

Chillicothe High School Athletic Training Program Application

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Year in School SO JR SR

Current G.P.A (Cumulative) \_\_\_\_\_

Sport(s) currently participating in during school year:

Fall \_\_\_\_\_ Winter \_\_\_\_\_

Spring \_\_\_\_\_ Summer \_\_\_\_\_

Activities other than sports that you participate in regularly:

Why do you want to become a student aid at Chillicothe High School?

What do you hope to gain from working in the Athletic Training program?

What do you think you can contribute to the Chillicothe High School Athletic Training program?

Please return to athletic office or to Mandy Smith MS, ATC/L (Chillicothe High School Athletic Trainer), with one letter of recommendation

# Chillicothe High School Athletic Training Manual

I, \_\_\_\_\_ have received a copy of School Athletic training programs manual. I have read this manual that I am responsible for the points that have been in this book and understand that if I have a question regarding any points in the manual I will contact the athletic trainer at Chillicothe High School for clarification.

\_\_\_\_\_

Student Signature

Date

\_\_\_\_\_

Athletic Trainer Signature

Date

Dear Student Aid,

The athletic training manual has been designed to inform you and student aid of the policies and procedures of the Chilli cothe High Training Program. This manual is NOT all encompassing but it will increase the efficiency of the athletic training program and to give better help to the athletes. To do this successfully, each student aid must become familiar with the policies and procedures. Efficient operation of the Athletic Training Program on each individual carrying out these responsibilities.

The student aids jobs are sometimes time consuming. You should be present at practices and events before the athletes arrive and stay after the event if left in necessary. You are volunteering to do a job that is not compensated monetarily, but hopefully will reward you with self-satisfaction, knowledge and experience in the field of sports-medicine.

The following guidelines have been established to answer your questions and set a standard for student aids. Please take the time to read and familiarize yourself with these guidelines.

Regards,

Mindy Smith MS, ATC/L

#### Important points for the student aid:

##### 1. Team Travel

- a. When traveling with a team to an away game, the student aid should travel with the team to and from the event.
- b. The student needs to represent Chilli cothe High School and the athletic training profession in a professional manner when away from school.
- c. The athlete should wear respectful attire for an away sporting event.

##### 2. Attendance and Conduct

- a. Students are expected to be on time for all practices, events, and games. The bus will not wait on a student for away events. The 3 strikes out policy applies to attendance. If you are unable to attend a practice or event, you must call your trainer at the times that you have, it is your responsibility to inform the trainer and coaches so that adjustments can be made.
- b. Student aids are to act professional at all times, display good sportsmanship as a guest at another school or as a host student aid. Students should not yell, make comments or gestures at officials. Students are not to make negative comments towards the opposing players or the opposing coaches.

### 3. Telephone Answering

- a. Answer: Chi I I i cothe Hi gh School Gym, or Fi el d House Trai (name), speaki ng.
- b. When a caller asks for someone, say: May I tel l her/hi m w please?, then thank you one moment please.
- c. If the person i s not avai l abl e say: If you can please tel what the number to call he/she wi ll be happy to return your ca
- d. Al ways l eave a wri tten message.
- e. Athl etes must ask to use the phone.

### 4. Injury Management

It i s the poli cy of CHS that all i njuri es be referred to the c trainer for eval uati on and assi stance. No student ai ds shoul d p procedures for whi ch they l ack adequate knowl edge and profi ci en expected to functi on as a fi rst ai d provi der. If no certi fi ed avai l abl e, fi nd a coach or other heal th provi der's assi stance. Athl eti c Trai ner and report the i njury. It i s al ways better to conservati ve.

### 4. Student Evaluations

Eval uati on of each student ai d wi ll be done by the certi fi ed the end of each semester or sport assi gnment. The student wi ll be objecti vel y on attendance, conduct, moti vati on, i ni ti ati ve others. The object of these eval uati ons i s to hel p the student ski ll and i nform the student of thei r performance. These eval u meant as an opportuni ty to provi de constructi ve cri ti ci sm or al low for mutual feedback.

### Athletic Training Room Procedures

1. The reason why we are here i s for the student athl ete. When an i nto the trai ni ng room, fi nd out what the need, then see that i ti i appropriate manner. If you are unsure of what to do fi nd the head assi st you.
2. No student athl ete shoul d be i n the trai ni ng room wi thout super permi ssi on.
3. Make sure all treatments and rehab are entered i nto the athl etes treatment l og dai l y.
4. It i s your responsi bi l i ti es to not onl y l earn how to admi n of treatment and rehabi l i tati on programs but to understand the physi c treatment. Al so, thi s wi ll enable you to understand, why some treat rehabi l i tati on programs are fol l owed.

5. It is your responsibility to observe injury evaluations performed by the Athletic Trainer to enable you to learn the correct procedures in his injury assessment. Ask questions at appropriate times.
6. When assigned a general training room responsibility, and the down time or inactivity take the time to practice taping and texts will be available for reading.
7. Learn the location of equipment and supplies in the training room.
8. Do not allow athletes to use profane or obscene language, or to conduct themselves in an unprofessional manner.
9. The phone is always to be answered professionally. No personal calls should be made without permission.
10. Opposite sex relationships with athletes or student aids should be conducted in a professional manner during working hours.
11. All injuries must be reported to the Head Athletic Trainer.

## Standard Operating Procedures

### Training Rooms and Sport Coverage

- a. Know storage cabinets and keep them organized.
- b. Procedures – Pre-practice
  1. Check kits – stock them
  2. Prepare water, ice bags, water bottles
  3. Check on all injured athletes
- c. During Taping:
  1. Monitor and record treatments
  2. Assist with all athletes taping needs
  3. Restock tape, if needed
- d. Procedures – During Practice
  1. Organize practice coverage for maximal observation and participation
  2. Provide water
  3. Deal with injury situations and report
  4. Know emergency phone numbers
- e. Procedures – Post Practice
  1. Empty, Clean cooler and bottles, Stock kits
  2. Help with athletes needs
  3. Give and record treatments
  4. Clean up tape, towels, etc.

## Universal Precautions

As a member of the Chilli cothe High School Athletic Training Program, you are required to practice universal precautions under the strict guidelines of the Occupational and Safety and Health Administration (OSHA). Every precaution must be taken to ensure the health and safety of yourself and athletes. The guidelines you are expected to follow while in the program.

1. Wear latex examination gloves whenever touching any bodily fluids, blood, spit, or mucous membrane. Do not reuse gloves.
2. Always wash your hands with soap and water immediately after skin contact with blood or bodily fluids, even if you wore gloves.
3. All surfaces (ex. counters, tables) must be thoroughly cleaned after contact with 10% bleach cleaning solution.
4. Place all sharps in red biohazard containers.
5. Place all discarded medical waste in a specially-labeled biohazard container located in training rooms.
6. When you are working with an outdoor sport and have medical equipment, place it in a plastic bag and then discard it into the proper biohazard container upon your return to the training room facilities.
7. Do not allow the athletes to share towels that have been contaminated with blood or body fluids.
8. Discard towels and clothing that have been contaminated with blood or body fluids into separate receptacles. Do not put them in the laundry with clean towels.
9. Be sure that all athletes' wounds are well covered before practice or competition.
10. If you have an open wound, especially if it is on your hands, take extra care to injure that involve bleeding or body fluids until it is completely healed. If you must do so, be sure to wear gloves.

## Policy on Head Injuries

Delayed symptoms can develop as a result of a head injury. Some common symptoms are as follows:

1. Increased Drowsiness
2. Vomiting
3. Increased Headache
4. Nausea
5. Poor Balance or Coordination
6. Inequality of Pupils
7. Unusual Behavior
8. Amnesia

In the event any of these symptoms develop during the next few days, attention should be sought immediately. Report these symptoms to the athletic trainer or go to the emergency room.

## Policy and Guidelines on Concussions

### Grade 1:

No loss of consciousness

Confusion with/without mild or brief amnesia

Other possible symptoms: Headache, dizziness, impaired concentration, tinting, nausea, blurred/double vision, any signs or symptoms associated with head injuries. Remove athlete from pending evaluation

Return to participation:

No Symptoms at rest or exertion

Completely asymptomatic for 20 minutes

Second Concussion (grade 1) during same season

Done for day

Must see to be cleared

Third Concussion (grade 1) during same season

End of athletes season

### Grade 2:

May or may not have brief loss of consciousness (seconds to five minutes)

Confusion with amnesia, will also show other symptoms

Removed from participation pending evaluation

Out for one week, asymptomatic at rest or with exertion

Must be cleared by physician

### Grade 3:

Prolonged loss of consciousness (five minutes or more)

Transport to medical facility for evaluation

Return to participation is determined by physician

Prolonged unconsciousness, persistent mental status alterations, worsened concussion symptoms, or abnormalities on neurological exam require medical attention.

## Humidity and Heat Stress Guidelines

1. Guidelines pertain to activities conducted in the hot/humid environment from mid to late summer.

2. All athletes should weigh in and out on appropriate weight to be monitored after each practice for weight loss. Most athletes lose a majority of this weight between practices. The following weight loss should be followed.

- loss of 3% of body weight ~~Mon~~ monitored closely
- loss of 5% of body weight ~~ght~~ lighter Routine
- loss of 7% of body weight ~~ght~~ of Practice

3. Guidelines for Practice:

Temperature (F) Humidity Procedure

80-90	Under 70%	Monitor heavy athletes with 3% weight loss. Athletes susceptible to heat.
80-90	Over 70%	10 Minute rest periods every hour shirt change
90-100	Under 70%	when wet, all athletes monitored
90-100	Over 70%	Suspend practice or conduct practice in shorts and shirts. No pads
Over 100		

4. Water should be available at all times and athletes should be encouraged to drink unlimited amounts during activity.

5. These signs and symptoms should be watched for when observing athletes for heat injuries:

Heat Cramps:

Profuse sweating, cramps, involving abdominal muscles and/or

Treat by moving athlete to cool/shaded area, passively stretch muscles and give plenty of fluids.

Heat Exhaustion:

Profuse sweating, cold and clammy skin, pale, weakness, lightheadedness, nausea, headache, loss of appetite.

Treat by moving athletes to cool/shaded area, discontinue activity, administer fluids, cool body with wet towels, rubbing alcohol

Heat Stroke: Medical Emergency

