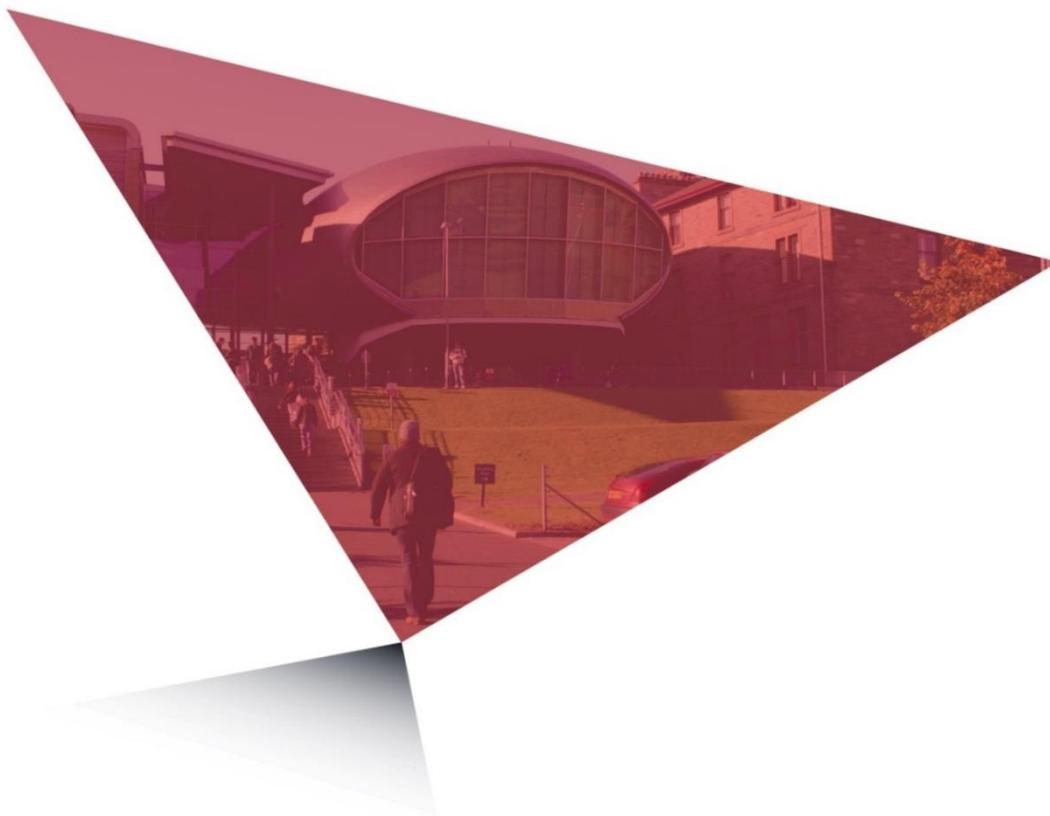


# Edinburgh Napier University Communicable Diseases Contingency Plan (including Meningococcal infection)



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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 2, page 11; 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 senior officer or deputy in charge has ultimate responsibility to make decisions/choices including communications for their area of responsibility. 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 8, pages 18.

## 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 & External Relations** 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. S/he will assist with the arrangements of setting up a telephone hotline if deemed appropriate.

**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 Operations) 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.

### **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 & External Relations. All statements will be made in conjunction with the NHS Lothian Press Officer. Marketing & External Relations have drafted holding statements that can be tailored to fit individual situations.

#### **The Meningitis Research Foundation and Meningitis Now**

Any confirmed meningococcal infections at University level 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 1, page 10.

#### **Staff/Students**

It is unlikely that all staff/student communication 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 in a department. A general communication may be appropriate to reassure staff and students and to highlight the symptoms of the disease. Guidance on this matter will be provided by Marketing & External Relations 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 & External Relations 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 & External Relations will liaise with the Health Protection team who will advise on any further appropriate action.

If it is a probable/confirmed case of meningococcal infection, the Health Protection Team will also help with notifying other Higher Education Institutions in Lothian (details are held in Appendix 9, page 22).

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

Deans of Schools and Professional Service area Directorates affected will be notified by the Senior Officer with responsibility for Marketing & External Relations 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 & External Relations 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 Operations, Marketing & External Relations, Student Wellbeing & Inclusion, Property and Facilities, Central Security Control and NHS Lothian. Contact details for these staff are held in Appendix 1, Page 10, 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 6, Page 16 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

**Governance Services**  
**August 2019**

# APPENDICES 1 – 5

## RELEVANT INFORMATION FOR ALL COMMUNICABLE DISEASE

## APPENDIX 1

### 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	6277	0131 455 6277
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	3497	0131 455 3497
Senior Officer with responsibility for Marketing & External Relations	6312	0131 455 6312
Occupational Health Service (accessible via HR Operations)	3394	0131 455 3394
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)</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

## 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 Scotland Act (2008).

This is a clinical duty and relates to Registered Practitioners (NHS Doctors in GP practice and/or Hospital) who are required to notify the Health Protection Team of any diagnosed and suspected cases of certain communicable diseases within 3 days.

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.

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

**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.

**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.

**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 & External Relations. Depending on the type/severity of communicable disease it may be necessary to issue a joint statement with NHS Lothian.

# APPENDICES 6 – 9

## ACTIONS RELEVANT TO MENINGOCOCCAL INFECTION

## COMMUNICABLE DISEASES (INCLUDING MENINGITIS) EMERGENCY RESPONSE PROCEDURE

### Edinburgh Napier University Emergency Action Card 1

## COMMUNICABLE DISEASES

The purpose of the protocol is to provide guidance for the response, management and containment of a communicable disease (including meningitis).

### Definitions

A **communicable disease** is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus, or being bitten by an insect.

**Public Health departments** have a major roles in the management of meningococcal and other invasive diseases, ensuring that there are adequate disease prevention and surveillance programmes and in the prevention of secondary spread through contact tracing.

There are three types of communicable diseases cases: **confirmed**, **probable** and **possible**.

**Confirmed case:** Clinical diagnosis of meningitis, septicaemia or other invasive disease (eg orbital cellulitis, septic arthritis) which has been microbiologically confirmed. Any student with Meningitis isolated in their Eye will also be classed as a confirmed case. The health protection team will undertake full follow up for confirmed cases.

**Probable case:** Clinical diagnosis of meningitis or septicaemia or other invasive disease where an experienced member of the Health Protection Team, in consultation with the physician and/or microbiologist, considers that meningococcal infection is the most likely diagnosis. The Health Protection Team will undertake full follow up for Probable cases.

**Possible case:** Clinical diagnosis of meningitis or septicaemia or other invasive disease where an experienced member of the Health Protection Team, in consultation with the clinician and microbiologist, considers that another diagnosis, such as a viral illness, is a more likely diagnosis than meningococcal disease. The Health Protection Team will not follow up a possible case but can provide information to the university if required.

### The Procedure

In the event of a **possible** case of meningococcal meningitis or septicaemia, no public health measures are required. The treating doctor will liaise with the Health Protection Team.

In the event of a **probable** or **confirmed** case of meningococcal disease, the Health Protection Team will contact **Security Control (0131 455 6119)** to advise of diagnosis.

On receipt of the call, Security Control should take the following actions:

- Confirm the name, date of birth, address and contact number of patient.
- Request the details of hospital where the patient was diagnosed (including name of treating doctor and contact telephone number).
- Confirm the study and year of study (if patient is a **student**)
- Confirm the current location and condition of the patient
- Confirm the name of the individual reporting the case.
- Regardless of whether the patient is a **student** or **member of staff** the **University Secretary (x6471)** should be contacted in the first instance (this procedure applies with

within or outwith normal working hours **NB** Out of hours contact details are held by Security Control)

### Action to be taken by the University Secretary or depute in the event of a probable or confirmed case

The University Secretary will coordinate the University's response to the situation and should take the following actions:

- ❑ Contact Health Protection Team **(0131 465 5422/5420)**
- ❑ Contact the Director of People & Services **(if the patient is a member of staff)** (x6277)
- ❑ Contact Head of Student Wellbeing & Inclusion **(if the patient is a student)** (x2902)
- ❑ Contact the Senior officer with responsibility for Student Accommodation (x3710) **(if the student is in university accommodation)**
- ❑ Contact the Director of Marketing & External Relations( x6321)

In the case of probable or confirmed 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

### Action to be taken by the Health Protection Team in the event of a probable or confirmed case of meningitis

- ❑ Interview the patient and her/ her relatives/ friends to identify close contacts
- ❑ Arrange for prophylactic antibiotics to be issued to the individuals identified as close contacts
- ❑ Notify any relevant specialist third party organisations, for example the meningitis charities.

The Health Protection Team will generally make direct contact with close contacts of patients with a communicable disease. The University may be required to make contact with wider groups of staff/ students with pre-prepared messages, if necessary.

Any other appropriate actions will proceed as identified by the Health Protection Team and in accordance with the University's established [Communicable Diseases Plan](#).

### Data Protection/ GDPR

Information relating to a student or staff member's health should not normally be shared internally beyond those staff who require it for their role or with students, or externally with third parties including parents or outside agencies without the staff member's express written permission.

On rare occasions it may be deemed necessary to share information with a third party such as the emergency services without a student or staff member's permission. This should only be done in exceptional circumstances, in "life or death" situations where it is in the individual's vital interests to do so. This should only be done in consultation with the relevant line manager and on the advice of [Governance & Compliance](#).

In these rare occasions, strictly limited information proportionate to the situation that has arisen may be disclosed to University staff or third parties, including health care professionals. If any such data is to be provided by email rather than verbally, this must be done appropriately and by taking the necessary precautions- by marking any message as strictly confidential and externally by encrypting the email in accordance with University policy. All information must be

stored in line with the University's Data Protection Code of Practice. Further information can be obtained from [Governance & Compliance](#).

### **Support for Students and Colleagues**

Support for both staff and students should be made available in light of raised concerns about communicable diseases, especially if a significant event such as an extensive hospital admission, surgery or death has occurred. Support may be include, but is not limited to emotional and psychological support, extenuating circumstances, health advice and return to studies for the affected individuals.

## 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 Now 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 MenACWY vaccination. Also include contacts details for meningitis charities	Information posted for new students prior to matriculation. Information posted on Student Portal Display posters and leaflets (from Meningitis Now) throughout the University and in all University flats Encourage students to register with a GP (check vaccination status) during key collection. Invite representatives from Meningitis Now on campus during Meningitis Aware week. Information on symptoms on student PC lock screens.	Prior to the start of Trimester 1
Provide information and details of available meningitis vaccinations to international students who may have not been routinely vaccinated.	Student Portal (plus all of the above)	Prior to the start of Trimester 1
<b>RAISING AWARENESS AMONGST STAFF</b>		
Ensure PDTs know their role in giving some information and defusing anxiety.	Staff intranet Briefing student residence and security staff on the symptoms of meningitis	Throughout the academic year
Information and advice available to all staff.	Staff intranet Leaflets and posters Health Promotion Days	During Trimester 1

**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 & External Relations 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 Facilities 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.

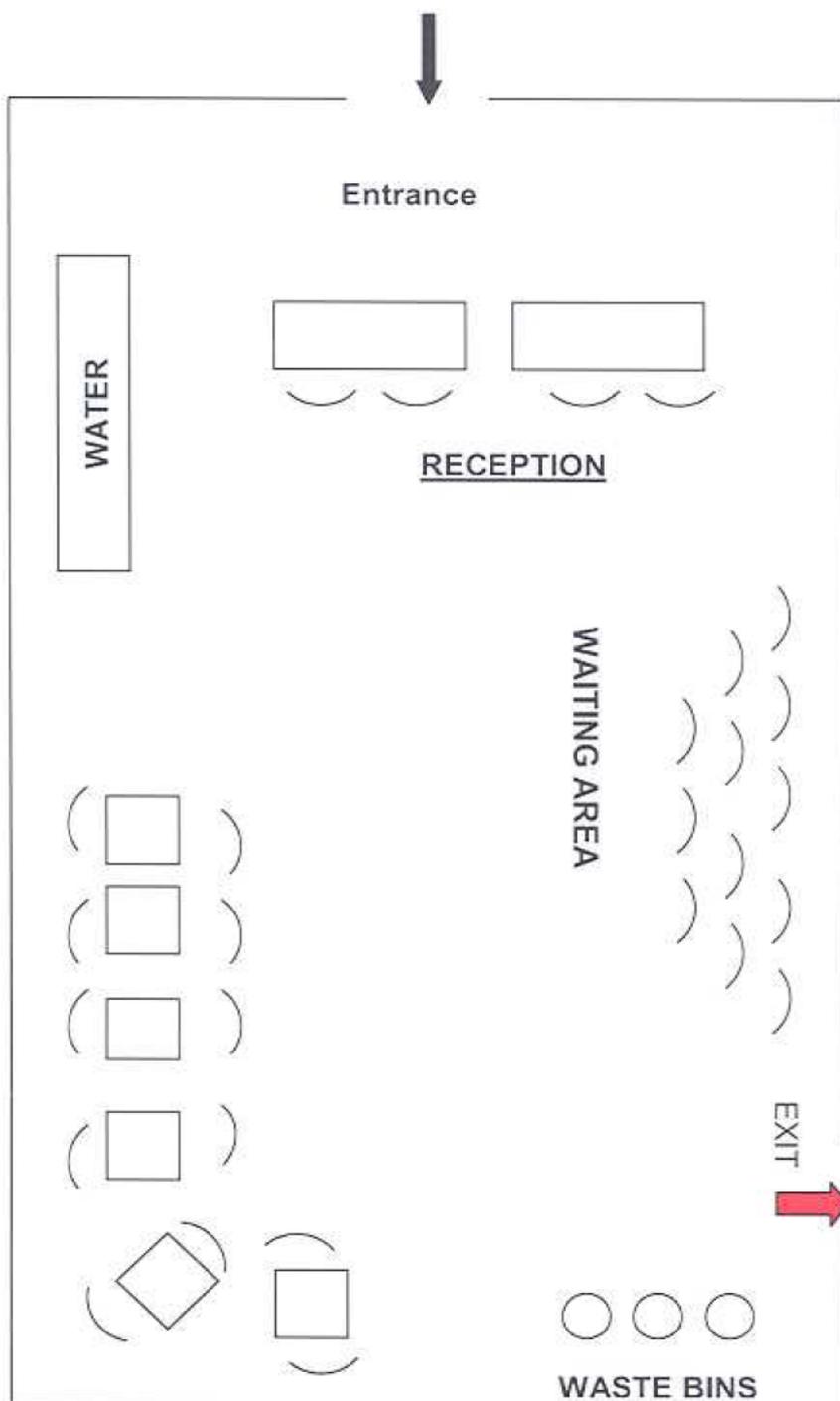
The relevant Facilities Manager will be notified to arrange the provision of drinking water, jugs and disposable cups and the removal of when the exercise is complete

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



**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**

Assistant Secretary: Registry and Academic Administration  
Queen Margaret University  
Queen Margaret University Drive  
Musselburgh, EH21 6UU  
Telephone: 0131 474 0525

**The University of Edinburgh**

Deputy Director, Health and Safety  
Charles Stewart House  
9-16 Chambers Street  
Edinburgh  
EH1 1HT  
0131 651 4258

**Edinburgh College**

Chief Operating Officer  
Sighthill  
Work: +44(0)131 650 2144