

School Response Flowchart



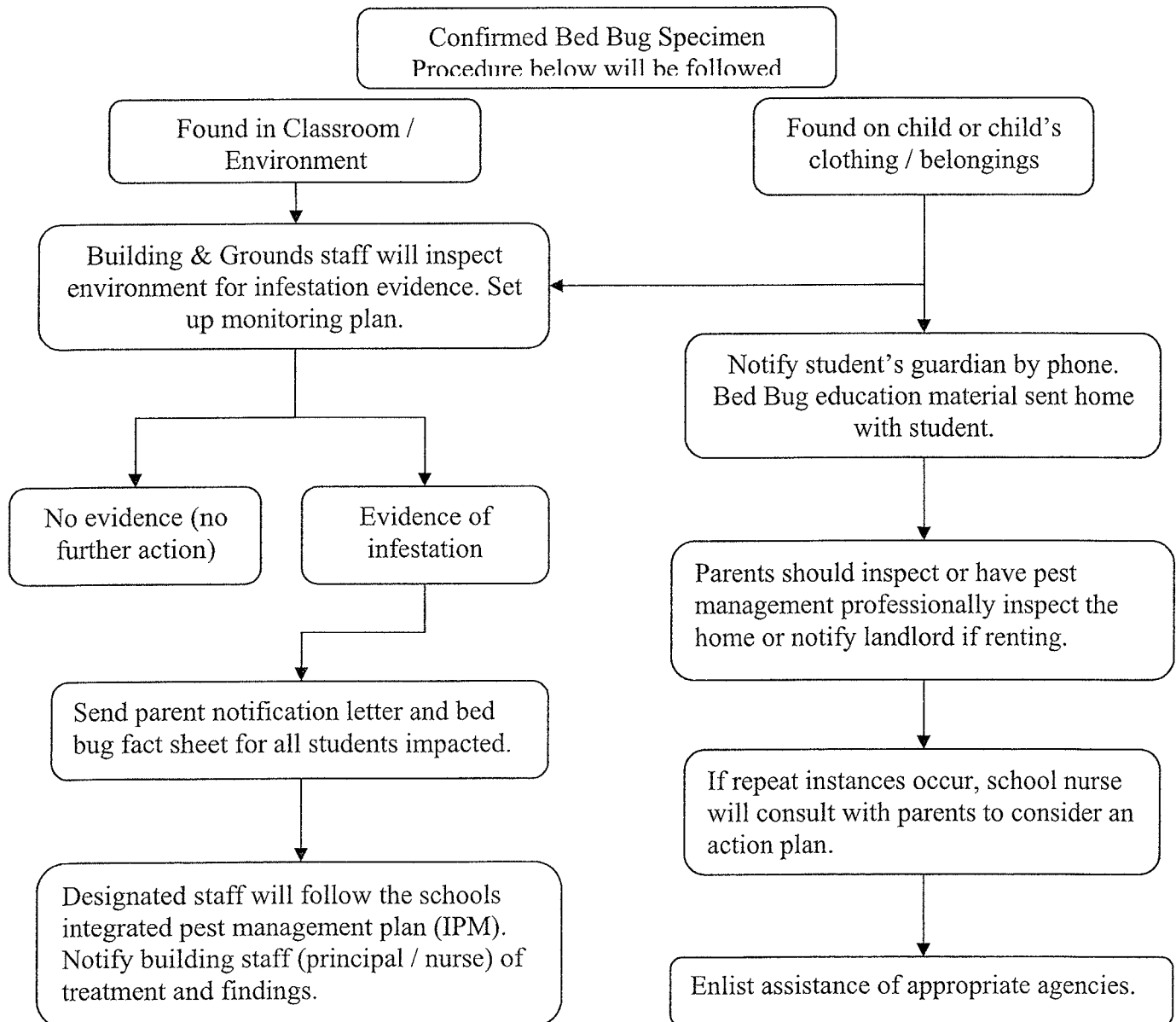
School Responsibility:

Provide a healthy, pest-free environment in which students can succeed

Parent/Caregiver Responsibility:

Provide a safe and healthy living environment for the student

- Collect the bug using a tissue or piece of clear tape. Place the specimen securely in a sandwich size plastic bag and seal with tape. Try not to crush or kill the bug.
- Complete the Specimen Data Submission Form
- Contact school nurse.
- Nurse will notify buildings and grounds



What to do if you see a bed bug?

- Try to collect the bug using a tissue or piece of tape. Place the specimen securely in a sandwich size plastic bag and seal with tape. Try not to crush or kill the bug.
- Complete the “Specimen Data Submission Form” (see below)
- Keep a copy of the form for school records.
- Work with school personnel and follow their advice.

**Bed Bug
Specimen Data Submission Form**

Date: _____

A presumed bed bug was found: (Check one)

On a student: _____

On a student’s belongings: _____

On furniture within a room: _____

Other location: _____

School Name: _____

Room Number or Location: _____

School Principal (Name): _____

School Principal Phone #: _____

School Nurse Name: _____

Thank you in advance for your assistance.

Comments: _____

This form is to be completed and submitted with the specimen for a positive ID by calling Building & Grounds