

DURHAM CITY HARRIERS AND ATHLETIC CLUB



PROCEDURE FOR THE COMMUNICATION AND SECURITY OF INFORMATION COLLECTED ON JUNIOR SECTION MEDICAL FORMS.

This procedure covers the collection of Medical Conditions of young athletes (under 18 years of age), the way that these records are stored and the way coaches are informed of conditions applicable to their athletes.

1. As part of the Junior (under 18) Membership form, the parent or carer completes a section showing if the child has or has any medical conditions that the club should be aware of. If there is such a medical condition then they complete a section that describes that condition. The membership form including the medical information section is sent to the club's membership secretary.
2. The Medical section of the form is given to the Club member who is responsible for keeping the forms. This is a Senior Coach.
3. This Senior Coach records the receipt of all Medical forms on to a data base and reviews if there are any Medical details recorded on the form.
4. If there are no medical details on the form the form is put into a file, which is kept in the Coaches home.
5. If there are medical details recorded, at the first opportunity, this Senior Coach informs the coaches that work with the athlete who has the condition, of the detail of that condition. This is done by allowing the coaches to read the comments on the medical form. The coaches then indicate on their register that the athlete has medical condition in a manner that ensures that anyone other than the coaches concerned, overlooking the register, would not be able to read details.
6. Once this information has been conveyed to the appropriate coaches this Senior coach retains the Medical Form and files it with the other medical forms.
7. At all times medical information is to be treated in a confidential manner and any communication of such is on a need to know basis.

Compiled by pmw
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Signed:

A. Billett
Club Chairman

Date: 1st June 2011