**Sports Medicine Student Assistant**

**Handbook**



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# Hello, Welcome

Welcome to the Mooresville High School Sports Medicine Program. By entering this program, you are going to experience a unique experience that not many high school students get. Expectations and standards are at a much higher level than that of a normal high school student as well. Part of the expectations of a Sports Medicine Student Assistant include, but are not limited to, a minimum GPA of 3 and being available for after school activities (practices, games, etc) a minimum of 2 sports seasons. This gives a person one season to participate in a school sport. If you do not participate on a school sports team you will be assigned to a team for each season (3). It is strongly discouraged to have an afterschool job while being involved in this program unless it does not interfere with after school assignments. Part of the standards of a Sports Medicine Student Assistant include, but are not limited to, professional conduct, dress code, and ability to work with others.

This experience requires an enormous commitment and an abundant amount of dedication. Practices/games will be scheduled for times after school and some may occur on the weekend and holidays, excluding Sunday. This program will provide a very educational experience, but also add a very intricate part to a young adolescents’ social and maturation process.

In conclusion, I again welcome you to the program. My door is always open for any of your questions, comments, and suggestions. I look forward to working with you and directing your athletic training endeavors and helping you meet any other educational goals that you may have.

Melissa Lowe, ATC

Mooresville High School Head Athletic Trainer

# Mission Statement

The Sports Medicine Program at Mooresville High School has the two fold purpose of educating sports medicine student assistants interested in sports medicine and providing a high standard of care for the student athletes. Education of the students will be accomplished by providing an educational experience that effectively combines classroom instruction and practical experiences. This allows the students to maintain and improve their knowledge and skill in the area of athletic training, while preparing them for higher levels of education. An acceptable standard of care for our student athletes will be accomplished as health care services are provided in accordance with our team physician. Combining these purposes will permit sports medicine student assistants to actively and accurately participate in delivering a high standard of care to our students.

# Dress Code

# Neatness, cleanliness, and proper attire enhance the appearance of a Sports Medicine Student Assistant (SMSA) and inspire confidence in the SMSA’s ability. SMSA’s are not only expected to dress professionally when they are in the training room, on the practice field, or working a game, but they should also be mindful that they represent the athletic training program when they are not working in the capacity as a SMSA.

#

# Practice & Training Room: SMSA’s are expected to comply with all Heritage High School dress code regulations while covering practice or working in the training room. While on duty with a team, school colors should be worn when possible. SMSA’s should also wear sneakers or shoes that are functional for athletic training.

#

# Games: When covering games, SMSA’s should wear a collared (polo style) shirt or sports medicine shirt with khaki shorts or pants if you do not own khaki pants jean shorts or pants are allowed.

#

# SMSA’s who violate dress code will be subject to corrective measures.

# Conduct:

# SMSA’s are expected to conduct themselves in a professional manner promoting a positive image.

# Conduct is measured by the SMSA’s dress, how he/she performs his/her duties, how he/she communicates with staff Athletic Trainers, other SMSAs, athletes, coaches, physicians, and by the SMSA’s ability to demonstrate ethical and moral behavior particularly when he/she is in the public eye.

# Examples of misconduct include but are not limited to insubordination, theft, violence or threat of violence, fraternization with athletes/coaches, being under the influence of drugs or alcohol, or breach of confidentiality.

# Misconduct of any kind will result in disciplinary actions being taken against the SMSA.

# Behavior Code

1. **Respect Professional Confidentiality**- Matters regarding an athlete’s health, medical records, or status are not to be repeated to anyone.
2. **Accept Responsibility**- The SMSA represents the school and the Sports Medicine Staff. Always act in a mature, responsible, courteous manner. Students must remember that administrators, coaches, parents, and athletes see them as an extension of the Staff and the entire Sports Medicine Program.
3. **Know Your Limits**- SMSA’s are only permitted to perform those duties in which they have been trained and are cleared to do. If in doubt, do nothing and ask first! Act only under the supervision of a certified athletic trainer. SMSA’s may or may not be asked for an opinion. Remember, in the absence of a certified athletic trainer or other medical professional, the coach and the athlete’s parents are the higher sources of authority.
4. **Demonstrate a Desire to Learn**- Ask questions and learn from every situation.
5. **Take Initiative**- See the things that need to be done, get done. Anticipate without being reminded.
6. **Identify Yourself**- when assisting athletes. Coaches will often appreciate assistance when they know it is from a SMSA.
7. **Be Dependable**- Show up on time, know responsibilities, game and practice assignments, and carry them out.
8. **Learn to Communicate**- with athletes and coaches. A good rapport with these individuals is essential to productively interacting as a SMSA on a daily basis.

# Athletic Training Room Regulations

1. No athlete will receive care without first having their name, injury site, and the date care was administered recorded in the treatment/sign- in log/software.
2. No athlete is allowed in the athletic training room except those receiving injury care or those who have been given permission by a member of the athletic training staff.
3. Athletic training room hours and treatment times will be established and communicated to the athletes and coaches. You are expected to adhere to these scheduled times.
4. No supplies are to be taken from the athletic training room without consent from an athletic training staff member. Reusable items such as elastic bandages, crutches, etc., are to be returned in good repair.
5. When a treatment of rehabilitation program is suggested for you, you are expected to cooperate and carry it out. If you fail to follow the prescribed procedures, this information may be forwarded to your coach/parent.

# SMSA Athletic Training Time Commitment/Attendance

1. Each student will be required to “clock in” and “clock out” for each day of activity.
2. Remember that the student will need to be in uniform for that day of activity to be counted in their efforts.

# SMSA Athletic Training Room Responsibilities

1. Provide care for student athletes as directed by supervising AT.
2. Enforce all athletic training room regulations.
3. Keep the athletic training room neat and clean.
4. Clean counters, taping, and treatment tables.
5. Restock used supplies.
6. Return equipment/supplies to appropriate storage areas.
7. Make ice bags as needed.
8. Complete all tasks as assigned by supervising AT.
9. Know your limits! Perform duties within your scope of practice.

# SMSA Practice Responsibilities

1. Arrive before the athletes are scheduled to arrive, as directed by the supervising AT.
2. Have the athletic training kit properly stocked and at the practice site.
3. Have an adequate supply of ice and water at the practice site.
4. Complete all paperwork before leaving.
5. Provide treatment for athletes.
6. Clean and return all equipment to the appropriate storage areas at the end of practice.

# SMSA Game Responsibilities

1. Arrive before the athletes are scheduled to arrive, as directed by the supervising AT.
2. Greet and introduce yourself to the visiting athletic trainer or coach.
3. Inform the athletic trainer or coach of the sports medicine services available while visiting AHS.
4. Have the athletic training kit properly stocked and at the game site.
5. Have all necessary emergency medical equipment at the game site.
6. Provide treatments for the athletes.
7. Have an adequate supply of ice and water at the game site.
8. Do not leave the game site without first notifying the coach and head athletic trainer.
9. Complete all paperwork before leaving.
10. Clean and return all equipment to the appropriate storage areas at the end of the game.
11. Stay Positive

# Disciplinary Process/Corrective Action

***Purpose: To establish fair and appropriate guidelines for performing disciplinary measures as a means of correcting or improving job performance and/or terminating a Sports Medicine Student Assistant (SMSA).***

Policy:

1. The primary objective of any disciplinary procedure is to improve job performance, conduct, and/or attendance in a fair objective way.
2. It is the responsibility of all Sports Medicine Student Assistants to conform to system policies and standards of conduct, performance, and attendance.
3. If a Sports Medicine Student Assistant is not conforming in any area either a coaching process or formal positive disciplinary steps shall occur. The appropriate step in a given situation depends on the seriousness of the problem and the Sports Medicine Student Assistant’s prior record. Although every attempt should be made to operate within these guidelines, the AT has the obligation to terminate the Sports Medicine Student Assistant as necessary.
4. While termination is not a step in the positive discipline process, it is a step taken when positive discipline measure efforts have failed or when a Sports Medicine Student Assistant commits an offense that is so serious that progression through the formal levels of positive discipline is not warranted.

# Sports Medicine Student Assistant Information Sheet

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Address: |  |
|  |  |
| Home Telephone Number: |  |
| Cell Phone Number: |  |
| EMAIL: |  |
| Birthday: |  |
| Grade Level: |  |
| GPA: |  |
| **Emergency Information** |  |
| Name of Parent/Guardian: |  |
| Home Telephone Number: |  |
| Cell Phone Number: |  |
| Name of Parent/Guardian: |  |
| Home Telephone Number: |  |
| Cell Phone Number: |  |

# **Sports Medicine Student Assistant Agreement Form**

I have read the “Sports Medicine Student Assistant Handbook” and I agree to follow all of the rules, regulations, and policies that are outlined herein.

Sports Medicine Student Assistant’s Name (Please PRINT)

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

Sports Medicine Student Assistant’s Signature

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Parent Permission Form**

Dear Parent/Guardian,

Your child has expressed an interest in working as a Sports Medicine Student Assistant for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year. In order for your son or daughter to become a member of this program, I need your permission for him/her to participate. Please sign the bottom of this page to give the Apex High School Sports Medicine Program permission to include your son or daughter in the program. Your signature also indicates your support of the following:

1. Your son/daughter will be required to cover sporting events (both home and away) and practices after school hours and evenings for a minimum of 2 sports seasons. In the case of your son/daughter participating in a school sport, they will still be expected to carry out their sports medicine duties while playing that sport. If your son/daughter is not participating in a school sport for that 3rd season, they are required to cover a 3rd sporting season. It is your/your son or daughter’s responsibility to provide transportation to and from home events and ***after*** away events. It is strongly discouraged to have an afterschool job while being involved in this program unless it does not interfere with after school assignments.
2. Your son/daughter will be required to maintain a minimum GPA of 2.5.
3. Your son/daughter will be required to adhere to the program’s dress code outlined in this handbook.
4. As a Sports Medicine Student Assistant your son/daughter will have access to many of the student-athletes medical records. It is essential that they maintain confidentiality. Confidentiality is both a legal and moral obligation of those individuals working in a health care setting. Any breach of confidentiality will result in disciplinary action.
5. Your son/daughter must follow the rules and regulations that are outlined in the Apex High School Sports Medicine Student Assistant Handbook.

Please Sign Below:

I understand and am in agreement with the above regulations as well as those outlined in the Apex High School Sports Medicine Student Assistant Handbook.

Signature of Parent/Guardian Date

Signature of Sports Medicine Student Assistant Date

# Character Education

The Wyoming Public School System will educate each student to be a responsible and productive citizen who can effectively manage future challenges. The Wyoming County Public School System staff will develop an integrated curriculum emphasizing the elements of character, promote a climate permeated with the culture of character, and provide opportunities to practice the habits of character at school and in the community.

***These traits include the following:***

* **Courage**- Having the determination to do the right thing even when others don’t; the strength to follow your conscience rather than the crowd; attempting difficult things that are worthwhile.
* **Good Judgment**- Choosing worthy goals and setting proper priorities; thinking through the consequences of your actions, basing decisions on practical wisdom and good sense.
* **Integrity**- Having the inner strength to be truthful, trustworthy, and honest in all things; acting justly and honorably.
* **Kindness**- Being considerate, courteous, helpful, and understanding of others. Showing care, compassion, friendship, and generosity. Treating others as you would like to be treated.
* **Perseverance**- Being persistent in the pursuit of worthy objectives in spite of difficulty, opposition, or discouragement. Exhibiting patience and having the fortitude to try again when confronted with delays, mistakes, or failures.
* **Respect**- Showing high regard for authority, for other people, for self, for property, and for country. Understanding that all people have value as human beings.
* **Responsibility**- Being dependable in carrying out obligations and duties. Showing reliability and consistency in words and conduct. Being accountable for your own actions. Being committed to active involvement in your community.
* **Self Discipline**- Demonstrating hard work and commitment to purpose. Regulating yourself for improvement and refraining from inappropriate behaviors. Being in proper control of your words, actions, impulses, and desires. Choosing abstinence from premarital sex, drugs, alcohol, tobacco, and other harmful substances and behaviors. Doing your best in all situations.

The Athletic Training Program at Mooresville High School supports the character development education as defined by Wyoming County Public School System. By combining classroom and clinical experience, sports medicine student assistant will develop and enhance the character traits described above.



# Mooresville High School

# RULES AND CODE OF ETHICS/SOCIAL MEDIA CONTRACT

**“Every student/athlete has a right to an education but the opportunity to participate in Athletics is a privilege and it can be taken away at the discretion of Apex High School and its Administration.”**

 The Student-Athlete will…

* … be disciplined, dedicated, and have clear daily and long-term goals in mind. You owe it to yourself to get the most from your school experiences.
* … remember that you are a representative of your family, school, and team. We expect you to behave in a manner that will bring honor to these institutions. Failure to do so will result in immediate disciplinary action.
* … accept, with good grace and respect, the decisions of the game official, no matter how unjust they seem. Coaches will handle questions in reference to rules and their applications. You will be disciplined when disrespectful to a game official.
* … demonstrate a positive attitude and behavior on and off the field, characterized by good sportsmanship and the use of the WCPSS character traits. When you do not abide by these, there will be consequences.
	+ … by word and action, encourage and support teammates. You may not say or do anything that could be detrimental to teammates and/or coaches. Any player acting in a manner that is unbecoming to team unity will be admonished.
* …abide by WCPSS dress code.
* … know that fighting is unacceptable! Any loss of self-control, by excessive emotional or physical contact, is not permitted. If you fail to do so, you will be reprimanded and further action will be taken if necessary.
	+ … understand that there may be repercussions for behavior that occurs off campus. Serious offenses, such as arrests and criminal charges or convictions can result with dismissal from the team. Such actions could prohibit further participation in Apex High athletics.
* ... behave as a positive role model at all times**.**
	+ … know that using or possessing tobacco, alcohol, or illegal drugs on campus, at a school activity, or in the community will not be tolerated and can be cause for dismissal from the team.
	+ Tobacco

 1st offense – one week suspension from the team (no games, no practice)

2nd offense – suspension from the team for the remainder of the season (no games/practice)

* + Alcohol/Drugs

 1st offense – suspension from the team for the remainder of the season (no games/practice)

2nd offense – no participation in AHS athletics for 365 days beginning the day after suspension.

\*\*The Cheerleading season includes both fall and winter sport seasons.\*\*

* + The student-athlete does not have to be charged or arrested by the police for penalties to ensue.
* … understand that gang activity is a violation! There will not be any disciplinary referrals or arrests involving gang activity.
* 1st offense – automatic dismissal from the team
* 2nd offense – suspension from Apex athletics
* … be aware that theft is unacceptable. Any student-athlete who is caught stealing and/or in possession of stolen property is at fault.
* 1st offense – dismissal from the team
* 2nd offense – no participation in sports at AHS for 365 days
	+ … notify a coach if you leave school for any reason
	+ … recognize that any act of insubordination by a player will result in disciplinary action. Insubordination is defined as any act in direct contradiction to a coach’s or teacher’s Instruction.
	+ … be prepared for indoor/outdoor practice every day
* … have a ride home no later than the time designated by the coach. If arrangements cannot be made, the coaching staff will determine the appropriate action to take because there are time and safety concerns.
* … not wear jewelry, of any kind, during practices or games.
	+ … give athletics first priority over any club or recreational sports team.
* … be dressed, on time, and at practice everyday. Unexcused absences will be lead to reduction in playing time, suspension from the team, and/or dismissal.
* … know that the head coach decides what is/isn’t an excused absence.
	+ …comprehend that they cannot train, tryout, or practice with another Apex team until their current season is completed. Regarding individual sports (cross country, tennis, swimming, diving, wrestling), the coach may release, in writing, the student-athlete from participation in the sport.
	+ … recognize that you are responsible for all school issued equipment. Failure to return or pay for it will result in equipment not being issued for any other sport. Student-athletes will not be allowed to participate in any off-season workouts until all school fines are cleared.
	+ … be committed to the team. If you quit or are dismissed, you will not be permitted to practice for the next season until your previous team’s season has finished.
	+ … understand that this contract applies to all sports in which the student-athlete participates at AHS and is binding for one full year from the time it is signed.
	+ … know that parents/guardians have responsibilities associated with Apex athletics. These include, supporting all Apex Athletic Teams and athletes, showing proper sportsmanship not only for the opposing team and its fans, but also for the officials, the coaches and the employees of Wake County Schools.

Thank you for supporting Mooresville High School Athletics.

Katie Phillips, Athletic Director

Mooresville High School

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide by all of the above rules and procedures of the Apex High School athletic program.

Print student-athlete name

Student-athlete signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mooresville HIGH SCHOOL ATHLETIC DEPARTMENT

SOCIAL MEDIA POLICY & GUIDELINES FOR STUDENT-ATHLETES

In the ever-popular world of Social Media, one can quickly forget just how powerful this communication tool can be and the significant impact it can have on an individual, friends, family, teammates etc … not to mention, this is the most popular way for potential college coaches to do a “quick character check” on you. Don’t give them a reason(s) to not give you that coveted scholarship offer.

Social Media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue or behavior. Sometimes this dialogue or behavior is far from positive or appropriate. Examples of Social Media include, but are not limited to: Facebook, Twitter, YouTube, Snapchat, and Instagram. Additionally, examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

 Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco i.e., holding cups, cans, shot glasses etc.

 Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

 Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.

 Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and drug use).

 Information that is sensitive or personal in nature; which is not public information (examples: student-athlete injuries or eligibility status).

As a student-athlete participating in NCHSAA sports at Apex High School, you are a representative of the school and are **ALWAYS** in the public eye whether you think so or not. As a student-athlete, you are held to a higher standard than other students on campus.

Please keep in mind the following regulation/guidelines below as you participate on the various Social Media sites. While Apex High School Athletics recognizes athletes’ right to actively participate in social media however it maintains and will enforce the following expectations of athletes:

 Student-Athletes will not post sexist, racist, obscene or profane material of any kind.

 Student-Athletes will not use social media to degrade, demean, or attack any person or school.

 Student-Athletes will not post material relating to acts in violation of any Federal or State laws, WCPSS/AHS/Athletic Dept. policies, or team rules.

 Student-Athletes will not post material which reflects negatively on themselves, Apex High School, Apex High School athletics, their respective teams or other schools.

If a student‐athlete violates any of the above policies and/or guidelines, he/she will be subject to the following penalties:

1st offense-A meeting with the Athletic Director and Head Coach-Verbal warning

2nd offense-Penalties as determined by the athletic department, including but not limited to possible suspension

from his/her athletic team.

3rd offense-Termination from any participation on any Apex High School Athletic team

I, HAVE READ AND REVIEWED THE POLICIES/GUIDELINES ABOVE AND WILL ABIDE BY THEM WHEN POSTING ON A SOCIAL MEDIA SITE. I UNDERSTAND THAT PENALTIES AND PUNISHMENT CAN OCCUR TO ME OR MY TEAM FOR ANYTHING DEEMED INAPPROPRIATE BY THE APEX HIGH SCHOOL ATHLETIC DEPARTMENT OR ADMINISTRATION.

(SIGN) (SPORT) (DATE)

# Mooresville High School Emergency Action Plan-Athletics

# Introduction

Emergency situations may arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided. Athletic departments have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team will enable each emergency situation to be managed appropriately. The following protocol is to be used for emergency situations that may occur during an athletic practice or event at Apex High School. Review the protocol for your particular sport. It is your responsibility as a coach to know the proper procedure to follow in order to ensure proper care for your athletes in the event of an emergency.

# Components of the Emergency Plan

**There are three basic components of this plan:**

1. Emergency personnel
2. Emergency communication
3. Emergency equipment

# Emergency Plan Personnel

With athletic association practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a certified athletic trainer, student assistant, or coach. A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach, or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning. The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers; student assistants; coaches; managers; and possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head athletic trainer. There are four basic roles within the emergency team. The first and most important role is immediate care of the athlete. The most qualified individual on the scene should provide acute care in an emergency situation. Individuals with lower credentials should yield to those with more appropriate training. The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student assistants, managers, and coaches are good choices for this role. The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. After EMS has been activated, the fourth role in the emergency team should be performed, directing EMS to the scene. One member of the team should be responsible for meeting first responders such as firemen or rescue squad personnel as they arrive at the site of the contest and a second person should direct Paramedics. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student assistant, manager, or coach may be appropriate for this role.

# Roles within the Emergency Team

1. Immediate care of the athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

# Chain of Command

* **Head Athletic Trainer or Asst. Athletic Trainer**
* **Athletic Director**
* **Head Coach**
* **Assistant Coach**
* **Sportsmedicine Student Assistant**
1. The person on site that is highest in the chain of command should always stay with the injured athlete.
2. If a cellular phone is not available, send the next person on the list to make the necessary phone calls.
3. If EMS has been called, designate someone to go to the entrance of the school and direct the emergency vehicle to the proper location.
4. Call the parent/guardian after EMS has arrived and the situation has been properly assessed and accurate information can be given.

**Activating the EMS System**

Making the Call:

* 911 (if available)
* Telephone numbers for local police, fire department, and ambulance service

# Emergency Communication

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Prearranged access to the phone should be established if it is not easily accessible.

# Management of Suspected Head Injuries

Signs and symptoms of a possible concussion are listed below. If you observe an athlete experiencing even one of these symptoms, the athlete **MUST be removed immediately from all participation**. If the AT/First Responder is available, contact him/her immediately so an evaluation can be performed. If the AT/First Responder is not accessible, contact parent and recommend a prompt physician evaluation.

**What is a concussion?**

*A concussion is a brain injury that:*

* Is caused by a bump, blow, or jolt to the head
* Can change the way your brain normally works
* Can range from mild to severe
* Can occur during practices or games in any sport
* Can happen even if you haven’t been knocked out
* Can be serious even if you’ve just been “dinged” or had your “bell rung”

**What are the symptoms of a concussion?**

* Nausea (feeling that you might vomit)
* Balance problems or dizziness
* Double or fuzzy vision
* Sensitivity to light or noise
* Headache
* Feeling sluggish
* Feeling foggy or groggy
* Concentration or memory problems (forgetting game plays)
* Confusion

# • Move to shaded or air conditioned area if available near the practice site.

# Management of Cardiac Emergencies

The following are signs and symptoms of a cardiac emergency. If any of these signs are observed in an athlete that you suspect of having a cardiac issue, **call 911 immediately**. If the AT/First Responder is available, contact him/her immediately so emergency care can be provided. If you are certified in CPR/FA, provide appropriate care until EMS, ATC/First Responder, or another professional rescuer arrives.

* Chest Discomfort
* Jaw, neck, shoulder or arm pain
* Shortness of Breath
* Nausea
* Lightheadedness
* Profuse Sweating

# Use of Automated External Defibrillator (AED)

***\*Refer to the Emergency Personnel and Emergency Protocol section of the EAP\****

Apex High School has 4 AEDs.

**Location 1** – In lobby at the front of the school (in cabinet on wall)

**Location 2** – (During the Fall and Winter sports seasons) In the Athletic Training Facility. (During the Spring sport season) With the Men’s Lacrosse team

**Location 3** – (During the Fall sport season) With all football activities. (During the Winter and Spring sport seasons) In the “crash kit” in the athletic training room or with the Head/Assistant athletic trainer.

**Location 4** –In the Athletic Training Facility.

# Lightning Policy

***From the NATA Position Statement on Lightening Safety in Athletics***

Lightning may be the most frequently encountered severe-storm hazard endangering physically active people each year. Millions of lightning flashes strike the ground annually in the United States, causing nearly 100 deaths and 400 injuries. Three quarters of all lightning casualties occur between May and September, and nearly four fifths occur between 10:00 AM and 7:00 PM, which coincides with the hours for most athletic or recreational activities. Additionally, lightning casualties from sports and recreational activities have risen alarmingly in recent decades.

**Recommendations**

The National Athletic Trainers’ Association recommends a proactive approach to lightning safety, including the implementation of a lightning-safety policy that identifies safe locations for shelter from the lightning hazard. Further components of this policy are monitoring local weather forecasts, designating a weather watcher, and establishing a chain of command. Additionally, a flash-to-bang count of 30 seconds or more should be used as a minimal determinant of when to suspend activities. Waiting 30 minutes or longer after the last flash of lightning or sound of thunder is recommended before athletic or recreational activities are resumed. Lightning safety strategies include avoiding shelter under trees, avoiding open fields and spaces, and suspending the use of landline telephones during thunderstorms. Also outlined in this document are the pre-hospital care guidelines for triaging and treating lightning-strike victims. It is important to evaluate victims quickly for apnea, asystole, hypothermia, shock, fractures, and burns.

Cardiopulmonary resuscitation is effective in resuscitating pulse less victims of lightning strike. Maintenance of cardiopulmonary resuscitation and first-aid certification should be required of all persons involved in sports and recreational activities.