

# 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:

Name of childcare setting:

Email:

Telephone:

Please complete ALL sections with a date and signature. On completion, return to [MARMnursery@meningitisnow.org](mailto:MARMnursery@meningitisnow.org).

## 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			
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			
Awareness materials e.g. posters prominently displayed on your noticeboard			
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			

\*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			
Check that parents/carers are aware of meningitis and what action to take if a child becomes seriously unwell			
Meningitis information displayed prominently for parents/carers and visitors			
Ensure that parents/carers are aware of the routine immunisation schedule and meningitis vaccines			

## 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			
Ensure a plan is in place to deal with cases of meningitis. Plans should include: <ul style="list-style-type: none"> <li>List of key individuals and emergency contacts for your local public health team</li> <li>Guidance for staff on handling enquiries</li> <li>Details of meningitis charities for support and information</li> </ul>			