

Medical Information Guidelines

Event Coordinators, Event Leaders, Troop Medical Officers, and Adult Volunteers:

The information gathered in the Annual Health and Medical Record (AHMR) is for use in conducting a safe Scouting program. This information must be maintained and shared in a confidential and discreet manner. Some conditions may require communication to ensure the safety of participants. This information should only be shared on a "need-to-know" basis.

Following are some guidelines and best practices regarding medical information:

- Each camp and event will have an adult designated as the Troop Medical Volunteer. This adult will be the point of contact with camp health officers as well as manage the AHMRs, Troop permission forms, and the keeping and administering of medications.
- The AHMRs are to be secured to maintain the confidentiality of the information, yet at the same time, the forms should be accessible by adult leaders in an emergency.
- Leaders are expected to maintain the original AHMR forms in a safe location in a binder that protects and secures the documents entrusted to the unit leader.
- Records of all participants are to be reviewed to make sure they are up to date, completed, and signed before leaving for camp.
- The AHMR should be taken on all activities.
- AHMRs will be returned to the respective adults or scouts' parents after each camp.
- Troop Permission Forms will be destroyed after each event or camp.
- Records are NOT to be digitized, scanned, sent by email, or stored electronically by unit leaders. The electronic version of the Annual Health and Medical Record is intended to be filled out and saved by individual scouts and parents only, not transmitted in any way.

Prepared leaders use the AHMR in the following ways:

- Review each participant's health history. This aids the leader in becoming knowledgeable about the medical conditions of adults and youth members in the unit.
- Review any treatment plans that may exist with participants and/or parents of youth. Examples might include plans for asthma, food or other allergies, anaphylaxis treatment, behavior, hypertension, and other health risks and medical restrictions that may require accommodations. Knowledge of a participant's use of an inhaler would allow the leader to prompt the youth to bring it on an overnight camping trip.
- Be knowledgeable of a participant's restrictions. This may allow the leader to find ways to extend the Scouting program to those with restrictions while also protecting others and providing a positive and safe experience for everyone. The leader may be able to plan alternate activities (within Youth Protection guidelines) for those youth members who are unable to participate in a long hike or a swimming event.
- Assist leaders to better coordinate ongoing medical care, such as administration of medications or bandage changes, with parents or other authorized and trained leaders in the unit who agree to assist the participant. This kind of assistance is especially necessary during events lasting longer than 72 hours when a parent or guardian may not be present and the youth member must take regularly scheduled medication.

Expectations of Adult Leaders regarding medical information:

- When administering medicine and prescription drugs to scouts, adults must do so as discretely as possible.
- All meds are to be stored and secured in the lock box.
- Naturally, some scouts have concerns about others knowing of their medical issues and need for prescription medication. Troop adults must do their best to protect scout privacy and not discuss a scout's issues unless it is absolutely necessary for their health and safety. If an adult feels it necessary to discuss a scout's specific medical issues or to offer suggestions or comments, please do so with the parent, not the scout.
- Medical information including medical issues and the need for prescription drugs must be kept on a need-to-know basis only. At NO TIME should a scout's medical information be discussed with adults who are not "need-to-know" or with other scouts.

Troop expectations of parents regarding medical information and medications:

- A Scouting activity is not the place to change or stop medications.
- It is vitally important that the parents of scouts who use prescription medication give detailed information to the Troop Event Leader and the event's Troop Medical Volunteer.
- The Troop Permission Form gives the Troop Medical Volunteer permission to administer prescription medication. Parents have the responsibility to make sure the Troop Medical Volunteer understands all aspects of this permission.
- As hard as it may be to share sensitive aspects about yourself or your child, information regarding current medical situations, social or personal issues, learning or physical disabilities, and other important and relevant personal information is needed to keep participants safe especially when giving emergency care. Please be thorough and honest.
- Parents will let the Adult Event Coordinator know if they will be travelling during camp.
- Adult volunteers care for those entrusted to them to the best of their abilities. Troop Event Leaders' training is in the Boyscout Program and Youth Protection and not necessarily medicine or psychology. It is the responsibility of the parent to make sure adult volunteers are fully aware of any issues regarding themselves or their child and any specific intervention that may be needed.
- The Troop Event Leaders in charge of the event can be expected to manage issues to a certain point, but in the event that interventions do not work, the parent will be called.
- Any questions regarding these guidelines should be directed to the Scoutmaster as soon as possible. Do not wait until camp begins to get your questions answered.

Troop expectations of scouts:

- Scouts are expected to manage their behavior in an appropriate and scoutlike way.
- Scouts are expected to take their medication as prescribed by their physician or parent.
- A scout's parent will be called to care for or remove a scout from camp when necessary.

Portions of this document used with permission from the BSA's [Guide to Safe Scouting](#).

Available here: <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

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