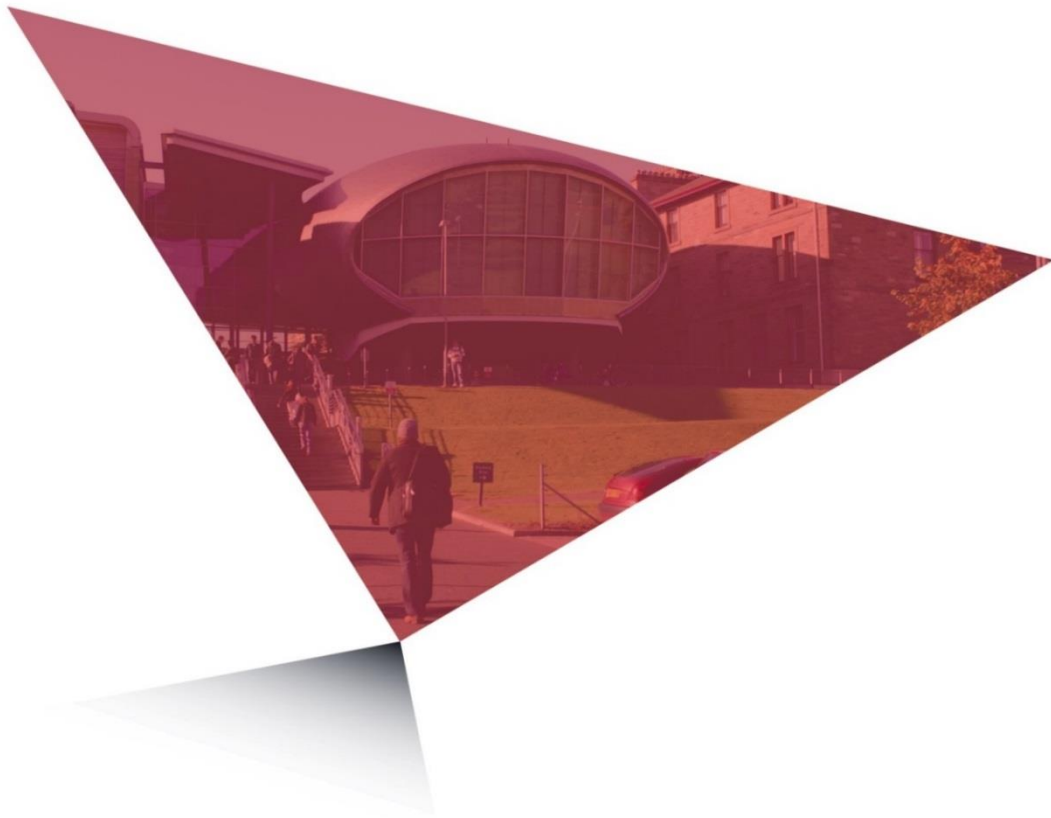


# Edinburgh Napier University Communicable Diseases Contingency Plan (including Meningococcal infection)



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## **Background**

The University is increasingly aware that the actual or perceived threat of any type of communicable disease can cause great stress on campus in particular that of meningococcal infection (septicaemia or meningitis). Additionally there is a separate Contingency Plan that addresses the risk of Pandemic Flu and the actions that are required in such a situation.

Contained within the plan is particular reference to meningococcal infection as it can develop rapidly and is fatal in five to ten per cent of cases. In addition a comprehensive list of communicable diseases is contained within Appendix 3, page 13; some are of a more serious nature than others and not all would require the contingency plan to be followed.

This plan seeks to summarise the actions required in responding to a communicable disease and in particular ensures that there are:

- adequate channels of communication with students, staff and the public;
- effective support arrangements for students and staff;
- good links with health protection units; and
- direct access to appropriate advice on the management of communicable diseases.

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## **1. Introduction**

In the majority of cases it is likely that the University will be contacted by NHS Lothian Department of Public Health regarding a possible or confirmed case of a communicable disease rather than the University contacting the Public Health Department. However it is also possible that a student, member of staff or member of the public may inform the University direct.

Issues such as this should be dealt with at the lowest sensible level until it is apparent that something needs to be escalated further. Once the response is set in motion, the person in charge has with respect to that item ultimate responsibility to make decisions/choices including communications. That person should take advice where necessary and escalate as and when required. In particular the advice of health professionals should be closely followed at all times.

Communications during a suspected or actual outbreak of a communicable disease are essential and must be accurate and timely, poor communications can make the event seem much worse than it is and cause anxiety amongst staff, students and members of the public and ultimately could tarnish the reputation of the University.

A key area is awareness raising amongst staff and students about communicable diseases such as meningococcal infection and its associated symptoms. Effective ways of raising awareness are detailed at Appendix 7, pages 18 - 19.

## 2. Roles and Responsibilities

In the event of a case or outbreak of a communicable disease the following personnel will play a key role in facilitating the appropriate response.

**The University Secretary** or their deputy will take the lead role and authorise any mechanisms or facilities, which require to be set in place and will inform the Director of People & Services, the Head of Health and Safety and the Governance Officer (Risk & Governance). The lead should also ensure that all involved in responding to a suspected/ actual communicable disease case (s) are kept up to date on the situation including actions taken.

**The Director of Information Services** or their deputy will be required to assist in the setting up of a telephone helpline.

**The Director of Property and Facilities** or their deputy will be responsible for the provision of an area for the administration of antibiotics, drinking water, security and cleaning.

**The Director of People & Services** or their deputy will be responsible for providing information on members of staff.

**The Relevant Dean of School** or their deputy will be advised and will be asked to assist in whatever what deemed appropriate to the situation.

**The Senior Officer with responsibility for Marketing & Communication** or their deputy will be responsible for liaising with the NHS Lothian Press Officer in the preparation of any press statement and will prepare any statement to be issued to staff/students/the media in conjunction with the NHS Lothian Press Office. He/she will assist with the arrangements of setting up a telephone hotline if deemed appropriate. Further detail of the helpline is contained within Appendix 5, page 15.

**The Senior Officer with responsibility for Student Administration** or their deputy will be responsible for providing information on students, including student address labels and class lists if necessary. They will also provide details of programme leaders and personal tutors and will assist with the provision of information to students.

**The Senior Officer with responsibility for Student Wellbeing** or their deputy will provide counselling and wellbeing support to students and will be advised and asked to assist with advice and assessment as appropriate to the situation.

**The Senior Officer with responsibility for Student Accommodation** or their deputy will be contacted in the case of a student living in University Student Accommodation. His/her remit will be to provide details of all students in Student Accommodation and to assist in whatever way deemed necessary.

**The Senior Officer with responsibility for Health & Safety** or their deputy will be advised and asked to assist with advice and assessment as appropriate to the situation

**Occupational Health** (accessible via HR&D) will be required to provide health advice to the University and to obtain leaflets for distribution.

**Edinburgh Napier Students Association** will assist in providing information and advice to worried students and advising their helpline.

### **3. Other Contacts**

Other University personnel may be required to provide support dependent on the action advised by NHS Lothian.

Depending on the type of communicable disease, trained volunteers may be required to staff a dedicated helpline as detailed in Appendix 5, page 15.

### **4. Communications**

Special care must be taken so not to identify the member of staff or student in any communications. The identity of the person involved should only be shared with staff that really need to know.

#### **Media**

All enquiries from the media will be directed to Marketing & Communication. All statements will be made in conjunction with the NHS Lothian Press Officer. Marketing & Communications have drafted holding statements that can be tailored to fit individual situations.

#### **The Meningitis Research Foundation and Meningitis Trust**

All confirmed meningococcal infections will be notified to these charities by NHS Lothian Public Health. Requests for leaflets and information should be made via the Occupational Health Nurse. Contact details for these charities should be communicated at an early stage as they are able to offer expert advice to those concerned; these are contained within Appendix 2, page 12.

#### **Staff/Students**

It is unlikely that a mass staff/student email would be appropriate in the event of a communicable disease as this is likely to cause anxiety and panic throughout the University. It is more appropriate to communicate with those closely involved e.g. a student class or a department of staff. A general circulation may be appropriate to reassure staff and students and to highlight the particular symptoms of the disease. Guidance on this matter will be provided by Marketing & Communications in conjunction with NHS Lothian.

## **Contacts**

Governance & Compliance will liaise with NHS Lothian. Close contacts will be advised by NHS Lothian (through Governance & Compliance) on any further action.

## **Student Accommodation**

Content of notification to students in Student Accommodation will be agreed by NHS Lothian and to the Senior Officers with responsibility for Marketing & Communication and for Student Accommodation for circulation. In the first instance a notice prepared by Marketing and Communication and NHS Lothian to flats of individual students on particular sites. Should it be deemed appropriate a meeting of residents will be arranged using the Triangle at Merchiston Campus or any of the campus refectories could be utilised.

## **Private Accommodation**

No immediate leafleting should take place but flat mates should be considered as close contacts. Marketing & Comms will liaise with NHS Lothian who will advise on any further appropriate action.

If it is a possible/ confirmed case of meningococcal infection, Governance & Compliance will advise other Higher Education Institutions in Lothian (details are held in Appendix 9, page 23).

## **Deans of Schools and Service Directors**

Deans of Schools and Professional Service area Directorates affected will be notified by telephone by the Senior Officer with responsibility for Marketing & Comms or their deputy.

## **Other Heads of Service**

Depending on the nature and severity of the communicable disease all other Heads of Departments/Heads of Service should be notified of the situation and be responsible for cascading information to staff and students. Trade Unions should also be contacted. The Senior Officer with responsibility for Marketing & Comms or their deputy will determine in consultation with others if this is necessary.

## **Central Security Control**

Information on dealing with enquiries out of normal hours or when the University is closed will be provided to the Central Security Control along with personal contact numbers for relevant members of staff.

## **Edinburgh Napier Students Association (ENSA)**

ENSA should be advised of suspected/actual case(s) as they may receive enquires from worried students or their parents. They may also be able to offer advice to anyone worried.

## **Family**

If deemed necessary, consideration should be given to an initial offer of sympathy in the name of the Principal and Vice-Chancellor. The

University Secretary has responsibility for ensuring that this action is carried out.

### **Call Out List**

A copy of this plan will be held by Governance & Compliance, School Support Service, Human Resources & Development, Marketing & Communication, Student Wellbeing & Inclusion, Property and Facilities, Central Security Control and NHS Lothian. Contact details for these personnel are held in Appendix 2, Page 12, along with the out of hours contacts for the NHS Lothian and contact details for the main meningitis charities. Central Security Control will facilitate out of hours call outs in line with the Emergency Response Procedure found in Appendix 1, Page 9 as they hold out of hours contact details for key personnel.

The Governance Officer (Risk & Governance) will ensure that the Contact List and Numbers are updated every six months or sooner if there are known changes.

The key personnel involved in responding to a case/outbreak along with representation from NHS Lothian Public Health will review this document in August each year.

## **5. Data Protection**

In order to meet our statutory obligations under the Data Protection Act 1998, appropriate personal data may be disclosed by authorised University personnel at the request of the Health Authorities. Guidance can be found in sections 8.6 and 8.7 of the [University's Data Protection Code of Practice](#).

If you are in any doubt about whether personal data should be released and/ or the appropriate secure method by which this is to be done please contact Governance Services on ext 6471

**Mr D A Cloy**  
**University Secretary and Convenor of the Risk & Resilience**  
**Committee**  
**January 2018**



# APPENDICES 1 – 6

## RELEVANT INFORMATION FOR ALL COMMUNICABLE DISEASES

**Edinburgh Napier University****COMMUNICABLE DISEASES**

The purpose of this procedure is to allow staff, students and visitors to respond in the event of a suspected diagnosis of a communicable disease such as Meningitis. It should be noted that normally the University would be advised via a GP/Hospital or NHS Lothian Public Health of a communicable disease case such as Meningitis.

**Action by all staff, students and visitors:**

- ❑ **Contact Central Security Control x4444 (0131 455 4444)** and relay the following information.
- ❑ Provide details of GP/Hospital where diagnosed and name of treating doctor and contact telephone number.
- ❑ Provide name, date of birth, address of patient and contact telephone number.

**The incident will be managed by a designated senior member of staff. All Staff, Students and Visitors must obey their instructions.**

**Please Note:**

Appropriate action will proceed as established by those professional advisors and in accordance with the Communicable Diseases Contingency Plan. Copies of the Contingency Plan will be held by Governance & Compliance, School Support Service, Human Resources & Development, Marketing & Communication, Student Wellbeing & Inclusion, Property and Facilities, Central Security Control and NHS Lothian. Regular reviews will be held by professional staff and senior management throughout this action until closure.

This incident will be closed, when the key personnel involved, in consultation with other services involved in the incident, will produce and circulate a report when all actions have been completed.

## COMMUNICABLE DISEASES:

Action	Action / Item	
	<b>Mobilisation</b>	<b>Action</b>
	Keep a record of discussions, decisions and actions using Incident Log Sheet	
1	<p><b>Action by Central Security Control upon receiving notification of an incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Open Incident File.</li> <li><input type="checkbox"/> Confirm name, date of birth, address of patient and contact telephone number.</li> <li><input type="checkbox"/> Request details of GP/Hospital where diagnosed and name of treating doctor and contact telephone number.</li> <li><input type="checkbox"/> If the patient is a <b>student</b>, contact the University Secretary on x 6471 (0131 455 6471) and advise of suspected case.</li> <li><input type="checkbox"/> If the patient is a member of <b>staff</b>, contact the University Secretary on x6471 (0131 455 6471) and advise of suspected case.</li> <li><input type="checkbox"/> Advise Senior Officer with responsibility for Marketing &amp; Communications x6312 (0131 455 6312) of possible media interest.</li> <li><input type="checkbox"/> Advise the Property and Facilities Helpdesk of situation (during normal office hours) x5000 (0131 455 5000)</li> </ul>	
2	<p><b>Action by Property and Facilities Helpdesk staff if incident is reported via Helpdesk</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Central Security Control x4444 (0131 455 4444) and advise of the incident.</li> <li><input type="checkbox"/> Security will follow agreed procedures.</li> </ul>	
3	<p><b>Action by the University Secretary or appropriate deputy receiving information of a suspected communicable disease case:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm name, date of birth, and address of patient and contact telephone number.</li> <li><input type="checkbox"/> Request details of GP/Hospital where diagnosed and name of treating doctor and contact telephone number.</li> <li><input type="checkbox"/> Contact GP/Hospital to confirm clinical details and call the Public Health Protection Team on 0131 465 5422/5420. You should ask for the Health Protection Team to confirm positive or negative diagnosis.</li> </ul>	

Assessment		
<b>4</b>	<p><b>If positive diagnosis received University Secretary or appropriate deputy will contact the following people and departments in order:</b></p> <ol style="list-style-type: none"> <li>1. Director of People &amp; Services x 6508 (0131 455 6508)</li> <li>2. Senior Officer with responsibility for Marketing &amp; Communications x6312 (0131 455 6312)</li> <li>3. Senior Officer with responsibility for Student Wellbeing x 2902 (0131 455 2902)</li> <li>4. Senior Officer with responsibility for Property &amp; Facilities x3612 (0131 455 3612)</li> <li>5. Senior Officer with responsibility for Student Administration x2404 (0131 455 2404)</li> <li>6. Senior Officer with responsibility for Student Accommodation x3710 (0131 455 3710)</li> <li>7. Senior Officer with responsibility for Information Services x 4202 (0131 455 4202)</li> <li>8. Napier Students Association (0131 229 8791)</li> </ol> <p>Appropriate action will proceed as established by those professional advisors and in accordance with the Communicable Diseases Contingency Plan. Copies of the Contingency Plan will be held by Governance &amp; Compliance, School Support Service, Human Resources &amp; Development, Marketing &amp; Communication, Student Wellbeing &amp; Inclusion, Property and Facilities, Central Security Control and NHS Lothian. Regular reviews will be held by professional staff and senior management throughout this action until closure.</p>	
<b>5</b>	<p><b>If negative diagnosis received, University Secretary or appropriate deputy will contact the following people and departments in order:</b></p> <ol style="list-style-type: none"> <li>1. Director of People &amp; Services x 6508 (0131 455 6508)</li> <li>2. Senior Officer with responsibility for Marketing &amp; Communications) x6312 (0131 455 6312)</li> <li>3. Senior Officer with responsibility for Student Wellbeing x2902 (0131 455 2902)</li> <li>4. Senior Officer with responsibility for Property &amp; Facilities x3612 (0131 455 3612)</li> <li>5. Senior Officer with responsibility for Student Administration x2404 (0131 455 2404)</li> <li>6. Senior Officer with responsibility for Student Accommodation x3710 (0131 455 3710)</li> <li>7. Edinburgh Napier Students Association – 0131 229 8791</li> </ol>	

## APPENDIX 2

### CONTACT TELEPHONE NUMBERS

Role	Internal Telephone No.	External Telephone No.
University Secretary	6471	0131 455 6471
Director of Information Services	4202	0131 455 4202
Director of People & Services	6508	0131 455 6508
Director of Property and Facilities	3612	0131 455 3612
Senior Officer with responsibility for Health & Safety	6373	0131 455 6373
Senior Officer with responsibility for Student Accommodation	3710	0131 455 3710
Senior Officer with responsibility for Marketing & Communications	6312	0131 455 6312
Occupational Health Service (accessible via HR&D)	3342	0131 455 3342
Senior Officer with responsibility for Student Wellbeing	2902	0131 455 2902
Senior Officer with responsibility for Student Administration	2404	0131 455 2404
Governance Officer (Risk & Governance)	6408	0131 455 6408
Edinburgh Napier Students Association	-	0131 229 8791
<b>For Advice Purposes:</b>		
<a href="#">NHS Lothian</a>	-	<b>Health Protection Team</b> 0131 465 5422/5420 <b>(office hours)</b>  0131 536 1000 <b>(out of office hours switchboard. Ask for Public Health on-call Consultant)</b>
<a href="#">Meningitis Research Foundation</a>	-	<b>Helpline-</b> 0808 80 03344

		<b>Edinburgh Office-</b> 0131 510 2345
<a href="#">Meningitis Now</a>	-	<b>Helpline-</b> 0808 80 10388

## APPENDIX 3

### COMMUNICABLE DISEASES

The term communicable disease means 'spread from one person to another'. This is an abridged list of communicable diseases/infections covering those which are most pertinent to a university setting and for which the plan may be invoked.

Chickenpox
Glandular Fever (Infectious Mononucleosis)
Influenza (flu)
Measles
Meningococcal Disease (Meningitis)
Mumps
Rubella (German Measles)
Tuberculosis (TB) – pulmonary
Tuberculosis (TB) – non pulmonary

### NOTIFICATION

There is a statutory duty on the **diagnosis** of some communicable diseases, under the Public Health (Infectious Diseases) 1988 Act and the Public Health (Control of Diseases) 1984 Act, to notify the required public bodies.

This is a clinical duty and relates to Registered Practitioners (NHS Doctors in GP practice and/or Hospital) who are required to notify the Local authority of any diagnosed and suspected cases of certain communicable diseases within 3 days. The Local Authority will then inform the Health Protection agency (HPA).

The University is NOT required to notify the Local Authority as this is undertaken by NHS Lothian at the point of diagnosis. NHS Lothian will also notify any other relevant bodies (such as Meningitis Trust).

ENU can however make contact with any and all public bodies in an advisory capacity should this be required.

## **APPENDIX 4**

### **ARRANGEMENTS FOR MEETINGS**

1. The purpose of meetings is to share information, agree communications, confirm administration required and ensure effective communication between the University and NHS Lothian.
2. Joint meetings should be convened by NHS Lothian and held in a suitable location on campus.
3. The agenda will be set by the convener of the meeting and meetings held at a time according to the circumstances.
4. The meetings will be attended by the contacts listed in Appendix 2, page 12 unless otherwise agreed.

## **APPENDIX 5**

### **PROVISION OF A DEDICATED HELPLINE IN THE EVENT OF AN OUTBREAK OF A COMMUNICABLE DISEASE**

It is anticipated that in the event of an outbreak of a communicable disease that there will be a vast amount of enquires received by the University be it from worried parents, staff, students or the public. In order to respond to this increase in enquires a helpline with a dedicated number may be set up in line with the Crisis Response Procedures. The helpline would be staffed by trained volunteers or in the event of a less serious communicable disease a recorded message advising of the situation and what the University is doing to respond to the outbreak along with any relevant contact numbers for further information. Action cards will be prepared for these volunteers with key information on the communicable disease.

### **Meningitis**

In the case of suspected/actual case of Meningitis it is recommended that the contact numbers of the Meningitis Research Foundation and Meningitis Now be widely published as both of these areas have trained staff who can offer specific expert advice and guidance, they will be notified in any event by NHS Lothian Public Health but liaison between these organisations and the University is recommended at the earliest possible stage.

[Meningitis Research Foundation](#) 0808 80 03344

[Meningitis Now](#) 0808 80 10388



## **APPENDIX 6**

### **HOLDING STATEMENTS**

Holding statements have been created to provide an outline of the information that will be released in the event of communicable disease; the relevant statement will be tailored to suit the individual event and will be provided by the Senior Officer with responsibility for Marketing & Communication. Depending on the type/severity of communicable disease it may be necessary to issue a joint statement with NHS Lothian.

# APPENDICES 7 – 9

## ACTIONS SPECIFIC TO MENINGITIS CASE(S)

## **APPENDIX 7**

### **ACTION PLAN FOR MENINGITIS AWARENESS RAISING – STUDENTS AND STAFF**

Raising awareness of meningitis to both staff and students is a vital part of the overall planning for dealing with a case or outbreak of the disease. In accordance with the Universities UK Management Guidance (Managing meningococcal disease (septicaemia or meningitis) in higher education institutions) which is endorsed by the National Meningitis Trust the actions detailed in the Action Plan overleaf should be followed.

OBJECTIVE	METHOD	BY
<b>RAISING AWARENESS AMONGST STUDENTS</b>		
Provide information and advice on meningitis including advice that students should check if they have received the MenC vaccination. Also include contact details for meningitis charities.	Student Portal Induction Module. Annual Napier Student Survival Guide. Annual Freshers Handbook. NSA Website. Student Portal A-Z Health Section. Annual Student Diary. Displays at Welcome Weekend. Display posters and leaflets throughout the university and in all university flats.	Prior to the start of Trimester 1
Provide information and details of available meningitis vaccinations to international students who may not have been routinely vaccinated.	Student Portal International Section.	Prior to the start of Trimester 1
<b>RAISING AWARENESS AMONGST STAFF</b>		
Ensure that tutors know their role in giving sound information and defusing anxiety.	Staff Intranet	Throughout the Academic Year
Information and advice available to all staff.	Staff Intranet. Leaflets and Posters. Health Promotion Days.	During Trimester 1

## **APPENDIX 8 - ADMINISTRATION OF ANTIBIOTIC PROPHYLAXIS**

In the event of there being a cluster of cases of Meningococcal Infection (Meningitis/Septicaemia) occurring in a student or member of staff from Edinburgh Napier University, NHS Lothian Department of Public Health Medicine may deem it appropriate to offer antibiotic prophylaxis.

A large area requires to be identified with a specified layout. The area requires to be accessed at short notice and set up without delay. Consideration also requires to be given to advice and information on the programme to the target group and to other staff and students.

The designated area is the Craiglockhart Chapel at Craiglockhart Campus. Should the Chapel be unavailable for any reason the Merchiston Triangle at Merchiston Campus should be made available and the same layout procedures applied.

The designated area will be divided into specific sections with a separate entrance and exit:

### Reception Area

2 Large Desks

4 Chairs

List of names, room number for students

List of staff names

Information Sheets (provided by NHS Lothian Department of Public Health Medicine)

Pens

2 – 4 persons to staff point

### Drinking Water

1 Large table

Supply of drinking water in jugs/cooler container

250 disposable cups

### Doctor's Area

6 small desks

12 chairs

Jug of drinking water

Small supply of disposable cups

Waste paper bin

### Disposal Point

2 large disposal bins for paper cups

1 container for waste water

### Waiting Area

12 chairs for those requested to remain in the area. The Head of Campus Services will be notified to co-ordinate setting up the area as per the layout plan and dismantling when the exercise is complete.

The Senior Officer with responsibility for Student Administration and the and Director of People & Services will be contacted to provide a list of names of students and staff and to circulate information to staff and students in conjunction with the Director of Information Services.

The Senior Officer with responsibility for Marketing & Communications will be notified to arrange provision of information of the programme as advised by NHS Lothian and to liaise with the press office of NHS Lothian. A telephone hotline number may need to be set up for worried parents and students (see Appendix 5, page 15), expert advice can be provided by the meningitis charities listed in Appendix 2, page 12, both operate a 24 hour helpline and offer expert advice.

The Senior Officer with responsibility for Campus Services will be notified to arrange provision of disposal bags/bins and disposal thereafter. Where necessary NHS Lothian will provide the relevant disposal of any clinical waste.

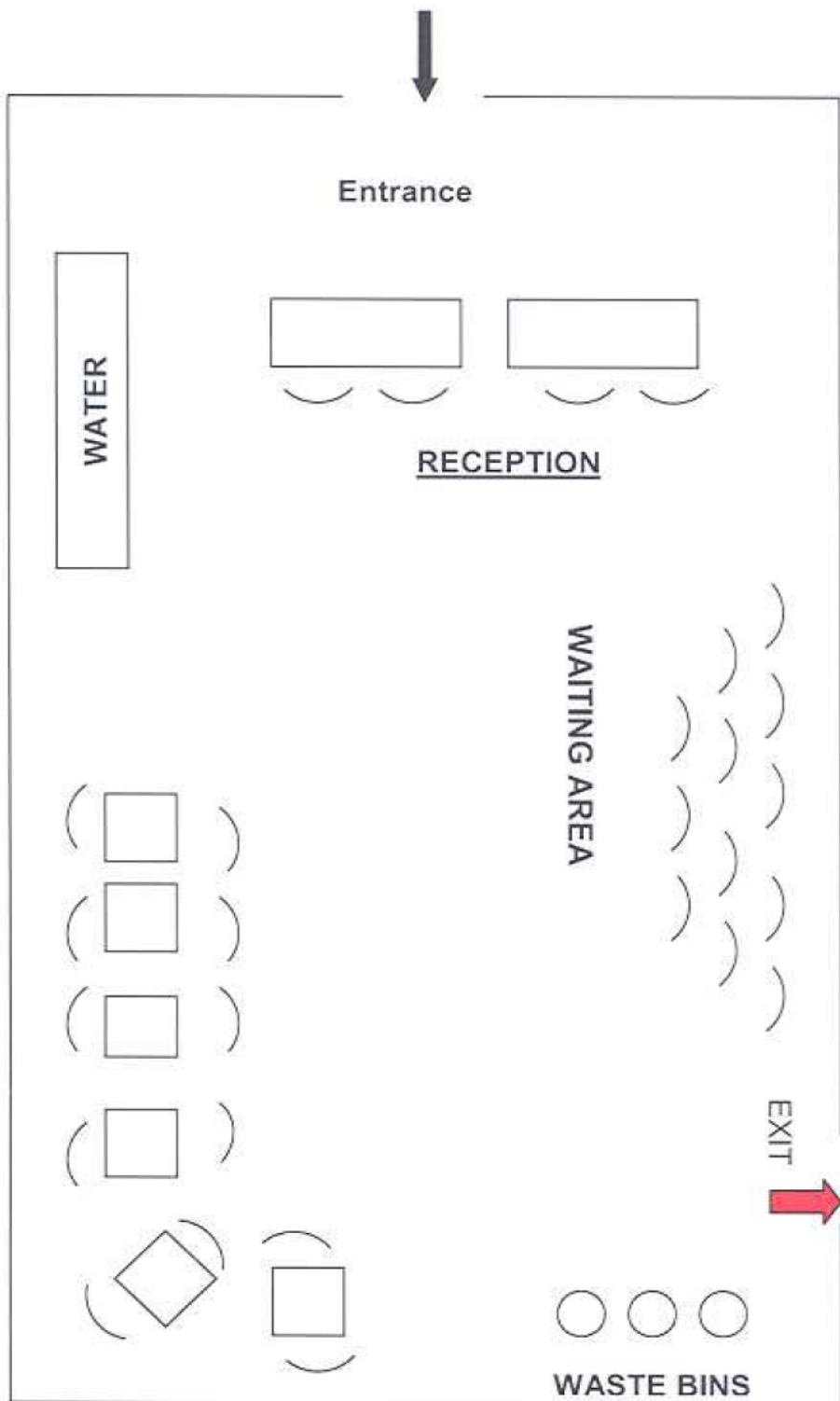
The relevant Campus Manager will be notified to arrange the provision of drinking water, jugs and disposable cups and the removal of when the exercise is complete

Drinking water will be available and in the event of this not being possible bottled water will be made available.

Central Security Control at Sighthill will be notified of the time of the programme and the anticipated numbers likely to attend.

To facilitate access for students the programme may be required to be provided in the evening with a further session for staff or non-attendees.

# FLOOR PLAN



## **APPENDIX 9**

### **MENINGITIS: EXCHANGE OF INFORMATION BETWEEN EDINBURGH HIGHER EDUCATION INSTITUTIONS**

In response to the publication of updated guidance by Universities UK on managing cases of meningitis, it has been agreed by Edinburgh's major higher education institutions that it would be beneficial to set up more defined communication links for sharing information between institutions should a suspected or confirmed outbreak of the disease occur.

As such, in the case of a suspected or confirmed outbreak, the senior administrative contact responsible for managing each institution's response will be informed. The relevant contact details are as follows:

#### **Heriot-Watt University**

Academic Registrar & Director of Student Services  
Heriot-Watt University  
Edinburgh, EH14 4AS  
Telephone: 0131 451 3368

#### **Queen Margaret University**

Director of Registry and Secretariat  
Queen Margaret University  
Queen Margaret University Drive  
Musselburgh, EH21 6UU  
Telephone: 0131 474 0525

#### **The University of Edinburgh**

Director of Registry  
Old College  
South Bridge  
Edinburgh, EH8 9YL  
Telephone: 0131 651 4252  
Fax: 0131 650 6521