

WAYLAND PUBLIC SCHOOLS

HEAD INJURY AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES PROTOCOL

The Wayland Public Schools has set policies and procedures governing the prevention and management of sports-related head injuries that may affect students during Wayland Public School extracurricular athletic activities at the middle school and high school levels. The following protocol provides the process to promote the ongoing health and wellness of students with suspected or diagnosed head injuries and their safe return to Wayland Public Schools full academic and extracurricular athletic activities. The Athletic Director is responsible for the implementation and management of these policies and protocols.

Parent education and required forms will be posted on the Wayland Public Schools, Wayland High School Athletics, and Wayland Middle School web sites. Consideration and adaptations will be made for parents with limited English proficiency. The Athletic Director will coordinate communication activities with the Office of Student Services and ELL Services.

Pre-Participation Requirements for Extracurricular Athletic Activities:

Each year, the school district shall provide current Massachusetts Department of Public Health (MDPH)-approved training, written materials, or a list and internet links for MDPH approved on-line courses to all middle and high school athletes and students who participate in extracurricular related athletic activities, and their parents, in advance of the student's participation.

All middle and high school students who plan to participate in extracurricular athletic activities and their parents shall satisfy the following pre-participation requirements:

- Every Student-Athlete must complete a Pre-Season Physical Examination in accordance with MIAA Rule 56.
- Prior to every athletic season of the school year in which the student participates, the parent, through Family ID, shall complete and submit a current signed Wayland Public Schools (WPS) Athletic Participation Form. If a student has had a previous concussion, the parent must also complete the MDPH Pre-Participation Head Injury/Concussion Reporting Form for Extracurricular Activities.
- The School will review documentation of head injury and concussion history and forms and 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.

Training:

Each year, before a middle or high school student/athlete begins practice or competition, the **Student and Parent** shall complete through Family ID the on-line MDPH-approved training regarding head injuries and concussions in extracurricular athletic activities required by the Head Injuries and Concussions in Extracurricular Athletic Activities 105 CMR 201.000 Regulation. Failure to

complete the Family ID Registration process will result in non-participation in athletic extracurricular activities.

The following individuals must also complete annual training in the prevention and recognition of a sports-related-head injury, and associated health risks including Second Impact Syndrome utilizing MDPH-approved training materials or program, and documentation of each person's completion of such training;

- (1) Coaches
- (2) Certified athletic trainers
- (3) Volunteers (e.g. game staff)
- (4) School and team physicians
- (5) School nurses
- (6) Athletic Director
- (7) Band Director
- (8) Guidance Counselors

The required training applies to one school year and must be repeated for every subsequent year. A certification of completion of all training for individuals within the above (8) identified categories will be maintained through the Athletic Department and/or school department.

The school district will offer head injury information and safety training to guidance counselors, physical education teachers, classroom teachers and other school personnel annually through one of the current head injury safety training programs approved by the Department of Elementary and Secondary Education.

Relevant Medical History:

The Athletic Director and/or designee (e.g. athletic trainer) will share information concerning an athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities on a need to know basis consistent requirements of 105 CMR 201.00 and applicable federal and state law but not limited to the MA Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99.

Concussion Prevention:

The Athletic Director provides instructions to coaches, licensed athletic trainers, trainers and volunteers to:

- Teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury.
- Prohibit athletes in engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.

Consequences:

Failure to comply with provisions of the school district's or school's policy and protocol related to concussions will result in penalties, including but not limited to personnel sanctions and forfeiture of games, as determined by the Athletic Director and/or Administrator,

Exclusion from Play:

Any middle and high school athlete or middle and high school student who participate in extracurricular related athletic activities, 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 the practice or competition that day.

The Coach and/or Athletic Trainer and/or designated school personnel shall communicate the nature of the injury directly to the parent in person or by phone as soon as possible after the incident has occurred . This communication will be followed up with written communication to parents within the next business day. In addition, the head injury will be documented on the MDPH Report of Head Injury During Sports Season Form. A copy of this document will be kept within the School Nurse Health Rooms at the Middle School and High School.

Should any middle school or high school student display signs or symptoms of a suspected concussion during a non-school related activity, parents will communicate with the school nurse and a MDPH Report of a Head Injury During Sports Season Form will be completed. High School Students will provide this form to the School Nurse to be kept within the School Health Room at the High School. Middle School Students will provide this same completed MDPH form to the school nurse and will be kept within the School Health Room at the Middle School. The student shall **not** return to practice or competition unless and until the student provides medical clearance and authorization for re-entry to the above stated individual.

Medical Clearance and Re-Entry Plan for Extracurricular Athletic Activities:

Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated re-entry plan for return to full academic and extracurricular athletic activities. Student Assistance Teams at the middle school and high school will coordinate re-entry plans for such students using the Post Concussion Gradual Return Document. At the high school, the Student Assistance Team will be comprised of: Wayland High School Athletic Director or designee, Athletic Trainer if on staff, Guidance Department representative, and School Nurse. At the middle school, the Student Assistance Team will consist of the Principal or designee, Guidance

Department representative, and School Nurse. These School Assistance Teams will consider and address, at minimum, the following areas:

- Physical and cognitive rest as appropriate;
- Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
- Estimated time intervals for resumption of activities;
- Frequency of assessments, as appropriate, by the school nurse, school physician, athletic trainer if on staff, until full return to classroom activities and extracurricular athletic activities are authorized;
- A plan for communication and coordination between and among school personnel and between the school, the parent, and the diagnosing physician.

The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, students, the school nurse, athletic trainer and teachers as appropriate. Each middle and high school student who is removed from extracurricular athletic activities for a head injury or suspected concussion, or loss of consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the School Nurse for high school and middle school students, a MDPH Post Sports-Related Head Injury Medical Clearance and Authorization to Play Form prior to resuming the extracurricular athletic activity. This form must be completed by one of the individuals listed below:

- (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 physician assistant under the supervision of a licensed physician; or
- (4) A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

Physicians, nurse practitioners, physician assistants, licensed 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.

Should there be any question regarding a student's ability to return to play, the Athletic Trainer and/or Wayland Public Schools medical staff will make the final determination. In addition, ImPACT Testing may be one instrument used to assess a student's ability to return to play.

From the day an athlete is diagnosed with a concussion, it will be required that the student check in regularly with the Athletic Trainer and/or School Nurse for High School Students and the School Nurse for Middle School Students to discuss symptoms. Check-ins will be used to help determine when the athlete has been symptom-free and may be eligible to begin the gradual progression for

return to play. For High School Students this information will be documented by the Athletic Trainer and/or School Nurse and kept within the School Nurse Health Room. For Middle School students information will be documented by the School Nurse and kept within the School Nurse Health Room.

Graduated Return to Play for Extracurricular Athletic Activities

Once it has been determined by any of the above medical professionals that a student has been symptom-free, the student will need to return to his or her diagnosing physician to complete the MDPH Post Sports-Related Head Injury Medical Clearance and Authorization Form. High School students will then return the completed form to the Athletic Trainer and/or School Nurse to be kept within the School Nurse Health Room. Middle School students will return the form to the School Nurse who will keep this form in the School Health Room. After the form has been submitted, the student will begin the five step gradual progression for return to play. The following stages of gradual progression for re-entry are defined by the Center for Disease Control as:

- Aerobic exercise (e.g., stationary bicycle)
- Sport-specific training (e.g., running, skating)
- Non-contact drills (includes cutting and other lateral movements)
- Full contact controlled training
- Full contact game play

An athlete or student participating in extracurricular athletic activity may only advance to the next stage of the progression if he/she is able to complete the prior stage without the presence of concussion symptoms. Once the above (5) gradual progression stages have been completed without symptoms, the student will be able to return to his/her previous level of extracurricular athletic activities.

Responsibilities of Athletic Director:

The Athletic Director shall participate 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 district or school.

The Athletic Director shall complete the annual training as required by 105 CMR 201.007.

The Athletic Director shall be responsible for:

- Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained in accord with 105 CMR 201.016.
- Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000. *Physical Examinations of School Children* prior to participation in any extracurricular athletic activity.
- Ensuring that all students participating in extracurricular athletic activities have completed and submitted Pre-participation Forms, or school-based equivalents, prior to participation each season.

- Ensuring that students' Pre-participation Forms, or school-based equivalents, are reviewed according to 105 CMR 201.009(A).
- Ensuring that the Report of Head Injury Forms, or school-based equivalents, are completed by the parent or coach and reviewed by the coach, school nurse, licensed athletic trainer and school physician as specified in 105 CMR 201.009(A).
- Ensuring that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon, and
- Reporting annual statistics to the Department in accord with 105.CMR 201.017.

Responsibilities of Coaches:

Coaches shall be responsible for:

- Completing the annual educational training as required by 105 CMR 201.007
- Reviewing Pre-participation Forms, or school-based equivalent, so as to identify those athletes who are at greater risk for repeated head injuries.
- Completing a Report of Head Injury Form, or school-based equivalent, upon identification of a student with a head injury or suspected concussion that occurs during practice or competition. This may be done in coordination with School Nurse or Athletic Trainer.
- Receiving, and reviewing forms that are completed by a parent which report a head injury during the sports season, but outside of an extracurricular athletic activity, so as to identify those athletes who are at greater risk for repeated head injuries.
- Transmitting promptly Report of Head Injury Forms to the School Nurse for review and maintenance in the student's health record.
- Teaching techniques aimed at minimizing sports-related head injury.
- Discouraging and prohibiting athletes from engaging in any unreasonable , dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon, and
- Identifying athletes with head injuries or suspected concussions that occur in play or practice and removing them from play.

Coaches are responsible for communicating in writing (via paper or electronic communication) promptly with the parents of any student removed from practice or competition due to suspected head injury by the end of the next business day. The coach must also communicate this information to the Athletic Director and/or School Nurse.

Responsibilities of the Licensed Athletic Trainers:

Licensed Athletic Trainers shall be responsible for:

- Participating in the development and biannual review of the policies and procedures for the prevention and management of sports-related head injuries within the school district or school.
- Completing the annual training.

- Reviewing information from Pre-participation Forms, or school-based equivalents, which indicate a history of head injury and from Report of Head Injury Forms, or school-based equivalents, to identify students who are at greater risk for repeated head injuries.
- Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play, and
- Participating, if available, in the graduated reentry planning implementation for students who have been diagnosed with a concussion.

Responsibilities of the School Nurse:

The School Nurse shall be responsible for:

- Participating in the development and biannual review of the policies and procedures for the prevention and management of sports-related head injuries within the school district or school.
- Completing the annual training.
- Reviewing completed Pre-participation Forms, or school-based equivalent, that indicate a history of head injury and following up with parents as needed prior to the student's participating in extracurricular athletic activities.
- Reviewing, Report of Head Injury Forms, or school-based equivalents, and following up with the coach and parent as needed.
- Maintaining:
 1. Report of Head Injury Forms, or school-based equivalents, in the student's health record.
 2. MSPH Post concussion Sports-Related Head Injury Medical Clearance and Authorization Form
- 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 activities after a head injury and revising the health care plan as needed.
- Providing ongoing educational materials on head injury and concussion to teachers, staff and students.

Record Maintenance:

The school, coordinated by the Athletic Director and School Nurses, will maintain the following records for three years or at a minimum until the student graduates.

1. Verification of completion of annual training and receipt of materials.
2. Department Pre-participation Forms, or school-based equivalents.
3. Department Report of Head Injury Forms, or school-based equivalents.
4. Department Medical Clearance and Authorization Forms, or school-based equivalents, and
5. Graduated reentry plans for return to full academic and extracurricular activities.

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

Reporting:

Coordinated by the Athletic Director and/or School Nurse, schools shall be responsible for maintaining and reporting annual statistics on a Department form or electronic format that at minimum report:

1. The total number of Department Report of Health Injury Forms, or school-based equivalents, received by the school, and
2. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

This protocol has been developed by the Wayland Public Schools in conjunction with the Wayland Health Department.

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