Our ref: [CIMS No]

Insert GP name and address Insert date

Dear colleague,

Re: Case of meningococcal disease in [insert school or nursery name]

I am writing to inform you that there has been a single case of suspected/confirmed meningococcal infection, in a [enter age] old child, who attends the above school or nursery. The child has been admitted to enter name Hospital.

All close contacts have been identified and given antibiotic prophylaxis. There is no need for anyone else to receive prophylactic antibiotics at this stage. A close contact is defined as someone who has had prolonged close contact in a household type setting, for example, someone who lives with the case, or has stayed overnight in the same house in the seven days prior to onset of symptoms in the case. Normal social contacts, classmates, friends and visitors to the house are not at any greater risk than the rest of the population and do not need antibiotic prophylaxis.

If any patients come to your attention who meet the definition of a close contact and they have not already been identified for antibiotic prophylaxis, please contact us on the number above.

A letter has been sent to all parents and staff in the school or nursery. A copy is available from UKHSA if required. If a parent or school or nursery staff member contacts you requesting advice, they can be reassured that all necessary public health action has been taken.

Please remind any presenting parents and patients of the signs and symptoms of meningococcal disease and the importance of seeking urgent medical attention if they are concerned. Please also use the opportunity to advise meningococcal vaccination for any previously unvaccinated patients who present. If you require any further assistance, please do not hesitate to contact us.

Further information is also available from NHS 111, UKHSA: <https://www.gov.uk/government/publications/meningococcal-disease-guidance-on-public-health-management> or the meningitis charities: [www.meningitis.org](http://www.meningitis.org) and [www.meningitisnow.org](http://www.meningitisnow.org) .

Yours sincerely

[Name]

[Title]