

MULLEN®
LASALLIAN. CATHOLIC. COLLEGE PREP.



Sports Medicine Policies and Procedures Manual

MULLEN[®]

LASALLIAN. CATHOLIC. COLLEGE PREP.

Purpose

The purpose of this policies and procedures manual is to inform coaches, parents, student-athletes, faculty/staff and administration of the different policies and procedures that the sports medicine department will follow for any given situation. If there are any questions or concerns, please contact the Director of Sports Medicine.

Mission Statement

In the tradition of St. John Baptist de La Salle and the Brothers of the Christian Schools, Mullen High School is a Catholic college preparatory high school whose graduates embrace God's gift of learning, devote their lives to ceaselessly seeking for His learning, and commit themselves to using His learning in the service of others.

In configuration with our school's mission, the Sports Medicine Team will provide a program founded on integrity and responsibility, while practicing sports medicine at the highest level. The sports medicine team will provide every student-athlete with the highest quality care possible in a professional, efficient, compassionate and service-oriented manner. The sports medicine team will strive to provide the best care, prevention, evaluation, treatment and rehabilitation for each individual student-athlete so he/she may return to participation in a safe and timely manner.

MULLEN[®]

LASALLIAN. CATHOLIC. COLLEGE PREP.

Sports Medicine Team

Injury Care and Management

[Dr. Theodore F. Schlegel, MD](#)

-Team Doctor/Directing Physician
-Steadman Hawkins Clinic-Denver

Joey Mahmood, ATC
Head Athletic trainer/ Director of sports medicine
C: 303 548 2976
Email: mahmood@mullenhigh.com

Johnnie Garcia, ATC
Athletic Trainer

[Altitude Physical Therapy](#)

Altitude Physical Therapy and Sports Medicine
3535 S. Platte River Drive, Unit J
Sheridan, CO 80110
p: (303) 781-3456
f: (303) 781-6543

Strength and Conditioning

Grant Stewart, Head strength coach
stewart@mullenhigh.com

Adam Osborn, Assistant Strength Coach

Table of Contents

Section 1.	Program Objectives
Section 2.	Purpose of the Athletic Training Room
Section 3.	Coach's Responsibility to the sports medicine program
Section 4.	Availability of Director of Sports Medicine/ Schedules/ Medical Coverage
Section 5.	Schedule Changes
Section 6.	Injury Reporting and Referral
Section 7.	Return to participation following Injury
Section 8.	Documentation of Injuries
Section 9.	First Aid and CPR Certification
Section 10.	Team first Aid Kits
Section 11.	Emergency Action Plan
Section 12.	Blood borne Pathogens
Section 13.	Medications
Section 14.	Transportation of Sick or Injured Athletes
Section 15.	Lightning Safety
Section 16.	Pre-Participation Physical Examinations
Section 17.	Head Injury procedure
Section 18.	Coaching Responsibilities

Section 1- Program Objectives

The objectives of the Mullen Sports Medicine Program are: (1) To work for the prevention of athletic injuries; (2) To care for those injuries which occur during athletic participation at Mullen High School; (3) Help student-athletes completely recover through rehabilitation so they may return to competition as safely and quickly as possible; (4) To communicate with and educate all persons involved with Mullen athletic programs (student-athletes, parents, coaches, faculty/staff and administrators) in prevention and care of athletic injuries.

Section 2- Purpose of the Athletic Training Room

The Athletic Training Room (ATR) is a professional medical room, in which a multitude of procedures occur. Evaluations, treatments and rehabilitations of injuries are rendered and supervised rehabilitation programs are developed and carried out as well as documentation of injuries is done. First aid is administered, pre-event taping and bracing and therapeutic modalities are performed. The ATR should not be used as a hangout for athletes. Athletes are not allowed in the ATR unsupervised. The policies in this manual have been formulated so that care to athletes may be administered in a safe, fair and efficient manner.

Rules of the Athletic Training Room

1. Respect is a must - disrespectful athletes will not be treated
2. Report all injuries to the Director of Sports Medicine
3. Always follow up with the Director of Sports Medicine
4. The athletic training room is never an excuse to be late or to be unprepared for practice or a contest
5. Cleanliness is a must - please pick up after yourself
6. The Director of Sports Medicine will only tape what is treated
7. The Director of Sports Medicine is the only one who decides what needs treatment
8. No equipment, spikes or cleats are allowed in the athletic training room
9. No food or drink allowed in the athletic training room - water and Gatorade are allowed
10. If you do not need anything or your treatment is completed, PLEASE LEAVE so other athletes in need can receive treatment - the athletic training room is not a Lounge
11. Athletes are not allowed in the athletic training room unsupervised.

Section 3- Coaching Responsibilities to the Sports Medicine Program

1. Be familiar with, understand and practice the policies and procedures in the handbook.
2. Be familiar with and prepared to use the emergency action plan for your sport and facility.
3. Become CPR, First Aid Certified.*
4. Complete Concussion Awareness Training.* Work to ensure good communication with the athlete, Director of Sports Medicine, school, administration and parents regarding injury situations.
5. Communicate any questions or concerns to the Director of Sports Medicine.

*Mandatory

Section 4- Availability of Director of Sports Medicine/Schedules/ Medical Coverage

The Director of Sports Medicine will provide injury prevention, care and rehabilitation services to any athlete who participates in a CHSAA sanctioned sport that is a part of interscholastic athletics at Mullen High School. This does not include club sports or activities.

The hours of the ATR will be posted on the door of the ATR in the Spirit Center in the fall and spring and on the door of the ATR near the Hutchison during the winter. No one should be in the ATR without the Director of Sports Medicine present. Generally, the ATR hours will be from 10pm-6pm (or conclusion of practice or event) Monday- Friday. Varsity and or contact sports will have priority for coverage. Should circumstances dictate, coverage of Saturday practice may be arranged by the Director of Sports Medicine.

Saturday Game coverage

All levels of: football, boys' and girls' soccer, boys' lacrosse and wrestling.

Varsity level of: volleyball, boys and girls basketball, girls' lacrosse, tennis, cross country, baseball, Ice hockey, track and field and softball.

Section 5- Changes in Practice or Event Schedules

Every attempt will be made to cover practices and events in accordance with the above guidelines. If there are changes in practice or event schedules, the Director of Sports Medicine must be notified within 24 hours of the schedule or event change. If the notification is received later than 24 hours the event or practice will not have medical coverage. The athletic trainer reserves the right to forgo coverage if the notification of the change is not received in a timely manner.

Section 6- Injury Reporting and Referral

All injuries should be reported to the Director of Sports Medicine as soon as possible. All medical referrals should also be directed to the Director of Sports Medicine. The Director of Sports Medicine will determine the appropriate disposition of the injury and in cooperation with the athlete's parents, determine appropriate medical referral. In an emergency situation where the Director of Sports Medicine is not present, the coach is responsible for carrying out the emergency plan for his/her sport and/or location and contacting the Director of Sports Medicine as soon as possible for follow up. In general, the primary referral will be made to the team physician and in the case of a concussion, it will be up to the guardian on what physician they would like to see. The decision on where the student-athlete is referred will be determined with a conversation between the Director of Sports Medicine and the student-athlete's parents. Medical treatment and follow up will be conducted through the Director of Sports Medicine, parents and physician. Coaches and administrators will be notified by the Director of Sports Medicine, so there is complete communication throughout the entire process.

Section 7-Return to Participation following Injury

NO student-athlete will be allowed to return to participation until he/she is cleared to do so, in writing, by the Director of Sports Medicine and/or the ATTENDING physician. Proper medical recommendation and treatment MUST have been followed before any student-athlete is cleared to return to participation. Student-athletes under the care of the Director of Sports Medicine will undergo a rehabilitation program and will only be able to return to competition when he/she passes their functional test as administered by the Director of Sports Medicine. In injury situations which require a PHYSICIAN EXAMINATION, the athlete will not be allowed to return until the athlete presents to the Director of Sports Medicine WRITTEN CLEARANCE from the treating physician and/or direct contact by the physician's representative with the Director of Sports Medicine. Coaches have the responsibility to make sure that their athletes are properly cleared by the Director of Sports Medicine or the attending physician before allowing the student-athlete to participate in practice or games. If you have any question please contact the Director of Sports Medicine.



Section 8- Documentation of Injuries

Documentation is very important and is our best technique to ensure that all injuries are cared for in the proper manner and that all athletes are participating in as safe environment as possible. Therefore, all injuries should be reported to the Director of Sports Medicine as soon as possible. If the Director of Sports Medicine is not present, and an injury occurs or needs reporting, call the Director of Sports Medicine as soon as possible. The Director of Sports Medicine will make every attempt to contact the athlete's parents within 24 hours of the injury. Coaches will be notified as soon as possible regarding the disposition of the injured athlete.

Section 9- First Aid, CPR and Concussion Certification for coaches

In order to comply with NFHS (National Federal of State High School Associations) and CHSAA (Colorado High School Activities Association) guidelines, and for the safety of the athlete and the coach, it is required that all coaches be certified in CPR/AED training. Mullen will offer the opportunity to take these courses. If the course is not completed at Mullen, the coach must provide documentation of current certification by the start of their season. Coaches are required to participate in a concussion recognition course offered through NFHS. Questions should be directed to the Director of Sports Medicine.

Section 10- Team First Aid Kits

Coaches will have the opportunity to have their first aid kits stocked with all the basic first aid supplies, white athletic tape and pre-wrap. Coaches are responsible for supplying the bag. The kit is to be taken with the team on away games and to practices. It is the Coach's responsibility to notify the Director of Sports Medicine when more supplies are needed. At the end of the season, coaches are responsible for returning the kits to the Director of Sports Medicine until next year or keeping them until the following year.

Section 11- Emergency action plans

It is the responsibility of each individual coach to be familiar with and follow the emergency action plan, which has been designed for the sport and facility. These plans are developed to ensure the safety of athletes in the event of an injury.

Baseball

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the Spirit Center
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot by the southwest corner of the football field

Basketball

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the lobby of the Hutchison on the north wall next to the St. John Baptist de La Salle statue
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot of the Hutchison

Cross Country

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the Spirit Center
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot by the southwest corner of the football field

Football

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the Spirit Center on the north wall just west of the wrestling room
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot

MULLEN®

LASALLIAN. CATHOLIC. COLLEGE PREP.

Ice Hockey

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to go to the front desk of the Edge and tell them to call 911

Lacrosse

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the Spirit Center
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot by the southwest corner of the football field

Soccer

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the Spirit Center
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot by the southwest corner of the football field

Softball

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED near the stairs in between the 200 hall and the Administration hall
 - The Director of Sports Medicine will tell a parent or a coach to meet EMS on Lowell Boulevard near the entrance to the parking lot near the softball field.

MULLEN®

LASALLIAN. CATHOLIC. COLLEGE PREP.

Tennis

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the Rilko Center on the west wall just north of the entrance
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Lowell Boulevard near the entrance to the parking lot of the Hutchison

Track and Field

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and retrieve the AED in the Spirit Center
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot by the southwest corner of the football field.

Volleyball

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.
 - The Director of Sports Medicine will evaluate the student-athlete
 - The Director of Sports Medicine will tell the coaches and or parents to call 911 and go get the AED in the lobby of the Hutchison on the north wall next to the St. John Baptist de La Salle statue
 - The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot of the Hutchison

Wrestling

- During the event of an athlete sustaining a serious injury the following chain of actions will take place.

Practice:

- The Director of Sports Medicine will evaluate the student-athlete
- The Director of Sports Medicine will tell the coaches and or parents to call 911 and go get the AED in the Spirit Center
- The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot by the southwest corner of the football

field

Match:

-The Director of Sports Medicine will evaluate the student-athlete

-The Director of Sports Medicine will tell the coaches and or parents to call 911 and go get the AED in the lobby of the Hutchison on the north wall next to the St. John Baptist de La Salle statue

-The Director of Sports Medicine will tell a parent or coach to meet EMS on Kenyon Avenue near the entrance to the parking lot of the Hutchison

SECTION 12 – Bloodborne Pathogens

It is very important that every precaution is taken when dealing with injuries involving blood. All body substance isolation materials, e.g. gloves and/or protective masks should be worn when dealing with blood. Cleaning up spilled blood should be done properly and immediately.

SECTION 13 – MEDICATIONS

Under no circumstances will medications of any type be available in the ATR or in the medical kits. This includes over the counter medication. If student-athletes desire any medications they should be brought from home. Inhalers of any type are the responsibility of the athlete. Upon approval of the Director of Sports Medicine, and for the convenience of the athlete, inhalers may be kept in the kits during a specific practice or event. Inhalers must be returned to the athlete upon completion of the practice or event. If medication is to be kept for a longer period of time, a written request must be obtained from a physician. Any questions please contact the Director of Sports Medicine.

SECTION 14- TRANSPORTATION OF INJURED ATHLETES

In the case that a student-athlete is injured and there is a suspected head, neck or spine injury, UNDER NO CIRCUMSTANCES should anyone move the student-athlete until he/she is evaluated by the Director of Sports Medicine. The only reason you should move an injured athlete is if the athlete is in imminent danger, then carefully move the athlete to safety. If the Director of Sports Medicine is unavailable, the coach should stabilize the athlete's head in the position it is and have someone call 911 immediately. Any questions please contact the Director of Sports Medicine.

SECTION 15 – LIGHTNING SAFETY POLICY

It is important to have a lightning storm policy in place for athletic events. Over the last decade, lightning strikes are 1 of the top 3 weather related deaths in the country. This policy allows all coaches, parents and student-athletes to know what to do and where to go, which eliminates confusion during lightning storms.

- During a game the Director of Sports Medicine, coach and officials will be responsible for enforcing this policy.
- During a practice the Director of Sports Medicine and coach will be responsible for enforcing this policy.
- At every official athletic event there will be a certified Director of Sports Medicine on site
- During the event of a lightning storm the Director of Sports Medicine will determine the distance the storm is away from the event. This is done, either by flash-to-bang method or by a lightning detector.
- When the lightning is detected to be 6 miles or less away from the event, the event will be delayed for 30 minutes from the last lightning strike.
- The 30 minute stoppage time will be monitored only by the Director of Sports Medicine.
- If at any time during the stoppage of play, lightning strikes again, the stoppage time of 30 minutes will restart.-In the case of a quick moving storm and lightning strikes the site of the activity, anyone in danger of being stuck should assume the lightning-safe-position:
 - -Crouched on the ground, feet together, weight on balls of your feet, head lowered and ears covered.
 - DO NOT LAY FLAT ON THE GROUND - DO NOT SEEK SHELTER UNDER A TREE
 - -In the case of anyone being struck by lightning, the Director of Sports Medicine will administer emergency care and ask the coaches to call 911.
 - -The Director of Sports Medicine will make an announcement to each team, coaches and spectators on where to go and what to do.
 - -The number one choice of where to go is an often inhabited grounded building (the school).
 - -The second choice is a fully enclosed car with all windows up.

This policy is based off the National Director of Sports Medicines Association Position Statement: Lightning Safety for Athletics and Recreation. If you would like a copy please contact the Director of Sports Medicine.

MULLEN®

LASALLIAN. CATHOLIC. COLLEGE PREP.

Director of Sports Medicine

Soccer: When the event is delayed athletes, parents and coaches will go to the green room for shelter.

Football: When the event is delayed, athletes, parents and coaches will go to the green room for shelter.

Tennis: When the event is delayed, athletes, parents and coaches will go to the Hutchison Field House for shelter.

Baseball: When the event is delayed athletes, parents and coaches will go to the green room for shelter.

Lacrosse: When the event is delayed athletes, parents and coaches will go to the green room for shelter.

Softball: When the event is delayed athletes, parents and coaches will go to the 200 lobby or cars for shelter.

CC & TF: When the event is delayed, athletes, parents and coaches will go to the Hutchison Field House for shelter.

SECTION 16– PRE-PARTICIPATION PHYSICAL EXAMINATIONS

CHSAA requires all athletes to have a physical before participation in order to ensure a baseline fitness level of all sports participants and to allow the physician to perform their duties in an efficient manner. A physical is good for twelve consecutive months from the date of the physical Please refer to the Mullen website, specifically the Privit medical tab for more information.

SECTION 17 – HEAD INJURY PROCEDURE

Head injuries in athletics are a very serious issue. If a student athlete sustains a head injury and is not treated appropriately it can result in long term memory loss, deficits in cognitive ability and in some situations death. Having a policy on the management for head injuries allows for appropriate care to be administered to student athletes. Also, this helps parents, coaches and student-athletes understand the process of the management.

Senate Bill 40, otherwise known as the Jake Snakenberg Youth Concussion Act, states that, “If the coach suspects a youth athlete has sustained a concussion, the coach must immediately remove the athlete from play, and the athlete cannot return to practice or play until evaluated by a licensed health care provider and cleared to return. The legislation covers middle school-aged athletes as well as high school kids because this age range is most at risk for sports-related concussions.”

If any athlete participating in any sport sustains a hit to the head and reports any signs or symptoms of a concussion, he/she is out of participation until cleared by a licensed health care

provider.

Pre-Participation baseline concussion assessment

Athletes participating in football, boys' lacrosse, boys' and girls' soccer, wrestling, hockey and cheerleading will be baseline tested once every two years. Typically, this baseline assessment will be their freshman and junior year. These athletes will be baseline tested in pre-season and/or prior to competition. The baseline test we use at Mullen High School is the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing). This is an online concussion assessment tool that allows us to assess an athlete's signs and symptoms, as well as neurocognitive function and with successive exams their improvements in scores.

Head injury management timeline

- Initial on field evaluation and then taken into athletic training room for further evaluation
- SCAT III evaluation
- Notify parents/guardian that athlete has sustained a head injury
- Parents/Guardian must pick up injured athlete
- STUDENT ATHLETE WILL NOT BE ALLOWED TO DRIVE
- Parents will be given all information necessary to care for injured athlete
- The injured athlete will be monitored until parents arrive; if the athlete's condition worsens, EMS will be called
- The Director of Sports Medicine will notify the injured athlete's counselor who will notify the student's teachers and make them aware of possible academic considerations
- In the following days the athlete will take a post-concussive ImPact test
- The athlete's scores will be compared to the baseline scores
- The athlete will be monitored every day and a successive ImPact test will be given every third day
- After the athlete has been sign and symptom free for 24 hours and his/her post-concussive test score are near and trending toward their baseline scores he/she must be cleared by a licensed physician
- The athlete MUST BRING A SIGNED DOCUMENT from the treating physician, stating that he/she is cleared to start the return to play progression.

RTP(Return to Play) progression

Day 1- light aerobic exercise 5 minutes on a bike

Day 2- Moderate aerobic exercise- 10 minutes of running at moderate intensity

Day 3- Non-contact drills in full uniform, may begin weight lifting, weight training and other exercises

Day 4- Full contact practice

Day 5- Full game play

If at any time during the RTP progression, if any of the athlete's signs and symptoms return, to



the athlete must start back at being sign and symptom free once again for 24 hours and the RTP progression starts over. If you have any question please contact the Director of Sports Medicine Director of Sports Medicine.

Statement of Coach’s Responsibility Concerning the Contents of this Manual

This manual contains specific policy and procedure information concerning prevention and care of athletic injuries at Mullen High School. This handbook is not all-inclusive, but it is intended to provide you with a summary of some common policies and procedures in our program.

By accepting a copy of this manual you, as the Coach, you assume certain responsibilities regarding the care and prevention of injuries to your athletes and your interaction with the Director of Sports Medicine. If questions of procedure should arise, this manual, and review by the Director of Sports Medicine and athletic director will be used to mediate the problem.

Because of your role as a Coach, it is expected that you will read, and become familiar with the contents of this manual. This manual may not anticipate every circumstance or question. Please direct any questions or concerns to the Director of Sports Medicine.

I look forward to working with each of you and to the success of each or our athletic teams. Thank you for your commitment to our student-athletes. Please contact me with any question, problems or concerns that you may have.

AFTER READING THE HANDBOOK, PLEASE COPY THIS PAGE, SIGN, DATE AND RETURN TO THE DIRECTOR OF SPORTS MEDICINE.

Name _____

Date _____