

CNS
Sports Medicine Department
Policy and Procedures Manual

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Personnel

Dr. Michael Vella

Orthopedic Surgeon

Head of Syracuse Orthopedic Specialists (SOS)

NSCSD Athletic Team Physician**

Brian Buckland, ATC

NYS Licensed

Red Cross CPR & AED Certified

Red Cross Instructor for First Aid, CPR & AED

Katie Clark, MS ATC CES

NYS Licensed

American Heart Association Basic Life Support Certified

NASM - Corrective Exercise Specialist

American Heart Association Instructor for First Aid, CPR & AED

**Dr. Vella and SOS will give special attention to CNS athletes that are first screened by the athletic trainers. This allows for athletes to be seen in a timely fashion by a specialist who can perform a quicker diagnosis and start immediate treatment plans.

Athletic Trainer Contact Numbers

CNS Athletic Training Room	315 – 218 – 4100 ext. 714-0541
Bragman Stadium Training Room	315 – 218 – 4100 ext. 811
Brian Buckland, ATC	Cell: 315 – 420 – 8867
	Email: bbucklan@nscsd.org
Katie Clark, ATC	Cell: 315 – 256 - 2726
	Email: kclark1@nscsd.org

Athletic Trainer Hours

Please give a copy of your practice schedule to the athletic trainers one week prior to the start of your season.

Should you make any changes to the practice schedule, you must give the athletic trainers at least 48 hours prior. Failure to do so does not obligate the athletic trainer to cover the change.

Fall Hours (Pre – Season):

Monday – Friday	7:00 am – 4:00 pm *
Saturday	7:00 am – 12:00pm *
Sunday	OFF

Fall Hours (1st Day of School): * / +

Monday – Friday	1:00 pm – end of last game or practice
Saturday	Game Coverage Only
Sunday	OFF

Winter Hours:

Monday – Friday	1:00 pm – end of last game or practice
Saturday	Game Coverage Only
Sunday	OFF

Spring Hours:

	* / +
Monday – Friday	1:00 pm – end of last game or practice
Saturday	Game Coverage Only
Sunday	OFF

* Schedule may vary to accommodate practice and game schedule changes.

+ Main Athletic Training Room will be open 1p -4p; after 4p report to stadium.

Summer Hours:

No specific hours, but an athletic trainer may be available to evaluate injured athletes by calling their cell phone numbers.

Athletic Training Room Rules

Please review the rules with your team at your first practice.

- 1) Everyone needs to sign in upon entering the athletic training room.
- 2) No eating or drinking in the athletic training room.
- 3) Respect & maturity should be observed at all times by everyone (coaches, players, staff, etc).
- 4) Cleated shoes are not allowed in the athletic training room or building.
- 5) Proper dress is required. (i.e. shirt, shorts, sweats, sneakers. **NO MUDDY** Clothing or shoes).
- 6) Horseplay and inappropriate language will not be tolerated.
- 7) Self-treatments and taping are not allowed.
- 8) **Loitering is not allowed.** There are too many injured athletes requiring attention for people to be hanging out.
- 9) Athletes and coaches are not allowed to help themselves to supplies contained in the supply cabinets.
- 10) Athletes and coaches are not allowed to go through the filing cabinet, athletic trainers' desk, and papers on the athletic trainers' desk.

Any athlete failing to abide by the rules will be asked to leave and their respective coaches will be notified about the breach of the rules. Any coach failing to abide by the rules will be reported to the athletic director.

Tips for Prevention

Accidents and injuries happen. It is our jobs as athletic trainers and coaches to prevent injuries and/or illnesses when possible and to know what actions to take if injury occurs. Our goal is to provide the best quality of care for the athlete. The way this happens is to have a plan and know what steps to take. The policy and procedures manual lays out what is expected. Please take the time to read it over. Below are some things you can incorporate, if you do not already do so, to help prevent injuries.

Health: The athlete has a thorough physical exam prior to the first practice and is cleared by the school nurse. Have the athlete be re-evaluated following an absence of five or more days due to injury or illness.

Duty to Warn: All coaches are reminded to warn athletes of all the inherent dangers of sports participation (including serious injury and even death in their participation of sports)

Skills: Thorough evaluation of degree of skills of each athlete prior to contact.

Maturity: Thorough evaluation of each athletes' physical maturity prior to live contact.

Classification: it is not at what age an athlete participates rather with whom and what level of play and rules used.

Fitness: Continuously work to check and improve the degree of fitness of each athletes.

Rehabilitation: Following injury rehabilitate the injured area to regain full strength, motion and function.

Equipment: Ensure the equipment is properly fitted and fully functioning at all times (including clothing, gear, padding, helmets and footwear).

Facilities: Check over your facility (field, court, mats, rink, etc) prior to games and practices for safety hazards.

Weather: Be aware of temperature, humidity and potential inclement weather (see environmental policy section for more information). Please exercise good judgement during inclement weather. When in doubt, remove athletes from the field immediately.

Injuries: Provide immediate first aid, seek medical assistance by the athletic trainer, and notify parents and school personnel when appropriate.

Hydration: Coaches should provide adequate water and ice at every practice and game.

Injury Procedure

The following procedures should be followed for all minor injuries.

- 1) Athlete notifies the coach that he/she sustained an injury and needs to see the athletic trainer.
- 2) Athlete reports to the respective athletic training room and signs in.
- 3) The athletic trainer will evaluate the athlete and provide the appropriate treatment.
- 4) The athletic trainer will inform the athlete of any limitations regarding their return to play.
- 5) The athlete reports the information and limitations back to their coach.

If there is a question the coach is welcome to contact the athletic trainer who evaluated the athlete.

**If an athlete sees a doctor following an injury the school nurse and athletic trainer need a release in writing from the doctor.

Emergency Action Plan

In the event of a serious injury, the following plan must be followed:

- 1) The athletic trainer or coach (if the athletic trainer is unavailable) in charge shall immediately attend to the injured athlete and evaluate the athlete's condition.
- 2) The athletic trainer or coach in charge instructs someone, preferably another coach, to immediately do the following:
 - a) Get the athletic trainer if available.
 - b) Call 911 and ask for an ambulance to be dispatched. Give the following information to 911.
 1. Your name and title
 2. Nature of the injury the athlete sustained
 3. Specific location (i.e. CNS upper gym, CNS stadium, Jr. High back field, etc)
 - c) Send someone to meet the ambulance at the nearest entrance.
 - d) Notify athlete's parent/guardian. *Phone numbers and contact information for your athletes should be available at all times (med kit)
 - e) Collect athlete's belongings (backpack, books, clothes, etc)
- 3) The athletic trainer or coach tending to the athlete should keep him/her comfortable. Stabilize the condition and wait for help.
 - a) **Conscious athlete:** Keep the athlete calm. Monitor for shock, check vitals, breathing, pulse, and treat minor wounds.
 - b) **Unconscious athlete:** DO NOT MOVE THE ATHLETE, unless in further harm can be done. DO NOT REMOVE EQUIPMENT (football facemasks should be removed if unconscious). Assess if CPR and/or AED is needed. Be prepared should the situation arise.
 - c) **Neck/Back Injury:** Stabilize the head and neck. DO NOT MOVE THE ATHLETE. DO NOT REMOVE HELMET OR SHOULDER PADS! (*The pads help to maintain alignment*). Keep athlete calm, treat for shock.
- 4) After the event...the coach fills out an accident report and turns it into the athlete's school nurse. Keep a copy of the accident report for your own personal records. If the athletic trainer was not available please contact Brian (bbucklan@nscsd.org) or Katie (kclark1@nscsd.org) and update them of the incident.
- 5) Follow up phone call to parents or athlete later that evening or next day to check on athlete's condition. This is always appreciated by parents.

Environmental Policies

All outdoor activities can be affected by the surrounding environment. The temperature extremes (heat and cold) and thunder and lightning can cause potential health related problems for athletes, coaches, etc. The following pages state the NYSPHSAA policies for Heat Index, Wind Chill, and Thunder and Lightning.

Be advised the athletic trainer may ask the coaches to decrease the intensity level of activity, provide more breaks and increase the athletes' fluid intake. The athletic trainer may ask that you eliminate unnecessary clothing/pads, and/or delay or postpone practices until conditions improve. The athletic trainer will measure the relative % humidity and temperature on site in order to determine the heat index.

A few common heat related illnesses and treatment are:

Heat Cramps	→Painful muscle spasms caused by an imbalance of water and electrolytes in muscles. Not serious.
	Treatment: 1) Remove the athlete from hot environment 2) Give plenty of cool fluids to drink (fluid temp @ 5°C) 3) Gentle stretching of the affected limb 4) Refer to athletic trainer for follow up
Heat Exhaustion	→Profuse sweating, skin appears flush and clammy, rapid pulse, may have dizziness and could be hyperventilating →Low extracellular fluid levels which causes peripheral vasomotor collapse, which is the inability to dilate blood vessels to dissipate heat (body begins to lose ability to cool itself). Serious.
	Treatment: 1) Remove athlete from hot environment 2) Cover with cool towels 3) Give plenty of cool fluids 4) May need to send to hospital for IV fluid replacement
Heat Stroke	→Medical Emergency →The sweating mechanism has shut down →the individual will be hot, red, dry, disoriented, incoherent, or unconscious, their core temperature could be as high as 106°F or higher →After 45 minutes, there will be brain damage and possibly death
	Treatment: 1) Call 911 2) Remove from hot environment 3) Sponge down with cool water 4) Pack with cool towels 5) Get a fan on them if available

Heat Index Policy

Excerpt from NYSPHSAA Handbook...



HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

- Heat index will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- The athletic trainer, athletic director, or school designee will use the accuweather.com website to determine the heat index for the area of the contest/practice. The accuweather.com website can be reached through the NYSPHSAA website. Once a person is on the accuweather.com website, they will put in the zip code for the location of the contest/practice and the website will give them the air temperature as well as the RealFeel temperature (heat index).
- If the RealFeel temperature (heat index) is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the RealFeel (heat index) at halftime or midway point of the contest. If the RealFeel (heat index) temperature is 96 degrees (Fahrenheit) or more, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

	RealFeel (Heat Index) under 79 degrees	Full activity. No restrictions
R E C O M M E N D E D	Heat Index Caution: RealFeel (Heat Index) 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: RealFeel (Heat Index) 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when RealFeel temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: RealFeel (Heat Index) 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when RealFeel temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
REQUIRED	Heat Index Alert: RealFeel (Heat Index) 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

Approved May 1, 2010

Wind Chill Policy

Excerpt from NYSPHSAA Handbook...



WIND CHILL PROCEDURES

Administration of Wind Chill Procedures:

- Wind Chill will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 39 degrees (Fahrenheit) or lower.
- The athletic trainer, athletic director, or school designee will use the accuweather.com website to determine the heat index for the area of the contest/practice. The accuweather.com website can be reached through the NYSPHSAA website. Once a person is on the accuweather.com website, they will put in the zip code for the location of the contest/practice and the website will give them the air temperature as well as the RealFeel temperature (wind chill).
- If the RealFeel temperature (wind chill) is 10 degrees or below, the athletic trainer, athletic director, or school designee must re-check the RealFeel (wind chill) at halftime or midway point of the contest. If the RealFeel (wind chill) temperature is -11 degrees (Fahrenheit) or lower, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

	RealFeel (wind chill) above 40 degrees	Full activity. No restrictions
R E C O M M E N D E D	Wind Chill Caution: RealFeel (wind chill) 36 degrees to 20 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing.
	Wind Chill Watch: RealFeel (wind chill) 19 degrees to 10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss.
	Wind Chill Warning: RealFeel (wind chill) 9 degrees to -10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss. Consider postponing practice to a time when RealFeel temp is much higher. Consider reducing the amount of time for an outdoor practice session.
REQUIRED	Wind Chill Alert: RealFeel (wind chill) -11 degrees or lower	No outside activity, practice or contest, should be held.

Special Note: Alpine Skiing will be exempt from this policy and will follow the regulations of the host ski center where the practice or event is being held.

Approved May 1, 2010

Thunder & Lightning Policy

Excerpt from NYSPHSAA Handbook...



Thunder & Lightning Policy (effective 10/25/04):

- 1) Thunder and lightning necessitates that contests be suspended. The occurrence of thunder/lightning is not subject to interpretation or discussion—thunder is thunder; lightning is lightning.
- 2) With your site administrator, set up a plan for shelter prior to the start of any contest.
- 3) When thunder is heard and/or lightning is seen, the following procedures should be adhered to:
 - a) Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
 - b) Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.
 - c) After thunder and/or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

Medical Kits and AEDs

At the start of each season the head coach will sign out a medical kit and AED from the athletic trainers. The coach is responsible for their medical kits and its contents. The medical kit and AED should be at all practices and games (even when the athletic trainer is present). Being prepared medically will help keep us from having to deal with liability issues.

The athletic trainer will replace supplies upon request. We ask that you keep your kit clean and orderly. Athletes should not be allowed to help themselves to the contents in the kit. The supplies in the kits are for medical purposes only. They should not be used for marking fields, taping sticks, repairing nets, etc. Our supply budget has to cover all the modified, JV and varsity teams. Your cooperation in this area is extremely helpful.

If there is any special needs that you may have, please contact the athletic trainers and we will do our best to see that they are met. By overloading the kit supplies will get damaged and it will deform the kit itself. Due to the fact that it is made from plastic, the medical kit is not to be used as a seat.

Finally, at the end of your season the medical kit needs to be returned to the athletic trainers. Prior to returning the medical kit please make sure it is in the same cleanliness as you received it. Please try to return the medical kit within one week of your season ending, this allows us to get the kits prepped for the next season sooner.

Concussion Policy



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In any case of a suspected head injury, the following guidelines are to be followed:

1. The athlete is to be removed from the current practice or competition. **They are not to return to practice or competition until cleared by a physician.**
2. The concussion checklist needs to be filled out immediately.
3. The athlete's parents or guardians need to be contacted and informed of the situation.
4. The athlete's parents or guardians will immediately take the athlete to be evaluated by a physician. The concussion checklist must accompany the athlete for the physician evaluation. (If the athlete's parents or guardians could not be reached then the athlete will be sent to the hospital by ambulance.)
5. The concussion checklist needs to be completed and signed by the treating physician.
6. The Athlete will return the completed concussion checklist to the Athletic Trainers.

The return to play following a head injury will be determined through a graded program of exertion administered by the Athletic Trainers. The program is broken down into six steps in which only one step is covered a day.

1. No activity, complete rest until asymptomatic for seven consecutive days.
2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training.
3. Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.
4. Non-contact training/skill drills.
5. Full contact training in practice setting.
6. Return to competition

If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest.