

HEAD INJURY MANAGEMENT PROTOCOLS

These protocols provide for the implementation of MA 105 CMR 201.000, *Head Injuries and Concussions in Interscholastic Athletic Activities*, including but not limited to secondary interscholastic athletic activities and marching band. These protocols also have specific applications for any public school student who sustains such head injuries during the school day and/or in the course of community-based activities. Review and revision of the district's Head Injury Management Policy is required every two years.

Definitions

Department means the Massachusetts Department of Public Health.

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

Head Injury means a direct or indirect trauma to the head including a concussion or traumatic brain injury.

Second Impact Syndrome means a potentially lethal condition that can occur when a person sustains a head injury prior to the complete healing of a previous brain injury causing deregulation of cerebral blood flow with subsequent vascular engorgement.

Traumatic Brain Injury (TBI) means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. (TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to a concussion.)

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 Acton-Boxborough Regional School District:

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

The definitions of terms used in these procedures are as set forth in the Regulations at CMR 201.005.

The annual concussion training requirement may be met by:

- Completing an approved online program listed on the ABRSD website
- Completing and submitting an Interscholastic/Athletic Participation Form ("green form" for athletics and "blue form" for marching band) *prior to* each season of participation. This form is available on the district website, in the athletic office, in the music office, and/or in the health office.
- Signing an acknowledgement that they have read and understand written materials provided to them by the athletic or marching band director.

The training must be repeated every subsequent year.

Exclusion from Interscholastic 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 or athletic trainer shall provide the necessary forms for the student to take to their medical provider.
- ABRSD 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.
- The Athletic Trainer, or LATC (licensed athletic trainer certified) 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, whether paper or electronic format by the end of the next business day, if the LATC is not available.
- The coach, or his or her designee, shall communicate, by the end of the next business day, with the Athletic Director, the school athletic trainer 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.

Return to Interscholastic Play/Academics

Students must be symptom free and medically cleared in order to return to play. The following individuals may authorize a return to play:

- A duly licensed physician,
- A duly licensed certified athletic trainer in consultation with a licensed physician;
- A duly licensed nurse practitioner in consultation with a licensed physician, or
- A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

Final return to interscholastic play in the Acton-Boxborough Regional School District requires the approval of the athletic trainer and/or school nurse. Additional medical clearance may be required for students who may have repeated concussions or severe concussion and who in the opinion of the athletic trainer may be at greater risk of suffering from concussions and potential long term effects from these multiple concussions.

Building Principal Responsibilities

The Building Principal, and/or designee shall:

- Participate in the biannual review and revision of the Policy;
- Ensure the training of all physical education staff;
- Maintain certificates of completion, attendance rosters, and signed affidavits.

Athletic Director Responsibilities

The Athletic Director shall:

- Participate in the biannual review and revision of the head injury management policy.
- Complete annual head injury management training.
- Ensure the training of coaches, athletic 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 School District Accident Report is completed;
- 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;
- Keep required certificates, signed acknowledgements and training session 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.
 - Parents/students need to report all suspected head injuries that occur outside school-sponsored activities.

Athletic Trainer Responsibilities

The athletic trainer shall:

- Complete annual head injury management training;
- Participate in the biannual review and revision of the policy.
- Review in collaboration with the school nurse the Interscholastic/Participation Form which includes head injury history;
- Identify students with head injury or concussion that occur in practice or competition and remove them from play;
- After medical clearance by a physician, implement the individual Concussion Return-to-Play Protocol;
- Maintain all return to play protocol results.
- Collaborate with coaches to ensure that the Concussion Return-to-Play protocol is being followed;
- Determine return to play eligibility; or
- Require, after consultation with the school physician, further medical clearance from the student's physician who is managing their recovery;

Coach and Band Director Responsibilities

The Coach and Band Director shall:

- Complete annual head injury management training;
- Review the pre-participation information provided by the school nurse regarding a student's history and/or risk of head injury;
- Identify athletes/marching band members with head injuries or suspected concussions that occur in practice or competition and remove them from play;
- Promptly notify parent of any student removed from practice or competition and provide same notification in writing or electronically by the end of the next business day;
- Promptly notify the athletic director and athletic trainer and/or school nurse of any student removed from practice or competition;
- Teach techniques aimed at minimizing 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;
- In the case of the Band Director, keep required certificates, signed acknowledgements and training session rosters for three years.

Student/Parent/Guardian Responsibilities

All Students/Parents shall:

- Provide a physical exam to the school health office annually. *Note: No student shall be medically cleared for extracurricular athletic activities until the school nurse has reviewed both the questionnaire and physical exam.*
- Report suspected/diagnosed head injury to the school nurse
- In the case of a suspected/diagnosed head injury, provide the nurse with the completed Head Injury Academic/Athletic Recovery Plan completed and signed by a physician.
- Work with counselor and teachers for academic accommodations as indicated
- Follow the Grades 7-12 Requisites to Participation in Student Athletics or Marching Band, which are to:
 - Complete the Interscholastic/Athletic Participation Form (green or blue form), (including annual physical exam, head injury history).
 - In the case of students who sustain a head injury and participate in school-sponsored interscholastic athletics, participate in the graduated return to play program as per the athletic department protocol.

School Nurse Responsibilities

The school nurse shall:

- Complete a DPH-approved head injury training on an annual basis.
- Review the completed Interscholastic/Athletic Participation Forms prior to participation and provide appropriate follow-up when necessary.
- With an appropriate release, consult with a student's own physician as necessary regarding his/her medical history and or eligibility.
- Maintain all Interscholastic/Athletic Participation forms, annual physical exams and head injury history in student health record.
- Participate in the biannual review of the policies and procedures.
- Assume the role of case manager for any student with a suspected/diagnosed head injury and monitor recovery process, including the review of the Head Injury Academic/Athletic Recovery Plan form, the Accident Report Forms, and any medical clearance documentation.
- Notify and collaborate with counselors, teachers, student, parent/guardian, and when applicable, the athletic director, athletic trainer and coaches in reentry planning.
- Share on a need to know basis any head injury information regarding a student that may impact their ability to participate in interscholastic athletic activities or places a student at risk for repeated head injuries.
- Maintain all medical documentation in the student health record, including physical exams, Head Injury Academic/Athletic Recovery Plan, and medical clearance documentation. Concussion dates must be entered in the student electronic medical file
- Provide ongoing educational materials on head injury and concussion to teachers, staff and students.

If a student sustains a head injury during the school day:

- The nurse will perform an assessment and parent/guardian will be notified of injury and assessment results.
- If concussion is suspected parent/guardian will be advised to take their child for further medical evaluation, or if the case is assessed to be an emergency, the nurse shall call 911.

Counselor/Teacher Responsibilities

The student's Counselor/Teacher(s) shall:

- Work cooperatively to meet the academic accommodations set forth in the student's Head Injury Academic/Athletic Recovery Plan.
- Work with the building nurse to create an academic re-entry program for a student with a serious head injury.
- Should educate themselves on the signs and symptoms of head injury and its potential educational impact, although these staff members are not mandated to do so under MA General Law c111 sec. 222.
- Coordinate with Student Services administrative staff as necessary.

Acton-Boxborough Regional School District

Post-Concussion Return to Interscholastic Play Protocol

1. Asymptomatic for 7 days
2. Pass balance test, Romberg and Tandem (heel to toe)
3. Pass cognitive test, math calculation from 100
4. Pass motor/sensory nerve tests
5. Pass exercise bike test-30 minutes
6. Pass run/callisthenic test ... 10 field laps + 10 x 10 reps push ups/sit-ups per lap
7. Return to non contact practice
8. Return to full contact

Must remain asymptomatic during steps #5-8 or return to step #1