



Risk Management Guide  
for Voluntary (Non-Academic) Field Trips

Wellesley College  
Office of Risk Management & Compliance  
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# Voluntary Field Trips

## *Faculty and Staff Guide to Liability, Insurance and Risk Management Issues*

### **What is a Voluntary Field Trip?**

A voluntary field trip is an off-campus trip funded or sponsored by Wellesley College but not required for academic credit. Examples include, but are not limited to, travel by the following groups: athletic teams, student clubs and organizations; and voluntary trips during Spring Break, Wintersession or the Summer. These trips are typically coordinated and directed by a faculty or staff member(s) of the College who is/are designated as the Field Trip Leader(s).

### **Experiences That Are Not Voluntary Field Trips**

- Students attending off-campus activities or social trips
- Travel for study abroad programs approved or managed by the Office of International Studies as these have their own standing policies and procedures
- Travel via the Center for Work and Service for an internship or fellowship as these have their own standing policies and procedures
- Travel which is not funded by the College or travel for which the College has not made any arrangements
- Travel made by individual students for their own pleasure or convenience, whether or not the student has been advised to undertake such travel by a Wellesley College employee(s) and the travel is not funded by the College nor has it been arranged by the College
- Travel made by student groups that are not recognized College organizations

A student traveling off-campus for a trip or outing as part of a course's curriculum and as a requirement of the course for class credit is participating in an "academic field trip" and not a "voluntary field trip." Please see the "Wellesley College Risk Management Guide for Academic Field Trips" document for additional guidance.

### **Why is there a Distinction?**

The amount of liability a college or university assumes is directly related to the amount of control an institution has over a given activity. For example, if students organize an activity separate from their involvement in a Wellesley College organization and arrange their own transportation to get there, then Wellesley College is not liable for losses which may occur during the trip because the College does not have control over the trip. As the College gains more control over a field trip through sponsorship or providing resources, then the College's potential liability exposure related to the trip increases.

### **Are Voluntary Field Trips Covered by the College's Insurance?**

Wellesley College purchases insurance policies for liability coverage for all operations. Wellesley is insured for its liability arising out of sponsored travel. Claims against the College are handled by the College's Risk Manager ([riskmanagement@wellesley.edu](mailto:riskmanagement@wellesley.edu)) through its insurance broker.

Other types of coverage that may apply to the trip include:

- Auto liability for travel involving college-owned or rented vehicles, or other authorized private vehicles
- Travel accident insurance for trips more than 100 miles from campus
- Workers' compensation insurance for employees who are injured while working as part of the trip
- Students are covered for their personal injury by their personal health insurance

### **What Can I Do to Minimize Voluntary Field Trip Risks and Liability?**

It is impossible to eliminate all risks entirely. However, advanced planning can help minimize the exposures to Field Trip Leaders, students, and Wellesley College. The following information is designed to serve as a guide to assist Wellesley College faculty and staff in making a reasonable effort to ensure a safe experience for students participating in voluntary field trips under their guidance. (Also see Appendix for a "Checklist for Planning a Voluntary Field Trip.")

### **What Do I Need to Consider, As The Field Trip Leader(s), In Planning a Field Trip?**

#### **1. Destination Site and Activities**

*Please Note: Trips that are outside the continental U.S. should consult with the Office of International Studies and the Office of Risk Management.*

The Field Trip Leader(s) should be familiar with the site and share this knowledge with participants. Lodging premises and locations should be reasonably safe or written documentation should be provided highlighting associated risks.

The Field Trip Leader(s) should determine what skills are necessary for participation, what students should do to acquire those skills and how competency will be evaluated prior to the trip. Keep in mind, students who have disabilities may not be excluded from the trip because of their disability, so accommodations may be needed.

The number of field trip leader(s) for the trip should reflect the number of participants, and their competency level should be based upon the number of students and range of their skill levels. Orientation for field trip participants should include procedures for a "buddy system" and information on known risks as well as local cultural, custom and legal requirements.

#### **2. Transportation**

The majority of Wellesley College field trips are by College-owned vehicle, however, trips by chartered buses and commercial airlines also occur. Determine your transportation needs in advance to allow time to make the necessary arrangements.

- **Travel Using College-owned Vehicles**

Wellesley College Motor Pool (x3280) can assist in determining the type of vehicle(s) needed for a field trip as well as arrange for the vehicle use. See <https://www.wellesley.edu/risk/vehicles> for more information.

- **Travel Using Faculty or Staff Personal, Rental or Borrowed Vehicles**

Faculty and staff are strongly encouraged to use college-owned vehicles for all field trips rather than their own personal vehicle. If using a personal vehicle, faculty and staff should understand that their own personal auto insurance (liability and property damage) is primary. <https://www.wellesley.edu/risk/vehicles/personal-vehicles>

### 3. **Set Trip Expectations**

The Field Trip Leader(s) should provide the participants with an orientation prior to departure. The type of field trip will dictate the level of detail needed in the orientation, but both verbal and written communication is essential.

Orientation materials should include the following:

- trip destination and purpose
- a travel itinerary including route, rest and meal stops
- lodging information, if applicable
- transportation information
- appropriate documents, clothing and equipment needed for the trip, including protective gear, sunscreen and insect repellent
- the established rules and protocols specific to the field trip.
- any known unique hazards
- a summary of activities and physical requirements students will encounter
- any known or unusual circumstances that would require advance preparation or equipment
- emergency planning and response protocols

### 4. **Technology During Travel**

- Check out [this page](#) for some general information. (<https://www.wellesley.edu/lts/techsupport/travel>)
- Make sure you have VPN installed and fully tested and use them everywhere possible. This makes all data transfer encrypted and hard for anyone to snoop. In addition, several of the applications on campus will not be accessible if you are not on VPN. Suggest the same for the students traveling with you.
- [Important information regarding Duo](#)
- Contact the Helpdesk to get a physical key (called the Yubikey) as a backup for DUO in case your phone fails to work for DUO confirmation.
- Contact the Helpdesk to make sure that your laptop is fully encrypted and that you have screenlock enabled so that in the event of a theft, none of your data is accessible.

### 5. **Emergency Planning**

The type of field trip also dictates the level of emergency planning needed. If the trip location is remote, it is strongly recommended that at least two persons on the trip have first aid skills, a first aid kit and a cell phone or appropriate means of communication in the event emergency aid is needed. Confirmation that cell phones will operate from the field trip site should be made in advance so that alternative arrangements (e.g., satellite phone) can be made if needed. Also determine a protocol for circumstances that may necessitate the Field Trip Leader(s) leaving the group to accompany an injured or ill student.

If the Trip will include hazardous activities, hazardous locations or an extended stay, the Field Trip Leader(s) should ask field trip participants to complete an Emergency Medical Information form (See Appendix). A copy of this document should be kept with the Field Trip Leader(s). This document should be destroyed after the trip is over.

Students should be reminded to carry ID and medical insurance cards. The Field Trip Leader(s) should carry emergency phone numbers to reach key contacts at Wellesley College. All participants should know how to contact Wellesley Campus Police from the site, find and use the first aid kit (if applicable), access a cell phone or other phone and what to do if separated from the group.

## 6. **Trip Contingencies**

Even with the best planning efforts, things can still go wrong. Try to anticipate complications that could arise, and then develop contingency plans in advance.

Examples include:

- a student needs to leave early because of a personal emergency;
- a student violates established rules;
- weather or transportation delays or cancellations.

Understand any contract limitations or restrictions. Will the “unused portion” of pre-paid trip expenses be refundable? What resources are available for rescheduling?

## 7. **Special Requirements for Participation**

If students going on the field trip have disabilities or special requirements that may need to be accommodated, then the Office of Disability Services (x2434) can assist with information and accommodation requests for students. Be sure to let all students know this is an option during trip planning.

For domestic trips, all students should have the usual immunizations already upon entering college. Follow international (CDC) protocols on immunizations for travel out of country.

## 8. **Compliance with College Policies**

Make sure all participants understand that College policies for faculty, staff and students apply to field trips regardless of the location. This includes the College’s Honor Code.

Instructional activities and settings should be consistent with Wellesley College policies including, but not limited to, policies on alcohol and drug use, policies on harassment and sexual misconduct and the policy on hazing.

Field Trip Leaders are considered responsible employees under Title IX and need to be trained on those duties. Field Trip Leaders are mandatory reporters of all incidents of sexual discrimination (including sexual violence) and should be trained to handle complaints of sexual assault, domestic violence, dating violence and stalking. This includes being attentive to the needs and rights of both victims and alleged perpetrators. For more information, please contact the College's Title IX Coordinator, x2214.

Field Trip Leaders are also designated as Campus Security Authorities (CSAs) under the Clery Act, and need to receive the same training as CSAs on the home campus. For more information, please contact the Lieutenant of the Wellesley College Police Department, x3883.

## 9. **Certificates of Insurance**

Sometimes the field trip destination, organization, or establishment will require a Certificate of Insurance from Wellesley College prior to use of their facility or event participation. If asked to provide this document, the Office of Risk Management ([riskmanagement@wellesley.edu](mailto:riskmanagement@wellesley.edu)) can provide a Certificate of Insurance for other parties. Please complete the form found here: <http://www.wellesley.edu/risk/facstaff/certins> in order to submit a request for a certificate of insurance.

## 10. **Records and Documentation**

Field Trip Leaders should consider the nature of the field trip and review documentation to ensure that language is clear and accurate when providing information to participants or preparing release statements. These are written records that should be obtained in advance of the field trip and easily accessible. We recommend that the Field Trip Leader have copies, as well as maintain a back-up record in the departmental office. See the Appendix for sample forms.

- **Trip Authorization.** Ensure documentation exists at the departmental level indicating the trip is a College authorized program and retain a list of authorized attendees. The department should also have a copy of the itinerary and contact information.
- **Emergency release** for medical treatment and emergency contact information (See Appendix).
- **Liability Waivers and Releases.** The Field Trip Leader should ask each student to complete and sign the Wellesley College Student Consent and Release Agreement. (See Appendix). Once obtained, the Field Trip Leader should keep a copy of each release form in a file for three years, then discard. The Office of Risk Management does not need to collect signed forms. However, in the event of an accident or injury, the Risk Manager may reach out to a Field Trip Leader for a copy of the signed form.

## What Should I Do If Something Goes Wrong During the Field Trip?

Emergencies can take two major forms: (1) something happens outside the trip or program that adversely impacts your ability to travel or complete the program; (2) something happens to one or more trip participants or program equipment.

- (1) If something happens outside the trip or program that adversely impacts your ability to travel or complete the program, it is important to contact the institution to
  - a. Inform the Dean on Call and the department of the probable delays
  - b. Confirm with the Controller that the Trip Leader has sufficient resources to meet the financial needs (food, shelter and transportation) until the group can safely return home
  - c. Work with the Dean on Call and designated others to inform students' family members about the delays and the college's response
  - d. If there are local security concerns, work with campus police and coordinate with local law enforcement on the best ways to ensure group safety
- (2) In the event of a personal emergency, Field Trip Leaders should attend to the injured and then determine what condition(s) or act(s) caused the injury or illness. The Field Trip Leader(s) should initiate any steps that are necessary to prevent similar incidents in the future.

Things to look for and document are:

- Specific sequence of events that led to the emergency situation.
- Conditions that may have contributed to the emergency situation.
- Statements from eyewitnesses, if available.

As soon as possible, contact your department, the Dean of Student's Office, and Campus Police to report the situation and receive assistance.

For College sponsored travel greater than 100 miles from campus, the College's Group Travel Accident Insurance and Travel Assistance Services are available to faculty, staff and students. Field Trip Leaders should become familiar with the coverage and bring brochures on the field trip. See the Appendix or <https://www.wellesley.edu/risk/facstaff/travel> for more information or email [riskmanagement@wellesley.edu](mailto:riskmanagement@wellesley.edu)

Once it is possible to document the incident, the following procedures apply for reporting claims:

### Medical Claims

- **Faculty and Staff Work-Related Injuries and Illnesses (Workers' Compensation)**  
Faculty and staff who are part of sanctioned field trip experiences are considered to be working within the scope of their employment. If an injury occurs to an employee during the trip, employees are covered by Wellesley College's workers' compensation insurance

policy as long as the accident or injury arises out of or during the course of their work activity.

Employees are responsible for notifying their supervisor of an injury or illness. The supervisor is then responsible for completing an Accident and Reporting Treatment (A.R.T.) form (see Appendix) and submitting it to the Office of Human Resources and the Office of Environmental Health and Safety within 24 hours, unless the accident resulted in a work-related fatality in which case it needs to be reported within 8 hours.

Incidents that are not reported may cause employees to be ineligible for future benefits related to this injury or illness. Please note: an employee cannot receive reimbursement for medical expenses from both a workers' compensation policy and a group medical plan.

- **Student Accidents or Injuries while Participating in a College Activity**

The Field Trip Leader(s) should use the Field Trip Incident Report Form (see Appendix) to report any accident or injury to a student that occurs during a field trip. This information is necessary in order to provide the Office of Environmental Health and Safety with documentation that will assist the College in taking appropriate steps or corrective measures to eliminate hazards that may be connected with College activities or to help determine negligence on the part of the institution if required.

Students are responsible for their own medical insurance coverage for field trips just as they are while attending classes on campus. The student's medical insurance is considered primary unless it is established that the accident or injury was caused by a negligent act on the part of Wellesley College.

## **Property Claims**

All losses or damage to College property should be reported to the Office of Risk Management by email: [riskmanagement@wellesley.edu](mailto:riskmanagement@wellesley.edu)

**Please be advised - the use of personal property by employees or students while on a field trip is at your own risk.** Wellesley College does not pay for loss, theft or damage to personal property.

## **Vehicle Claims**

- **College Vehicles**

Report the accident immediately to Campus Police, x2121. Also report the accident to Motor Pool, X3280, as they can help to arrange for transportation in the event you need transportation back to campus. "Hit and run" and vandalism incidents are criminal incidents and should be reported within 24 hours to the Campus Police or local police, if off campus. Risk Management will be notified about motor vehicle accidents involving College-owned vehicles by Campus Police, Motor Pool or both. See <https://www.wellesley.edu/risk/vehicles/accidents> for all accident reporting requirements.

- **Non-Owned College Vehicle, Personal, or Borrowed Vehicle while you are Conducting College Business**

Report the accident to the Office of Risk Management, [riskmanagement@wellesley.edu](mailto:riskmanagement@wellesley.edu). See <https://www.wellesley.edu/risk/vehicles/accidents> for all accident reporting requirements.

**Any additional questions???**

Please feel free to contact the College's Risk Manager by email [riskmanagement@wellesley.edu](mailto:riskmanagement@wellesley.edu) for any questions related to this guide.

# Appendix

1. Checklist for Planning a Wellesley College Academic Field Trip
2. Field Trip Incident Report Form – for reporting student (non-employee) injuries
3. Student Waiver, Release and Participation Form
4. Emergency Medical Information Form and Medical Treatment Authorization

## **Important Links**

- Insurance Requirements for Rental Vehicles *SEE*  
<https://www.wellesley.edu/risk/vehicles/rental>
- Register your travel, obtain your travel assistance card  
<https://www.wellesley.edu/risk/facstaff/travel>
- Accident Reporting and Treatment (ART) Form – for reporting employee injuries *SEE*  
<https://www.wellesley.edu/sites/default/files/assets/departments/humanresources/files/forms/workerscomp.pdf>

## Checklist for Planning a Wellesley College Voluntary Field Trip

### Planning

- Obtain departmental approval (when appropriate) for field trip.
- Secure written contracts if working with a collaborating entity who is coordinating all or part of trip responsibilities; submit contract to Risk Management and General Counsel for review prior to signing. Secure contracts for other Trip services, including transportation, facilities use, etc., as needed.
- Ensure that both Title IX and Campus Security Authority training has been completed as part of the responsibility of being a Field Trip Leader.
- Identify and follow Wellesley policies and procedures applicable to field trips such as:
  - Health and safety standards and policy on activities
  - Vehicle use
  - Orientation for faculty, staff and students
  - Required administrative written documentation
  - Student health and accident insurance
- Use the appropriate waiver form. Inform students of the requirement of the signed waiver at the time the field trip is advertised/

### Accommodations

- Specify lodging and travel requirements in course description and syllabus (e.g., expected cost, and travel dates); provide details prior to field trip
- Inform all students to contact the Office of Disability Services X2434 to make any necessary arrangements
- Check and document cancellation policies when fees are collected as a group; if fees may not be recovered, check with Controller's office on purchasing trip insurance or covering student fees
- Arrange housing (family/home stay, same gender rooming preference, dorm, apartment, hotel, etc.). Choose group safety over cost when making housing arrangements when options are available.
- Arrange for meals or determine how meals will be gotten.
- Arrange for Transportation (air, bus, public transportation, rental vehicle, college owned vehicle, personal vehicle)

### Technology During Travel

- Check out [this page](https://www.wellesley.edu/its/techsupport/travel) for some general information. (<https://www.wellesley.edu/its/techsupport/travel>)
- Make sure you have VPN installed and fully tested and use them everywhere possible. This makes all data transfer encrypted and hard for anyone to snoop. In addition, several of the applications on campus will not be accessible if you are not on VPN. Suggest the same for the students traveling with you.
- Make sure you are set up with DUO <https://www.wellesley.edu/its/duo>
- Contact the Helpdesk to get a physical key (called the Yubikey) as a backup for DUO in case your phone fails to work for DUO confirmation.
- Contact the Helpdesk to make sure that your laptop is fully encrypted and that you have screenlock enabled so that in the event of a theft, none of your data is accessible.

### Orientation Meeting

Discuss and provide written documentation on:

- Field Trip expectations – conditions of participation
- Approved and restricted activities
- Acknowledge risks and realities of field trip site or activities
- Behavioral expectations
- Any zero tolerance issues
- Consequences of student misconduct or threats to the safety of others
- Climate at the field trip site; include altitude issues if applicable
- Appropriate clothing and gear, do not overlook sunscreen and insect repellent
- Communication and information resources (phone, fax, e-mail, etc.)
- Emergency plans and incident reporting procedures (accidents, theft, problems with staff or other participants, illness, weather delays)
- Emergency contact information
- Cell phones/buddy systems
- Procedures for separation from group
- General safety and personal security
- Health and safety guidelines including any possible health hazards
- College policies that will apply:
  - College's Honor Code
  - Alcohol and other drug use policy
  - Sexual misconduct and hazing policies
  - Disciplinary policies
- Outline any relevant expenses (e.g., meals "on your own")
- Inform participants of required pre-trip documentation
  - Waivers, insurance coverage, permission forms

### **Clarify**

- All contracts and agreements
- Students' adult role in policy, information and procedures
- Expectations when students are acting independently of the program
- Insurance
- Medical coverage for students, faculty and staff
- Liability (institutional and personal)

### **Assemble paperwork you will be taking**

- Signed Emergency Medical Information Form
- Signed Informed Consent Forms
- Emergency contacts for each site
- Itinerary

### **Finally**

- Look forward to your trip as you are now a well prepared Field Trip Leader!

Today's Date: \_\_\_\_\_ *To be filled out within 24 hours of incident; use additional sheets or reverse if needed*

**Injured Party** -- Circle all that apply relative to the injured party. Complete one form for each injured party.

**Full-Time Employee**  
**Registered Student**

**Part-Time Employee**  
**Student Employee**

**Casual Wage Employee**  
**Contractor**

**Casual Wage Employee**  
**Volunteer**

**Other** (please describe) \_\_\_\_\_

Name \_\_\_\_\_ D.O.B. \_\_\_ / \_\_\_ / \_\_\_\_\_

Department (if applicable) \_\_\_\_\_ D.O.H. (if applicable) \_\_\_ / \_\_\_ / \_\_\_\_\_

Incident Date \_\_\_ / \_\_\_ / \_\_\_\_\_ Time: \_\_\_ : \_\_\_ AM or PM (circle one)

Location of Incident: Town/City \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Exact Area: \_\_\_\_\_

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Root Cause (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contributing Factors (i.e. weather, lack of training):

\_\_\_\_\_  
\_\_\_\_\_

List Corrective Measures that could be taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Medical Treatment** of Injured Party

- No treatment
- First aid only at location, treatment (describe) \_\_\_\_\_
- Medical (indicate medical care provider/clinic) \_\_\_\_\_
- Other (describe) \_\_\_\_\_

**Employee/Student Signature**

\_\_\_\_\_

Field Trip Leader(s) Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

Field Trip Leader(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Information (If Needed):**

**Copies: (1) a copy for supervisor, (2) send one copy to Environmental Health & Safety (3) send one copy to Risk Management**

**Questions?? Call x 3882**

**Wellesley College**  
**Waiver of Liability, Covenant Not to Sue, Indemnity and Hold Harmless Agreement**  
**Voluntary Field Trip**

**This is a legal and binding agreement which, when signed, will permanently limit your ability to recover from the parties indicated below for injuries or losses you may sustain as a result of using or traveling in personal vehicles to or from an athletic event, including without restriction any game or practice or other team activity.**

Wellesley College is a non-profit educational institution. References to Wellesley includes its trustees, employees, volunteers, students, and participating organizations, sponsors, agents and assigns.

I freely choose to participate in the \_\_\_\_\_ (name of trip), \_\_\_\_\_, 20\_\_ (the Trip).

I understand that Wellesley is not an agent of, and has no responsibility for any third party that may provide personal transportation or any other service.

I understand participation in field trips including travel in personal autos or other transportation may be potentially dangerous and that I may be injured and/or lose or damage personal property or suffer financial loss as a result of my participation and/or using or riding in personal vehicles. Therefore, **I ASSUME ALL RISKS RELATED TO PARTICIPATION IN** including but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including but not limited to bodily injury or illness of any nature whether severe or not, temporary or permanent, that may occur as a result of traveling in vehicles or contact with physical surroundings, environment, insects or animals, equipment or other persons.
- Loss or injury as a result of a crime or criminal act by third parties, arrest or other act of any government or authority.
- Theft or loss of personal property during my participation in the Trip, or use of, or riding in, a personal auto.
- Loss or death or injury as a result of any natural disaster or event or extreme weather conditions or events.

I further acknowledge that the above list is not inclusive of all possible risks associated with personal transportation and that the above list in no way limits the extent or reach of this release and covenant not to sue. I understand that use personal transportation is an acceptance of risk of injury.

In consideration of being permitted to participate in this voluntary activity, I the undersigned, to the fullest extent permitted by law, agree to forever release and on behalf of myself, my spouse, heirs, representatives, executors, administrators and assigns, **HEREBY DO FOREVER RELEASE, Waive, Discharge and Covenant Not to Sue** Wellesley from any cause of action, claims, or demands, including court costs or attorney fees of any nature whatsoever, including but not limited to a claim of negligence which I or my spouse, heirs, representatives, executors, administrators and assigns may now have, or have in the future against Wellesley on account of personal injury, bodily injury, property damage, death or accident of any kind, arising out of or in any way related to my participation in the Trip or use of personal transportation, including whether by the ordinary negligence of Wellesley or otherwise.

I further agree to that I will **Indemnify and Hold Harmless** Wellesley and be solely responsible for any loss or damage, including death, which I sustain or cause, whether in whole or in part, while participating in the Trip, and that by this agreement I am relieving Wellesley of any and all liability for such loss, damage or death.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent in the Trip and the use of personal transportation, that I am voluntarily assuming all risks, whether known or unknown.

My signature below indicates that I have read and freely signed this agreement; no oral representations, statements or inducements apart from this written agreement have been made. I further certify that I am at least 18 years old, and otherwise legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding and I certify that I am signing this agreement after having carefully read and understood the same, of my own free will. This agreement is made in sole consideration of Wellesley permitting my participation in the Trip.

This agreement shall be construed and enforced in accordance with Massachusetts' law and I consent to the jurisdiction of said state. I expressly agree that this waiver and release is intended to be as broad and inclusive as permitted under Massachusetts' law and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. IN WITNESS WHEREOF, this instrument is duly executed at \_\_\_\_\_, \_\_\_\_\_ this day of \_\_\_\_\_, \_\_\_\_\_.

**IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING**

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

Date \_\_\_\_\_

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

Address \_\_\_\_\_

## Wellesley College Emergency Medical Information Form

Information on this form will be used only for medical purposes in case of an emergency on this trip. Your medical information will only be accessible to the trip leader(s) and this document will be destroyed after the trip is over.

Name of Participant: \_\_\_\_\_

### **Emergency Contacts**

#### **Primary Contact**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Home Address: \_\_\_\_\_

#### **Secondary Contact**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Home Address: \_\_\_\_\_

### **Medical Insurance Information**

Insurance Company: \_\_\_\_\_  
Primary Care Physician: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_

### **Allergies**

Please list any food, medication or other allergies you have: \_\_\_\_\_  
\_\_\_\_\_

### **Medical Conditions**

Do you have any medical condition that requires special precautions or treatment? Yes No

If yes, please list (for example, diabetes, epilepsy, high blood pressure, heart disease, pulmonary disease such as emphysema or bronchitis, asthma, cancer, medication-dependent depression or anxiety):  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is correct to my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### **MEDICAL TREATMENT AUTHORIZATION**

I, the undersigned, do hereby authorize Wellesley College and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

Name Printed: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature (if participant is under 18 years of age) \_\_\_\_\_  
Date: \_\_\_\_\_