

Sports Medicine Policies and Procedures Manual

Worthington Kilbourne High School

1499 Hard Rd. Columbus, OH 43235



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Worthington Kilbourne High School Sports Medicine

Mission Statement

OhioHealth Sports Medicine along with Worthington School District is committed to providing quality and timely health care to patients, coaches, and parents of the community. We will work to educate and improve the well-being of the community. We will be available as a resource for the student-athletes and school district to use for healthcare services.

Sports Medicine Team

The Sports Medicine Team at Worthington Kilbourne High School consists of one medical director (team physician), three certified athletic trainers and when applicable, a college athletic training clinical student. The Sports Medicine Team will utilize additional resources (orthopedic physicians, nurse, dentists, etc) as necessary for the complete care of the patient.

Medical Director: Dr. John Hedge, DO

- The medical director will have a leadership role in the organization, management and provision of care of athletes in individual, team and mass participation sporting events

Athletic Trainers: Boston Waltenberger, AT; Amanda Sampsel, MSAH, AT; Dyanne Lewis MA, AT

- The athletic trainers will work in collaboration with medical director to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions
- The athletic trainers will work under the direction of treating physician, whether medical director or other treating physician

Athletic Training Clinical Student: Rotates annually

- The supervised athletic training student will have the opportunity to practice and integrate their classroom education under the supervision of a preceptor for the athletic training program

Consent to Treat

- 1.) All parents/guardians have the option to authorize, under the direction of the licensed team physician, the sports medicine staff to practice within the domains of athletic training; including injury prevention, clinical evaluation and diagnosis, immediate care, treatment, rehabilitation and reconditioning, organization and administration, and professional responsibility.
- 2.) The parent/guardian has the option to also waive the authorization, in which the patient will not be treated by the Sports Medicine Staff; including team physician and athletic trainers
- 3.) Both authorizations will be made via FinalForms. If a parent/guardian would like to rescind the authorization, it must be submitted to the Sports Medicine Staff in writing.

Emergency Preparedness

These procedures should be clearly understood and practiced so that all involved will be prepared for a potentially life threatening or fatal situation. The athletic trainer, coaches and administration in the emergency plan must be level headed and responsible. Emergency procedures will be reviewed annually for accuracy to location and directions.

All measures should be taken to ensure any gate or door can be unlocked in the event that the emergency medical services must be activated.

Important Phone Numbers / Addresses

Emergency	911
Team Physician	
Dr. John Hedge, DO 3705 Olentangy River Road, Suite 260 Columbus, OH 43214	(O): 614.533.6600 (F): 614.533.6609
Athletic Director	
Jeff Todd 1499 Hard Rd. Columbus, OH 43235	(C): 614.354.3382 (O): 614.450.6517 (F): 614.450.6575
Athletic Trainer	
Boston Waltenberger 1499 Hard Rd. Columbus, OH 43235	(C): 419.605.8884 (O): 614.450.6517 (F): 614.450.6575
Athletic Trainer	
Amanda Sampsel 1499 Hard Rd. Columbus, OH 43235	(C): 330.690.1724 (O): 614.450.6517 (F): 614.450.6575
Athletic Trainer	
Dyanne Lewis 1499 Hard Rd. Columbus, OH 43235	(C): 614.595.0088 (O): 614.450.6517 (F): 614.450.6575

Worthington Kilbourne Emergency Protocols

Serious/Life-Threatening Injury

A serious injury is one, which obviously requires hospitalization, and there is little or no time to consult with a physician before taking action.

Examples:

- Stoppage of breathing/heart and/or loss of consciousness
- Severe bleeding
- Obvious OR possible serious back or neck injury and/or possible head injury
- Heat stroke

Procedure:

- I. The head coach or athletic trainer (AT) should attend to the athlete and evaluate the injury and situation providing the necessary first aid such as CPR.
- II. The head coach or AT should instruct another competent person to take the following action:
 - i. Call 911 to activate the Emergency Medical System and give the following information:
 1. Your name and title
 2. Nature of the injury
 3. Specific location of injured patient
 4. Best way for the emergency vehicle to reach the injured patient quickly.
 5. Do not hang up until the dispatcher terminates the call.
 - ii. Be sure to clear the uninjured participants from the area
 - iii. An administrator/coach/athletic trainer should call the patient's parent or guardian and inform them of the patient's injury using the information found with the emergency contact information.
 - iv. Return to the field/court and assist in anyway possible
- III. A designated administrator/coach should meet the ambulance and direct them to the proper place.
- IV. Coach or school representative should accompany the patient to the hospital (unless parent/guardian is present to do so) with appropriate paperwork (Emergency Medical Card).
- V. If AT/school administrator is not present, contact he/she as soon as possible.

Other Injuries Requiring Medical Attention

Examples:

- Lacerations that require suturing.
- Possible fractures/dislocations
- Orthopedic injuries that should have an early medical diagnosis

Procedure: The AT (or coach if AT is not present) in charge will:

- I. Determine the degree of seriousness.
- II. Perform necessary first aid
- III. Contact parent or legal guardian
- IV. Ask if they have a preference of a physician.
- V. Give them any needed phone numbers as found on the attached sheet.

Minor Injuries Not Requiring Immediate Medical Attention

Examples:

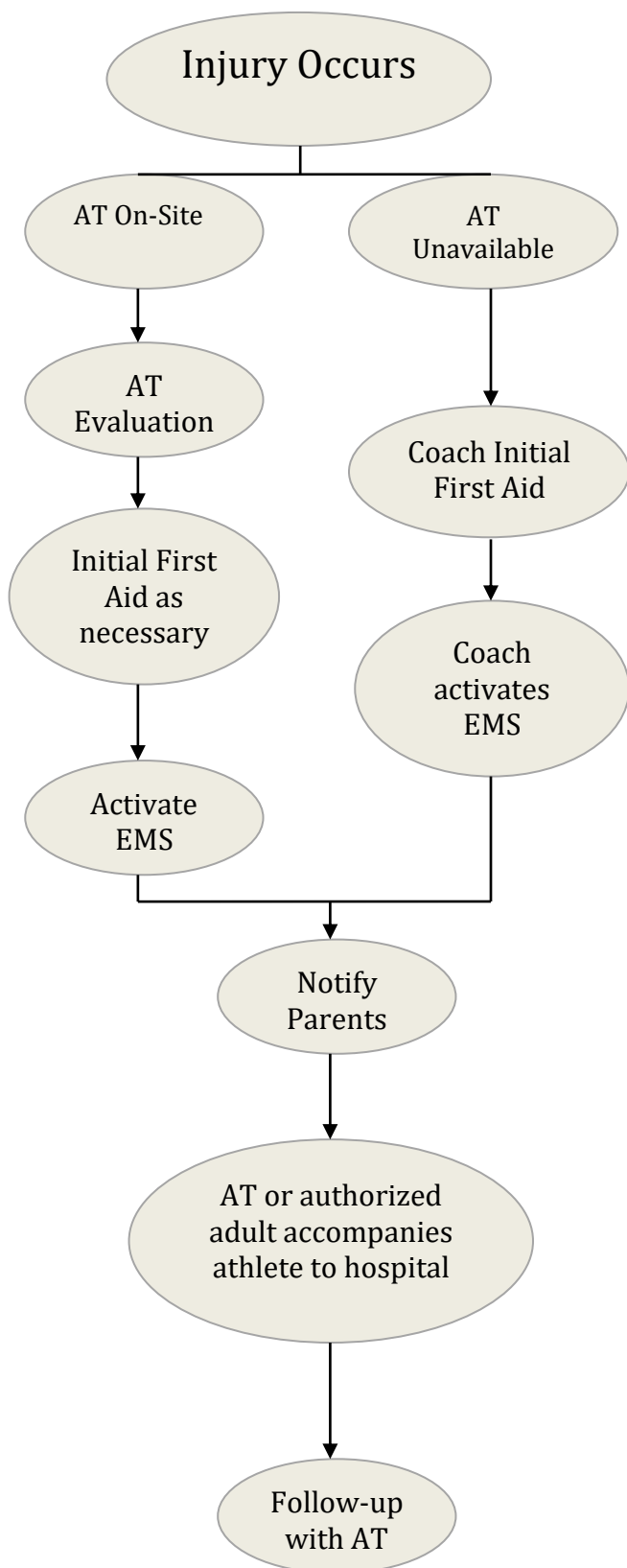
- Minor cuts and bruises.
- Minor to moderate sprains.
- Minor to moderate strains.

Procedure: The AT (or coach if AT is not present) will:

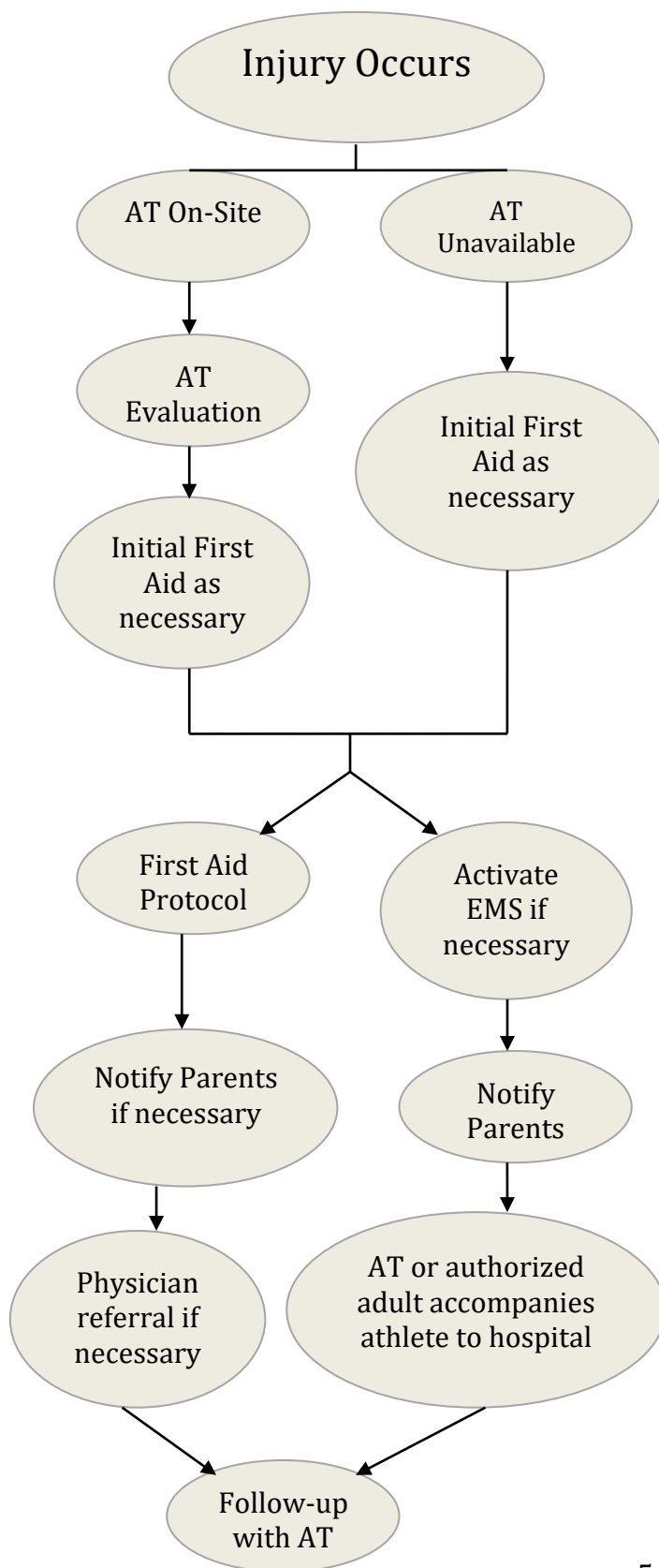
- I. Determine the degree of seriousness.
- II. Perform necessary first aid
- III. If AT is not present, contact him/her so that follow-up treatment and rehab can begin as soon as possible

Worthington Kilbourne High School Injury Protocol Flow Chart

Life Threatening Situation



Non-Life Threatening Situation



Worthington Kilbourne High School Emergency Procedures

Ron Hopper Memorial Stadium

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

Dyanne Lewis, Football Athletic Trainer
614.595.0088 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of the athletic training room, or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)- response time ≥ 15 minutes
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Notify athletic trainer and/or athletic director
3. Emergency equipment retrieval - see above
4. Direction of EMS to scene
 - a. open appropriate gates- coach or administrator
 - i. Unlock the chain at entrance at the northeast corner of stadium
 - b. designate individual to "flag down" EMS and direct to scene- coach/administrator
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The stadium is behind the school at Worthington Kilbourne High School. Ambulance access is through the northeast gate designated with a star on the map below. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Main Gymnasium

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of co-curricular office, or outside of the athletic training room
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Instruct FIRETRUCK and AMBULANCE to rear of building to entrance 16
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate doors, entrance 16 - school administrator, athletic trainer, coach, etc
 - Doors 6 (northeast corner) and 7 (southeast corner) of main gym may also be used as needed
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The main gym is located in room 150 at Worthington Kilbourne High School. Ambulance access is through the front of the school or back of school through 4 main doors. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school. Locate doors #16 and enter through double glass doors. Doors 6 and 7 can also be used if needed, northeast and southeast corner, respectively.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Auxiliary Gymnasium

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of the athletic training room or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

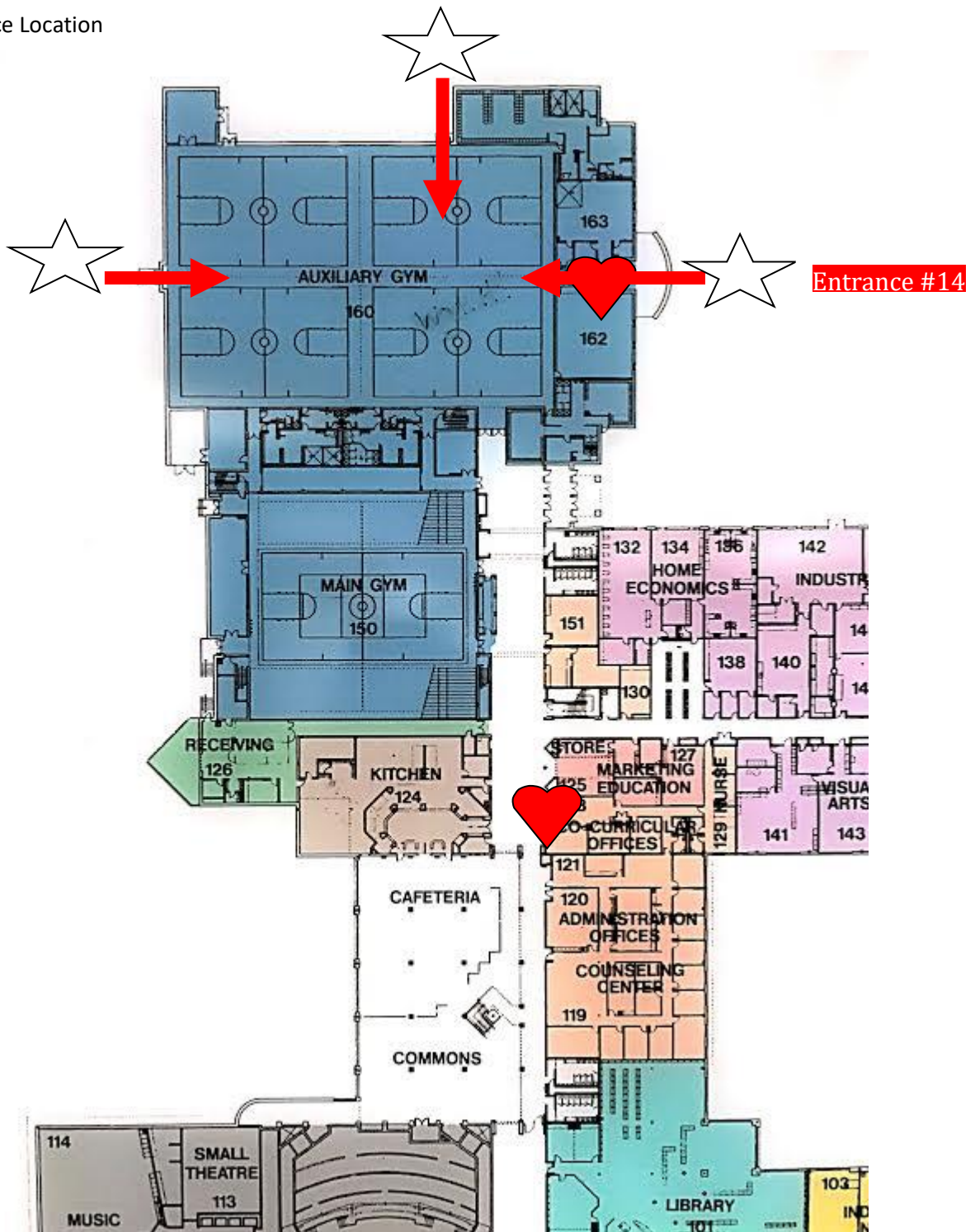
1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Instruct FIRETRUCK and AMBULANCE to rear of building to entrance 16
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate doors, entrance 14 - school administrator, athletic trainer, coach, etc
 - Doors 12 (south) and 9 (east) of main gym may also be used as needed
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The auxiliary gym is located at the rear of Worthington Kilbourne High School. Ambulance access is through three entrances. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school. Locate doors #14 and enter through double glass doors. Doors 12 and 9 can also be used if needed, south and east, respectively.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Wrestling Room

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of athletic training room or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

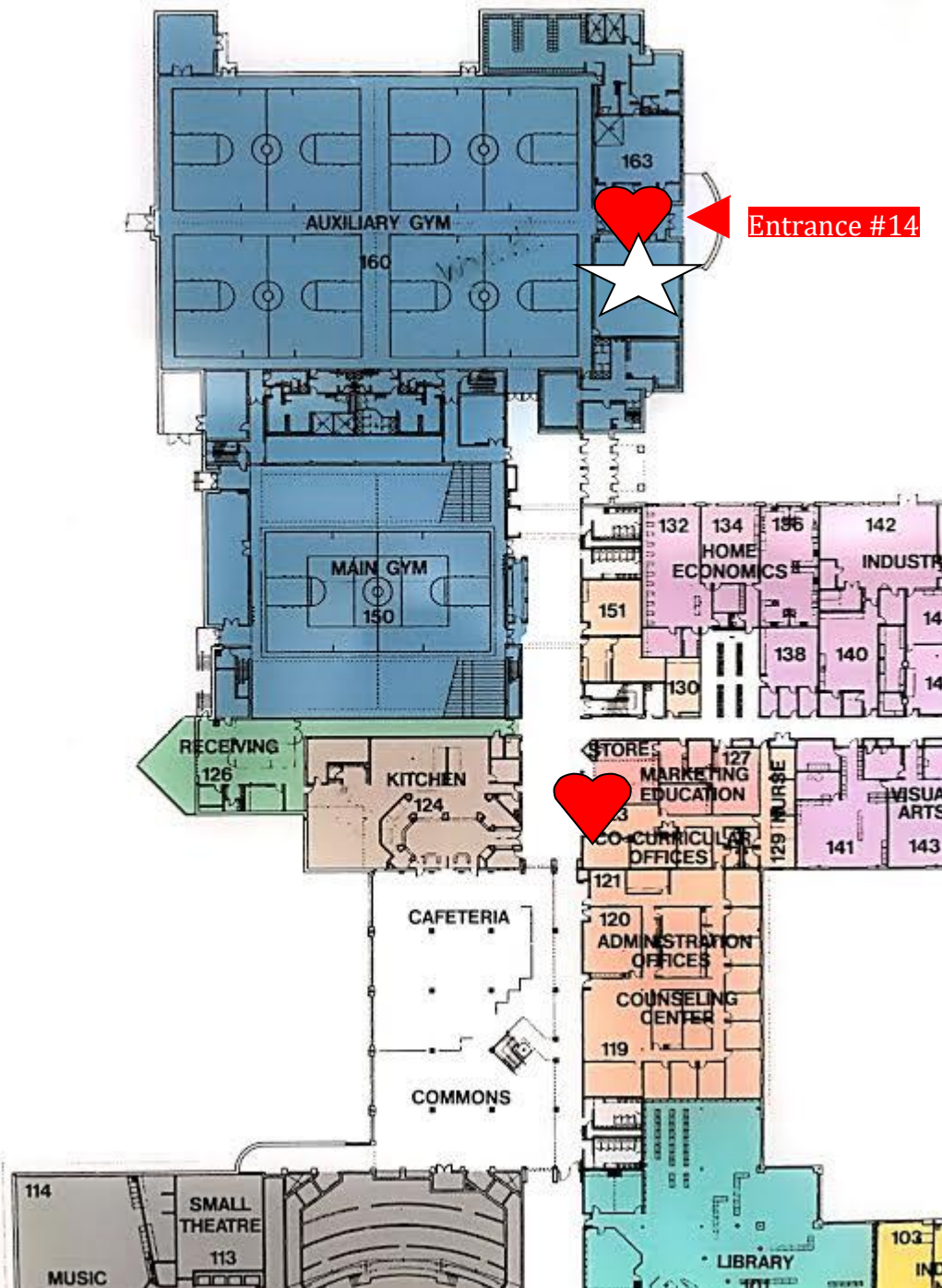
1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Instruct FIRETRUCK and AMBULANCE to rear of building to entrance 16
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate doors, entrance 14 - school administrator, athletic trainer, coach, etc
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The wrestling room is located in room 162 at Worthington Kilbourne High School. Ambulance access is through the front of the school or back of school through entrance #14. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school. Locate doors #14 and enter through glass doors.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Baseball Field

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of the athletic training room or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)- response time ≥ 15 minutes
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Notify athletic trainer and/or athletic director
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate gates- coach or administrator
 - i. Unlock the chain at entrance at the northeast corner of baseball field
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The baseball field is behind the school at Worthington Kilbourne High School. Ambulance access is through the northeast or northwest gate designated with two stars on the map below. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Softball Field

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of the athletic training room or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)- response time ≥ 15 minutes
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Notify athletic trainer and/or athletic director
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate gates- coach or administrator
 - i. Unlock the chain at entrance at the southwest corner of softball field
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The softball field is behind the school at Worthington Kilbourne High School. Ambulance access is through the northeast or northwest gate designated with two stars on the map below. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Field Hockey Field

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of the athletic training room or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)- response time ≥ 15 minutes
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Notify athletic trainer and/or athletic director
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate gates- coach or administrator
 - i. Unlock the chain between softball and baseball field
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The softball field is behind the school at Worthington Kilbourne High School. Ambulance access is through the baseball & softball gate designated with the white star on the map below. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Tennis Courts

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of the athletic training room or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)- response time ≥ 15 minutes
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Notify athletic trainer and/or athletic director
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate gates- coach or administrator
 - i. Unlock the chain allowing entrance to tennis courts
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The tennis courts are located behind the school at Worthington Kilbourne High School. Ambulance access is through the southwest corner of the courts. The entrance is marked with a white star on the map below. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne High School Emergency Procedures

Football/Soccer Practice Fields

EMERGENCY PERSONNEL:

- Athletic trainer, coaches
- If applicable: team physician, emergency medical technician (EMT), event manager, school administration

EMERGENCY COMMUNICATION:

Jeff Todd, Athletic Director
614.450.6425 Office

Amanda Sampsel, Athletic Trainer
330.690.1724 Cell
614.450.6517 Office

Boston Waltenberger, Head Athletic Trainer
419.605.8884 Cell
614.450.6517 Office

Dyanne Lewis, Football Athletic Trainer
614.595.0088 Cell
614.450.6517 Office

EMERGENCY EQUIPMENT

- ✓ AED is located outside of the athletic training room or outside of co-curricular office
- ✓ SAM splints/Ace wraps, vacuum splints, crutches in athletic training room

ROLES OF FIRST RESPONDERS

1. Immediate first aid care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)- response time ≥ 15 minutes
 - a. Call 911
 - provide your name
 - address (**1499 Hard Rd. Columbus, OH 43235**)
 - telephone number (Cell phone or Land Line)
 - number of individuals injured
 - condition of injured
 - first aid treatment being given
 - specific directions (Venue Directions and Map on back)
 - other information as requested
 - do not hang up until instructed
 - b. Notify athletic trainer and/or athletic director
3. Emergency equipment retrieval- see above
4. Direction of EMS to scene
 - a. open appropriate gates- coach or administrator
 - i. Unlock the chain between softball and baseball field
 - ii. And/or unlock chain at northeast and southeast stadium entrances
 - b. designate individual to "flag down" EMS and direct to scene- coach/ ATS/teammate
 - c. scene control (coaches/officials): limit scene to first aid providers and move bystanders away from area

VENUE DIRECTIONS

The practice fields are located behind the school at Worthington Kilbourne High School. Ambulance access is through two access points. First is between the stadium and baseball field; second is between the baseball field and softball field. Both entrances are marked with a white star on the map below. From Hard Rd., turn into Worthington Kilbourne High School; proceed to the right towards the back of the school and follow road around school.

♥ = AED Location

☆ = Entrance Location



Worthington Kilbourne Severe Weather Policies

Lightning Policy

- The Athletic Trainer (AT) will make the decision to remove individuals from the field. If certified athletic trainer is not available, please follow the recommendations listed below.
- The AT has a lightning detection phone app (WeatherBug Spark™) that will assist in this decision.
- During competition, decision will be coordinated with officials on site for competition.
- If lightning is visible, or thunder is heard, all people should go inside the nearest building immediately. When thunder roars, go indoors!
- If lightning is 8 miles away or less, we will clear the field. (This may occur even in CLEAR blue skies. Rain and clouds are not necessary for a lightning storm to be imminent and dangerous).
- Athletes must retreat to a designated safe building at each venue. A designated safe building is an enclosed building with electricity and plumbing. (Main School Building; locker rooms).
- Once activity has been suspended, wait at least 30 minutes after last sound of thunder or last strike of lightning before returning outdoors.
- Do not seek shelter under trees, metal poles, light poles, sheds, or dugouts.
- As a last possible option if there is no access to a building, people may go into a fully enclosed vehicle with a solid metal roof and sides.
- Provide emergency care in the case that an individual suffers from a strike consistent with the Emergency Action Plan (EAP) posted at site.

Heat Policy

Worthington Kilbourne High School activities will follow the following recommendations of the Ohio High School Athletic Association (OHSA) and National Athletic Trainers' Association (NATA) concerning the procedures for avoiding heat injury/illness. These procedures affect all outdoor activities and any indoor activities, particularly if air conditioning may not be available or other heat problems occur.

Two procedures will be used in combination to provide a safe environment for participation. The first method involves utilizing a General® Heat Stress Monitor which provides an accurate reading for the ambient temperature, relative humidity (RH), and WetBulb Globe temperature. Based on current recommendations from the Ohio High School Athletic Association, derived from the American College of Sports Medicine, the following guidelines will be followed. Also listed below are specific recommendations from the Georgia High School Athletic Association for participation.

Ohio High School Athletic Association Guidelines

WBGT Reading	Risk Level
Less than 65	Low Risk/Unlimited activity
65 – 73	Moderate Risk
74 – 82	High Risk
83 - 89	Very High Risk
Greater than 90	Cancel activity

Georgia High School Athletic Association Guidelines

	Activity Guidelines
< 79.7°F <26.5°C	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
79.9 - 84.6°F 26.6-29.2°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
84.7 - 87.6°F 29.3-30.9°C	Maximum practice time is 2 h. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
87.8 - 89.6°F 31.0-32.0°C	Maximum practice time is 1 h. <u>For Football</u> : No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 89.8°F ≥32.1°C	No outdoor workouts. Delay practice until a cooler WBGT is reached.

If the monitor fails, is not available, or a comparative method is wanted, the following method may be used for additional information/recommendations. The procedure calls for the determination of the Temperature and Relative Humidity at the practice/contest site using devices designed for that purpose. The procedures are:

Procedure for Testing

- Thirty (30) minutes prior to the start of activity, temperature and humidity readings should be taken from weather websites or phone applications
- The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index.
- If a reading is determined whereby activity is to be decreased (above 95 degrees Heat Index), then re-readings would be required every thirty (30) minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.
- Using the following Scale, activity should be altered and/or eliminated based on this Heat Index as determined:

Under 95 degrees Heat Index

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action

95-99 degrees Heat Index

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Mandatory water breaks every 20 minutes for 5 minutes in duration.
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action
- Contact sports and sports with additional equipment, helmets, and other possible equipment removed if not involved in contact.
- Reduce time of outside activity
- Consider postponing practice to later in the day
- Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index

100-104 degrees Heat Index

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Mandatory water breaks every 15 minutes for 5 minutes in duration
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action
- Alter uniform by removing items if possible. Allow for changes to dry t-shirts and shorts
- Reduce outside activity as well as indoor activity if air conditioning is unavailable and/or postpone activity
- Contact sports and sports with additional equipment, helmets, and other possible equipment removed if not involved in contact.
- If necessary for safety, suspend activity.
- Re-check temperature and humidity every 30 minutes to monitor for increased heat index.

105 degrees and above Heat Index

- Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable

HEAT INDEX GUIDELINES

Guidelines for <u>outdoor practice</u> , listed as <i>HEAT INDEX levels, based on recommendations of the National Athletic Trainers Association (NATA) Heat Index</i>	Heat Index	Practice Hours	Breaks	Fluids
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Level				
GREEN (Caution)	Below 95	reasonable (recommended not to exceed 2½ hours)	remove helmets, five-minute break every 20-30 minutes	cold water
YELLOW (Extreme Caution)	95-99	use caution (recommended not to exceed two hours)	helmets and other possible equipment removed if not involved in contact or necessary for safety, five-minute break every 20 minutes	cold water
RED (Danger)	100-105	use extreme caution (recommended not to exceed 1½ hours)	helmets and shorts only, five-minute break every 15 minutes	cold water
BLACK (Extreme Danger)	greater than 105	no outdoor practice	no outdoor practice	no outdoor practice

Appropriate adjustments (including the possibility of suspending practice) will be considered for all outdoor programs during conditions when the heat index rises into the extreme ranges.

Heat Emergency Policy

Heat illnesses are illnesses that occur due to heat exposure. The two main causes of heat are environmental heat or intensity of exercise. There are four types of heat illnesses outline below:

- Heat Cramps
- Heat Syncope
- Heat Exhaustion
- Heat Stroke

Heat stroke is a life-threatening situation in which the body's core temperature elevates above 105°F. If not treated promptly, death can occur due to elevated temperature.

At Worthington Kilbourne High School: two cooling stations are available during participation

- Whirlpools in the athletic training room
- Rubbermaid® trough located at the south end of stadium

In the even that an athlete suffers from exertional heat illness and needs to be treated on site, the following will occur:

Procedure

- I. Athletic trainer (AT) or coach will access the individual for
 - i. Consciousness
 - Note that with heat stroke, altered consciousness will be noted in patient
 - ii. Breathing
 - iii. Pulse
 - iv. Temperature
- II. If the patient is noted to have altered central nervous system function (irrational behavior, irritability, emotional instability, altered consciousness, dizziness, etc) and/or an elevated temperature above 105° F, the patient will be cooled in an appropriate manner
 - i. Equipment and excessive clothing removed and patient placed vessel
 - ii. The vessel will be filled with appropriate amount of water and ice will be added until water reaches approximately 35-58°F
 - iii. Airway, breathing and circulation will be maintained and monitored
- III. Emergency Action Plan will be activated for the appropriate site

- i. AT or other competent adult will accompany patient to hospital
- ii. Medical information and emergency forms will be brought with the patient
- iii. Parents will be contacted and notified to meet the patient at the hospital
- iv. If not on-site, AT and athletic director will be notified of the situation
- v. Follow up with AT for further treatment and documentation

Cold Weather Policy

Worthington School District athletic activities will follow the following recommendations and guidelines for participation during cold weather. The recommendations and guidelines are formulated from the National Athletic Trainers' Association (NATA) Environmental Cold Injuries and National Federation of State High School Associations (NFHS) Participating in cold weather: Minimizing the risk of injuries.

Wind Chill	Recommendations
Above 30° F	<ul style="list-style-type: none"> – No participation restrictions. Attempt to cover all exposed skin. Including, at minimum: long sleeve shirts, pants, gloves, and hats during warm up. – Hats and gloves should remain on during practice.
≤ 25° F	<ul style="list-style-type: none"> – Same recommendations for clothing as above. – If possible, pre workout warm-up should be performed inside. – Athletes should have access to re-warm inside for 10 minutes after 45 minutes of outside participation. – During practice, non-participating athletes should remain inside.
≤ 15° F	<ul style="list-style-type: none"> – Same recommendations for clothing as above. – If possible, pre workout warm-up should be performed inside. – Athletes should have access to re-warm inside for 10 minutes after 30 minutes of outside participation. – Maximum total outside exposure of 60 minutes. – During practice, non-participating athletes should remain inside.
Below 0° F	<ul style="list-style-type: none"> – No outside participation.

Sudden Cardiac Arrest Policy

Sudden Cardiac Arrest (SCA) is a life-threatening situation in which the heart suddenly stops functioning for a variety of reasons. It is NOT a heart attack. If not treated promptly and correctly, it will lead to Sudden Cardiac Death.

In the event an athlete suddenly collapses during athletic participation (with or without being struck in the chest) and SCA is suspected, the following will occur:

Procedure

- I. Athletic trainer (AT) or coach will assess the collapsed individual for
 - i. Consciousness
 - Note that seizure like activity can occur in ~20% of SCA events. If sudden collapse is followed by seizure like jerking, assume and treat for SCA until other causes can be determined
 - ii. Breathing
 - Note that agonal gasping can occur and does NOT represent adequate breathing
 - iii. Pulse
 - Take no longer than 10 seconds to check for pulse, if it is not definite begin compressions
- II. If there is no pulse, start AED or CPR IMMEDIATELY
 - i. If AED is readily available begin immediately
 - ii. If not, start CPR while waiting for the AED
 - iii. Send someone (assistant coach, manager, or other athlete) to retrieve the AED immediately
 - AED locations:
 1. Outside of athletic training room
 2. Outside of co-curricular office
 3. With athletic trainer on site
 - iv. Emergency Action Plan will be activated for the appropriate site
- III. Continue CPR and AED use until EMS arrives
- IV. Follow emergency transportation procedures including
 - i. AT or other competent adult will accompany patient to hospital
 - ii. Medical information and emergency forms will be brought with the patient
 - iii. Parents will be contacted and notified to meet the patient at the hospital
 - iv. If not on-site, AT and athletic director will be notified of the situation
 - v. Follow up with AT for further treatment and documentation

Concussion Policy

A concussion is a brain injury that can occur from a direct blow to the head, contact to the head from another player or the ground, or violent blows to the body that cause the head to snap in one direction and thus shaking the brain.

Common signs and symptoms:

- | | |
|---------------------------------|--|
| 1. Loss of consciousness (LOC) | 7. Vision problems |
| 2. Headache | 8. Sensitivity to light or noise |
| 3. Amnesia or memory problems | 9. Feeling sluggish, foggy, sleepy, or "out of it" |
| 4. Confusion | 10. Concentration problems |
| 5. Nausea or vomiting | 11. More emotional |
| 6. Dizziness or loss of balance | 12. Slowed reaction time |

Procedure

- I. If an athlete is suspected of sustaining a concussion, notify athletic trainer (if not present) and completely remove athlete from activity.
- II. AT will evaluate for concussion
- III. Activate EMS immediately if there is
 - i. Maintained LOC or decreasing levels of consciousness
 - ii. Deteriorating state of neurological function or seizure activity
 - iii. Decreased or lack of breathing or pulse
 - iv. Unequal, dilated, or unresponsive pupils
 - v. Obvious or suspected fracture to skull, face, or spine
 - vi. Excessive bleeding
 - vii. Any signs of deteriorating conditions
- IV. Continue to monitor symptoms until patient is stable
- V. If AT determines the patient does not need immediate medical attention, the patient will complete physical and mental rest until symptoms subside
- VI. Recommendations to limit schoolwork activities will be on an individual basis and will be communicated with school faculty and parents.
- VII. Upon recovery from symptoms, patient will begin return to play (RTP) protocol
- VIII. Once patient is symptom-free for 24 hours and cleared to begin RTP, the following OhioHealth Sports Medicine Concussion Team guidelines will be followed*:
 - i. Day 1- Light aerobic exercise
 - i. Increase heart rate
 - ii. Stationary bike for 20 minutes
 - ii. Day 2- Sport specific exercise
 - i. Non-contact drills to increase HR and add movement
 - ii. Sprints, push ups, sit ups, etc
 - iii. Day 3- Non-contact practice
 - i. Non-contact drills for coordination and cognition
 - ii. Full length practice (non-contact)
 - iv. Day 4- Full contact practice
 - i. Normal participation but not on competition level
 - v. Day 5- Game
 - i. Full return to sport once cleared
 - ii.

*Note- each step must take place on a different day with a full 24 hours of symptom-free rest in between. If at any point the patient experiences symptoms all activity must be stopped, and they must rest until they are symptom-free for 24 hours. Once asymptomatic they may restart the RTP at the level before they developed symptoms.

ImPACT Testing

ImPACT® testing is a computer-based program to help determine the athlete's brain function by measuring multiple neuropsychological variables. This tool can be utilized at the discretion by the treating physician to determine the patient's post-concussive state.

We encourage athletes to get a baseline evaluation prior to their sports season. The testing will be offered to each individual team and is recommended to occur every two years due to the developing brain of an adolescent.

Prescription/Over the Counter (OTC) Medications

The athletic trainer will not be responsible for emergency prescription medications such as rescue inhaler or EpiPen and should be controlled by the athlete.

If trouble persists or an emergency occurs, call 9-1-1.

The regulation and administration of prescription and OTC medications along with food supplements will be at the discretion of physician and/or parent/guardian and will not be provided by the athletic trainer. Self-administration of any oral or inhaled medication is the sole responsibility of the athlete.

Athletic Training Room Policies

Medical Records

Medical records will be kept through an online database, SportsWare, and can be accessed at the request of a legal parent/guardian. If a student athlete has a paper based chart, the chart will be stored in the co-curricular office.

Pre-participation Physical Exams

In conjunction with OHSAA and Worthington School District; ALL ATHLETES (including band members) must have completed a pre-participation exam prior to any athletic practice or competition.

1. All allergies, medical conditions, and previous medical history must be clearly stated to ensure safety of all athletes.
2. If an athlete is disqualified from sport, athlete must have an appointment with specialist and will not participate in sport unless clearly stated by a physician with a note returned to athletic training room.

Medical Coverage

1. A certified athletic trainer will be on site during all home competitions.
2. A certified athletic trainer will be on site during all in-season practices
 - i. Exception – If the athletic trainer is notified within 12 hours of a changed practice
 - ii. Exception – Under coach direction that medical coverage is not needed
 - iii. Exception – Sunday practices
3. A physician will be on site during varsity football games, home and away

Parent/Guardian Communication

Parent/guardians will be contacted if a member of the Sports Medicine Staff has evaluated their student-athlete. Communication will be on an individual basis, but the most common methods of communication will include a Parent Send Home Notification, phone call, or e-mail. The parent/guardian has the right to contact the Sports Medicine Staff at any time during the treatment of their student athlete.

On The Field

1. The team physician, athletic trainer, coach or parent may withhold an athlete from activity if it is considered to be in the best interest of the athlete's health.
2. It is the responsibility of the athletic training staff to protect the health of the athlete. This includes removing athletes from participation when they feel it is unsafe for that athlete.
3. An athletic trainer will be on site for MOST practices or events.
4. Collision sports have top priority for coverage because of the "high -risk" of serious injuries.

5. Coaches are provided phone numbers to reach the on -site athletic trainer and all injuries should be attended to in a reasonable amount of time.

Taping / Bracing

1. Tape will often be used as a supplemental treatment but is not a “quick fix.”
2. Appropriate use of tape for injury care will be determined by the athletic trainers and/or physician by an evaluation.
3. If the athlete requires support for their injury, it will be recommended that the athlete purchase a brace for ongoing injury management and prevention.

Athletic Training Room

1. Communicate the injury to the appropriate coaches and parents. A take-home note will be sent home if they received an evaluation by an athletic trainer.
2. The patient is expected to report daily until symptoms no longer exist or they begin receiving care outside of the ATR.
3. Athletes are responsible for having inhalers, epi -pens and diabetic supplies within their reach at all times. We recommend duplicate medications for athletic use exclusively.

Athletic Training Room Cleaning

- The athletic training room will be cleaned and decontaminated according to the following schedule:

Area/Equipment	Schedule
Treatment Tables	Daily
Whirlpools	Daily
Laundry	Daily
General rehabilitation/athletic training room equipment	Weekly

- The athletic training room will be cleaned using CaviCide, a cleaning and decontaminating product for environmental and medical device surfaces.
- Monthly, the athletic training room and weight room will be sanitized using SaniGuard Antimicrobial Fogger and Sanitizing Surface Spray
- Record log will be kept in the athletic training room for cleaning/sanitizing procedures

When to Consult a Physician

1. The athletic training room is not designed to replace the family physician. The choice of health care provider and initiation of medical referral always remains at the discretion of the parents.
2. We recommend following up with a physician if:
 - The injury worsens
 - The injury persists for an extended period of time

Return to Play

1. Any athlete who sees a physician MUST have a written note on file in the ATR that indicates their return to activity. A physician’s note clearing the patient to “full-go” is recognized as a release to begin a gradual transition back to full game activity. This time period ensures a safe return for the patient.
2. Injured patients are expected to continue a rehabilitation and maintenance program after returning to play to reduce the chances of re-injury. The athletic trainer will coordinate this with the patient.
3. No coach or athletic trainer may clear a patient to participate if a physician has removed them from play.
4. The team physician has final say in all return to play decisions.

OSHA and HIPAA Standards

OSHA

- In accordance to the Occupational Health and Safety Administration all biohazardous materials (gauze, gloves, wound coverings etc) will be disposed in a labeled biohazard trash receptacle in athletic training room.
- All sharps will be disposed of in proper sharps container that are kept in athletic training room.
- Red resealable biohazard bags will be provided in kits to ensure proper disposal of hazardous materials on the road.
- Upon returning to school please dispose in appropriate biohazard container.
- Once full, biohazard bag will be disposed of appropriately.

HIPAA

- The Health Insurance Portability and Accountability Act of 1996 indicates that all medical information, including diagnosis, treatments, and injury status will be kept private unless otherwise stated by the patient's parents/guardians.
- Along with consent to treat, parents will authorize the Sports Medicine Staff to communicate patient's participation/injury status with pertinent individuals, including but not limited to, coaching staff and school administration.

Policy and Procedure Acknowledgement

The Worthington Kilbourne Sports Medicine Staff operates under the direction and supervision of the medical director. Initial evaluation, first aid care, appropriate referrals of injuries, assessment, treatment and management, rehabilitation, disposition of minor injuries, as well as injury prevention and education shall be conducted by the licensed athletic trainers for Worthington Kilbourne High School student-athletes as part of the daily operation of the athletic training facilities. The policies and procedures outlined above, Ohio High School Athletic Association laws, rules and regulations and the State of Ohio laws will be followed in regards to daily operation in the athletic training room.

Furthermore, it is understood that this Policy and Procedure Manual is not a legal document and this document is not intended to cover every situation which may arise. Signing below acknowledges all parties involved have reviewed and are in agreement with the policies and procedures related to Worthington Kilbourne High School Sports Medicine.

Dr. John Hedge, DO

Date

Jeff Todd, Athletic Director

Date

Boston Waltenberger, AT

Date

Amanda Sampsel MSAH, AT

Date

Dyanne Lewis MA, AT

Date