

**GUIDELINES  
NORTH COLLEGE HILL CITY  
SCHOOL DISTRICT**

**BED BUGS**

Bed bugs can occur in any community regardless of the population, per capita income, ethnic/racial make-up of the population, or any other factor. Except for a few minutes of contact during which the bugs may feed on blood in the skin, bed bugs do not live on a person, unlike head lice that remain in the hair of a person.

Public health scientific evidence does not show that bed bugs directly spread disease. Students should not be excluded from the school due to bed bugs.

North College Hill City Schools' guidelines, at a minimum, include the Hamilton County Public Health Department guidelines for handling a bed bug presence in a school facility as outlined below. If a student has bed bugs, staff will follow these guidelines with privacy and dignity.

**Section I: If Bed Bugs Are Found On A Child**

- A. Discreetly remove the student from the classroom and take the student to the clinic so the school nurse/building health care professional or a qualified individual can perform an inspection of the student's clothing and other belongings (including, but not limited to: shoes, jacket, hat, books, backpack and school supplies). A second staff person should also be present during the student/clothing search. It is ideal if the search be completed by a staff person of the same sex as the student. Place any of the student's unneeded items, such as book bag, into a large plastic bag and tightly seal the bag. The bag will remain in the clinic until the student leaves for the day.
- B. Check areas where the student and/or affected belongings may have had a chance to sit for an extended period of time (i.e. locker).
- C. If any bed bugs are found, remove the bug(s) by use of gloves, tape, tweezers, tissue, paper towel, etc. Place the bug(s) in a sealed plastic sandwich bag.
- D. If the student is found to have no bed bugs on his/her clothing or other personal items, the student may return to class. If the student is found to have a bug(s) on his/her clothing or personal items, the student will need to change into a clean set of clothing before s/he is able to return to class (Refer to Section I, F 4 and F 5).
- E. Identify the location of any siblings (or other students residing in the home) in the building and/or who attend any other district schools. Notify the health clinic in the respective buildings of the students who need to be checked in the building.

The school nurse or a building healthcare professional will check that student(s) following Section guidelines.

- F. Contact the parent or guardian of the student to inform him/her of the bed bug presence on the child.
1. Ask the parent or guardian if there is a known bed bug problem in the home. If yes, ask about what actions have been taken to eliminate the bed bugs.
  2. Regardless of yes or no, offer the parent or guardian the name and telephone number of the Hamilton County Public Health Department sanitarian for our geographic area.
  3. Explain that the Health Department Sanitarian will come to the home, if requested, and inspect for bed bugs free of charge and will make treatment recommendations in the event of a bed bug infestation.
  4. If the student requires a clean set of clothing, ask the parent or guardian to place a set of clean clothing in the clothes dryer for 10 minutes on high heat, place the clothing in a plastic bag and bring it to school for the student to change into.
  5. If a clean set of clothing is not able to be brought to school for the child, the child:
    - a. go home to change into clean clothing; or
    - b. remain in the clinic or office area until picked up by the parent or guardian.
  6. Let the parent or guardian know that the student and his/her belongings will be checked for bed bugs for three consecutive school days. After 3 consecutive school days, if there has been no presence of bed bugs, the student will then be checked on Mondays for two weeks. If there continues to be no bed bug presence, the student will no longer be checked for bed bugs unless another event should occur.
  7. Ask the parent to send in a clean set of clothing that has been in the clothes dryer on hot heat for 10 minutes and placed in a plastic bag the next day. This is to make things easier for the parent or guardian should any bed bugs be found on the student's clothing or in his/her belongings.
  8. Let the parent or guardian know that a copy of the Hamilton County Public Health Department's "Know the Facts" Bed Bugs will be sent home with the child.
- G. The Hamilton County Public Health Department can be contacted by calling 513-946-7847 or by going online at [www.hamiltoncountyhealth.org](http://www.hamiltoncountyhealth.org).

## Section II: If Bed Bugs Are Found In A School Room

- A. Notify the Principal and School Nurse/Building Healthcare Professional.
- B. Evaluate the area where the bed bug was found to determine if any other furnishings or belongings need to be checked for bed bugs.
- C. If any other student or belonging is found to have bed bugs on them, follow the steps in Section I above.
- D. Vacuum the affected area after school. Dispose of vacuum bag in its own sealed garbage bag.
- E. The decision to contact a licensed pest control operator for an inspection of the area will be made by the Superintendent or designee.
- F. The results of the licensed pest control operators' inspection will determine if any treatment is performed inside the school building.
- G. Research strongly suggests that, in general, insecticide treatments within schools should be avoided unless absolutely necessary, and virtually never as a preventative measure. Should a treatment be required:
  - 1. Any potential pesticide/insecticide application must be approved in advance by the Superintendent or designee.
  - 2. Any potential pesticide application must comply with the requirements of any applicable Federal and/or State Laws, State of Ohio or Hamilton County Health Department regulations, or Board Policies and/or Administrative Guidelines.

## Section III: Parent(s) or Guardian Notification:

Notification of student households of a specific classroom, building, and/or bus will be made as necessary should there ever be a concern that bed bugs may have traveled to other students.