

PROCEDURE FOR COLLECTING HEALTH HISTORIES

The Girl Scouts of the USA girl and adult membership forms do not have a health history section due to concerns regarding the Privacy of Information Act.

Having information about allergies and special needs is an important aspect of providing a safe environment in Girl Scouting.

We encourage leaders to use this Health History record for all members: girls and adults. Because the information provided is confidential, the following is a procedure for use:

1. *At the beginning of the membership year*, the parent or guardian of each girl member as well as each adult member completes a Health History record.
2. The Leader or Group First Aider reviews the information in order to be aware of any special needs or allergies to be kept in mind in planning trips, meetings, or other Girl Scout events.
3. After review, the Health History record is placed in a sealed envelope with the persons name on it to be opened only in the event the information is needed.
4. The sealed envelopes are brought to every activity in which the members participate. If girls and adults are riding in a vehicle, the driver of the car should have all the sealed envelopes.
5. *At the end of the membership year*, the Health Histories should be shredded to protect the privacy of all individuals.

Any questions about the retention or use of Health History records should be directed to the Chief Membership Officer. 888-474-9686.

