

CHIPPENHAM AMATEUR SWIMMING CLUB  
Founded 1877  
Affiliated to the ASA



Chippenham ASC Recording of medical information Policy

The purpose of this document is to define the process for registering and logging club member's medical details. It also outlines how those medical details will be used within the club.

- Medical information will initially be captured at the membership application stage where parents of children aged 17 or under, or members aged 18, will declare medical conditions on the membership application form.
- The Membership application form will prompt the completion of the medical information form when appropriate. Both of these forms will then be submitted to the membership secretary.
- Any swimmers asked to join the club for a trial will be asked by the coach/teacher if they have any medical conditions. If so, the teacher/coach will advise the membership secretary who will arrange for the completion of the medical information form.
- The membership secretary will enter declared medical details onto the club membership database and retain the questionnaire.
- The database will be used to compile a list of swimmers with declared medical conditions. To maintain confidentiality, this list will only be circulated to two authorised club officials at each club swim session.
- The medical database will be reviewed by the membership secretary every 4 months and a revised list issued to the authorised club officials.
- Declared medical details of a new club member will be sent to the authorised club officials by the membership secretary.
- The authorised club officials will treat the medical information as confidential.
- The authorised club officials will ensure that the appropriate teacher/helper/coach is made aware of declared medical conditions for the children they teach. This information will only be used for the health and safety of the individual member during the activities they do in the club.
- In the interest of Health and Safety, the authorised club officials will notify the Lifeguard of any condition a swimmer has declared if it is deemed appropriate to ensure the safety of the swimmer.
- This database will be amended when the member leaves the club and the medical questionnaire destroyed.