

HEAD INJURIES & CONCUSSION PREVENTION AND MANAGEMENT PROTOCOL

Policy Statement

In order to effectively and consistently manage head injuries, the Brooke Charter School has established the following protocol to prevent, train, manage and take appropriate return to activity decisions for all students involved in extracurricular athletic activities.

This policy will be revised as needed and reviewed every two years by a team of school staff consisting of school nurses, school physicians, principals, physical education instructors, athletic directors, coaches, and school administrators, in consultation with the each school's health wellness advisory committee.

Brooke Charter School has been informed by the Massachusetts Department of Public Health (MDPH) that while these policies are not subject to MDPH review, they must be in accordance with MDPH regulations. Brooke Charter School will be submitting affirmation on our school letter head to MDPH documenting that we have complied with the regulatory requirement to develop appropriate head injury policies. We will update and submit this affirmation by September 30, 2013 and every two years thereafter.

Brooke Charter School has designated its principal to oversee the implementation of these policies and protocols governing the prevention and management of sports-related head injuries. In addition the Principal will be responsible for (1) supporting and enforcing the protocols, documentation, training, and reporting outlined in the policy; (2) supervising and reviewing that all documentation is in place; (3) reviewing, updating, and implementing policy every two years and including updates in annual training and student and parent handbooks.

LEGAL REF: M.G.L. c. 111, § 222 105; CMR 201.000

General Information

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can literally cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain. These chemical changes make the brain more vulnerable to further injury. During this period of vulnerability the brain is more sensitive to any increased stress or injury, until it recovers. Therefore resting after a concussion and adhering to a progressive return to play program is critical.

Signs and symptoms of concussion include headache or a feeling of pressure in the head, confusion, irritability and other personality changes, sensitivity to light and noise, sleep disturbances, changes in taste and smell, numbness or tingling, nausea or vomiting, fatigue, dizziness, blurry or double vision,

bloody nose or ears. Symptoms may occur within minutes or hours later. The following are danger signs and require immediate medical attention: one pupil larger than the other, drowsiness or an inability to wake up, a headache that gets worse and does not go away, weakness, numbness, or decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures, inability to recognize places or people, increased confusion, restlessness, or agitation, unusual behavior, and loss of consciousness (even if brief).

I: Training program (reference 105 CMR 201.007)

A. The following persons annually shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health:

1. Coaches
2. Athletic trainers
3. Volunteers
4. School and team physicians
5. School nurses
6. Athletic Directors
7. Trainers
8. Parents of a student who participates in an extracurricular athletic activity
9. Students who participate in an extracurricular athletic activity

B. The required training applies to one school year and must be repeated for every subsequent year.

C. The Athletic Director and/or School Nurse shall maintain records of completion of annual training for all persons specified above through:

1. A certification of completion for any DPH department approved on-line course; or
2. A signed acknowledgement that the individual has read and understands the Department approved written materials or
3. Attendance roster from a session using DPH training

II: Pre-participation Requirements for Student Athletes and Parents (reference 105 CMR 201.008)

A. Documentation of a physical examination prior to a student's participation in extracurricular athletic activities will be reviewed by the school nurse for eligibility. A student athlete at Brooke Charter School cannot participate in an extracurricular sports activity if she/he has not had a physical examination within the last 13 months.

B. Each year, Brooke Charter School shall provide current DPH approved training, written materials or a list and internet links for DPH approved on-line courses to all students who plan to

participate in extracurricular athletic activities and their parents in advance of the student's participation.

- C. All students who plan to participate in extracurricular athletics activities and their parents shall satisfy the following pre-participation requirements.
 - 1. Each year, before the student begins practice or competition, the student and the parent shall:
 - a. Complete current DPH approved training regarding head injuries and concussions' in extracurricular athletic activities; and
 - b. Provide the school with a certificate of completion for any DPH approved on-line course or a signed acknowledgement that they have read and understand the written materials, unless they have attended a school sponsored training at which attendance is recorded.
 - 2. **Before the start of every sports season**, the student and the parent shall complete and submit a current *Pre-Participation Form*.
- D. Ongoing Requirements. If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete a *Report of Head Injury During Sports Season Form*, and submit it to the school nurse. The school nurse will share this information with the Athletic Director, Coach, and Athletic Trainer.

III: Documentation and Review of Head Injury and Concussion History and Forms (reference 105 CMR 201.009)

- A. Brooke Charter School will ensure that all forms or information from all forms that are required for participation are completed and reviewed, and shall make arrangements for:
 - a. Timely review of all Pre-participation and Report of Head Injury Forms, by coaches so as to identify students who are at greater risk of repeated head injuries.
 - b. Timely review of all Pre-participation Forms which indicate a history of head injury and report of head injury forms by:
 - i. the school nurse
 - ii. the school physician if appropriate
 - c. Timely review of accurate, updated information regarding each athlete who has reported a history of head injury during the sports season by:
 - i. the teams physician if any; and
 - ii. athletic Trainer if on staff
- B. Brooke Charter School may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

IV: Exclusion from Play (reference 105 CMR 201.010)

- A. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits any signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
- B. The student shall not return to practice or competition unless and until the student provides medical clearance and authorization by a licensed professional (physician, NP in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery).
- C. The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent in writing, whether paper or electronic format, by the end of the next business day.
- D. The coach or his/her designee shall communicate, by the end of the next business day with the Athletic Director and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.
- E. Each student who is removed from play and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular activities.
 - a. The plan shall be developed by the student's teachers, the academic dean, and school nurse, certified athletic trainer if on staff, and neuropsychologist if on staff and involved, parent, members of the student support team as appropriate and in consultation with the student's physician.
 - b. The written plan shall include but not be limited to:
 - i. Physical and cognitive rest as appropriate;
 - ii. Graduated return to extracurricular activities and classroom studies as appropriate, including accommodations or modifications as needed;
 - iii. Estimated time intervals for resumption of activities;
 - iv. Frequency of assessments, as appropriate by the school nurse, school physician, team physician if on staff, certified athletic trainer if on staff, or neuropsychologist if available until full return to classroom activities and extracurricular activities are authorized; and
 - v. A plan for communication and coordination between and among school personnel and between the school, the parent, and the students primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
 - c. The student must be completely symptom free and medically cleared in order to begin graduated reentry to extracurricular athletic activities.

V: Medical Clearance and Authorization to Return to Play (reference 105 CMR 201.011)

Each student who is removed from play for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to

the Athletic Director a DPH Post Sports-Related Head Injury Medical Clearance and Authorization Form prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A).

The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

- a. Only the following individuals may authorize a student to return to play:
 1. A duly licensed physician;
 2. A duly licensed certified athletic trainer in consultation with a licensed physician;
 3. A duly licensed nurse practitioner in consultation with a licensed physician; or
 4. A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

- b. By September 2013, physicians, nurse practitioners, certified athletic trainers, and neuropsychologists providing medical clearance for return to play shall verify that they have received Department-approved training in post-traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education.

VI: Responsibilities of the Coaches, Athletic Director, and Athletic Trainers (reference 105 CMR 201.012 105; CMR 201.013; CMR 201.014)

Coaches, Athletic Directors, and Athletic Trainers of Brooke Charter School shall be responsible for:

- Completing annual training in the prevention and recognition of sports related head injury and the associated risks including second impact syndrome
- Participating in the review of head policy and procedures every two years
- Ensuring that the training requirements for staff, parents, volunteers, and students are met, recorded, and records maintained
- Verifying that all student athletes have a current physical examination on file prior to participating in extracurricular activities
- Ensuring that all students participating in extracurricular athletic activities have completed and submitted the required forms prior to participation each season (Pre-Participation Forms as well as Report of Head Injury Forms)
- Reviewing Pre-Participation forms and identifying athletes at greater risk for repeated head injuries
- Reinforcing that athletes are prohibited from engaging in unreasonably dangerous technique that endangers the health and safety of an athlete
- Teaching techniques to minimize sports-related head injury
- Identifying athletes with head injuries or suspected concussions that occur in practice or competition, removing them from play, and completing a Report of Head Injury Form

- Communicating promptly with parent of a student removed from play and with the school nurse
- Participating in graduated reentry planning and implementation for students diagnosed with a concussion
- Working in conjunction with the school nurse to prepare and submit an annual report to the MDPH indicating the number of head injury forms collected and the number of students who incur head injuries and suspected concussions during organized athletics for the school year

VII: Responsibilities of the School Nurse (reference 105 CMR 201.015)

The school nurse shall be responsible for:

- Completing annual training in the prevention and recognition of sports related head injury and the associated risks including second impact syndrome
- Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school
- Reviewing, or arranging for the school physician to review, completed Pre-participation forms that indicate a history of head injury and following up with parents, as needed prior to participation in extracurricular athletic activities
- Reviewing, or arranging for the school physician to review, Report of Head Injury Forms and following up with the coach and parent as needed
- Maintaining Pre-participation Forms & Report of Head Injury Forms
- Participating in the graduated reentry planning for students who have been diagnosed with a concussion to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing, scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed
- Monitoring recuperating students with head injuries and collaborating with teachers and student support team to ensure that the graduated reentry plan for return to full academic and extracurricular athletic activities required by 105 CMR 201.010
- Providing ongoing educational materials on head injury and concussion to teacher, staff, students and families

VIII: Record Maintenance (reference 105 CMR 201.016)

The school shall maintain the following records for three years or at a minimum until the student graduates:

- 1) Verifications of completion of annual training and receipt of materials;
- 2) Department Pre-participation Forms
- 3) Department Report of Head Injury Forms

- 4) Department Medical Clearance and Authorization Forms
- 5) Graduated reentry plans for return to full academic and extracurricular athletic activities

The school shall make these records available to the Department of Public Health and the Department of Elementary and Secondary Education, upon request or in connection with any inspection or program review.

IX: Reporting (reference 105 CMR 201.017)

Starting school year 2011-2012, schools shall be responsible for maintaining and reporting annual statistics on a Department form or electronic format that at a minimum report:

- 1) The total number of Department Report of Head Injury Forms received by the school; and
- 2) The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular activities.