

Coaches' Health and Safety Handbook

This handbook is intended to provide Calvin Christian coaching staff with clear guidance and expectations with regards to communication, injury management, and other sports medicine aspects. It is not intended to be all encompassing and should not be viewed as such. If you have questions regarding the handbook, please contact the Athletic Trainer for clarification.

Athletic Training Services

Athletic Training Services are provided by Corewell Health (formerly Spectrum Health)

AT Contact Information: Rachel Smestad MS, AT, ATC

Cell phone: 616-570-7819

Email(s): rachel.smestad@corewellhealth.org
rsmestad@gccsmi.org

Hours of operations: Monday-Friday 1:00pm-7:00pm or until end of competitions

In-session access: 1:30pm-7:00pm or end of events

Students accessing the AT during school hours must check in with their teacher and obtain a pass.

Summer access: A schedule will be posted before the start of summer, these times may be subject to change

AT Coverage and Availability

Practice coverage and Schedules

- The athletic trainer will be at the High School for most sports practices. For practices held outside of normal hours of operation, the AT may be on-call or available for phone/video consultation. In the case of an injury, please follow the guidelines for injury care when the athletic trainer is not present (see below).
- Coaches are required to provide the athletic trainer a practice schedule prior to the start of their season. Failure to do so may result in practices going uncovered.
- Changes in practice/game schedules:
 - Please be sure to contact the athletic trainer as soon any schedules change.
 - Schedule changes made less than 24 hours in advance may result in practice going uncovered.

Event Coverage

- The athletic trainer will be at most home events.
- Multiple events will be covered with the athletic trainer stationed at the highest priority sport as determined by the athletic trainer. The athletic trainer will be reachable by phone for all other sporting events.

- Off-site events (e.g., cross country, football, hockey, lacrosse, post-season events): Travel time for off-site events may require the athletic trainer to leave the school prior to the end of practices. Please follow the injury protocol for when the athletic trainer is not present. The athletic trainer may be reachable by phone for consultation.

Emergency Action Plans (EAPs)

Site- Specific EAPS

- Each High School athletic complex has a site-specific EAP posted in a clear and visible location. This is typically located next to available AEDs or in Team areas, such as locker rooms, storage sheds, or dugouts.
- Prior to and throughout the season, please be sure to familiarize yourself with your site's EAP so you are better prepared in case of an emergency.

Team- Specific EAPS

- Prior to the start of each season, coaches will be emailed a copy of the Team-specific Emergency Action Plan. This requires you to identify resources and assign emergency roles to your staff and team. The Team-specific EAP must be completed within the first week of practice.
- The school athletic trainer will round to your team practice to walk through the Site-specific and Team-Specific Emergency Action Plan with your staff and team.

Injury Guidance

Life Threatening Injury

This would include, but is not limited to, any of the following:

- Unconsciousness
- Signs of shock
- Difficulty breathing
- Uncontrolled bleeding
- Significant deformity (obvious fracture or dislocation)
- Paralysis or numbness/tingling after a fall or contact injury
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Activate the Emergency Action Plan (EAP):

1. **Call 911 and retrieve the AED and MED KIT**
2. **Begin care as applicable** (CPR, rescue breathing, bleeding control, etc)
3. **Call Athletic Trainer**
4. **Call Parents**
5. **Continue providing care until more advanced personnel takes over**

Non-Life Threatening Injury:

- **Athletic Trainer (AT) present on campus**
 - Send athlete to Athletic Training Room (ATR) for evaluation
 - Unless you are certain of the AT location, call the AT to determine location before sending the athlete
 - If an athlete is physically unable to get to the AT/ATR, call AT to notify them of injury and request response
 - Please provide basic injury information
 - Name of athlete
 - Location of athlete
 - Body part and side
 - State of athlete (e.g., consciousness, pain level, emotional state, etc)
 - State of injury (e.g., swelling, deformity, bleeding, etc)
 - This information will help the AT triage the situation and determine response priority
 - Please understand that not all injuries require immediate response even if the athlete is in pain (consider ambulance response times or Emergency Department wait times as a comparison)
- **Athletic Trainer is NOT present on campus**
 - Provide appropriate first aid care
 - Contact AT for consultation if necessary
 - Notify parents of injury (recommend additional care if AT was unreachable)
 - Report the injury to the AT and instruct the athlete to follow up with them ASAP

Away Competitions

- Consult the host Athletic Trainer for injury evaluation
- If in doubt of the athlete's ability to play safely, please keep them out
- Promptly notify your Athletic Trainer of the injury and instruct the athlete to follow up ASAP
- If they have been removed from participation due to injury, DO NOT allow them to return to participation without AT clearance

Head Injuries

- In accordance with The State of Michigan and MHSAA rules and regulations regarding youth head injury management, any student-athlete exhibiting signs or symptoms of a concussion must be removed from play immediately until cleared by an appropriate medical professional.
- If a student-athlete reports ANY one symptom consistent with a concussion, they should be removed from participation immediately and evaluated by the onsite athletic trainer.
- If an athletic trainer is not readily available, the student should continue to be withheld until they can be appropriately evaluated. Later resolution of symptoms does not necessarily mean a concussion did not occur.

- Coaches are responsible for reporting ALL possible head injuries to the school athletic trainer.
- Students who are diagnosed with a concussion must complete the Corewell Health West concussion protocol and receive clearance from BOTH their primary-care physician AND the school athletic trainer BEFORE returning to full practice or competition.

Heat Emergencies

● Heat Exhaustion

- Recognition:
 - Heavy sweating; pale appearance; headache; fainting, dizziness, or loss of coordination; confusion, disorientation, or irritability; decreased performance or weakness; nausea and/or vomiting; muscle cramps; cool damp skin; weak and/or rapid pulse
- Action:
 - Move the individual to a cool/shaded area and remove excess clothing
 - Elevate legs to promote venous return
 - Cool the individual with fans, rotating ice towels, or ice bags
 - Provide oral fluids for rehydration
 - Call Athletic Trainer for further assistance
 - If condition worsens during treatment, transition to heat stroke protocol (see below) and call 911.

● Heat Stroke

- Recognition:
 - Collapse, altered or unconsciousness; loss of motor function; irrational behavior, irritability, or emotional instability; confusion, disorientation or dizziness; headache; confusion, disorientation, or irritability; nausea or vomiting; severe dehydration, dry mouth, or thirst; rapid pulse, low blood pressure, or quick/shallow breathing
- Action:
 - Remove all equipment and excess clothing as quickly as possible
 - Quickly transport athlete to immersion tank; this will be available in front of the Stadium Fieldhouse on hot days
 - Submerge the athlete to their shoulders keeping their head above the water; add water and ice as necessary; stir water throughout the cooling process
 - After cooling has been initiated, activate EAP by calling 911 then the Athletic Trainer
 - Monitor and maintain airway, breathing, and circulation
 - If at any point vitals are lost, remove athlete from the water and begin necessary care (e.g., rescue breathing, CPR, AED)
 - Continue cooling and care until advanced care is ready to take over

Lightning Safety

- Per MHSAA rule, any sight (lightning) or sound (thunder) requires IMMEDIATE suspension of outdoor activities.
- If a coach witnesses' sight or sound of lightning in the area, they must IMMEDIATELY report it to the school athletic trainer and athletic administration.
- The school athletic trainer or athletic administration may also suspend activities prior sight or sound based on more accurate weather monitoring applications.
- In the event of a lightning delay, coaches should locate the nearest safe facility (e.g., High School, Stadium Fieldhouse Locker Rooms, etc) and swiftly move participating athletes into that space.
- Coaches should keep the team in this facility unless provided explicit instructions by the school athletic trainer or athletic administration to move the team or an 'ALL CLEAR' has been issued.
- During a lightning delay, coaches should be in close communication with the school athletic trainer and athletic administration to determine the 'ALL CLEAR' timeline or coordinate an alternative practice location.

Additional Information

Medical Kits

- Each team is assigned a med kit for the season containing basic first aid supplies, such as bandages, tape, gauze, gloves, instant ice packs, etc.
- Please be familiar with supplies and inform the athletic trainer if the kit needs restocking.
- It is the coach's responsibility to have the kit at ALL games and practices.
- Kits are to be return to the ATR at the end of each season.

CPR/AED AND First Aid Certifications

- Head coaches of each level (Varsity, JV, and Freshman) must maintain CPR/AED certification per the MHSAA.
- All coaches are encouraged to obtain and maintain a CPR/AED and First Aid certification for safety and preparedness purposes.
- CPR/AED certifications are valid for 2 calendar years from the date of certification.
- Our Athletic Trainer holds preseason certification courses for our staff on an as needed basis. Please contact the Athletic director or school Athletic Trainer to inquire about course availability.