

# Hinsdale South High School

Athletic Training Student Aide Packet

Updated June 2024



## **Mission of the Athletic Training Student Aide (ATSA) Program**

The Hinsdale South High School Athletic Training department's primary goal is to provide high quality medical coverage including the prevention, recognition, treatment, and rehabilitation of injuries and illnesses to all student-athletes regardless of sport, gender, or ability level. The mission of the ATSA Program is to educate and develop ATSAs into productive members of the health-related professions and our society. The athletic training room (ATR) will provide an environment where each student feels welcome and ignites learning through exploratory endeavors that will create an outstanding high school experience, bringing pride to our school, our athletic department and our community.

## **Goals of the ATSA Program**

1. To produce high school individuals with a high quality of character who excel in the classroom and in extra-curricular activities.
2. To promote Hinsdale South High School in a positive way AT ALL TIMES.
3. To provide sports medicine education and experience(s) in a variety of settings.
4. To provide the ATSA with a multitude of opportunities to develop skills that will enhance their success after high school.
5. To develop knowledge of anatomy and physiology in relation to injuries.
6. To gain an understanding of the demands of sports in relation to sports medicine.

## **ATSA Job Description and Duties**

ATSAs work as an extension of the Athletic Training staff at Hinsdale South High School. Many of the responsibilities of the ATSAs are general athletic training activities. These duties include, but are not limited to, the following:

1. Observe the daily tasks of the Athletic Trainers (ATs). Including but not limited to daily evaluation, treatment, and care of the student athletes during office hours, team practices, and athletic contests.
2. Observe and assist when appropriate with sports medicine equipment and supplies. Assist in preparing set-up for events (including practices, games, meets and contests)
3. Observe and assist when appropriate with proper cleaning and storage of all sports medicine equipment after all practices and events as directed by the ATs.
4. Become familiar with the purpose and application of all equipment and supplies. Student aides may practice when appropriate on non-injured individuals.
5. Keep the ATR clean and sanitary at all times. The ATR is a medical facility and must be treated as such.
6. Learn as much as possible on a daily basis through observation and asking questions.
7. The ATSA must:
  - a. Demonstrate a good attitude
  - b. Apply good work ethics
  - c. Follow the practice/game duties of the program
  - d. Be a good role model at school, games and in the community at all times

8. Assist in enforcing all ATR rules courteously
9. Learning, understanding, and implementing the appropriate use of universal precautions for bodily fluids and blood-borne pathogens
10. Maintain confidentiality of any personal or injury information learned while in the athletic training room or observing sport practices and/or competitions. Commit to following all Health Insurance Portability and Accountability Act (HIPAA) guidelines
11. ATSAs may NOT complete an evaluation, administer treatment, or make a return to play decision, any athlete, EVER.

### **Relationship of ATSA to:**

**Certified Athletic Trainers:** The certified ATs are charged with the health care of the student athlete. The ATs are reasonable and willing to discuss questions or problems. However, discussions should be held at the appropriate time and place.

**Coaches:** Make it a habit of learning their names and what program they coach for as this information could be valuable in a time of need. However, as an ATSA you should NEVER discuss any injuries with a coach. All injury information should come from a certified AT. If a coach has asked you for injury information, your opinion, or has spoken disrespectfully towards you, notify your AT immediately.

**General Public, Media, or Student Body:** You may be confronted as to the health of an athlete by almost anyone. This information is CONFIDENTIAL to everyone outside of the athlete's healthcare team. This information should NOT be discussed with anyone other than your AT. This includes classmates, school employees, friends, family, and referees.

**Athletes:** An athlete is allowed to withhold consent for sharing his/her/ their healthcare information. Consent is required to observe an injury assessment or care.

### **Policy and Dismissal Due to Absences or Discipline Problems**

1. A reasonable amount of excused absences will be allowed. However, students will be held to the time commitment contract that they signed prior to becoming an ATSA. Students cannot assume that if another ATSA is present, that they will cover their assigned responsibilities if they leave.
2. Absences require a 24-48 hour notice if they are going to miss a scheduled event of any kind. Students are expected to regularly use the designated form of communication to alert staff of absences. **Do not tell your ATSA or athlete to relay your message to your AT.**
3. If you're here for the club, you have to be here. You cannot assume other activities once you've checked in for the day (i.e: leaving campus for food, driving someone home, workouts, etc).

4. **The athletic trainers hold the right to determine who is permitted to travel with sports for away games. To be considered you must:**
  - a. Complete World Rugby First Aid Certification.
  - b. Complete 5 hours of ATR/ practice time, split between at least 2 days, during that game week.
  - c. Wound Care (minimal first aid) certified by the ATs.
  - d. Parent permission slip (to be turned in prior to each game traveled). Z

## **Discipline Policy**

1. A certain responsibility is expected of the HSHS ATSA while working in the ATR and providing services at practices or games. They represent the Athletic Training Program, HSHS athletics and most importantly themselves.
2. This policy (see point 3) is in addition to the HSHS athletic code. Your AT will determine what kind of behavioral problem will invoke this discipline policy.
3. This policy will follow, in progression, these steps:
  - i. 1st offense: A verbal warning by a Certified AT
  - ii. 2nd offense: Behavioral Contract Form set up
  - iii. 3rd offense: One week suspension as ATSA. parent notified
  - iv. 4th offense: Second week suspension as ASTA, parent notified
  - v. 5th offense: Third week suspension and consideration of removal from program
4. During ATSA suspension the student will not be permitted to attend practices, games or other events.
5. If an ATSA shows disrespect, insubordination, or has to be disciplined by a coach or sponsor, they will have a meeting with the AT staff, and will be given a Behavioral Contract Form.



**NATIONAL ATHLETIC TRAINERS' ASSOCIATION:  
OFFICIAL STATEMENT ON PROPER SUPERVISION OF SECONDARY SCHOOL ATHLETIC  
TRAINING 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/or 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 individual evaluations on a patient
- (3) Making decisions about treatments, procedures or activities
- (4) Planning patient care
- (5) Independently providing athletic training services (anything beyond basic first aid and prevention care) during team travel

# Hinsdale South Athletic Training Contact List

1. Hinsdale South Athletic Training Room
  - a. Office: 630-468-4488
2. Sigrid De la Torre, LAT/ATC
  - a. [sdelatorre@hinsdale86.org](mailto:sdelatorre@hinsdale86.org)
3. Christine Shebelski , LAT/ATC
  - a. [cshebelshi@hinsdale86.org](mailto:cshebelshi@hinsdale86.org)
4. Art Ostrow, Athletic Director
  - a. Office: 630-468-4240
5. Christy Langosch, Administrative Assistant
  - a. Office: 630-468-4241

# **Hinsdale South High School ATSA Program**

## **Time Contract**

I, (student name), \_\_\_\_\_, understand that being a HSHS ATSA demands time and commitment and punctuality to my assigned athletic training duties. I do hereby agree to fulfill these responsibilities for the season I have agreed to partake in. I realize I could be dismissed from the HSHS ATSA program if I do not comply with this contract and guidelines stated in this packet provided to me.

ATSA signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Certified Athletic Trainer signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent Permission for AT communication with ATSA**

I, \_\_\_\_\_, give permission to allow my student to utilize the following communication methods with the supervising athletic training staff.

Groupme Application

I prefer to have athletic training staff not communicate with my student:

Other preferred method of communication: \_\_\_\_\_

Parent/ Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Athletic Training Student Aide Information**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Class: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Season of ATSA participation:            Fall            Winter Spring

T-shirt size: \_\_\_\_\_

# Athletic Training Aide Confidentiality Agreement

I understand this document establishes an agreement between myself and Hinsdale South High School related to the confidentiality of the student health and other confidential information during my time as an athletic training aide. This agreement is intended to ensure compliance with HIPAA and FERPA privacy laws and Hinsdale South policies and procedures. I understand that failure to abide by the terms of this agreement can result in corrective action including expulsion from being an athletic training aide.

- **HIPAA-** means the Health Insurance Portability and Accountability Act of 1996, as amended (including, without limitation, the Health Information Technology for Economic and Clinical Health (HITECH) Act, as amended) and all regulations issued thereunder.
- **FERPA-** means the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records.

**By my signature and date, I understand and agree to the following during my tenure as an Athletic Training Aide and after-**

- I will not access, use, or disclose student health information or other confidential information unless I am authorized or permitted to do so by the Hinsdale South High School Certified Athletic Trainer. I will not access, use, or disclose information regarding the injuries and conditions specific to Hinsdale South High School Student-Athletes, Staff, and visiting Student-Athletes who undergo care by the Certified Athletic Trainer. I will not take pictures or share information on any social network website or in emails or text messages.
- I will assist in maintaining the safeguards on student health and other confidential information put in place by the Certified Athletic Trainer. This includes protection from the disclosure of documentation received from student-athletes, and any other method of communication or documentation, be it physical or electronic, that may contain student health or other confidential information.
- I will immediately report all information about unauthorized access, use or disclosure of confidential student information to the Certified Athletic Trainer be it purposeful or accidental.
- I will not use or disclose any student health information or other confidential information outside of the Athletic Training Facility or the supervising athletic trainer. I will direct any requests for information from coaches, staff, administration, or any other person or entity to the Certified Athletic Trainer.
- When permitted, I will only disclose student health or other confidential information to other Athletic Training Aides and the Certified Athletic Trainer in a manner (electronic, written, or verbal) that does not inadvertently disclose the information to other student-athletes being treated or other passers-by who may see or hear the related conversation or documentation. I will only disclose the minimum amount of information needed to complete my athletic training aide responsibilities.

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**Hinsdale South High School  
Athletic Training Student Aide**

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**Hinsdale South High School  
Head Athletic Trainer**

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**Hinsdale South High School Athletic Trainer  
(Contracted through Athletico Physical Therapy)**

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**Hinsdale South High School Athletic Director**