



Duchesne Academy of the Sacred Heart

Athletic Training Student Aide

Policy and Procedure Handbook

INTRODUCTION

Athletic Training is a Sports Medicine profession that may require time, dedication, hard work, and self-discipline. Athletic trainers (ATs) are highly qualified, multi-skilled health care professionals who render service or treatment, under the direction of or in collaboration with a physician, in accordance with their education, training and the state's statutes, rules and regulations. As a part of the health care team, services provided by athletic trainers include primary care, injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The purpose of this manual is to identify the operating policies and procedures for the athletic training students within the Athletic Department at Duchesne. This handbook is not all encompassing, and questions should be directed to the Athletic Trainer.

As a part of this program, you agree to abide by the rules and regulations in this handbook. Failure to follow policies or directions of the Athletic Trainer, Faculty, Coaches, or physician(s) may result in suspension or separation from the program. This decision is made by the Athletic Trainer and Athletic Director.

PHILOSOPHY

Mission Statement

Duchesne Academy Sports Medicine is committed to protecting the safety and health of all student athletes and promoting their physical and mental wellbeing while providing excellent sports medicine services.

General Policy Statement

The athletic training student will operate within the guidelines outlined in the Athletic Department and School Handbook. At all times, the welfare of the student-athlete will be of utmost priority in the actions of the AT and athletic training student. All medical decisions are made by the AT and the team physician. The athletic training student will make no decisions regarding the play status of a student-athlete.

ATHLETIC TRAINING STUDENT AIDES

Responsibilities include assisting in the basic first aid and preventative taping, stretching, and

DUTIES:

- Attend all athletic training room sessions
- Set up field/court with necessary medical equipment and supplies
- Break down field/court, clean all equipment after games
- Adhere to policies and procedures outlined in the AT student aide handbook
- Maintain confidentiality of athlete and medical conditions
- Other duties assigned by the AT

*****TRANSPORTATION*****

This commitment requires reliable transportation to and from all practices and games students are assigned to. Sometimes this includes late evenings or early mornings. **It is important that athletic training students discuss this expectation with their parents or guardian before committing to an assigned sport.**

RESPONSIBILITIES AND EXPECTATIONS

GENERAL RESPONSIBILITIES

1. Restock/replenish supplies in kits and in ATR.
2. Maintaining general cleanliness of the athletic training room.
3. Practice skills when athletic training room activity is slow.
4. While at practices or games:
 - a. Face the field or court at all times
 - b. Watch for and call attention to dangerous situations

PERSONAL QUALITIES

DEPENDABILITY: Dependability includes punctuality, following directions, completion of tasks as assigned, enforcing the rules of the athletic training room, asking for help if needed, and showing initiative.

SINCERITY, HONESTY, LOYALTY AND INTEGRITY: We work in an environment governed by many rules and requirements. Each student is responsible to ensure that rules are followed. As an athletic training student, you are in a unique position. You are likely friends with many of the athletes, but must not let this relationship affect your judgment.

PROFESSIONALISM

Please keep in mind you are a representative of Duchesne and its Athletic Department. Your words and actions will have a direct reflection on the entire program. You are expected to be professional and respectful both on and off campus. Any unprofessional behavior will not be tolerated.

CONFIDENTIALITY

ALL information regarding an athlete's injury or condition is strictly confidential. Unless instructed by the athletic trainer, you are not to discuss information with anyone outside of the athletic training room. All questions regarding an injury should be directed to the athletic trainer.

PUNCTUALITY

Tardiness will **not be tolerated**. Your team should never be waiting on their AT student. If you find yourself in a situation that will cause you to be late, let the athletic trainer know ASAP. Excessive tardiness without proper notification (3 or more) will result in a suspension from the group.

GENERAL RULES

1. Do not sit on desks, tables, cabinets, or kits.
2. Arrive promptly when you are scheduled to be in the athletic training room.
3. No one except the AT and student aides are allowed in the supply cabinets.
4. Do not let an athlete perform self-treatment.
5. Watch for and call attention to dangerous situations.
6. Do not play with equipment at practices.
7. Learn emergency procedures so that in any situation, you can react automatically.
8. Do not administer treatment to yourself.
9. Only Duchesne athletes are to receive treatment, rehabilitation, preventative techniques, and wound care.
10. Do not give your equipment to athletes.

DRESS CODE

A neat, clean, personal appearance while working is an important step in gaining the respect of the athletes, coaches, and the general public. You are required to wear a uniform that is both professional and functional as deemed by the athletic trainer. Please keep in mind when choosing your attire:

1. While covering practices, you should wear any Duchesne T-shirt.
2. Jeans, leggings and exercise skirts/skorts will not be permitted at practices or games. Athletic shorts, warm-up pants, and sweats may be worn, given that they are tasteful and are appropriate for the situation.
3. Keep in mind that your clothes should set you apart from the athletes.
4. Shoes should be close-toed, comfortable and functional. You will be standing much of the time you are working, and you may need to run onto the field/court at any time. Crocs, sandals, and other non-functional shoes are NOT acceptable.
5. Game day attire will vary according to the sport and weather. Discuss the appropriate attire with the athletic trainer prior to game day.
6. Personal hygiene and appearance should be of the utmost importance; this includes properly groomed hair, clean clothes, etc.

PHONE USE

Phone use should be limited to an emergency only. Headphones/earbuds of any kind are not allowed at practices/games.

STUDENT ATHLETIC TRAINERS CARE FOR ATHLETES

Duchesne athletic training students are allowed to perform:

- Preventative taping
- Preventative stretching
- Application of ice packs to individuals
- First Aid and wound care
- Documentation of the above tasks performed

Duchesne athletic training students are NOT allowed to perform:

- Evaluation of injuries to determine health status
- Application of therapeutic modalities
- Prescription of therapeutic exercise
- Decision to return injured athlete to activity

AT student aides are also not allowed to act or pose as a qualified medical professional. This includes referring to oneself as an athletic trainer. Student aides do not have the degrees, state licensure, or certifications to be an AT.

ACKNOWLEDGMENT

I have read and understand the requirements of being a student athletic trainer. I understand this commitment will require my time and effort as well as dependable transportation. By signing this sheet, I agree and promise to adhere to the rules and regulations mentioned in this handbook.

Student Name (Print)

Student Signature

Date: _____

Parent Name (Print)

Parent Signature

Date: _____

For questions, please contact
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