



CareMonkey at Outward Bound Australia

Dear Parents/Guardians/Adult Participants/Accompanying Adults,

As you know we take the health and safety of our participants very seriously. As such we use a health and safety application named CareMonkey.

CareMonkey is an innovative parent/guardian controlled electronic medical form for clubs, schools and other groups with a duty of care. It's an electronic version of the paper based forms you're always having to fill in for registrations, excursions, camps, etc. It provides you the opportunity to update medical information promptly and accurately, while providing organisations with instant access to the information provided by you in an emergency.

We will be using the CareMonkey app in the best interest of all participants whilst proactively fulfilling our duty of care and risk management responsibilities.

You can use a PC, laptop, tablet or smart phone to enter the details including:

- Emergency contacts
- Medical contacts
- Medical checklist including asthma, allergies, seizures, diabetes
- Health and ambulance insurance details
- Notes and other care instructions from you

As a parent/guardian/adult participant/accompanying adult we will send you an email invitation from the CareMonkey system inviting you to enter the details for you (adult participant) or your child (parent/guardian) in an electronic medical form.

By following the instructions, you can create your own CareMonkey account and control all data about you or your child. The CareMonkey system stores the information on your behalf and you will be able to grant access to your data with Outward Bound Australia. You are also able to share this data with any other group or individuals you choose (e.g. your child's grandparents, their child-minder, their school etc.).

This information will only be accessible by the participants' instructor, Outward Bound Client Manager, program coordinator, and the course coordinator looking after you (adult/participant/accompanying adult) or your child (parent/guardian) and will be managed in accordance with the Outward Bound Australia Privacy Act

<http://www.outwardbound.org.au/resources/privacy-policy/>.

You don't need to do anything until you receive the email requesting the information. Please feel free to contact Outward Bound Australia if you have any questions. You can also visit the CareMonkey website for more information: www.caremonkey.com

We appreciate your assistance.

Outward Bound Australia