

Overview of the Medical/Approval Process for Student-Athletes

As always, the goal is to meet all state/league requirements as quickly as possible and to provide for the health and safety of our student-athletes.

Coach's Sign-Up & FamilyID

If your daughter thinks she even *might* be interested in a particular sport, she should be sure to attend any pre-season meetings or informational sessions set up by the coach. Even if unsure about her participation, she should sign-up on FamilyID as early as possible so the nurse can communicate approval status with the coaches.

The State Requirements/Form

The physical exam must be performed by a U.S. licensed physician, advanced practice nurse (APN), or Physician Assistant (PA) that has completed the state required Student-Athlete Cardiac Assessment professional development module.

The only physical exam form that may be used is the New Jersey state approved form for athletic participation and it must be completed in its entirety. (An individualized copy of that form is emailed to each student on roll at IHA in April of each calendar year). As of March 2015, all healthcare professionals performing the examination and completing the form must in addition to signing, dating, and stamping the exam/clearance part of the exam, sign, date, and complete the section on Student-Athlete Cardiac Screening module.

The Physical Exam

In compliance with Immaculate Heart Academy's physical examination policy, all students must have an annual summer physical exam. That policy states all physical examinations are to be done annually between May 1 and Labor Day. Fall athletes must have the exam completed prior to the first day the sport meets in August. *Please note: this is a **school** policy. It is not a state or league policy.*

Fall athletes are strongly urged to have their physicals in May, June, or July to take advantage of several early drop-off dates to facilitate the approval process. Completed exam packets for fall athletes are due by August 1 before 12 noon.

Fall athletes may hand in a copy of that examination at the main office to take advantage of the early drop off dates. All exams must be completed and handed in prior to the start of practice in August. Exam packets should **not** be handed in to the coach on the first day of August practices. Originals are handed in on the first day of school in September.

Physical examination packets must be completed in their entirety including all questions in the History section and the full Review of Systems. All screenings must be completed and documented on the form. The healthcare professional must fully clear the student-athlete, sign, stamp & date the form including the student-athlete cardiac screening

module.

Please note: Frequently, doctors fail to write in blood pressures, pulses, and vision screenings. Please check to be sure this information is documented on the form before you leave the doctor's office.

Review of the Completed Forms and Approval

Once handed in, the school nurse will review the completed form for errors and/or omissions. Please include an email or telephone number where you can be reached in the event the nurse has any questions about the student's physical examination.

The examination packets are then given to the school physician for his review and signature. Because of the high volume of completed forms, this review may take a week or more to get final approval status.

After his review, the school physician will place his signature on the form indicating the form is properly completed and the student is approved for participation in athletics. As required by the state and league, this signature is kept on file in the student's medical chart for parent review. If the physician determines something is missing or if the physician has any questions/concerns, the packet is returned to the nurse with 'not approved' checked.

The athletic director, coaches, and trainer are regularly provided information on the each athlete's medical approval status. If a student's form is missing something that prevents 'full approval,' ***the coach will contact the student-athletes*** to inform them what they are missing. Student-athletes must make arrangements to resolve missing items with their own healthcare professional or with the school nurse. When the missing items are resolved, the physical exam packet is re-submitted to the school physician for his signature.

Additional Information for Winter and Spring Sports

Following the process explained above, the school physician must review all athletes' physicals for each season's sports. In addition, the student-athletes and their parents must complete and sign a supplemental medical update form. This form is then reviewed by the school nurse for questions, errors, or omissions.

Regular announcements are made during the school day to alert athletes of missing information. Daily status reports are available in the Health Office. The information is shared on a regular basis with coaches, athletic director, and trainer. Coaches are asked to contact students with missing items so the outstanding issues can be resolved in a timely manner.