

# **GRANT COMMUNITY HIGH SCHOOL STUDENT ATHLETIC TRAINER AIDE PROGRAM**





## **STUDENT ATHLETIC TRAINING AIDE PROGRAM**

The Student Athletic Training Aide program at Grant Community High School is designed to introduce students to the field of athletic training/sports medicine and other professions related to allied health. Students with an interest in athletic training/sports medicine, physical therapy, exercise science, emergency medicine, nursing, medical doctor and other areas of the medical field are encouraged to enter the program.

- The student athletic trainer aide program provides a “hands on” learning experience.
- Students will observe and learn about injury recognition, emergency care, injury rehabilitation, principles of basic taping and bracing while assisting Grant Community High school’s certified athletic trainer and athletic teams.
- Work ethic, willingness to learn, personable demeanor, and ability to assist injured athletes are desirable attributes sought in prospective students.
- Prospective students are required to spend volunteer hours under the direct supervision of the certified athletic trainer. Direct supervision includes hours attained in the athletic training room, at practices and athletic events at Grant Community High School.
- During the time spent in the program, student trainer aides are considered to be a part of the athletic programs at Grant Community High School.

Examples of student trainer aide educational and hands-on responsibilities include:

- Practice and athletic event attendance at Grant Community High School
- Assist with athletic injury record keeping.
- Field / Court set-up and breakdown.
- Athletic Training room maintenance and inventory
- Basic first aid, taping and wrapping skills
- Assist with daily athletic training room treatment of athletes

## **REQUIREMENTS AND RECOMMENDATIONS**

- Complete a student athletic trainer questionnaire.
- A willingness to learn and available time to volunteer.
- Personal qualities include: personal cleanliness, leadership, self-confidence, enthusiasm, good judgment, maturity, self-motivation, dependability, emotional stability, teamwork, and a sense of humor.
- Full-time student at Grant Community High School District #124.  
Must maintain passing grades as per IHSA / Grant HS eligibility requirements.  
    ☐ \_\_\_\_\_ Must be passing at least 5 classes.
- Current first-aid & CPR certification is highly recommended, but are not required
- Acceptance and approval into the program is given by teacher recommendations and by certified athletic trainers.
- Acquire a minimum of 10-15 training room hours per week with practice and athletic event coverage which is typically 3 days/week, but can be more with event coverage.
- Attendance at daily practices and numerous athletic events is highly encouraged and recommended due to a “hands on” learning experience.
- All students involved in the program will adhere to the Grant Community High School athletic code and training policies

## **STUDENT ATHLETIC TRAINING AIDE AGREEMENT**

### **The Grant Community High School Student Athletic Trainer Aide:**

1. Is expected to be prompt, professional and reliable.
2. Must dress appropriately with proper footwear (ex: Running shoes/ gym shoes) . NO CROP TOPS, SPANDEX SHORTS, LEGGINGS OR STRAPLESS TOPS. ( You will be asked to go home if dress code is not followed)
3. Must be passing five (5) classes.
4. Will only utilize taping and wrapping techniques approved by the certified athletic trainer.
5. May not perform or begin injury first-aid care, supportive taping, treatment, or rehabilitation process for any athlete without the direct supervision or verbal communication from the certified athletic trainer.
6. Will not dispense any medications to any athlete.
7. Will not diagnose any athletic injuries. Injury evaluations are to be performed by the certified athletic trainer.
8. Will not under any circumstances transport an injured athlete in his/her vehicle.
9. Is not to discuss any athlete's illness or injury with anyone.
10. Is expected to follow the Grant Community High School athletic code and training policies. Student athletic trainer aides are subject to the same rules of conduct as student athletes.
11. Will ask the supervising athletic trainer questions when in doubt of what they are doing.
12. Is highly encouraged to attend student athletic training workshops or clinics to improve his/her skills.
13. Cannot participate/compete in a Grant Community High School sport during the same season acting as a student athletic trainer.

I, \_\_\_\_\_ have read and understand the above statements of this agreement and agree to follow them

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified Athletic Trainer

\_\_\_\_\_  
Date



Dear Parent/Guardian,

Your son/daughter has expressed interest in becoming a student athletic trainer aide in the athletic training department at Grant Community High School. This program offers the unique opportunity to participate in assistance with the athletics program, while acquiring knowledge in first-aid, recognition, treatment, and rehabilitation of sports related injuries. The student athletic training aide program encourages responsibility, and provides an opportunity for enhanced personal growth. As a student athletic training aide, your son/daughter will be exposed to injuries to athletes. Although this program requires a volunteer time commitment (approximately 10-15 hours a week), the priority for the student must be academics. We request your assistance in emphasizing this priority. Please review the Student Athletic Trainer Aide Agreement, and policies with your child, and if you agree, sign the permission portion at the end of this letter and return it. If you have any questions, please feel free to contact me.

Thank you for your support.

Sincerely,

Mallory Whitman MS, LAT, ATC, PES  
Grant Community High School- Head Athletic Trainer  
Athletic Training Room (847) 973-3454  
[mwhitman@grantbulldogs.org](mailto:mwhitman@grantbulldogs.org)

I have read the guidelines and give my permission for my child \_\_\_\_\_  
Student's Name  
to participate in the 2023/2024 school year as a volunteer student athletic trainer aide.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## **CONFIDENTIALITY**

Athletic training is an allied health profession, therefore medical records and injuries to athletes will remain confidential. At no time should there be a discussion about an injury or injured athlete with anyone other than the certified athletic trainer.

I, \_\_\_\_\_ agree to adhere to the confidentiality of all medical information of any person who is seen in the athletic training room by the certified athletic trainers. I understand that an athletes' health information is protected by the Health Insurance Portability Accountability Act (HIPAA) Law of 1996. HIPAA is the national standard for protecting health information whether it is verbal, written, or in electronic form. Any information shared that is protected by HIPAA will result in verbal warning and potential dismissal from the student athletic training aide program.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

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Certified Athletic Trainer

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Date

If you have any questions regarding this confidentiality form, please do not hesitate to speak with the certified athletic trainer prior to signing.



## NATIONAL ATHLETIC TRAINERS' ASSOCIATION:

### OFFICIAL STATEMENT ON PROPER SUPERVISION OF SECONDARY SCHOOL STUDENT AIDES

#### Introduction:

This Official Statement of the National Athletic Trainers' Association provides support and guidance to school administrators and athletic trainers in the education and supervision of secondary school students enrolled in sports medicine courses or volunteering in secondary school athletic training programs. The goal of this statement is to continue to foster a positive, safe learning environment where students benefit from the instruction and observation of qualified health care professionals.

#### Official Statement:

The NATA recognizes that allowing secondary school students the opportunity to observe the daily professional duties and responsibilities of an athletic trainer can be a valuable educational experience. This unique experience may expose students to the foundations of various health related careers as well as provide them with important life skills. Regardless of practice setting, it is understood that all athletic trainers must comply with their state practice acts, the BOC Standards of Practice when certified, and the NATA Code of Ethics when a member. These legal and ethical parameters apply and limit the incorporation of student aides outside of the classroom and within the activities of athletic programs.

Student aides must only observe the licensed/certified athletic trainer outside of the educational environment. Coaches and school administrators must not allow or expect student aides to assist or act independently with regard to the evaluation, assessment, treatment and rehabilitation of injuries. Additionally, it is paramount that student aides not be expected, asked or permitted to make "return to play" decisions.

Specifically, licensed/certified athletic trainers, coaches and administrators must not ask athletic training student aides to engage in any of the following activities:

- (1) Interpreting referrals from other healthcare providers
- (2) Performing evaluations on a patient
- (3) Making decisions about treatments, procedures or activities
- (4) Planning patient care
- (5) Independently providing athletic training services during team travel

\*\*May, 2014 National Athletic Trainers Association

## TRAINING ROOM POLICIES AND PROCEDURES

The Athletic Training Room is a medical facility and is to be treated as such. Therefore, the following policies and procedures must be strictly adhered to, and students must be familiar with, in order to facilitate an organized, properly run athletic training room.

1. Athletes are not to wear cleats or any type of dirty shoes in the athletic training room, except in the case of an emergency.
2. Shorts and shirts must be worn at all times. Shirts on athletic males will only be removed when treating torso and shoulder injuries. Female athletes may be asked to wear a tank top shirt when treating shoulder/torso injuries, otherwise a t-shirt is required. Shorts must be worn for all lower extremity injuries or treatments.
3. All athletes are required to log in name, injury location, and treatment on a daily basis. All injuries are to be reported and recorded.
4. All athletes are encouraged to shower and/or clean up before entering the training room after practice and games. This is necessary to reduce the possible contamination of equipment, infection, and spread of disease.
5. Athletes should leave all equipment outside the training room. This helps to prevent clutter and overcrowding in the training room.
6. The athletic training room is not a self-service center. The certified athletic trainer will treat all athletes.
7. Profanity and horseplay are not tolerated at any time by anyone.
8. The desk and office are off limits unless prior permission is given.
9. The modalities and rehabilitation equipment are not toys. Do not sit on or play with them.
10. Do not loiter around the halls and/or locker rooms. Your job is in the athletic training room, or on the field/court. Stay there unless you are told to go somewhere else.
11. Student trainer aides may be assigned duties at an event or with a team that will stay in that designated area or with that team. Students should not leave the area for any reason unless given permission by the certified athletic trainer.
12. If a physician, or other athletic trainer is present at football games, conduct yourself with professionalism and respect.
13. In the case of absence from school, practices, or games, you must notify the athletic training staff. If possible, make all attempts to arrange another student athletic trainer to cover in your absence.
14. There is to be no dressing or undressing in the training room. Clothing can be changed in an appropriate locker room area.
15. Do not remove any equipment from the athletic training room without permission.
16. Respect must be shown at all times to all members of the athletic program.
17. Proper infection control procedures and practicing good hygiene must be followed at all times by all students.



## **GENERAL INFORMATION**

### **I. ATHLETE CONFIDENTIALITY**

Athletic training is an allied health profession. Therefore, medical records and injuries to athletes will remain confidential. At no time should there be a discussion about an injury or injured athlete with anyone other than the certified athletic trainer. An athlete's medical information is protected by HIPAA (Health Insurance Portability and Accountability Act). This act is the national standard for protection of personal health information whether written, verbal, or in electronic form. Any private health information shared with anyone not affiliated with the athletic training program is prohibited.

### **II. HOME & AWAY EVENTS**

Traveling with athletic teams is encouraged but not required. Proper notification is required if you are unable to attend an assigned day to the training room or event. Student trainer aides must be present for assigned duty or arrange for someone to cover for their assigned duty. Always inform the head trainer of your schedule change or absence through phone message or verbal communication. It is understood that student trainer aides may have jobs and other commitments, so please communicate with the certified athletic trainer as to your availability. Student trainer aides are prohibited from cheering from the bleachers and sitting with friends while working.

Student trainer aides on duty are responsible for cleaning and closing procedures at the end of the practice or athletic event day. Supplies need to be returned to their proper place after practices or athletic events. This includes; water coolers, water bottles, ice chests, or other supplies.

### **III. TRANSPORTATION POLICY**

Student trainers, who decide to attend away athletic events, must ride to and from these events on buses provided by Grant Community High School. Through prior arrangements with the certified trainer and athletic director, the student trainer may be released to his/her parents.

### **IV. GOLF CART USE**

- The golf cart cannot be driven off school property by anyone except the certified athletic trainer.
- **The certified athletic trainer will determine the circumstances of golf cart driving.**
- Student trainers are not to give any Grant HS student a ride on the golf cart except transporting an injured athlete. The cart serves as an important athletic injury transport vehicle.
- The golf cart is not to be used as a shuttle, or taxi service for students.
- Golf carts may be only driven to athletic fields to deliver water and ice.
- A copy of valid driver's license (if applicable), or learners permit will be kept on file.
- Golf cart abuse will not be tolerated and will be dealt with under the disciplinary policy.

### **V. PHONE, COMPUTER, AND ELECTRONIC DEVICES**

- If permission is given to use the phone in the training room office, the call must be under 2 minutes in length
- Personal calls, except to arrange pick-up are prohibited. Long distance calling is prohibited unless given permission by the head athletic trainer. The office computer and internet are to be used only upon certified athletic trainer approval.
- Personal cell phone use, excessive social media interaction, video watching, I-pods and other electronic device use are highly discouraged during training room, practice, and event coverage. Ear buds and headphones are not allowed while working as a student training aide.

## **VI. STUDENT ATHLETIC TRAINING AWARDS**

Awards may be presented on an individual basis and are dependent on many factors. Awards given at the end of a season are at the discretion of the athletic training staff and athletic director.

- a. Certificate of Participation
- b. Numerals corresponding to graduation year
- c. "Student Trainer" Pin
- d. Minor "G" Letter
- e. Major (Varsity) "G" Letter

## **VII. BEHAVIOR**

Respect must be given to all athletes, coaches, and fellow student athletic trainer aides. If you have an incident with anyone, please notify the certified athletic trainer as soon as possible.

1. Student trainer aides are expected to conduct themselves in such a manner to be a credit to those they represent; exemplifying the values of honesty, good sportsmanship, and courtesy associated with good citizenship. Language should be free from words generally considered offensive or degrading to others.
2. Information relating to medical and personal problems of athletes, coaches, or staff members is regarded as privileged information; therefore, it is not to be discussed with others.
3. Verbal obscenities, threatening remarks, and physical confrontations are to be avoided when possible. Should an incident occur while a student is on duty, it should be reported immediately to the head athletic trainer and/or the coach involved. The offending person should be identified when known to the student trainer aide. If physical force is used or threatened, the proper authorities should be notified.
4. Students should at all times be aware of their behavior. A student's behavior in the classroom and in the community is constantly monitored by teachers, staff members, parents, and others. Student trainer aides will be disciplined and possibly removed from the program if inappropriate behavior occurs.

## **VIII. DISCIPLINARY POLICY**

ALL DISCIPLINARY ACTIONS WILL BE DETERMINED BY THE ATHLETIC TRAINER AND APPROVED BY THE ATHLETIC DIRECTOR, AND PRINCIPAL.

- Student trainer aides will abide by training policies set forth by the athletic department at Grant Community High School.
- All student trainer aides will be responsible for rules violations.
- Students will sign and date athletic code, training rules and emergency information for each season worked.

Students will be placed on probation or dismissed for the following reasons:

1. Poor grades, if GPA drops below requirements.
2. Training Room or student athletic training policy violations
3. Golf Cart driving abuse
4. Excessive absence on assigned days without prior notification (verbal or phone call notification is recommended).
5. More than 2 school detentions in a two (2) week period.
6. Excessive cell phone use during working hours

### **Probation Guidelines**

#### **1. First offense**

- Verbal Warning

#### **2. Second offense**

- Written warning with 1 week's probation and no event or practice coverage.

### 3. Third offense

- Disciplinary action will be determined by the head athletic trainer, and the athletic director. Dismissal will be given under gross misconduct and repetitive violations of any policies and procedures.

## IX. PERSONAL APPEARANCE AND DRESS

Student athletic trainer aides are expected to dress appropriately and in a way that properly represents the athletic training program and Grant Community High School.

- Attire must not be excessively short, tight, and loose and should not be too revealing. When appropriate, shirts should be tucked into pants or shorts. Clothing which promotes illegal acts, tobacco, alcohol, profane language or symbols will not be allowed.
- The student trainer aides' personal appearance should not draw attention to oneself. Gaudy or unprofessional dress, hairstyles, make-up, jewelry, etc. will not be tolerated.
- The student trainer aides' hair should be well groomed as not to interfere with his/her performance (i.e. hanging in the face or eyes and tied back if necessary)

### **Acceptable Clothing for the student athletic trainer aide is as follows:**

1. Grant Community High School apparel colors are **highly** recommended (Red – White – Black -Grey)
2. Functional clothing and footwear is encouraged due to the active nature of this profession.  
Athletic shoes are required!
3. Polo type collared shirts, short or long sleeve T-shirt.
4. Shorts or Pants. Acceptable colors are Black, Khaki, Grey, Putty. Shorts are to have a generous inseam length. Leggings (Black) are acceptable, but are up to the discretion of the certified athletic trainer.
5. Blue Jeans can be worn for daily training room operations only. Jeans must be appropriate and must not have excessive rips, tears or holes. Jeans are not acceptable for events
6. Frequently, outdoor climate will dictate warm clothing.
7. Home events –Athletic training clothing is required and weather dependent. (AT Polo, Sweatshirt, Pullover Jacket)
8. Appropriate hats and visors can be worn outside only, and must be of school colors/logo.
9. Sunglasses are to be worn outside only.
10. ***All apparel worn by the student will be at the discretion of the certified athletic trainer.***

### **Unacceptable Clothing for the student athletic trainer aide is as follows:**

1. Open toed shoes, flip-flops, Crocs, or casual sandals.
2. Denim cut-off jeans
3. Dresses or skirts
4. Low cut, crop top or revealing shirts
5. Shorts with minimal inseam length
6. Bandanas and headbands. Girls may wear “athletic” headbands to keep hair out of the face
7. Apparel that depict illegal substances (Alcohol, Tobacco, Profanity, etc..).

## **X. TRAINING ROOM OPERATIONS**

Student trainer aides are expected to be prompt, act professionally, and be reliable. Student trainer aides must be responsible, trustworthy and act professionally at all times.

1. At no time, is anyone to touch the ultrasound/e-stim machine, or any other machine without permission from the certified athletic trainer.
2. If athletes are seen tampering with training room equipment, ask him or her politely to stop. If they do not listen, please inform the head athletic trainer. You are an extra set of eyes for the head athletic trainer. Please help by reporting an individual, who abuses equipment, “borrows” training supplies, or hides an injury.
3. Student trainer aides may not begin an athlete’s treatment or rehabilitation program without the certified athletic trainer’s authorization.
4. The certified athletic trainer will determine when a student trainer aide can tape an injured athlete. Students are only allowed to tape when they complete and become proficient in skill competencies.
5. The athletic training room and office are to be locked when there is no staff present.
6. Student athletic trainers are expected to be assertive, take initiative, and be productive while in the training room. This includes maintenance of the athletic training room, preparing athletes for practice/events, supervising rehabilitation, game day event set-up, and possible supervised practice or event coverage.
7. If you need to do homework, a project, or be home for family issues, please inform the head athletic trainer. Falling behind with schoolwork, or attending to family issues will always take priority over training room schedules.
8. At any time if you are unsure of duties, concepts you have learned, or what you are doing, or supposed to be doing..... ASK QUESTIONS WE WILL HELP YOU!

## **STUDENT ATHLETIC TRAINER AIDE DUTIES**

### **I. TRAINING ROOM & PRACTICE DUTIES**

Students will be required to be checked off by certified athletic trainers on a variety of skill competencies and must become proficient in those before they are allowed to perform those skills.

#### **1. Pre-Practice Duties**

- Apply all wraps, dressings, bandages, protective padding, and tape to athletes that you are qualified to perform.
- A general rule to follow is to care for those athletes that are in-season first, however, we work on a “first come, first serve” basis. Athletes who are traveling to away events also have higher priorities to be treated. Athletes who have a new injury that requires an evaluation will be the last priority.
- Do not permit crowding at the tables. Take each athlete in his/her proper order. If the crowd becomes large, ask the athletes to wait in the area outside the training room. Socializing will not be tolerated.

Student trainer aides should become comfortable and understand the following procedures:

- Documentation of injuries and treatment records.
- Injury, treatment sign in of all athletes. Digital timers are to be used to keep track of injury treatment time.
- Skill check off list of competencies.

## 2. Practice Duties

- Watch for injuries and notify a certified athletic trainer. Do not tape or wrap **any** injuries unless instructed. Students may administer basic care if a certified athletic trainer gives permission.
- If you witness an injury, pay close attention to how the injury occurred, time of occurrence, and relay this information to the head athletic trainer
- If possible, carefully assist the certified athletic trainer in the removal of injured players off the field or court.  
**\*Do not move any athlete if you are unsure of anything, call the certified athletic trainer**
- Do not turn your attention away from practice to play catch, talk to players, or other bystanders.
- Always carry the necessary first aid supplies such as latex gloves, gauze, Band-Aids, tape, scissors, etc. Always use universal precautions for all blood related first-aid procedures.
- Always stay with an injured player either on the field or in the training room. Never leave a player unattended.
- Communication with a certified athletic trainer by walkie-talkie may be recommended during practices. Always use a professional demeanor while addressing an injury situation.

## 3. Post-Practice Duties

- Clean and return all supplies used during practices to the athletic training room.
- Assist athletes with end of day treatments.
- Check the list of daily tasks and cleaning procedures.
- Place all dirty towels, and any other laundry in the laundry hamper.
- Check with the head athletic trainer, and do not leave until all jobs are completed.

# II. GAME AND EVENT DUTIES

## 1. Pre-Game Duties

- Arrive at specified times and prepare all necessary equipment before athletes arrive. Be early.
- Be dressed in game attire and ready to work on time.
- Assist with pre-game taping if needed or instructed by the certified athletic trainer.
- Prepare the field, court, or sideline areas with needed supplies, water, ice etc.
- Introduce yourself to the opposing team's athletic trainer and/or coaches and or explain your duties.

## 2. Game Duties

- During the game or event, pay close attention to the activity. Watch athletes who may be injured. Alert the athletic trainer if you suspect an injury has occurred that he/she may not be aware of.
- You are a student athletic trainer aide, not a trainer, water boy, or water girl. Providing water to maintain the athlete's hydration status is an important duty. Represent yourself and the student trainer program with pride and integrity.
- One student athletic trainer may accompany the certified athletic trainer on the field or court to observe and possibly assist an injured player. Other student trainers should be ready to bring splints or other equipment on the field/court.
- You may be asked to adjust equipment, apply protective equipment/padding, wraps, ice bags or dressings to those players not in the game or event.
- Assist in the administration of water to players, coaches, or officials. Keep water coolers filled with water and ice for home and visiting teams, especially in hot weather.

### **3. Halftime, time outs or other breaks**

- Assist in providing hydration players with water and sports drinks
- Offer water or sport drinks to officials or referees
- Refill home and visitor water coolers and ice chests if necessary

### **4. Post- Game Duties**

- Be sure that all equipment is removed from the playing areas and is back in the training room
- Assist players in removing tape, bandages, and dressings.
- Handout and/or apply ice bags to athletes who have been injured
- Check with the head athletic trainer, and do not leave until all jobs are completed.

## **STUDENT TRAINER AIDE DAILY TASKS**

1. Clean and disinfect whirlpools.
2. Clean and disinfect the treatment and taping tables.
3. Restock taping and bandaging supplies on the tables, cabinets, counters, or other storage areas.
4. Fold all clean towels and other laundry and place in the appropriate locations. Make sure that all dirty towels and laundry are placed in the laundry hamper.
5. Organize & clean all supplies on counters and cabinets and report any deficiencies in supplies.
6. Clean and disinfect all water coolers, water bottles, and ice chests and are stored in the proper
7. Help athletes with securing ice bags, removing tape etc.
8. Perform any other duties assigned by certified athletic trainer.
9. Refill ice cups and replenish supply in freezer

## ACTIVATING EMS/PARAMEDICS

- ❖ Do not call EMS on your own while working as a student athletic trainer aide unless you are told to do so by the head athletic trainer, coach, or other Grant Community High School representative. If you are asked to call the EMS system, follow the guidelines below:
- ❖ CALL 911. OR FROM AN INSIDE SCHOOL PHONE, DIAL 8-911
- ❖ STAY CALM - TALK SLOWLY AND CLEARLY
- ❖ “MY NAME IS \_\_\_\_\_ AND WE NEED AN AMBULANCE AT GRANT HIGH SCHOOL FOR AN ATHLETE WHO HAS SUSTAINED AN \_\_\_\_\_ INJURY.”
- ❖ Give your location/directions, and location of the athlete. Map of campus with gate, or door entrance.
- ❖ EMS may ask the following:
  - ☐ What is the injury/illness?
  - ☐ Is he/she conscious and breathing?
  - ☐ How old the athlete is? (tell them approximate age, or year in school)
  - ☐ Location/directions again
  - ☐ Where should we enter?
- ❖ Stay on the line until you are told to hang up.