



248 East Derry Road, Hershey, PA 17033 • 717-533-9667 • derrypres.org  
*Derry Presbyterian Church warmly welcomes you to worship and grow with us in faith.*

## **SAFE CHILDREN POLICY**

*(June 2017)*

### **1. PURPOSE:**

The purpose of this policy is to provide for the safety and well-being of children & youth and foster a culture of safe practices. Its intent is to reduce the risk of abuse. By using practical procedures, we will protect those under our care and show respect for our caregivers. The development of this policy is a responsibility of the Session of Derry Presbyterian Church (“DPC”). Its implementation is the responsibility of the designated Staff and Volunteers.

### **2. DEFINITIONS:**

**Abuse:** Child abuse includes any action or lack of action that endangers or harms a minor’s physical, psychological or emotional development. Child abuse occurs in different ways and includes:

- Physical abuse – non-accidental physical injury to a minor, such as hitting, shaking.
- Emotional abuse – emotional injury to a minor, such as constant criticism, humiliating punishments, lack of nurturing or love and security.
- Sexual abuse – any sexual activity between a minor and an adult or between a minor and another minor at least four years older than the victim, such as fondling, exhibitionism, intercourse, incest and pornography.
- Neglect – depriving a minor of essential needs, such as food, water, shelter and medical care.

**Adult:** A person 18 years of age or older.

- **Minor:** A person under the age of 18.
- **Child:** For the purpose of this policy, a person under the age of 12.
- **Youth:** For the purpose of this policy, a person between the ages of 12 and 18, or still in high school.

**Children or Youth Activity:** Any activity or program in which children or youth are under the supervision of Staff or Volunteers to include Derry Discovery Days.

**Compliance Officer:** A person designated by the Personnel Committee of DPC to monitor compliance with this Policy.

**Parent:** Shall mean any parent or legal guardian.

**Staff:** Any Adult paid employee of DPC.

**Volunteer:** Adult who regularly provides unpaid services that involves direct contact with and accepts responsibility for the care of children or youth.

**Person(s) Required to Report Child Abuse:** All Staff and Volunteers who are involved in working directly with minors.

### 3. BACKGROUND CHECKS:

As mandated by the State of Pennsylvania (PA) under Act 153, appropriate background checks shall be required as follows:

- Those serving in the positions listed in Appendix C of this Policy will be treated by DPC as Volunteers for purposes of this Policy.
- All Volunteers shall complete both the DPC Volunteer Application, and the Safe Children Affidavit and submit it to the DPC Compliance Officer (*See Appendix D.*)
- All Volunteers are asked to complete the Safe Children Affidavit, which satisfies the requirement for those Volunteers who have been residents of PA for 10 consecutive years or more to affirm that they are not disqualified from service based upon a conviction of an offense under Pennsylvania Title 23 Chapter 63 Section 6344(c).
- All Volunteers must submit clearances (background checks) as follows:
  - PA Child Abuse History Clearance
  - PA State Police Criminal Record Check
  - FBI Criminal Background Check and History Record, required if the volunteer has lived in PA for less than 10 consecutive years, this also and includes fingerprinting
- The PA Child Abuse History Clearance and State Police Criminal Record Check, are to be renewed every five years, or as required under Act 153. For existing Volunteers as of 7/1/2015, if the background checks were issued:
  - Prior to 7/1/2015 and are less than 60 months old, then must be renewed within 60 months of certification.
  - Prior to 7/1/2015 and are more than 60 months old, then must be renewed by 7/1/2016.
- All background checks shall be completed as soon as practical after submitting their DPC Volunteer Application. If a clear background check is not received within 30 days of application, then the Volunteer will be suspended from further volunteer activities until a clear check is received, or as extended upon review by the Compliance Officer.
- The FBI Criminal Background Check costs are ordinarily paid by the Volunteer. Volunteers who face financial hardship may seek reimbursement for their background check costs from the Compliance Officer.

- All Staff are required to submit background checks as follows:
  - PA Child Abuse History Clearance
  - PA State Police Criminal Record Check
  - FBI Criminal Background check, which includes fingerprinting.
  - Background check costs will be reimbursed by DPC for current employees
  - Successful or “clear” background checks are a condition of employment for all Staff positions or as reviewed and approved by the Pastor
  - Background checks are to be renewed every five years, or as required under Act 153

*(See Appendix A, Completing Clearances).*

- All newly employed Staff are hired on a provisional basis, not to exceed 90 days, as long as:
  - They have applied for the background checks
  - Derry has no knowledge which would disqualify the candidate from employment
  - The newly hired Staff affirms that they are not disqualified from service under PA Title 23 Chapter 63 § 6344 (c), by completing the Safe Children Affidavit
  - Pending the completion of background checks, the newly hired Staff is not permitted to work alone in the immediate vicinity of children & youth and must work with an appropriate Staff member
  
- Background check records are confidential. If the background check is not “clear,” the report is to be reviewed by the church staff member associated with the Volunteer’s activity and the pastor. An “unclear” background check may refer to a prior conviction of a felony or sex crime, identification as a perpetrator of child abuse or a drug offense conviction within the past five years.

#### **4. TRAINING:**

DPC will conduct a training session related to this Policy at least once per year. This training shall occur prior to or concurrent with the beginning of the school year. Subsequent session(s) may be required. Training sessions will be conducted by a person(s) designated by the DPC Personnel Committee. All Volunteers must attend a training session(s) as conducted by DPC, in order to continue to serve as a Volunteer.

All Staff are required to complete training on the Safe Children Policy.

#### **5. HEALTH and SAFETY RULES and GUIDELINES:**

The following list represents DPC’s guidelines for the health and safety of children and youth. All Staff and Volunteers and agree to be bound by this Policy and its Guidelines.

## HEALTH

- Children & Youth Ministries General Information & Medical Form is required to ensure that the church has appropriate information needed in case of an emergency. It is the responsibility of the parent/guardian complete the form and a new form must be completed at the beginning of each school year or when any of the information changes (*See Appendix D*).
- DPC will not administer prescription or non-prescription medications to children or youth and exceptions may be granted by the Director of Christian Education.
  - If the child or youth is involved in an extended DPC event or overnight trip, a Medication Order Form (*See Appendix D*). must be completed and signed by the child or youth's parent prior to the event and the medication must be in its original packaging.
  - If the child or youth has a life-threatening condition (such as asthma or severe allergies) and it is necessary to have lifesaving medication on hand at all times in the event of a reaction, it should be noted on the child or youth's General Information & Medical Form and Medication Order Form.
- The most recent version of both the Children & Youth Ministries General Information & Medical Form and the Medication Order Form can be obtained by contacting the Director of Christian Education Staff or Director Youth Ministries.
- The Children & Youth Ministries General Information & Medical Form and Medication Order Form must stay on file with The Director of Christian Education (Nursery-5th grade) and The Director of Youth Ministries (6th-12 grades). Outdated forms will be shredded on a periodic basis.
- Children and youth with the following symptoms should not be placed in DPCs care:
  - Fever, diarrhea, or vomiting
  - Green or yellow runny nose
  - Eye or skin infections
  - Other symptoms of communicable or infectious disease
- Accidental Injuries to children or youth. If a child or youth is injured under the care of DPC, the following steps will be taken:
  - First aid will be applied to minor scrapes, bruises, etc. and the child or youth's parent will be notified.
  - The parent will be contacted for injuries needing treatment beyond first aid. If warranted an ambulance will be called.
  - An incident report will be completed and the DPC insurance company will be notified for any injuries requiring medical attention.

## SAFETY

- Ordinarily, two Volunteers or one Volunteer and one Staff member shall be present at all times during any program or event involving children or youth, including the nursery. When Volunteers are related, i.e. a husband and wife, a third Volunteer should be present.
- Two Adult Rule: A minimum of two unrelated adults shall be present at any overnight activity. If children and youth participants include both males and females, the adults shall include both sexes. Exceptions may be approved only by the staff program supervisor. If accommodations require minors and adults to share rooms or sleeping spaces, parents/guardians shall be informed ahead of time. Adults shall not occupy the same bed as a minor
- No children or youth shall be alone with an individual adult, either on church premises or in any church-related activity. Church Staff and Volunteers must obtain written consent of the youth's parent before any one-to-one meeting, travel, or other situation where the youth is alone with the adult.
- Parent consent forms are required for all activities for children and youth occurring on or away from DPC premises. Children & Youth Ministries Permission Slip.
  - The Children & Youth Ministries Permission Slip is required to participate in all approved activities both on the church premises and elsewhere. It is the responsibility of the parent/guardian and a new form must be completed at the beginning of each school year. (*See Appendix D, Children & Youth Ministries Permission Slip*).
- Activities involving children and youth will take place in rooms with unobstructed glass in doors or doors will be standing open.
- Check-in/Check-out Procedures:
  - For the Nursery, parents must sign their children in to receive a pager. When pagers are returned, the children are released to parents.
  - For Church School and Kids In Worship Instruction (KIWI), weekly attendance is taken for all children and youth classes. Children ages 2 years through Grade 5 are released only to a parent or guardian.
- Restroom Guidelines for children below kindergarten:
  - If available, children should use a classroom bathroom. If an in-classroom bathroom is not available, then two or more children should be escorted to the hallway bathroom.
  - A child should never be taken to a hallway bathroom alone.
  - The Volunteer or Staff should check the bathroom first to be sure it is safe and then allow children to enter.
  - The Volunteer or Staff should remain outside the bathroom door and then escort the children back to the classroom.

- If a child is taking longer than seems necessary, the Volunteer or Staff should open the door and call the child's name. If the child asks for help, the Volunteer or Staff should prop open the door and leave the stall door open as they help the child.
- Restroom Guidelines for children between kindergarten and 5<sup>th</sup> grade
  - At least one female Volunteer or Staff should escort girls to the bathroom.
  - At least one male Volunteer or Staff should escort boys to the bathroom.
  - The Volunteer or Staff should check the bathroom or bathroom stall first to see that it is safe and then allow children to enter.
  - The Volunteer or Staff should remain outside the bathroom door and then escort the children back to the classroom.

Regardless of age, adults should never be alone with a child in a bathroom with a closed door or closed stall.

- Transportation to and from church-related activities is the responsibility of the families of the participants. Church Personnel transporting children and youth on church-related activities, whether in a personal vehicle or in the church van, shall be at least 21 years of age. When providing transportation for church-related activities, Church Personnel shall follow the "Two-Adult Rule" unless prior written approval has been obtained from the parent or guardian.
- Youth shall not drive other children or youth from church to activities occurring off of DPC premises.
- When minors are in a facility for any function, they must be under the control of their Parents, Staff or Volunteer at all times. Minors are not permitted to roam freely outside or inside the church property.

## 6. REPORTING REQUIREMENTS:

- Any Staff member or Volunteer who becomes aware of suspected abuse of a minor in their care **must immediately report suspected abuse** to ChildLine by calling 1-800-932-0313 or electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
  - Additionally, the Staff or Volunteer must report the suspected abuse to the Pastor. If the Pastor is not available or is allegedly involved, a report should be made to the Clerk of Session.
  - Write down word for word what the minor said, using the minor's words, do not editorialize.

*(See Appendix B, Procedures for Alleged Child Abuse or Neglect).*

- Any Staff member or Volunteer who is arrested or convicted of an offense that constitutes grounds for denying working with children or youth, shall provide written notice with 72 hours to the Pastor and Compliance Officer.

**Appendix****Item**

- A Completing Clearances and Background Checks
- B Procedures for Alleged Child Abuse or Neglect
- C Designated Volunteer Positions
- D Forms
  - Children and Youth Volunteer Application
  - Safe Children Affidavit
  - Children & Youth Ministries Permission Slip\*
  - Children & Youth Ministries General Information & Medical Form\*
  - Medication Order\*

\*These forms are updated annually, contact the Director of Christian Education or Director Youth Ministries, for the most recent version.

## Appendix A - Completing Clearances and Background Checks

All Staff and Volunteers must complete both the Child Abuse History Clearance and PA State Police Criminal Record Check.

Before you begin, be sure to have your own email address as results will be sent to the address on file.

The PA Child Abuse History Clearance and the PA State Police Criminal Record Check can be applied for electronically. All necessary instructions and links to apply for these clearances can be found at [www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov).

- Select CHILD ABUSE CLEARANCES
  - Scroll down to Volunteers
  - Under the heading: **Can an agency or organization pay for clearances?**, *Child Abuse Clearances* select the link: <https://www.compass.state.pa.us/ceis/public/home>
  - This will take you to the Child Welfare Portal and then follow the instructions
  - You will be asked to create a user ID, be sure to write this down and save for the next step.
- 
- A temporary password will be created for you and sent to your email address. You will be asked to login again with your temporary password to change to a permanent password to complete your clearances.
  
  - You might find it helpful to have print capabilities to print off certain pages for reference, such as your user ID and answers to security questions.

### PA Child Abuse Clearance

Before you start, you should have the following information readily available to help you complete your application:

- At least one, or as many as you can collect of your past addresses where you have lived, including the county
- Names of all individuals with whom you live with, to include parents, guardians, siblings, spouses
- Any previous names you have used or have been known by, e.g. maiden name

## PA State Police Criminal Record Check

Before you start, you should have the following information readily available to help you complete your application:

- Paper to take notes
- Ability to print results
  
- Submit a record check, read information and then either accept or decline, and select volunteer.
  
- You will be asked to enter your data and then enter. The same screen appears: enter the same information as the first screen and then enter finished.
  
- Once the screen when your information appears, print the Record Check.

## FBI Criminal Background Check and fingerprinting

The FBI Criminal Background Check and fingerprinting is a two-step process:

- The first step is to obtain the FBI Criminal Background Check
- The second step is going to a finger print collection site

## Obtaining the FBI Criminal Background Check

Before you start, you should have the following information readily available to help you complete your application:

- Paper to take notes
- Ability to print results
- Credit or debit card to pay the fee, currently \$25.75

All necessary instructions and links can be found at [www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov).

- Select CHILD ABUSE CLEARANCES
- Scroll down to Volunteers
- Under the heading: **Can an agency or organization pay for clearances?**, *FBI Clearances* select the link: <https://pacogentid.3m.com/index>.

At the Cogent site, select the department of Human Services:



- After completing the FBI Criminal Background Check, payment for the fingerprinting is due via the website. They accept credit and debit cards. Be sure to print and keep your registration (receipt).
- Then go to the fingerprint site of your choice for electronic fingerprinting. The location of the fingerprint sites and days and hours of operation for each site can be found at [www.pa.cogen-tid.com](http://www.pa.cogen-tid.com). The location of fingerprint sites may change over time, so applicants are encouraged to confirm their nearest site location.
- The closest FBI fingerprinting location to DPC is the Elizabethtown Public Library

10 South Market Street  
Elizabethtown, PA 17022  
717-367-7467

Fingerprinting Hours  
Monday – Thursday 9:00 a.m. to 8:00 p.m.  
Friday 9:00 a.m. – 1:00 p.m.  
Saturday 9:00 a.m. – 4:00 p.m.

The library encourages calling before you arrive to ensure that staff is available.

- There is no data entry required at the fingerprint collection site. Your registration/receipt is valid for 90 days. If the registration/receipt is not used within 90 days, it will be automatically cancelled.

## Appendix B –Procedures for Alleged Child Abuse or Neglect

In the event of an incident of alleged Child abuse, the following procedures shall be followed.

- As outlined in Section 6, any Staff member or Volunteer who becomes aware of suspected abuse of a child in his or her care **must immediately report suspected abuse** to ChildLine by calling 1-800-932-0313 or electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
  - It is encouraged to make reports via the website as once the report is made, no further action is required.
  - Reports made via the 800 number also require a subsequent written report
  - Whether the report is made electronically or in writing after calling the 800 number, a copy of the report needs to be sent to the Compliance Officer.
- The Staff or Volunteer must also report the suspected abuse to the Pastor. If the Pastor is not available or is allegedly involved, a report must be made to the Clerk of Session.
- The Pastor or Clerk of Session will notify the child's parent.
- If the alleged abuse involves a Staff member, then the alleged perpetrator will immediately be placed on paid leave and instructed to remain away from all church properties during the investigation. If in the event the Staff member is found guilty of the alleged abuse, he or she will be terminated immediately.
- If the alleged abuse involves a Volunteer, then the alleged perpetrator will immediately be instructed to remain away from all church activities involving children during the investigation.
- Civil authorities will be notified, and DPC will comply with all state reporting requirements.
- The Compliance Officer will notify the DPC insurance company and an incident report will be completed.
- If the media is involved, DPC will seek legal counsel before responding to the media or releasing information to the congregation. All other representatives of DPC should not speak to the media.
- Pastoral visits will be arranged for those who request them.

## **Appendix C –Designated Volunteer Positions**

In compliance with Derry Presbyterian Church Protection of Children Policy and Procedures, the following unpaid positions have been designated as Adult Volunteers by the Director of Christian Education in partnership with the Christian Education Committee.

As of June 1, 2017

### **Volunteers with direct contact: with children/youth:**

- Boys & Girls Club tutoring drivers
- Choir accompanists
- Choir directors
- Church School administrators
- Church School teachers
- Confirmation Class mentors
- DivorceCare for Children leaders
- Drivers (to any program)
- Intergenerational event leaders
- Kids In Worship Instruction (KIWI) leaders
- Krislund Traveling Camp volunteers
- Lock-in chaperones
- Mission Trip leaders
- Mission Week volunteers
- Montreat Youth Conference chaperones
- Montreat Youth Conference drivers
- Nursery volunteers
- Pilgrim Fellowship leaders
- Puppet leaders
- Retreat chaperones
- Summer Festival of Gifts event leaders
- Sunday Funday leaders
- Terrific Tuesday volunteers
- Vacation Bible School volunteers
- Youth Advisors

## **Appendix D –Forms**

Children and Youth Volunteer Application

Safe Children Affidavit

Children & Youth Ministries Permission Slip\*

Children & Youth Ministries General Information & Medical Form\*

Medication Order\*

\*These forms are updated annually, contact the Director of Christian Education or Director Youth Ministries, for the most recent version.

## Children/Youth Volunteer Application



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This form is only for adult volunteers (18 years or older) who will be volunteering with children and youth.

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Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Month/Day/Year)

Home Address:

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Phone number (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Volunteers who work with children and youth are required to obtain the following clearances and attend a Derry Presbyterian Safe Children training session:

- PA Child Abuse History Certification
- PA State Police Criminal History
- For volunteers who have lived in Pennsylvania for less than 10 consecutive years, the FBI Criminal Background check and fingerprinting is also required

Please return your completed Volunteer Application and Affidavit along with copies of your clearances to the Church Office or send via regular mail.

**I have read and agreed to be bound by the Safe Children Policy of Derry Presbyterian Church.** I hereby authorize and consent to Derry Presbyterian Church, its agents and employees, to inquire into and undertake whatever background check of me that Derry Presbyterian Church, in its sole discretion, deems appropriate to determine my fitness to serve as a volunteer. I understand the inquiry may include computer database searches, criminal history checks, interviews with people acquainted with me, employers, or references. I release and hold harmless Derry Presbyterian Church, its employees and agents—including all persons, companies, and/or corporations supplying information to Derry Presbyterian Church in connection with any and all background checks—from any and all liability in obtaining or providing such information about me. I agree that if Derry Presbyterian Church determines, in its sole discretion, that I have provided false or incomplete information in response to the above questions, or Derry Presbyterian Church decides, with or without cause, not to approve or retain me as a volunteer for whatever reason, Derry Presbyterian Church may, without notice or other process, reject my application to serve as a volunteer, or revoke my privilege to serve as a volunteer. All of the information contained herein is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Safe Children Affidavit for Volunteers and Employees

**I affirm the following:**

I have lived in Pennsylvania continuously from: \_\_\_\_\_  
(Month/Year)

I am not disqualified from service as a volunteer or employment as described in Pennsylvania Title 23 Chapter 63 Section 6344(c) and I have not been convicted of an offense similar in nature to those crimes listed in Section 6344(c) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, The Commonwealth of Puerto Rico of a foreign nation or under a former law of this commonwealth.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Month/Day/Year)

Printed Name: \_\_\_\_\_

## Pennsylvania Title 23 Chapter 63 § 6344 (c)

### (c) Grounds for denying employment or participation in program, activity or service.--

(1) In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the Statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

(2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

- |  |   |
|--|---|
| Chapter 25 (relating to criminal homicide).                        | Section 3126 (relating to indecent assault).  |
| Section 2702 (relating to aggravated assault).                     | Section 3127 (relating to indecent exposure).   |
| Section 2709.1 (relating to stalking).                             | Section 4302 (relating to incest).  |
| Section 2901 (relating to kidnapping).                             | Section 4303 (relating to concealing death of child).                                     |
| Section 2902 (relating to unlawful restraint).                     | Section 4304 (relating to endangering welfare of children).                               |
| Section 3121 (relating to rape).                                   | Section 4305 (relating to dealing in infant children).                                    |
| Section 3122.1 (relating to statutory sexual assault).             | A felony offense under section 5902(b) (relating to prostitution and related offenses).   |
| Section 3123 (relating to involuntary deviate sexual intercourse). | Section 5903(c) or (d) (relating to obscene and other sexual materials and performances). |
| Section 3124.1 (relating to sexual assault).                       | Section 6301 (relating to corruption of minors).  |
| Section 3125 (relating to aggravated indecent assault).            | Section 6312 (relating to sexual abuse of children).                                      |

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

(3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.



PERSONAL & CONFIDENTIAL

**Derry Presbyterian Church Children & Youth Ministries  
2016-2017 Permission Slip**

I hereby grant permission for \_\_\_\_\_ (name of child/youth) to participate in the approved activities of Derry Presbyterian Church both on the church premises and elsewhere.

Additionally, I release Derry Presbyterian Church, its officers, agents, employees, staff, and volunteers from any and all liability of any kind whatsoever for any loss or injury to my child/youth arising from my child/youth's participation in the approved activities of Derry Presbyterian Church. This release is inclusive of any and all approved activities on or off the premises of Derry Presbyterian Church or resulting from traveling to or from the activities of Derry Presbyterian Church.

I understand and agree that this permission and agreement shall remain in effect for the period September 2016 through September 2017 or until revoked in writing by me.

I understand and agree that it is my responsibility to update my child(ren's)/youth's medical and insurance information as changes occur.

Please initial your agreement:

\_\_\_\_\_ I understand that youth ministry staff and volunteers sometimes may interact with my child outside of the church building. I understand that youth ministry staff and volunteers will request my permission prior to any one-on-one interactions with my child outside of the church building. An initial verbal or text permission is an acceptable form of notice. However, email acknowledgement following such notice is MANDATORY.

\_\_\_\_\_ I DO NOT want any photos of my child taken during children & youth ministries events to be displayed on a website or promotional materials.

\_\_\_\_\_ Parent/Guardian (print name)

\_\_\_\_\_ Parent/Guardian (signature)

\_\_\_\_\_ Date



**Derry Presbyterian Church Children & Youth  
Ministries**

**2016-2017 General Information & Medical Form**

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Attending: \_\_\_\_\_

Activities Involved in: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_ Facebook? Y/N Instagram? Y/N

Home Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Texting? Y/N

Parent/Guardian Names: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parent's Email Address: \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Group No.: \_\_\_\_\_ Subscriber's Name: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Medications being taken by student: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other Important Medical Information: \_\_\_\_\_

Emergency Contact (Other than Parent): \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Phone: \_\_\_\_\_

I have filled out the above information accurately to the best of my knowledge. It is my responsibility to contact the church if this information changes. I authorize the Youth Leaders to administer basic first aid care and/or transport my child/youth to the closest healthcare facility, if needed. I will be contacted immediately.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Growing in Faith Since 1724

PERSONAL & CONFIDENTIAL



**Derry Presbyterian Church Children and Youth Ministries  
2016-2017 Medication Order**

It is the policy of Derry Presbyterian Church to not administer medication to children or youth. In the instance of an extended event or overnight trip, this form must be completed and signed by the parent and the Director of Christian Education prior to each specific event. All medication must be in its original packaging. If the child or youth has a life-threatening condition (such as asthma or severe allergies) and it is necessary to have lifesaving medication on hand at all times in the event of a reaction, it should be noted on the child or youth's General Information and Medical Form and this Medication Order must be completed new at least once per school year.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student's Diagnosis: \_\_\_\_\_

Condition for which drug is being administered: \_\_\_\_\_

Drug Name: \_\_\_\_\_

Strength and Dosage: \_\_\_\_\_

Route: \_\_\_\_\_

Time of Administration: \_\_\_\_\_

Other Information: \_\_\_\_\_

I, (parent/guardian) \_\_\_\_\_ have instructed (student) \_\_\_\_\_ in the proper way to use his/her *ASTHMA INHALER OR EPIPEN MEDICATION*. He/She is capable of self-administration or the medication and should be allowed to carry to medication.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Director of Christian Education Signature: \_\_\_\_\_ Date: \_\_\_\_\_