

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL

CONCUSSION PROTOCOL

**Procedures for the Prevention and Management of Traumatic Brain Injury (Concussion)
During School and Extracurricular Athletic Activities**

It is the policy of the Benjamin Franklin Classical Charter Public School (BFCCPS) to provide a standardized procedure for the prevention, training, management and return to activity decisions for students who incur head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports, in order to protect their safety and health.

In accordance with 105 CMR 201.006 this protocol will be revised as needed and reviewed at least every two years by a team consisting of, at a minimum, of the Head of School, School Nurse. Other personnel such as; the Assistant Head of School, school or team physician if on staff, certified athletic trainer if on staff, neuropsychologist if available, guidance counselor (at BFCCPS this role is performed by the Director of Student Services), and teacher in consultation with any existing school health / wellness advisory committee may also be consulted.

The Head of School shall be responsible for the implementation of this protocol.

Related Documents:

BFCCPS Policy -----

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

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Benjamin Franklin Classical Charter Public School

Protocol for the Prevention and Management of Traumatic Brain Injury (Concussion) During School and Extracurricular Athletic Activities

- 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. Certified athletic trainers
 3. Volunteers for extracurricular athletic activities
 4. School and team physicians
 5. School nurses
 6. Assistant Head of School
 7. Director(s) responsible for the marching band (if the school has one)
 8. Trainers (if the school has them)
 9. Parents of students who participate in extracurricular athletic activities
 10. Students who participate in extracurricular athletic activities
 - B.** The required training applies to one school year and must be repeated for every subsequent year.
 - C.** The Assistant Head of School shall be responsible for the following:
 1. Maintain records of completion of annual training for all persons specified above through:
 - a) A certificate of completion for any DPH-approved online course; or
 - b) A signed acknowledgement that the individual has read and understands the DPH-approved written materials; or
 - c) Attendance roster from a session using DPH training.
 2. May request proof of the game officials completion of training
 - a) Game officials shall complete one of the approved training programs and shall provide independent verification of completion of the training requirement to schools upon request
- II. Participation Requirements for Student Athletes and Parents** (reference 105 CMR 201.008) All requirements must be met in order for the student to participate.
 - A.** Pre-participation Requirements:
 1. All parents of student-athletes, and student-athletes in grades 6 - 8 must complete and submit, once per school year, proof-of-completion of DPH-approved training regarding head injuries and concussions in extracurricular athletic activities. The Assistant Head of School shall provide current DPH-approved training in advance of the student's participation. Training may consist of written materials or a list of internet links for DPH-approved online courses.

2. Submit to the Assistant Head of School prior to each athletic season a current Pre-participation Form, which provides comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries.
 3. Provide documentation of the student's most recent physical examination, conducted within the past 13 months, to be submitted to and reviewed by the Assistant Head of School who will forward a copy to the school nurse.
- B. Ongoing Requirements:**
1. 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 Assistant Head of School and Athletic Trainer if on staff.

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

- A.** BFCCPS will ensure that all forms or information from all forms that are required for participation are completed and reviewed, and shall make arrangements for:
1. Timely review of all Pre-participation and Report of Head Injury Forms by Assistant Head of School and coaches, so as to identify students who are at greater risk of repeated head injuries.
 2. Timely review of all Pre-participation Forms which indicate a history of head injury and Report of Head Injury Forms by:
 - a) The School Nurse
 - b) The School Physician if appropriate
 3. Timely review of accurate, updated information regarding each athlete who has reported a history of head injury during the sports season by:
 - a) The team's physician if any, and
 - b) Athletic Trainer if on staff
- B.** BFCCPS 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 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.
- B.** The student shall not return to play until the student submits a Post Head Injury Medical Clearance and Authorization Form.
- 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 Assistant Head of School 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.
 - 1. The plan shall be developed by the Director of Student Services, the student's teacher(s), the School Nurse, the student's parent, involved members of the student services team as appropriate, certified athletic trainer if on staff, and neuropsychologist if on staff, and in consultation with the student's physician.
 - 2. The written plan shall include but not be limited to:
 - a) Physical and cognitive rest as appropriate;
 - b) Graduated return to classroom studies as appropriate;
 - c) Estimated time intervals for resumption of activities;
 - d) Frequency of physical assessments, as appropriate, by the School Nurse, student's 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
 - e) 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.
 - 3. 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).

- A. 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 Assistant Head of School a Post Head Injury Medical Clearance and Authorization Form prior to resuming the extracurricular athletic activity.
 - 1. This form must be completed by
 - a) A duly licensed physician;
 - b) A duly licensed certified athletic trainer in consultation with a licensed physician;

- c) A duly licensed nurse practitioner in consultation with a licensed physician; or
 - d) A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.
- 2. Physicians, nurse practitioners, certified athletic trainers, and neuro-psychologists 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.
- B. 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.
- C. In order for a student to fully return to play, the Certified Athletic Trainer if on staff or the Assistant Head of School will communicate "cleared to play" status with all appropriate personnel.

VI. Responsibilities of the Assistant Head of School (reference 105 CMR 201.012)

- A. The Assistant Head of School shall participate in the development and biannual review of the policies and procedure required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school.
- B. The Assistant Head of School shall complete the annual training as required by 105 CMR 201.007
- C. The Assistant Head of School shall be responsible for:
 - 1. Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met and recorded, and records are maintained in accordance with 105 CMR 201.016
 - 2. Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
 - 3. Ensuring that all students participating in extracurricular athletic activities have completed and submitted Pre-participation Forms, prior to participation each season.
 - 4. Ensuring that the students' Pre-participation Forms are reviewed according to 105 CMR 201.009.
 - 5. Ensuring that the Report of Head Injury Forms are completed by the parent or coach and reviewed by the coach, School Nurse, certified trainer if on staff, and encourage student and parent to seek the advice of the student's physician promptly.
 - 6. 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
 - 7. Maintaining a "cleared to play" list.

8. Communicating with student athlete parents who have not submitted required forms or completed required training. The Assistant Head of School will make three attempts to contact the parent using the school's typical communications methods to parents.

VII. Responsibilities of Coaches (reference 105 CMR 201.013)

A. Coaches are responsible for:

1. Completing the annual training as required by 105 CMR 201.007
2. Reviewing Pre-participation Forms so as to identify those athletes who are at greater risk for repeated head injuries.
3. Teaching techniques aimed at minimizing sport-related head injury.
4. Discouraging and prohibiting 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.
5. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play.
6. Completing a Report of Head Injury Form upon identification of a student with a head injury or suspected concussion that occurs during practice or competition.
7. Communicating with the parent of any student removed from practice or competition immediately after the practice or competition in which the injury was sustained, either in-person or by phone. Additionally, the coach will notify parent(s) of the injury in writing, along with the Assistant Head of School and School Nurse, by the end of the next business day as directed in 105 CMR 201.010
8. 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.
9. Transmitting promptly to the School Nurse any received Report of Head Injury Forms.

VIII. Responsibilities of the Certified Athletic Trainer {if on staff} (reference 105 CMR 201.014)

A. Certified athletic trainers shall be responsible for:

1. 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;
2. Completing the annual training as required by 105 CMR 201.007;
3. Reviewing information from Pre-participation Forms which indicate a history of head injury and from Report of Head Injury Forms, to identify students who are at greater risk for repeated head injuries;

4. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play; and
5. Participating, in the graduated re-entry planning an implementation for students who have been diagnosed with a concussion.

IX. Responsibilities of the School Nurse (reference 105 CMR 201.015)

A. The School Nurse shall be responsible for:

1. 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;
2. Completing the annual training as required by 105 CMR 201.007;
3. Reviewing completed Pre-participation Forms and physical exam reports that indicate a history of head injury and following up with parents and student's physician, as needed, prior to participation in extracurricular athletic activities.
4. Reviewing Report of Head Injury Forms and following up with the coach, parent and student's physician as needed;
5. Maintaining in the student's Health Record:
 - a) Pre-participation Forms
 - b) Report of Head Injury Forms
6. Participating in 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;
7. Monitoring recuperating students with head injuries and collaborating with teachers to ensure that the graduated reentry plan for return to full academic and extracurricular athletic activities required by 105 CMR 201.010 is being followed; and
8. Providing ongoing educational materials on head injury and concussion to teacher, staff, students and families.
9. Providing the Department of Public Health with an affirmation, on school or school district letterhead, that it has developed policies in accordance with 105 CMR 201.000 and it shall provide an updated affirmation biannually by September 30th every odd numbered year upon review or revision of its policies.
10. Reporting annual statistics to the department in accord with 105 CMR 201.017.

X. Record Maintenance (reference 105 CMR 201.016)

- A.** 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 (Assistant Head of School Records)
 2. Department Pre-participation Forms (Student Health Record)
 3. Department Report of Head Injury Forms (Student Health Record)
 4. Post Head Injury Medical Clearance and Authorization Forms (Student Health Record)
 5. Graduated reentry plans for return to full academic and extracurricular athletic activities (Student Services Office Records)
- B.** 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.
- XI. Reporting** (reference 105 CMR 201.017)
- A.** Starting school year 2011/12, 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
 2. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular activities
- B.** BFCCPS shall provide the Department of Public Health with an affirmation, on school or school district letterhead, that it has developed policies in accordance with 105 CMR 201.000 and it shall provide an updated affirmation biannually by September 30th every odd numbered year upon review or revision of its policies.
- XII. Penalties** (reference 105 CMR 201.006 (A))
- A.** BFCCPS takes the safety of student athletes seriously. All members of the BFCCPS community are expected to follow this protocol to support the health and safety of student athletes. The underlying philosophy of this protocol is “when in doubt, sit them out”. Failure to comply with the letter or spirit of this protocol could result in progressive discipline for staff and/or forfeiture of games.
- XIII. Communication with Parents with Limited English Proficiency**
- A.** Because of limited English skills, some parents may be unable to communicate with school personnel and may feel isolated from the school community. BFCCPS makes every attempt to communicate effectively with parents with limited English proficiency. In the event a student receives a concussion or is suspected of having a concussion, BFCCPS will notify the parent in a language in which the parent is proficient, via an interpreter. An interpreter is available by contacting the Main Office.
- XIV. Inclusion of Sports-Related Head Injury Policy in the School Handbook**
- A.** The following language shall be included in the BFCCPS Student and Faculty Handbooks:
1. State Concussion Law Requirements: The Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all public schools with extracurricular athletic activity offerings adhere

to the following: Student athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. Athletes and their parents must inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious, or is suspected of having a concussion during a game or practice, the law mandates taking the student out of play or practice, and requires written certification from a licensed medical professional in order to “return to play”. Student-athletes (in grades 6 - 8), as well as ALL parents of students who plan to participate in any extracurricular athletic program at BFCCPS must complete Department of Public Health approved training about prevention, identification, and management of concussions. Appropriate training materials will be made available by the Assistant Head of School.

- a) One online course that satisfies the requirements of the law is offered through the Centers for Disease Control and Prevention at http://www.cdc.gov/concussion/headsup/online_training.html. At the end of the course, you will receive a completion certificate which you must submit to the Assistant Head of School. The entire course can be completed in approximately 30 minutes.
- b) Written materials that satisfy the requirement are offered by the CDC at <http://www.cdc.gov/headsup/youthsports/>

Questions about participation in extracurricular athletic activities may be addressed in our Protocol for the Prevention and Management of Traumatic Brain Injury (Concussion) During School and Extracurricular Athletic Activities (available on the BFCCPS Health Office Website), and can be directed to our Assistant Head of School.

Effective Date: August 2015

Supersedes Date:

PROTOCOL FOR THE PREVENTION AND MANAGEMENT OF TRAUMATIC BRAIN INJURY
(CONCUSSION) DURING SCHOOL AND EXTRACURRICULAR ATHLETIC ACTIVITIES

reviewd and approved by:

School Nurse: _____ Date: _____

Head of School: _____ Date: _____

School Nurse: _____ Date: _____

Head of School: _____ Date: _____

School Nurse: _____ Date: _____

Head of School: _____ Date: _____