

SECTION 3

MEDICAL

MEDICAL COUNCIL

PROCEDURES

Medical Director

This position is held by a volunteer physician at the request/pleasure of the Board of Directors under the Chief Program Officer. This physician ought to be a Michigan licensed physician in good standing. They need to have in depth knowledge of Special Olympics programs and medical coverage.

Responsibilities:

1. Be licensed physician of record so medical personnel who need oversight have the necessary supervision.
2. Oversee medical coverage at state, regional, and area competitions. Encourage and ensure that minimal standards are followed at all levels of competition for the safest competitions for the athletes are attained.
3. Oversee and implement ongoing changes in the health appraisals as mandated by SOI.
4. Lead and work with the program committee on all medical issues of Special Olympics athletes.
5. Work with and help oversee the medical advisory committee.
6. Any other medical issues as determined by the Chief Program Officer /or Board of Directors.

The medical director will serve for a three year term; the term may be renewed at the request of the board.

Medical Advisory Council

This is an advisory council serving under the program committee to advise the program committee on medical concerns of Special Olympics Michigan athletes or events. This is an AD HOC council that will meet as necessary when the program committee requests their expertise.

The council should be made up of:

1. Medical Director
2. Winter/Summer Games medical director
3. One or two medical volunteers from each large state event
 - a. Games medical committee/or equivalent experience with Special Olympics Michigan
4. Healthy Athletes medical personnel
5. Regional/area medical representative
6. Athletic Trainer

- a. Suggested three-five years Special Olympics experience
7. Other expertise as dictated by issue

It is the hope that each region is represented as well as each specialty of medicine— EMT/paramedic, nurse, athletic trainer, PA/NP, and physician.

HIPAA

A Special Olympics Program is not required to comply with HIPAA's privacy regulations simply due to their operational requirement of collection of athlete medical information prior to an athlete's participation in the Program. Further, participation by a Special Olympics Program in the Healthy Athletes program does not subject the Program to HIPAA's privacy regulations. Areas should keep information as confidential as possible.

Body Fluid Handling Procedures

In the interest of protecting the athletes and volunteers, open wounds or skin lesions should be aggressively treated. Whenever a laceration or wound where oozing of blood occurs, the practice or game should be stopped as soon as possible, and the athlete or volunteer should leave the event and be given prompt medical attention. The athlete or volunteer may not return to play until the bleeding is stopped, any oozing blood is covered with appropriate dressings, and blood on equipment is cleaned. Coaches should bring a couple of extra uniforms in case of a body fluid injury.

Universal Precaution Kits will be available at each SOMI Culminating Event and should also be used at local and area training and competitions. A Universal Precaution Kit should contain bleach and bleach alternative, bio-hazard bags, paper towels, vomit solidifier and scoop, and sharps container. Some of the precautions you should take include the following to prevent transmission of blood-borne infections, such as HIV (Human Immune Deficiency Virus) and Hepatitis B:

1. If you will be touching someone with an open bleeding wound or any possibility of blood exposure, wear gloves. If you will be in contact with any body fluid (particularly saliva or urine), wear gloves. Gloves are found in every first aid kit and at all first aid stations. Please make sure that you always have an ample supply with you. Throw contaminated gloves in the biohazard bag in the first aid kit or at the stations.
2. Always wash your hands after touching athletes especially if blood or body fluids are involved (even though you wore gloves). If this is not possible, use good hand washing techniques before eating.
3. If for some reason you have used a sharp item (needle, scalpel or lancet), please deposit it in a red "sharps" box (bio-hazardous waste container) at the nearest first aid station. Do not attempt to bend, break or manipulate the sharp instrument by hand.
4. Saliva has not been implicated in HIV transmission; however, each first aid station should be equipped with mouthpieces (collapsible masks or resuscitation bags to be used in mouth-to-mouth resuscitation).

5. If you have an open wound, especially on the hands, avoid providing first aid care of injuries unless gloves are worn or until your wound heals.

6. If you have any further questions or concerns regarding infections control, please contact your local health department or the person responsible for medical coverage at the event.

SOMI's position on hiring an interpreter and other service providers

It is SOMI's desire to make the Olympic experience a positive one for all athletes. There are times when additional support is needed to make the Special Olympics Michigan experience meaningful. Volunteers are always welcomed to assist athletes with the accommodations necessary to make their experience as positive as possible. Funding for such supports are not within the realm of acceptable expenses of an area budget.

Crisis Communication & Incident Report Filing

SPECIAL OLYMPICS MICHIGAN AREA INCIDENT ACTION STEPS GUIDE

In the event of a serious incident, follow the guidelines below, keeping everyone involved as calm as possible throughout.

1. Assess the situation and remove all unnecessary individuals from the area. Only essential personnel should be present.
2. Appoint others to keep the area clear.
3. Appoint a person or person(s) to stay with the individual(s) involved at all times. Instruct the volunteer(s) to not render any treatment beyond his/her training. Do not move an injured individual unless he/ she is in immediate danger.
4. Determine if medical support (on site or ambulance) needs to be contacted. If yes, do so immediately. Have athlete Application for Participation form ready for medical personnel.
5. Determine if law enforcement needs to be contacted. If yes, determine whether

9-1-1 or the local non-emergency number should be used.

Non-emergency Number

6. If a family member/guardian/ friend cannot accompany the athlete/volunteer to the hospital, either stay with the athlete or appoint someone to go until a family member/ guardian/friend can arrive.

Contact the Special Olympics State Office, 1-800-644-6404, if you are unable to reach any of the above contacts. Explain the situation. SOMI will start coordinating any assistance needed. If you aren't sure if the incident qualifies as "serious," err on the side of contacting SOMI.

8. Contact your Area Director

9. You or your Area Director should contact the appropriate family/guardian of athlete/ volunteer, and apprise them of the situation.

10. Cooperate with medical personnel and/or law enforcement in completing necessary paperwork and SOMI's Incident Report Form.

11. In the event of media presence, speak from the statement on your Crisis Communication plan and do not speculate or expand upon this statement. Refer all media calls to Lois Arnold 989-954-5111.

12. Record names and phone numbers of individuals present at time of incident for use on Incident Report Form and for possible subsequent questions.

13. Once incident/crisis is over and the athlete(s)/volunteer(s) involved have all been released to their own supervision or the supervision of others, call Lois Arnold or Ann Guzdial, the appropriate family/ guardian of the athlete(s)/ volunteer(s), your Area Director and apprise all of status.

14. Complete an Incident Report Form and fax to Special Olympics State Office at 989-774-3034 within 24 hours. Forms can be found on the SOMI Website
<http://www.somi.org/howeare/resourcecenter.html> under Area Director Resources.

Concussion

All Certified Coaches are required to complete concussion training in order for their certification to be in full effect. The two programs most accessible are the CDC and NFHS online training course.

Once they complete the training, Coaches are required to turn in their certificate of completion to the Coordinator of Sports & Volunteers.

Coaches must take the training every three (3) years.