



Purley Canoe Club Policy for storing medical and next of kin details

The following policy outlines, why and how we store the medical details and next of kin details for each member or participant of Purley Canoe Club (PCC). The details will be held confidentially and in accordance with the PCC GDPR Statement (See Section 21 of the PCC Constitution).

PCC Purpose of storing Medical Details

1. The PCC policy for storing members Medical Details reflects the British Canoeing "Paddlesafer" policy outlined below:- (4th June 2019 Section 4.5) (See Section 21 of the PCC Constitution).
2. If a paddler has a pre-existing medical condition it is not a barrier to participation or membership of Purley Canoe Club.
3. Paddlesport is extremely diverse, so people can choose the type of paddling that's right for them.
4. Any decision to participate needs to be made on an individual basis and advice from the PCC participant's GP can be sought regarding their fitness to paddle.
5. It is important the Club Coaches know of all PCC participants pre-existing medical conditions, for their own safety, and also to assist them when paddling or in event of a rescue or emergency.
6. Clubs, events, centres, coached or supervised sessions etc. should ensure that participants have completed a medical declaration form and that the condition is known by the relevant coaches, officials or paddlers.
7. Therefore all PCC participants should give their consent, to their medical details, being shared with the relevant PCC coaches, and officials. This includes details of any allergies they may have.
8. Paddlesport is an assumed risk sport so it is essential, a PCC participant presents and prepares themselves in a way that is safe for them and others.
9. British Canoeing has stated in their "Paddlesafer" Document that any participant with the following pre existing medical conditions :- Asthma, Diabetes, Epilepsy and Anaphylaxis, must declare these pre-existing medical conditions to the Club and its Coaches.
10. The Club will refuse or rescind a PCC Members membership if it came to light that someone had not declared one of the above pre medical conditions.
11. A Club coach can also refuse to take an individual on the water if they do not declare their medical conditions as outlined above.

Purpose of storing Next of kin Details

1. Purley Canoe Club asks all PCC Paddlers to provide an Emergency Contact for Club events so the Club coaches or officials can contact someone, on their behalf, in event of an Emergency.
2. All parents of Junior Members must provide an emergency contact, for their children.
3. If adult PCC Paddlers chose not to provide an Emergency Contact for Club events, the Club takes no responsibility for contacting a relative or friend, on their behalf, in the event of an Emergency.

Consent

1. Any new person participating in a PCC event (pool session, river trip etc.) will complete a consent form (see section 19) before attending the activity. This will include their medical details and the details of their next of kin.

2. Any new member joining PCC will be asked to complete a PCC membership form (see section 19) which will include similar information to the consent form, i.e. medical details and next of kin details.
3. Any existing Club member renewing their membership will be asked to complete a PCC renewal form (see section 19) which will include medical details and next of kin details.
4. Any club members attending a PCC weekend away event will also complete a similar consent form (see section 19) giving their medical details, next of kin details, and home contact details.
5. All participants will need to sign these forms thus consenting to the information on the form being shared with other coaches and agencies as appropriate.
6. All participants have a responsibility to inform the PCC Membership secretary of any changes in their medical details or their contact details.
7. By signing this form the participant accepts the associated risks of Paddlesport.
8. Parents must sign these forms on behalf of juniors and the parent consents to information being shared and acknowledges the risks associated with Paddlesport.

Storing the information

1. This information is held confidentially on the PCC Club data base of members which is managed by the Club Membership Secretary.
2. This club data base will also be shared with the PCC Club Welfare Officer.

Sharing Information

1. The Coach or Nominated Organiser, who is organising the Club trip needs to check with the club data base of members as to whether any participants on the trip may have any medical details, or if they have any next of kin or parental contact details.
2. This information should be recorded on the PCC Trip booking form (see section 19) by the coach or nominated organiser, who is organising the trip.
3. The coach or nominated organiser, who is organising the trip and the home contact for the trip, will have a copy of this form for the duration of the trip.
4. The coach or nominated organiser who is organising the trip should check with the participants at the start of the trip to check if there are any changes in their medical conditions or their contact details.
5. The information about the PCC member's medical details and next of kin details should remain confidential and should not be shared with general PCC members. It should only be shared on a need to know basis, e.g. the coach or nominated organiser running the trips.
6. All Club Coaches and Nominated Organisers of any events who are given information regarding medical and next of kin details have a responsibility to keep this information confidential.

Emergency Need for details

1. If a coach or nominated organiser needs the medical details or next of kin details, whilst on a trip and does not have this information with them they can contact the PCC Membership Secretary, PCC Club Welfare Officer, or the Home Contact.
2. Either of these officers should be able to give this information to the coach at that time.