7th Darlington Sea Scouts

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7th Darlington Sea Scouts Medication Sheet

G.D.P.R. Storing Your Information safely. As from May 2018 the General Data Protection Regulations require us to inform you that we securely store this information in a locked briefcase whilst on camp or on activities. This paper copy is then securely destroyed (burnt or shredded) 5 years after the camp/event. It is stored in a locked filing cabinet in a locked room at the Group Scout Leaders home address.

THIS FORM MUST BE COMPLETED WHENEVER MEDICATION IS GIVEN TO THE EVENT LEADER FROM A PARENT OR CARER. IF EMERGENCY FIRST AID TREATMENT IS GIVEN A FORM MUST BE COMPLETED ALSO. ALL INDIVIDUAL MEDICATIONS MUST HAVE THEIR OWN FORM

PRIVATE & CONFIDENTIAL ONCE COMPLETE

Name of Child		Medication	
Date of Birth		Dosage	
Special Notes		Expiry Date	

DATE	TIME	DOSAGE	PRINT NAME	SIGNED

HOW TO USE THIS FORM

- ONE FORM PER CHILD, PER MEDICATION
- FORM TO BE SIGNED BY PARENT & LEADER AT BEGINNING OF EVENT TO CONFIRM THE UNDERSTANDING OF THE DOSAGE/REQUIREMENTS
- THIS FORM MUST BE COMPLETED WHENEVER MEDICATION IS GIVEN TO THE NAMED CHILD
- A BLANK FORM WILL BE USED IF FIRST AID IS GIVEN
- THIS FORM WILL BE KEPT SECURELY FOR 1 WEEK AFTER THE EVENT THEN SHREDDED

SIGNED PARENT DATE

SIGNED LEADER DATE

Group Chair: Alex Edwards chairperson@7thdarlingtonseascouts.org.uk
Group Secretary: Emily McMillan group.secretary@7thdarlingtonseascouts.org.uk
Group Treasurer: Chris Gibson treasurer@7thdarlingtonseascouts.org.uk
Group Manager: Richard Smith gsl@7thdarlingtonseascouts.org.uk

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