

**Title:** Medical Information and Release Form for Youth Mission Trips (F-230401)

**2. Purpose:**

The FPCC's ("church") children and youth ministries provide the opportunity for spiritual growth through its mission trips. The church's policy is to protect and provide appropriate care of participants during such trips to the best of its ability. However, there is always the risk that participants may experience injuries and/or illnesses during such trips. The ability to properly care for a participant is dependent on having available the participant's medical information. One purpose of this policy is to explain the necessity for having such medical information available during a mission trip. Additionally, the church must take reasonable measures for its legal protection. Thus, a minor's participation in such trips requires the parent's/guardian's providing permissions and release of the church of liabilities in providing emergency medical treatment. This Operations Policy Statement provides for these needs by use of the *Medical Information & Release Form for Youth Mission Trip, Form 230401 (F-230401)*

**3. Policy:**

3.1 The church shall protect and provide appropriate care of participant's in its mission trips.

3.2 Any person less than twenty-one years of age participating in an FPCC mission trip must have in the Church Records' (file for the specific trip) a completed FPCC *Medical Information & Release Form for Youth Mission Trip, Form 230401 (F-230401)* prior to the trip departure.

3.3 The Trip Leader shall provide to each child's parent/guardian copies of this OPS and a blank F-230401.

3.4 The Trip Leader shall obtain from each parent/guardian the completed F-230401's and provide each to the Church Administrator for filing.

3.5 Drivers of church vehicles for specific mission trips shall assure that each passenger under the age of 21 has a completed and approved F-230401 in the vehicle's Trip Travel Folder and that the folder is onboard at the time of departure.

3.6 The Associate Pastor shall be responsible for reviewing and revising this OPS and the F-230401.

**4. Definitions:**

Trip Leader – the individual whose name is specified in a session-approved F-230101 as a specific trip’s Trip Leader. This individual has specific responsibilities for supervision and health matters of mission trip participants during the trip.

**5. References:**

OPS: 17.01, 17.02, 17.05, 23.01, 23.02

**6. Applicability**

The subject form applies for all youth mission trips within the country. A different form is required for mission trips outside the country.

**7. Procedures:**

7.1 The Trip Leader shall provide a copy of this OPS and a blank F-230401 to each participant’s parent/guardian, explain the purpose of the form and answer any questions.

7.2 The Trip Leader shall obtain completed F-230401’s, provide a copy of the completed/signed copies to the parents and provide the originals to the Church Administrator.

7.3 The Church Administrator shall make copies of all completed F-230401’s and file the copies in the Church Records in a file specifically for the associated trip. The original F-230401’s shall be placed in a *Trip Travel Folder* for the vehicle’s driver to take on the trip.

7.4 The mission trip’s vehicle driver shall obtain the *Trip Travel Folder* containing the F-230401’s from the Church Administrator and stow the *Trip Travel Folder* onboard the vehicle to have available during the trip.

**8. Review Schedule:**

This OPS shall be reviewed for revision by the Associate Pastor one year following its approval/effective date.

**9. Approval:**

The Session approved this OPS on the above “effective date”.