Seattle University
Athletic Training Room and
Sports Medicine Department
Policy and Procedure Manual
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Purpose

This policy and procedure manual was created by Seattle University, Department of Athletics and Sports Medicine Department to establish a written standard of practice and care for the Seattle University varsity student-athletes as it pertains to their health care and participation in intercollegiate athletics. These policies are meant to be in addition to the recognized mission, values, policies and standards of Seattle University and the Department of Athletics. All members of the athletic training room and sports medicine staff are required to read, understand and fully comply with all of the written policies established.
1) Mission Statement

Seattle University and the athletic training department is specifically charged with protecting the health of and providing a safe environment for each of its student-athletes as it coordinates and provides health care to the student-athletes in the Department of Intercollegiate Athletics.

The process of ensuring safety, as well as coordinating and providing health care, involves many different administrative and clinical responsibilities which are supervised and carried out by the certified athletic training staff. Administratively, the staff's duties include: coordination of pre-participation physicals, managing athletic medical insurance policy, establishment of emergency medical plans, maintenance of medical records, and establishing medical coverage and staffing policy as it relates to practices and events.

The more visible of the staff's duties are those that involve injury prevention, first aid and emergency medical care, and the assessment, management, treatment, and rehabilitation of athletic injuries and other medical conditions. Additionally the staff coordinates physician referrals, schedules radiological and laboratory testing, determines participation status, and provides a constant source of education and counseling to athletes and their parents regarding medical issues. Decisions regarding medical clearance and athletic participation status are the sole responsibility of the Seattle University certified athletic training and team physician staff.

2) Athletic Training Room Staff Outline and Responsibilities

a) The Seattle University athletic training room staff is composed of two full-time staff athletic trainers and three graduate assistant athletic trainers.

   (1) Head Athletic Trainer

      (a) The head athletic trainer is responsible for the oversight of all athletic training room operations. This includes:

         (i) Promote a strong positive and professional atmosphere consistent with the mission of Seattle University, department of athletics, and the philosophy of the national collegiate athletic association. Create an athletic training program with clear and effective policies and procedures as well as recruiting and maintaining an athletic training staff with the knowledge and skills to provide quality care.

         (ii) Recruit and coordinate an effective team physician staff that assists in providing safe and effective medical care for all varsity student-athletes.
(iii) Coordinate health care coverage of all Seattle University varsity athletes as it pertains to their participation in athletics in any fashion.

(iv) Practice athletic training duties and responsibilities under the guidelines of the National Athletic Trainers’ Association and the governing laws both federal and by state.

(v) Implement and maintain comprehensive medical documentation.

(vi) Prevent injuries/conditions through health and safety promotion and maintaining a clean and safe working/athletic participation environment.

(vii) Maintain a Sports Medicine budget that includes salaries, student wages, supplies, travel, equipment and other items necessary.

(viii) Assist in the continual progress and development of the athletic department through activities, meetings, ideas and collaboration on projects and assignments.

(ix) Organize proper health care coverage for Seattle University sponsored summer camps.

(x) Maintain athletic training website that provides the most current and useful Seattle University athletic training room information and medical forms.

(xi) Connect with Seattle University campus staff and faculty through in-services, meetings, events and causal interactions. Identify areas of and groups on and off campus where mutual services can help in the development of Seattle University students and student-athletes.

(2) Assistant Athletic Trainer.

(a) The assistant athletic trainer works under the supervision of the head athletic trainer and supervises the care of student-athletes competing in Seattle University’s intercollegiate athletic program. This includes:

(i) Promote a strong positive and professional atmosphere consistent with the mission of Seattle University, department of athletics, and the philosophy of the national collegiate athletic association.
(ii) Coordinate health care coverage of all assigned Seattle University varsity athletic teams through prevention, evaluation, treatment, planning and referral of any medical condition as pertains to their participation in athletics in any fashion.

(iii) Assist with the health care coverage of all other Seattle University varsity athletic teams as delegated by the head athletic trainer.

(iv) Prevent injuries/conditions through health and safety promotion and maintaining a clean and safe working/athletic participation environment.

(v) Maintain comprehensive medical documentation.

(vi) Assist in the development of an athletic training program that consistently delivers excellent health care to its student-athletes, including identifying areas for improvement.

(vii) Cooperate with the team physician staff and other allied health professionals to deliver quality care to the varsity student-athletes.

(viii) Practice athletic training duties and responsibilities under the guidelines of the National Athletic Trainers’ Association and the governing laws both federal and by state.

(ix) Coordination and scheduling of medical coverage for daily athletic training room operation and athletic competitions.

(x) Recruitment, supervision, education and scheduling of athletic training room student assistants.

(xi) All administrative tasks associated with the coordination of health care as it pertains to student-athletes including insurance processing and billing of the assigned Seattle University varsity athletic teams.

(xii) Assist with other administrative tasks delegated by the head athletic trainer.

(xiii) Connect with Seattle University campus staff and faculty through in-services, meetings, events and causal interactions. Identify areas of and groups on and off campus where mutual services can help in the development of Seattle University students and student-athletes.
(3) Graduate Assistant Athletic Trainer

(a) The graduate athletic trainer is responsible for specifically charged operations of all athletic training room operations. This includes:

(i) Promote a strong positive and professional atmosphere consistent with the mission of Seattle University, department of athletics, and the philosophy of the national collegiate athletic association.

(ii) Coordinate health care coverage of all assigned Seattle University varsity athletic teams through prevention, evaluation, treatment, planning and referral of any medical condition as pertains to their participation in athletics in any fashion.

(iii) Assist with the health care coverage of all other Seattle University varsity athletic teams as delegated by the head athletic trainer.

(iv) Practice athletic training duties and responsibilities under the guidelines of the National Athletic Trainers’ Association and the governing laws both federal and by state.

(v) Cooperate with the team physician staff and other allied health professionals to deliver quality care to the varsity student-athletes.

(vi) Prevent injuries/conditions through health and safety promotion and maintaining a clean and safe working/athletic participation environment.

(vii) Maintain comprehensive medical documentation.

(viii) Assist with the daily operations and maintenance of the athletic training room.

(ix) Maintain and update a bulletin board with current issues relating to student-athlete health and welfare.

(x) Update the ‘Featured Student of the Week’ postings.

(xi) Update the monthly and weekly scheduling calendars for practices, competitions, and camps/clinics.

(xii) All administrative tasks associated with the coordination of health care as it pertains to student-athletes including insurance processing and billing of the assigned Seattle University varsity athletic teams.
(xiii) Assist with other administrative tasks delegated by the head athletic trainer.

ii) National Athletic Trainers’ Association Certification

(1) All full-time, graduate assistant and part-time athletic trainers working within the Seattle University athletic training room must currently own a certification prior to employment at Seattle University. Each athletic trainer has an individual responsibility of maintaining their athletic training certification through areas such as but not limited to conduct and continuing education.

iii) Washington State Department of Health Athletic Training License

(1) All full-time, graduate assistant and part-time certified athletic trainers working within the Seattle University athletic training room must be eligible and obtain a Washington State Athletic Training Licensure from the Washington State Department of Health during the full length of their employment. The fees associated with obtaining and renewing this license will be covered by the Seattle University athletic department and sports medicine budget during the employment of the athletic trainer.

(a) If a certified athletic trainer becomes ineligible or loses a state license, they will not be able to continue to practice athletic training within the Seattle University athletic training room or with Seattle University student-athletes during a Seattle University practice, competition, lifting or conditioning session or other sponsored which requires Seattle University athletic training coverage.

iv) Evaluations

(1) Assistant and graduate assistant athletic training room staff evaluations will be conducted by the head athletic trainer on a semi-annual basis. These evaluations will include areas of:

(a) Self evaluation

(b) Head athletic trainer evaluation and feedback

(c) Open discussion on areas of concern, question, suggestion/recommendation

(d) Developmental ideas

(e) Goals
(2) The head athletic trainer evaluation will be conducted an athletics department administrator as deemed by Seattle University and the Director of Athletics minimally once per year.

v) Dress Code

(1) The athletic training room staff will dress appropriately to represent themselves, the athletic department, Seattle University and the athletic training profession in a professional manner. General outlines for specific occasions are listed below. All other occasions will be addressed individually by the head athletic trainer.

(2) Academic Year Athletic Training Room Dress

(a) Presentable collared shirts, blouses, polos, sweaters, sweatshirts (blank or SU) or jackets. Athletic training room issued t-shirts on an infrequent basis. No clothing from another sport team or institution is allowed. No items containing information related to sex, drugs, alcohol or inappropriate images or wording.

(b) Pants, slacks or professional shorts. No denim material, warm-ups, sweats or mesh shorts.

(c) Tennis or athletic shoes, dress shoes, heels or casual shoes. No sandals or flip-flops.

(d) No hats, beanies, etc.

(3) Outdoor Competition

(a) Same as athletic training room dress with following exceptions:

(i) Warm-up/rain-gear, hat, beanies, head warmers are OK.

(4) Indoor competition

(a) Same as athletic training room dress with following exceptions:

(i) No tee-shirts, shorts or sweatshirts.

(ii) Men’s and women’s basketball: mandatory business professional dress. No khaki, polos, or tennis shoes.

(5) Summer

(a) Same as athletic training room dress with the following exceptions:
(i) Jeans, t-shirts, flip-flops are OK.

(ii) Camps: Same as outdoor competition.

1. Seattle University t-shirts are OK.

3) Medical Clearance Requirements

a) All Seattle University varsity student-athletes are required to complete the athletic training room medical forms and obtain a pre-participation physical before they are eligible to participate in intercollegiate athletics. All pre-participation physicals must be done by the Seattle University team physician staff.

b) Medical clearance forms consist of:

   (1) Medical History Questionnaire

   (2) Primary Insurance Information

      (a) Front and Back Copies of Primary Insurance Card

   (3) Acknowledgement of Insurance Requirements

   (4) Release of Medical Information Authorization

   (5) Consent for Treatment

   (6) Waiver and Release Form

   (7) Sickle Cell Information and Testing Form

ii) Pre-Participation Sports Physical

   (1) A member of the Seattle University team physician staff will perform all pre-participation physicals unless otherwise directed by the head team physician. These physicals are comprehensive in nature to provide sufficient information regarding the overall health of a potential or current student-athlete as to determine their ability and associated risks in participating in their sports. Participation levels will include:

      (a) Unrestricted - No current restrictions associated with participation.

      (b) Conditional - Participation under very specific guidelines or restrictions unless otherwise stated and documented by team physician staff at a later time.
iii) Tryout Waiver

(1) Student-athletes who wish to ‘try out’ for a varsity team may complete a tryout waiver and participate with a varsity team on a tryout basis before they are required to obtain a physician physical. These tryouts cannot last longer than one (1) calendar week and cannot include any varsity competition. As soon as an athlete has been moved to full-time varsity status, a team physician physical with accompanied forms must be obtained before any further participation occurs.

iv) Injuries or Other Medical Conditions

(1) Any varsity student-athlete that sustains an injury or suffers from a medical condition that has been determined by the athletic training room staff or team physician staff as to limit the student-athlete’s ability to safely compete in varsity athletes may only participate under the direction of the medical provider. A varsity student-athlete who chooses to ignore or disregard these directions will be under penalty of the compliance office. A coach who knowingly ignores or disregards the direction of the medical provider will be under penalty of the compliance and athletic director’s office. It is the responsibility of the athletic training room staff members to communicate regularly with the individual student-athletes and head coaching staff and must be very specific as the participation status the respective student-athletes. The head team physician has the final authority over any determination of participation levels for every varsity student-athlete.

4) Insurance Policy

a) All Seattle University students are required to have a current medical insurance policy during the academic year. Seattle University purchases a secondary excess insurance policy that covers each medically cleared varsity student-athlete. This secondary insurance policy cover all student-athletes for bodily injury sustained during a Seattle University athletic event or other activity which is authorized by, organized by or directly supervised by an official representative of Seattle University. This includes practices, games, off-season body conditioning and related covered travel. In addition, Seattle University will cover the full deductible amount related to this policy after charges have been submitted through the student-athletes’ primary insurance and the Seattle University purchased secondary insurance. It is the sole responsibility of the varsity student-athlete to submit all related bills directly to the athletic training department in
order to be processed appropriately. Only the direct medical costs that are submitted to the secondary insurance company will be covered for and does not include travel, lodging, meals or any other indirect expense.

b) Non-covered Injuries or Conditions

(1) Any athletic activity that is not authorized by, organized by or directly supervised by an official representative of Seattle University does not qualify for financial coverage by Seattle University. This includes “pick-up” games, “open-gym”, non-varsity or club team practice or competition, personal lifting, personal running or other individual training not organized by team representatives. Any other injury or condition not related to athletics or exercise also does not qualify for financial coverage. This includes any internal medical condition, skin condition, respiratory condition, heart condition, allergy, disease or illness. Pre-existing athletic injuries are also not applicable for financial responsibility by Seattle University.

c) It is the responsibility of the full-time and graduate assistant athletic trainers to determine the eligibility for university-owned secondary insurance coverage at the time of each injury evaluation. This information must be documented on the student-athletes injury evaluation as well as thoroughly explained to the student-athlete before any medical treatment is performed whether it generates charges or not.

5) Drug Testing Policy

a) NCAA Drug Testing Program

i) The NCAA Drug Testing Program includes all Division I institutions:

(1) Every Division I sport is subject to year round drug testing.

(2) All Division I institutions will be selected for random testing at least once every year.

(3) Student-athletes will be subject to drug testing before, during or after their competitive season.

ii) A student-athlete who tests positive for a banned substance shall be declared ineligible for further participation in accordance with the ineligibility provision in Bylaw 18.4.1.5. The NCAA list of banned drugs, by classification, is available through the Athletic Training Room and online. In addition to banned listed drugs, the NCAA prohibits “blood doping” and growth hormones.
iii) For more information on the NCAA Drug Testing programs and banned substances, please see your Athletic Trainer or the following websites:

(1) http://www.drugfreesport.com/ (Org: NCAA Division I, Password: ncaa1)

(2) http://www.ncaa.org (Health and Safety section, Drug Testing)

b) Seattle University Drug Testing Program

i) Seattle University also operates an independent drug testing program for the varsity student-athlete population in an effort to help identify and provide support and education for varsity student-athletes who knowingly or unknowingly use substances that are illegal or banned by the National Collegiate Athletic Association (NCAA). This program will operate year-round include all teams and current varsity student-athletes with eligibility remaining. The institutional drug testing program will primarily apply a random sample selection of student-athletes with opportunity for suspicion-based selection. Seattle University will use an independent drug testing organization to conduct the random selections as well as the collection and laboratory testing. Penalties can include drug counseling, education, suspension of participation and dismissal from team. Any substances that are banned by the NCAA including street drugs are subject to be tested.

6) Medication Use and Distribution

a) Over-the-Counter (OTC)

(1) OTC may be distributed to the student-athlete population on a single dose basis only. Federal law prohibits distribution of OTC medication in greater amounts to any individual providing health care without a license to prescribe. Athletic training staff members may not direct the use of a medication in greater quantities unless stated by a team physician member. Medication may not be given in doses that exceed the recommended amounts labeled on the packaging. Any student-athlete who is recommended to or who requests the use of OTC medication for more than a seven (7) day period is required to have a physician prescription in order to be supplied by the athletic training room.

b) Documentation

(1) As required by any other form of treatment or care provided, athletic training room staff members are required to document any medication that was supplied to a student-athlete in their reporting sheet that includes the type of medication and dosage given. The same documentation standards apply to travel and off-season distribution.
ii) Prescription Medication

(1) Student-athletes are required to disclose any prescription or non-prescription (OTC) medication that they are currently taking on a pre-participation physical. Student-athletes are also required to disclose any other medication or supplement they take that may affect their participation or drug testing results.

(2) The athletic department is permitted to financially provide prescription and non-prescription (OTC) medication as directed by a physician for an injury that occurs from a direct result of a varsity practice, competition, supervised individual, lifting or conditioning session.

7) Athletic Training Room Coverage and Care Policy

a) Accessibility

(1) The athletic training room is available for the sole use of the Seattle University varsity student-athletes, scheduled varsity visiting teams or sport camp participants in which an athletic trainer was hired. No other member of the university or community is permitted to receive treatment, testing, exercise and rehabilitation, examinations or other care within the athletic training room facility.

(2) The athletic training room hours during the academic year are as follows:

(a) 10am – 12pm and 1pm – 7pm Monday through Friday

(b) The athletic training room will be available for varsity practices and competition during scheduled activities outside the normal operating hours.

(c) During the summer quarter, the hours will be adjusted to 10am – 12pm and 12pm – 5pm.

(d) Any other changes to this schedule will be posted outside on the athletic training room door.

ii) Coverage

(1) Practice

(a) The athletic training room staff will provide adequate coverage and access to athletic training room care for most varsity practices. If an athletic trainer is unable to be directly on site for a varsity practice, a
clear communication policy and emergency action strategy will be reviewed with the respective head coach at minimum once per season.

(2) Competition

(a) All varsity home competitions will have on-site certified athletic training coverage.

(b) Travel coverage will be at the expense and request from the respective team and subject to availability based on home practice and event coverage.

(c) The athletic training room staff will also coordinate coverage for varsity visiting teams during practice and competition. It is the responsibility of the visiting team to contact the athletic training room staff to coordinate any practice coverage outside of the scheduled competition date and time.

(3) Lifting/Conditioning

(a) Lifting and Conditioning sessions outside the normal scheduled hours will not be directly covered by the athletic training room staff. It is the responsibility of the athletic training room staff to communicate with the strength and conditioning staff with respect to injury care and emergency action strategies and will be reviewed with the strength and conditioning staff on a yearly basis.

iii) Care

(1) The athletic training room staff is responsible for coordinating the medical care of all student-athletes as it pertains to their ability to safely and effectively participate as a Seattle University varsity student-athlete and NCAA intercollegiate athlete.

(2) The athletic training room staff will only provide medical coverage as defined by the National Athletic Trainers’ Association and as directed by the Washington State Department of Health Athletic Training Licensure.

(3) Seattle University varsity student-athletes are expected to report to the athletic training room or contact an athletic training room staff member in a timely manner for all medical care requests.

(4) Once a medical condition is reported, the athletic trainer will perform a comprehensive evaluation and assessment as well as establish an appropriate action that is in the best interest of the overall well-being and continued athletic success of the student-athlete.
(5) The athletic trainer will work with the student-athletes to schedule examinations, treatments, rehabilitation and any other care with regard for their academic and other activity schedule. Student-athletes who do not meet the standards of the athletic training room or who fail to be diligent with scheduled meeting times may result in loss of eligibility and/or athletic training services.

(6) The varsity student-athletes are expected to maintain appropriate and respective behavior at all time while within the athletic training room facilities and working with the athletic training room staff.

8) Seattle University Head Injury and Concussion Policy

a) A concussion is a complex pathophysiologic process affecting the brain, induced by traumatic biomechanical forces secondary to direct or indirect forces to the head. A concussion is caused by a blow or jolt to the head that disrupts the function of the brain. It can result in a wide range of physical, cognitive, emotional and/or sleep related symptoms. Symptoms may include but are not limited to: headache, nausea, loss of appetite, fatigue, drowsiness, sensitivity to light, and irritability. Duration of symptoms is highly variable and may last from several minutes to days, weeks, months and longer.

b) The Seattle University athletic training room staff is responsible for the health-care coordination and continued management of all head injuries including concussions as it pertains to the continued participation of the varsity student athletes. The certified athletic training room staff will act responsibly in accordance to the standards set forth by the National Athletic Trainers’ Association, Washington State Licensure and Head Team Physician protocols.

c) All head injuries that are recognized by or made known to the athletic training room staff that display one or more concussion-like signs or symptoms will be initially assessed by an athletic trainer. The athletic trainer will perform a comprehensive examination as well as establish an appropriate action that is in the best interest of the overall well-being of the student-athlete. Generally, student-athletes who show signs or symptoms that persist over 20 minutes following the initial injury will be withheld from all activity for the remainder of the day.

d) Signs or symptoms of concussions that are severe in nature or worsen over time, or result in loss of consciousness over 30 seconds, will require an immediate referral to emergency care. In all cases, a full injury evaluation will be documented which will include an overall assessment of nature and intensity of symptoms, balance, motor function, and memory testing.

e) For every student-athlete who has been diagnosed to have a concussion, a member of the team physician staff will be utilized to jointly establish an
immediate and long term care plan also consisting of return to play criteria. The athletic training and team physician staff closely monitor the recovery progress over time to insure appropriate care and healing takes place. All decisions related to the initial care or continued treatment of concussions that differ from this written policy will require the direct and documented approval of a member of the team physician staff or other health care provider who has been identified by and referred to by a team physician member.

f) A student-athlete that is sent home the day of an injury with a documented concussion will have very specific home care and emergency referral instructions given to both the student-athlete and a roommate or other person who will under close observation of the injured athlete.

g) A ‘Clinical Concussion Intake Form’ will be filled out and filed the first day following the initial concussion assessment. A ‘Post-Concussion Symptom Scale & Follow-Up Exam’ will be filled out each day following. The student-athlete will continue to be monitored frequently until they have been documented as being both sign and symptom free of a concussion based on the daily testing. With physician approval, the student-athlete will begin their progressive transition to return to activity. The athlete will be informed that exercise may cause an incompletely healed brain to suffer recurrence of the concussion symptoms. If this occurs, the exercise should be ceased immediately and the athletic trainer informed of the symptoms. The trainer will call the team physician. Together, the team physician and trainer will make a plan for when the next exercise trial may be attempted. If the exercise is performed without recurrence of symptoms, the normal progression of exercises will be as follows:

i) Day 1 symptom free: 20-30 minutes of non-contact moderate cardiovascular exercise
ii) Day 2 symptom free: over 60 minutes of intense non-contact cardiovascular exercise which may be in coordination with non-competitive practice activities
iii) Day 3 symptom free: full non-contact sports participation
 iv) Day 4 symptom free: full athletics participation

h) The normal progression of transition is subject to change by the team physician staff based on several factors including frequency and intensity of concussions as well as sports specific demands and risks. All return-to-play decisions for student-athletes after any head injury will be the sole responsibility of the sports medicine staff and designated medical providers referred to by the sports medicine staff.

i) All student-athletes will be required to sign the standard medical forms contained in the new student athlete medical packet. Within this packet will be a statement in which the student-athlete accepts the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions.
j) All other policies and procedures relating to the care and coordination of treatments for all head injuries will be in conjunction with the written Athletic Training Room Policies and Procedures which includes but is not limited to billing, confidentiality, coach and parent involvement, emergency action implementation and continued communication.

9) Team Physician Staff and Coverage

a) Physician Coverage and Referrals

(1) Seattle University has a group of volunteer team physicians who provide physician care and coverage for varsity student-athletes. When deemed appropriate by the athletic training room staff or at the request of the student-athlete, these physicians will be utilized for all Seattle University covered athletic related injuries. The Seattle University athletic training room staff and team physician staff have sole responsibility for determining the participation status and medical clearance of the student-athletes. The team physician staff may decide to refer this responsibility to another medical provider as necessary for specific injuries or conditions.

ii) Obtaining Second Opinions

(1) A student-athlete may submit a written request for a second opinion after a clear medical treatment plan has been established by the team physician staff. In the event a second opinion is sought for a covered athletic injury, only the direct medical costs will be submitted for second opinions and does not include travel lodging, meals or any other indirect expense. Any diagnosis, treatment plan or procedure resulting from the second opinion will only serve as additional information to be used for further medical clearance decisions and treatment planning with the primary Seattle University team physician staff. A non-Seattle University team physician staff member does not have the ability to medically clear or disqualify a student-athlete unless deemed appropriate by the athletic training room staff or team physician staff.

iii) Outside Care

(1) Seattle University will not limit the right for a student-athlete to seek medical care by any medical provider of their choosing. The athletic training staff and team physician staff may alter the medical clearance and participation status of the student-athletes at any time and as a result of a visit or procedure performed by a medical provider not affiliated or not referred to by the athletic training room or team physician staff. It is highly recommended that the student-athletes work with the athletic
training department on all medical care for conditions that could affect the student-athletes’ participation as a varsity athlete in any manner.

iv) Athletic Training Room Visits

(1) The Seattle University athletic training room will provide periodic physician consultations for the student-athlete population within the athletic department. These visits alone will not be charged to the student-athlete with the exception of required diagnostic testing such as x-rays, MRIs, CT scans, bone scans, etc. Subsequent bills associated with any testing will fall under the same insurance policy previously outlined.

10) Emergency Action Planning and Protocol

a) The Seattle University athletic training department will ensure the education, review and preparation for the appropriate department personnel to be prepared for emergency scenarios and actions that must be taken in order to provide the best possible care to the sport participant of emergency and/or life threatening conditions.

b) A member of the certified athletic training staff will review the emergency action plan and communication strategies with all head coaches at the beginning of every academic year.

c) The athletic department will use the Seattle University Varsity Athletic Emergency Action Plan for specific guidelines for each sport’s practice/competition venue.

(1) Emergency Personnel

(a) Scheduled varsity practices, lifting or condition sessions must have a certified athletic trainer, athletic training student assistant or respective coach on site.

(b) Scheduled varsity home or Seattle University sponsored varsity competitions must have a certified athletic trainer on site. Other members on site may include coaches, a team physician (as available), and/or athletic training student assistants.

(2) Roles Within The Emergency Team

(a) Establish safety of the scene and immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
(b) EMS activation as soon as the situation is deemed an emergency or a life-threatening event. Activating the EMS system may be done by anyone on the team, but should be initiated by the most medically qualified individual. The person chosen for this duty should be given to an individual who is calm and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event.

(c) Emergency medical equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific medical equipment needed.

(d) One member of the team will be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel.

(3) Emergency Communication

(a) 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 workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible. 2-way radios may be provided by the athletic training staff to improve communication with the athletic training room in the event of an emergency.

(4) Emergency Equipment

(a) A permanent automated external deliberator (AED) is available at the front desk of the Connelly Center in the event that an AED is needed for an on-campus varsity practice or competition. Other events may have an AED on site for specific competitions. The athletic trainer should communicate with the other medical personnel in attendance to the location of the nearest AED that will be used for the competition. All athletic training room staff members must be certified for the use of AED devices.

(5) Emergency Transportation
(a) Professional emergency transportation will be used by the athletic training room staff in the event that situation where there is impairment in level of consciousness, airway, breathing, or circulation or there is neurovascular compromise and emphasis placed on rapid evaluation, treatment and transportation.

(6) Emergency Care Facilities

(a) If EMS is activated and an ambulance present, EMS personnel will determine the appropriate care facility. If EMS personnel are not present, the Seattle University sports medicine staff will determine the most appropriate care facility.

(b) Local Emergency Services

(i) Swedish Cherry Hill (Providence) Campus
    500 17th Avenue (entrance on 16th avenue)
    Phone: 206-320-2111
    Fax: 206-320-3270

(ii) Swedish First Hill Campus
    747 Broadway
    Phone: 206-386-2573
    Fax: 206-386-2577

(iii) Group Health/Main Campus
    125 16th Avenue East
    Phone: 206-326-3223
    Fax: 206-326-2269

(iv) Harborview Hospital
    325 9th Ave.
    Phone: 206-731-3074

(c) Local Urgent Care Facilities

(i) Group Health Urgent Care
    201 16th Avenue
    Hours: 8am-12am
    Phone: 206-326-3000

(ii) US Health Works
    1151 Denny Way
    Hours: 7am-6pm M-F
         9am-5pm Sat.
    Phone: 206-682-7418
11) Inclement Weather and Lightning Policy

a) The Seattle University inclement weather and lightning policy will be used with outdoor activities as well as with indoor pool activities.

i) Decision Criteria in Canceling Varsity Athletic Activity

(1) Varsity Athletic Practice or Conditioning Session

(a) The certified athletic trainer for the respective sport will make a decision based on the guidelines set forth by this policy.

(2) Varsity Athletic Contest

(a) The official or referee officiating the game or contest has the responsibility to determine the safety of play during inclement weather. The certified athletic trainer responsible during the contest may confer with the game official to bring the stoppage of play during inclement weather.

(3) Flash to Bang Method

(a) The “Flash to Bang Method” counts the seconds from the time the lightning is sighted to when the clap of thunder is heard and then divides this number by 5 to obtain how far away (in miles) the lightning is occurring. For example seeing the flash and hearing the bang after 15 seconds; 15 divided by 5 equals 3; therefore, the lightning flash is approximately three miles away. There must be a minimum "flash to bang" count of 30 seconds for participation to continue.

ii) Relocation Strategies

(1) It is the responsibility of the certified athletic training staff to know the locations of safe structures in the area.

(a) The athletic training staff will communicate this information with the head coaching staff during the emergency action planning meeting at the beginning of the academic year.

(b) Safe Structure or Location

(i) A sizable fully enclosed building (that people normally live or work in) will be primary choice. A vehicle with a hard metal roof with the windows rolled may be a secondary option. If no safe
structure or location is within reasonable distance, a thick grove of small trees surrounded by taller trees or a dry ditch can be used. Persons will be instructed to assume a crouched position on the ground with only the balls of the feet touching the ground, wrap arms around knees and lower head and minimize contact with the ground.

iii) Return to Activity

(1) Student-athletes will be allowed to return to activity by instruction of the certified athletic training staff or coaching staff acting as a member of the emergency team. This will not occur within 30 minutes after the last observed lightening strike within 6 miles.

12) Confidentiality

a) Personal Information Protection

(1) The Seattle University athletic training room staff will take usual and necessary steps to ensure the protection of all personal information stored within the athletic training room and storage facilities. Access to the athletic training room will be very limited to athletic training room employees and selected department administrators. The athletic training room will not be available to be accessed by students or coaches without an accompanied athletic training room employee. Individuals outside the sports medicine staff will not have access to personal information for the student-athletes unless given permission by a sports medicine staff member.

b) Health Insurance and Portability Act (HIPPA) Standards

(1) The Seattle University athletic training room staff members are subject to the Health Insurance Portability and Accountability Act (HIPPA) of 1996. As part of the medical documentation that accompanies all new student-athletes, a signed form will authorize the Seattle University athletic training staff to discuss injuries/illnesses related to the participation of a Seattle University student-athlete and release any applicable medical information or records relating to those conditions to the Seattle University team physician staff, Seattle University certified athletic training staff and other consulting qualified health care provider as deemed necessary within their scope of practice. This includes obtaining medical records and information from health care professionals outside the Seattle University athletic medical staff for the purpose of providing medical care to the student-athlete and determination of participation status.
(2) Staff and Coach Involvement

(a) The athletic training room staff must obtain permission for each individual injury, illness or other medical condition to discuss medical details with athletic department staff members or coaches. In the event the permission is not obtained, the athletic trainer can minimally provide information with regards to severity of a condition, participation status and estimated length of recovery.

(3) Parent and Guardian Involvement

(a) The athletic training room staff must obtain permission for each individual injury, illness or other medical condition to discuss medical details with parents or legal guardians. In the event of an emergency where access to the student-athlete is unavailable or a medical condition prohibits the ability to gain permission of the student-athlete, consent will be implied and parents/guardians will be contacted.

(i) The respective student-athlete may decide at any time to withdraw their consent to discuss information with individuals unrelated to providing medical care for each injury, illness or other medical condition.

(b) Members of the athletic training room staff may freely discuss with any non student-athlete, including parents and guardians, the general policies, procedures, required forms, billing procedures and any other information regarding the athletic training room that does not indicate specific details concerning medical conditions unless previous permission to do so was authorized by the respective student-athlete.

13) Medical Documentation and Record Keeping

a) Medical Charts
(1) All current Seattle University student-athletes will have a medical chart created that contains all required pre-participation forms and physical examination records. It will also contain any information with regards to their medical care provided or coordinated by the athletic training room with includes daily treatment and progress notes, injury evaluations, athletic training room visit notes, prescription information, as well as any other medical record that involved the athletic training room staff. These records will be updated as needed and kept in a private storage container through the entire athletic career of the student-athlete. After a student-athlete is no longer a current member of a varsity team, the medical file will be sent to long-term storage for a minimum of seven (7) years following their last season of participation or treatment.

(a) Medical Chart Forms

(i) Injury Examination

1. New injury examinations will be typed in the S.O.A.P. note format and signed by the athletic trainer. It will contain a clear history, patient testing, assessment, short term plan, long term plan, criteria for participation and criteria for referral if necessary.

(ii) Reporting Sheet

1. All medical treatments provided by the athletic training room staff is to be recorded in the athletic training room reporting spread sheet. This includes examinations, any form of treatment, (stretching, icing, modality, medications provided, etc), physician referral and examinations, Student Health Center referral and examinations, rehabilitation, illness or injury, surgery and medical communications or consultations. Following each completed month, all documented treatment will be printed, reviewed, signed and placed in the corresponding student-athlete medical chart.

(iii) Health Center Referral

1. A student-athlete who is referred by the athletic training room for a consultation at the Seattle University Student Health Center will be given a ‘Health Center Referral Form’ to be partially completed by the athletic trainer and returned after fully completed by the Student Health Center staff. Medical planning and direction by the Student Health Center staff is considered final unless otherwise stated by a member of the team physician staff.
(2) A separate insurance chart will be created for all current varsity student-athlete who have sustained an injury during a Seattle University athletic event or other activity which is authorized by, organized by or directly supervised by an official representative of Seattle University and requires outside medical care. An ‘incident report’ will be generated and any collected/processed medical billing information will be duplicated and kept in this insurance file for reference and documentation.

ii) Status Report

(1) A frequent in-season status report will be generated by the athletic training room staff member representing their specific sport and delivered to the coaching staff. The athletic trainer will also maintain record of all status reports sent. These reports will include: name, body part (with permission), condition (with permission), date of injury, additional comments, current participation status and expected status for the next date of competition. It is the responsibility of the athletic training room staff to notify the head coach of the respective sport for any changes to participation status.

14) Athletic Training Room Student Assistants

a) Employment

i) Seattle University undergraduate students will be employed by the athletic training room to assist in daily operation and event coverage.

ii) The athletic training room provides equal employment opportunities to all employees and applicants including student assistants.

b) Scheduling:

i) All student assistant scheduling will be handled by the assistant athletic trainer and will be done on a weekly basis. Federal law prohibits a student employee to work more than 20 hours in a week during the academic year unless during a vacation period. Schedules will be posted online in advance on the previous Wednesday to the upcoming work week. Each student must provide a copy of their class schedule prior to the start of each quarter and must notify the assistant athletic trainer of any changes in writing. Required work in the athletic training room will never conflict with a student’s scheduled classes.

ii) Requests for time off must be made in writing (electronic or hand) at least one week prior to the need. Requests will be handled on a first come, first served basis, with priority given to class/schoolwork related requests. In case of
emergency, the student must give every effort to notify the athletic training staff of their absence prior to the start of their shift.

c) Expectations

i) Student assistants are viewed as an extension of the certified athletic training staff and as such represent the athletic training program as a whole.

ii) Students are expected to act professionally while working, including maintaining student-athlete confidentiality. Violating confidentiality is grounds for dismissal from the athletic training room.

iii) Students will be on time for all scheduled hours.

iv) Students should work toward self-sufficiency in the athletic training room with regards to student duties.

v) During slower times, students are encouraged to continually look for ways to improve the Seattle University athletic training room.

d) Dress Code

i) Seattle University Athletic Training Staff desires to look professional and this extends to the student assistant staff. The athletic training room student staff will dress appropriately to represent themselves, the athletic department, Seattle University and the athletic training profession in a professional manner. General outlines for specific occasions are listed below. For specific questions, consult the athletic trainer for the respective sport.

(1) Academic Year Athletic Training Room Dress

(a) Regular hours of operation dress code include clean and casual dress. T-shirts are appropriate, as are jeans, but all clothing must be in good condition.

(b) No cut-off pants or shorts, sweat pants or wind pants, flip flops or flimsy sandals, clothing with another college/university logo, or other items containing information related to sex, drugs, alcohol, inappropriate images or wording.

(2) Outdoor Competition

(a) Presentable collared shirts, polos, sweaters, sweatshirts (blank or SU) or jackets. No clothing from another sport team or institution is allowed.
(b) No denim material, warm-ups, sweats or mesh shorts.

(c) Tennis or athletic shoes. No sandals or flip-flops.

(d) Warm-up/rain-gear, hat, beanies, head warmers are OK.

(3) Indoor Competition

(a) Business casual expected.

(b) Absolutely NO:

(i) Jeans

(ii) Tennis shoes

(iii) Baseball hats, beanies, etc.

(c) Men’s and women’s basketball: mandatory business professional dress. No khaki, polos, or tennis shoes.

e) Athletic Training Student Assistant Evaluations

i) Evaluations will be done approximately every six months during the student’s employment. Students will meet individually with the assistant athletic trainer to discuss the evaluation. Following the evaluation, the student will be provided with a copy of the evaluation. An outline of the evaluation form can be requested from the assistant athletic trainer.

15) Sports Medicine Budget and Supplies

a) It is the responsibility of the Head Athletic Trainer to maintain a fiscally responsible budget as outlined by the Associate Director of Athletics for Internal Affairs. This budget will include funds spent in the following areas of the athletic training room:

(1) Student Work Study Pay

(2) Dues and Membership

(3) Insurance

(4) Printing and Duplication (on and off campus)

(5) Athletic Training Room Supplies
(6) Apparel

(7) Travel and Professional Development

(8) Equipment

(9) Entertainment

(10) Staff Recruitment

(11) Postage/Mailing

ii) Expenditures in any other area not listed will require the permission of the Associate Director Athletic and Finance Coordinator.

b) Supplies and Inventory

(1) Athletic training room supplies are for the purpose of providing medical care to the Seattle University varsity student-athletes and summer sport camps when athletic training room staff members are hired. Any athletic training room supplies may not be provided to a student-athlete if it does not pertain directly to their medical health or participation as a varsity student-athlete.

c) Equipment Check-Out

(1) Non-single use items that are distributed to student-athletes or other staff members, campus organizations, etc. will be recorded in the equipment check-out log. It is the responsibility of the athletic trainer checking the item out to ensure its return.