

*Cal State San Marcos
DJO Sports Medicine Room
Policies and Procedures*



MISSION STATEMENT

The California State University San Marcos Sports Medicine team is committed to providing the highest quality medical care for intercollegiate student-athletes. We are committed to enhancing the healthcare and wellness of all intercollegiate student-athletes through the application of research-based prevention strategies, evaluation, and rehabilitation techniques for athletic injuries and illnesses.

CSU SAN MARCOS SPORTS MEDICINE TEAM

The Sports Medicine Team at CSU San Marcos (CSUSM) encompasses a network of healthcare professionals, including team physicians, a certified athletic trainer, student athletic trainers, and a wide variety of medical specialists to whom referral may be made as required. A physician designed as the Sports Medicine Director will directly oversee the Athletic Medicine Team. As of August 2006, employed personnel within the CSUSM Sports Medicine Team consist of one fulltime Certified Athletic Trainer (ATC) and Volunteer Student Athletic Trainers.

SCOPE OF RESPONSIBILITY FOR ATHLETIC TRAINERS

The ATC is required to be a current member in good standing of the National Athletic Trainers' Association and hold currently valid First Aid and Professional Rescuer CPR certification from the American Red Cross or the American Heart Association. The ATC is the member of the Sports Medicine team that has consistent daily contact with the student-athletes and as such are responsible for making decisions regarding particular medical aspects of athletic participation and the student athletes' general health, in accordance with medical guidelines set forth by the National Association of Intercollegiate Athletics (NAIA) and National Collegiate Athletic Association (NCAA), as well as other medical associations, including the American Medical Association and the National Athletic Trainers Association (NATA). The ATC liaise closely with, and make referrals to, the Student Health & Counseling Services (SHCS) as well as community medical resources and services on an "as needed" basis. Other duties are as follows:

- Demonstrate performance of the following functions regarding athletic injuries: prevention, assessment, treatment, (including first aid) and reconditioning as set forth by the NATA Board of Certification.
- Demonstrate proper technique in taping, strapping, bracing, and fitting of athletic equipment.
- Demonstrate proper procedures for carrying out all prescribed treatments and recommendations by the team/program/event physician.
- Design and implement rehabilitative programs.
- Maintain NATA BOC and professional rescuer CPR for the certification in accordance with those respective institutions.
- Demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the student-athlete's status and interpret the information as appropriate.
- Know and abide by all applicable NAIA (and, when applicable, NCAA) rules and regulations.

- Appropriate referrals to other campus agencies.
- Meet regularly with Campus Medical Oversight Officer
- Maintain confidentiality of athlete's health history information.

SCOPE OF RESPONSIBILITY FOR VOLUNTEER STUDENT ATHLETIC TRAINERS

Volunteer student athletic trainers are here to assist the Head Athletic Trainer with the daily duties of the DJO Sports Medicine Room. A volunteer student athletic trainer is required to hold a current certification in First Aid, CPR and AED through the American Red Cross or American Heart Association.

DJO SPORTS MEDICINE ROOM

The DJO Sports Medicine Room is located in the M. Gordon Clarke Field House University Student Union. The Sports Medicine Staff will provide and administer all treatments for student-athletes in this facility. General hours of operation are Monday through Thursday, 9 AM – 6 PM and Friday 9 AM - TBA. The DJO Sports Medicine Room will be closed on university holidays, unless other provisions have been made, and during off campus home competition if a student athletic trainer is unavailable.

If the Head Athletic Trainer is unavailable (sick, meetings, off campus home competition/practice, etc..) a volunteer student athletic trainer can open and supervise the DJO Sports Medicine Room, however their role is limited to:

- *Basic first aid (wound care and taping)
- *Administering modalities limited to **ice bags, ice cup massage, whirlpool and/or heat pack**
- *Prior stretching techniques

The Sports Medicine staff works in cooperative effort to assist student-athletes with medical needs specific to sport participation. Although a diligent effort is made to minimize the risk of injuries, there is always a possibility of injury through the participation in sports. Certified athletic trainers and student athletic trainers will provide evaluation, treatment, and rehabilitation of student-athletes' injuries and direct them to SHCS and/or team physicians when necessary. Information specific to after-hours treatment can be found on the SHCS website under Resources.

DJO SPORTS MEDICINE ROOM RULES

The rules listed below have been established to ensure efficient operation and provide for the best possible health care for all student-athletes. Please assist each other and the DJ Ortho Sports Medicine Room staff in following all of these rules.

1. The DJO Sports Medicine room is a co-educational facility. Appropriate dress is required at all times.
2. No access to DJO Sports Medicine Room unless an ATC is present. CFH/USU professional staff may access the room for ice outside of operation hours.
3. No treatment except ice is to be self-administered.
4. Student-athletes should be in the training room for a treatment. No lounging or sleeping on the tables. No horseplay is allowed.
5. Control voice tone and language while being helped.

6. Medical supplies and equipment should not be removed from the training room. Student-athletes should not help themselves to supplies in the storage room or cabinets.
7. It is the student-athletes' responsibility to make sure he/she gives himself/herself enough time to receive treatment and make it out to practice/game on time.
8. The DJO Sports Medicine Room will be available for visiting team use 1 hour before the start of the game, or specifically arranged with the Athletic Director or Head Coach.
9. Shower before all post-practice treatments.
10. Remove shoes before getting on the treatment tables.
11. No smoking, eating, or chewing tobacco in the DJO Sports Medicine Room.
12. All personal items shall be kept clear of the front door. No bags or equipment should be brought into the training room.
13. Any medical equipment must be signed out and promptly returned to the training room. Failure to return medical equipment will result in a registration hold.
14. All cleats should be removed before entering the M. Gordon Clarke Field House.
15. Cell phone use is not permitted in the training room. Before entering please make sure that you phone is in OFF mode.
16. Training room phones are for business use only. Please do not ask the staff for the use of the phone, computer, fax, and copier. It will not be permitted.
17. Training room towels are not to be taken from the training room.
18. Student athletic trainers should be treated with the respect and as any regular staff member.
19. Injuries must be specific to training or competition and injuries sustained outside of a sport will not be treated.

SPORTS MEDICINE ROOM PROCEDURES

1. If student-athletes sustain an injury (dental included) as a result of direct participation in their sport, they should report it as soon as possible to the Sports Medicine staff.
2. If student-athletes become ill or injured in the evening, they must be evaluated the next morning with treatment prescribed.
3. If student-athletes sustain an injury, they should report to the DJO Sports Medicine Room according to treatment procedures prescribed by ATC, Team Physician, or contracted provider. This schedule will be created with the Athletic Trainer.
4. During the season, head coaches will be informed on a daily basis regarding a student-athlete's injury status and treatment compliance.
5. A referral form obtained by the Sports Medicine staff authorizes service and should be taken to all medical appointments.
6. Over the counter (OTC) medications will not be administered via the DJO Sports Medicine Room. When necessary, appropriate referrals will be made to Student Health & Counseling Services to receive non-prescription medications.
7. Student-athletes must be cleared to participate by ATC or Team Physician before returning to practice or competition.

ORTHOPEDIC SURGEON AND CHIROPRACTOR INJURY CLINIC

Once a week student athletes will have access to the Team Orthopedic Surgeon or Team Chiropractor for further evaluations of their injury. The services of the team physician/chiropractor are on a consultation basis only, meaning that he/she will evaluate the student athlete's injury and make the necessary recommendations and/or referrals.

*****Please note the in order for a student athlete to see the team physician/chiropractor the student athlete must first be evaluated by the Head Athletic Trainer who will determine if he/she needs further evaluation by the team physician/chiropractor*****

EMERGENCY TREATMENT

If a student-athlete is in need of medical treatment and the DJO Sports Medicine room is closed, the student-athlete should contact their Head Coach immediately. For life-threatening emergencies, dial 911, which will direct you to the University Police. Any 911 emergency call made from a campus phone is directed to university police who will then dispatch EMS. For non-life threatening emergencies, call Public Safety at 760-750-4567.

In the immediate campus area, the nearest hospital is
Palomar Medical Center
555 East Valley Parkway
Escondido, CA 92025
(760) 739-3000

PREVENTION OF ATHLETIC INJURIES

MEDICAL ELIGIBILITY/CLEARANCE TO PARTICIPATE IN INTERCOLLEGIATE ATHLETICS

A medical physical screening (Pre-Participation Physical) and Medical History is required for all incoming first year students, transfer students, and first year participants prior to intercollegiate athletic activity of any kind. It is the coaches' responsibility to ensure that each of his/her athletes have received medical clearance prior to beginning practice.

- All first year and/or freshman intercollegiate student-athletes are required to submit **completed health history and medical evaluation form, insurance information form, Authorization and Acknowledgement of Risk Release form.** (*Others*)
- All returning student-athletes must complete and turn in an updated **insurance information form and health history form and physical.**
- Any student-athlete who fails to turn in the requested information by a given deadline will be prohibited from participating until all information is received.
- Any student-athlete who fails the physical screening for any reason will not be permitted to participate in any form of intercollegiate until cleared by the team physician.
- All athletes who wish to try out for an NAIA athletic team must have a medical physical completed prior to the first reporting date.
- All athletes can pick up the necessary forms from the Athletic Coordinator or via the website at www.csusm.edu/athletics . (*Physician's paperwork must state that the person is cleared to participate in intercollegiate sports)
- Prospective student-athletes who want to "try out" for a team or whom a coach wishes to evaluate must complete a "**Pre-Participation Form**" and a Medical History Form. This form will be used by the athletic medicine team in order to evaluate the prospective athlete's current medical condition for safe participation. This form will provide a review of the prospective athlete's past medical history. This form must be turned into the athletic medicine team a week before the tryout date.

STUDENT-ATHLETES ATHLETIC RESPONSIBILITIES- Health Insurance

The student athlete must provide accurate health history and health insurance information to the training room staff. The student athlete is responsible for ensuring all information is current. If a student-athlete is referred to any outside provider for treatment, information must be received by the ATC room in order to document student-athlete file and continue treatment as prescribed. The student-athlete must have an up-to-date release of information form in file in the training room at all times, which is necessary for open communication between the athletic trainer and an athlete's physician. For athletic-related injuries, the student-athletes' primary insurance will be used to cover a portion of the medical expenses. Whatever is not covered by the primary insurance will be covered by the Department of Athletics or ASI's secondary insurance. This type athletic-related injury must have occurred in a practice or game which is under the supervision of a coach. Any medical expenses that occur outside of this cannot be covered by the Department of Athletics or ASI.

CONFIDENTIALITY OF MEDICAL INFORMATION

All information regarding the medical status of a student-athlete is private and confidential. It is the responsibility of all parties involved with a student-athlete to respect and uphold this policy. Access to medical information will not be given to any person without the prior written consent of the student-athlete. Any release of medical information must be achieved by a 'Release of Medical Records' form signed and completed by the student-athlete within 60 days. Information related to the daily treatment log or sport competition will not be disclosed per HIPPA & FERPA privacy acts.

MANAGEMENT OF ATHLETIC INJURIES

The Certified Athletic Trainers of the Sports Medicine Team are responsible for the management of the injuries sustained by student-athletes during intercollegiate athletic related practices and/or games. Management of athletic injuries includes emergency or immediate response care, encompassing injury evaluation, development, implementation and review of treatment and rehabilitation plans related to the injuries. These responsibilities are accomplished through direct coordination and communication between the student-athletes and the certified athletic trainers, team physicians, and other medical specialists.

A certified athletic trainer is available on a regular weekday basis in the dj Sports Medicine Room located in the Clarke Field House on the CSUSM campus. Currently, sports medicine room hours of operation are Monday through Thursday, 9 AM – 6 PM and Friday 9 AM - TBA. Student-athletes have access to the certified athletic trainers and the DJO Sports Medicine Room before, during, and after practices and games. The Student Health & Counseling Services medical staff is available Monday through Friday during normal operating hours, 8am to 5pm, throughout the year. A team orthopedist is currently not available on campus. Referrals to off campus orthopedists will be given to student athletes needing this service. An expanded network of other medical professionals is also available as needed on a referral basis. Information from each contracted referral must be received by the Sports Medicine team as soon as possible, not extending beyond two months of the injury date.

PROCEDURES REGARDING HAZARDOUS WASTE MATERIALS

1. Universal Precautions and Control

The Universal Precautions recommended by the Center for Disease Control (CDC) in 1987 have been adopted in athletic health care settings. The recommendations are that "blood and body fluid precautions be consistently used for all patients regardless of their blood-borne infection status." As defined by CDC in Universal Precautions, blood and certain body fluids of all patients are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B virus (HBV) and other blood borne pathogens.

Any object or person that has had contact with blood, exudates, or wound secretions may be potentially infective. It is necessary to treat all waste as infective. No environmental mode of transmission for HIV has been documented, but precautions will be routinely followed. Identifying wastes for special precautions is largely a judgment made by the health care provider. Prudent precautions will be taken to include gloves, personal protective equipment, safety goggles, red biohazard bags, and sharps containers.

2. Sports Medicine Wound Care Procedures

It is standard operating procedure that all staff and student interns wear gloves when evaluating and treating any type of open wound or dealing with a mucous membrane. The sports medicine room is equipped with gloves; each team's travel kit is stocked with gloves, and gloves are routinely kept in a pocket of a field pack during competitions. Contaminated gloves, bandages, gauze, etc are disposed of in designated hazardous waste containers. This same procedure is followed for away competitions. Waste will be properly placed in double bagged red-biohazard bags and safely secured until the material is properly disposed of on campus.

All staff and students who are involved with the sports medicine program are informed of and given a copy of the *Infectious Waste Control Policy*. The Universal Precautions and safe handling of hazardous materials will be discussed at in-service meetings biannually.

3. Collection and Disposal Procedures

Two types of containers are available in the athletic training room; biohazardous waste plastic bags and puncture resistant biohazardous waste boxes. Each travel kit is stocked with disposable biohazardous waste bags. Biohazardous waste materials are not to be put into regular waste cans.

The certified athletic trainers are responsible for overseeing proper disposal of the biohazardous waste containers on a regular schedule in accordance with campus procedures and policies. An agreement with CSUSM Risk Management & Safety has been made to ensure proper disposal. All athletic personnel will complete bloodborne pathogen training annually.

4. Environment Control Recommendations

- A. **Treatment Surfaces:** All surfaces such as tables, cabinets, counters, exercise equipments, and whirlpools are kept clean using chemical germicides.
- B. **Laundry:** Soiled laundry can be a source of transmission for certain organisms (common cold, flu). The risk of actual disease transmission is minimal. Minimally soiled linen should be handled as little as possible and disposed of in the regular trash. Soaked or dripping items will need to be properly stored in red-biohazard bags and placed in the biohazard red bins.
- C. **Game Management:** During a game situation, any towels or materials used to wipe blood from the field or used on an open wound should be disposed of properly. Anyone handling these materials must wear protective gloves. Ideally, an adequate number of towels should be made available at each competition site or sidelines to prevent sharing by the student-athletes. Any student athlete with blood on his/her uniform must be removed from the game at the earliest possible time. If only a small spot is found on the uniform, the spot will be treated with a bleach solution and the athlete can return to the game. If a large amount of blood is on the uniform, the uniform must be changed before the athlete can return to the game. It is recommended that at least 2 extra uniforms are available for home and away games. If a uniform must be changed, the bloodied uniform will be placed in a biohazardous waste bag and then laundered according to policy. Playing surfaces and equipment should be wiped up by a gloved

individual with disposable toweling. Any surface or equipment contaminated with blood should be disinfected with bleach solution.

- D. A wound care kit will be in each team travel bag and accessible to each competing team.

Emergency Protocol for Injured Athletes

*****Home Games and/or Practices*** (Within the City of San Marcos)**

- 1) If the Athletic Trainer is not at the practice or game the coach has to take charge of the situation.
- 2) If your practice or game is on campus send an assistant coach or athlete to get the Athletic Trainer **(619) 913-3087** (Athletic Trainer's Cell Phone).
- 3) If you are on campus call University Police **(760) 750-4567** and follow these steps
 - a. Identify yourself
 - b. Tell them where you are (Track, etc...)
 - c. Let me know what the emergency is and what is being done in the way of treatment.

If you are **off campus** call 9-1-1 from the nearest hard line or the San Marcos Fire Department from your cell phone **(858) 756-3006** and follow the steps a, b, and c above

*****If you not in the City of San Marcos Dial 9-1-1 from the nearest hard line or cell phone*****

*****Away Games*****

- 1) If the Host Athletic Trainer is not at the game the coach has to take charge of the situation
- 2) Send an assistant coach or athlete to find the Host Athletic Trainer
- 3) Dial 9-1-1 from the nearest hard line or cell phone and follow these steps
 - a. Identify yourself
 - b. Tell them where you are (City, University, and Venue)
 - c. Let me know what the emergency is and what is being done in the way of treatment.
- 4) Once the Host Athletic Trainer arrives let him/her take charge of the situation and assist them as needed
- 5) Make sure the EMS has the athletes insurance information and emergency contact information
- 6) When the situation has resolved itself make sure the athlete's emergency contact is notified, if they were not at the game
- 7) Contact Brian Smith (619) 913-3087 as soon as possible and let him know the situation so that he can take the prior steps on his end