**Notification Checklist for suspected cases of Meningitis**

**Information to be obtained when a member of staff, student or a relative calls to inform the University that they may have meningitis.**

|  |  |  |
| --- | --- | --- |
| **Details of Person Suspected of Having Meningitis** | | |
| 1. | Has the person sought medical help or is in the process of seeking medical attention e.g. attending nearest Accident and Emergency department or called NHS 24 using the 111 number? | Yes/ No  If No, advise them to attend nearest Accident and Emergency department or called NHS 24 using the 111 number. |
| 2. | Name |  |
| 3. | Department |  |
| 4. | Contact telephone number(s) |  |
| 5 | Is person a member of staff? | Yes/ No |
| 6. | If a student, their course and year/ class group |  |
| 7. | Does the person live on campus? | Yes/ No |
| 8. | If yes, which residence do they live in? |  |
| 9. | If no, does the person live in the Greater Glasgow and Clyde health board area? | Yes/ No |
| 10. | If no, which health board area do they live in? |  |
| **Details of Person Making the Call** | | |
| 1. | Name |  |
| 2. | Relationship to person suspected of having meningitis |  |
| 3. | Contact telephone number |  |
| 4. | Will the caller be the Primary Contact? | Yes/ No |
| 5. | Is there anyone else that the caller would like the University to contact? | Yes/ No |
| 6. | If ‘yes’, who?  Their contact details are…. |  |
| **Details of Person Receiving the Call** | | |
| 1. | Name |  |
| 2. | Department |  |
| 3. | Contact telephone number |  |
| 4. | Date and time received |  |

**This information must be passed to Occupational Health Adviser 0141 548 4824 or Health and Wellbeing Adviser 0141 548 3402 as soon as possible. Out of Hours, contact Security Control on 0141 548 3333**