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SECTION ONE

Mission & Vision Statement:

Belhaven University prepares students academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas.

Belhaven University affirms the Lordship of Christ over all aspects of life, acknowledges the Bible as the foundational authority for the development of a personal worldview, and recognizes each individual’s career as a calling from God. Each academic department is committed to high academic goals for its students and clarifies the implications of biblical truth for its discipline. Belhaven upholds these commitments in offering undergraduate and graduate programs, by conventional or technological delivery modes, and in local, national, and international venues. The University requires a liberal arts foundation in each undergraduate degree program, in order to best prepare students to contribute to a diverse, complex and fast-changing world.

By developing servant leaders who value integrity, compassion, and justice in all aspects of their lives, the University prepares people to serve, not to be served.

Statement of Faith:

We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe the Bible to be the inspired, inerrant, and only infallible, authoritative Word of God, which exercises ultimate authority over the individual, the Church, and human reason.

We believe that justification through Christ is received by repentant sinners through faith alone, without works.

We believe that God, by his Spirit, progressively transforms the lives of those who are justified by God.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

Preface:
The purpose of this manual is to inform the staff, faculty, and students about the policies and procedures of the Belhaven University Dance Clinic.
SECTION TWO

**Hours of Operation:**

Clinic Hours

- Monday-Friday
  - 8:30 a.m. - 4:30 p.m.

All school holidays will be observed and the dance clinic will be closed during those times.

These hours are subject to change based on ATC availability.

Clinic is located Room 129 of Bitsy Irby Visual Arts and Dance Center. The number for the clinic is 601-965-7003, or campus ext 8134.

**Personnel:**
Miranda Layman, MS, ATC

**Qualifications:**
- BOC certification and the National Athletic Trainer’s Association (NATA)
- Licensed by the State of Mississippi
- CPR/First aid/ AED certifications

**Responsibilities:**
The ATC is in charge of running the dance clinic and all its entities. She covers dance department classes, rehearsals, and performances.

**Job Description:**
The Belhaven University Dance Department has established the need for an athletic trainer to be on-site during class times, rehearsals, and performances to provide the dancers and staff with the correct care needed in prevention, evaluation, treatment, conditioning, and rehabilitation of dance-related injuries. The athletic trainer is responsible for providing medical coverage of all dancers with dance-related injuries at Belhaven University. The athletic trainer must maintain and adhere to the regulations of the Board of Certification, State of Mississippi Licensure Laws, and all the Belhaven University policies and procedures, like those of regular staff/faculty.
Ethical Codes of Conduct:

Personal/ social conduct:
The athletic trainer should conduct herself with professionalism. She is a representative of the Belhaven University Dance Department and should present herself in good standing and respect for herself and the university.

Service equality:
Every Dance Department student, faculty, and/or staff member that comes into the training room at Belhaven University will be treated no matter their race, gender, ethnicity, way of living, and/or disability.

Sexual Harassment:
Any unwanted sexual advances, jokes, remarks, gestures, etc., will not be permitted. If such actions occur by any employee, immediate expulsion and investigation will occur.

Confidentiality:
All paper work and patient information is to be kept private and is only for the athletic trainer and dance faculty and staff to see and use. These files must be locked when not in use. Failure to comply with this policy will result in consequences from the director.
SECTION THREE

Safety Procedures

Blood Borne Pathogens:

By OSHA standards, all fluids considered to have BBP should be managed and disposed of with caution. Procedures include:

1. Latex or surgical gloves should be worn anytime contact with blood, mucous membranes or non-intact skin takes place; for example, abrasion, bloody noses or lacerations. Gloves should be changed immediately after use on each individual and placed in the biohazard containers in the athletic training room or in the individual biohazard bag in all athletic training room.

2. Hands should be washed after gloves are removed.

3. Existing wounds, abrasions or cuts which may begin to bleed during a practice or performance should be covered with a protective dressing to avoid the wound from reopening and requiring removal from the practice or competition to care for the wound.

4. Sharp items such as needles, scalpels or syringes must be disposed of after use in the SHARPS containers in the athletic training room.

5. Wounds that are bleeding must be covered by a dressing that will prevent blood from oozing through the Band-Aid or gauze that is applied. During competition, each sport has established guidelines as to how bleeding will be addressed.

Bodily Fluid Cleanup:

Small Spills:

Surfaces contaminated with blood should be cleaned using solution in the spray/foam can. Wipe up the blood with paper towels and deposit towels in the biohazard waste bag. Make sure gloves are worn.

Large Spills:

1. Put on gloves
2. Use personal protective equipment.
3. Deposit all waste in the biohazard containers athletic training room.
EAP/Medical Services:

Emergency Action Plan:

Safety Equipment:
The Belhaven University Dance Department will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard.

Biohazard equipment:
Sharps containers:
- Needles
- Scalpels
- Syringes

Trash receptacles with biohazard bags

Personal Protective Equipment:
- Gloves
- Goggles
- Disinfectant sprays: Bleach; all of these must approved by OSHA.

Spine boards/ AED:
In case of emergencies, a spine board and AED are on site with easy access. This equipment will be tested periodically to ensure proper function.

EMS services:
An EMS may be contacted in an emergency situation by request of the athletic trainer or staff/faculty member in charge. If an ambulance is required, Campus Security will also be notified.
Building Operations:

Emergency Procedures

Emergency Situations:

1. Locate a responsible person to stay with the injured patient.
2. Contact the Certified/Licensed Athletic Trainer and/or EMS (911).
3. If EMS is called, notify Campus Security.
4. Once the Certified Athletic Trainer or EMS has responded, they can make the appropriate decisions regarding patient care.

Emergency Communication:

1. The staff athletic trainer or student, faculty or staff will designate an individual to call EMS.
2. If an athlete is injured during a non-traditional occurrence (class room setting), the faculty member/teacher should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the faculty should call EMS at 911.
3. The individual who calls the EMS unit will provide the following information:
   a. Primary survey status
   b. Detailed information of emergency
   c. EXACT location of injured person
   d. EXACT location of where EMS should arrive
4. The staff or athletic trainer will designate an individual to wait for the EMS unit at the entrance to the Bitsy Irby Building.
5. The staff athletic trainer should be called immediately if not present.
6. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. An EMS unit will be called if needed according to the plan under Emergency Communication.
2. An AED and spine board will be located in the Bitsy Irby building in the second floor first aid room.

Non-Emergency Situation:

In the event of a non-emergent situation, the athletic trainer will be notified and will provide all necessary medical coverage either upon day of injury or next working day in the clinic. If the athletic trainer is not present, the staff/faculty present will make the proper decision for treatment and care to the best of their knowledge and will contact the athletic trainer.
SECTION FOUR

Dance Clinic in Bitsy Irby Visual Arts and Dance Center

Participation Agreements:
Waivers and Assumption of Risk Forms:
The waivers and assumption of risk forms are to increase awareness to the individual, his/her parents, faculty and staff, and the Athletic Trainer.

Medical History and Emergency Contact:
Prior to participation, a medical history and emergency contact form must be completed with current information. This form will stay in the dance clinic or with the athletic trainer at all times.

Pre-participation Exams
Physicals and required forms must be completed by all participants. These forms will be kept in the dance clinic in a file cabinet. A full physical exam (including blood pressure, pulse, height, and weight) by a Licensed Physician is required prior to any participation in any classroom, rehearsal, or performance.

Dance Screenings:
All new, incoming students must have a dance screening completed by the Dance Athletic Trainer prior to their first dance class. This screening is an assessment of the dancer’s posture, alignment, strength, and flexibility.

Documentation:
Care provided by the ATC will be documented each day. The ATC manages records of supplies, treatment logs, SOAP notes, referrals and injury reports.

Athletic Injury Forms:
Injury report forms will be kept with each dancer’s file.

Injury and Progress Notes:
Injury and progress notes will be done daily. Rehabilitation logs will be kept on all rehabilitation done in the athletic training room.

Non-athletes:
Due to liability issues, the Dance Athletic Trainer only provides treatment to Belhaven University Dance Department students and faculty. She will make appropriate referrals.
**Policies and Procedures:**

The Belhaven University Dance Clinic policies and procedures are designed to encourage students to become active participants in the care and, in the case of injury, rehabilitation of their bodies when working with healthcare practitioners and dance faculty. The Dance Athletic Trainer and dance faculty equip students to make wise decisions about the well-being of their bodies when injured. We endeavor to be good stewards of students' bodies and encourage students to be good stewards as well.

1. All dance majors and minors are required to have a physical evaluation by a physician and complete the necessary Pre-Participation History Evaluation and Consent and Assumption of Risk forms prior to arriving on campus. The forms can be found on the BU Dance Department website. The Dance Athletic Trainer cannot provide evaluation or treatment until all forms are completed and submitted.

2. Dance majors and minors will meet with the Dance Athletic Trainer prior to the start of classes for a dance screening to discuss and review physical health records and any concerns related to injury care and prevention in preparation for the upcoming school year.

3. Dance faculty and staff take preventative measures for student physical well-being throughout the dance curriculum at Belhaven University. However, as a dance major/minor in a physically demanding discipline, injuries may occur. It is highly recommended that students have reliable health insurance coverage in the event of emergency. If health insurance is needed, student coverage options are available through Transamerica underwritten by E. J. Smith and Associates at www.ejsmith.com.

4. When a dance student sustains an injury, it is the student’s responsibility to report it to dance faculty and to consult the Dance Athletic Trainer for evaluation and treatment. An appointment should be scheduled with the Dance Athletic Trainer within 24 hours following injury. Clinic appointments can be made at www.budanceclinic.skedda.com under individual student’s account. Please arrive on time for your appointment.

5. Proper attire must be worn when coming in for treatment, rehab, conditioning, and/or evaluations. Preferred attire: leotard and shorts or fitness apparel.

6. After initial evaluation by the Dance Athletic Trainer, the student will be given an appropriate care regimen and follow-up instructions. At each follow-up clinic visit, the student will be given further treatment, rehabilitation instructions, and necessary limitations as determined by the Dance Athletic Trainer. Dancers may be asked to sign a treatment agreement form to ensure that treatment and rehabilitation instructions are understood and followed. As part of treatment, the student may be required to either participate with restrictions or refrain from participation in classes and rehearsals. In any case, the student must attend dance classes and rehearsals, and/or report to the clinic when necessary for treatments. If class activity is limited, the Dance Athletic Trainer will give the student a red slip (no activity) or a yellow slip (restricted activity) to present to dance faculty at the beginning of each class period. Students who are restricted from full activity in a dance class will also be restricted from participation in rehearsals.

7. If a dance student is under a red or yellow slip, the Dance Athletic Trainer will determine the time frame in which to return to activity. If the university allotment of absences is exceeded due to an injury/red slip, the student will need a medical drop for all affected courses. If limitations in class through a yellow slip reach a total of four weeks, the student will also need a medical drop for those corresponding courses. Dance faculty will be in close communication with the Dance Athletic Trainer and the injured student throughout this process to determine the best possible plan of action.

8. The Dance Athletic Trainer works with specific medical professionals in the Jackson area. These relationships give the Dance Athletic Trainer critical involvement in the outside care of the dancer, which is imperative in decision-making regarding class participation. Please consult the Dance Athletic Trainer before seeking outside medical assistance. If the s/he deems an injury severe or is not responding well to treatment, the Dance Athletic Trainer will make referral to necessary outside medical professionals: orthopedics, general practitioners, chiropractors, counselors, etc. The Dance Athletic Trainer will either arrange or give the student specific details to set up outside appointments. Please see list of preferred professional medical contacts for reference.

9. The Dance Athletic Trainer will maintain communication with the Dance Chair and Dance faculty regarding care and injury status of each dancer.
Other policies and information:

Students choosing to seek outside physical therapy services:

- Students should have weekly appointment(s) for rehabilitation and/or treatment.

- **Student** must communicate effectively the following information with Chair of the Dance Department and all technique course instructors:
  - Location of Physical Therapy Clinic
  - Dates and times of all PT visits
  - Any/all limitations for class activity on a weekly basis

- **Physical Therapist** must submit weekly progress report to Dance Department via fax or email.

- **Student** must submit any follow-up visit reports and a signed doctor’s release letter for full participation to the Chair of the Dance Department and all technique course instructors.

STUDENTS WHO DO NOT COMPLY WITH THESE GUIDELINES MAY BE ASKED TO DROP DANCE COURSES.

Illness:

Please refer to the University’s list of suggested local medical clinics ([http://www.belhaven.edu/campus_life/Life/health.htm](http://www.belhaven.edu/campus_life/Life/health.htm)) for care of illness or other medical issues.

Counseling:

Belhaven University offers on-campus counseling to any student. Please see the University’s counseling services page for more details ([http://www.belhaven.edu/campus_life/Life/counseling.htm](http://www.belhaven.edu/campus_life/Life/counseling.htm)).