

<b>POLICY MANUAL</b>	Ipswich Public Schools  FILE CODE: JJIF
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## **CONCUSSION POLICY**

### **Distribution of Forms and Policy**

The Student-Athlete Handbook contains the following forms required by 105 CMR 201.000 - Head Injuries & Concussions in Extracurricular Activities:

- Annual Head Injury and Concussion Training Acknowledgement Form
- Pre-Participation Head Injury/Concussion Reporting For Extra-Curricular Activities Form (must be completed seasonally)
- Post Sports-Related Head Injury Medical Clearance and Authorization Form (to be completed by the treating practitioner)
- Report of Head Injury During Sports Season Form (completed by the coach, athletic trainer or parent and submitted to the athletic department)

No student will be permitted to participate in an extracurricular athletic activity unless the student and his/her parent/guardian have complied with their obligations under this policy. All athletic department staff are expected to fully adhere to the requirements of this regulation as well.

This policy also applies to volunteers who assist with extracurricular activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his/her act or omission.

### **Annual Training**

The following personnel, both those employed and those serving in a volunteer capacity, shall be required to participate in an annual training in the prevention and recognition of a sports-related head injury, including second impact syndrome: coaches, certified athletic trainers, school physicians, school nurses, Athletic Director, and marching band directors. In addition, students who participate in an extracurricular athletic activity and their parent/guardian shall be required to participate in such training annually.

In accordance with Section 222 and the Regulations at 105 CMR 201.008, online training programs will be offered through the Department at no charge to the individual. Individuals who are required to participate in the training shall submit documentation verifying the completion of the training to the athletic department. Such documentation shall be maintained by the athletic department for at least three years.

## **Roles and Responsibilities**

The Athletic Director shall be responsible for the general implementation of this policy and any accompanying procedures as it relates to students in grades 6 through 12 who participate in extracurricular athletic activities.

Coaches are required to instruct students in form, technique and skills that minimize sports-related head injury and are directed to discourage and prohibit students from engaging in any unreasonably dangerous athletic technique that endangers the health and safety of a student, including using a helmet or any other sports equipment as a weapon.

Students who engage in unreasonably dangerous behavior while participating in extracurricular athletic activities may be excluded from the privilege of participating in extracurricular athletic activities and, further, may be subject to disciplinary consequences in accordance with the code of conduct.

Parents are required to complete and submit *Department Report of Head Injury During Sports Season Form* to the athletic director if a student sustains a head injury outside of their extracurricular activity.

## **Prerequisites to Participation in Student Athletics**

At or before the start of each sport season, students and their parent/guardian shall provide the following items to the athletic department:

1. Documentation of the student's annual physical examination.
2. A completed *Pre-Participation Head Injury/Concussion Reporting for Extra- Curricular Activities Form* which shall include:
  - a. A comprehensive history with up-to-date information relative to concussion history. Including any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries sustained by the student.
  - b. Signatures of both the parent and the student.
3. A signed acknowledgment indicating the completion of any Department approved course (NFHS or CDC). The certification is valid for one school year.

If the student and parent/guardian have not provided the above documentation, the student will not be permitted to participate in the activity, including but not limited to try-outs, practices or competitions.

All forms will be reviewed by the athletic department at the start of each season. All “positive” forms will be copied and distributed to the Certified Athletic Trainer, the school Nurse, and the athlete’s coach for that season.

### **Recognition, Removal, and Re-entry**

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to practice or competition that day. The reporting staff member must also promptly notify the parent/guardian of the injured athlete as well as the Athletic Director of the suspected injury. The staff member must also complete and submit a *Report of Head Injury During Sports Season* form to the athletic department. This form can be obtained through the athletic office. Copies of the completed Report of Head Injury form will be distributed by the Athletic Director to the Certified Athletic Trainer and School Nurse.

If a concussion is suspected by a member of the athletic staff, the school requires the parent/guardian to have the student-athlete seen by a physician within a 24-hour period. A failure to have the student-athlete seen (within the 24-hour period) will result in the school implementing the 5-step re-entry plan.

When the result of the medical evaluation is positive for a concussion or head injury, the athlete is required to remain inactive for a minimum of seven days. In order for the athlete to be considered for re-entry, a *Post Sports-Related Head Injury Medical Clearance and Authorization Form* must be received by the athletic department prior to any resumption of participation in activity. The athlete must be asymptomatic for a minimum of seven days to qualify for a re-entry plan. A standard re-entry plan is a five-step process consisting of the following:

- Day #1: Light Aerobic Exercise
- Day #2: Sports Specific Exercise/Moderate Aerobic Exercise
- Day #3: Heavy, Non-Contact Training
- Day #4: Full/Unrestricted Practice
- Day #5: Return to Competition

If at any point during the five-step re-entry process the athlete experiences a reoccurrence of symptoms, the athlete must stop immediately and remain inactive for an additional seven days. The five-step re-entry process would then begin again at “Day #1.”

When the result of the medical evaluation is negative, the athlete will be required to submit to the athletic department a written clearance note before being allowed to resume participation.

When a concussion has been positively diagnosed, the Athletic Director/Certified Athletic Trainer will report this diagnosis to the School Nurse and the 504 Coordinator. The School Nurse and the 504 Coordinator, in conjunction with the Student Assistance Team, will determine if assistance is required and will begin the process of creating any necessary accommodation plan.

### **Reporting Requirements**

The Athletic Director shall disseminate the *Pre-Participation Head Injury/Concussion Reporting Form* seasonally to all student-athletes. The Athletic Director shall ensure that the school nurse, certified athletic trainer and coach receive a copy of any form that indicates a history of head injuries. The Athletic Director shall also ensure proper dissemination and review of all *Report of Head Injury During Season* forms as well.

Coaches are required to report any circumstances in which the student was removed from play for suspected head injury, suspected concussion, or loss of consciousness and the nature of the suspected injury to the student's parent immediately after the competition or practice. The coach must also notify the Athletic Director and school nurse of the removal from play and the nature of the suspected injury within 24 hours of the conclusion of the athletic event. The coach must also complete a *Department Report of Head Injury During Sports Season Form* and provide it to the Athletic Director, parent, certified athletic trainer and school nurse.

Adopted: February 9, 2012