

Personal Health and Medical Records Guidelines

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Pack 72, Libertyville, IL

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This is a guideline for the management, storing, handling and proper use of medical records forms for the registered Boys and Adults of Libertyville Pack 72. It along with the medical form is per the National BSA guidelines on the medical form.

This guideline will safeguard the medical records of the registered Boys and Adults any should avert any potential or inadvertent leak of personal medical information to anyone not directly involved in the emergency care of a registered Boy or Adult.

Adherence to this policy is expected and imperative to insure the privacy and safeguarding of personal medical records.

Guidelines for filling out forms:

1. Personal Health and Medical Records forms must be filled out by the parent or legal guardian of each registered Boy or Adult that will be participating in outings and events with Pack 72.
2. Sections A & C must be filled out annually by all registered BSA unit members. Both parts are required for any day camp, overnight event, or any other program **not exceeding 72 hours**. *These sections will cover most, if not all, of Pack 72 events.*
3. Section B must be filled out for any event **longer than 72 consecutive hours**, a resident camp setting, or when the nature of the event is strenuous and demanding. This section requires a physical be performed by a physician and requires the physician's signature.
4. These forms must be filled out accurately and completely in order to properly care for any medical emergency that would arise involving the registered Boy or Adult while under the supervision of their Pack or Den leadership.
5. Each medical form shall be completely filled out, dated and signed by the parent or legal guardian of the registered boy or by the registered adult.
6. This form will be updated annually in November of each year during the Pack's re-chartering.
7. Please print legibly on all forms so that the information can be easily read.

Proper handling of medical records:

1. Each medical record form is considered **private and confidential** and neither the form nor any information contained in it shall be shared or discussed with anyone not directly involved in the emergency medical care of the registered Boy or Adult.
2. Each form shall be read by the Den Leader of the boy's Den and by the Pack Leadership as required. This will allow the Den Leader and/or Pack Leadership to be aware of any medical condition that would possibly arise while under their supervision.
3. The Pack will maintain a full set of medical forms in a binder that will be brought on all outdoor pack activities. This binder will be maintained in a confidential manner so that it is not available to any person other than the "need to know" leadership.
4. The Pack will also provide a binder to each Den with the Den's member records. Each of the individual Den binders will be maintained in a confidential manner so that it is not available to any person other than the "need to know" Den leadership.
5. When not on outings or at events with the Pack or Den, the medical record binders shall be safeguarded by the Den Leaders and Pack Leadership and stored in a way as to avoid being lost or stolen.