

Belhaven University:  
Dance Clinic  
Policies & Procedures  
Manual

# Table of Contents

## Section One

Mission/Vision of Belhaven	3
Statement of Faith	3
Preface	3

## Section Two

Hours of Operation	4
Personnel	4
Qualifications	4
Responsibilities	4
Ethical Codes of Conduct	5

## Section Three

Safety Procedures	6
EAP/Medical Services	7
Building Operations	8

## Section Four

Participation Agreements	9
Pre-participation Forms	9
Documentation	9

Injury Reporting Guidelines	9
Dance Clinic Policies and Procedures	10
Other guidelines and information	11
Mental Health Policy and Procedure	12, 13

## 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.

### **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:**

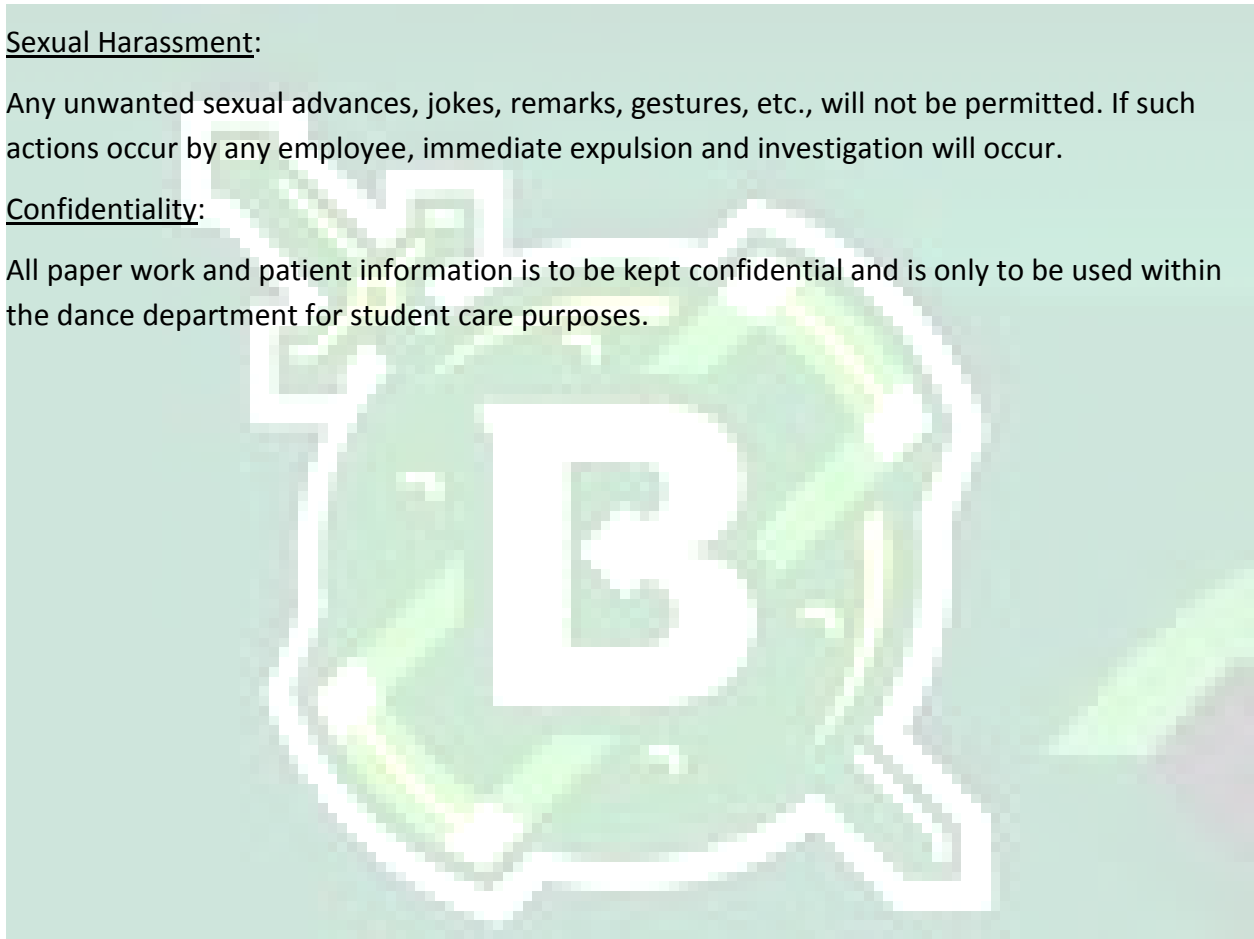
Every Dance Department student, faculty, and/or staff member that comes into the training room at Belhaven University will be treated no matter their race, gender, ethnicity, way of living, and/or disability.

### **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 confidential and is only to be used within the dance department for student care purposes.



## 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:**

Each facility on campus has their own Emergency Action Plan. Injury-related emergencies will be managed by the ATC in collaboration with the Chair of Dance. The University Emergency Action Plan can be accessed at <http://www.belhaven.edu/pdfs/campus-operations/Security-Report.pdf>.

## **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.

# Belhaven University Dance Clinic

## 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 Medical 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](http://www.ejsmith.com).
4. Injuries sustained within the Dance Department and on Belhaven University's Campus must be reported by the student to dance faculty and seen by the Dance Athletic Trainer for evaluation and treatment. An appointment should be scheduled with the Dance Athletic Trainer in a timely manner following injury. Clinic appointments can be made at [www.budanceclinic.skedda.com](http://www.budanceclinic.skedda.com) under individual student's account.
5. 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.
6. 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 a student receives a red slip from the Dance Athletic Trainer, the ATC in collaboration with the dance faculty will direct the student to either observe class or to use class time to work toward rehabilitation. If a student with a red slip observes class and/or uses class time for rehabilitation purposes, s/he will *not* be counted absent. If a student is unable to participate in class for more than two weeks 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.
7. 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.
8. 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)).

## **Mental Health Policies and Procedures**

### **Overview**

The Belhaven University Dance Department and Dance Athletic Trainer assist in the overall healthcare of the dance majors and minors. The purpose of this mental health guideline is to define mental health, identify specific members of the healthcare team who will oversee potential incidences, and to outline the necessary steps to manage an acute or chronic mental/behavioral health situation.

Guidelines for the identification, management, and treatment of mental health issues of students have been provided through the Best Practices for Understanding and Supporting Student-Athlete Mental Wellness derived from the NATA and NCAA ([https://www.ncaa.org/sites/default/files/HS\\_Mental-Health-Best-Practices\\_20160317.pdf](https://www.ncaa.org/sites/default/files/HS_Mental-Health-Best-Practices_20160317.pdf)).

### **Mental Health**

Mental health is defined as the emotional, psychological, and social well-being of a person. For the purpose of these guidelines, mental health issues will be categorized as acute or chronic. Acute emergencies are defined as sudden changes in mental conditions i.e. perceived suicide attempt or changes in mental status; these conditions may require hospitalization. Chronic conditions include: depression, anxiety disorders, or other previously diagnosed mental conditions.

### **Mental Healthcare Team**

BU Dance Athletic Trainer  
Miranda Layman, MS, ATC  
[m Layman@belhaven.edu](mailto:m Layman@belhaven.edu)

BU Dean of Students  
Greg Hawkins  
[ghawkins@belhaven.edu](mailto:ghawkins@belhaven.edu)

BU Counselor  
Christa Williams  
[counselor@belhaven.edu](mailto:counselor@belhaven.edu)

UMC Lifestyle Medicine  
Josie Bidwell, NP  
601-984-2233

National Suicide Hotline  
800.279.8255

### **Mental Health Prevention**

BU Dance Department takes a proactive approach to mental health concerns by adding the mental health questionnaire to the new and returning dancers' pre-participation documentation. At risk dance students identified through the PPE MH screening may be provided an additionally detailed questionnaire. The certified athletic trainer will determine the need for further evaluation by a member of the mental healthcare team.

## **Mental Health Protocols**

If a student reports a mental health emergency (including but not limited to harming him/herself or others, obvious severe changes in mental status, or other destructive behaviors), the certified athletic trainer or supervising staff/faculty will notify the Dean of Students to develop a plan of care.

Should any student exhibit any symptoms of depression, anxiety, sleep disturbances, or substance abuse, an additional survey from the Mental Health Best Practices Manual may need to be completed by the student and then followed up with the certified athletic trainer. At which point, the ATC will make the recommendation for follow-up with the appropriate mental healthcare provider.

Upon seeking treatment in a mental healthcare crisis, the dance athletic trainer will follow-up with involved mental healthcare providers to ensure proper treatment and smooth transition to return to classes and rehearsals. Dance faculty will be notified of any and all updates.

In the event a student reports any disturbances to the dance athletic trainer or if the ATC becomes concerned, an appointment will be set up between the student and the athletic trainer. The dance athletic trainer will then contact the appropriate member of the Mental Healthcare Team to establish the best plan of care for the involved student.

In the event of a student's teacher or friend becoming seriously concerned of a mental health condition or crisis, the person should make immediate referral to the dance athletic trainer. From there, the appropriate member of the mental healthcare team will be contacted to establish the best plan of care for the involved athlete.

### **Class Absences due to mental health condition**

Class participation is important, and students missing more than 20% of classes will fail the course and receive an F (except in the case of unique medical or family extenuating circumstances to be considered in consultation with the Registrar).

8 absences for a class that meets 3 times a week

6 absences for a class that meets 2 times a week

3 absences for a class that meets once per week

Persistently arriving late or leaving early may impact a student's grade.

Mental health conditions that result in missed classes need to be communicated to dance professors. Students should demonstrate they are receiving appropriate treatment and report consistent follow-up care to the dance department by the mental healthcare professional. Mental health issues resulting in more than 20% of missed classes will be addressed on a case-by-case basis, to be considered in consultation with any treating health care professionals, Department Chair, Dean, and Registrar.