

TENNESSEE TECHNOLOGICAL UNIVERSITY  
SPORTS MEDICINE HANDBOOK

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## **MISSION AND GOAL STATEMENT**

The goal of the Sports Medicine Department is to deliver professional, comprehensive treatment, care and rehabilitation to all Tennessee Tech student-athletes.

## **DEFINITIONS AND ROLES**

### **Athletics Healthcare Administrator**

The Athletics Health Care Administrator is a designated position, mandated by NCAA Independent Medical Care legislation. The legislation requires each NCAA member school to identify an athletics health care administrator as part of a broader obligation to establish a structure that supports the delivery of independent medical care for college athletes. It is recommended that athletics health care administrators be aware of, share and monitor NCAA health and safety-related legislation, interassociation recommendations and resources. The Athletics Health Care Administrator is a person designated by the Director of Athletics. The Athletics Health Care Administrator makes recommendations regarding health and safety issues that affect the safety and welfare of student-athletes to the Athletics Administration and the Sports Medicine Department.

The Athletics Health Care Administrator is the primary point of contact at each member institution that can communicate directly with the NCAA Sport Science Institute. The Athletics Health Care Administrator serves in an administrative capacity that complements the Sports Medicine Program. This individual oversees the institution's athletics health care administration and delivery. The Athletics Health Care Administrator designation is not intended to have supervisory authority over primary athletics health care providers (team physicians and athletic trainers) or other medical providers.

The Athletics Health Care Administrator should include three primary areas of focus:

1. BE AWARE of all NCAA health and safety-related legislation, interassociation recommendations and resources.
2. SHARE health and safety legislation, interassociation recommendations and resources with stakeholders within the Department of Athletics and campus.
3. MONITOR the Department of Athletics health and safety policies and practices to ensure compliance with NCAA legislation and establish consistency with interassociation best practice guidance.

### **Team Physician**

The Team Physician is responsible for oversight of Tennessee Tech's athletic health care administration and delivery, overseeing the administration of medical issues within the Sports Medicine Program and has the final recommendation concerning participation of student-athletes. The Team Physician is recommended by the Director of Sports Medicine, then approved and designated by the Director of Athletics.

### **Director of Sports Medicine**

The Director of Sports Medicine is responsible for daily management of the Sports Medicine Department, including supervising assistant athletic trainers, injury management, budget, and administration of the Tennessee Tech Athletics drug screening program. The Director of Sports Medicine is also the Department of Athletics resource for NCAA banned substances and nutritional supplements.

### **Assistant Athletic Trainer**

The Assistant Athletic Trainer is responsible for supervising the treatment and rehabilitation of athletic injuries, assisting with physical examinations, supervising graduate student athletic trainers, providing athletic trainer coverage of athletic

practices and contests, to include travel with assigned athletic teams, and assisting with administrative duties. The Assistant Athletic Trainer also performs other duties as assigned.

### **Graduate Assistant Athletic Trainer**

The Graduate Assistant Athletic Trainer reports to the Director of Sports Medicine and assists the assistant athletic trainers in performing duties of prevention, care, and rehabilitation of athletic injuries sustained by student-athletes. The Graduate Assistant Athletic Trainer also performs other duties as assigned.

### **The Sports Medicine Department**

The Sports Medicine Department provides high quality, comprehensive sports medicine care for all sports-related injuries and illness. The program's staff is comprised of community-based physicians in all specialties and allied health professionals and serves as the primary contact point for recommendations for further medical evaluation, working together to meet the student-athlete's healthcare needs. Once the athletic training staff and/or treating physician evaluates a student-athlete, specific protocols for his/her medical referral, treatment, and rehabilitation are recommended.

The Sports Medicine Department maintains two athletic training rooms. The primary athletic training room is located in the William C. Francis Student Therapy Center/Athletic Training Complex in the East Football Stadium. This facility contains equipment for the treatment and rehabilitation of athletic injuries. The secondary athletic training room is located in the Hooper Eblen Center and is primarily for the men's and women's basketball teams and the volleyball team. All advanced treatment and rehabilitation by staff are performed in the primary athletic training facility under the supervision of the athletic training staff.

### **Tennessee Tech Student Health Services**

Tennessee Tech Student Health Services provides services for minor illnesses and injuries to any student enrolled at the university on a walk-in or appointment basis during their hours of operations. Student-athletes who report to the athletic training room for illness may be referred to Student Health Services for evaluation. Student-athletes must first report to the Sports Medicine Department for referral to Student Health Services. This is done to ensure proper communication between Student Health Services and the Sports Medicine Department.

The student-athlete will be responsible for any bills or expenses for medications administered and/or any other services (e.g. blood work, mono-test, etc.) at Student Health Services unless it is an injury sustained while participating in intercollegiate athletics.

### **Physical Therapist**

The Director of Sports Medicine will recommend a preferred physical therapy provider or physical therapist. All physical therapy performed while the student-athlete is on-campus/living in Cookeville will be done through the contractual physical therapy provider.

Student-athletes cannot set up appointments or arrange for a staff physical therapist to treat, evaluate, and rehabilitate an injury without first clearing with a staff athletic trainer and physician.

### **Other Outside Medical Providers**

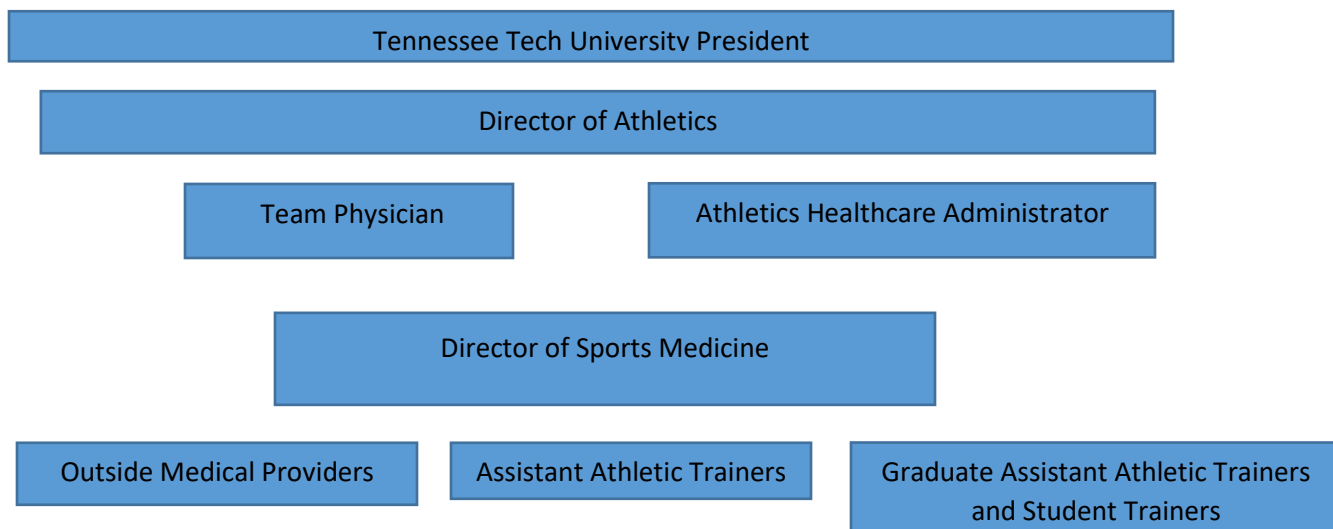
The Director of Sports Medicine will recommend a preferred provider approved by the Director of Athletics for coverage and medical care.

Student-athletes must be referred by the Sports Medicine Department and may not make appointments without the consent of a staff athletic trainer. When possible, a staff athletic trainer will attend a student-athlete's appointment and communicate with the head coach what findings were discussed and what the student-athlete's competitive status may

be. Head coaches may attend the physician's visit but this should be communicated in advance so the physician can be notified.

The Sports Medicine Department consults with a network of allied medical providers throughout the community of Cookeville and Nashville and regional areas. Various specialty physicians (e.g. cardiologist) assist in helping with the medical care of the student athletes at Tennessee Tech as both treating and consulting allied health care providers. If a student-athlete has to see one of these outside medical providers, a staff athletic trainer and/or team physician must refer them, and it must be for an athletically-related injury or a condition for which continued athletic participation requires medical clearance.

#### **CHAIN OF COMMAND**



The Director of Sports Medicine reports to the Director of Athletics for purposes of administration, budget, Testing of banned substances and serious injury to student-athletes at Tennessee Tech and operate under the direction of the Team Physician. The Athletics Health Care Administrator recommends to Director of Athletics policies and procedures of the overall Sports Medicine Department. The Assistant Athletic Trainers report directly to the Director of Sports Medicine on all matters concerning the Sports Medicine Department. The Director of Sports Medicine is responsible for communicating policies, procedures, protocols and practices to the employees of the Sports Medicine Department. Furthermore, it is the responsibility of the assistant athletic trainers to know these policies, protocols, procedures and practices.

#### **SPORTS ASSIGNMENTS AND COVERAGE**

The Director of Sports Medicine, Assistant Athletic Trainer and/or Graduate Assistant Athletic Trainer will provide on-site coverage for all home competition and will be on-call or on-site for all practices. Interns, student workers, and pre-educational students under the supervision of the Sports Medicine Department may also be present at practices and competitions.

The Director of Sports Medicine, with approval of the Associate Athletics Director for Sports and Compliance, may make exceptions to coverage. In the event a team is traveling without a member of the Sports Medicine Staff, in accordance to

NCAA policy coverage will be provided by the host institution. Information provided by the host institution will be given to the head coach and communicated to the host institution.

BASEBALL	A certified staff athletic trainer will provide on-site coverage for all in-season practices and home contests, and on-call or on-site for all non-traditional practices. A certified staff athletic trainer will provide on-site coverage for all away contests.
MEN'S BASKETBALL	A certified staff athletic trainer will provide on-site coverage for all in-season practices and home contests, and on-call or on-site for all non-traditional practices. A certified staff athletic trainer will provide on-site coverage for all away contests.
WOMEN'S BASKETBALL	A certified staff athletic trainer will provide on-site coverage for all in-season practices and home contests, and on-call or on-site for all non-traditional practices. A certified staff athletic trainer will provide on-site coverage for all away contests.
MEN'S CROSS COUNTRY	A certified staff athletic trainer will provide on-site coverage for all home contests, and championships and will be on-call for all practices, both in-season and non-traditional.
WOMEN'S CROSS COUNTRY	A certified staff athletic trainer will provide on-site coverage for all home contests, and championships and will be on-call for all practices, both in-season and non-traditional.
FOOTBALL	A certified staff athletic trainer will provide on-site coverage for all home and away contests and will be on-site for all practices, both in-season and spring practice. Summer coverage will be provided as required by NCAA rules.
MEN'S GOLF	A certified staff athletic trainer will provide on-site coverage for all home contests and championships and will be on-call for all practices, both in-season and non-traditional.
WOMEN'S GOLF	A certified staff athletic trainer will provide on-site coverage for all home contests and championships and will be on-call for all practices, both in-season and non-traditional.
SOCCER	A certified staff athletic trainer will provide on-site coverage for all in-season practices, and home contests, and on-call or on-site for all non-traditional practices. A certified staff athletic trainer will provide on-site coverage for all away contests.
SOFTBALL	A certified staff athletic trainer will provide on-site coverage for all in-season practices, and home contests, and on-call or on-site for all non-traditional practices. A certified staff athletic trainer will provide on-site coverage for all away contests.
TENNIS	A certified staff athletic trainer will provide on-site coverage for all home contests, and championships and will be on-call for all practices, both in-season and non-traditional.

## INDOOR TRACK & FIELD

A certified staff athletic trainer will provide on-site coverage for all in-season practices, and home contests, and on-call or on-site for all non-traditional practices. A certified staff member will provide on-site coverage for all away contests.

## OUTDOOR TRACK & FIELD

A certified staff athletic trainer will provide on-site coverage for all in-season practices, and home contests, and on-call or on-site for all non-traditional practices. A certified staff member will provide on-site coverage for all away contests.

## VOLLEYBALL

A certified staff athletic trainer will provide on-site coverage for all in-season practices, and home contests, and on-call or on-site for all non-traditional practices. A certified staff member will provide on-site coverage for all away contests.

Note: If not covered by a member of the Sports Medicine staff, in accordance with NCAA legislation all countable athletically related activity will have a coach or staff member present who is certified in CPR/AED/First Aid.

## NON-ATHLETIC COVERAGE

Intramurals, club teams, Greek activities, recreational students, or injured Tennessee Tech students, faculty and staff and the public and community are not the responsibility of the Sports Medicine Department. In case of an emergency in any of the above listed areas, university emergency protocols should be followed.

## ATHLETIC TRAINING ROOM PRACTICE AND COMPETITION DUTIES

The following duties will be performed daily:

- Clean treatment tables (after each use) and taping counter
- Stock taping stations
- Clean/organize first-aid counter
- Launder items placed in washing machine
- Turn off modality units
- Empty Game Ready units
- Fill ultrasound and lotion bottles
- Make sure storage rooms and ice machine room are clean and organized

The following duties will be performed weekly

- Clean hydrocollator
- Launder hydrocollator pads
- Monitor locker room showers and recommend disinfection when necessary

## Practices

### Baseball

- 10 gallon water coolers
- Cups and/or water bottles
- Medical Kit
- AED
- Splint Bag
- Ice Chest with ice bags and flexi-wrap

#### Men's and Women's Basketball

- Bench Cart
  - 10 or 7 gallon water cooler (water)
  - 3 or 5 gallon water cooler (Gatorade or equivalent sport electrolyte drink)
  - AED
  - Biohazard kit with gloves, gauze, bandages, pre-wrap, stretch tape
  - Towels for medical purposes only
- Splint Bag
- Cups and/or Water Bottles

#### Men's and Women's Cross Country

- AED
- Medical Kit
- Water

#### Football

- Water caddies set-up at designated locations around the field
- Medical Kit
- AED
- Oxygen Tank
- Splint Bag
- Ice Chest with ice bags and flexi-wrap
- Water Bottles with carriers
- Taping Cart with Taping Table
- Fans (when applicable)
- Other equipment as needed and necessary

#### Men's and Women's Golf

- AED
- Medical Kit

#### Soccer

- 10 gallon water coolers
- Cups and/or Water Bottles
- Medical Kit
- AED
- Splint Bag
- Ice Chest with ice bags and flexi-wrap

#### Softball

- 10 gallon water coolers
- Cups and/or Water Bottles
- Medical Kit
- AED
- Splint Bag
- Ice Chest with ice bags and flexi-wrap

#### Tennis

- AED
- Medical Kit



- 7 or 10 gallon water cooler (or other source of hydration)

#### Track and Field

- AED
- Medical Kit
- 7 or 10 gallon water cooler (or other source of hydration)

#### Volleyball

- Bench Cart
  - 10 or 7 gallon water cooler (water)
  - 3 or 5 gallon water cooler (Gatorade or equivalent sport electrolyte drink)
  - AED
  - Biohazard kit with gloves, gauze, bandages, pre-wrap, stretch tape
  - Towels for medical purposes only
- Splint Bag
- Cups and/or Water Bottles

### Competition and Events

The set-up for venues will be the same but duplicated for the visiting team. For tennis matches there will be carts with water coolers and cups placed in between courts with emergency equipment and injury ice available at courts. Track and field will have the necessary set-up based on the set up of the competition.

### CONFIDENTIALITY

Any communication, verbal or written, between a student-athlete, physician, coach, parent or any other party and the Sports Medicine Department Staff relating to the medical condition or participation status of a student-athlete will be kept in strict confidence in adherence to HIPPA.

### RULES FOR THE DR. WILLIAM C. FRANCIS STUDENT THERAPY CENTER/ATHLETIC TRAINING COMPLEX

1. The Student Therapy Center is a medical facility. Student-athletes must conduct themselves in a mature and professional manner. There shall be **no horseplay, loitering, foul language, or shouting in the training room by student-athletes.**
2. There will be no use of cell phones or other electronic devices in the Student Therapy Center by student-athletes.
3. Do not remove anything from the Student Therapy Center without permission.
4. Radios, telephones, televisions, copy machines, fax machines, and computers are not to be used by student-athletes unless for a medical purpose and only if a Sports Medicine staff member has approved the action and the student-athlete is under his or her direct supervision.
5. Student-athletes must be showered and clean before receiving treatments and evaluation (non-emergency). Student-athletes must be dressed appropriately.
6. No self-treatments. All modalities and supplies will be dispensed and administered by the Sports Medicine staff.
7. No tobacco products are permitted in the Student Therapy Center. Sports Medicine staff members have been instructed to report the student-athlete to the Director of Sports Medicine or the Associate Athletics Director for Sports and Compliance for immediate disciplinary action.
8. No supplies or items of inventory are to be taken from the Student Therapy Center by coaches, student-athletes, staff, custodians, etc., unless given permission by a member of Sports Medicine staff.
9. The Student Therapy Center will only be open when supervised by a Sports Medicine staff member. Entrance to the facility should be through the main Student Therapy Center entrance for all student-athletes; football student-athletes may use the locker room entrance as well. Student-athletes should abide by Tennessee Tech

parking rules and requirements; failure to do so may result in parking tickets and fines that will be the responsibility of the student-athlete.

10. No cleats or spikes in the Student Therapy Center.

## **ANNUAL FORMS**

All student-athletes, both incoming and returning, are required to submit [forms to the Sports Medicine Department](#) on an annual basis.

## **PRE-PARTICIPATION PHYSICALS**

All new student-athletes must have a pre-participation physical exam before competing in intercollegiate athletics. No new student-athlete can participate in any practice, conditioning, or weight room session without fulfilling the medical requirements and clearance by the medical staff.

Any student-athlete found to have an illness, injury or past medical history which may affect safe participation may be held from all activities pending further investigation of his or her condition. The student-athlete will then either be cleared or disqualified from participation based on current medical standards of practice by the team physician in conjunction with appropriate university personnel. The Director of Sports Medicine will convey the decision and information to the student-athlete, student-athlete's parents, and coaching staff.

## **TRYOUTS**

Any student wishing to participate in a tryout for an intercollegiate athletic team must first receive permission from the respective head coach of that sport. Once permission has been granted, the student must have a pre-participation physical completed and provide proof of primary insurance. The student must also sign the [Release of Liability, Waiver, Indemnification, and Consent](#) form. The student is financially responsible for all injuries or illnesses incurred during this tryout period. If the student is invited to full participation after the tryout period, he or she will then fall under the Department of Athletics insurance coverage policy.

## **MEDICAL AND ATHLETIC INSURANCE COVERAGE**

Ultimately, all medical charges are the responsibility of student-athletes, and the Department of Athletics may elect to pay on their behalf. The Department of Athletics insurance policy is a secondary insurance policy that covers only injuries directly related to an injury that occurred during Department of Athletics sanctioned activity, or while traveling to and from an intercollegiate athletic event. If a student-athlete is injured outside of a sanctioned activity, the Department of Athletics is not responsible for any charges incurred, but may assist the student-athlete in obtaining a referral. The secondary insurance may also cover rehabilitation of injuries required for the student-athlete to return to participation. Some injuries causing problems in vision, eyesight or dental problems may be considered coverable conditions. As a secondary policy, the Department of Athletics policy may help to cover any co-payments or deductibles applied to the primary insurance, but will only pay up to the negotiated contract rate.

The Department of Athletics will assist the student-athlete with medical treatment and payment for injuries sustained while participating in a Department of Athletics sanctioned activity until the student-athlete's release from care or up to terms of the secondary policy (current policy 104 weeks from date of injury). If a student-athlete quits, is dismissed, or has exhausted his or her eligibility, a member of the Sports Medicine Department Staff will work with that student-athlete to resolve any injuries that may have occurred while participating. If no injuries are noted, the student-athlete will be cleared and the Department of Athletics will no longer provide secondary insurance coverage from that date forward.

Student-athletes who see a medical provider outside of the Sports Medicine Department will generate a medical expense for services provided. It is the responsibility of the student-athlete to bring any bills and explanation of benefits (EOBs) to the Director of Sports Medicine or designee. These rules apply to all student-athletes and does not mean that their bills are automatically processed for payment by the Department of Athletics. The procedures to follow are:

1. The student-athlete's current primary insurance information and current parent authorization forms must be completed and a copy must be on file with the Sports Medicine Department. Recommendation would be for the student-athlete to carry an insurance card or a photocopy of the insurance card with them.
2. When a student-athlete is injured, he or she must report as soon as possible to a Sports Medicine staff member. The student-athlete will be evaluated and proper treatment and care will be initiated to include referral to another medical provider if necessary.
3. The provider will be given the primary and secondary insurance information at the time of a scheduled appointment. If the injury is non-athletically related or a pre-existing injury or illness, only the student-athlete's primary information will be given. If the student-athlete does not have primary insurance and the injury or condition is not athletically related, he or she must set up a payment plan with the provider.
4. The provider will bill the student-athlete's primary insurance first, then the Department of Athletics policy (if applicable). During the course of the billing process, the student-athlete may receive documents from the provider indicating pending payments from his or her insurance company or outstanding balances after payment has been applied. The student-athlete must bring these documents to the Director of Sports Medicine or designee immediately. Failure to bring bills or other documents in a timely manner may cause delays in paying the student-athlete's bills. The student-athlete may also receive checks from primary insurance for injury-related medical services. These checks must be signed over and given to the Director of Sports Medicine or designee to be given to the appropriate university business personnel for disbursement to the medical provider.
5. Any student-athlete that does not receive athletically-related financial aid will be required to carry his or her own medical insurance.

## **MEDICAL REFERRAL**

1. Except in emergencies, a Sports Medicine staff member must screen all conditions prior to referral to a Team Physician or other consultant. This policy assures proper and immediate care, close follow-up treatment and injury management for the student-athlete.
2. The Sports Medicine Department will make all referral appointments. Transportation to medical facilities/offices will be provided if the student-athlete is unable to arrange personal transportation.
3. Medical care and treatment of all student-athletes will be done through the Sports Medicine Department.
4. If the student-athlete or parent desires medical care other than that provided by the Sports Medicine Department, he or she may do so at his or her own expense. This includes a second opinion obtained without the coordination or knowledge of the Sports Medicine staff. Records of physician visits, x-rays, lab results, etc., not initiated by the Sports Medicine Department must be on file before the student-athlete will be cleared to participate. The [Seeking Care of Outside of the Sports Medicine Department Network Waiver](#) stating this understanding must be completed prior to an outside visit. The student-athlete is required to notify a Sports Medicine staff member.
5. It is the responsibility of the student-athlete and/or parents or guardians to inform the Sports Medicine staff of any changes or requirements with his/her medical insurance coverage.
6. Arrangements for follow-up care with a physician for injuries incurred during athletic activity must be completed within a 14 day period after completion of the competitive season, eligibility or termination from the team. After 14 days, the Department of Athletics reserves the right to decline any financial responsibility unless other arrangements have been made with the Sports Medicine staff.

## **MEDICAL DOCUMENTATION**

The Sports Medicine staff member assigned coverage for a sport is responsible for overseeing all documentation after an injury/incident occurs. That staff member is responsible for documenting actions taken during an emergency. In the absence of a Sports Medicine staff member, the Department of Athletics staff member in charge at the scene should record actions and should contact Sports Medicine staff as soon as possible. If the incident involves urgent transport to a medical facility, a report must be made within the Presagia Injury Tracking System.

The Sports Medicine Department is responsible for documentation of injuries and illnesses and maintaining the documentation in the student-athlete's file. These files are located within the Sports Medicine Complex in the East Stadium. Medical records are documented within the Presagia Injury Tracking System and all paper files are securely locked. All documentation will have the following information:

1. Name of injured student-athlete
2. Student-athlete's emergency contact numbers
3. Participating sport
4. Location of injury/illness
5. Complete description of injury/illness
6. Description of action taken
7. Nature of injury

## **PRE-EXISTING INJURY**

The Department of Athletics will not be responsible for any pre-existing injuries. An appropriate medical authority will determine conditions that allow for participation.

All pre-existing injuries or illnesses should be reported on intake medical history forms and reported at time of the pre-participation examination. Failure to report and document any pre-existing injuries or illnesses releases the Department of Athletics from any financial liability in the event that another problem is incurred after the initial injury or illness.

The Team Physician must give clearance of pre-existing injuries and illnesses. A student-athlete who has a pre-existing injury or illness, is not cleared by his or her pre-participation physical and is unable to practice will be responsible for any and all treatments and procedures needed for return to participation. The Sports Medicine Department may assist with any in-house rehabilitation.

Should a student-athlete, who had a pre-existing injury or illness and is cleared to participate, sustain further or new injury to the same body part, it shall be considered a new injury, if it occurred during an intercollegiate practice or competition. It will be compensable under the Department of Athletics secondary insurance.

## **MEDICAL CONDITIONS**

The Department of Athletics secondary insurance policy does not cover medical conditions and/or birth defects. If a student-athlete presents to the Sports Medicine Department with unknown symptoms, the student-athlete may be referred to a Team Physician for treatment. If, after referral, a medical condition/birth defect diagnosis is determined not athletically-related, the Department of Athletics will no longer be responsible for charges incurred. The Sports Medicine staff or Team Physician may still assist with referral of that student-athlete with the understanding that the student-athlete is responsible for all charges that occur. (Examples of possible medical conditions: mononucleosis, any internal organ abnormality, reproductive abnormality, abnormal heart condition).

In addition, the Department of Athletics will not be financially responsible for medications of long-term pre-existing conditions including allergies, diabetes, acne, asthma, etc.

For all away competitions, the Sports Medicine staff members responsible for the team will have copies of all pertinent information.

## **REPORTING INJURIES/ILLNESSES**

A minor injury may develop into a more significant injury unless properly and immediately treated. Injuries or illnesses should be reported to the Sports Medicine staff within the first 24 hours, absent extraordinary circumstances.

All injured or ill student-athletes must report to the Sports Medicine Complex in the morning for evaluation, treatment and any necessary recommendations. Student-athletes will be seen on a first-come, first-serve basis and should sign in. Student-athletes preparing for practice or competition will take priority upon arrival. Any student-athlete who is unable to fully participate in practice or competition should report to the Sports Medicine Complex as requested by a Sports Medicine staff member. The Sports Medicine staff will then notify the student-athlete's coaching staff of his or her status.

## **MEDICAL EXCUSES FOR CLASS**

No medical excuses will be issued from a member of the Sports Medicine staff. If a student-athlete has seen a physician, dentist or Student Health Services in their offices, he or she must have their office issue the excuse for class.

## **INJURIES DURING TEAM TRAVEL**

If a member of the Sports Medicine staff is present, he or she will be responsible for coordinating treatment of an injury or illness while a student-athlete is away from campus on team travel. However, in the event that a student-athlete is injured or becomes ill during away competitions without a Sports Medicine staff member in attendance, the head coach should contact the host athletic trainer to be advised on the best route for evaluation and treatment. If a student-athlete is sent to an emergency room or is hospitalized while on an away trip, it is the responsibility of the head coach to contact the Director of Sports Medicine so that the coordination of medical care and billing can be properly handled. The student-athlete must report to the Sports Medicine Complex within 24 hours of returning from the competition for follow-up care and to ensure documentation of the injury or illness.

## **EMERGENCIES**

For all dire emergencies, call 911. A detailed emergency plan is available in this handbook and at the athletic venue on the emergency action plan. If it is not a dire situation and assistance is required, a student-athlete or coach should call the Sports Medicine staff member assigned to his or her team. If unavailable, contact the Director of Sports Medicine.

## **ACTIVATING EMS**

When a decision is made to activate the EMS system and EMS is not present at an event, the designated person will contact emergency services. The individual should remain calm and speak clearly. He or she should be familiar with the location, facility address and EMS access point to direct them to the scene of the downed student athlete, coach, spectator, etc. To ensure quick and precise arrival of EMS to scene, the individual should be able to provide the following:

1. Name, address, telephone number of caller
2. Nature of emergency, whether medical or non-medical
3. Number of individuals injured
4. Condition of individual(s)
5. Treatment initiated

6. Specific directions, as needed, to locate the emergency scene
7. Other information requested by dispatcher
8. Do not hang up with EMS until they hang up
9. Once appropriate care is given, contact appropriate personnel as deemed necessary

If available, EMS should be met to help direct them to the location of the injured individual. This person should have keys to any locked doors or gates that may delay arrival of EMS. A member of campus police, Sports Medicine staff, Department of Athletics staff, or coach may be appropriate for this role.

## **MEDICATION**

Prescription medication shall be disclosed to the Director of Sports Medicine or designee and communicated as needed to the Team Physician. Over-the-counter medications should also be disclosed. If used, instructions on packaging should be followed.

## **SECOND OPINIONS**

A student-athlete is entitled to a second opinion, if desired. However, if the second opinion is at the request of the student-athlete or the student-athlete's parents/guardians, the Department of Athletics will not be financially responsible for any costs incurred to get the second opinion, including travel to and from the provider, costs for office visit, tests performed or ordered by the provider and treatments of any kind from the provider.

If medical care is sought by a student-athlete independently, without the knowledge of the Sports Medicine staff, then the Department of Athletics reserves the right to decline any financial responsibility for said care.

If the second opinion is at the request of a designated Tennessee Tech team physician, then the Department of Athletics will assist the student-athlete's primary insurance in covering the costs incurred in receiving the second opinion.

## **EXIT INTERVIEW**

Upon exhaustion of NCAA eligibility or terminating participation, all student-athletes must have an exit interview with the Director of Sports Medicine or designee to document any injuries sustained during participation. If surgery or further treatment of an injury is required, it must be initiated within one year of departure from the program. No procedure will be paid for unless it is determined to be specifically related to an injury sustained during participation. The Department of Athletics will not be financially responsible for any injury or illness that is not documented in the student-athlete's permanent medical file.

## **CONCUSSION POLICY**

The Department of Athletics will follow [Tennessee Tech Policy 952](#) regarding Concussions.

## **SICKLE CELL TESTING**

The Department of Athletics will follow NCAA legislation regarding sickle cell testing.

## **MENTAL HEALTH PROTOCOLS AND BEST PRACTICES**

The Department of Athletics has developed and will maintain [protocols and best practices](#) regarding mental health.

## **ADD/ADHD DOCUMENTATION**

Any student-athlete with a documented history of ADD/ADHD must complete the [NCAA Medical Exception Documentation Reporting form for ADD/ADHD](#) on an annual basis. The form must be submitted to the treating physician and completed by the physician. All documentation must be submitted with the completed form, including but not limited to, results of all testing and any other documentation that led the physician to the diagnosis, medication(s) and dosage, blood pressure and pulse readings, note that alternative non-banned medications have been considered, and follow up orders. This information is extremely important to have on file to provide proof of prescription medication should a drug test return a positive result. This information must be supplied prior to any strength training, conditioning or team practice session. If at any point during the year a student-athlete is diagnosed with ADD/ADHD, it is the student-athlete's responsibility to inform the Sports Medicine staff.

## **VISION CARE**

The Department of Athletics will be financially responsible for vision care associated only with participation. Regular glasses are not covered. Lost or damaged contacts will be the responsibility of the student-athlete unless lost or damaged during practice or competition. The student-athlete will be responsible for all contact lens solutions and cleaning supplies.

## **DENTAL CARE**

The Department of Athletics will be financially responsible for dental care only associated with participation. Non-athletically related dental care can be coordinated by the Sports Medicine Department at the student-athlete's expense.

## **PREGNANCY**

The Department of Athletics does not provide medical coverage for gynecology and obstetric conditions. It is the responsibility of the student-athlete to seek and be financially responsible for medical coverage related to suspected or actual pregnancy. The pregnant student-athlete must be under the care of an obstetrician and provide written proof of such care. Cessation of participation in practice and competitive events will be at the discretion of the student-athlete and based on the advice of the attending obstetrician. The Department of Athletics will abide by the attending obstetrician's recommendations regarding participation prior to, during and following pregnancy but assumes no responsibility for complications due to continued participation that may result in damage to the fetus or termination of pregnancy before term.