

## **Policies and Procedures for LCAP**

The purpose of this form is to ensure that the LCAP students act responsibly and professionally. The sports medicine staff is composed of three certified/licensed athletic trainers, student athletic trainers, and a team physician. Student athletic trainers and LCAP will NEVER be allowed to make medical decisions, analyze or diagnose injuries. The Athletic Training Room is a health care facility where an athlete receives treatment, care, and preventative assistance as well as rehabilitation. The Athletic Trainer is responsible for providing services in an attempt to maintain the athlete's level of competition at its highest degree.

### **Policies**

- The LCAP student will communicate with Greg the days and times they plan on showing up to put in their time
- If you can't make the day or time originally planned on they will communicate with Rick via verbally in person, a phone call (847)755-5790, or email [ggarofalo@d211.org](mailto:ggarofalo@d211.org) BEFORE the day/time in question
- Will only use taping and wrapping techniques approved by the athletic trainers
- Will NEVER issue any medications, including pain relievers
- Is NOT allowed to diagnose athletic injuries
- Is NOT to discuss an athlete's illness or injury with anyone except involved medical personnel

### **Procedures and Expectations**

- Be prompt, professional and reliable
- Stay busy the entire time
- Act respectful
- Ask questions if you ever don't understand something

By signing below you agree that you have read and understand the Policies and Procedures and if you do not follow them consequences may occur.

Student Name (Print) \_\_\_\_\_

Student Name (Signature) \_\_\_\_\_

Date \_\_\_\_\_

### List of things to do for LCAP

- Ensure band aids are stocked and full
- Ensure Ice blocks are stocked and full
- Ensure Ice cups are stocked and full
- Ensure athletes are signing in
- Help get things ready for practices and games (ice, water, bottles, cups)
- Help put the above and kits, etc. on the golf carts
- Ensure towels are picked up and thrown in hamper
- Report behavior not conducive to rehab, treatment, etc.
- Help instruct athletes how to make ice bags, hot packs, and set them up on the bike
- Help type and file paperwork
- Clean and fill whirlpool tubs
- Ensure rehab equipment is getting put back where it belongs
- Sit in on an evaluation (ask first)
- Learn how to tape
- Ensure tables are wiped down and clean
- Make heel and lace pads
- Ensure tape drawers are stocked and full
- Ensure locks are locked
- Clean hydrocollator
- Get med kits out for the day
- Put med kits away from previous day