

Kea'au High School Athletic Training Policies and Procedures Manual

In order to provide a healthful experience for its entire athletic community, Kea'au High School employs National Athletic Trainers' Association Board of Certification certified athletic Trainer(s) to administer an athletic health care program. To receive the best service possible, all participants must adhere to the following Policies and Procedures.

The domains of Athletic Training include: Prevention of athletic injuries and illnesses, clinical evaluation and diagnosis, immediate care, rehabilitation and reconditioning, organization and administration, and professional responsibility. Any injury or illness requiring treatment beyond the scope of these domains will be referred to the appropriate medical professional.

Current facilities include the main Athletic Training Room (ATR) located in the Gymnasium (Building I) and the satellite Athletic training room located in the Stadium (Building P).

Policies

Discrimination

The DOE/KHS has a no tolerance policy regarding discrimination. Discrimination has no place in the Athletic Training Room. All athletes will receive the same level of care in the ATR, regardless of their status or level of play.

Privacy

All information concerning health issues of every KHS athletic participant is considered confidential. The athletic training staff keeps medical files that are only available to the athletic health care staff or KHS administration. Individuals requesting athletes information must first obtain written permission from the participant and their parent/guardian (if a minor) in order to receive copies of records. **A coach must never discuss an athlete's medical condition with anyone, including the media, outside of KHS athletic health care staff and/or administration.**

Hours of Operation

The following is a guideline of hours used by the ATC:

School days: immediately following the last school bell

Non-school days: ½ hour from the start of scheduled practices

Home games: 1 hour prior to the start of competition

Away games: approximately ½ hour from the start of competition (depending on distance and home obligations)

Coaches are asked to schedule non-school day practices in advance with the ATC/AD. A 3-day minimum is recommended. If there is a cancellation or requested change in schedule the coach is asked to inform the ATC as soon as possible.

Coverage

One ATC will remain in the ATR during scheduled practices to maximize availability to all athletic participants. The second ATC will be present at the practices in order of priority.

The Hawai'i Department of Education has prioritized event coverage for ATCs. Collision sports must be covered first, whether for a practice or a game. Contact sports receive coverage next, then non-contact sports. Home games receive coverage before away events and post-season events take precedence over pre-season events.

A coverage schedule will be posted in the ATR on a monthly basis. All event schedules can change on a weekly basis so please check with the ATC regularly to either report schedule changes or to find out if the coverage schedule has changed.

The ATC will cover as many events as possible anywhere on the island. Off-island travel must be planned in advance and will depend upon the availability and cost.

Priority of Service

The priority of service to athletes will be as follows:

- 1) Athletes currently in season and taking part in the days activities
- 2) Off season athletes
- 3) In-season athlete unable to participate in the days practice will be treated during the scheduled practice time, and then released to observe the remainder of practice.

Due to limited resources, off-season practices and events may not always be covered by the ATC. Coverage will begin on the first official tryout day, as determined by the HHSAA start date calendar, and will end on the final day of KHS participation or the HHSAA's championship tournament (whichever comes first).

Post season athletes not participating in a sport the following season may utilize athletic training services for up to one week. If the athlete sustained an injury during the season they may continue rehabilitation exercises until the injury is resolved.

Treating athletes

All rehabilitation, management and preparation services are the responsibility of the KHS ATC. Any treatment, including taping, applied by non-ATC's (coaches, parents, teammates) prior to practice or events greatly increases the likelihood of injury and may also contradict the current medical plan. These acts are prohibited under any circumstance.

If a KHS student-athlete requires athletic health care services before safely participating in a practice or event and an ATC is not available, the head coach must keep the athlete from participating until an ATC becomes available. Treatment and preparations services for traveling teams can be arranged if the team is not accompanied by the KHS ATC.

All injured athletes must report to the AT room daily to be evaluated and given rehabilitation and strengthening exercises. All athletes who need to be taped prior to participation must perform rehabilitation and strengthening exercises on a **daily basis**. All athletes who want to use the cold whirlpool must sign-up prior to practice and must shower after practice before entering the tub.

No adult, other than a parent/guardian of any minor, is allowed to provide, dispense, or store any dietary aid, supplement, over the counter treatment, or prescription medicine for any participant. This is a state law!

The Kea'au High School Principal directly supervises the ATC with assistance from the Athletic Director. Each student athlete's personal physician acts as a technical supervisor of the program. Athletic Trainers will inform teachers if class participation is to be excused due to an athletic injury.

Referrals

Athletes receiving a medical referral form from the ATC must return a written/signed full clearance note from a licensed medical doctor or doctor of osteopathy before returning to participation. Exceptions will be determined solely by the KHS ATC.

An athlete who is seen by a physician for a condition related to athletics must provide a written clearance note from that doctor in order to be allowed back to practice/competition.

Return to Participation

The KHS ATC is solely responsible for allowing an injured or ill athlete to continue or return to participation. The decision involves written/signed clearances, consultations, experience and discussions with the athlete, coaches, and doctors.

Return to participation is based on the ability of the athlete to remain safe and not endanger themselves or anyone else on the field of play.

Return to Play Criteria after an injury is as follows:

1. Range of Motion of Joint: 85+% compared bilaterally
2. Strength: 85+% compared bilaterally
3. Sport Specific Task & Drill Completion
4. Adequate Overall Fitness Level
5. Final Clearance from Medical Doctor *AND* Athletic Trainer

Conduct

ATC rules and regulations are clearly posted in the athletic training room. Deliberate and repeated infractions will be dealt with as follows:

- 1st infraction – Lecture and review of posted rules by ATC
- 2nd infraction – Incident is reported to the AD and head coach for appropriate punishment
- 3rd infraction – Incident is reported to the KHS administration. The athlete may be banned from the training room as well as receive Chapter 19 consequences.

Athletic Training Student Assistants

KHS Students showing an interest in athletic training may serve as an athletic training student assistant (ATSA) after proper instruction and practice. The ATSA may provide pre-game preparation services, first-aid, and rehabilitation assistance under the direct supervision of the KHS ATC. The ATSA is considered a volunteer of the KHS athletic training program and is directly supervised by the KHS ATC.

The ATSA may not provide services without direct supervision of a Certified Athletic Trainer and may not make any medical decisions (return to play, etc.)

The ATSA Policies and procedures handbook is located in the KHS ATR. Any concerns with the services or behavior of ATSA's must be directed to the KHS ATC. ATSA's are considered members

of the athletic program and must follow all rules and regulations of a student-athlete, as well as eligibility obligations.

Procedures

Pre-participation Forms

Each athlete participating in any team activity, including ATSA's, managers and statisticians, must have a completed and current Hawaii State Department of Education Physical Examination for Athletes and a completed and current Student Participation and Parent/Guardian Consent Release and Assumption of Risk form on file with the athletic department. Both forms are valid for one calendar year from the date of signing.

An updated list of all collected forms is available to coaches from the ATC on the first day of try-outs, or upon request. If an athlete is not eligible, the coach must consult with the ATC for updates or to verify status.

All forms should be turned in to the ATC prior to tryout, practice, or event participation either by submitting them directly to the ATC or depositing them into the ATC mailbox in the KHS front office. Participation will not be allowed until completed forms are received and documented as so by the ATC.

Students who transfer to KHS from other schools may not participate in any team activity until their current Hawaii State Department of Education Physical Examination for Athletes and a new Student Participation and Parent/Guardian Consent Release and Assumption of Risk filled out specifically for KHS has been received by the KHS ATC's. A faxed copy of the forms will be accepted for the first week until the original physical form has been sent by the prior school and received by KHS. Requests for physicals are the main responsibility of the parent/guardian.

Reporting Injury or Illness

When ATC is available:

If the athlete can walk, send them with an escort to the ATC for assessment and treatment.

If the athlete cannot be moved, send a runner to the training room with the following information:

- 1) Name of injured/ill athlete
- 2) Body part injured
- 3) Cause of injury

This information will allow the ATC to take the proper equipment and supplies to the site of injury.

When ATC is not available:

If the injury does not appear to be serious, complete the Coaches Injury Report in the EAP binder and turn form into ATC ASAP.

If the injury or illness appears to be serious or life threatening, follow the EAP and contact EMS immediately.

Acute Injury Care

If your child sustains an injury/illness during athletic participation they will be removed and evaluated by the athletic trainer. If necessary the parent/guardian will be notified of the child's condition. If the child is deemed able to return to practice, the head coach will be notified. In the

event your child sustains a serious or life threatening injury the parent/guardian will be contacted immediately and EMS will be activated.

Management of Injury or Illness

Management of injuries or illness will take one of three forms:

- 1) The ATC will care for injury “in house”
- 2) The ATC will refer the case to the appropriate health care professional
- 3) The ATC will send the athlete home with home-care instructions

In any case, the ATC will complete an Injury Evaluation form and notify the coach of the athlete’s status of participation.

All wraps, braces, or any other borrowed AT item must be returned within one week of the last event of the season. If the item is not returned within that time period the full price of replacing the item will be charged to the athlete’s KHS obligations.

Rehabilitation of Injury or Illness

Rehabilitation services and reconditioning after and injury take place in the athletic training room under supervision of the ATC. Unless, under the care of a MD, an athlete is instructed to attend physical therapy, the athlete is expected to attend everyday until released by the ATC. Athletes may perform rehabilitation exercises on days they do not attend physical therapy.

Return to Participation

A certain amount of risk accompanies every return to full participation. Safety, therefore, is key to making an effective decision.

If the athlete has been receiving care “in house”, the ATC will observe the athlete’s return to full participation. The athlete will be allowed to compete when they are deemed fully healed and prepared to compete unhindered by their injury.

If the athlete has been seen by a physical therapist, the ATC will need a clearance note from the MD or PT and need to be observed in drills and scrimmages before a final determination of return to play is made. The KHS ATC will make the decision to allow an athlete back to full participation.

Return to Play Criteria after an injury is as follows:

1. Range of Motion of Joint: 85+% compared bilaterally
2. Strength: 85+% compared bilaterally
3. Sport Specific Task & Drill Completion
4. Adequate Overall Fitness Level
5. Final Clearance from Medical Doctor *AND* Athletic Trainer

The head coach has discretion whether or not an athlete will participate in an interscholastic contest based on the athlete’s effectiveness and potential contribution to the team.

Availability of Equipment and Supplies

Throughout each season, the ATC will provide certain equipment and supplies for each team’s use. The head coach will bear the responsibility of returning the items when due.

First Aid Kit

A basic first aid kit containing wound care, provider safety and basic ICE supplies will be provided to each team, as needed. The coaching staff must take responsibility for the kit and restrict access by athletes. The contents are for first aid only. Athletes should not use the supplies to re-cover wounds on a daily basis. If a bandage needs covering, or an injury needs treatment daily, the athlete should see the ATC on a daily basis.

The first aid kit should be brought to the athletic training room, as needed, to be restocked.

If athletic tape is necessary, and the ATC is not accompanying the team, the host ATC will be notified and the first aid kit will be stocked with the appropriate supplies. The athlete requiring tape must take the kit to the host ATC for pre-event preparation. Under no circumstances should an athlete, coach, or any other non-ATC apply athletic tape or any other wrap to the athlete's body or uniform.

If a host ATC is not available, an athlete may see the ATC before the team leaves for competition for tape application.

Athletic tape is not rated or designed to repair equipment or mark floors. Athletic medical supplies are to be used for medical purposes only.

Water Coolers and Water Bottles

Host schools are required by league rules to provide cold water and injury ice for higher-risk events. They are not required to provide drinking cups or water bottles. Each KHS team, when not accompanied by a KHS ATC, will be given a set of six(6) water bottles with a carrier. The ATC travels with a set of water bottles when covering away events.

If a water cooler is required at certain away events and the ATC will not accompany the team, one can be picked up from the training room. Water coolers may be borrowed by the head coach for practices for the duration of the season. If anything other than water is used in the cooler, the cooler must be washed immediately after the event. Coolers should be returned to the training room clean and dry. Permanently stained, moldy, or damaged coolers must be replaced by the head coach.