



Please note this guidance applies to both domestic and international travel health forms

# Guidance notes for leaders

## Health forms

Please use the health form to gather important information and consent from members/parents/carers/guardians. For international trips, we recommend asking them to complete the form at the earliest opportunity, before you arrange or pay for travel or insurance. As people's health and treatments can change we recommend re-checking the form closer to the travel date.

There are two options for filling out the form:

1. Using Microsoft Word - the text boxes will expand when typing.
2. The form is also available as a PDF document. You can use [Adobe Acrobat Reader](#) (which is free) to see, fill in and print our PDF forms. If you want to fill out the form on your smartphone, you can try using Adobe's [Fill & Sign app](#).

## What do I need to know?

1. The leader in charge should fill out Section 1 of the form and the first aider should fill out Question 2d (iii) before sending it out to parent/carers or to participants if they're 16+
2. Please specify where you would like parents/carers/participants to return the form to and by when.
3. Download the additional information sheet and send it to parents/carers/participants along with the health form, in case they need to share any further information.

These forms have been designed to be filled out remotely, so you don't need to meet with parents for their signatures and they can email the completed forms back to you.

## Insurance

We recommend arranging travel insurance (if applicable) after you've received all the health forms, so you're fully aware of members' medical conditions and will know what to look for when buying a policy (for example, what the policy does and doesn't cover). You might find that some of your members have complex physical or mental health conditions that a group policy won't cover. You may need to arrange separate cover for them. Please note, you are required to arrange travel insurance for trips outside of your home country. Find out more about [arranging travel and trip insurance](#).

Before the trip, it's a good idea to make clear to parents/carers what insurance cover you have or haven't got. Also let them know what the situation is in terms of cancellation, travel delays and damage to personal belongings.

## Giving and managing medications

If you need to manage medication for girls on your trips, [here's what you need to consider](#).

## Including all

An [adjustment plan](#) will help you make adjustments to trips and residential events so disabled young members and volunteers can take part. Use the plan as a starting point for a conversation with the member about the barriers they face. Check out our [advice on making adjustments](#) before you start.

A [wellbeing action plan](#) will help you support the mental health of young members and volunteers. If someone is experiencing challenges or problems with their mental health, a plan will help you put in place a strategy to support them.

For more information, see our page on [including disabled members](#).

## How to securely store and destroy health forms

Remember as these forms include personal data you must follow Girlguiding's [managing information procedures](#).

We recommend you carry printed copies of health forms when you're travelling, in case you can't access digital copies (if there's no internet or power, for example).

You should keep the health forms throughout your trip/event. When you're on the trip, make sure never to leave forms unattended. Make sure no one can see or read the forms (unless they have a good reason to). Keep them in a safe place, which you can access easily, during your trip.

If someone needs medical treatment on your trip, you should keep their form for one month from the beginning of the event. You should then securely destroy it. This means shredding it or tearing/cutting it into pieces small enough that it can't be put back together and putting it in the bin.

Please check your [Unit Retention Schedule](#) for more information on how long to keep forms if no medical attention is needed. If you're in doubt about how long to keep a form or document, get in touch with our Data Protection team for advice on [dataprotection@girlguiding.org.uk](mailto:dataprotection@girlguiding.org.uk).