

Center Grove Community School Corporation

Middle School Policies and Procedures

Center Grove Community School Corporation Athletic Training Mission Statement

CGCSC-AT is committed to delivering quality healthcare to CGCSC student-athletes, middle school through high school. It is our desire to provide a foundation for the development of the CGCSC student-athletes through injury prevention, injury evaluation, rehabilitation & treatment. Our objective is to address the healthcare needs of each individual student-athlete and to return them to play as quickly and safely as possible.

Student-Athlete Referrals to the Athletic Trainer

- Student-athletes should report all injuries/conditions sustained during athletics participation to their coach.
- After receiving the report of the injury/condition, the coach will then refer the student-athlete to the Athletic Trainer.
- The coach must make the determination if the injury/condition or situation is such that the Athletic Trainer must be summoned to the Student-Athlete's location. Examples of such situations or injuries/conditions are current game participation, head/neck injuries or injuries/conditions which have disabled the student-athlete from seeking the Athletic Trainer.

Athletic Training Room Procedures

- Upon entering the Athletic Training Room, the Student-Athlete must sign in to the Treatment log.
- The Athletic Trainer will evaluate the injury/condition to assess the nature of the injury and develop a plan of care.
- The Parent/Guardian will be notified regarding any injury/condition that modifies participation, requires on going care or a physician referral.
- In the event of a concussion, the Athletic Trainer will notify the Student-Athlete's Counselor so the Student-Athletes Teachers can be notified of this injury that may affect his/her classroom performance.
- The nurse's office will be notified regarding any injuries/conditions that require accommodations for physical education and/or early class release.
- The injury evaluation and plan of care will be documented in Rank One Sports software.
- The treatment the Student-Athlete receives will be documented in Rank One Sports software.
- The Athletic Trainer will then notify the coach regarding the injury/condition assessment and the plan of care via conversation or phone call.
- Coaches are responsible for filling out the Accident Report Form regarding Injuries/conditions that are observed or reported during games and practices that they supervise.

Parent Notification Procedures (No emergency Medical Services Activated)

1. A call will be made to the Parent/Guardian. If the call is not answered no message will be left.
2. A call will be made to another family member of legal age. If the call is not answered no message will be left.
3. If no family member is available to be notified of the injury/condition, a message will be left on the parent/guardian's voicemail. The message will include identification of the athletic trainer, notification that an injury was sustained, and a return phone call will be requested as soon as possible.
4. The athletic Trainer will give recommendation to the parent/guardian regarding the home care for the injury/condition the Student-Athlete sustained.
5. The Parent/Guardian will be updated regularly regarding the Student-Athletes care and any changes in participation status.

Parent Notification Procedures (Emergency Medical Services Activated)

1. A phone call will be made to the Parent/Guardian. If the call is not answered, a message will be left including identification of the Athletic Trainer, notification of the injury/condition, notification of activation of Emergency Medical Services, notification that a coach will accompany the Student-Athlete to the hospital in the ambulance if no family member is available and notification that a follow up message will be left regarding what hospital the Student-Athlete is transported to. An attempt to contact another family member will be made if contact information is available.
2. Upon receiving the location of the hospital the Student-Athlete is being transported to from the paramedics, a follow up call will be made to the parent/guardian informing them of the hospital information.

Physician Referral Procedures

- The Parent/Guardian will be notified of the injury/condition following appropriate procedures.
- The Parent/Guardian will be notified that a physician referral is necessary.
- The Athletic Trainer will identify the type of physician that he/she feels to be the most appropriate for the injury/condition.
- The Athletic Trainer will ask the Parent/Guardian to identify the insurance the student-athlete is covered under (PPO/HMO).
 1. **HMO-** The Parent/Guardian will be asked to contact the Student-Athlete's Primary Care Physician to ask for an appropriate referral.
 2. **PPO-** The Parent/Guardian will be asked if they have a Physician they have experience with or prefer. If not, the parent will be given a Physician options and recommendations by the Athletic Trainer.
 3. The Parent/Guardian will be informed that documentation from the Physician's Office is necessary to be compliant with Center Grove Community School Corporation's Return to Play Policy.
 4. **It is the Parent/Guardian's responsibility to schedule and confirm all physician appointments.**

Emergency Medical Services Activation by the Athletic Trainer

- The coach will notify the Athletic Trainer regarding the injury/condition and give a brief description of it. If no Athletic Trainer is available on campus or the condition/injury requires Emergency Medical Services, he/she will then be advised to contact EMS.
- The Athletic Trainer will instruct the Coach on how to manage the injury/condition until the Athletic Trainer can arrive on scene.
- Upon arrival on the scene, the Athletic Trainer will perform an initial assessment and determine if Emergency Medical Services should be activated.
- Emergency Medical Services can be contacted by dialing **911**.
- The Athletic Trainer will continue care of the Student-Athlete until Emergency Medical Service arrive.
- Upon the arrival of Emergency Medical Service, the Athletic Trainer will continue to assist in any way possible until the student-athlete is placed in the ambulance.

Head Injury Management

- All Student-Athletes suspected of having a concussion are removed from play, and must be evaluated by the Athletic Trainer within 24-36 hours. Recognition of symptoms and mechanisms can be done by the Athletic Trainer, Coaches, Officials, or teammates of the affected Student-Athlete.
- Evaluations tools the Athletic Trainers can use to assess the injury include, but are not limited to, the Standardized Assessment of Concussion (SAC), Sport Concussion Assessment Tool (SCAT3) and Impact Test.
- Student-Athletes suspected by the Athletic Trainers of having a concussion will be referred out for further evaluations and diagnostic imaging to rule out intracranial hemorrhage. The Student-Athlete will be restricted to total rest and no physical activity. This includes no texting, gaming, computers, iPads, etc.
- Management of the concussion will follow the Center Grove Community School Corporation Athletic Training Concussion Protocol (Appendix 1) adapted from the IHSA Suggested Guidelines for Management of Concussion (Appendix 2).

- According to Indiana State Law, an athlete suspected of sustaining concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the Student-Athlete has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries. The athlete must receive written clearance to return to play from the Medical Doctor (MD) or Doctor of Osteopathic (DO).

Athletic Training Coverage Guidelines

- The Athletic Trainers will be available after school on normal days for injury/condition evaluation, treatment, and rehabilitation until event coverage dictates that the Athletic Training Room must close.
 - During Saturdays, school breaks and holidays the Athletic Trainer will be available based on priority of event coverage and majority practice schedule.
- If an injury is sustained while no Athletic Trainer is on campus the coach will contact the Athletic Trainer and a Plan of Care will be established.
- The Athletic Trainer will be available for coverage for all home athletic events. Travel will be determined by the Athletic Department. Presence of the Athletic Trainer at the home event locations will be determined by the discretion of the Athletic Trainer based on the risk level of injury for the activity and the prioritization of concurrent events based on these risk levels.
- Game and practice equipment and setup will be provided by the Athletic Trainers (coolers, water bottles, medical equipment, etc.) will be determined by a cooperation of the Athletic Trainer and Coaches. The Coaches are responsible for communicating with the Athletic Trainer regarding their needs and preferences for games and practice equipment setup. The Athletic Trainers will attempt to accommodate the Coach's needs and preferences and will communicate with the coach regarding any compromise that must be reached regarding the coach's preferences and the Athletic Trainer's availability and/or equipment limitations. This equipment will also be available to be picked up from the Athletic Training Room by the Coach, or Student-Athletes he/she delegates, for games.

Documentation of Injuries and Treatments

- Documentation of all injuries and treatments will be done utilizing the Rank One Sports system.
- Athletes will be asked to sign in to the Daily Treatment Log in the Athletic Training Room upon their entry for care. All Student-Athletes are required to this without exception.
- Injury Reports will be documented using Rank One Sports system. All documentation received from a physician's office regarding this injury will be scanned and attached to the injury report as well as accident reports and other documentation received regarding the injury. This Documentation will be destroyed in an appropriate manner.
- All Durable Medical Equipment loaned to a Student-Athlete will be returned following instructions to discontinue its use.

Return to Play

- The decision to return a Student-Athlete to play following an injury will be made jointly by the Athletic Trainer, Student-Athlete, Parent/Guardian, and Team/Treating Physician.
- The Criteria for return to play should include:
 - Determination by the Athletic Trainer and Team/Treating Physician that the Student-Athlete has healed sufficiently and has demonstrated appropriate functional ability to safely return to sport.
 - Documentation from the Team/Treating Physician's office must be provided.
 - In the Event of a head injury, the progressive return to play protocol set forth by school policy must be followed.
- Parents/Guardians and coaches have the ability to hold an athlete from participation, but not allowed to override the Athletic Trainer's decision to remove or hold a Student-Athlete from participation due to injury/illness.

Appendix 1

March 13, 2008
August 1, 2010
October 17, 2011
October 11, 2012
June 17, 2013
July 23, 2014
March 11, 2015
December 10, 2015

Center Grove Community School Corporation (CGCSC) Athletic Training: Concussion/Mild Traumatic Brain Injury (MTBI) Protocol

I. Athlete suspected of or has sustained a Concussion/MTBI

1. Athlete suspected to have or has sustained a Concussion/MTBI, coach, parent or athletic director to contact ATC via phone, text or e-mail. The athlete is not allowed to return to activity for the remainder of the day.
2. Athlete reports to Athletic Training Room for evaluation. ATC will perform a general evaluation & administer the Sports Concussion Assessment Tool 3 (SCAT3) within twenty-four to thirty-six (24-36) hours of incident. SCAT3 test results will be reviewed by ATC. **If athlete is determined to have a concussion, athlete will be restricted to total rest & no physical activity. This includes no texting, gaming, computers, iPads, etc. There are possible academic accommodations that can be instituted.**
3. ATC will notify appropriate CGCSC guidance office & nurse of the athlete's condition within forty-eight (48) hours of injury.
4. Athlete will provide daily symptom checklist to appropriate CGCSC medical representative, when applicable.
5. Once the athlete is symptom-free for twenty-four (24) hours, the return to play criteria can be initiated.

II. Return to play (RTP) criteria

1. **Three-fold RTP criteria**
 - 1) **In-office evaluation & release** from Medical Doctor or Doctor of Osteopathy (MD or DO) possessing training in concussion management & treatment,
 - 2) **ImPACT post-concussion test** completed & reviewed by MD or DO, and;
 - 3) Completion of **gradual progression for return** to play (4-5days),

III. Who gets ImPACT baseline-testing (7th, 9th & 11th grade)

1. Fall - Football, Boys & Girls Soccer, Volleyball & Cheer
2. Winter - Boys & Girls Basketball, Wrestling, Boys & Girls Diving & Cheer
3. Spring - Baseball, Softball, Boys & Girls Track (Hurdlers & Pole Vaulters*)
4. Sound System & Surround Sound members

** ImPACT baseline-testing for 7th, 9th & 11th grade athletes, transfers & those not previously tested should be completed by the first official competition of the season.

Appendix 2
**IHSAA SUGGESTED GUIDELINES FOR
MANAGEMENT OF CONCUSSION**

“Any athlete suspected of having a concussion should be evaluated by an appropriate health care professional that day. Any athlete with a concussion should be medically cleared by an appropriate healthcare professional prior to resuming participation in any practice or competition.”

The language above appears in all National Federation sports rule books as part of the suggested guidelines for the management of concussion. It reflects a heightened emphasis on the safety of athletes suspected of having a concussion, especially since the vast majority of concussions do not involve a loss of consciousness. The State of Indiana has a law (Ind. Code 20-34-7) which mandates a protocol to be observed in the event there is an athletic head injury or concussion sustained by a high school student in a high school practice or contest. The following guidelines provide the IHSAA’s suggested procedures to be followed when there may be a head injury or may be a concussion in a practice or in a contest in an IHSAA recognized sport.

1. A high school student athlete who may have sustained a concussion or a head injury in a high school practice or a high school contest in an IHSAA recognized sport should immediately have the existence of a concussion or a head injury confirmed by the school’s medical person, who (i) is an individual who has training in the evaluation and management of concussions and head injuries and who is either an Indiana athletic trainer ATC/L or an Indiana medical doctor (MD) or doctor of osteopathic medicine (DO) holding an unlimited license to practice medicine in the state of Indiana, and (ii) has been assigned to a contest to provide medical services or has been assigned to provide medical services to students at a school’s athletic practice. If it is confirmed by the school’s medical person that the student athlete has not sustained a concussion or a head injury, the student athlete may continue participation in the contest or practice.
2. A high school student athlete, suspected of having sustained a concussion or a head injury in a high school practice or contest in an IHSAA recognized sport, and who is unable to have the absence of a concussion or head injury confirmed, should:
 - a. be removed from practice and play at the time of the concussion or head injury is sustained,
 - b. be evaluated immediately by an appropriate health care professional, who (i) is an Indiana medical doctor (MD) or doctor of osteopathic medicine (DO) who holds an unlimited license to practice medicine in the state of Indiana, and (ii) has training in the evaluation and management of concussions and head injuries,
 - c. follow a step-wise protocol which has provisions for the delay of the return to practice or play based upon the return of any signs or symptoms of concussion or head injury, and
 - d. not return to a practice or play (i) until the high school student athlete is cleared in writing to return to practice and play by the health care professional who conducted an evaluation of the student athlete, or (ii) any sooner than twenty-four (24) hours after the student athlete was removed from practice or play.
3. An official has a role in recognizing concussive signs and in making a report during a contest in an IHSAA recognized sport, and that role includes:
 - a. if, during a contest, and an official observes a player who exhibits concussive signs (including appearing dazed, stunned, confused, disoriented, to have memory loss, or the athlete is either unconscious or apparently unconscious), the official should immediately notify a coach that a player showed concussive signs and advise that the player should be seen by the school’s medical person or by an appropriate health care professional, and
 - b. if an official observes a player who exhibits concussive signs during a contest, and regardless of whether the student athlete returns to play or not, following the contest, an official’s report shall be filed with the school of the player who exhibited concussive signs, including the athletic director, by the official that initially observed the student who exhibited concussive signs; this report may be found on the IHSAA website at www.ihsaa.org.
4. In cases where an assigned IHSAA Tournament Series physician (MD/DO) is present, his or her decision regarding any potential concussion or head injury, or to forbid an athlete to return to competition, is final, binding and may not be overruled.