



Policies and Procedures
For Saint Xavier High School
Sports Medicine

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Personnel Involved in Development

The following individuals were involved with the creation of this Policies and Procedures Manual:

1. Evelyn Tandy, Athletic Trainer
2. Danny McDonald, Athletic Trainer
3. Ben Enk, Athletic Trainer
4. Chris Tinius, Athletic Director
5. Dr. Scott Kuiper, Team Physician

Documentation of Recent Changes

As changes to the EAP are made, please list the change, page affected and date that the change was made.

Specific Changes Made	Page(s) Affected	Date
Separation of Documents	All	11/19/2025
Updating Cold Weather Policy to align with NATA position statement	12	11/19/2025



Lightning Safety Policy

Responsibility for Removing Athletes

The responsibility for removing athletes from the practice/game area lies with the head coach of the particular sport. If the head coach is not present, the assistant coach will assume responsibility. The staff athletic trainer will advise the head coach/assistant coach. The staff athletic trainer will watch for lightning and listen for thunder. He or she will be responsible for tracking the radar and lightning strikes on either a computer or a mobile device and will keep the head coach informed. Saint Xavier High School utilizes Perry Weather as the lightning tracker. A weather station device is located on the roof of the stadium press box. Alerts will be sent to head coaches via text message when severe weather is expected or in the area. All outdoor activity should be terminated when lightning is within 10 miles of venue or when thunder is heard and/or lightning spotted. The staff athletic trainer will also send a message on Sports Medicine GroupMe instructing clearance of outdoor venues.

Mobile Device Radar and Lightning Detector

It is acknowledged that there are many mobile applications which will show a weather radar and an estimate of lightning strike distances. Athletic Trainers and coaches understand that these methods are all imperfect but will assist in decisions of when to postpone an athletic event. Saint Xavier High School utilizes Perry Weather as the lighting and radar tracker. The Perry Weather information can always be viewed [here](#).

Criteria for Evacuation of the Practice and Game Area

- All personnel are to evacuate to a safe structure or location if the athletic trainer indicates to do so. If needed, the athletic building will be opened up to house athletes (home and visitors), coaches, and officials.
- All spectators should return to their vehicles for proper safety. In the event that the school can not be opened, any vehicle with a hard metal roof and roll-up windows (not a convertible or golf cart) can provide a measure of safety. Do not touch the sides of the vehicle. Baseball and softball dugouts do not meet the aforementioned criteria.
- Visiting team athletes, coaches, and personnel shall proceed to either their team bus, the provided on-site locker room (for varsity football games), or athletic building.
- If unable to reach safe shelter, persons should stay away from the tallest trees or objects (light poles, flag poles, etc.), metal objects (fences, bleachers, etc.), individual trees, standing pools of water and open fields. Persons should avoid being the highest object in a field. In situations where thunder and/or lightning may or may not be present, yet you feel your hair stand on end and skin tingle, lightning is imminent. Therefore, everyone should assume a crouched position on the ground with only the balls of the feet touching the ground. Persons should wrap their arms around their knees and lower their head. DO NOT lie flat. Minimize the body's surface area and minimize contact with the ground.

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- Use of a landline telephone and/or using shower and plumbing facilities should be avoided, except in emergency situations. A cellular and/or portable remote phone is a safe alternative to landline phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

Criteria for Safe Return to the Practice and Game Area

In accordance with KHSAA policy, personnel should not return to the practice/game area until thirty (30) minutes have passed since the last lightning flash or the last sound of thunder. Saint Xavier High School requires the 10-mile all clear within Perry Weather to also occur.

Lightning Safety Guidelines

Do not hesitate to help a victim of a lightning strike. Individuals struck by lightning do not carry a charge and it is safe to touch them to render medical treatment. If possible, an injured person should be moved to a safer location before beginning first aid. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes, the existence of a blue sky and the absence of rain do not eliminate the possibility of lightning. Lightning awareness should be increased with the first flash of lightning or the first clap of thunder no matter how far away.

Severe Weather Policy from KHSAA Handbook

The Referee or head official must delay or cancel a competition at the first sound of lightning or thunder at the site and the site should be cleared of all persons immediately by event administration. If it is anticipated that the storm will pass, the competition may be resumed following a three (3) minute warmup period, no sooner than thirty (30) minutes after the last sight of lightning or the last sound of thunder. If the severe weather is of great length or intensity, the Referee or lead contest official has the responsibility and authority to cancel the competition. Officials are encouraged to learn the weather forecast prior to game time. Safety of the public and participants is the most important factor in any decision of this type (KHSAA Policies and Procedures).



Heat Policy

Pre-season activities and events early in the school year may face extreme temperatures. The new standard for measuring these temperatures, per the KHSAA, is the Wet Bulb Globe Temperature (WBGT). The Perry Weather Station located on the roof of the Stadium press box contains a WBGT, however, this reading is not as accurate as the on field reading and should not be used for modifications unless that is the only way for measuring WBGT. On field WBGT measurements are the gold standard and will be taken by athletic trainers. On campus WBGT measurement is NOT transferrable to off site locations. Off site locations must have a WBGT taken prior to practice/competition and recorded using this [google form](#), which has been adapted from KHSAA Form GE20. The athletic trainer on site is responsible for monitoring the WBGT. If there is not an athletic trainer on site, it is the responsibility of the Head Coach and the assistant coach(es) to monitor. The following protocol, as required by the KHSAA (rev 07/23), should be followed regarding these measurements:

Cat 3 WBGT (F)	Activity Guidelines
< 82.2	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.3 - 87.0	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 - 90.0	Maximum practice time is 2 h. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 92.0	Maximum practice time is 1 h. <u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1	No outdoor workouts. Delay practice until a cooler WBGT is reached.

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Using the following scale, activity should be altered and / or eliminated based on WBGT as determined –

WBGT 86.9 AND BELOW	a) All sports (1) Water should always be available, and athletes be able to take in as much water as they desire; (2) Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group; (3) Have towels with ice and a prepared cooling tub for cooling of athletes as needed; (4) Watch/monitor all athletes carefully for necessary action;	(5) Re-check WBGT or Heat Index every 30 minutes if the temperature rises. (6) Use discretion for intense or prolonged exercise; (7) Watch at-risk players carefully; and (8) Provide multiple rest breaks periodically each hour for at least four (4) minutes.
WBGT 87.0 TO 89.9	a) All sports (1) Water should always be available, and athletes should be able to take in as much water as they desire; (2) Mandatory water breaks every 30 minutes for 10 minutes to allow for hydration as a group. In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices; (3) All breaks shall be taken in areas outside of direct sunlight; (4) Maximum practice time should be two (2) hours of total activity in the area; (5) Have towels with ice and a fully prepared cooling tub for cooling of athletes as needed; (6) Re-check WBGT or Heat Index every 30 minutes if the temperature rises. (7) Use discretion for intense or prolonged exercise; (8) Watch/monitor athletes carefully for necessary action. (9) Watch at-risk players carefully; and (10) Provide multiple rest breaks periodically in each hour of at least four (4) minutes.	b) Additional Steps for Football and Boys' Lacrosse: (1) Helmets and other required equipment (by rule) should be removed when the athlete is not directly involved with competition, drill or practice, and it is not otherwise required by rule; (2) All protective equipment should be removed for any additional conditioning activities; (3) If the WBGT or Heat Index rises to this level after practice has begun, players may continue to work out using uniform pants without changing into shorts, but all other equipment restrictions are in place; (4) Reduce time of outside activity and consider postponing practice to later in the day; and (5) Re-check WBGT or Heat Index every 30 minutes to monitor for increased Heat Index. c) Additional Steps for Field Hockey, Girls' Lacrosse, Baseball and Softball: (1) If the activity requires protective equipment on the participants' body (i.e., goalie or catcher gear), then adhere to the additional steps for Football and Boys' Lacrosse.
WBGT BETWEEN 90.0 AND 91.9	a) All sports (1) Water should always be available, and athletes should be able to take in as much water as they desire; (2) Maximum practice time should be one (1) hour of total activity in the area with at least twenty (20) minutes of breaks distributed through that hour; (3) Mandatory water breaks every 30 minutes for 10 minutes to allow for hydration as a group if contests are being conducted. (4) In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices; (5) All breaks shall be taken in areas outside of direct sunlight; (6) Have towels with ice and a fully prepared cooling tub for cooling of athletes as needed; (7) Watch/monitor athletes carefully for necessary action; (8) Alter uniform by removing items if possible and permissible by rules; (9) Allow for changes to dry T-shirts and shorts by athletes at defined intervals; (10) Re-check temperature and humidity every 15 minutes if the temperature rises. (11) Reduce time of outside activity as well as indoor activity if air conditioning is unavailable; and (12) Postpone practice to later in the day.	b) Additional Steps for Football and Boys' Lacrosse: (1) If helmets or other protective equipment are required to be worn by rule or normal practice, suspend practice or competition immediately, and resumption may not occur until the WBGT or Heat Index is below this level; (2) No protective equipment may be worn during practice, and there may be no conditioning activities; (3) Re-check WBGT or Heat Index every 15 minutes to monitor for changes in Heat Index. c) Additional Steps for Field Hockey, Girls' Lacrosse, Baseball and Softball: (1) If the activity requires protective equipment on the participants' body (i.e., goalie or catcher gear), then adhere to the additional steps for Football and Boys' Lacrosse.
WBGT 92 OR OVER	a) All sports (1) Stop all outside activity in practice and play and stop all inside activity if air conditioning is unavailable.	
Continual Use Procedure	a) This procedure is to be used until the temperature is below 84 degrees, as no combination of heat and humidity at that level will result in a need to curtail activity. b) The KHSAA will use September 15 as the expected date for recording the GE20 forms in the fall and April 15 as the start date in the spring, but the measurements must be taken any time the conditions warrant. c) Member schools should remember that the monitoring shall continue any time that a combination of heat and humidity at that level could result in a need to curtail activity (an ambient temperature of 83 degrees or higher).activity (an ambient temperature of 83 degrees or higher).	

Heat Illness Response

The athletic trainers and all personnel involved in activity on the field should be knowledgeable and aware of various heat disorders that may occur. All coaches should be able to quickly recognize signs and symptoms of these various heat illness conditions and know how to properly respond and treat each. Heat illness refers to various conditions that a person may experience from exertion or exercise in hot temperatures.

Heat Illness Symptoms may include:

- Dry mouth
- Cramps
- Thirst
- Chills



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- Irritability
- Nausea
- Headache
- Vomiting
- Weakness
- Pale or flushed skin
- Dizziness
- Excessive Fatigue
- Altered Vision

Any of these symptoms should be taken seriously and treated immediately in order to prevent progression of a heat related condition.

Heat-Related Illnesses

1. Exercise-associated muscle cramps
 - a. Signs/Symptoms: sudden, painful, involuntary muscle spasms caused by exertion
 - b. Treatment: rest to cool down, consume salty foods or concentrated liquids (i.e. electrolyte beverages such as Gatorade with salt added, pickle juice), continue to move and use the affected muscle group with stretching and massage, and discontinue strenuous activity.
 - c. If cramps do not improve with treatment, seek medical treatment.
2. Heat Syncope - usually occurs within first 5 days of acclimatization.
 - a. Signs/Symptoms: episodes of fainting, dizziness, tunnel vision, pale skin, decreased heart rate, but normal temperature.
 - b. Treatment: move to shaded/cool area, elevate legs above level of head, rehydrate, monitor vital signs.
 - c. Return to Play: any athletes that experience heat syncope will be withheld from activity for remainder of day. They will go through an acclimatization process with Athletic Trainer before returning to full activity.
3. Heat Exhaustion - inability to exercise effectively in the heat. This may be secondary to a combination of factors such as hypoglycemia and energy depletion among others.
 - a. Signs/Symptoms: elevated body temperature (98.6-104° F), heavy sweating, potential cognitive changes, signs of dehydration.
 - b. Treatment: move athlete to a cool space and/or use cold ice towels. They should rest on their back with their legs elevated, remove any unnecessary clothing and equipment, and begin fluid replacement.
 - c. Return to Play: Athletes who experience heat exhaustion will be withheld from activity. They must be cleared by a doctor before returning to activity, although EMS activation may not be necessary. They will also go through an acclimatization process with AT before fully returning to activity.
4. Exertional Heat Stroke **Most severe of heat illness conditions**
 - a. Signs/Symptoms: high body temperature (above 104° F) in addition to central nervous system dysfunction such as collapse, confusion, or altered consciousness.
 - b. Treatment: patient should be cooled first and then treated. In this case, the athlete's entire body should be immersed in ice and water. Rectal temperature should be monitored, and the athlete should remain in cooling environment until rectal temperature is 102° F or lower. Once this is accomplished, they should be transported for further emergency medical treatment.



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- c. Return to Play: Any athletes that have experienced exertional heat stroke must be cleared by a doctor before returning to any activity. They will also go through an acclimatization process before returning to full activity.
- d. EHS is a medical emergency that, if untreated, can cause multi-organ system failure, long-term complications, and even death. It is important that signs and symptoms of heat stroke be quickly recognized and aggressively treated. If a person is believed to be experiencing heat stroke the emergency action plan should be activated and EMS should be contacted immediately.

It is imperative that all coaches and athletics staff members be able to quickly recognize and respond to any heat related condition. All coaches should be educated on this response plan. The athletic trainers are responsible for providing access to a cold immersion tub or other necessary supplies such as ice, cold towels, and water to respond to these scenarios. If the athletic trainer is not on site, it is the coaches' responsibility to make sure water and ice are accessible and proper treatment is provided in any case of heat illness. Finally, the athletic trainer is responsible for implementing a Heat Illness Reduction Plan to prevent and prepare for heat related emergencies. All coaches should be aware of this plan and aware of the steps to prevent heat illness.

Heat Illness Reduction Plan

1. Pre-participation physical exams – all athletes are required to undergo screenings for any underlying conditions that could make them more susceptible to complications of heat illness.
2. Training:
 - a. Recognizing symptoms – all Saint Xavier High School sports medicine personnel and coaches should be trained to recognize the signs and symptoms of heat illness and should know proper treatment for any of these conditions.
 - b. Acclimatization - studies show that heat illness occurs with increased frequency throughout the first 7-14 days of practices. Athletes should be acclimated to weather, workouts, and new equipment over a two-week period.
 - c. Hydration - athletes should be trained and educated on proper hydration and nutrition. They should drink approximately 64 ounces of water daily, as well as every 15-20 minutes during practice or competition. Both dehydration and overhydration can lead to heat illness. Signs of these can be dark urine or rapid weight loss/gain during exercise.
 - e. Access to Proper Supplies – The Athletic Trainers and Athletic Department are responsible for ensuring accessibility to proper response equipment such as a heat stress monitor, thermometer, and cold-water immersion tub to provide treatment. A cold immersion tub should be readily available at all times for practices and competitions throughout the course when WBGT rise above 80.

Emergency cold immersion tubs are located:

1. Under the overhang of the visitor's concession stand, next to Gate 4, on the West side of the stadium. Ice located in coolers beside tub. Other supplies located in brown tote beside.



2. On concrete beside grass field behind baseball stands to right of press box. Ice located in coolers beside tub. Other supplies located in brown tote beside.

3. Athletic Training Room.

3. Emergency Action Plan – The entirety of this emergency action plan should be updated and implemented annually at minimum. HB331 requires rehearsal of the emergency action plan at the beginning of each athletic season. All coaches should be familiar with emergency response protocols listed throughout this document in which they will be responsible for their athletes. This is essential to ensure that the entire Saint Xavier High School athletic staff is prepared to handle any emergency, heat related or otherwise.

Cold Weather Policy

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. It is important to remember that temperatures do not have to be freezing to have this effect. Individuals engaged in sports activities in cold, wet or windy conditions are at risk for environmental cold injuries.

Recommended Preventative Strategies

1. Competition/Practice Modifications:

- a. The Athletic Trainer will monitor and issue an advisory when applicable. (If no AT is present the AD will make the decision followed by the coaching staff).
- b. Athletic Department officials will monitor temperature, wind speed, wind chill, and precipitation through the on site Perry Weather System and will be in contact with the coaching staff.
- c. Based on information from the National Weather Service and Perry Weather System measurements, AT will determine the risk of potential danger to participants.
- d. If no AT is on site, it is the coach(es)' responsibility to follow the proper modifications

RISK	WIND CHILL	MODIFICATIONS
Good Conditions	> 30°	Normal Activities
Less than Ideal Conditions	25° F to 30° F	Be aware of potential for cold injury. Practice allowed outside with appropriate clothing.
Moderate Risk for Cold Related Illness	16° F to 24° F	• Outdoor practice allowed with appropriate clothing • Cover as much exposed skin as practical • Every 45 minutes athletes must come inside to re-warm for 10 minutes • Outdoor participation is limited to 90 minutes
High Risk for Cold Related Illness	1° F to 15° F	• Outdoor practice allowed with appropriate clothing • Cover as much exposed skin as practical • Outdoor participation limited to 45 minutes
Extreme Conditions	≤ 0° F	Termination of all outdoor activities

***Any precipitation bumps you down into the next Risk category.**

2. Competition Modifications:

- a. When necessary, competition modifications should be considered to ensure the safety of the athletes. This may include:
 - Extended half times
 - Access to a warm building
 - Abbreviated introductions
 - Ensuring/mandating proper clothing



3. Additional Directives for coaches and student athletes:

- a. Exercise in windy or rainy conditions or water immersion in cold temperatures has unique challenges to the body's ability to maintain normal temperature. The transfer of body heat in water may be 70 times greater than in air.
- b. In Cold exposure, activity requires more energy from the body. Additional calorie intake may be required.
- c. In Cold exposure activity requires similar hydration to room temperature; however the thirst reflex is not activated. Conscious efforts before and after practice to hydrate should be initiated.
- d. Never train alone. A simple ankle sprain in cold weather may become life threatening.
- e. Appropriate clothing must be closely monitored and **mandated**.

4. Clothing Guidelines

- a. In cold weather conditions appropriate clothing should be worn to prevent cold exposure. Both the Athletic Trainer(s) and the coaches should mandate the student-athletes to implement the following:
 - i. Wear several layers around the core of the body (especially those who are not very active).
 - ii. The first layer should wick moisture away from the body (**Dry Tech**, **Under Armour**).
 - iii. The top layers should trap heat and block the wind (fleece).
 - iv. The Outer layer should be wind and water-resistant or waterproof.
 - v. No cotton as inside layer.
 - vi. Long pants designed to insulate.
 - vii. Sweatpants are a good choice as a base layer.
 - viii. On windy or wet days, wind pants or a nylon shell should be worn on the surface layer.
 - ix. Long sleeved garment that will break the wind.
 - x. Gloves.
 - xi. Hat or helmet to protect the ears (cover/tape ear holes of helmets for wind, cold protection).
 - xii. Face protection.
 - xiii. Moisture wicking socks.
- b. It is important that athletes avoid wearing multiple layers of cotton. When the body sweats the cotton will become dense and permeated with sweat.

Signs/ Symptoms of Cold Stress

- | | | | |
|------------------|------------------------|------------------|-----------------------|
| • Fatigue | • Numbness/tingling of | • Uncontrollable | • Swollen Extremities |
| • Blurred vision | skin | shivering | • Dizziness |
| • Confusion | • Slurred Speech | • Red or Painful | • Headache |
| | | extremities | |

Cold Injuries

A. Hypothermia: Body Core Temperature below 95F.

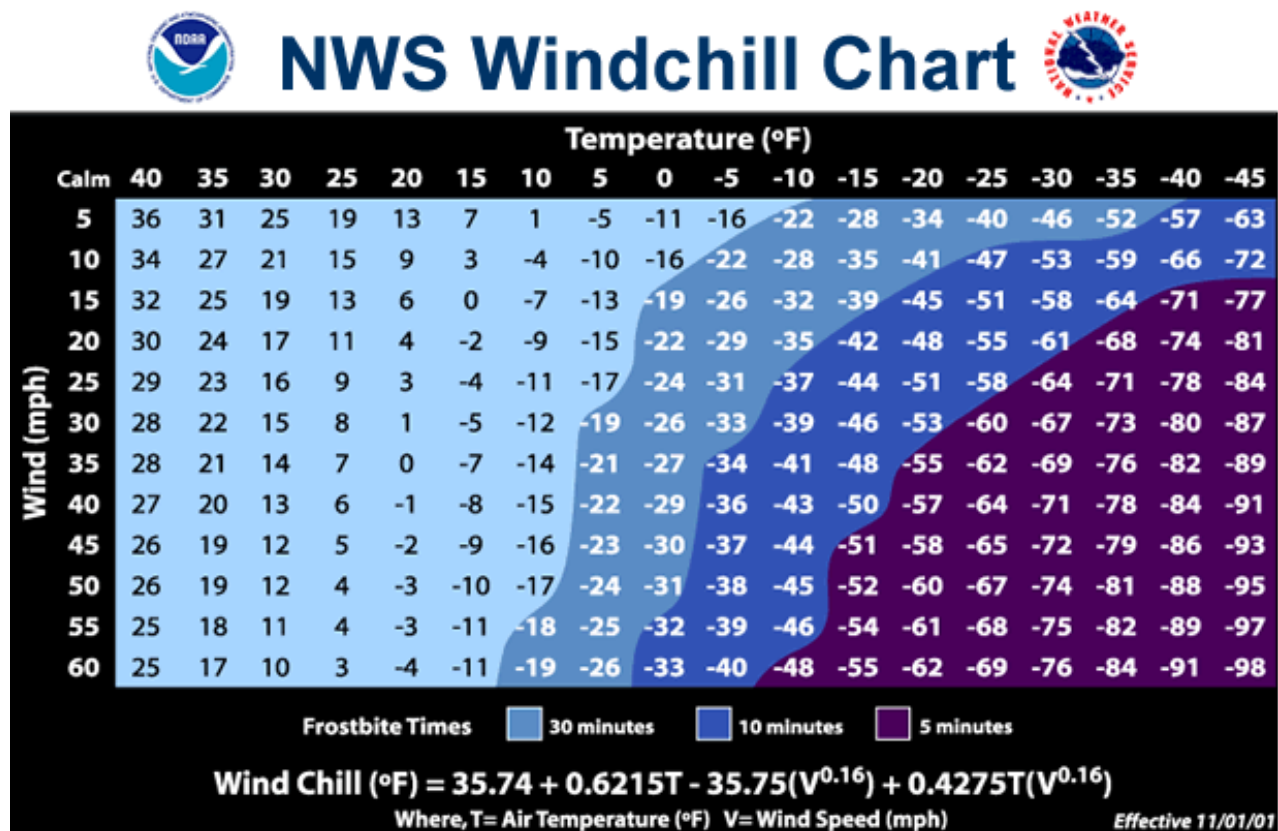
- Signs/Symptoms: Lethargy; shivering; amnesia; impaired motor control; pale, cold face, and extremities; decreased heart rate; slurred speech; impaired mental function
- Treatment: Remove wet clothing, warm with dry insulating blankets, cover the head, and get to a warm environment. Provide warm beverages, avoid friction, and avoid warming extremities initially.

B. Frostnip/Frostbite: Frostbite is actual freezing of body tissues.

- Signs/Symptoms: dry, waxy skin; swelling; burning/tingling; limited movement; white/blue/gray patches; aching, throbbing, shooting pain
- Treatment: Re-warm slowly in warm water (not hot); avoid friction/rubbing tissue

C. Chilblain: is an exaggerated or uncharacteristic inflammatory response to cold exposure.

- Signs/Symptoms: red or blue lesions; swelling; increased temperature; tenderness; itching, numbness, burning
- Treatment: Wash, dry area; elevate, cover with loose clothing/blankets; avoid friction, lotion.



Emergency Action Procedures

Activate the EAP:

- Any loss of consciousness
- Possible Spine Injury
- Dislocation, Open Fracture, Displaced Closed Fracture
- Difficulty or absent breathing or pulse
- Uncertainty of if you have a medical emergency

Emergency Personnel:

Saint Xavier High School Athletic Trainer will be on site for select practices and events or in direct communication with coaching staff. Emergencies during practices/games not covered, EMS should be contacted immediately.

Emergency Procedures:

- 1) Check the scene
 - a) Is it safe for you to help?
 - b) What happened?
 - c) How many victims are there?
 - d) Can bystanders help?
- 2) Instruct coach or bystander to call 911
 - Provide the following information
 - a) Who you are
 - b) General information about the injury or situation
 - c) Where you are (Provide: name, location of downed athlete, address, telephone #, number of individuals injured, type of injury that has occurred, treatment given, specific directions*).
 - d) Any additional information
 - e) *STAY ON THE PHONE, BE THE LAST TO HANG UP*
- 3) Perform emergency CPR/First Aid
 - a) Check airway/breathing/circulation, level of consciousness, and severe bleeding..
 - b) Instruct coach or bystander to GET AED!!
- 4) Designate coach or bystander to control crowd
- 5) Contact the Athletic Trainer for Saint Xavier High School if not present on scene
- 6) Meet ambulance and direct to appropriate site
 - a) Open Appropriate Gates/Doors
 - b) Designate an individual to "flag down" and direct to scene
 - c) Control injury site, limit care providers etc.
- 7) Assist ATC and/or EMS with care as directed
 - a) Retrieve Necessary Supplies/Equipment
- 8) An assistant coach, parent, or other designated person must go with the athlete to the hospital or follow in a car if not allowed in ambulance
- 9) Document event and debrief



Rehearsal Strategy for Emergency Action Plan (EAP)

The athletic trainer will be responsible for reviewing the EAP annually and rehearsing it prior to each sport season.

Coaches at Saint Xavier High School will be educated on the EAP prior to their first season of coaching during each academic year. The meeting will be a requirement for all coaches, of all levels, of each sport.

The meeting will be directed by the athletic trainer and will include discussion for recent updates along with a hands-on portion. The hands-on portion will run through different scenarios to ensure the coaches understand the EAP. All coaches will be provided the opportunity to ask any and all questions and the athletic trainer will be responsible for ensuring a proper and adequate answer to all questions.

All coaches must sign in to prove their attendance on google sheet (<https://forms.gle/XRmR59SNJoyo94a88>). The documentation of attendance will be stored on shared Athletic Training google drive.

The athletic director(s), school nurse, principal, and president will be provided with a copy of the EAP and will be required to attend one of the meetings with the coaches. Athletic directors, school nurse, principal, and president must sign in to prove attendance.

Documentation of Emergency Equipment Maintenance

Avive AEDs are the AEDs within Saint Xavier High School and its' athletic facilities. Avive AEDs are equipped with "Real Connect", allowing for daily monitoring of all Avive AEDs on campus through an online platform. AED checks will be preformed monthly and logged in the shared Athletic Training Google Drive (under "Policies," "AEDs.")