



Swindon Dolphin ASC
Recording medical information
SDOP006

1. Purpose

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

2. Source of medical details

Member's medical details will be initially captured from the Swindon Dolphin Membership form (see figure 1).

Section 5 ~ Medical information - Please give details of any medical information that our teaching/coaching team should be aware of: (e.g. epilepsy, asthma, diabetes, etc). Please include allergies to food, medication (e.g. penicillin, nuts, wasp sting, etc). Continue on additional sheet if required
Swimmer 1 :
Swimmer 2 :
Swimmer 3 :
Swimmer 4 :

Figure 1 – Medical Information section on the SD Membership Form.

3. Storing medical details

The members medical details will be entered into the club's admin database against the member's individual record. There are two sections on the membership record where the medical details will be held:

Illness: this section should be used to store an abbreviation of the medical condition. This section is required for club officials to review when they access reports enabling them to do their job (see section 4). There is no requirement to add the full detail of a medical condition and/or any medication being taken in this section.

Medical: this section should be used to store the full details of the medical condition with the abbreviation appended to it (see figure 2 below) This section should also be used to indicate any details of medication being, such as: inhaler type and dosage or prescribed medicines.

Illness:	<input type="text" value="IDD"/>
Medical:	<div style="border: 1px dashed gray; padding: 5px;">Insulin Dependent Diabetic - IDD</div>

Figure 2 – sections on the Admin system for storing medical information

4. How medical information is used

The medical information gathered and stored on each person's membership record will only be used for the health and safety of the individual member during the activities they may do within the club.



The information on a members record within the "Illness" and "Medical" sections (see figure 2) are visible to the membership secretaries, the individual member and officials within the club who must have this information to safely carry out their job, such as teachers and coaches.

As teachers and coaches are responsible for members under the age of 14 whilst in their swim sessions, it is crucial they know of any medical condition that may affect the members in their squad. To assist this, the abbreviated medical condition, as stored in the 'Illness' section, also appears on Squad Registers generated from the admin system.

If a teacher/coach is unfamiliar with any of the abbreviations used for one of their swimmers, they must either seek clarification from the Membership Secretary or check that particular member's medical details on the admin system.

The full details as entered in the medical section (see figure 2) are not included on any report generated from the system. This is to protect the individual's confidentiality while also giving enough information to the Teacher / Coach for them to do their job safely.

First name	Surname	Notes								Swim level	Diving
Squad: Development 1, Day: Sunday, Times: 5:30 PM to: 6:30 PM, Location: Milton Road [Large], Session: Swim											
[REDACTED]	[REDACTED]										
[REDACTED]	[REDACTED]										
[REDACTED]	[REDACTED]	ALL									
[REDACTED]	[REDACTED]	IDD									
[REDACTED]	[REDACTED]	ALL									
[REDACTED]	[REDACTED]										
[REDACTED]	[REDACTED]	ASH									
[REDACTED]	[REDACTED]										
[REDACTED]	[REDACTED]										
[REDACTED]	[REDACTED]										

Abbreviated Medical condition will be displayed on the Squad Register

Figure 3 – view of the abbreviated Medical conditions on the Squad Register generated by the Admin system. The names of the swimmers have been hidden for confidentiality.