

## STANDARDS FOR EVENT MEDICAL AND RELEASE FORMS

Guidelines for Parishes in the Episcopal Diocese of Pennsylvania

The Diocese of Pennsylvania takes seriously its responsibility to provide a safe and secure environment for all participants in diocesan activities. To this end, the Episcopal Diocese of Pennsylvania has adopted these standards regarding medical, release, and permission forms for youth events and activities. These standards will be placed and used at ALL diocesan-sponsored events, and all parishes are strongly encouraged to follow these policies for their events.

### STANDARDS

1. These standards apply to all youth (under the age of 18) **and** adult participants in all single-day and overnight events. Each participant must submit the following by the start of the event:
  - ✓ A complete, signed, and dated medical release form.
  - ✓ A complete, signed, and dated community covenant form.
2. The medical release form must include the following:
  - ✓ Participant information (name, birthday, contact information)
  - ✓ Emergency Contact information (name, relationship, and two contact phone numbers)
  - ✓ Insurance information (carrier/plan name, carrier contact information, group and plan numbers)
  - ✓ Allergies and medical conditions of which adult leaders should be aware
  - ✓ Release allowing treatment
  - ✓ Release allowing photography and videography and use of any recorded material
  - ✓ If you will transport youth at any time: a release allowing transport of event participants.
  - ✓ Signature of legal parent or guardian (for youth under the age of 18) or of the adult participant (over the age of 18).
3. The parish may opt to also include a community covenant with their forms. This is not required, but it is encouraged. Parishes may wish for participants to create the covenant as a group.
4. The community covenant could include the following:
  - ✓ Participants' commitment to engage in all activities.
  - ✓ Participants' commitment to respect property and the environment in which the activity will take place.
  - ✓ Participants' commitment to respect all persons involved in the event through word and deed.
  - ✓ Participants' commitment to refrain from using illegal substances (i.e. alcohol, drugs, nonprescription medications, weapons, etc.) during the event.
  - ✓ A description of consequences for violations of the covenant.
  - ✓ Printed name and signature of participant.
  - ✓ Printed name and signature of legal parent or guardian (if under the age of 18).

5. For all youth under the age of 18, a complete and signed medication administration form must be submitted by the start of the event. The medication administration form must include the following:
  - ✓ Student's name.
  - ✓ Signature of legal parent or guardian authorizing the dispensing of any medications to the student by an adult leader or event staff member for the duration of the event.
  - ✓ A list of each medication the student is taking, along with dosage amount, time to be given, reason for medication, and any expected and predictable side effects.
6. Before using all medical, release, and authorizations forms, said forms will be submitted for review by legal counsel.

For further details or sample release and authorization forms, contact the Office of Youth Ministry at (215) 776-5686 or via our website at [www.diopayouth.org](http://www.diopayouth.org).