



## **GUIDE FOR COMPLETION OF DETAILED HEALTH QUESTIONNAIRE (DHQ)**

You will need to fill in a DHQ for your son/daughter/ward. Once completed and signed, enclose the DHQ in the envelope provided and **RETURN IT TO YOUR CORPS/ SQN**. If it is not possible to return it to your Corps/Sqn, mail the DHQ to the address below. Please inform your Corps/ Sqn that you have mailed the DHQ directly to the RCMLO.

ATTENTION:RCMLO CENTRAL  
RCSU CENTRAL  
PO BOX 1000 STN MAIN  
BORDEN ONTARIO  
L0M1C0

1. It is essential that all relevant information regarding a medical condition be provided on the DHQ. This must include the diagnosis, treatment plan, and any follow-up information. Include all medications and dosages. Also, provide details as to the severity of the condition and how well it is controlled by the medication.

When completing the DHQ please ensure that:

- a. SECTION ONE AND TWO, have been completed by the Corps or Sqn;  
  
Confirm all information is correct, and the surname used is the same as the surname on their birth certificate and provincial health card;
- b. SECTION THREE
  - (1) General - List all conditions including medical, physical, and psychosocial. Use the diagnosis when known, or best impression when not known. It may be helpful to indicate any period(s) of hospitalization, the frequency of follow-up medical appointments, and any current limitations that apply to your child/ward's abilities/ participation in everyday and/or sporting activities. Please assist us to understand any counseling or therapy the cadet is undergoing. For what condition is the counseling or therapy for and with whom, ie: social worker, psychiatrist, school counselor etc. While it is not asked for on the form, a daytime contact number would be helpful if we require additional information concerning your child/ward.



- (2). Annual Validation – If there has been a change since the last time this form was completed, ensure that all sections of the new DHQ are completed in full detail. This will avoid confusion for the RCMLO office regarding what exactly is the current information.
- (3) New Cadets – Please take a few moments to complete the form carefully. Providing the RCMLO with complete and accurate details of all medical conditions is essential to protecting your child. Your cooperation will help to ensure his/her participation in Cadets Canada is safe and enjoyable.

c. SECTION FOUR

- (1) You are signing to certify all information provided is complete and correct. Please ensure this is signed by a parent or legal guardian.
- (2) ONLY when a cadet is over the age of 18 (Ontario) can he/she sign their own form. Forms must be resubmitted when an underage cadet signs, resulting in significant processing delays.

2. If you have any questions please call toll free 1-877-381-6857, Mon-Fri, 0800-1600 hrs, or email [Robert.Bruyns@forces.gc.ca](mailto:Robert.Bruyns@forces.gc.ca) or [Richard.Mackwood@forces.gc.ca](mailto:Richard.Mackwood@forces.gc.ca)

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Dear Parent/Guardian:

Enclosed is a Detailed Health Questionnaire package for your child/ward. It is important that you fill out the entire questionnaire. Once complete, please sign, date and forward it to the Corps/Sqn, who will forward it to the Regional Cadet Support Unit (Central). This document will be used to determine if any participation limitations are required to ensure your child/ward's safety and wellbeing when partaking in cadet activities.

I would suggest you keep a copy of your document(s) in the event they are lost in transit. Please reply promptly so as not to delay your child/ward's participation in cadet activities.

**Until the RCMLO has reviewed this information, the participation limitations imposed by your responses on the Annual Validation or the Application for Membership in the Canadian Sea, Army or Air Cadets (CF 1158) may preclude your child/ward from taking part in specific training activities.**

If you have any questions, feel free to contact the RCMLO office on our toll free number 1-877-381-6857, or at the following e-mail addresses:

[Robert.Bruyns@forces.gc.ca](mailto:Robert.Bruyns@forces.gc.ca)

[Richard.Mackwood@forces.gc.ca](mailto:Richard.Mackwood@forces.gc.ca)

Sincerely,

Robert Bruyns

Chief Warrant Officer

RCMLO (Central)

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