



## **Procedures for Using and Completing the University of Maryland Extension Adult and Youth Health Form (MEP 323)**

**1.** This form may be used for any extension activity, event or program when health information is needed to provide a safe and healthy experience for participants, volunteers and employees.

Adults engaged as volunteers with other programs such as Master Gardeners, EFNEP, etc. should be using health forms when participating in these activities. It is important that adult volunteers have information available when an accident or incident occurs while participating in the volunteer activity. Other volunteers or professional staff should know where the adult health information is located. A suggestion for this might be creating an “Envelope of Life.”

Place the health form in an envelope which is kept in the glove compartment of the vehicle or other designated place where access could be easily obtained in an emergency. Volunteers with chronic health issues such as heart disease, asthma, diabetes, etc. should notify professional staff or UME volunteers accompanying them during the activity on appropriate emergency care (i.e. nitro-glycerin tablets in coat for heart) and location of health form.

**2.** This form may be completed on line. It must be printed and sent with original signatures as per request for each extension event.

### **There are four areas for signatures on MEP 323 that need to be completed:**

**I. Medications:** Authorization for volunteers and medical professionals to administer prescription and other designated over-the-counter medications as defined on the health form.

**II. Participation:** Authorization for participation in activities and events with additional information to assist in defining limits or special considerations for that individual.

**III. Authorization and Participation Release:** To be completed by all participants as adults or parent/guardian of youth less than 18 years old.

**IV. Overnight Residential Program Participants:** The Health Exam to be completed by a doctor. All participants in the residential camp program need to have an exam and this section completed. It is recommended that interstate exchange delegates traveling to another state should have a health exam and this section completed as well.

Health Form Procedures Continued

All parent-authorizing signatures must be original with a current, original date for completing the form with current information. Parents may make copies of the original form, correct or update the information and sign a new signature and a new date. A photocopied signature will not get treatment at a medical facility.

3. All youth participants under the age of 18 years old must have a parent or legal guardian signature as requested within the document for medication, participation and authorization for participation and release.

4. Health Exams are needed for Overnight Residential adult and youth program participants only.

5. The identification form is to be used with residential camps. Other recommended uses include interstate exchange, club field trips, day camp, or any place where a child or adult could run the risk of getting lost, running away or being kidnapped.

6. When collecting this medical information, the notice sent requesting the completion of the health form should include this privacy notice. Below is a Sample Privacy Notice Template:

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\_\_\_\_\_ is collecting information in order to \_\_\_\_\_  
Name of Office Purpose

If you do not provide the requested information \_\_\_\_\_.  
Consequences

The information you provide will be shared with \_\_\_\_\_.  
Contemplated transfer of Information, if any; if not, delete sentence and the word "also" from the next line.

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Information provided to UME may also be shared among offices within the University of Maryland and the University System of Maryland and outside entities as necessary or appropriate in the conduct of legitimate University business and consistent with applicable law. Because the University is a State educational institution, such information (excludes medical and psychological information) may also be subject to disclosure under the Maryland Access to Public Records Act (the "Public Records Act."). Individuals may inspect and/or correct their personal information as provided by the Public Records Act and/or other applicable law or University Policy.

## Health Form Procedures Continued

**7.** Completed forms from the past youth and adult activities such as camp, county overnight events, and other county/club/state-sponsored events are to be kept 3 years past the age of majority ( $21 + 3 = 24$ ). A blood incident is to be kept indefinitely for youth and adults for which the incident occurred.

**8.** Disposal of forms should be by shredding the completed health forms. They should not be left in their entirety and recycled, put into a dumpster or other containers where the public has access to the information.

**9.** No health forms are to be collected on all designated members and volunteers in any program area and housed in the county extension office to be used and/or reproduced by the UME faculty or staff.

dlb: Revised May 2002

Updated for Extension Name and Logo Change - AMT 4/2010