School/college

Street name

Town

Postcode

00 month 20XX

Dear member of staff,

We have been notified that there has been a confirmed case of hepatitis A at the school. Hepatitis A is a viral illness spread by the consumption of contaminated food or water. Infection can spread from a person with the infection to others in the same environment, for example if they share toilets or if food which is touched by a person with the infection is consumed by people who do not have immunity.

Hepatitis A is now an uncommon infection in the U.K and many cases are related to travel overseas; however, in this case we cannot identify a link to overseas travel or a source elsewhere.

The decision has been made to vaccinate all children or children in years xyz at the school in order to protect them from developing this infection.

You are advised to take this letter to your GP and arrange for immunisation. You will not need to pay your GP to have this immunisation. The attached factsheet gives information about hepatitis A vaccine. If you or your GP have any queries, please call xxxxxxxx health protection team on xxxxxxxx.

It is important to make yourself aware of the symptoms of hepatitis A, given the small risk that you may go on to develop the infection even if you receive immunisation. Symptoms include flu-like symptoms and jaundice (yellowing of the skin) which gradually clears over time. Often hepatitis A does not cause any symptoms, particularly in children, who may be unaware that they have had the infection. Most people recover and have no long term problems.

If you develop any of the symptoms above in the coming 2 to 6 weeks, please go to your GP and inform both ourselves and the school. Persons with suspected hepatitis A infection should be excluded from school until their doctor advises that it is safe to return. This is usually for a period of one week.

You can learn more about hepatitis A on the [NHS website](https://www.nhs.uk/conditions/hepatitis-a/).

Yours sincerely

Position

Team

[employee.email@ukhsa.gov.uk](mailto:employee.email@ukhsa.gov.uk)