

QUINCY PUBLIC SCHOOLS CONCUSSION POLICY GRADES 6-12

Revision Approved 10/5/2016

Purpose:

This policy provides for the implementation of Massachusetts Law 105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*. The policy applies to all public middle and high school students who participate in any extracurricular athletic activity. This policy provides the procedures and protocols for the Quincy Public Schools in the prevention and management of sports-related head injuries within the district or school. Review and revision of this policy is required every two years.

Definition of Terms:

Head Injury means a direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury. Scalp or facial laceration alone is not a head injury as specified in 105 CMR 201.000.

Concussion means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neuro-metabolic dysfunction, rather than structural injury.

Pre-participation Requirements and Training

Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. The following persons annually shall complete one of the head injury safety training programs approved by the Quincy Public Schools (QPS):

- Coaches
- Certified athletic trainers
- Volunteers
- School and team physicians
- School nurses
- Athletic Director
- Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer
- Parents of a student who participates in an extracurricular athletic activity
- Students who participate in an extracurricular athletic activity

This requirement may be met by:

1. Completing one of the approved free online programs. The on-line courses can be found at: www.cdc.gov/concussion/sports/index.html "Heads Up Concussion Training in Youth Sports"
www.nfhslesrn.com "Concussion in Sports – What You Need to Know", and providing a certificate of completion to the Athletic Director/Coach, or

2. Signing an acknowledgement that they have read and understand written materials provided to them by the Athletic Director/Coach
 3. Attending a QPS-sponsored training session and signing the attendance roster
- The Athletic Director will keep all certificates, signed acknowledgements and training session rosters for three years.
 - The training must be repeated every year.
 - Game officials must also complete an approved training annually and provide QPS with verification of completion upon request.
 - Additionally, students who plan to participate in extracurricular athletic activities and their parents must complete and sign online the pre-participation registration prior to each season of participation. Annually, students are also required to provide a physical exam to the school nurses' office. No student shall be medically cleared for extracurricular athletic activities until the school nurse has reviewed both the registration and the physical exam. The school nurse shall consult with the school physician as necessary regarding a student's medical history and/or eligibility.
 - QPS 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.
 - High school student athletes will be offered a baseline **"ImPACT Test"** prior to the start of their participation in sports. The Athletic Director or designee will coordinate scheduling of baseline ImPact testing for students with coaches and middle school health educators.

Additional parental requirement: 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 the **"Report of Head Injury Form"** and submit same to the school nurse and Athletic Director.

Exclusion from Play

- 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 the practice or competition that day.
- The student shall not return to practice or competition unless and until the student provides medical clearance. The coach shall provide the necessary forms for the student to take to their medical provider. **"Medical Clearance and Authorization Form"**.
- 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 due to 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, **"QPS Head Injury Notification and Home Instruction Handout"**.
- The coach or his or 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. The coach will complete a “**QPS Accident Form**” and “**Report of Head Injury Form**” and send to the school nurse and Athletic Director.

Clearance to Return to Play

- A QPS multidisciplinary team will develop a plan for the student’s return to play. This team may consist of guidance counselor, school nurse, teaching staff, with direction from primary care physician or physician managing the student’s recovery, and parent.
- The plan shall include the academic recovery plan recommendations from the physician and the return to play protocol.
- Students must be symptom-free and medically cleared in order to return to play.
- The following individuals may authorize a 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.

Implementation of Gradual Return-to-Play Protocol

Stage 1:	No activity
Stage 2:	Light aerobic exercise (walking, swimming, or stationary cycling) keeping intensity to 70% of maximum predicted heart rate; no resistance training
Stage 3:	Sport-specific exercise (skating drills in ice hockey, running drills in soccer); no head impact activities
Stage 4:	Non-contact training drills, progression to more complex training drills, eg, Passing drills in football and ice hockey; may start progressive resistance
Stage 5:	Full-contact practice following medical clearance, participate in normal training activities
Stage 6:	Return to play

Implementation in the return to play in the Quincy Public Schools requires the supervision of the athletic trainer.

Athletic Director Responsibilities:

- The Athletic Director participates in the biannual review and revision of the policy.
- The Athletic Director completes an annual training.
- Ensure the training of coaches, staff, parents, volunteers and students.
- Maintain certificates of completion, attendance rosters, and signed affidavits.
- Ensure that the medically cleared list is provided to all coaches, assistants, and volunteers and that no student participates without this clearance.
- Ensure the “**Report of Head Injury Forms**” are completed by parents or coaches and reviewed by the school nurse.
- Ensure 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.
- Maintain records of annual trainings, completions, affidavits, and/or attendance rosters for three years.
- Report annual statistics to the Department of Public Health:
 - The total number of Head Injury Reports received from both coaches and parents.
 - The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

Coach Responsibilities:

- The coach completes the annual training and provides the Athletic Director with a certificate of completion.
- The coach reviews the pre-participation information provided by the school nurse regarding a student’s history and/or risk of head injury.
- Ensure that all student athletes are offered ImPACT baseline testing prior to participation.
- Ensure that all student athletes are on the medically cleared list prior to participation.
- Identify athletes with head injuries or suspected concussions that occur in practice or competition and remove them from play.
- Communicate the nature of the injury directly to the parent/guardian in person or by phone immediately during or after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion signs and symptoms of a concussion, or loss of consciousness, notify parent of any student removed from practice or competition and provide a **“QPS Head Injury Notification and Home Instruction Handout” and “Medical Clearance and Authorization Form”**.
- Complete the **“QPS Accident Form”** and **“Report of Head Injury Form”** upon identification of a student with a head injury or suspected concussion that occurs during practice or competition.
- Promptly notify the Athletic Director and school nurse of any student removed from practice or competition by the end of the next business day.
- Teach techniques aimed at minimizing sports-related head injury.
- Discourage and prohibit athletes 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.

School Nurse Responsibilities:

- The school nurses complete the annual training.
- The school nurses participate in the biannual review and revision of the policy
- Review all pre-participation questionnaires.
- Review all annual physical exams.
- Review all Report of Head Injury forms; and provide student who is head injured a copy of baseline ImPACT Test.
- Maintain all questionnaires, physical exams, Report of Head Injury forms and any other pertinent medical information in the student health record.

- Share on a need to know basis any head injury information regarding a student that may impact their ability to participate in extracurricular athletic activities or places a student at greater risk for repeated head injuries.
- Participate in the re-entry planning for students 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 re-entry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed.
- Monitor recuperating students with head injuries in collaboration with Student Support Team Members and teachers to ensure that the graduated re-entry plan is being followed.
- Provide ongoing educational materials on head injury and concussion to teachers, staff and students.

Guidance Counselor Responsibilities:

- Be designated as the contact or “point person” once informed by the school nurse that a student has been diagnosed with a concussion.
- Work with the student on organizing work assignments, making up work and giving time for assignments and tests/quizzes.
- Assist teachers in following the recovery stage and academic accommodations for student.
- Convene meeting and develop rehabilitative plan as needed.
- Notify teachers to decrease workload if symptoms reappear.
- Educate staff on the educational impact concussions may have on students.
- Communicate with school nurse and any concerns or report of students’ progress and give any medical reports to school nurse.

Classroom Teacher/Specialist Responsibilities:

Classroom Teacher/Specialist will be offered the annual concussion training.

The Classroom Teacher/Specialist shall:

- Follow the academic guidelines set forth in the Academic Expectations During Post Concussion Recovery Plan.
- Work in conjunction with the guidance counselor to follow the recommendations and accommodations.
- Communicate with guidance counselor and/or school nurse student’s progress, academic needs, and/or any issues or concerns.

Parent/Guardian Responsibilities:

Parent/Guardian will complete the annual concussion training and provide the Athletic Director with accompanying documentation.

The Parent/Guardian shall:

- Complete and return to coach or school nurse the MIAA Medical Questionnaire/Permission/Medical Forms.
- Pre-participation Head Injury/Concussion Reporting forms and annual physical form
- Inform the coach or school nurse if your child sustains a concussion outside of school hours and complete the **Report of Head Injury** during a sports season form and give to coach or school nurse.
- Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - a. Loss of consciousness
 - b. Headache
 - c. Dizziness
 - d. Lethargy
 - e. Difficulty concentrating
 - f. Balance problems
 - g. Answering questions slowly
 - h. Difficulty recalling events
 - i. Repeating questions
 - j. Irritability
 - k. Sadness
 - l. Emotionality
 - m. Nervousness
 - n. Difficulty with sleeping
- Encourage your child to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce academic accommodations and gradual return to play plan.
- Communicate about your child's progress, academic needs or concerns with guidance counselor.
- Observe and monitor your child for any physical or emotional changes.
- Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Student and Student Athlete Responsibilities:

Student Athletes or students participating in the Marching Band will complete the annual concussion training and provide the Athletic Director or Band Director with a certificate of completion.

The Student Athlete shall:

- Return to coach or school nurse the Registration/Permission/Medical Forms
- Pre-participation Head Injury/Concussion Reporting forms and annual physical form prior to participation in athletics
- Recommended completion of Baseline ImpACT Test prior to participation in athletics
- Report all symptoms to coach and/or school nurse
- Follow academic accommodations and return to play recovery plan
- Rest
- No athletics
- Be honest
- Keep strict limits on screen time and electronics
- Don't carry books or backpacks that are too heavy
- Tell your teachers and guidance counselor if you are having difficulty with your class work
- See the school nurse for pain management
- Return Medical Clearance Form to coach prior to beginning gradual return to play protocol
- Return to sports only when cleared by physician.
- Report any symptoms to the coach and/or school nurse and parent(s)/guardian(s) if any occur after return to play
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Record Maintenance

QPS shall maintain the following record for three years:

- Verifications of completion of annual trainings
- Pre-participation Questionnaires
- Annual physical exams
- Head Injury Reports
- Concussion Return to Play Protocols for injured students

These records will be made available to the Department of Public Health and DESE upon request or in connection with any inspection or program review.