Dear <<Parent>> <<Student/Teacher>>

A <<child>> <<student/teacher/staff member>> who attends <<NAME OF CLASS/YEAR/COURSE>> at <<NAME OF CHILD CARE CENTRE/SCHOOL/COLLEGE/UNIVERSITY>> with <<your child/you>> has been diagnosed with meningococcal disease.

Although it is very unlikely that another <<child/student or staff member>> at <<NAME OF SCHOOL/COLLEGE/UNIVERSITY>> will develop meningococcal disease in the next few weeks, this letter is to you inform you about meningococcal disease and to advise you to immediately seek medical attention if <<your child/you>> or someone you know ever develops symptoms or signs consistent with meningococcal disease.

It is not necessary for <<your child/you>>:

- to take any antibiotics for meningococcal disease,
- to avoid contact with family members or anyone else,
- to be isolated or excluded from school or work, or
- to restrict your normal activities in any way.

Meningococcal disease is an uncommon, life-threatening infection caused by bacteria that invade the bloodstream, usually causing septicaemia (infection of the blood) and/or meningitis (infection of the lining of the brain). These bacteria normally live harmlessly in the nose and throat and are slowly passed from person-to-person (about 10% of the population carry meningococcal bacteria in their nose and throat at any one time). Rarely, in about 1 person per 25,000 people in WA per year, these bacteria invade the bloodstream, causing septicaemia and/or meningitis.

Common symptoms of meningococcal disease in children and adults include fever, rash, headache, neck stiffness, vomiting, chills, muscle and joint pains, and abdominal pain. Common symptoms in babies include fever, rapid breathing, rash, vomiting, irritability, drowsiness, and pallor.

For more information about meningococcal disease, read the accompanying Meningococcal Disease Fact Sheet, which is also available on the Internet at www.health.wa.gov.au/meningococcal.

For more information about this case contact <<your child’s/your>> <<child care centre/school/college/university>> or the <<NAME>> Population Health Unit (Phone: <<PHONE NUMBER>>)

Yours sincerely

<<NAME>>
<<TITLE>>
<<DATE>>
Dear Student/Teacher/Parent

A student who attends <<NAME OF CLASS/YEAR/COURSE>> at <<NAME OF SCHOOL/COLLEGE/UNIVERSITY>> has been diagnosed with meningococcal disease.

This letter is to you inform you about meningococcal disease and to advise you that you or your child is not at an increased risk of meningococcal disease. Contacts of this student who are at an increased risk of meningococcal disease are being contacted individually by Department of Health staff.

It is **not necessary** for you or your child:

- to take any antibiotics for meningococcal disease,
- to avoid contact with family members or anyone else,
- to be isolated or excluded from school or work, or
- to restrict your normal activities in any way.

Meningococcal disease is an uncommon, life-threatening infection caused by bacteria that invade the bloodstream, usually causing septicaemia (infection of the blood) and/or meningitis (infection of the lining of the brain). These bacteria normally live harmlessly in the nose and throat and are slowly passed from person-to-person (about 10% of the population carry meningococcal bacteria in their nose and throat at any one time). Rarely, in about 1 person per 25,000 people in WA per year, these bacteria invade the bloodstream, causing septicaemia and/or meningitis.

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For more information about meningococcal disease, read the Department of Health’s Meningococcal Disease Fact Sheet, which is available on the Internet at [www.health.wa.gov.au/meningococcal](http://www.health.wa.gov.au/meningococcal).

Yours sincerely