

Two forms, EX D2 (Medical), and EX D1 (Excursion Consent) are used for Parental or Guardian Consent.

Periodic or annual medical information

Form **EX D2** form is used to obtain medical information from parents/guardians for all excursions. For Level 1 and 2 excursions, the form is issued to the parent / guardian once during the School year (Jan/Feb) and Youth Service year (Sept/Oct). The form is used for each and every level 3 or 4 excursion. Schools are required to send out a letter to allow parents / guardians to update any medical information at the start of the school year (Aug / Sept).

Before each excursion which is the subject of a periodic consent, a note or letter with a **tear-off slip** will be sent to the parent/guardian, reminding them of some detail and giving an opportunity to withdraw their consent for that particular excursion or any aspect of it. This letter or note should make an essential reference to the need for parents/guardians to revise any names, addresses, telephone numbers and to update relevant medical information. This saves circulating EX D1 and 2 again. Medical information gained in this way **MUST** be transferred to the original form (box 13 is for this purpose) – a copy of this form must be carried during the excursion.

It is crucial that the **tear off slip** is worded in such a way that it is always returned, thus proving that the parent/guardian did have the opportunity to update medical and other information.

Checking Forms

When reading the returned slips or forms, excursion leaders will look for any written annotation, so that enquiries can be made, or comments copied, to all excursion leaders' information sheets.

When a parent/guardian tear-off slip is returned to the excursion leader or establishment, the relevant information **MUST** be added to the child's Medical Form. Over time, and with frequent use of the medical form, this box may become cluttered with hand-written notes, so it is essential that entries are neat and tidy and that the form is renewed as often as required – perhaps more often than once a year.

Carrying information

It is necessary for copies of the Excursion Medical Form (or essential information properly distilled from it) to be carried by excursion leaders. These forms, or the distillation, **MUST** be up-to-date on all occasions.

Leaders Emergency Information

It is always advisable to have an accessible record of **Emergency Information for each LEADER – see EX D3**. The following is a **POLICY** statement and must be adhered to -

“The Leader Emergency Information form EX D3 must be in use whenever an excursion is out of establishment hours, or remote, or is defined as a hazardous activity or when off-Orkney.”

Privacy and sensitivity of information

Heads, Excursion Leaders and any others responsible for these documents, must take great care to maintain the privacy of information.

Out Of Date Forms

Originals of both EX D1 and EX D2 are to be held by the Establishment. In compliance with 2.20 of Part One of the policy all out-of-date forms should be retained by the establishment for seven years after the pupil leaves secondary school.

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For Levels 1&2 excursions this form must be issued annually by Schools (Jan/Feb) and for Youth Groups (Sept/Oct).

A tear-off Medical slip will accompany a letter to legal guardians before each individual excursion.

For Level 3 & 4 excursions, this form must be completed each time – unless specific and recorded arrangements have been made with the Service.

1 Parent / Guardian name:
Address.....
Emergency name and tel. numbers:Date

2 I, being the parent / guardian of -
(Child's name)(date of birth)

UNRESERVEDLY* authorise you, or another party leader, to give whatever authority might be necessary for medical or surgical treatment, including anaesthetic, to be undertaken, (should emergency medical treatment be required during his/her time away and I am not contactable).

Yes No

(*subject to conditions here)

3 She/he has the following condition, illness or an allergy (to medicines or food):
.....

She/he is using the following medication:

4 The family doctor is:
Name:
Practice name:
Telephone number:

5 Please state any special dietary requirements:

6 Is your child's tetanus status up to date? Yes No

>>> Over

The following questions are only applicable for Level 3 / 4 excursions

7 I consider her/him to be prepared and well enough for participation. Yes

8 To the best of my knowledge he/she has NOT been in contact with contagious or infectious diseases, nor suffered from a condition in the last four weeks that may become infectious or contagious.

Tick if TRUE

If they have, then please write brief details here:

9 THE PARENT / GUARDIAN MUST SIGN HERE

I have answered all questions applicable

SignedParent / Guardian Date

10 This box is reserved for Establishment records and updates.

Dates

Additions

Initial



EDUCATION & LEISURE SERVICES
The information on this form is private and confidential.
If found, please telephone 01856 873535

