

North Carolina Department of Natural and Cultural Resources
Division of Parks and Recreation

SAFETY POLICY
TICK BITE PROCEDURE



May 25, 2018

PURPOSE

To establish a procedure for Division of Parks and Recreation employees to follow in the prevention and management of ticks and tick bites.

PROCEDURE

Prevention

Avoiding ticks and early detection are the keys to not getting infections caused by ticks.

1. Wear long pants in tick-prone areas.
2. Use repellent and treated clothing consistently and correctly.
3. Shower and check for ticks daily. Early removal prevents infection.

Note: Ticks are most active from March to October, but year-round tick protection is important.

Removal

Proper tick removal provides the best chance for avoiding infection.

1. Use pointed tweezers or tick removal tool (stocked at DPR warehouse).
2. Pull straight out.
3. Do not squeeze the tick.
4. Wash your hands, then clean the bite and tweezers with alcohol.

Notification

Notification and documentation ensure the incident is appropriately managed.

1. Affected employee must notify supervisor of the tick found on skin as soon as reasonably achievable.
2. The tick log should then be completed.
 - a) Employee name
 - b) Date tick located
 - c) Date reported to supervisor
 - d) Area of body tick was found
 - e) Was repellent being used?
 - f) Supervisor's name

Monitoring

1. Employee shall monitor their health and the bite site for 30 days.
2. If flu-like symptoms or a rash occur within 30 days, this may be evidence of a tick-borne infection and the employee should seek medical treatment immediately.
3. If the employee seeks medical attention, supervisor submits tick log along with appropriate workers' compensation forms to the DPR workers' compensation administrator.
4. Should no symptoms arise and no treatment be needed, keep the tick log on site and there is nothing else required.
5. It is the responsibility of each individual park to maintain and update their own tick log.

Question and concerns may be directed to the Division Safety Consultant.

Appendix A – Tick Log

North Carolina Division of Parks and Recreation

TICK LOG

PARK: _____

Employee Name	Date Tick Located	Date Reported to Supervisor	Area of Body Tick Found	Was Insect Repellent being used?	Supervisor's Name

Employee:

1. Remove tick with tweezers or a tick removal tool as close to the skin as possible.
2. Wash hands and clean site with alcohol or soap and water.
3. Notify supervisor.
4. Record the appropriate information on the tick log.

Supervisor:

1. Instruct employee to monitor the bite area for 30 days.
2. Should a change occur in the bite area or the employee suspects a tick-borne illness, have the employee consult a physician.
3. Should a doctor visit become necessary, complete and submit appropriate forms to the Workers' Compensation Administrator along with the tick log.
4. Should no symptoms arise and no treatment be needed, keep the tick log on site and there is nothing else required.