

The reporting of known or suspected infectious diseases to the UK health security Agency

This document provides organisation wide guidance when dealing with an infection or disease that is notifiable. It contains contact details of the monitoring bodies.

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Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
Version 1, Draft1	2005	New guideline as previous one adopted from acute trust Infection Control Policy for the Notification of Infectious Diseases
Version 2, Draft 1	November 09	Review of Policy by Amanda Howell
Version 3, Draft 1	December 09	Amendments following consultation process Revisions to incorporate requirements of NHSLA Standards
Version 3, Draft 2	January 10	Amendments following consultation process
Version 4 Draft 2	14 May 2010	Reviewed in line with new Department of Health guidance: Health Protection Legislation (England) Guidance 2010 and the Health Protection Unit
Version 4 Draft 2	29 July 2010	Approved at Clinical Governance Committee
Version 5	August 2011	Harmonised in line with LCRCHS, LCCHS, LPT (Historical organisations)
Version 6	May 2018	Updated to include Public Health England details, reporting form and list of diseases.
Version 7	March 2022	Updated references and list of Notifiable diseases to be reported. Updated .UK health security agency contact details Policy title has also been changed to 'The reporting of known or suspected diseases to the UK health agency,
Version 7.1	September 2022	Reviewed and updated in line with new IPC national guidance. The public health (Notifiable diseases) schedule updated to include monkeypox.

For further information contact: Infection Prevention and Control team 0116 2951668

Definitions that apply to this Policy

Consultant in Public Health	A consultant who is knowledgeable in Infectious Diseases
Creutzfeldt - Jakob disease (CJD)	A degenerative neurological disorder that is incurable and invariably fatal.
Disease	The pathological condition of a part, organ, or system of an organism resulting from various causes, such as infection, genetic defect, or environmental stress, and characterised by an identifiable group of signs or symptoms.
UK Health Safety Agency (UKHSA)	Organisation that works in the remit of communicable diseases.
Health protection professional	A person suitable qualified in the field of health protection and registered with an appropriate body such as the Faculty of Public Health, the Chartered Institute of Environmental Health and/or the Nursing and Midwifery Council or the General Medical Council.
Infection	An organism present at a site and causes an inflammatory response, or where an organism is present in a normally sterile site.
Infectious	Caused by a pathogenic microorganism or agent that has the capability of causing infection.
Organisms	This is defined as any living thing, in medical terms we refer to bacteria and viruses as organisms.
Increased incidence/Outbreak	The occurrence of two or more cases of the same infection linked in time or place, or the situation when the observed number of cases exceeds the number expected.
PVL staphylococcus aureus	Panton Valentine Leukocidin -positive Staphylococcus aureus (PVL-SA) causes recurrent skin and soft tissue infections (SSTIs), but can also cause invasive infections
Registered Medical practitioner	A medical doctor – a fully registered person in the meaning of the Medical Act 1983 & holds a licence to practice under that Act.
Statutory requirement	“ Statutory refers to laws passed by a state and/or central government, while regulatory refers to a rule issued by a regulatory body appointed by a state and/or central government.” Statutory requirements are those requirements which are applicable by virtue of law enacted by the government.

1 Purpose of the policy

The purpose of this policy is to inform healthcare workers of the types of infections and diseases that are notifiable by law. This policy is for all staff employed by the Leicestershire Partnership Trust (LPT). This policy applies to all staff working in LPT.

2 Summary and key points

This document provides organisation-wide guidance for the notification of known or suspected infectious diseases. It contains specific information on diseases that are notifiable and the contact details of the monitoring bodies to whom these should be reported to.

3 Introduction

When individuals are in close and/or frequent contact with each other, infectious diseases can spread rapidly causing a risk of further disease in the wider population. These diseases can be mild, moderate and even fatal. Failing to notify the appropriate organisations and facilities that a disease is present in an individual or the wider population can prolong this risk. It is a statutory requirement for some diseases to be notifiable.

This document provides information to staff that may come into contact with patients or individuals as part of their work who are suffering from such an illness or disease.

The statutory requirement for the notification of certain infectious diseases came into being towards the end of the 19th century. The prime purpose of the notification system is to detect as quickly as possible outbreaks and epidemics, to enable proactive actions to prevent further spread. Accuracy of diagnosis is secondary and since 1968 clinical suspicion of a notifiable infection is all that is required. If a diagnosis later proves incorrect it can always be changed or cancelled. This information is collected by UK health safety agency (UKHSA) who is responsible for collating the returns and publishing analyses of local and national trends.

There may also be a requirement under health and safety legislation, control of substances hazardous to health regulations (COSHH) and the reporting of injuries diseases and dangerous occurrences regulations to report a number of the mentioned specific infections included in this policy caused by occupational exposure e.g., anthrax, SARS (covid-19), legionella, Blood borne viruses hepatitis A, B and C. The infection prevention and control team will notify the Health and Safety Compliance Team where statutory notification under health and safety legislation e.g., Health and Safety Executive (HSE) under RIDDOR.

4 Notification of Known or Suspected Infectious Diseases

4.1 Notification

Diseases are notifiable for four main reasons:

- It is a legal requirement
- So that immediate control measures may be taken
- To monitor preventative programmes
- To monitor the levels of infectious diseases in the community so that effective control measures can be taken

If a Registered Medical Practitioner (RMP) becomes aware of, or suspects that a person is suffering from any of the listed notifiable diseases (please refer to 5.2 - 5.6) they have a statutory duty to report it. The Local Authority is the statutory agency with the responsibility for the control of spread of communicable disease within their geographical boundaries. All notifiable infections should be notified to the health protection professionals working with UKHSA or the Public Health specialist on call either by telephone or secure email and followed up by written notification.

While the legislation states that it is the responsibility of the registered medical practitioner caring for the patient who is legally responsible for the notification, all clinical staff have a role to play in ensuring this happens.

Notifications should be made at the time of clinical diagnosis or clinical suspicion and **ARE NOT DEPENDANT** on laboratory confirmation

Contact details:

Written notifications should be sent to:

UK Health Safety Agency (UKHSA)
East Midlands Health Protection Team
Seaton House
City Link
Nottingham
NG2 4LA

Email: emhpt@phe.gov.uk

Telephone: 0344 225 4524 (Option 1)

Areas covered by UKHSA Protection East Midlands Team: Leicestershire, Rutland. Lincolnshire, Nottinghamshire, Derbyshire.

Written notification may be undertaken by posting or emailing the details securely on a standard notification form (Appendix 1).

4.2 Statutory Notifiable Diseases under the Health Protection (Notification) Regulations 2010:

Health protection legislation in England has been updated from 6 April 2010 to give public authorities modernised powers and duties to prevent and control risks to human health from infection or contamination, including by chemicals and radiation. These regulations replace the existing system of notification of infectious diseases. A revised list of notifiable diseases (Schedule 1 of the regulations) is included in table 1.

Table 1: SCHEDULE 1 – Notifiable diseases		
Notifiable diseases	Definition / comment	Likely to be urgent?
Acute encephalitis		No
Acute meningitis	Viral and bacterial.	Yes, if suspected bacterial infection.
Acute poliomyelitis		Yes
Acute infectious hepatitis	Close contacts of acute hepatitis A and hepatitis B cases need rapid prophylaxis. Urgent notification will facilitate prompt laboratory testing. Hepatitis C cases known to be acute need to be followed up rapidly as this may signify recent transmission from a source that could be controlled.	Yes
Anthrax		Yes
Botulism		Yes
Brucellosis		No – unless thought to be UK-acquired
Cholera		Yes
Covid-19		Yes
Diphtheria		Yes
Enteric fever (typhoid or paratyphoid fever)	Clinical diagnosis of a case before microbiological confirmation (e.g. case with fever, constipation, rose spots and travel history) would be an appropriate trigger for initial public health measures, such as exclusion of cases and contacts in high risk groups (e.g. food handlers).	Yes
Food poisoning	Any disease of infectious or toxic nature caused by, or thought to be caused by consumption of food or water (definition of the Advisory Committee on the Microbiological Safety of Food).	Clusters and outbreaks, yes.
Haemolytic uraemic syndrome (HUS)		Yes
Infectious bloody diarrhoea		Yes
Invasive group A streptococcal disease and scarlet fever		Yes, if IGAS. No, if scarlet fever
Legionnaires' Disease		Yes,
Leprosy		No
Malaria		No, unless thought to be UK-acquired
Measles		Yes
Meningococcal septicaemia		Yes
Monkeypox		Yes
Mumps	Post-exposure immunization (MMR or HNIG) does not provide protection for contacts.	No
Plague		Yes
Rabies	A person bitten by a suspected rabid animal should be reported and managed urgently, but if a patient is diagnosed with symptoms of rabies, they will not pose a risk to human health.	Yes
Rubella	Post-exposure immunisation (MMR or HNIG) does not provide protection for contacts.	No
Scarlet fever		NO
Severe Acute Respiratory Syndrome (SARS)		Yes
Smallpox		Yes
Tetanus		No, unless associated with injecting drug use

<i>Tuberculosis</i>		<i>No, unless healthcare worker or suspected cluster or multi drug resistance</i>
<i>Typhus</i>		<i>No</i>
<i>Viral haemorrhagic fever (VHF) e.g. Ebola</i>		<i>Yes</i>
<i>Whooping cough</i>		<i>Yes, if diagnosed during acute phase</i>
<i>Yellow fever</i>		<i>No, unless thought to be UK-acquired</i>

4.3 Notification of other relevant infections

RMP's are required to notify cases of infection that are not listed in schedule 1 if they consider that there is, or could be, a significant harm to human health. These infections could include new or emerging diseases or other known and/or common infections not included in Schedule 1.

New or emerging infections such as Ebola

An RMP is required to notify such new or emerging diseases when they suspect there is a risk of significant harm to human health

Known infections that are not listed as notifiable

An RMP should notify cases of known infections which are not listed as notifiable if they believe that in specific circumstances such infections present, or could present a significant risk to human health.

Example: Parvovirus B19 in a contact of a pregnant woman

4.4 Notification of contamination

There is now a requirement for RMP's to notify suspected cases of contamination, which they believe present, or could present, significant harm to human health. Notification will allow control measures to be considered and implemented as appropriate.

- Chemical contamination such as Carbon monoxide poisoning
- Contamination with radioactive material
- Reporting clusters of disease such as outbreak of PVL *Staphylococcus aureus* in a primary school or outbreak of scabies in a care home

4.5 Notification of disease in patients who have died

An RMP must notify the proper officer of the local authority if they suspect that a patient they are attending has died with, but not necessarily from, a notifiable disease, or other relevant infection or relevant contamination.

Example: A patient dies at home from suspected meningococcal disease

4.6 Infections that have not been included in the list of notifiable diseases

There are certain infections that may cause significant harm to human health but which have not been included in Schedule 1. This is because there are other effective systems in place to report, monitor and control the risk from such infections and it is unlikely that notification would reduce the public health impact of such conditions – although in exceptional circumstances notification of specific cases, as other relevant infections, might be necessary. These infections include:

Healthcare associated infections:

- Staphylococcus aureus (including MRSA);
- Clostridium *difficile*;
- Surgical Site Infection Surveillance Service (SSISS);
- Glycopeptide-resistant enterococcal bacteraemia.

HIV and STIs: Genitourinary medicine (GUM)/sexual health clinics routinely follow up contacts of cases and take necessary public health actions. Clusters or outbreaks of disease are managed in collaboration with Public Health England.

CJD: The incidence of Creutzfeldt - Jakob disease is monitored in the UK by the National CJD Surveillance Unit (NCJDSU) and all suspected cases should be reported to this unit.

In addition to the statutory duty of notification to UKHSA please also inform the Infection Prevention and Control Team or the Director for Infection Prevention and Control (DIPAC), for further infection control information.

4.7 Notification of Outbreaks

An outbreak is defined as:

- two or more associated cases of the same infectious disease that are related in time and place.
- a greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred

Prompt investigation and introduction of appropriate control measures depend on early communication between clinicians and those with a responsibility for the control of infection.

Notification should be on suspicion of any association between cases and should be to the Consultant in UKHSA Telephone notifications are essential when dealing with certain diseases as these may require urgent action by the public health professional to prevent the spread of infectious disease. These should be followed up with written notification.

The Consultant in Public Health is the medical advisor to the Local Authorities and as such a statutory duty for the control of infectious disease in the hospital and the community.

5 Training

There is no specific training requirement regarding this policy.

6 References and Associated documents

Department of Health (1998) A First Class Service: Quality in the new NHS London: DH

Department of Health (2001) Shifting the Balance of Power within the NHS Securing Delivery. DOH 2001

Public Health (Control of Disease) Act 1984

Department of Health "Getting ahead of the Curve". A strategy for combating infectious diseases (including other aspects of health protection) DOH January 2002.

Public Health England – www.phe.org.uk

Health Protection Legislation (England) Guidance 2010

Heyman DL (ed.) (2004) Control of communicable Diseases manual.18th edition. American Public Health Association

Health Service Circular 1999/049. Resistance to antibiotics and other anti-microbial agents. Action for the NHS following the government's response to the House of Lords science and Technology Select Committee report "Resistance to antibiotics and other antimicrobial agents". DOH 1999

The NHS Modernisation Agency – National Primary Care Trust (NaPaCT) 2002

National Resource for Infection Control – www.nric.org.uk

NHS Executive (1999) Controls Assurance in infection Control HSC 1999/123

NHS Executive (1999) Controls Assurance in Infection Control: Decontamination of Medical Devices HSC 1999/179

The Open University (2003) Modelling Epidemics. Milton Keynes

Public health England: Guidance Notifiable diseases and causative organisms: How to report.

<https://www.gov.uk/guidance/notifiable> diseases and causative organisms- how to report. Accessed 17/12/2021

Appendix 1

Registered medical practitioner notification form template

Health Protection (Notification) Regulations 2010: notification to the proper officer of the local authority	
Registered Medical Practitioner reporting the disease	
Name	
Address	
Post code	
Contact number	
Date of notification	
Notifiable disease	
Disease, infection or contamination	
Date of onset of symptoms	
Date of diagnosis	
Date of death (if patient died)	
Index case details	
First name	
Surname	
Gender (M/F)	
DOB	
Ethnicity	
NHS number	
Home address	
Post code	
Current residence if not home address	
Post code	
Contact number	
Occupation (if relevant)	
Work/education address (if relevant)	
Post code	
Contact number	
Overseas travel, if relevant (destinations & dates)	

Please send completed forms to the proper officer of the local authority or to the local Health Protection Unit.

PRIVACY IMPACT ASSESSMENT SCREENING

<p>Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual's expectations of privacy. The first step in the PIA process is identifying the need for an assessment.</p> <p>The following screening questions will help decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.</p>			
Name of Document:	The management of chickenpox/shingles, including screening process policy		
Completed by:	Claire king		
Job title	Infection Prevention and Control Nurse	Date	03/02/2022
			Yes / No
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			No
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			No
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			No
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			No
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			No
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			No
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			No
8. Will the process require you to contact individuals in ways which they may find intrusive?			No
<p>If the answer to any of these questions is 'Yes' please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786 Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, ratification of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
IG Manager approval name:			
Date of approval			

Acknowledgement: Princess Alexandra Hospital NHS Trust

Appendix 3

Monitoring Assurance

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
Page 10 Section 4.6	staff to report to the IPC team healthcare associated infections such as MRSA, Clostridium difficile, Surgical site infection Surveillance service (SSISS), Glycopeptide resistant enterococcal bacteraemia,	Page 10 4.6	Review of IPC Reporting databases.	Infection prevention and control committee	Monthly
Page 10 section 4.7	Staff to report Outbreaks of infection.	Page 10 4.7	Review of IPC reporting databases.	Infection prevention and control committee	Monthly

Appendix 4

Contribution List

Key individuals involved in developing the document

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