



Sports Medicine Department

Policies and Procedures Manual

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Section 1:
Organization / Administration

Annual Review of Policies

Annual evaluation of the policies and procedures is conducted by the Assistant Director of Athletics - Sports Medicine with the assistance of the Head Athletic Trainers. This evaluation takes the form of ongoing discussion of day to day matters between the Assistant Director of Athletics - Sports Medicine and the Head Athletic Trainers. The Sports Medicine Department also collaborates closely with the Executive Director of Athletics in order to address any concerns regarding policies and procedures for the Sports Medicine Department. Throughout the year, the Sports Medicine Department exercises a philosophy of open communication with doctors, coaches, parents, and athletes to promote a healthy and safe environment for student athletes.

Sports Medicine Department

Mission Statement

The Dallas Independent School District's Sports Medicine Department strives to provide quality healthcare services to all student-athletes. Our team of multi-skilled professionals utilizing evidence-based research to arrive at a comprehensive approach to ensure the safety of each student-athlete. This is accomplished through the practice of Athletic Training, which includes the prevention, recognition, evaluation, and rehabilitation of sports injuries, along with the dissemination of educational information that pertains to athletic injuries.

The Sports Medicine staff of Dallas Independent School District is committed to the ideology of treating each individual with respect, ensuring that each student-athlete receives access to comprehensive healthcare from professional personnel who seek to protect the dignity, privacy, and autonomy of the patient's right to make informed choices in their health care.

Sports Medicine Philosophy

The main premise of the Dallas Independent School District Sports Medicine Department is that we care. This may be a simple idea, but we truly care about the student athlete and the integrity of our profession. It is the duty of the Sports Medicine staff to ethically treat all student-athletes fairly regardless of sport, age, gender, race, color or religion. In addition, the Sports Medicine staff is responsible for providing the best possible medical care within the confines of the resources that are available. Respectful and professional rapport between staff and patient will be extended to everyone and will be expected in return.

Our primary goal is to always put the health and welfare of the student-athlete first. It is the goal of the Sports Medicine staff to return all injured and ill athletes to participation as soon as the student-athlete is medically fit to participate without causing further harm to the person involved.

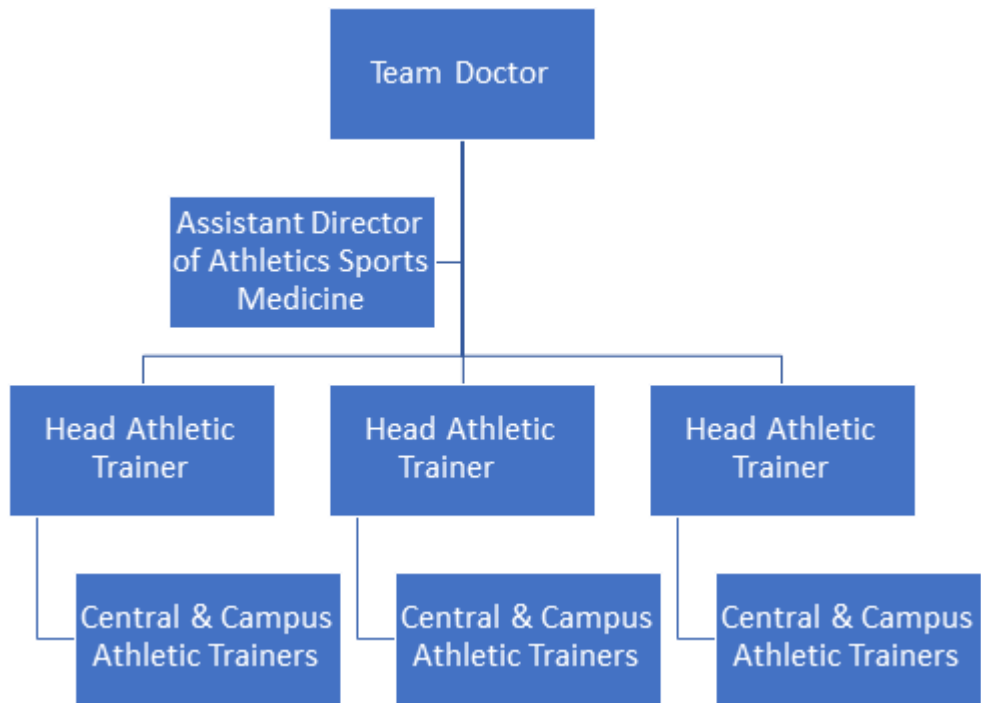
Athletic Trainer Certified vs. Personal Trainer

[Athletic Trainers – not “Trainers” | NATA](#)

Sports Medicine Department Guiding Principles and Values

- ***Student-Athlete Focused*** - we are here to serve the needs of the student-athlete and be their advocates.
- ***Quality Focused*** - we strive to “set the standard” and provide exceptional service and quality care to the student-athletes of the Dallas Independent School District.
- ***Professionalism*** - our conduct and behavior should be that befitting a licensed healthcare professional.
- ***Equality*** - we treat ALL student-athletes fairly and equitably.
- ***Ethical*** - we conduct ourselves with honesty and integrity.
- ***Positive Attitude*** - we make every effort to create a positive environment for the student-athletes.
- ***Empathetic*** - we are sensitive to the needs / demands of the student-athlete and their individual response to an injury.
- ***Reliable and Accountable*** - we recognize the importance of being available and accountable for our actions as a means of developing trust within the Athletic Department.
- ***Diversity*** - we respect the differences in people and value the differences within our department
- ***Proactive and Innovative*** - we continually look for new and creative ways to serve the needs of the student-athlete.
- ***Confidentiality*** - we respect the privacy and confidentiality of all student-athletes as it pertains to physical and emotional health matters.

Sports Medicine Department Organizational Chart



Medical Service Providers

[Providers Directory revised April 2022](#)

Section 2: Staff Training and Development

Licensure and Regulation of Athletic Trainer

PURPOSE:

The Sports Medicine Staff will be required to maintain state license and any other professional credentials. This includes accumulating the correct amount of continuing education units and paying any fees involved with their credentials. All licensed athletic trainers must maintain current CPR/AED Certification.

Sports medicine will pay for one seminar per year and pay for Medbridge when budget allows.

The Texas Department of Licensing and Regulation (TDLR) is the licensing and regulatory authority of athletic trainers in Texas. The advisory board of athletic trainers implements the provisions of Chapter 451, Texas Occupations Code (the Athletic Trainers Act), which was effective September 1, 1971. The board's purpose is to protect public health, safety, and welfare by establishing and enforcing qualifications and standards of practice for licensed athletic trainers.

TDLR

- [Athletic Trainers Licensing | TDLR](#)

National Athletic Trainers Association

- [NATA](#)

Board of Certification – Certified Athletic Trainers

- [BOC - Athletic Trainers](#)

CPR/AED Training Requirement

STATEMENT:

All Dallas ISD Athletic Trainers must complete American Red Cross CPR/AED training for the Professional Rescuer every other year.

- A monthly status check must be done on the AED for every Campus Athletic Trainer.
- Email AED Monthly Data Report to AED@dallasisd.org



AED Monthly Data
Report A.xlsx

Hello AED Inspectors,

Please see attachment regarding monthly reports of AEDs. For questions concerning the Dallas ISD CPR/AED/First Aid Program, please contact AED@dallasisd.org or the Health Services Department (972) 925-3386.

AED Inspectors should:

- Email the attached Monthly Data Report to AED@dallasisd.org completed for AED units at your locations by the 7th of each month.
- Not remove the AED lid or break the seal/tape unless ready to use the AED unit.
- If the seal/tape is broken or missing, please report to AED@dallasisd.org.
- Monitor the AED unit and make sure the lids are securely closed/shut.
- Check the pediatric electrode pad package, make sure the package remains sealed and located in the soft black AED carry bag.
- Know that the adult electrode pad is already attached to the AED unit with expiration date shown on the yellow seal/tape.
- Know that the emergency kit with gloves, scissors, dry shave razor, and paper towel is attached to the outside of the adult electrode package.
- *Don't open the AED lid until you are ready to use the unit!*

Contact AED@dallasisd.org for the following:

- Any damaged, expired, missing equipment, and any other concerns
 - 9 volt batteries for the door alarm of the AED cabinets
 - Missing, damaged, or expired pediatric electrode pads
 - Missing or damaged adult electrode pads and
 - Missing or damaged black AED bags
- AED signage that needs repair, installation, or reinstallation
- AED cabinets that needs repair, reinstallation, or plexi-glass replacement
- If an AED is turned on and pads are opened.

Exposure Control Plan/Blood Borne Pathogen Policy

PURPOSE:

The 1991 OSHA (Occupational Safety & Health Administration) regulation requires that employers ensure their employees are safe with regards to occupational exposure to blood borne pathogens. These mandates and guidelines can be found at the following website: [1910.1030 - Bloodborne pathogens. | Occupational Safety and Health Administration](#).

POLICY STATEMENT:

In accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030, the following Exposure Control Plan has been developed:

COMPLIANCE METHODS:

Universal Precautions

Universal precautions will be observed in order to prevent contact with blood and other potentially infectious material. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

1. All health-care workers should consider all patients as potentially infected with HIV and/or other blood borne pathogens (BBP) and to adhere rigorously to infection-control precautions for minimizing the risk of exposure to blood and body fluids of all patients.
2. Gloves should be worn for touching blood and body fluids, mucous membranes or non intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should be changed after contact with each patient.
3. Regulated waste should be disposed of in covered containers bagged with impervious bags; if break through is anticipated, double bag the container. Tops to the containers should be secure when closed to prevent spillage of contents during handling.
4. Any EPA approved cleaning agent (e.g., SaniZide, BioZide, Citrus II) can be used on blood and body fluid spills.
5. Areas, surfaces, or articles of clothing that are grossly soiled with blood or other bodily fluids must be cleaned with detergent/disinfectant.

Performance Evaluations and Personal Professional Development Goals

PURPOSE:

The Sports Medicine Department has a characteristic linked to professional development that states: "The Sports Medicine Department will invest in the professional development of its people."

POLICY STATEMENT:

The Sports Medicine Department looks to support this characteristic and has implemented a professional development focus with regards to the performance evaluations of the campus athletic trainers.

Each Athletic Trainer within the Sports Medicine Department will meet with their Head Athletic Trainer at the start of the academic year to establish a CSEI (Central Staff Excellence Initiative) SMART Goal for the upcoming year. This goal will be reviewed by both parties at the midpoint and end of the year and will be referenced as part of the staff member's performance evaluation.

The Sports Medicine Department believes in the philosophy that the strength of any department is in its people and as such the Sports Medicine Department puts a high value in the continued professional development and education of its people.

- When requesting time to attend Sports Medicine Conferences go through the respective Head Athletic Trainer for the request.

Section 3:
Department Appearance and Operation

Department Hours of Operation

Sports Medicine services are provided at the Campus and their respective Stadiums.

Normal hours of operation at the Campus are as follows.

- 10:00 AM to the last practice or game time unless your campus has athletic periods before school, then reporting time will be prior to those athletic periods.
- Monday – Friday during the academic school year.
- Campus Saturday Morning Clinic - During Football season only. Time will be set by the Campus Athletic Trainer.
- Hours may vary according to season and student athletes' needs.
- The Sports Medicine Department remains closed during recognized holidays although special arrangements may be made if athletic team schedules and student athlete needs are made aware of with advance notice.
- In the case of an emergency, student athletes should go directly to a hospital via EMS. Emergency transportation can be facilitated by campus athletic trainers, coaches, or campus police, by calling 911.

Normal hours of operation at the Stadiums are as follows.

- Stadium Clinic hours for injury evaluations and treatments are from 10:00am – 5:30pm, Monday – Friday.
- Stadium Event coverage is from 6:00pm – 11:00pm
- Monday – Friday during the academic school year.
- Saturday Morning Clinic – During football season only. 9am – 11am.
- The Sports Medicine Department remains closed during recognized holidays although special arrangements may be made if athletic team schedules and student athlete needs are made aware of with advance notice.

Staff Coverage Plan

PURPOSE:

To provide and communicate to student athletes, coaches, administrators and sports medicine staff the department's sport coverage strategy, staff availability and scheduling guidelines.

POLICY STATEMENT:

This policy ensures and communicates complete and comprehensive coverage and scheduling for all sports over the course of an academic school year.

1. All student-athletes of the Dallas Independent School District have regular access to their Campus Athletic Training Facilities and Stadium Sports Medicine Clinics.
2. The Campus Athletic Trainers are available for athletic injury evaluation, treatment, and rehabilitation, as well as referral to consulting physicians, emergency care and referral to the sports medicine clinic at their respective stadiums.
 - Coverage assignments for campus athletic trainers are the responsibility of the Head Athletic Trainers. Reasonable effort will be made to accommodate all practices and events. Extenuating circumstances may necessitate alternative coverage plans and shall be at the Head Athletic Trainer's professional discretion.
 - All home practices and events at schools will be covered by the Campus Athletic Trainer. (All High School and Middle School events)
 - All varsity football home and away games will be covered by the Campus Athletic Trainer with the assistance of the Central Staff Athletic Trainers.
 - Sub varsity football will be covered by the home team Campus Athletic Trainer with the assistance of the Central Staff Athletic Trainer.
 - Preseason football practice will be covered by the Campus Athletic Trainer with the assistance of the Central Staff Athletic Trainers.

Department of Athletic Training Dress Code

PURPOSE:

The American Medical Association recognizes Athletic Training as an Allied Health Care profession. As such all individuals associated with the Sports Medicine Department are expected to dress professionally.

POLICY STATEMENT:

The following guidelines should be followed:

Game Day

- **Shirts:** Polos / Collar shirts are to be worn for events.
- **Shorts/Pants:** appropriate colored golf shorts / dress slacks should be worn (no sweats)

Practice after school

- **Shirts:** t- shirts are acceptable with the school logo.
- **Shorts/Sweats:** shorts / approved sweats may be worn

Clinic hours

- **Shirts:** Polos / Collar shirts are to be worn during Campus and Stadium clinic hours.
- **Shorts/Pants:** appropriate colored golf shorts / dress slacks should be worn (no sweats)

No Denim Jeans – Unless permitted by Campus Principal for special events.

Professional Appearance of the Sports Medicine Clinics Policy

POLICY STATEMENT:

It is the responsibility of all Campus Athletic Trainers and Central Staff Athletic Trainers along with athletic training students to maintain a professional, clean, and respectful appearance of all athletic training rooms. Each person should take pride in the department, its resources, equipment, and appearance. A clean and professional looking facility contributes to a professional perception. Furthermore, all efforts to provide a clean and sterile facility will lend themselves to reducing the potential of infectious and otherwise non-sanitary environments.

Duties throughout the Day

- Fold laundry
- Organize modality carts
- Fill ice cups
- Fill ultrasound gels
- Restock as needed
- Pick up any garbage off the floor
- Keep hydration area clean
- Clean coolers
- Securing all confidential medical records
- Restock tape at all taping stations
- Turning off/on all modalities
- Wipe down all tables
- Locking all medical file cabinets

Monthly Clean Up

- Wash Hydrocollator covers
- Vacuum carpets
- Dust window cases
- Dust and straighten under treatment tables
- Clean any clutter
- Clean exercise and rehab equipment
- Clean & stock taping stations
- Restock storage closet
- Clean instrument trays

Student Education Experiences

PURPOSE:

This policy serves to articulate the Sports Medicine Department's philosophy regarding the Student athletic training program.

POLICY STATEMENT:

The Sports Medicine Department through the Campus Athletic Trainers and Central Staff Athletic Trainers will make every effort to promote educational and positive learning opportunities for the student athletic trainer. Clinical education experiences provide an opportunity for an athletic training student to integrate knowledge learned in the athletic training room and on the field to further pursue a college degree in athletic training if they choose.

Athletic Training Students' Responsibilities

- Maintain the confidentiality of student-athletes' medical records.
- Ask questions and seek clarification when appropriate if you do not understand specific diagnoses, treatments, prognosis, or instructions.
- Arrive on time for clinical hours and notify your Campus Athletic Trainer well in advance of scheduling conflicts.
- Follow all rules and regulations that are posted within the Sports Medicine Department.
- Be professional at all times while in the athletic training room or at assigned sport venues.
- Stay alert at practices and in the athletic training room.
- Use professional and ethical conduct in all clinical settings, classes, and life. Keep all actions honest, legal, moral, ethical, and respectful.
- Avoid sexist, racist, or otherwise discriminating remarks or anything that could be taken as sexist, racist, or discriminating by someone. Do not participate in this behavior or tolerate this behavior from athletes.
- Refrain from conversations involving personal matters (i.e. dates, parties, etc) while working with the Campus Athletic Trainer.
- Be considerate and respectful to all with whom you interact, including athletes, athletic training staff, faculty, coaches, team officials, and fellow students.

Section 4: Departmental Communication

Communication with the Assistant Director of Athletics-Sports Medicine

PURPOSE:

There are times and situations that require frequent and timely communication with the Assistant Director of Athletics-Sports Medicine. This policy is intended to delineate certain instances when communication with the Assistant Director of Athletics-Sports Medicine needs to happen expeditiously.

1. In the event a student athlete is transported to a Hospital / ER their information and status should be given to the Head Athletic Trainer immediately along with the Assistant Director of Athletics-Sports Medicine.
2. Any student athlete and/or coach who has concerns about the delivery of sports medicine and the issue has not been resolved by the Head Athletic Trainer for that school should be referred to the Assistant Director of Athletics-Sports Medicine.

Communication with the Assistant Director of Athletics-Sports Medicine can occur via direct contact, email, phone conversation, phone message or text message. If the information to be conveyed is of the emergency level, the Assistant Director of Athletics-Sports Medicine should be kept aware of the situation at all times regardless of time of day. There should be no reason why such communication as requested in this policy will not be able to occur.

Staff/Department Communication

PURPOSE:

The Sports Medicine Staff should practice communication skills in a manner that separates him/her from the student-athlete. Common courtesy is a must. There are times when a student-athlete may demonstrate inappropriate behavior. The athletic trainer should not tolerate this behavior. In the event of a conflict between the athletic trainer and the student-athlete or athletic trainer and the coach, the athletic trainer is expected to first attempt to resolve the conflict on their own while simultaneously keeping the supervisor briefed on progress. If conflict resolution is not agreed upon by either party, then the conflict should be taken through the proper chain of command.

The promotion of a positive working environment and supportive personnel is critical to the success of the Sports Medicine Department.

The campus athletic trainer may find himself/herself interacting and communicating with a variety of individuals for numerous reasons. It is imperative to understand his/her role as it may differentiate depending upon the person he/she is conversing with.

The following set of guidelines should be followed and form the basis for appropriate communication:

- **Campus Athletic Trainers:** Campus Athletic Trainers are ultimately responsible for the healthcare of the student-athlete. All issues, whether clinically or non-clinically related, should be addressed in the appropriate environment at the appropriate time.
- **Team Physician:** The Team Physician is a member of the medical profession who is respected very highly in the Sports Medicine Department. The Physician ultimately determines the medical status of each and every athlete in terms of one's ability to participate in High School sports. Opportunities to observe and interact with the Team Physician will occur regularly in the athletic training venues. Campus Athletic Trainers should appreciate the opportunity to interact with the Team Physician and treat such interactions as a privilege. Campus Athletic Training Students should also respect the Team Physician at all times.
- **Coaches:** Campus Athletic Trainers and Central Staff Athletic Trainers will interact and communicate with coaches on a regular basis. In this role, the Campus Athletic Trainer must clearly represent himself/herself as a respected member of the Sports Medicine department. The Campus Athletic Trainer and Central Staff Athletic Trainer should only communicate in a professional and appropriate manner. You are to treat all coaches with respect. If at any time the athletic trainer feels that he/she is not being treated with respect by a member of the coaching staff, it should immediately be reported to the Head Athletic Trainer after speaking with the Athletic Coordinator of their school.
- **Athletic Administration:** The Sports Medicine Department is a component of the Athletics Department. All Campus Athletic Trainers and Central Staff Athletic Trainers serve at the privilege of the athletics department. Thus, all staff members are to treat all members of the athletics department with respect and courtesy.
- **Student Athlete Parents:** It is not uncommon that Campus Athletic Trainers and Stadium Athletic Trainers will interact with the parents of student-athletes. This may occur as the result of a telephone call or by directly communicating with a parent. No Campus Athletic Trainer or Central Staff Athletic Trainer is permitted to reveal any medical information or status about any student privacy and confidentiality laws.

Sharing of Student Athlete Medical Information and Communication with the Media

PURPOSE: To clearly describe the Sports Medicine Department's position with regards to sharing student athlete medical information with the media.

POLICY STATEMENT:

Sharing of Student Athlete Medical Information

It is the policy of the Sports Medicine Department to respect the privacy and confidentiality of all student-athletes as it pertains to physical and emotional health matters. As such, no information regarding any injury or illness sustained by a student-athlete will be shared with the media or anyone other than the student-athlete and those who have obtained written permission from the student-athlete to release such information. In addition, no members of the media will be permitted to enter the Athletic Training facilities with the intent to interview student-athletes or question their medical status.

Injury Reports & Daily Treatment Log for Coaches, Assistant Director of Athletics-Sports Medicine, and Head Athletic Trainer

PROCEDURE STATEMENT:

Each Campus Athletic Trainer is responsible for using EMR software to communicate injury reports & daily treatment logs to the target coach, Head Athletic Trainer in a timely and efficient manner. Additionally, the campus athletic trainer is responsible for communicating any changes to the report in a timely and efficient manner.

- EMR (Electronic Medical Records) will be utilized by every staff member of the Sports Medicine Department.
- Injury status reports can be sent daily to coaches through the EMR or printed version.
- Treatment Logs can be sent daily to coaches through the EMR or printed version.
- Paperwork for each concussion needs to be sent to their Head Athletic Trainer as soon as the student-athlete is cleared to participate in athletics.

Section 5:
Medical Records and Documentation

Confidentiality of Medical Records/FERPA Compliance

PURPOSE:

To ensure that the Sports Medicine Department adheres closely to the confidentiality of student-athlete's medical records and maintains compliance with the FERPA regulations.

POLICY STATEMENT:

Confidentiality of the student-athlete's medical records must be maintained, as these are considered legal documents. Records are not permitted to leave the Sports Medicine Department. Anyone associated with access to documents that are the property of the Sports Medicine Department will fully comply with all regulations set forth by the Family Educational Rights and Privacy Act (FERPA). Sports Medicine Staff members must remember that discussing the status of a student-athlete with other student-athletes is forbidden. This is considered a breach of confidentiality. The staff member must be aware of his/her surroundings at all times when discussing the health status of a student-athlete.

POLICY ELEMENTS:

- Discuss patient/student-athlete information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient/student-athlete's name and other unique identifiers when using case reports or hypothetical for educational or training purposes.
- Verify with the patient/student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.

Student Athlete Rights and Responsibilities

The Sports Medicine Department is dedicated to giving you the best health care and customer service possible. As a student-athlete here at Dallas Independent School District, should expect to receive considerate and respectful care. We will honor your rights to be informed and to be involved in making decisions about your care.

Student athletes have the right to:

- Privacy and confidentiality regarding your medical care.
- Expect that your medical records will be kept confidential and that access to information about you will be limited to those legitimately involved in your care.
- Know about your injury/illness and proposed treatment and to participate in the development of your plan of care. Information will be given to you by the sports medicine staff or its physicians in a way you can understand, including the right to know why you need a surgical procedure or treatment and who will perform that procedure or treatment. This includes the right to refuse care or treatment and to know what may happen if you do not have this care or treatment.
- Receive the necessary information to participate in decisions about your care including cost, risk benefits, limitations of and alternatives to diagnostic and therapeutic modalities.
- Be treated in a professional, courteous, and caring manner which does not discriminate because of age, race, disability, handicap, national origin, religious beliefs, gender, sexual orientation, or veteran status.
- A second opinion or appropriate referral.
- Express suggestions and concerns in an appropriate manner.

Preseason Pre-Participation Screening Policy

PURPOSE:

To provide baseline medical screening for all student-athletes and help identify any potential injury or illness that may affect their athletic performance or future activities of daily living. No athlete will be cleared to participate without the proper medical clearance.

POLICY STATEMENT:

This policy is designed to ensure that all athletic participants are screened for medical clearance prior to participation in any Dallas Independent School District Athletics, pre-season and off-season conditioning, practices, or games.

Pre-participation Physical Examinations

- All student athletes must receive a pre-participation physical examination screening prior to any athletic participation and be cleared to participate by a Physician.
- A review of medical records for each student-athlete will be performed by the Central and or Campus Athletic Trainer prior to each sport-specific season. If any questionable conditions appear to exist, further review and/or appropriate medical referrals will be obtained prior to a safe clearance for participation. **All pre-participation physical forms must be uploaded into current EMR.**
- The Campus Athletic Trainer will assist in setting up physicals for their schools.
- Parents must fill out History section of physical form before seeing physician.
- Parent and student-athlete must sign and date form along with providing Student ID #.

Paperwork for each athlete is on current EMR (Electronic Medical Records):

Physical Form along with cover letter
UIL Concussion Acknowledgement Form
UIL Sudden Cardiac Arrest Awareness Form
UIL Acknowledgement of Rules Form
UIL Steroid Agreement and Steroid Testing Form
Dallas ISD Athlete Information and Emergency Card
Dallas ISD Sports Medicine Acknowledgement Form
Dallas ISD Student Violations Form
Additional Acknowledgement of Rules form
Dallas ISD Media Release Form

*AKTIVATE system will only allow student-athletes who have completed all documents along with physical to be placed on a roster.

*AKTIVATE system will alert staff members if the student-athletes are missing documents.

Medical Documentation Policy

POLICY STATEMENT:

Documentation is a critical component of quality care health programs. Thorough, objective, and accurate documentation allows for a clear assessment of medical conditions, the ability to monitor progress, the potential to assess outcomes, and the ability to track and record trends and findings related to the level of care provided.

Injury Reporting Procedures:

Once the evaluation of an injury is complete, the Athletic Trainer will create an injury report documenting the evaluation and plans for care if necessary. Injury reports will be created for all injury evaluations. Covering Athletic Trainers will send email with Injury Report and HSR documentation (if needed) to Athletic Trainer of that student's home school after injury occurs.

The head coach will be notified of all injuries that have been evaluated, regardless of time loss. If the athlete needs to be referred to a doctor, athletic insurance forms will be filled out by the Athletic Trainer.

- Parents/guardians and coaches will be notified of injuries that are being referred to a doctor.
- Instructions on completing the insurance forms and seeing a doctor will be relayed to the parent/guardian by the Athletic Trainer.
- If the parent/guardian is unable to be contacted, the information will be sent home with the student athlete to relay to the parent, along with the contact info of the Athletic Trainer. The Athletic Trainer will contact the parent/guardian the next day.
- Once the parent has completed insurance forms, a copy of the completed forms will be returned to the athletic trainer for record keeping. Parent or doctor's office can return a copy of completed forms. Athletic Trainer will upload the completed insurance form to the electronic medical records.
- In case of an emergency, when insurance forms cannot be completed before the doctor's visit, the injury report and insurance forms will be completed and provided to the parent/guardian at the earliest opportunity.

All future visits of the injured athletes will be documented as treatments in the electronic medical records.

Doctors' orders releasing student-athletes to return to athletics must be documented in writing and/or verbal orders. All requirements of the return to play must be met. Injury case can be closed. If the athlete is injured again, or re-injures the same body part, another injury report will be created.

INJURY REPORT & HSR CLAIM RECONCILIATION

PURPOSE:

The Sports Medicine Department will reconcile all secondary insurance claims that are generated for the use of high school and middle school student-athletes.

POLICY STATEMENT:

The Sports Medicine Department will support the reconciliation of secondary insurance claim forms at the end of each month in conjunction with reports requested from the insurance claims handler.

- A request will be sent to the primary contact designated by the insurance policy handler for a report on claim forms submitted each month.
- Upon receipt of the claim forms report it will then be dispersed immediately to Campus and Central Athletic Trainers.
- All athletic trainers will then submit injury reports supporting the claims report to Head Athletic Trainers for end of month reconciliation.
- Once all claims have been accounted for with an injury report each month, a report will be shared with a designated primary contact in the Dallas ISD Risk Management office.

Any event that a secondary insurance claim form is completed and provided to a Dallas ISD student-athlete an injury report must also be generated in the Electronic Medical Records.

When the secondary insurance claim form is completed and signed, the form must be scanned for upload into the EMR. School name and student ID number must be completed for every claim form. Injury date must be the same on the injury report and claim form.

This protocol will be for both referred and/or non-referred injuries that seek advanced medical care.

Section 6:
Insurance Procedures and Medical Coverage

Insurance Procedures and Medical Coverage

PURPOSE:

To provide medical coverage for all student athletes and procedures to make sure bills are paid.

POLICY STATEMENT:

This policy is designed to ensure that all participants are aware of the procedures and medical coverage.

[Athletic Healthcare Insurance Claim Form](#)

[2020-2023 HSR Insurance Form \(Spanish\)](#)

Section 7: Sports Medicine Procedures

Sports Medicine Procedures

[Concussion Management Policy](#)

[Concussion Return to Play](#)

[Natasha's Law](#)

[Frequently Asked Questions And Resources Document](#)

[National Athletic Trainer's Association Position Statement on Sport Related Concussion](#)

[Lightning and Severe Weather Policy](#)

[Heat Illness Guidelines](#)

[Cold Weather Guidelines](#)

[UIL Safety EAP Guidelines](#)

[Sickle-Cell Policy](#)

[NATA Consensus Statement on Sickle-Cell Trait](#)

[MRSA/Skin Infection Policy](#)

[TDLR - Athletic Trainers Laws and Rules](#)

Post-Surgical Injury Protocols

PURPOSE:

To provide protocols to assist in the design of post-surgical rehabilitation of injured athletes.

POLICY STATEMENT:

The Sports Medicine Department will use the Protocols provided by the Orthopedic Surgeons to implement rehabilitation programs for athletes following injuries that need surgical intervention.

[Post Surgical Injury Protocols](#)

Rehabilitations will be designed with the limitations and checkpoints mentioned in the protocols.

All rehabilitations will be tailored to the specific athlete's progress and need for improvement.

All adjustments will be discussed with the doctor that performed the surgery to maintain the best care of the athlete, while allowing the progress as tolerated.

All progress will be reported in the Electronic Medical Reports in the form of daily treatment notes, scanned doctors' notes, and other medical documents.

All rehabilitations are to progress at the individual pace of each athlete, and as such may deviate from the protocols. The progress will be discussed by the involved medical professionals, parent/guardian, and student athlete. All decisions will be made for the ultimate care of the student athlete.

Non-Surgical Injury Protocols

Purpose

Injuries sustained during athletic events or practices that do not require surgical intervention, nor necessarily evaluation or other direct physician involvement shall be evaluated and treated as follows:

These injuries, when reported to the campus athletic trainer, shall be treated, and evaluated utilizing best practices that are research-based and in keeping with current established protocols within the sports medicine discipline. Student-athletes' treatments and evaluations shall be individually tailored to meet the needs of the specific situation at hand, and the athletic trainer shall rely upon acquired knowledge, skills, expertise, and professional discretion within the scope of national and state athletic training standards. A physician shall be consulted for clarification, follow-up, or further evaluation and direction as the need dictates.

The athletic trainer is expected to adhere to the Texas State Athletic Training Practice Act while performing the duties and responsibilities of an athletic trainer.

<https://www.tdlr.texas.gov/at/scope-of-practice.htm>



Welcome to AKTIVATE the New Sports Management Platform selected by Dallas ISD Athletics for the upcoming 2023-2024 school year.

The decision to use Aktivate was made after careful consideration of the district's needs and the desire to provide the best possible experience for parents, athletes, coaches, and staff. This comprehensive sports management platform will manage athlete registration, schedules, team fundraising, injury & treatments, team communication, and related administrative tasks.

Aktivate Registration is compatible with most browsers and devices including tablets and other mobile devices with more limited usability.

Please ensure you are using Google Chrome or Mozilla Firefox to access Aktivate regardless of what device you are using. Internet Explorer and Safari are not supported, and you will likely experience formatting issues.

The following steps will assist you in the transition for the new system.

How to start an Athletic Trainer Registration.

Create an Account:

- Go to www.aktivate.com
- Click **Login**
- Click **Create an Account**
- Fill in the personal account information
- Select the bubble next to **Administrator**
- Select "Texas" as the state you are working/registering in.
- Search for your school and select the school's name.
- Select **OK**
- Click **Create Account**
- Lastly, input the account **Verification Code** that you'll receive via email to confirm your account

Need Support?

Click the orange button on the lower left side of the screen for live chat  or email

support@aktivate.com

Reviewing and Approving/Rejecting Physical Documents via Alerts

1. Log into your Aktivate account and select the *Administrator* portal.
2. Select **Alerts** on the left-side menu.
3. Select an alert type of "Document Verification Required" (*can use the filters to show just these as well*).
4. Review the upload attached.
5. Select **Approve** or **Reject** (*provide notes for the parent/student if rejecting*).

Reviewing and Approving/Rejecting Physical Documents via Registrations

1. Log into your Aktivate account and select the *Administrator* portal.
2. Search a student's name using the magnifier glass in the top-right corner.
3. Select **View** next to their profile.
4. Select the appropriate registration.
5. Select the **Physical Documents** section dropdown.
6. Select the **Admin Options** dropdown in the requirement section.
7. Select **Approve/Reject** from the dropdown.
8. Select **Approve** or **Reject** (*provide notes for the parent/student if rejecting*).

Uploading Physical Documents to a Student Account.

1. Log into your Aktivate account and select the *Administrator* portal.
2. Search a student's name using the magnifier glass in the top-right corner.
3. Select **View** next to their profile.
4. Select the appropriate registration.
5. Select the **Physical Documents** section dropdown.
6. Select the **Admin Options** dropdown in the requirement section.
7. Select **Upload New Document**.
8. Upload the file, add an issue date, and select **Save**.

Completing an Injury Evaluation/Report

1. Log into your Aktivate account and select the *Administrator* portal.
2. Select **Navigation** on the left-side menu.
3. Select **Athletic Training**.
4. Select **New Treatment**.
5. Search a student's name or student ID using the search bar. **Click next**.
6. Select **Assessment**, **click Next**.
7. Make selections from the drop down boxes and then click **Save Injury**.
8. Proceed to the **Review** page and click **Submit**.

Completing a New Treatment

1. Log into your Aktivate account and select the *Administrator* portal
2. Select **Navigation** on the left-side menu
3. Select **Athletic Training**
4. Select **New Treatment**
5. Search a student's name or student ID using the search bar. **Click next.**
6. Select **Treatment, click Next**
7. Select **New Case or Existing Case, click Next**
8. Make selections from the drop down boxes and click **Save Injury.**
9. Proceed to the **Review** page and click **Submit.**

Downloading Injury Report to PDF.

1. Log into your Aktivate account and select the *Administrator* portal.
2. Select **Navigation** on the left-side menu.
3. Select **Athletic Training.**
4. Select **View Cases.**
5. Select a student/injury from the list by clicking **View.**
6. On the right side of screen click **Print Case Information.**
7. Please select which items to print, **Select All Boxes.**
8. Click **Print.**

How to View Coaches and Admins at Your School

There is a report you can use to view a list of every user connected to your school. This includes people from the past who no longer work with your school and any present coaches. Here are the steps you can follow.

1. Log in to your [Aktivate account.](#)
2. Go to the **UIL Portal** or the **Coach Management System.**
3. Select **Navigation.**
4. Click **Users & Permissions.**
5. Select **User Accounts.**

How can I recover my account email and/or password?

If you've forgotten your email address and/or password, the first step to take is to click [here](#) and attempt account recovery.

If that does not work, please click [here](#) and send us a support ticket with the relevant information. We will be happy to help!

How do I contact customer support?

Our **Customer Success Team** is available **Monday-Friday, 8AM-6PM Eastern Standard Time**. There are a few ways to contact us and both can be accessed directly from our website.

1. Live Chat via the **Help** beacon is available during standard business hours and located in the bottom left corner of the screen once you have logged into your account.
2. Send us an email anytime at support@aktivate.com

You will be asked to enter information such as your school, athlete information and email address, and information regarding the issue you are facing. Attaching a screenshot or two is always appreciated and will help our team provide a quicker path to resolution.

Link for Coaches & Administrators

["How TO" videos for coaches and Administration](#)

Scheduling

Athletics office will upload a master schedule for each sport.

The Athletics office will edit the master schedule with game changes.

Section 8:
Additional Policies & Procedures

Dallas ISD Vehicle Use Policy

POLICY STATEMENT:

When using Athletic Department vehicles, staff is expected to follow all motor vehicle and driving laws applicable for the State of Texas. Pedestrian safety should be a priority at all times when operating a vehicle. Vehicles are to always be parked in appropriate locations and used for sports medicine services only.

The Sport Medicine Department has the use of vans. Please use the form and contact the Athletic Department. Since the vehicles are limited, communication and planning are critical to the efficient usage of these vehicles. Please inform others of any planned or impromptu needs of a vehicle.

Transportation of Student athletes Policy

POLICY STATEMENT:

Transporting student athletes is not allowed in your personal vehicle.

District Map

<http://www.dallasisd.org/cms/lib/TX01001475/Centricity/domain/89/schoolinfo/mainmaps2013/2013%20All%20Schools%20Map.pdf>

Medical Carts

Procedure:

- No students are allowed to drive the medical carts.

Purchasing Procedures

POLICY STATEMENT:

Each high school Campus Athletic Training program will have an amount determined by the Assistant Director of Sports Medicine to spend on annual supplies. A budget list has been supplied for each Campus Athletic Trainer.

- Central and Campus Athletic Trainers will get a quote for their supplies annually with approved vendors and submit that quote to their Head Athletic Trainer.
- Central and Campus Athletic Trainers will make sure that all items are received and counted and will inform the Head Athletic Trainer.

Professional Discretion and Implementation

There may arise situations or extenuating circumstances that necessitate reasonable and professional discretion by the Assistant Director of Athletics for Sports Medicine, or a Head Athletic Trainer. Each incident or circumstance will be considered on an individual and unique basis, and accommodations will be implemented as deemed appropriate for that situation.