

Introduction

In 2010, the Massachusetts Department of Public Health's (MDPH) issued regulation 105 CMR 201.000 Head Injuries and Concussions in Extracurricular Athletic Activities, mandated by Chapter 166 of the Acts of 2010, An Act Relative to Safety Regulations for School Athletes (See Appendices G and H for the texts of these statutes). These regulations require all public middle and high schools (serving grades 6 through high school graduation) to have policies and procedures governing the prevention and management of sport-related head injuries.

In order to prevent and manage injuries of all types when they occur, The MacDuffie School has developed the following procedures to aid in ensuring that injured students are identified, treated and referred appropriately, that they receive appropriate follow-up medical care, including academic assistance, and that they are fully recovered prior to returning to physical activity. This policy, while general in its scope, is intended to comply fully with the spirit and specific requirements of 105 CMR 201.000.

Annual Training Requirement

MDPH regulations require that parents/guardians and students who participate in extracurricular athletic activity, as well as a variety of school staff, receive MDPH-approved concussion training annually. In order to effectively and consistently manage compliance with this regulation, as well as to ensure that *all members of the community* are aware of the seriousness of brain injuries, The MacDuffie School **will require all students and parents, as well as staff who are involved with extracurricular activities, to complete MDPH-approved concussion training annually.**

To assist the community in meeting this requirement, The MacDuffie School will provide links to free on-line trainings which will contain all the information required by the law, and will have available upon request DPH-approved written materials that meet the training requirement.

Individuals will be required to submit confirmation that they have met this training requirement by signing confirmation statement on the sports registration form.

Injury Protocol

Removal from Play

If a student receives (or is suspected of having) an injury -- particularly a head injury where signs or symptoms of concussion are present -- the staff member leading the activity *must* remove the student from the activity, contest or practice and refer the student to the nurse, if possible. Once removed from an activity, contest or practice, the student may not return to play that day, even if symptoms appear to resolve.

After-School Notification and Emergency Care

If the injury occurs after school and the nurse is not available, the staff member leading the activity, contest or practice must immediately contact the active on duty person and the student's parent/guardian (or emergency contact, if not available) and, if warranted, call for emergency care. Staff reserve the right to call for emergency care immediately if, in their professional judgment, this is the safest course of action given the student's condition.

If the student is stable and able to be sent home or back to their dormitory (rather than directly to a physician), the staff person leading the activity will ensure that the student will remain with a responsible adult until a parent/guardian arrives or the active on duty person is able to care for the student.

Students with suspected head injuries will not be permitted to drive.

Reporting and Follow-Up

The following procedures will be followed as soon as practical after student receives an injury:

- The staff member leading the activity at the time of the injury will communicate the student's injury to parents/guardians (for day students) and the active on duty person AND parents/guardians (for boarding students).
- The staff member will complete a Medical Incident Form as soon as practical (immediately after the activity, contest or practice, if possible).
- The Medical Incident Form will be forwarded to the nurse.
- The nurse will notify the Head of School if the incident requires emergency medical services.
- The nurse will review the Medical Incident Form for medical assessment and management, coordination of home instructions and follow-up care, as necessary.
- The nurse will notify applicable staff of the student's progression, recovery and approval to participate in activities (the term used in sports is "return-to-play").

Return to Play

If a student is removed from an activity, contest or practice for reasons of suspected injury, he or she must be evaluated by a medical professional and cleared, by means of the MDPH Medical Clearance Form (see Appendix D), before returning to play. If the student is diagnosed with a concussion, this clearance can only be provided after the student has completed a graduated Return-to-Play Plan that makes clear the student is ready to resume the activity. A sample Return-to-Play Plan is provided in Appendix B.

For head injuries, students must be completely symptom free at rest (they are not exhibiting obvious symptoms while stationary and not physically active) before beginning a graduated Return-to-Play Plan. Symptoms of a concussion are listed in Appendix A, for reference.

*The **Return-to-Play Plan** is a written graduated re-entry plan for return to full academic and extracurricular activity. This plan is meant to be developed by the student's teachers, the nurse, guidance counselors, members of Academic Support, coaches and other staff, together with parents/guardians and the student's primary care provider. It is of note, however, that this collaboration will occur on a temporary, as needed basis for information exchange, and will adhere to protocols for confidentiality.*

The Return-to-Play Plan should include steps and estimated time intervals for physical and cognitive rest and a graduated return to academics, activities and athletics.

Once the Return-to-Play Plan has been completed, **a licensed medical professional giving clearance for returning to play *must use the MDPH Medical Clearance Form*** ("Post Sports-Related Head Injury Medical Clearance and Authorization Form"; see Appendix D).

No student will be allowed to return to activities until this form is signed by a licensed medical professional, submitted and reviewed by the school nurse.

Continuing to Monitor Symptoms

If a student has been medically cleared, but staff observe continuing symptoms, he or she should NOT resume activities and staff reserve the right to insist that the student not return to play. Instead, the nurse should communicate with both the parents and the health care provider that gave the clearance about what staff have observed, in order to allow for reevaluation by the health care provider.

Sport-Specific Requirements

Before the start of *each sports season*, students and parents of day students will be required to complete the following, as required by law: DPH Pre-Participation Head Injury/Concussion Reporting Form (see Appendix C). This form will be provided to athletes at the start of the season, and will be available online through the school's website. This requirement applies ONLY to students participating in extracurricular *athletics* programs.

No student will be allowed to participate in extracurricular athletic activities until *all* required forms have been signed, submitted and reviewed by the nurse and the coach.

At the start of each sport's season, the nurse will review all health forms to review for a history of head injury.

Implementation and Enforcement

The Head of School and/or a designee has administrative authority to oversee the implementation of policies and protocols governing the prevention and management of extracurricular (especially sports-related) injuries.

In addition, the Head of School and/or a designee will be responsible for:

- Supporting and enforcing the protocols, documentation, training and reporting outlined in this policy.
- Supervising and reviewing that all documentation is in place.
- Reviewing and affirming the policy every two years as required by law.
- Keeping up-to-date annually the training materials in the Staff Handbook and Student/Parent Handbook.

The school nurse will be responsible for:

- Reviewing completed Verification of Concussion Training Forms and other certifications of concussion training for required information.
- Addressing any questions raised by the coaches or resident advisors.
- Communicating with the coaches and resident advisors regarding the student's history of injury and health concerns.
- Following up with parents and students as needed prior to the student's participation in extracurricular athletic activities.

Coaches will be responsible for:

- Reviewing completed Pre-Participation Forms for required information.
- Verifying through the nurse that athletes and parents have completed concussion training.
- Communicating with the nurse about any knowledge of injury and health concerns.
- Following up with parents and students as needed prior to the student's participation in extracurricular athletic activities.

Active on Duty Person will be responsible for:

- Arranging transportation for students with suspected head injuries for physician evaluations
- Communicating incidents with Dean of Boarding when they occur after school hours

Forms and Resources

Links to the following free on-line trainings will be made available on the school website (both of which are about 30 minutes in length and contain all the information required by the law):

- Centers for Disease Control's (CDC) Heads Up Concussion training: http://www.cdc.gov/concussion/HeadsUp/online_training.html .
- National Federation of State High School Association's (NFHS) Concussion in Sports – What You Need to Know training: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>.

The MacDuffie School will also have available upon request DPH-approved written materials that meet the training requirement.

Appendix A: Fact Sheet on Signs and Symptoms of Concussion

From the CDC Fact Sheet: Heads Up Concussion in Youth Sports

http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

SYMPTOMS OF A CONCUSSION:

Signs Observed by Coaching Staff

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports play
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

CDC Fact Sheets In Spanish:

http://www.cdc.gov/concussion/pdf/athletes_fact_sheet_spanish-a.pdf

http://www.cdc.gov/concussion/pdf/parents_fact_sheet_spanish-a.pdf

Appendix B: A Sample Return-to-Play Plan (for Head Injury)

Recovery Stage (Usually 2 – 4 days, but could last weeks; updates every 4 - 5 days until reentry [symptom free at rest])

- 1) Rest
- 2) Students typically do not attend school

Reentry Stage (1 - 2 weeks minimum, until symptom free during school; weekly updates until light activity)

- 1) Rest
- 2) Attend school half to full days
- 3) Avoid school bus and heavy backpacks
- 4) Work with designated educational personnel regarding school accommodations
- 5) No tests in school
- 6) No sports, band, chorus, physical education or physical outdoor play

Light Activity Stage (3 - 4 weeks; updates bi-weekly until symptom free at school [full activity is resumed])

- 1) Attend school full-time if possible
- 2) Students and families work with teachers regarding homework deadlines (complete as much as possible)
- 3) See school nurse for pain management and/or rest if needed
- 4) Limit one quiz/test per day (untimed testing is recommended)
- 5) Work in 15 minute blocks
- 6) No sports
- 7) Licensed medical professional will make decisions regarding band, chorus, physical education based on medical assessment

Full Activity Stage (school monitoring continues for 4 weeks [report any continuing symptoms])

- 1) Attend school full time
- 2) Resume normal activities
- 3) Resume sports once school work is back on track, student is symptom free, and has been cleared by a licensed medical professional

Nurse will coordinate update review, together with physician and will inform the Assistant Head of School and Academic Support. The Assistant Head of School will alert teachers and request communication about symptoms and performance in classes. Nurse will update on recovery progress (stage advancement) to Assistant Head of School, who will, in turn, inform teachers as appropriate. Nurse will inform coaches and resident advisors when graduated reentry to extracurricular athletic activities may be resumed. This plan and all communications will be kept in student's medical file. If continued academic support is required, nurse will refer for Academic Support.

Appendix C: Pre-Participation Form



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN ALERBACH
COMMISSIONER

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health

**PRE-PARTICIPATION HEAD
INJURY/CONCUSSION REPORTING FORM
FOR EXTRACURRICULAR ACTIVITIES**

This form should be completed by the student's parent(s) or legal guardian(s). It must be submitted to the Athletic Director, or official designated by the school, prior to the start of each season a student plans to participate in an extracurricular athletic activity.

Student's Name	Sex	Date of Birth	Grade
School		Sport(s)	
Home Address			Telephone

Has student ever experienced a traumatic head injury (a blow to the head)? Yes _____ No _____

If yes, when? Dates (month/year): _____

Has student ever received medical attention for a head injury? Yes _____ No _____

If yes, when? Dates (month/year): _____

If yes, please describe the circumstances: _____

Was student diagnosed with a concussion? Yes _____ No _____

If yes, when? Dates (month/year): _____

Duration of Symptoms (such as headache, difficulty concentrating, fatigue) for most recent concussion: _____

Parent/Guardian:

Name: _____ Signature/Date _____
(Please print)

Student Athlete:

Signature/Date _____

Appendix D: Post Sports-Related Head Injury Medical Clearance and Authorization Form



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health

POST SPORTS-RELATED HEAD INJURY MEDICAL CLEARANCE AND AUTHORIZATION FORM

This medical clearance should be only be provided after a graduated return to play plan has been completed and student has been symptom free at all stages. The student must be completely symptom free at rest and during exertion prior to returning to full participation in extracurricular athletic activities.

Student's Name	Sex	Date of Birth	Grade
----------------	-----	---------------	-------

Date of injury: _____ Nature and extent of injury: _____
Symptoms (check all that apply):

<input type="checkbox"/> Nausea or vomiting	<input type="checkbox"/> Headaches	<input type="checkbox"/> Light/noise sensitivity
<input type="checkbox"/> Dizziness/balance problems	<input type="checkbox"/> Double/blurred vision	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Feeling sluggish/"in a fog"	<input type="checkbox"/> Change in sleep patterns	<input type="checkbox"/> Memory problems
<input type="checkbox"/> Difficulty concentrating	<input type="checkbox"/> Irritability/emotional ups and downs	<input type="checkbox"/> Sad or withdrawn
<input type="checkbox"/> Other _____		

Duration of Symptom(s): _____ Diagnosis: Concussion Other: _____

If concussion diagnosed, date student completed graduated return to play plan without recurrent symptoms: _____

Prior concussions (number, approximate dates): _____

Name of Physician or Practitioner: _____

Physician Certified Athletic Trainer Nurse Practitioner Neuropsychologist

Address: _____ Phone number: _____

Physician providing consultation/coordination (if not person completing this form): _____

I HEREBY AUTHORIZE THE ABOVE NAMED STUDENT FOR RETURN TO EXTRACURRICULAR ATHLETIC ACTIVITY.

Signature: _____ Date: _____
Note: This form may only be completed by: a duly licensed physician; a certified athletic trainer in consultation with a licensed physician; a duly licensed nurse practitioner in consultation with a licensed physician; a duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

Appendix F: ADDITIONAL RESOURCES

Massachusetts Department of Public Health
Division of Violence and Injury Prevention
<http://www.mass.gov/dph/injury>
617-624-5544

The Brain Injury Association of America (BIAA):
1-800-444-6443.
<http://www.biausa.org/>

Brain Injury Association of Massachusetts:
Brain Injury Helpline: 1-800-242-0030
<http://www.biama.org/>

Sports Concussion New England
<http://www.sportsconcussion.net>
617-959-1010

Centers for Disease Control and Prevention:
<http://www.cdc.gov/concussion/sports/index.html>
<http://www.cdc.gov/concussion/sports/resources.html>
800-CDC-INFO
(800-232-4636)

National Center for Injury Prevention and Control (NCIPC)
4770 Buford Hwy, NE
MS F-63
Atlanta, GA 30341-3717

Massachusetts Interscholastic Athletic Association (MIAA)
Phone (508) 541-7997
Fax (508) 541-9888
E-Mail miaa@miaa.net
<http://www.miaa.net/miaa/home?sid=38>

[National Federation of State High School Associations
http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000](http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000)

Changes to Current Policies

- Online training on concussions will be made available through our website. All faculty, staff, coaches, students and parent volunteers will be asked to complete the online course. Faculty, coaches and staff will provide documentation of course completion to nurses.
- A signed confirmation that parents have taken the online course will be included on sports registration forms.
- The MacDuffie School is a member of NEPSAC. They recommend that “All member schools should have a certified athletic trainer on campus and available to respond to all sporting events where athletes are at risk for concussion.” It is highly recommended that The MacDuffie School hire an athletic trainer to be available at all sporting events, both for response to concussive injuries and to all sports related injuries.
- The Student/Parent Handbook will need to be updated to include required information about concussions and annual training requirements and reporting requirements