

**National Collaborating Centre for
Women's and Children's Health**

**Confirmed 2nd Meningitis in Children Guideline Development Group (GDG) Meeting Minutes
Part 1 - Tuesday 22nd April (10am – 4pm); and Part 2 - Wednesday 23rd April 2008 (9:30am – 2.25pm) 2008; at
Birkbeck College**

Present:	Andrew Pollard (AP)	(Chair)
	Mathew Thompson (MT)	General Practitioner
	Philip Monk (PM)	Public Health Medicine
	Simon Kroll (SK)	Paediatric Infectious Diseases – Children (Part 1 only)
	Paul Heath (PH)	Paediatric Infectious Diseases - Neonates
	Caroline Haines (CH)	Hospital Children's Nurse
	Sheila McQueen (SM)	Hospital Children's Nurse
	Nelly Ninis (NN)	General Paediatrician
	Alistair Thomson (AT)	General Paediatrician
	Martin Richardson (MR)	General Paediatrician
	Simon Nadel (SN)	Paediatric Intensive Care
	Ian Maconochie (IM)	Paediatric Emergency Medicine (Part 1 only)
	Angela Cloke (AC)	Patient / Carer Representative
	Linda Glennie (LG)	Patient/Carer Representative
	Shannon Amoils (SA)	Research Fellow, NCC-WCH
	Jay Banerjee (JB)	Clinical Co-director in Child Health, NCC-WCH
	Paula Broughton-Palmer (PBP)	Senior Work Programme Co-ordinator, NCC-WCH
	Paul Jacklin (PJ)	Senior Health Economist, NCC-WCH
	Roz Ullman (RU)	Senior Research Fellow, NCC-WCH
Invited:	Caroline Keir (CK)	National Institute for Health and Clinical Excellence (NICE) Guidelines Commissioning Manager (Part 1 only)
	David Turner (DT)	External Advisor - Clinical Microbiologist
	James Stuart (JS)	External Advisor (Part 2 only)
	Carolina Ortega (CO)	Office Administrator, NCC-WCH (Part 2 only)
Apologies:	Andrew Clegg (ACL)	Information Scientist, NCC-WCH

Part 1 - Tuesday 22nd April 2008

1. AP welcomed the group to the meeting. Apologies were received from ACL. The minutes of the 1st GDG meeting were approved as an accurate record of the meeting with one minor correction.

SK declared new interests and was asked to submit the relevant form. It was agreed that no interests declared at the meeting or previously warranted exclusion of any GDG members from discussions of evidence or formulation of recommendations. Declarations are kept on record at the NCC-WCH and will be published in the full guideline.

10:05am – PJ arrived at the meeting
10:10am – SM arrived at the meeting
10:30am – CK arrived at the meeting

2. SA gave a presentation on how evidence is graded. The presentation covered the different designs of reviews and trials and the hierarchy of evidence.
3. CK gave a brief presentation (using a flipchart) on how to write recommendations for NICE guidelines.
4. Due to ACL's absence this agenda item was not discussed.
5. The group discussed the list of studies that had been retrieved for the intravenous fluids question.
6. The group went through and discussed the clinical evidence and draft recommendations for the empiric antibiotics in secondary care topic.
7. PJ presented a model on the costs of antibiotics for suspected meningococcal disease/bacterial meningitis drawing attention to the assumptions that underpinned it. The GDG suggested a number of revisions to the model.

Lunch – JB left the meeting.

8. The group discussed the draft evidence statement and draft recommendations for the empiric antibiotics in secondary care topic.

Break for tea/coffee – AC left the meeting (3:10pm).

9. SA presented a summary of the clinical evidence for the adjunctive therapies topic.
10. SN gave a presentation on the adult studies on adjunctive therapies from the New England Journal of Medicine.
11. The group discussed the draft evidence statement and draft recommendations for the adjunctive therapies topic.
12. SK informed the group that he would not be at Part 2 of the meeting. AP thanked the group for attending and closed Part 1 of the meeting.

End of part 1.

Part 2 - Wednesday 23rd April 2008

13. AP welcomed the group to Part 2 of the meeting and introduced JS (attending in his capacity as an external advisor to the group) and CO (attending as an NCC-WCH observer). Apologies were received from ACL, SK and IM.
14. SA presented a summary of the clinical evidence for the pre-hospital antibiotics topic, which the group then discussed.
15. The item on discussing and formulating recommendations for the pre-hospital antibiotics topic was covered under the previous agenda item.
16. PM gave a presentation on the Health Protection Agency (HPA) prophylaxis guideline and the meningitis case fatality rate, which the group the discussed.
17. The item on discussing the Health Protection Agency (HPA) prophylaxis guideline was covered under the previous agenda item.

Lunch – PH and JS left the meeting.

18. The group advised on searches for the antibiotic regime of antibiotics and the duration of antibiotic therapy for the clinical question relating to the management of bacterial meningitis and meningococcal septicaemia in secondary care.

19. The topic groups and leaders were finalised for the clinical questions to be covered at the next two meetings in June and July.

20. The item on confirming topic leads was covered under the previous agenda item.

21. The item on writing guidelines was covered during discussions held in Part 1 of the meeting.

22. Under any other business, AP informed the group that the July two-day meeting may need to re-scheduled (to a date in September), due to the possibility that it will be inquorate.

AP thanked the participants for attending and closed the meeting.

CLOSE

Signed:..... Date:.....
Dr Jay Banerjee, Clinical Co-director, NCC-WCH

Signed:..... Date:.....
Dr Andrew Pollard, Meningitis in Children GDG Chair