

Checklist - Meningitis Aware Recognition Mark



Checklist to be completed by individual providing childcare or member of staff responsible for co-ordinating the activities and actions outlined below. An awareness recognition mark will not be awarded unless all sections are dated and signed. Please check this carefully before returning.

Name: N [redacted] y

Name of childcare setting: F [redacted] e

Email: r [redacted] m

Telephone: C [redacted] 2

Raising Awareness - Internally

Action	Date	Person responsible	Examples of activities used for this action
Meningitis* information e.g. symptoms cards and leaflets read and, if applicable, provided to all new staff during induction	30/6/19	N [redacted] y	All of the information held on the MARM website for Childcare Providers has been read and appropriate notes taken for future reference.
Information and training for you and your staff, if applicable, on how to recognise the signs and symptoms of meningitis and seek urgent medical help e.g. during induction of new staff	30/6/19	N [redacted] y	I have familiarised myself with the information available on the MARM website, including the slide shows. The relevant telephone numbers for my local Public Health Team will be noted and kept with my emergency medical contacts.
Awareness materials e.g. posters prominently displayed on your noticeboard	30/6/19	N [redacted] y	As a Childminder, parents rarely enter my playroom as drop-offs and pick-ups take place at the door. For this reason I have ordered an outside display case to locate next to the door so I can display awareness materials for everyone to see.
Information and training on the common after-effects provided so that you and your staff, if applicable, can support a child in their care e.g. during induction of new staff	30/6/19	N [redacted] y	I have read the information available regarding the common after-effects of meningitis and feel confident that I understand how a child may be affected and that extra support might be needed to assist them when they are ready to return to my setting.

*meningitis is used to describe meningitis and meningococcal septicaemia

Raising Awareness - Externally

Action	Date	Person responsible	Examples of activities used for this action
Meningitis information given to all new parents/carers e.g. symptoms cards and leaflets in induction/welcome packs	30/6/19	M [redacted] y	I have ordered a selection of posters and cards from the MARM website. It is my intention to provide all current mindees with a symptom card to take home with them. I will have a few extra to keep in my folder for new starters too.
Check that parents/carers are aware of meningitis and what action to take if a child becomes seriously unwell	30/6/19	M [redacted] y	I will update my sickness/illness policy to ensure it has a specific area relating to meningitis and what action needs to be taken if a child is taken seriously ill.
Meningitis information displayed prominently for parents/carers and visitors	30/6/19	M [redacted] y	My new outdoor display case is due to be delivered this week, so once I receive the posters I have ordered I will display these immediately. Naturally, this display will be in a prominent place.
Ensure that parents/carers are aware of the routine immunisation schedule and meningitis vaccines	30/6/19	M [redacted] y	It is my intention to advise all parents about the severity of meningitis and that action needs to be taken immediately if they ever feel their child/or a child in their care may have it. I will draw their attention to the fact that all their children have been immunised for certain strains of meningitis however, this doesn't cover all of them.

Planning Ahead

Action	Date	Person responsible	Examples of activities used for this action
Ensure a policy is in place to deal with sickness and illness. This should include what action to take if a child is seriously ill, including transfer to hospital	30/6/19	M [redacted] y	As a child care professional, this is already a requirement of my role. I will however, update this to include specific information relating to meningitis.
Ensure a plan is in place to deal with cases of meningitis. Plans should include: <ul style="list-style-type: none"> List of key individuals and emergency contacts for your local public health team Guidance for staff on handling enquiries Details of meningitis charities for support and information 	30/6/19	M [redacted] y	I have written a plan to be kept inside my First Aid box, along with all Emergency Contacts I hold for parents of the children I care for. I will also keep details of meningitis charities in my folders of emergency contacts for the children, so I have this information to hand should I require further guidance or to direct parents to if needed.