

**Medical Insurance Information,
Consent for Emergency Medical Treatment &
Emergency Contact Information Form**

Participant Name: _____

Medical Insurance

Is the participant covered by medical/hospital insurance? Yes No

If so, list the policy/group number: _____

Carrier Name _____ Name of Insured _____

Relationship of Insured to participant _____

Medical Information

Please list any medications that would need to be administered to participant in case of an emergency.

Please list any allergies to medications, food, insect bites, etc., and indicate if participant carries an EpiPen for allergic reactions.

Please list any other special needs or medical issues that would be important for caregivers to know about in case of an emergency.

Participant Home Phone _____ Participant Cell Phone _____

In Case of Emergency, Please Notify:

Primary Contact's Name: _____

Relationship: Parent Legal Guardian Sibling Other, describe:

Home Phone _____ Cell Phone _____ Email Address: _____

AND/OR

Secondary Contact's Name _____

Relationship: Parent Legal Guardian Sibling Other, describe:

Home Phone _____ Alternate Phone _____ Email Address: _____

Consent for Emergency Medical Treatment

I hereby give consent to Stanford University to obtain all emergency medical care under whatever conditions are necessary to preserve the life, limb or well being of the Participant named above.

Participant Signature _____ **Date:** _____

Maintenance of Medical Information

This Medical Insurance Information, Consent for Emergency Medical Treatment & Emergency Contact Information Form is provided as a sample document for Program Sponsors and/or Program Directors. While collection of certain medical information is important and recommended in order to address the medical needs of your program participants, it is imperative that medical information be collected and maintained in such a way that ensures the protection of privacy for your participants.

The following guidelines should be addressed in your medical information collection and maintenance practices:

- Only collect medical information that is necessary given the specifics of your program.
- Dissemination to medical information should be determined by who should have access to certain information and guided by whether each person/role needs that information to discharge his/her responsibilities. There are two closely related concepts:
 - Need to Know - You should be able to clearly articulate why your specified staff roles need access to medical information, and what could go wrong if they didn't have that information.
 - Minimum Necessary - You would also need to consider whether you need to disclose all the medical information or just part of it to each role. Functional information is the only information necessary. The actual name of the condition is not required for everyday precautions (e.g. restricted exercise versus a cardiac deformity).
- Medical information should be collected using paper forms only. They should not be converted to electronic files, and data should not be transferred to an electronic database unless systems/servers storing the information have been thoroughly reviewed by information security officers and deemed secure.
- Medical information documents should be reviewed by staff responsible for the care and welfare of program participants and kept in locked file drawers and binders which are in a secured office or location with limited access by specific senior personnel.
- Be sure to address staff changes immediately with changes to your medical information management process if such staff changes make it necessary or prudent.
- At the conclusion of your program, ensure that all medical information is destroyed. For paper documents, crosscut paper shredding is recommended. Electronic data should be removed from storage securely. Medical information should only be retained if an incident occurred making it necessary and/or prudent to keep information for future resolution of the incident. Such determinations should be made in consultation with Stanford University's Office of Risk Management. In such cases, only the relevant data should be retained.