

**Sports  
Medicine  
Student  
Handbook  
2023-2024**

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# TRAINING ROOM PROCEDURES

## Definitions

### Hydration Equipment

- *Carrier/ bottle rack* – 6-pack bottles
- *Ice Chest* – Rectangular coolers
- *Ice Rack* – Blue, plastic, 6-holed funnel on top of ice machine
- *Injury Ice cooler* – Rubbermaid 5-gallon cooler; occasionally will use 3-gal Gatorade cooler or blue rectangle or ice chest
- *Large Jug / 10gal* – 10-gallon jug (biggest)
- *Pumper* – Water machines used for football
- *Small Jug/ 7 gal* – 7-gallon jug (short and squat)
- *Bottles* – Gatorade water bottles
- *Water Key* – Metal + sign used to unlock water doors and turn on water in stadium

### Tables & Equipment

#### *Carpeted/Rehab Area*

- *Treatment Tables* – Grey long tables in carpeted/rehab area
- *E-stim Cart* – Cart with e-stim unit on it, between tables in rehab area
- *GameReady* – Red & black unit located next to e-stim cart
- *Hot Pack Covers* – Gray terry cloth covers that hot packs go in, above hydrocollator
- *Hydrocollator* – Silver unit with hot packs in it
- *Freezer* – Mini freezer under counter in rehab area
- *Rebounder* – Trampoline
- *Rehab Shelf* – Silver shelf with rehab supplies on it

#### *Wet/Taping Area*

- *Sign-In Table* – Short black bookshelf alongside taping table and across from AT office door
- *Gray Tape Cabinet (on wheels)* – Storage for taping supplies
- *Green Tape Table* – Table for taping supplies
- *Laundry Basket* – Silver basket to right of dishwasher
- *Taping Tables* – Green tall tables by ice machine, sink, whirlpool

### Taping Supplies

- *Elastikon* – Stretchy, tan, adhesive tape typically with a line down the middle, hard to tear
- *Flexi-Wrap* – Clear plastic used to secure ice bags
- *Heel & Lace Pads* – Square foam with skin lube in between--used for ankle taping primarily
- *Lightplast* – Stretchy, adhesive tape (black tape of death) (2" & 3" sizes)
- *Powerflex* – Stretchy, non-adhesive tape that sticks to itself (1" tan, 2" gray & 3" green)
- *Pre-Wrap* – Green foam underwrap
- *Athletic Tape* – White, 1.5" adhesive, non-stretch tape; also comes in 2", 1" and ½" sizes
- *Shark/Tape Cutter* – Blue or white tool used to cut tape off (located in top drawer farthest right of sink)
- *Skin Lube* – Looks like Vaseline, used for heel and lace pads, to stop bleeding and as Chapstick
- *Tensoplast* – Tan, adhesive, slightly stretchy; very similar to Elastikon, but thicker
- *Tuf-Skin* – Spray adhesive
- *Small Med Kit* – My personal sling kit in AT Office

- *Large Med Kit* – Rigid stacked tool kit

### Cleaning Supplies

- *Clorox Anywhere* – Blue spray bottle on cleaning shelf, used for coolers and food items
- *Clorox Bleach 1:10* – White spray bottle on cleaning shelf, used for tables and equipment
- *Sponge Wand* – Sponge with handle attached and soap in handle

Powerflex						
		Soap Wand-Coolers only!				
Sign-In Table	Tables				Ice Rack	Stainless Steel Cleaner
Freezer (white)	Chest			For C	White E-stim Cart	
Hydrocollator	Dishwasher	urgent	Dish Soap;		For Tables	
1½" Athletic Tape					NOT use in DISHWASHER	

### Practice Prep

1. Check board for instructions
2. Using *metal* ice scoop, break up the ice block and move to front/right of machine
3. Check dishwasher
  - a. Unload all the way if CLEAN
  - b. Bottles should go back into the correct numbered carrier
  - c. Carriers should be placed on the shelves, in order, with 1 starting at front, bottom and moving towards wall, 10 should be on the top shelf by wall.
  - d. Leave door propped open if partially full or empty
4. Fill bottles with ice and water using blue ice rack and sink
  - a. If carrier is for Gatorade, fill with ice only and put BLACK lids on bottles.
  - b. Fill with Gatorade once out at game
5. Keep track of carrier number and sport on whiteboard
6. Fill coolers  $\frac{3}{4}$  full with water using white hose to left of Spartan wall decal (be sure to place hose back in bucket) and ice (after water). Do not overfill coolers (should be 3-4 inch space at top).
7. Fill injury ice cooler  $\frac{1}{2}$  to  $\frac{3}{4}$  of the way and place small scoop or Gatorade scoop and ice bags inside
8. Be sure lids are securely tightened on bottles and coolers
9. Wipe down counters of any spills or excess water
10. Mop up any spilled ice or water IMMEDIATELY and place the wet floor sign
11. To fill pumpers (football only):
  - a. Pumpers are in team room
  - b. Unplug battery from cord
  - c. BE SURE drain plug is CLOSED tightly

- d. Fill a 10 gallon cooler with ice from concession stand
  - e. Fill cooler  $\frac{3}{4}$  with water from mechanical room—NOT INSIDE
  - f. Fill rest of way with ice
  - g. Close lid and be sure pumper hose is pushed all the way into pumper
  - h. Turn on and place on sideline.
12. To fill Frio
- a. Frio is located in team room
  - b. Unplug cord from pump box, coil cord around charger in wall.
  - c. BE SURE drain plug is CLOSED tightly
  - d. Fill a 10 gallon cooler with ice from concession stand
  - e. Fill cooler  $\frac{3}{4}$  with water from mechanical room—NOT INSIDE
  - f. Fill rest of way with ice
  - g. Close cooler
  - h. Take to sideline (2 people!!!)

## Making Gatorade

1. Grab specified cooler
2. Put warm water to the 1-gallon mark
3. Pour powder into cooler
4. Add 3-4 big scoops of ice
5. Add water, moving hose around quickly to “stir”, until 8 gallon mark
6. Stir well with paddle, being sure to get around the edges and through the middle

## Tips on Taking Gear to Practices

1. If using the SMALL cart, hold on to cooler at ALL times, especially when going over bumps, no matter how small! Go Slow!
2. Use the handicap button to open doors when possible
3. Please NEVER go over curbs with carts, always use ramps at crosswalks

## During Practice

1. In the fall, we will spend most of our time at football practice.
  - a. You will be assigned a carrier and area of the field. You are responsible for keeping carrier full and manning your area of the field. Fill carriers using pumpers.
  - b. (Advanced only) You should have your fanny packs with you at all times. Be sure they are stocked *before* going out to practice.
  - c. Make sure you are not in the way of drills and pay attention to your surroundings.
2. In the winter, we will spend all our time inside, typically in the training room.
  - a. You may be assigned to monitor a specific practice.
  - b. See cleaning/maintenance list prior to doing other work.
  - c. You should be practicing your competencies.
3. In the spring, we are typically roaming to different practices, or at a game—there’s rarely a day without one.
  - a. Bring layers and rain gear.

## Clean-up

1. Empty all coolers, ice chests, and water bottles; coolers and ice chests should be emptied in whirlpool if not outside
2. Water bottles should be placed in dishwasher on bottom rack, and lids on top rack



3. If dishwasher is FULL it should be started
  - a. **DO NOT USE DAWN DISH SOAP**
  - b. Use GREEN bottle of dishwasher detergent to fill soap dispenser to second line and close door
  - c. Close dishwasher and press ON/OFF button if display is BLANK
  - d. Then press START; be sure you hear the drain make a noise to ensure it's running
  - e. Flip the sign to CLEAN if you started the machine or DIRTY if you emptied it.
4. Coolers with water and ice chests should be sanitized using the **BLUE** Clorox anywhere cleaner, wiped dry and placed back on the shelf upside down (same rag for all!)
5. Coolers with Gatorade should first be cleaned using the sponge wand, rinsed, and then sanitized (see step 4).
6. Ice scoops should be put back and excess ice bags folded neatly and placed on top of the ice machine.
7. Pumpers should be drained, batteries plugged in, and lids left off
  - a. Place back in team room
  - b. Be sure drain plug gets closed back up
8. Be sure any water spilled is mopped up and counters are wiped down
9. All carts should be wiped of excess water. If it is a significant amount, take outside via door to left of ATR and dump out first.
10. All tables should be cleaned with the **WHITE** Clorox cleaner using a rag (only 1-2 rags used for this process please!)

## PRACTICE PREP CHECKLIST BY SPORT

### **Football** – taken to stadium

- Carriers (one for each of you)
- Both Pumpers
- Med Kit\*
- Helmet Kit
- AED

### **Girls Soccer** – On a small cart, taken to upper fields (BRING CART BACK)

- Carriers (specified #)
- Water jug (specified size)

### **Volleyball** – No cart, taken to Spartan Gym

- Carriers (specified numbers)

### **Tennis** – On a small cart, taken to tennis courts (BRING CART BACK)

- Carriers (specified #)
- Water jug (specified size)

**Basketball** – No cart, taken to Spartan Gym

- Carriers (specified numbers)

**Wrestling** – No cart, taken to Titan Gym

- Carriers (specified numbers)

**Gymnastics** – No cart, taken to Agon Gym

- Carriers (specified numbers)

**Baseball** – On a small cart, taken to baseball field BRING CART BACK AFTER DROP OFF!

- Carriers (typically 2)
- Water Jug (specified size)

**Softball** – No cart, taken to Softball field

- Carriers (typically 2)

**Boys Soccer** – On a small cart, taken to stadium; keep cart off of the track

- Carriers (specified #)
- Water jug (specified size)

## GAME DAY PREP BY SPORT

### Football

- One carrier for each of you (one bottle in each for Gatorade)
- One Dick's rack for Gatorade in locker room
- 2 Pumpers
- Gatorade (10 gallon)
- Injury Ice, 10 ice bags, ice scoop
- Large Med Kit
- Helmet Kit (MAKE SURE DRILL IS IN IT)

- Crutch bag
- Splint Bag
- Portable table
- White Tent
- 5 Towels
- Large Cart (in Team room)

### *Visiting Team Sideline*

- 2 10-gallon coolers water
- 7-gallon cooler with ice
- Gatorade ice scoop

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### Soccer

- 2 carriers
- 2 small coolers
- Injury ice, bags, scoop\*

- Large Med kit
- Portable Table
- (Should be two folding tables on track, if not use 2 small carts)

## Volleyball

- Small cart
- 2\* carriers (1 in Spartan, 1 in Olympic\*)

- Small cooler
- Injury ice, bags, scoop\*\*
- Small Med Kit\*\*
- 3 Towels

## Tennis

- Small jug
- 1 Carrier

- Small cart
- 2-4 carriers (see Volleyball)
- Small cooler⊥
- Injury ice, bags, scoop
- Small Med Kit
- 3 Towels

## Basketball

### Gymnastics

- Small carts
- 2 Large jugs water
- Sleeves of cups
- Ice Chest, bags, scoop
- Small Med Kit
- Injury ice, scoop, bag

### Wrestling

- Small cart
- Small jug + sleeve cups
- Small Med Kit
- Blood kits
- Paper towel
- Mat Cleaner
- Injury ice, scoop, bags

### Baseball/Softball

- Large cart
- Water jug (specified size)
- 2 carriers (4 if B/S @ same time)
- Injury ice, bags, scoop
- Small Med Kit
- AED

### Track

- Large and small cart
- 2 10-gallon coolers water
- 4-6 sleeves of cups
- Ice Chest, bags, scoop
- Large Med Kit
- Portable Table

\* Sometimes omitted; read whiteboard

\*\* Only if present for event

⊥ Lg cooler on quad nights

## CLEANING & MAINTENANCE

### Daily Tasks

- **Clean Tables/Counters/Rehab Equipment** – Use **WHITE** Clorox spray and rag
- **Fill Hydrocollator** – Fill black bucket on top of cabinets with ICE and dump into hydrocollator, repeat until full (just covering hot packs)
- **Ice Machine** – Make room for ice using *metal* ice scoop, break up the ice block and move to front/right of machine
- **Laundry** – All dirty laundry (towels, rags, hot pack covers, pillow cases) should be taken in hamper to laundry room (2 doors down). Open washer, insert clothes, close washer. Put ½ cup of detergent in top of washer. Press A once, B once and then start. Dryer: place clothes in dryer and



shut door. Set heat (low), dry time (45 minutes) and cooling time (10 minutes) then press start. Make sure lint trap is CLEAN before starting (open door at bottom). (Weekly)

- **Make Ice Cups** – Fill Gatorade cups  $\frac{3}{4}$  of the way, then place in cup carrier. Place cups in freezer carefully.
- **Restock Band-Aid Drawers** – First check for open boxes in cabinet above counter. If no open boxes, restock with supplies from storage room.
- **Restock Taping Table** – Restock top of taping table using supplies in table drawers. Restock drawers using supplies from storage room.
- **Sweep/Vacuum** – Broom & dustpan located in storage closet, vacuum located in AT's office

### Weekly Tasks

- **Clean Stainless Steel** – Outside of whirlpool, ice machine, and hydrocollator, use a small amount of STAINLESS STEEL CLEANER and a rag. Rub cleaner into stainless steel with rag until shiny.
- **Clean Mirrors** – Use glass cleaner below sink & a rag. Focus on areas behind tables.

### Monthly Tasks

- **Make Heel & Lace Pads**: Grab large tub of skin lube from storage closet. Grab box of heel & lace pads from top shelf in closet. Grab tongue depressor from cabinet above sink. Rip a stack of heel & lace pads. Use tongue depressor to put a small dollop of skin lube on one heel and lace pad, put another on top, keeping edges square.
- **Clean Hydrocollator** – Turn off and unplug hydrocollator, carefully roll over to drain next to whirlpool (not in middle of room!). Pull hose from underneath hydrocollator and place in drain. Open valve to drain water. Remove hot packs and place on hot pack cover. Remove rack and place in sink. Using sponge and dawn dish soap, scrub inside of hydrocollator and rack. Rinse and be sure all water is drained from hydrocollator. Replace rack, close valve and refill with HOT water. Replace hose and hot packs and plug back in.

### Whirlpool Use

- To fill – Push metal bar behind motor down, then fill to above turbine spigot using tap above tub. At this time dump a whirlpool sanitizer packet (under sink) into water and turn on turbine, wait until dissolved. Continue to fill until half full.
- To empty – Pull up on metal bar behind motor. When empty, spray with WHITE Clorox spray, let sit for 5 minutes, then rinse.

## **GENERAL SPORTS MEDICINE STUDENT EXPECTATIONS**

Sports medicine students completing hours in the Athletic Training Room must:

1. Cooperate and display a proper attitude with athletic trainer, coaches, athletes, and other sports medicine students at all times.
2. Be neat & professional looking:
  - Students will wear a Skyline athletic training shirt (or polo available for loan) or another appropriate Skyline shirt. During winter sports, more dressy attire is allowed – *see last bullet point*.
  - Nice denim (no holes or jeggings) or khakis/chinos may be worn. Khakis/chinos are required for certain events. Shorts are allowed but must meet SHS dress code.
  - No sweats or Spandex pants will be allowed at any time.\*
  - Warm clothes/rain gear will be allowed and is encouraged when weather is cold.
  - Closed toe shoes should be worn at all times.

- **SHS dress code will be followed at all times.** Violators will be asked to change or sent home.
3. Represent Skyline High School and the sports medicine program in an appropriate manner at all contests or events.
  4. Know the hours you are signed up for and be on time! The sports medicine staff and athletes are counting on you!
  5. Pre-arrange all absences and tardies with athletic trainer. **Students will be responsible for finding a substitute to cover shifts they are unable to make. If you don't find a sub this will be reflected on your end of semester evaluation.**
  6. Be engaged when completing hours. Ask questions, get involved. Cell phones will not be permitted unless *explicitly* told otherwise. If I'm not using mine, you shouldn't be using yours.
  7. You are expected to perform skills learned in class when asked.
  8. Help enforce ATR policies and procedures, including keeping ATR clean and organized and completing tasks on Daily Tasks Checklist. *If there's time to lean there's time to clean!*
  9. Ensure all cleaning/maintenance tasks are completed **prior** to working on competencies or other coursework. Sleeping or excessive use of electronics will not be tolerated.
  10. Handle all athletic training room equipment and supplies with care.
  11. Perform the following duties of treatment, taping and rehabilitation of athletic injuries, keeping injury records, maintaining supplies/stocking medical kits, as directed by AT.
  12. Get sports medicine equipment ready for games/practices and clean up after games and practices. Also provide aid in loading and unloading sports medicine equipment for away games.
  13. Know where to locate emergency equipment (AED, splints) and the Emergency Action Plan and be aware of its procedures.
  14. Keep all medical information regarding athletes in strict confidence. (You signed a confidentiality agreement in class).

**A few other points:**

- Sign-ups will be through Google Docs. A link to sign ups will be provided, please READ and FOLLOW all directions carefully.
- Changes in athletic schedules do happen. The AT will notify you by email or Remind of any updates. In addition, the AT may need to cancel or change hours for other reasons so please check your email/remind often!
- Dress appropriately for the weather! You may bring rain gear, boots and blankets if needed. Unfortunately, umbrellas are not allowed for football games—be prepared!
- Plan ahead! There is a fridge and microwave available to you. You may bring snacks and beverages with you, but use common sense (i.e. Eating a Big Mac on the sideline *during* an event will not be allowed).

## **ADVANCED SPORTS MEDICINE STUDENT EXPECTATIONS**

Advanced sports medicine students will adhere to all expectations outlined on page 11 in addition to the following:

1. Be positive role models for Intro students and embrace a leadership position.
2. Be highly confident in training room procedures.
3. Conduct themselves with professionalism; no excessive use of cell phones
4. Know and take your responsibilities seriously.
5. It is imperative that students do not overstep their responsibilities as their actions are a direct extension of the athletic trainer's license.

**Students MAY:**

- a. Refer to themselves as sports medicine students or “athletic training student aides”.
- b. Perform competencies they have mastered, UNLESS it’s a brand-new injury.
- c. Perform first-aid, CPR and wound care as comfortable in doing so.
- d. Hydration duties

**Students MAY NOT:**

- a. Refer to themselves as trainer, student trainer, athletic trainer, AT, ATC or otherwise imply that they are an athletic trainer. I worked hard for my degree, do not diminish the profession
  - b. Perform competencies they have not mastered or been taught
  - c. Attempt to evaluate, treat or diagnose an injury without direct supervision of athletic trainer
  - d. Refer any athlete for further medical care (except to athletic trainer)
  - e. Sports medicine students are not managers. Running an occasional errand for a coach is acceptable but should be kept to a minimum. Alert athletic trainer if coaches are frequently requesting managerial tasks.
6. Serve as eyes and ears for the athletic trainer at assigned practices and events
    - a. Watch for new injuries
    - b. Monitor athletes who are returning from injury
  7. Assist with injury and rehabilitation documentation, athlete sign in, and enforcing training room rules and expectations.
  8. Utilize skills learned to assist athletic trainer and student-athletes.
  9. Anticipate what needs to be done and show initiative in completing tasks.
  10. At least 1 advanced sports medicine student is required every practice/event.
  11. You are required to work football games. You will alternate between C/JV/Varsity game coverage if necessary.