Athletic Records and documentation:

As part of everyone job certain forms are required (athletic physical), others are individual but should be occurring (daily treatment records). This group needs to expand the Table of content to include a comprehensive list of forms and documentation needed. Second need to start the process of which forms at which time. With the onset of new software, some discussion should be ongoing on the direction that these items should take in the future.

Beginning list: (expand list and detail sections of list)

Athletic Forms

Athletic Physical

Guidelines as to parts of athletic physical

Concussion Management Forms

Concussion Management reporting

Injury Report

Daily Treatment Log

Coaches reporting system

Parent notification

Record for training room

AED Check list

Equipment Check list

Inventory?

Report should be returned to APS Athletics by May 20th Report should include expansion of Table of Content, Details is some of the areas of discussion. Discussion of future of software use for record keeping.