

## INTRODUCTION

Athletic training is a part of the Sports Medicine profession that may require many hours of total dedication, hard work, self-discipline, and extensive educational course work in a CAATE accredited undergraduate curriculum.

The BOC certified athletic trainer, or ATC, is a highly educated and skilled professional whose specialty is in athletic health care. The ATC is recognized as an Allied Health Professional. As a sports medicine expert and member of the complete health care team, the ATC works under the direction of a licensed physician and in cooperation with other health care professionals and sports team members. The ATC is skilled and knowledgeable in five areas, known as the five domains of athletic training. They are:

- Prevention of athletic injury
- Recognition, evaluation and immediate care of athletic injuries
- Rehabilitation and reconditioning of athletic injuries
- Health care administration
- Professional development and responsibility

The purpose of this manual is to identify the operating policies and procedures for the Athletic Training Program within the Department of Athletics at Southwestern Oklahoma State University. These policies and procedures will be implemented at all staffing levels of the Athletic Training Program.

## **PHILOSOPHY**

### **Mission Statement**

It is the mission of the SWOSU Athletic Training Staff to provide reasonable medical coverage for all student-athletes who compete in intercollegiate athletics at Southwestern Oklahoma State University. In addition to providing medical coverage for student-athletes, it is also the mission of the SWOSU Athletic Training Staff to facilitate educational development of the athletic training student through clinical instruction.

### **General Policy Statement**

The athletic training staff will operate within the guidelines outlined in the SWOSU Athletic Training Policies and Procedures Manual, the NCAA Sports Medicine Handbook, the NCAA Manual, and the Lone Star Conference Handbook. The athletic training staff will also adhere to the SWOSU Faculty/Staff and Student Handbooks.

At all times, the welfare of the student-athlete will be of utmost priority in the actions of the sports medicine staff.

All medical decisions are made under the direct supervision of the SWOSU team physicians. The athletic training staff will make no decisions regarding the status of a student-athlete without first consulting the team physicians.

The athletic training staff is expected to perform designated functions necessary to provide an operational sports medicine program. In addition, the athletic training staff will do whatever is possible to insure all standards are met within the Department of Athletics.

Southwestern Oklahoma State University in compliance with Title VI and Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act of 1990 and other Federal laws and regulations does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures.

## **PERSONNEL**

### **Administrative Issues**

1. The director of athletics shall appoint team physicians and head athletic trainer. The head athletic trainer shall appoint assistant athletic trainers and graduate assistants. The head athletic, clinical coordinator, and athletic training program director will appoint athletic training students. Graduate assistant athletic trainers and athletic training students shall serve under the supervision of the head athletic trainer and clinical coordinator.
2. The athletic training staff shall be supervised by the team physicians of SWOSU. The team physicians shall be assisted by staff athletic trainers, graduate assistants, and athletic training students.
3. The team physicians and athletic trainers shall be available to all student-athletes for the prevention, recognition, evaluation, management and/or treatment, and rehabilitation of all athletic injuries or illnesses sustained from or related to SWOSU athletic department sponsored athletic participation during the year.
4. All members of the SWOSU athletic staff, especially those engaged in training, conditioning, coaching, and supervision of student-athletes participation in organized SWOSU athletic department sponsored athletic participation shall be fully responsible to the team physicians and athletic trainers with respect to any and all matters that includes, but may not be limited to, the physical, emotional, and psychological well-being of the student-athletes.

### **Job Descriptions**

#### **Team Physician-General Practice (Dr. Blake Badgett M.D.)**

- Directly and indirectly supervise Athletic Training staff, faculty, and students.
- Responsible for diagnosis, treatment, and rehabilitation programs for all internal illnesses/ailments incurred by SWOSU student-athletes.
- Cooperates with Head Athletic Trainer in the provision of a successful athletic healthcare program.
- Coordination of other consulting physicians, including assistance with coverage when needed.
- Provision of pre-participation physical examinations in conjunction with other physicians, staff athletic trainers, and other allied health personnel
- On-site coverage of home football game and other athletics events as scheduled
- Prompt and direct communication with athletic training staff, Athletic Director, and coaches at any time.
- Participation in Athletic Training Education Program curriculum.

### **Team Physician-Orthopedics (Dr. Daniel Jones M.D.)**

- Directly and indirectly supervise Athletic Training staff, faculty, and students.
- Responsible for diagnosis, treatment, and rehabilitation programs for all orthopedic injuries incurred by SWOSU student-athletes.
- Cooperates with Head Athletic Trainer in the provision of a successful athletic healthcare program.
- Coordination of other consulting physicians, including assistance with coverage when needed.
- Provision of pre-participation physical examinations in conjunction with other physicians, staff athletic trainers, and other allied health personnel
- On-site coverage of home football game and other athletics events as scheduled
- Prompt and direct communication with athletic training staff, Athletic Director, and coaches at any time.
- Participation in Athletic Training Education Program curriculum.

### **Head Athletic Trainer**

Reports to Athletic Director and team physician(s). Direct the health care program of intercollegiate athletics including prevention, emergency care, evaluation, and rehabilitation of athletic injuries and illnesses. Responsible for operating the training and rehabilitation facilities, supervising the training of all student-athletes, and coordinating the prevention and treatment of athletically related injuries to student-athletes.

#### Duties and Responsibilities:

- Directs and supervises the operations of the athletic training room, to include developing necessary procedures and schedules.
- Confers with the team physician to ensure proper evaluation, treatment, and rehabilitation of injured student-athletes.
- Supervises all assistant athletic trainers, graduate assistants, and athletic training students.
- Administers the drug-testing program for student athletes.
- Submits budget requests for athletic training room operations. Coordinates the purchase of all supplies and equipment, and ensures efficient and economical methods of purchasing supplies and equipment.
- Follows NCAA Rules and Regulations and the NATA Code of Ethics. Remains current on all state and national requirements for license renewal.
- Teach classes as assigned by department chair.
- Travel with football team.
- Performs other duties and special projects as requested and assigned by the Athletic Director.
- Comply with and establish a line of communication among parents, physicians, athletes, and coaches.
- Offers continuing education courses to educate and counsel coaching staffs, student-athletes, students, physicians, and co-workers.
- Serves on athletic training student selection committee for athletic training students.

## **Assistant Athletic Trainer/Insurance Coordinator**

Reports to the Head Athletic Trainer/Athletic Training Education Program Director, Athletic Director, and Team Physician(s). In conjunction with the Head Athletic Trainer will assist in the health care program of intercollegiate athletics, including, emergency care, evaluation, and rehabilitation of athletic injuries and illnesses. Responsible for coordinating payment of medical bills incurred by student athletes as a result of participation in intercollegiate athletics at Southwestern Oklahoma State University.

### Duties and Responsibilities

- Assists the Head Athletic Trainer directing and supervising the athletic training room.
- Responsible for providing medical coverage to intercollegiate athletic teams as assigned by the Head Athletic Trainer.
- Confers with the team physician to ensure proper evaluation, treatment, and rehabilitation of injured student-athletes.
- Responsible for coordination of all referred medical services, including, but not limited to; payment of services, proper documentation, and medical record upkeep.
- Serves as a clinical instructor to athletic training students within the Athletic Training Education Program.
- Follows NCAA Rules and Regulations and the NATA Code of Ethics. Remains current on all state and national requirements for license renewal.
- Performs other duties and special projects as requested by the Head Athletic Trainer.
- Comply with and establish a line of communication among parents, physicians, athletes, and coaches.
- Offers continuing education courses to educate and counsel coaching staffs, student-athletes, students, physicians, and co-workers.

## **Graduate Assistant Athletic Trainer**

Reports to Head Athletic Trainer. Is responsible for assisting in all aspects of the athletic training program following university guidelines and Athletic Training Policies and Procedures.

### Duties:

- Provide therapy and rehabilitation to athletes during regular scheduled morning and afternoon clinic hours as arranged with the Head Athletic Trainer
- Assist in the daily clinical instruction of athletic training students
- Teach classes as needed within the curriculum as assigned by the Athletic Training Program Director
- Assist in the administration of the department's drug testing policy
- Assist in the coverage of in-season and off-season practices and competitions as well as coverage of other home events
- Assist in the management of inventory
- Assist in the maintenance of student athlete's files
- Organize and maintain daily medical records

- Assist in the care, treatment, and prevention of athletic injuries and related illnesses
- Establish and comply with a line of communication with athletes, parents, physician, and coaches
- Other duties assigned by the Head Athletic Trainer, Associate Head Athletic Trainer and/or Athletic Director
- Follows the NATA Code of Ethics. Remains current on all state and national requirements for license renewal
- Upholds NCAA and Lonestar Conference Guidelines

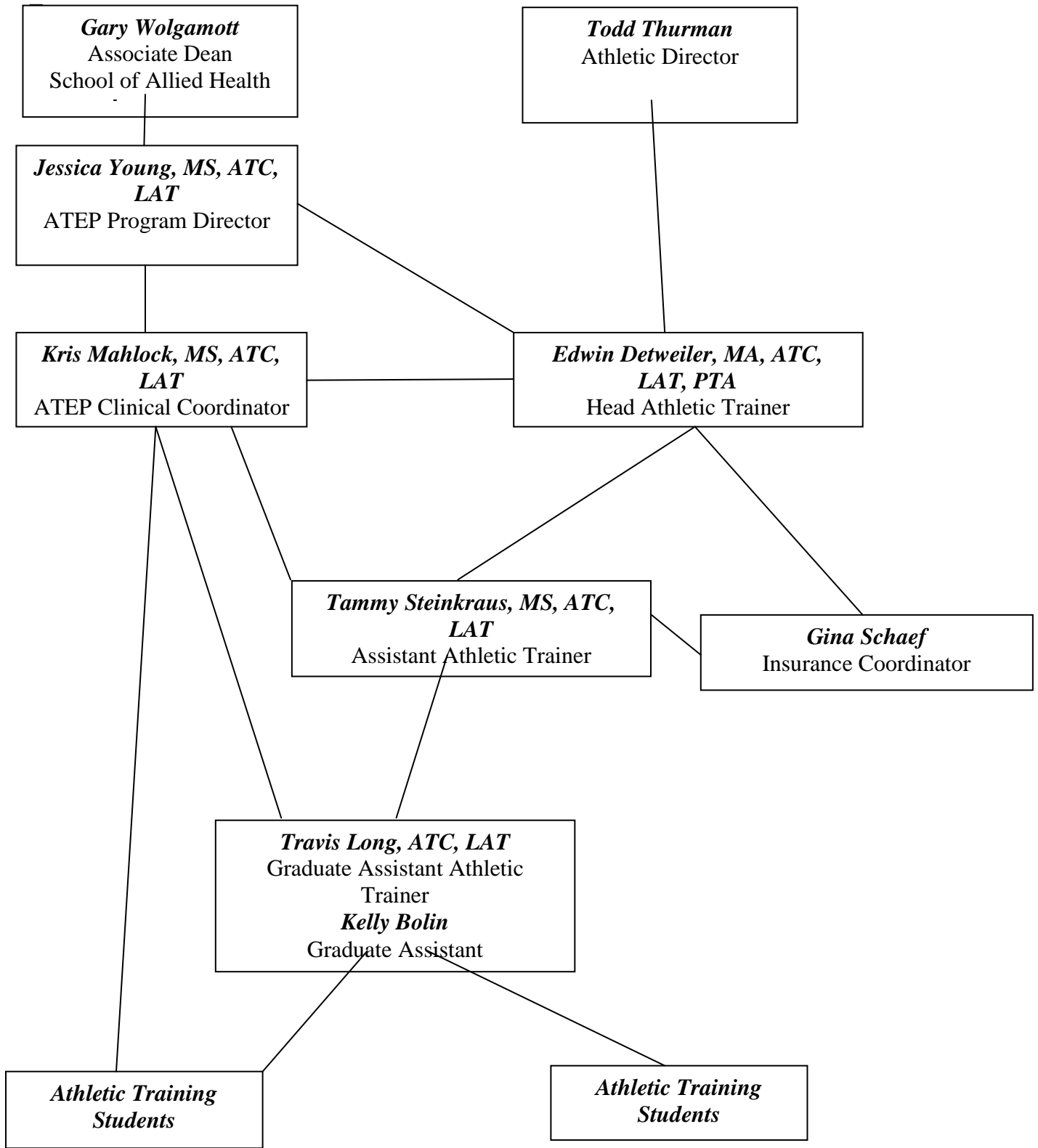
### **Athletic Training Students**

Reports to supervising clinical instructor. Responsibilities include the prevention, treatment, evaluation and rehabilitation of athletic injuries for assigned sport.

#### Duties:

- Attend all practices and games, including away games and practices, as assigned by supervising clinical instructor
- Assist in administering treatment and rehabilitation to athletes during afternoon hours
- Assist in the maintenance of student athlete files
- Maintain daily records of treatment and rehabilitation
- Assist in prevention, treatment, evaluation, and rehabilitation of athletic injuries and related illnesses
- Assist in cleaning of athletic training room
- Restocking of medical supplies in both athletic training rooms
- Set up field with necessary medical equipment and supplies
- Break down field, clean all coolers and water bottles after practice
- Adhere to policies and procedures outlines in the athletic training section
- Uphold all NCAA and Lonestar Conference rules and guidelines
- Maintain confidentiality of athletes and medical conditions
- Other duties assigned by the Graduate Assistant Athletic Trainer, Clinical Instructor, and Head Athletic Trainer
- Athletic training students are not to serve in the capacity of a Certified Athletic Trainer

Athletic Training Flow-Chart



## MEDICAL COVERAGE

### **Hours of Operation**

The Athletic Room in the Rankin Williams Fieldhouse will be open to “walk-in” services from the hours of 8:30 AM to 5:00 PM Monday through Friday. In addition to regularly scheduled hours, the athletic training room will be open prior to and following each regularly scheduled practice and competition. The Athletic Training Staff will determine specific treatment hours for a team’s practice and competition. During the summer month’s athletes should contact the Head Athletic Trainer for scheduled hours of operation.

### **Event Coverage**

The athletic training staff will provide medical coverage during regular season for all scheduled practices and competitions. However, sports with low risk for serious injury may have scheduled practices without the presence of the athletic training staff.

Conditioning workouts, weight lifting workouts, and individual skill instruction scheduled in the early morning hours or at non-traditional times may be conducted without medical coverage from the athletic training staff.

### **Visiting Teams**

Student-athletes from visiting teams will be extended the same courtesy, service, and respect as the athletes from SWOSU. Visiting teams will have the opportunity to utilize athletic training facilities and equipment before and after competition. Visiting teams that travel without a certified athletic trainer must present a written protocol or verbal communication from their athletic trainer in order to receive treatment from the SWOSU Athletic Training staff.

The SWOSU Athletic Training Staff will adhere to the LoneStar Conference Handbook in regards to visiting teams and supplies provided for home events.

## Referral Protocol

In the event that a student-athlete is injured or becomes ill, the student-athlete must first contact the Athletic Training staff.

1. Upon completion of an examination, an athletic training staff member may refer the student-athlete to a team physician or a consulting physician. The student-athlete **MUST** present to the physician a completed medical referral form (see Appendix) signed by an athletic training room representative.
  - a) Medical referral forms are only administered for athletic related injury and/or illness.
  - b) All non-athletic related injury and/or illness will be the responsibility of the student-athlete. (See INSURANCE COVERAGE for explanation of benefits)
2. In the event a student-athlete sustains a non-athletic illness and must be referred to a physician specialist outside the confines of the team physician, the student-athlete will be held responsible for all medical payments.
3. Head Coaches, assistant coaches, student coaches, managers, or any other SWOSU personnel shall not be permitted to schedule appointments for any student-athlete without first consulting the Head Athletic Trainer. Any referrals without following proper procedures will result in the student-athlete being held responsible for payments. In the event of an athletic related emergency, or the athletic training staff is unavailable, any SWOSU personnel should provide the student-athlete access to a medical facility of choice.
4. The student-athlete will be responsible for payment of any fees resulting from missed appointments, including dental, eye exams, physical therapy, or any other medical problem.
5. If the student-athlete receives care from any allied health professional unauthorized by the SWOSU sports medicine team or athletic department, all responsibility for this kind of treatment or any expenses will be that of the student athlete. Further, a student-athlete who seeks treatment from an unauthorized allied health professional may not return to participation until released by SWOSU team physicians. Failure to report unauthorized medical treatment may result in further injury for which the athletic training staff and the athletic department will not be responsible and may result in suspension or further penalty at SWOSU's discretion.
6. In particular instances the team physicians shall delegate other physicians to assist or act on express authority. However, the team physicians shall be kept informed of all injuries and or illnesses and have the final authority with regard to all medical disqualifications, treatment, medical hardships, and return of the student-athlete to full participation.

## **EMERGENCY PROCEDURES**

An emergency situation is defined as any situation that endangers the health of the student athlete in question. Typically, these situations arise from injuries resulting in a threat to the airway, breathing, and circulation of the student-athlete. In addition, such injuries as fractures and dislocations of bones or joints are classified as emergency situations. In most cases, general illness, such as the flu, colds, sore throats, etc. are not considered emergencies.

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.

SWOSU has 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 the 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.

There are three basic components of the plan:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment

### **Emergency Plan Personnel**

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, athletic training students, 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 types and location of the specific equipment needed. Athletic training students, managers, and coaches are good choices for this role.

The third role, Emergency Medical System (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 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, that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the contest. 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 athletic training student, manager, or coach may be appropriate for this role.

### **Activating the EMS System**

Making the call:

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

Providing information:

- Name, address, telephone number of caller
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

### **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 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 working telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

### **Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

### **Transportation**

Emphasis is placed at having an ambulance on site at high risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. Consideration is given to the capabilities of transportation service available and the equipment and level of trained personnel on board the ambulance. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering and exiting the venue.

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete.

### **NOTE: INDIVIDUAL EMERGENCY PROTOCOLS APPENDIX B**

## **PHYSICAL EXAMINATION GUIDELINES**

### **Pre-Participation Physical Examination**

The SWOSU team physicians will administer physical examinations. The times and dates for the examinations will be pre-set by the Team Physician and Head Athletic Trainer and will be issued to each Head Coach.

1. All first year student-athletes must first receive academic clearance prior to being administered a physical examination.
2. All first year and/or freshman student-athletes, and returning student-athletes with previous health and/or injury related problems will be required to complete a physical examination. The team physician and Head Athletic Trainer will determine those returning student-athletes who will be re-examined. A list of those individuals will be posted and delivered to each head coach.
3. Any incoming student athlete who has a prior history of any injury/medical condition may be asked to provide further medical documentation prior to receiving their physical exam. Failure to provide this documentation will result in the student athlete not being cleared for participation.
4. It will be the responsibility of the coaches to make sure all student-athletes and/or prospective student-athletes are notified of appointment times.
5. Any student-athlete who misses a scheduled appointment for a physical will be assigned another time at the convenience of team physicians. However, the student-athlete may be charged for any physical performed in the offices of the team physicians, and the student-athlete will be responsible for payment.
6. Any student-athlete who fails the physical examination for any reason will not be permitted to participate in any form of intercollegiate athletics until cleared by the team physicians. There will be no exceptions.
7. Any student-athlete without a physical examination will not be allowed to practice in any form until the physical examination is completed.
8. If any intercollegiate team at SWOSU holds an in-season practice for walk-on, each participant must complete academic requirements and sign a waiver of liability form. This waiver is valid for one day only.

### **Close-Out Physical Examinations**

1. Each student-athlete, upon completion of his/her athletic eligibility, will be given a complete physical examination if deemed necessary by the student-athlete, team physician, and/or the Head Athletic Trainer.

2. The student-athlete must make a formal request by completing a closeout examination from in the athletic training room. This form must be completed within seven days after the last scheduled competition.
3. Once the form is complete, a staff athletic trainer will schedule an appointment for the student-athlete with the appropriate physician.
4. The Department of Athletics will be responsible for payment incurred for up to one calendar year from the onset of injury, provided: the student-athlete is not actively engaged in athletic competition in professional sports, international games, or any other form of organized athletics, or as deemed necessary by the team physician.

## **ATHLETE POLICIES**

### **Prescription and Over the Counter Drug Policy**

Prescription medications will be kept on site in a secured area per the team physician's request. It is the sole responsibility of the team physician to prescribe a medication that is kept on site. The Athletic Training Staff at SWOSU will not at any time prescribe any medication other than those that are over the counter type. If a student-athlete requires a prescription of any medication that is not kept on site, the request may be filled at the school's participating pharmacy.

The athletic department is permitted to finance expenses for any medications and physical therapy utilized by the student-athlete during the academic year, given that the injury/illness is the direct result of athletic participation at SWOSU. Any prescriptions must be first presented to the Head Athletic Trainer.

Prescriptions will be filled only for doctors within the SWOSU Sports Medicine Team. An athlete must receive a referral form from the Head Athletic Trainer before getting the prescription filled at the pharmacy. Failure to follow this procedure will result in the student athlete being held responsible for payment. SWOSU will not reimburse a student-athlete who presents a receipt for a filled prescription.

Over the counter medications (OTC's) will also be kept on site in a secured area. OTC's available will be the discretion of the Athletic Training Staff. OTC's will be utilized as the Athletic Training Staff sees fit and must first have the clearance of a certified athletic trainer. OTC's that are prescribed will be recorded on a medication sign out log.

### **Physical Therapy**

Physical therapy services and prescribed rehabilitation programs are assigned by the SWOSU team physicians. For the most part, the SWOSU Sports Medicine staff administers rehabilitation programs. The SWOSU team physicians are responsible for ordering rehabilitation services. Appointments for physical therapy services must be scheduled through the Head Athletic Trainer.

## **Asthma**

Athletes who have asthma diagnosed by a licensed physician (family or team physician) will be monitored by the Sports Medicine staff for any difficulties with their condition. Athletes with severe conditions will have secondary inhalers present at all events in the need of an emergency. Athletes with asthma will be monitored with peak flow meters as deemed necessary by the Head Athletic Trainer.

## **Universal Blood borne Pathogens Policy**

The Southwestern Oklahoma State University Athletic Department believes students, staff, and faculty should be protected from all foreseeable hazards in the clinical care of the physically active. The Athletic Department has made efforts to insure that current information concerning the growing threat of infectious disease is provided to our students and faculty, and that a rational policy and procedure have been developed.

Direct exposure of students and/or personnel to blood or other body fluids via skin, mucus membranes or potential contact represents a hazard for transmission of blood-borne and other infections. To decrease the likelihood of transmission of those infections, and to minimize athletic training student and faculty contact with blood and body fluids, the following policy is in effect.

### **Purpose:**

- To provide a consistent approach to managing body substances from all athletes and patients regardless of diagnosis.
- To prevent transmission of potentially infectious agents.

### **Policy:**

1. All students shall attend OSHA and Blood Borne Pathogens Training:
  - Prior to any athletic training observation assignments
  - Annually following formal admittance to the ATEP
2. All blood, body fluids or tissues will be considered to be potentially infectious, and Universal Precautions will be used on all patients and athletes regardless of status.
3. Standard precautions are to include the following procedures:
  - a. All athletic training students, staff, and faculty will routinely use appropriate barrier precautions to prevent skin and mucus-membrane exposure when contact with blood or other body fluids of any person is anticipated. Hands will be washed, gloves will be worn for touching blood and body fluids, mucus membranes, or non-intact skin of all clients, for handling items or surfaces soiled with blood or body fluids. Gloves will be changed after contact with each patient. Masks and goggles or face shields will be worn during

procedures that are likely to generate splashes of blood or other body fluids to prevent exposure of mucus membranes of the mouth, nose and eyes. Gowns or protective aprons will be worn during procedures that are likely to generate splashes of blood or other body fluids.

- b. Hands and other skin surfaces will be washed immediately and thoroughly with an anti-microbial soap if contaminated with blood or other body fluids. Hands will be washed immediately after gloves are removed.
- c. All athletic training students and faculty will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments' during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, used needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, as well as discontinued scalpel blades and sharp items will be placed in puncture-resistant containers.
- d. Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
- e. Athletic training students, staff, and faculty who have exudative and/or open lesions or weeping dermatitis will report this to the clinical instructor and may be required to refrain from all direct client care and from handling client care equipment until the condition resolves.
- f. All blood, body fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10.
  
- g. In the event of any parenteral, mucus membrane, or cutaneous blood/body fluid exposure:
  - i. The student is responsible for:
    - Reporting the incident promptly to the clinical instructor
    - Submission of verification to the clinical instructor that follow up has been completed at the specified times.
    - Any cost incurred as a result of testing and follow up.
  - ii. In the event of an exposure, the clinical instructor will:
    - Report the exposure to the appropriate health care agency and the director of the athletic training education program.
    - Insure necessary follow- up care of the athletic training student and investigation of the incident
    - Counsel the student about protection from transmission.
    - Write anecdotal notes of the exposure, the follow-up testing of the student and information regarding adherence to recommendations.
    - Maintain strict confidentiality regarding the incident with the exception of the appropriate supervisor and the Director of the ATEP
  - iii. In the event of a student exposure, the Director of the ATEP will:
    - Counsel with the clinical instructor as necessary regarding the exposure of the student.
    - Secure the anecdotal records of exposure and follow-up for strict confidentiality.

- All students and faculty will use individual judgment based on the standard precautions guidelines in determining when barriers are needed. Orientation to the Standard Precautions will be provided for all students prior to their first clinical observation and updates will be provided as necessary for all students in the program.
- The faculty will be responsible for insuring students' understanding and appropriate use of the guidelines as well as for monitoring student adherence to guidelines.

### **Student-Athlete Pregnancy Policy**

All medical costs that are the result of student-athlete pregnancy will become the responsibility of the student-athlete. The risks and benefits of athletics participation by the pregnant student-athlete will be the determination of the counseling team physician. This includes the effects of pregnancy on competitive ability, the effects of strenuous physical training and competition on both the pregnant student-athlete and the fetus, and the warning signs to terminate exercise while pregnant. Warning signs to terminate exercise while pregnant are as follows:

- Vaginal bleeding
- Shortness of breath prior to exercise
- Dizziness
- Headache
- Chest pain
- Calf pain or swelling
- Pre-term labor
- Decreased fetal movement
- Amniotic fluid leakage
- Muscle weakness

If the student-athlete decides to compete, documentation outlining the student-athlete's medical condition, the potential risks of athletic participation during pregnancy, and the student-athlete's understanding of these risks of participation to her and her baby will be included in the student-athlete's medical record.

The Athletic Department of SWOSU acknowledges the NCAA and American College of Obstetrics and Gynecology (ACOG) recommendations addressing the pregnant student-athlete.

### **Appropriate Conduct**

The athletic training staff at SWOSU will not tolerate any inappropriate conduct from student-athletes, coaches, administration, athletic training students, or within the staff. Inappropriate conduct may be but is not limited to sexual harassment/misconduct, violence or threatening behavior, theft, or any other action described in the SWOSU faculty/staff and/or student handbook. Weapons of any kind will not be tolerated in the athletic training room or any athletic venue. Any violations of these behaviors will result in immediate action through the appropriate SWOSU office.

## **Inclement Weather Policy**

The Athletic Training Staff at SWOSU recognizes the need for appropriate coverage of all athletic events (practices or games). However, the risks associated with inclement weather while covering events are substantial.

In cases in which classes are cancelled as a result of inclement weather athletic training students will not be expected to be present for scheduled hours. Athletic training staff will be required to maintain a normal workday if possible, attention to the possible risks associated with inclement weather (i.e. snow, sleet, ice) should be taken into consideration. At no point in time will a athletic training staff member, faculty, or student be forced to put their life in danger to cover normal athletic training hours or athletic events.

If an athletic training staff member is unable to attend an event due to inclement weather, proper communication should be executed with the Head Athletic Trainer, respective coach, and the Athletic Director.

## **ADMINISTRATIVE DUTIES**

### **Daily Treatment Logs**

The athletic training staff, faculty, and students will keep daily treatment logs manually. Student-athletes are not to sign themselves in for treatment. Upon the athlete's arrival into the athletic training room or lab, the time, their name, and services rendered will be entered into the log, followed by the initials of who logged the treatment. Treatments will then be logged into Sports Ware with specifics of the treatment (i.e.-parameters of ultrasound, e-stim). Rehabilitation specifics will be logged into the notes section of the treatment file (exercises, repetitions, sets, etc.). Once the treatment has been logged into Sports Ware, the log will be noted in the appropriate space.

### **Injury Documentation**

Each student-athlete who receives an injury evaluation must have an injury report filed in the injury report log. Athletic training staff, faculty, and students must ensure that an injury report is properly documented in appropriate SOAP note form and is accurate. Once the injury report is documented, it must be entered into Sports Ware in a timely fashion.

Once the athlete has recovered from an injury or is cleared by the athletic training staff to no longer receive treatment the hard copy of the injury report will be filed into the student-athlete's personal medical file in reverse chronological order.

## **Rehabilitation Documentation**

Each student-athlete who receives rehabilitation or treatment in the athletic training room or lab must have a personal rehabilitation/progress note on file. Each time the student-athlete receives a treatment or rehabilitation the services will be documented. Specifics of each treatment or rehabilitation shall be documented diligently (i.e.-treatment and parameters, exercise, repetitions, sets). Rehabilitation notes will also be logged into the treatment section of Sports Ware. Rehabilitation specifics will be logged into the notes section of the treatment file (exercises, repetitions, sets, etc.).

Once the athlete has recovered from an injury or is cleared by the athletic training staff to no longer receive rehabilitation, the hard copy of the rehabilitation/progress note will be filed into the student-athlete's personal medical file in reverse chronological order.

## **General Athletic Training Room Maintenance**

### Daily Duties:

- Laundry
- Vacuum
- Clean Glass/Mirrors
- Clean Tables
- Sweep Lab
- Make Ice Cups
- Store Equipment
- Enter Treatments into Sports Ware
- Restock Supplies
- Clean Athletic Training Room and Lab

### Weekly Duties:

- Clean Hydrocollator
- Dust
- Mop Taping Area
- Clean Equipment
- Mop Lab
- Print Coaches Reports

### Monthly Duties:

- Sweep Storeroom
- Medical Record Maintenance

## **Inventory**

Inventory on expendable supplies in the athletic training room and lab will be conducted on a quarterly basis. Any new items that are ordered throughout the year will be updated into the inventory count once they arrive. Inventory will be logged into Sports Ware plus utilizing the appropriate section.

## **Budget**

The Athletic Director will appropriate the athletic training budgets. The athletic training budget will consist of three individual accounts: supplies, travel, and student wages. Within the appropriated budget, the Head Athletic Trainer will make all decisions in regards to bidding for and ordering supplies. Purchases made from the athletic training budget will follow the Purchasing Policies set forth by the SWOSU Business Office.

## **Athletic Department Insurance Coverage**

The SWOSU athletic department shall assist in the payment of medical bills related to injuries sustained while participating in an official, supervised play or practice of a SWOSU intercollegiate athletic event during the academic year. The student-athlete must take proper documentation from the athletic training room to all his/her appointments.

SWOSU student-athletes are required to have primary health insurance. If the student-athlete does not currently have primary health insurance, the student-athlete can purchase a student health insurance made available through the university. Failure to obtain and/or maintain primary insurance will result in medical bills becoming the responsibility of the student-athlete.

The SWOSU athletic department shall provide an excess medical insurance policy for student-athletes. This policy requires the SWOSU athletic department to use the student-athlete's primary insurance first. This excess medical policy covers the injured athlete and is an accident only policy that only covers expenses remaining after the primary insurance has been filed. This excess medical insurance policy only covers accidents related to injuries sustained while participating in supervised athletic events. This excess medical insurance policy does not cover general medical illnesses.

A medical insurance information/authorization form regarding family and/or personal medical insurance shall be completed by the parents and/or student-athlete and returned to the athletic training staff. This form authorizes the SWOSU athletic department to file a claim on the parent's and/or student-athletes medical insurance policy in the event of an athletic injury and/or illness sustained or aggravated while participating in athletics. This form, a copy of the insurance card, and a signed policy and procedures agreement form must be on file before a student-athlete is allowed to participate in his or her sport, and must be updated annually. If the personal insurance company changes or simply changes its address, please notify the athletic training department as soon as possible. Failure to inform the athletic training department will result in bills becoming the responsibility of the student-athlete.