

Coach's Policies and Procedures

Coaching young student athletes to a championship and watching them grow into young men and women can be an exciting and fulfilling experience. However, some athletes become injured during the season. This is why it is vital that the coach and athletic trainer be in constant communication throughout the season.

When an athlete is injured at Lawrenceville, we use a team approach (school doctor, athletic trainer and coach) to treat and return the athlete to competition as safely and as quickly as possible.

The following is a list of policies and procedures for the coach to follow when an athlete becomes injured during the season.

1. When an injury occurs on the playing field that needs medical attention, contact the athletic trainer or a student athletic trainer (who will contact the athletic trainer) as soon as possible.
2. If a severe injury (i.e. head or spinal injury) occurs, **do not move the athlete** and contact the athletic trainer and/or Health and Wellness Center.
3. The athletic training room will be open from 9:00 am to the start of afternoon practices. Once practices start the athletic trainer and student athletic trainers will be on the playing fields. Do not send injured athletes to the training room for ice or evaluations. They should be sent to the Health and Wellness Center if the athletic trainer is not readily available.
4. Evaluations, treatments and rehabilitation of athletic injuries will occur only during the academic day. There will be no rehabilitation programs held in the afternoon.
5. After the athlete has been evaluated by the athletic trainer or school doctor, he/she cannot return to activity until clearance has been given **in writing** to the coach by the school doctor or athletic trainer.
6. If an athlete cannot participate fully due to an injury, he/she will be sent to the practice field with written instructions of what he/she can do for practice. When the athlete's status has changed, another note will be sent to the coach. The athlete will not be sent back to the House during practice time by the athletic training staff.

7. A note from an outside physician, athletic trainer, physical therapist etc. is not valid. The school physician has the final say on all medical issues. If an athlete brings you a note from an outside source, please send that student with their note to the Health and Wellness Center. Once the student has been to the Health and Wellness Center, you will receive a note from the Health and Wellness Center outlining the student's level of activity.
8. After classes, student athletes will be evaluated and/or taped on a first come–first serve basis. Teams having a game that day will have first priority.
9. For away games, athletes will be taped at Lawrenceville unless there is a student athletic trainer assigned to that sport and the coach has allowed enough time for the student to tape at the away site. It would be appreciated if the coach will communicate with the athletic training staff on their preference for taping home or away.
10. When competing at other schools, ask the host coach if an athletic trainer or doctor will be available during the scheduled contest and how may they be reached in case of an injury.
11. If there is no medical coverage at an away contest, you must then use your best judgment as a responsible adult. If in doubt as to whether or not the injured athlete can be moved or make it back to The Lawrenceville School safely, send the athlete to the nearest hospital.
12. If at an away contest and an athlete is sent to the hospital, an adult must accompany the injured athlete (i.e. any faculty member, spouse or responsible adult at the game) to the hospital, unless the athlete's parent or guardian is present. A parent other than the injured athlete's can accompany the athlete to the hospital, if no other coach is available. The coach, however, must have confidence that this parent is a responsible adult. If there is only one coach and no other representatives are available, then the coach must go to the hospital and cancel the game. Once at the hospital, the coach or other representatives must contact the school Health and Wellness Center and the athlete's parents before any medical decision is made.
13. If an athlete sustains a serious injury at an away game (i.e. head injury of any type), please bring the injured student to the Health and Wellness Center so that the proper personnel can evaluate them. This also allows the Health and Wellness Center to ensure that the athlete receives proper follow–up care. Bring them back to the Health and Wellness Center even if the site medical personnel cleared them.

14. Teams that do not have a student athletic trainer assigned to them will receive a first aid kit. If your first aid kit needs supplies during the season, it is your responsibility to bring it in to the training room for new supplies. At the end of the season, this issued equipment must be returned.
15. The athletic training staff will provide water for you on game days. Each team will be given cups instead of water bottles for rehydration. Please make sure that your athletes throw the cups in the trash after use.
16. After a practice or game, it is very important for athletes to rehydrate. Gatorade will be available in the dining center for the athletes to drink after practice. It is important that you as the coach stress to the athletes the importance of proper nutrition, rehydration and rest.
17. When traveling, please come to the athletic training room to pick up a water cooler and a sleeve of cups. You **must return** the water cooler to the athletic training room when you return. If the athletic training room is closed when you return to campus, please bring the cooler back the next morning so that it can be cleaned and prepared for the next trip.
18. In case of an injury that involves blood or any other bodily fluid, it is required that you wear protective gloves (found in the first aid kit) when administering first aid to the open wound.
19. If a coach or athlete has an open wound and is exposed to another person's blood, he/she should report the incident to the Health and Wellness Center.
20. Due to the great number of teams at Lawrenceville, an athletic trainer cannot be at every practice for the entire practice. However, great efforts are made by the staff to be present as much as possible.
21. On game days, the athletic trainer and student athletic trainer will introduce himself or herself to the visiting coach and assure them that they are available. The athletic trainer will let you know where he/she will be if for some reason he/she cannot be in attendance. The athletic training staff will try to cover as many games as possible; however, the high-risk sports will have priority over the low risk sports.
22. For all sports and athletes – **chewing gum** or **wearing jewelry** are **prohibited** during any athletic practice or game.
23. The coach should make sure that all required equipment is worn during all practices and games.

24. Due to the many events that occur on Lawrenceville's athletic fields throughout the year, it is important for the coach to check for any objects on the field that can cause injury to the athlete. It is recommended that you line the athletes up in a straight line and have them walk across the field before the first practice picking up any large rocks, broken glass, etc.
25. High school ATSA are available to help cover practices and games. Due to large number of sports, not all teams will be fortunate enough to have a student athletic trainer. He/she will be responsible for the first aid kit, taping, assisting me if someone is injured, and meeting the athletic trainer on away contests. No student athletic trainer is allowed to perform any type of **evaluation!**
26. On Thursdays, the Head Athletic Trainer will be in the Health and Wellness Center for orthopedic clinic from 4:00 to 5:30. The Assistant Athletic Trainer and students will be on the fields for game and practice coverage.

In conclusion, my door is always open in case you have any questions about an injured athlete or if you just want to talk. Communication between the athletic trainer and coach is vital.

Down Athlete Procedures

Head and spinal injuries are always a dangerous situation during any practice or game. It is important to have a plan so that the athlete can be treated and transported to the hospital as quickly and safely as possible.

A serious injury can be recognized when an athlete is unconscious; loss of function; tingling or burning sensations down legs or arms; and/or has great pain in neck or back. As a coach, never move an athlete in this situation. Get the proper medical authorities as quickly as possible.

The following is an outline of the procedures that will be followed in case of a serious head or spine injury.

1. Athlete goes down and has one of the above signs or symptoms.
(Do not move athlete)
2. Coach or student athletic trainer call athletic trainer (via radio).
*If athletic trainer is unavailable, call the Health and Wellness Center.
3. Athletic trainer evaluates situation.
4. ATSA calls Health and Wellness Center for ambulance and school doctor. If the emergency is life threatening, the athletic trainer or student athletic trainer will call 911 and then contact the Health and Wellness Center.
5. Logroll injured athlete (if face down). (athletic trainer at head; 1 coach/student athletic trainer at legs and 1 coach/student athletic trainer at torso)
6. Athletic trainer performs 1 man CPR or rescue breathing.
7. Coach, student athletic trainer or a person assigned by the athletic trainer meets ambulance and guides it into area.

Emergency Phone Numbers and Away Policy

Al Rashid Health and Wellness Center
(609) 896-0391 or 895-2086

Training Room
(609) 895-2037

Athletic Office
(609) 896-0123

*Before the contest begins, ask the host coach if there is any medical coverage present at the scheduled event.

If there is no athletic trainer or medical coverage present, you must use your best judgment and keep the following in mind if an athlete is injured:

1. Is the athlete breathing and is there a pulse? If not, suspect head and/or neck injury and start CPR while someone calls for an ambulance.
2. If the athlete is unconscious, do not move athlete and suspect a head and/or neck injury. Get help immediately and have someone call for an ambulance.
3. Is there any deformity of the limbs? If yes, do not move athlete and have someone call for an ambulance.
4. Does the athlete have any of the signs and symptoms of a serious head or neck injury? If yes, do not move athlete and have someone call for an ambulance.
5. Is there any shoulder pain after receiving a blow to the abdomen? If yes, suspect a serious abdominal injury and have the athlete transported to the hospital by ambulance.
6. Can the athlete be brought back to the Lawrenceville School safely? If in doubt, call Health and Wellness Center and get instructions.

Remember: When at an away game and your athlete has to go to the hospital, a coach or a responsible parent selected by the coach must go to the hospital with the injured athlete.

Once at the hospital:

1. Call Health and Wellness Center
2. Call parents

*** If parents cannot be reached, only the Lawrenceville School doctor can give permission for medical treatment.**

The Health and Wellness Center is open 24 hours a day, seven days a week and can provide you with the parent's phone number.

Signs and symptoms of a serious head or spinal injury:

1. Athlete is unconscious or was unconscious for any period of time, even for only a few seconds
2. Athlete is dazed or confused for more than 15 minutes
3. Athlete has a headache that does not subside or worsens
4. Amnesia (Athlete does not recall the play before or after the injury)
5. Athlete is not breathing or is having difficulty breathing
6. No pulse
7. Dilated pupils (pupils are large)
8. Unequal pupils
9. Pain in neck or back
10. Tingling down arm(s) or leg(s)
11. Burning sensation down arm(s) or leg(s)
12. Unable to feel arm(s) or leg(s)
13. Unable to move arm(s) or leg(s)

*If an athlete receives a blow to the abdomen and complains of chest or shoulder pains, suspect a serious abdominal injury and transport the athlete to the hospital.

In any of the above are present, do not move athlete and call for medical help. **Stay calm** and **do not panic**. If the athlete is not breathing, then start CPR.