Bonita High School Sports Medicine
Student Athletic Training Aide Handbook
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OBJECTIVES AND MISSION STATEMENT

1. Objective of the Bonita High School Athletic Training Department

The health and safety of our student athletes is our priority and we will provide the best possible care for all our student athletes’ injuries, returning them to sport participation as quickly as possible. We will do our best to be accessible to every athletic team, athlete and coach whenever possible and to maintain athletic training rooms with the equipment and supplies necessary to provide proper care for athletic injuries. We will do our part in maintaining a safe environment for athletic practice and competition concerning both the condition of the field or venue and weather contingencies. We continuously strive to find new and effective treatments, rehabilitation techniques, conditioning techniques and knowledge related to the needs and goals of our athletic programs. Finally, we want the athletic training room to be a positive environment where each student feels welcome and comfortable.

2. Mission Statement of the Student Athletic Training Aide Program

This program was designed to create an environment where students can observe and experience the field of Athletic Training. Student aides will gain knowledge of anatomy and physiology, relate injuries to the demands of sport, assist with immediate care of injuries once proper skills are obtained, observe and understand rehabilitation techniques while assisting athletes with basic rehabilitation exercises, and assist with general athletic training procedures during games and practices. The goal of the program is to prepare our student aides for future education and professional responsibility.
3. Head Athletic Trainer “ATC”

Qualifications:
The Head Athletic Trainer must be certified by the National Athletic Trainers Association, have a current CPR for the Professional Rescuer certification, and a minimum of a Bachelor’s degree.

Duties and Responsibilities:

1. Responsible for providing “Athletic Training Services” to student-athletes under the direction of the team physician or by written referral from a physician, and in accordance with the National Athletic Trainer’s Code of Ethics.

2. Responsible for providing athletic training services for all home athletic contests and away varsity football games only. If a conflict arises between varsity football contests and other events, the varsity football event will supercede. Athletic training services will also be provided after school during practices until 5:30pm.

3. Responsible for the training and supervision of Athletic Training Student Aides, including scheduling game and practice coverage.

4. Responsible for determining an athlete’s playing capabilities and status during game and practice when an athlete has been injured. Determine if a physician referral is necessary for diagnosis, treatment, and rehabilitative protocol.

5. Responsible for implementing and maintaining the instructed protocols from athlete’s physician. Including the development and supervision of rehabilitative programs.

6. Responsible for acting as a liaison between family physicians and specialists, coaches, school district, parents and athletes.

7. Responsible for maintaining accurate records of injuries, treatments, and completing school incident reports to be given to proper school personnel (nurse).

8. Responsible for developing and maintaining a budget for all supplies and inventory necessary to maintain the training room facilities.

9. Responsible for maintaining care and cleanliness to the training room facilities.

10. Responsible for scheduling and being present for pre-participation sports physicals.
4. Assistant Athletic Trainer “ATC”

Qualifications:
The Assistant Athletic Trainer must be certified by the National Athletic Trainers Association, have a current CPR for the Professional Rescuer certification, and a minimum of a Bachelor’s degree.

Duties and Responsibilities:

A. Responsible for providing “Athletic Training Services” to student-athletes under the direction of the Head Athletic Trainer and team physician or by written referral from a physician, and in accordance with the National Athletic Trainer’s Code of Ethics.

B. Responsible for providing athletic training services for all home athletic contests and away varsity football games only. If a conflict arises between varsity football contests and other events, the varsity football event will supercede. Athletic training services will also be provided after school during practices until 5:30pm.

C. Responsible for the training and supervision of Athletic Training Student Aides.

D. Responsible for determining an athlete’s playing capabilities and status during game and practice when an athlete has been injured. Determine if a physician referral is necessary for diagnosis, treatment, and rehabilitative protocol.

E. Responsible for implementing and maintaining the instructed protocols from athlete’s physician. Including the development and supervision of rehabilitative programs.

F. Responsible for acting as a liaison between family physicians and specialists, coaches, school district, parents and athletes.

G. Responsible for maintaining accurate records of injuries, treatments, and completing school incident reports to be given to proper school personnel (nurse).

H. Responsible for maintaining care and cleanliness to the training room facilities.

I. Responsible for assisting annual pre-participation sports physicals.

5. Athletic Training Student Aides

Advanced Student Athletic Training Aide Qualifications:
Advanced Athletic Training Aides must currently be enrolled in the ROP Advanced course, have a current First Aid and CPR certification, and a minimum of a 2.0 G.P.A. Advanced students are required to complete a total of 120 hours during the course of the year and complete a mid-season and end of the season evaluation with the Head Athletic Trainer.

**Beginning Student Athletic Training Aide Qualifications:**
First year Student Athletic Training Assistants must currently be enrolled in the ROP course, have a current First Aid and CPR certification, and a minimum of a 2.0 G.P.A. First year students that are working towards a Varsity letter are required to complete a total of 90 hours during the team or training room assignment and complete an end of the season evaluation with the Head Athletic Trainer. Students not interested in the Varsity letter must complete the required amount of observation hours for the class.

**Duties and Responsibilities:**

A. **Attendance/Reliability** - maintain academic work, good school attendance, required attendance to practices and games as scheduled during assignment while arriving on time, and complete tasks and complete them correctly.
B. **Attitude/Enthusiasm** - comes willing to work, displays excitement and a willingness to learn from experiences, willing to try new things, volunteers for extra tasks, and displays a positive attitude towards professionals, athletes, and staff.
C. **Professional Appearance** - follows proper dress code and recommended athletic training attire at all times.
D. **Communication** - maintains communication with all others to ensure a good working environment.
E. **Initiative/Work Ethic** - find what needs to be done, starts work immediately, and volunteers to do other necessary tasks. Performs tasks properly with 100% effort and does not take short cuts.
F. **Professionalism** - displays honesty, treats others with respect, and refrains from gossip.

**GUIDELINES**

6. **Student Aide Guidelines**
   1. It is important that student aides understand that participation in the program is an opportunity that is being extended to them; it is a privilege, not a right.
   2. Student aides must have the Code of Conduct Contract signed and returned before they will be allowed to participate in any program activities.
   3. At no time is a student aide to present themselves to other students, athletes, coaches, parents, or administrators as a certified athletic trainer. If this occurs, the student will be immediately removed from the program. Students are not permitted to act on their own and must only complete tasks that have been assigned or cleared (i.e. completed skill check-off satisfactorily) by their supervising athletic trainer.
4. Students are expected to maintain the appropriate G.P.A. needed for participation in extracurricular activities at their school. Students may be immediately removed from the program or placed on probation by the athletic trainer, at their discretion.

5. Students are expected to maintain a log of their hours and get appropriate verification by the supervising certified athletic trainer.

7. Student Aide Professionalism and Dress Code
   1. Athletic Training is a profession and as a member of the program, students will be held to a professional standard of dress and behavior when they are acting on its behalf.
      a. Students are expected to behave appropriately; this includes but not limited to language, volume, and attitude.
      b. Students are also expected to dress professionally. This means closed toed shoes (tennis shoes or sneakers), appropriate length shorts for girls, t-shirts (no tank tops or undershirts), required polo with school name for games/competitions.
   2. The supervising athletic trainer has the right to remove any student aide from the program at their discretion. Depending on the severity of the issue at hand, the student may be placed on probation; again this is the supervising trainer’s discretion.

8. Confidentiality
   As an Athletic Training Student Aide will have access to student-athlete health information. All student trainer aides are expected to maintain the privacy and confidentiality of student-athlete information, as well as personal information such as age, address, telephone, etc. Recently enacted federal rules, adopted as part of the Health Insurance Portability and Accountability Act “HIPAA”, mandate requirements designed to enhance patient privacy.

9. Golf Cart
   The golf cart is provided to assist the athletic training program in delivering water and necessary supplies to athletic events. The only person/persons allowed to drive the cart is school and athletic staff. Students will not be allowed to drive the cart and only one student is allowed to assist and ride in the front seat of the cart.

10. NATA Statement
    Student Aides must be under the direct visual supervision of a licensed/certified Athletic Trainer when assisting with any athletic training services. Coaches and school administrators must not allow or expect student aides to act independently with regards to the evaluation, assessment, treatment and rehabilitation of injuries. Additionally, it is paramount that student aides not be expected, asked or permitted to make “return to play” decisions. Specifically, student aides must not engage in the following activities:
      a. Interpreting referrals from other healthcare providers
      b. Performing evaluations
      c. Making decisions about treatments, procedures or activities
      d. Planning potential care
      e. Independently providing athletic training services during team travel
Student aides are expected to follow the NATA position statement for high school athletic training student aides, and work under the direction of the site Certified Athletic Trainer. The student aides can complete the following tasks as it pertains to athletic training:

a. Maintenance of the hydration stations
b. Basic wound care
c. Assistance with emergency response
d. Basic taping techniques
e. Assisting with rehabilitation exercises

Please note that these duties and skills can only be completed and utilized if under the DIRECT SUPERVISION of the Athletic Trainer and only if the Athletic Trainer deems then ready to utilize these skills.
**BASIC PROCEDURES**

**11. Emergency Action Plan**

The athletic emergency action plan can be found online on the athletics website. It is imperative that athletic training student aides understand the plan and their potential role in the event of an athletic emergency.

**12. Biohazard Procedures**

The potential of being exposed to blood borne pathogens exists in the athletic training room, practice sites, or competition sites. Individuals at risk include certified athletic trainers and athletic training students treating or caring for any open wound, sore, or body fluid that is present.

Universal Precautions - All individuals with the potential for exposure should use universal precautions when coming in contact with blood or body fluids. Universal Precautions is the belief that all blood or other potentially infectious body fluids are considered infectious regardless of the perceived status of the source individual. When dealing with blood or other body fluids, protective gloves should always be worn along with any other PPE deemed necessary.

**13. Medical Kit Stocking**

<table>
<thead>
<tr>
<th>Team Medical Kit</th>
<th>Student Aide Fanny Pack</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Tape (6 rolls)</td>
<td>-CPR Mask</td>
</tr>
<tr>
<td>-Prewrap (2)</td>
<td>-Scissors</td>
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<tr>
<td>-Stretch Tape (1)</td>
<td>-1 Tape, Stretch, Prewrap</td>
</tr>
<tr>
<td>-Gauze</td>
<td>-BandAids</td>
</tr>
<tr>
<td>-Ice Bags</td>
<td>-Telfa Pads</td>
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<tr>
<td>-Ace Wrap (1lg.&amp;1sm)</td>
<td>-Gauze</td>
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<tr>
<td>-Triangle Bandage (1)</td>
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<tr>
<td>-Gloves (3 pairs)</td>
<td>-Gloves</td>
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<tr>
<td>-CPR Mask</td>
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<tr>
<td>-Antiseptic Spray</td>
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<td>-Antibiotic Ointment</td>
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<tr>
<td>-BandAid Pack</td>
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<tr>
<td>-Flex-All</td>
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<tr>
<td>-Biohazard Bags (2)</td>
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<tr>
<td>-Hand Sanitizer</td>
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</tr>
</tbody>
</table>
14. **Standard Game Set-Up Procedures**

- Water Coolers
- Water Bottles
- Ice Chest
- Medical Kit
- Radio
- Fanny Pack

**Additional Equipment:**
- Treatment Table
- Emergency Kit
- Splint/Crutch Bag
- Football Helmet Kit

15. **Walkie-Talkie Usage**

Applies to Staff and Students

1. Each student checks out and is responsible for a walkie-talkie at the beginning of each practice.
2. Each Athletic Trainer is responsible for a walkie-talkie for their practice and game.
3. Be sure the walkie-talkie is turned on at all times.
4. When you first get to the practice or game site perform a walkie-talkie check to assure you radio is working.
5. Professional use of the walkie-talkie only – no profanity or playing around!!!
6. Do not let any athletes use your walkie-talkie except in an emergency.
7. Keep the walkie-talkie with you at ALL times. Do not leave the walkie-talkie unattended with your kit.
8. Be sure the walkie-talkie is turned off and placed in the charger at the end of each day.
# BHS Athletic Training
## Team Assignment Hour Log

<table>
<thead>
<tr>
<th>Day/Week</th>
<th>Nature of duties</th>
<th>Time In/Out</th>
<th>Daily Total</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Monday</td>
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<tr>
<td>Saturday</td>
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**Weekly Total = __________**

I certify that the above record of hours is correct and accurate.

_________________________________  __________
Student’s Signature              Date

_________________________________  __________
ATC Signature                    Date
Athletic Training Program
Student Evaluation

Name: ___________________________ Date: ________________

Season/Sport: ___________________________ Comments: 

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<tr>
<th>Attribute</th>
<th>5</th>
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<th>3</th>
<th>2</th>
<th>1</th>
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<td>Attitude/Enthusiasm</td>
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<td>Communication</td>
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<td>Professionalism</td>
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<td>Initiative</td>
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<td>Attitude towards others</td>
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1. What did the student do well?

2. What should the student work on?

3. Was the student productive and a team player?

Evaluator: ___________________________

Student Signature: ___________________________
Jordyn Rivera Memorial Athletic Training Aide Award

The family of Jordyn Rivera, a 2013 graduate from Bonita High School and a prominent member of the athletic training program, will be donating a $500 scholarship in her memory. Jordyn Rivera was studying health care management at CSUSB when she became one of the victims in the Las Vegas shooting. This scholarship represents a student that displays warmth and kindness for others. They are passionate and appreciative of others and always willing to offer a helping hand while in the athletic training program. This athletic training student is relied upon and trusted by the staff athletic trainers, coaches and peers.

Application:
No application is necessary. The recipient is chosen by the Athletic Training Staff.

Award:
$500 award to be given during senior awards ceremony.

Notification:
Recipient will be notified prior to presentation and their name will be displayed on the Jordyn Rivera plaque in the training room.
Athletic Training Program
Statement of Acknowledgement

My signature represents that I, _____________________________(student name) have read and understand all of the policies and procedures contained within the Bonita High School Athletic Training Handbook. I am aware that athletic training is a profession and I will be held to professional standards when I am representing my school in the building, in the community, and events where others may recognize my involvement or position as a student athletic training aide. I further understand that these policies and procedures must be abided by at all times as I represent Bonita High School and the Athletic Training Program. In addition, will not present myself as certified and/or licensed healthcare provider.

My goal is to learn about athletic training and sports medicine, and non-compliance with these written policies and procedures may result in my dismissal from the Bonita High School Athletic Training Program.

_________________________________________  ________________________
STUDENT SIGNATURE                        DATE