

**MENINGITIS
CONTINGENCY
PLAN
2011/2012**

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1. Introduction

Because of the occurrence of cases of meningitis on campuses, all HEIs are aware that outbreaks place great stress on students and staff. Whilst such events are very rare it is essential that the University has a contingency plan in place. This action plan will ensure that there are:

- Good channels of communications between students, staff and the public
- Effective support arrangements
- Effective links to public health and local GPs
- Access to authoritative advice on the management of meningitis
- <http://www.meningitis-trust.org/meningitis-info/signs-and-symptoms/adults/>

2. Trigger for Action

A single case of meningitis requires antibiotic treatment for those who have been in close personal and prolonged contact with the patient, for example, family and close friends. A second confirmed case of the same type of meningitis constitutes an outbreak and is a trigger for emergency contingency procedures to be put in place by the Health Authority.

3. Communication

It is vital that there are clear lines of communication: with meningitis there can be a significant time lapse between the appearance of a possible case and confirmation. The action plan, therefore, requires that:

- a) Contacts with the media should be handled by the Consultant in Communicable Diseases Control in Avon Health Authority (contact through the Fairfield Practice). This would need to be in conjunction with the University's Head of Marketing and Communications, Mrs Tessa Griffiths. These two will need to work closely together, as parents are likely to contact the University direct.
- b) Students and staff are kept informed as much as possible, subject to the need for personal confidentiality. The BSU website and email will be the main sources of information to students and staff within the University. Posters and/or flyers will augment this, especially for those without access to the website.
- c) The Meningitis Trust can provide emergency telephone exchanges on site to deal with calls from anxious parents etc (Tel: 01453 751738, supporting line 0345 538118).
<http://www.meningitis-trust.org/>
- d) A helpline for external communication will be set up.

4. Contacts

The main points of contact are:

At the Fairfield Medical Practice:

Dr Jeremy Gilbert
Telephone number 01225 331616

Dr Gilbert would be the point of contact for the University with, in effect, the NHS. This would include other GPs if the affected student were not registered with the Fairfield Practice.

At the University:

Dr Alun Thomas, Deputy Vice Chancellor

Telephone: 01225 875735

Email: a.thomas@bathspa.ac.uk

meningitisalert@bathspa.ac.uk

These two people will be responsible for co-ordinating the work inside their respective organisations.

Within the University a member of the Chancellory, normally Dr Alun Thomas, will always be contactable in case of an outbreak. A member of Registry will also always be available so that the student database can be accessed. All inquiries from parents and students should be directed to Dr Alun Thomas in the first instance.

Out-of-Hours Emergency - Contact Security on:

Newton Park Security Lodge: 01225 87(5555)

Security patrol at Newton Park, mobile 07795027441 (short code 1075)

07747898085 (short code 1055), contactable 24 hours

5. Location for Vaccinations

If the need for vaccinations arises, the Refectories at Newton Park and Sion Hill will be the venues. The vaccinations themselves will be dealt with by the Public Health Communicable Disease Unit.

6. Checking for Cases

A system of reports by resident wardens or resident tutors from the houses for which they are responsible will be activated using house representatives.

7. Fairfield Park Attendance

Dr Gilbert would suspend normal practice responsibilities and attend at least twice daily at the University to deal with suspected cases.

8. Incident Control Team

There is a need for a team who will meet regularly during any outbreak to collate all our actions. This team will comprise: Dr Gilbert, Dr Thomas and a member of the Communicable Diseases Control Unit.

Whilst the website should serve to communicate general information there is a need to vary the type of information according to the target group, such as students in the same residence; those in residences on the same site; those on the same course.

The incident control team may well need to call in assistance from, for example, the HR Department to help disseminate information to staff groups, and provide other administrative help such as recording data.