

MENINGITIS AND SEPTICAEMIA
SUGGESTED CHECKLIST FOR SCHOOLS**THINGS YOU CAN DO BEFORE AN INCIDENT:-**

- Ensure staff are aware of the symptoms. Posters and leaflets are available from Meningitis Research Foundation – 01454 281811 www.meningitis.org.uk or National Meningitis Trust – 01453 768000 www.meningitis-trust.org.uk
- Raise parental awareness, when there is less chance of an incident. Meningitis has an annual pattern with the highest number of cases occurring in the winter. The School Health Advisory Service can provide speakers.
- Establish measures for telephone response.
- Establish an agreed channel to the Media. Incidents of Meningitis stimulate Media interest and Headteachers may need guidance in these circumstances. The Communications Unit will be able to advise.

THINGS TO DO WHEN AN INCIDENT OCCURS:-

- Contact Consultant in Communicable Disease Control (CCDC) on reasonable suspicion of a case. Alternatively, CCDC may contact the school direct.
- Advice will be available from the CCDC on the implications of the particular diagnosis. There is a nationally agreed protocol for dealing with incidents.
- Send early information to parents to avoid the spread of undue anxiety. The CCDC can provide schools with a draft letter.
- Register as a possible “Critical Incident” in case Staff/Pupils need support. **Tel: 07710 105514.**
- Establish agreed channel to the Media.
- Keep Media policy under review.
- Remember that the clear advice from the Health Authority is that schools should not reveal/confirm confidential medical details about an individual unless cleared to do so by the parent or legal guardian.

THINGS TO DO AFTER AN INCIDENT:-

- Review School/CCDC/Local Authority responses in the light of the incident.

CONTACTS

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2. Communications Officer	
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3. Critical Incident School Support Line	07710 105514
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