

UASC Protocol - Swimmers Medical Details

In line with the ASA recommendations, the club keeps a record of swimmers medical conditions.

- These will be kept in a file in the club lockable cupboard at all times.
- Access to these records shall be available only to Level 2 coaches at each session during the week. This information is extremely important for use in emergency situations.
- It is the responsibility of the Membership Secretary to make coaches aware of medical conditions that will or may, affect a swimmers ability to perform certain drills or strokes within the training environment.
- It is also important that coaches are aware of any other disability that may or could cause a swimmer to require special assistance.
- Data held must be relevant, adequate and not excessive for its purpose
- Data held must be accurate and kept up to date
- Data must not be kept longer than necessary
- Data must always be kept securely and there must be adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data. On no account is the medical file to be removed from the cupboard
- Systems should be in place to prevent the accidental loss or theft of personal data
- If data is to be transferred to another person the data is transferred by secure means and only to persons with legitimate need for that data. All details on a swimmers medical form are strictly confidential and not to be discussed outside of the coaching network

Paul Elwood
Head Coach