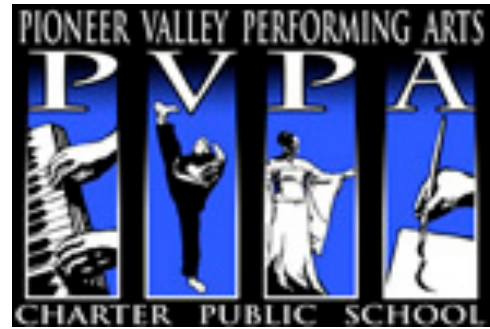


# **Policy Concerning The Prevention and Management of Injuries and Concussions in Extracurricular Activities**

*Final Board Approved 2/14//2012*



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## **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, PVPA 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, ***PVPA 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, PVPA 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. To facilitate this, a Verification of Concussion Training Form will be available for community members to use.

## **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 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 (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.

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.
- 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 both the parents and the nurse.
- The coach will notify the Head of School or a designee of the incident.
- 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.

A plan for communication and coordination should also be put into place with the individuals who are managing the student's recovery. A copy of the plan will be kept in the student's medical record.

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 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.

Included with this form will be a notice to parents and students about the requirement to submit a signed Report of Injury Form if the student has an injury related to athletic activities -- even if the injury is unrelated to a PVPA sports activity.

**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 coach will review all Pre-Participation Forms and forward to the school nurse those forms indicating a history of 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 coach about Pre-Participation forms.
- Communicating with the coach 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.

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PVPA takes the safety of the community seriously. All members of the school are expected to follow policies and protocols to support the health and safety of the community. If someone in the community has concerns that people are being unsafe, they should say something. They may speak (or submit their concerns in writing) directly to the individual(s) involved, or contact a staff member, the Director of Student Affairs or the Head of School.

## ***Forms and Resources***

The following forms will be available for download on the school's website in both English and Spanish (with other translations included as needed):

- "Verification of Concussion Training Form"
- "Report of Head Injury during Sports Season Form"
- "Post Sports-related Head Injury Medical Clearance and Authorization Form"
- "DPH Pre-Participation Head Injury/Concussion Reporting Form"

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](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>.

PVPA 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](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/athletes_fact_sheet_spanish-a.pdf)

[http://www.cdc.gov/concussion/pdf/parents\\_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. Guidance will alert teachers and request communication about symptoms and performance in classes. Nurse will update on recovery progress (stage advancement) to Guidance, who will, in turn, inform teachers as appropriate. Nurse will inform coaches when graduated reentry to extracurricular athletic activities may be resumed. This plan and all communications will be kept in student's medical file.



## 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 E: MDPH Guidance on 504 or IEP Plans for Students Returning to Academic Work***

**From MDPH SPORTS-RELATED HEAD INJURY REGULATIONS:  
FREQUENTLY ASKED QUESTIONS #27  
Revised November 7, 2011**

**Will a student on a graduated reentry plan also need a 504 plan or IEP for their return to academic activities? What about providing MCAS accommodations to these students?**

All students recovering from a concussion will need a written graduated reentry plan, as described under DPH regulation 105 CMR 201.010. These students are entitled to receive instructional accommodations and modifications for routine classroom work (or tutoring) and for classroom assessments, as described in their reentry plan. In addition, to be eligible to receive accommodations on statewide assessments (e.g., MCAS tests), the student will also need either a 504 plan or an Individualized Education Program (IEP).

Instructional accommodations and modifications should be based on an individual student's academic performance and stage of recovery and must be described either in the graduated reentry plan, current IEP, or a 504 plan. The 504 plan may be used to address section 201.010 (2) (b) of the graduated reentry plan (i.e., "instructions for the student's graduated return to extracurricular athletic activities and classroom studies, as appropriate, including accommodations and modifications as needed"). A reference to the graduated reentry plan should be included in the student's IEP, if appropriate, in the section titled "Additional Information."

Note: An *accommodation* is intended to provide a student with a support that allows the student to achieve at the same level as other students.

A *modification* is a change in the expectations for a student's performance, such as taking a reduced workload or specially-adapted classroom tests.

It may be necessary to "try out" various approaches for adapting instruction, then revise the information in the academic portion of the graduated reentry plan based on whether the accommodation or modification appears to be having the desired effect and the student is comfortable using it.

In terms of MCAS participation, the student must have either an IEP or the 504 plan to be eligible to receive test accommodations. The IEP or 504 team must evaluate the student's current academic performance, profile, and learning preferences and make separate decisions in each subject as to how the student will participate in MCAS, including whether the student will take the standard MCAS test and, if so, which accommodations will be provided. Accommodations must be listed *separately* for routine instruction and for MCAS testing in the 504 plan.

It may be appropriate for a student with a concussion to participate in the MCAS Alternate Assessment (MCAS-Alt), instead of the standard MCAS test in a subject, even with the provision of test accommodations, because the complexity and severity of the student's disability may make it impossible for the student to take a test of the intensity and duration of MCAS and/or to complete each test session in a single school day, as required. The MCAS-Alt is a collection of the student's work and other information in the assessed subject collected into a portfolio by the student's teacher over the course of

the school year and submitted each year to the state in early April. The decision to designate a student for the MCAS-Alt is made by the IEP or 504 team.

The principal may determine that a student diagnosed with a concussion who is on a graduated reentry plan should *not* participate in MCAS testing because participation may impede the student's recovery or endanger the student's health. In making this determination, the principal should consult with any of the following, as appropriate: the school nurse, guidance counselor, student's teacher(s), members of the student's building-based support and assistance team or Individualized Education Program (IEP) Team, the physician who made the diagnosis or is managing the student's recovery, and the child's parent or guardian. In such cases, the student should be designated *Absent Medical* in the student's test booklet, which will be reflected in reports of test results received by the parent, school, and district.

Information on participation requirements for students with disabilities in MCAS can be found on the Department's website at [www.doe.mass.edu/mcas/participation/?section=sped](http://www.doe.mass.edu/mcas/participation/?section=sped).

## ***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](mailto: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>

## ***Appendix G: 105 CMR 201.000: HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES***

### Section

201.001: Purpose

201.002: Authority

201.003: Citation

201.004: Scope

201.005: Definitions

201.006: School Policies

201.007: Training Program 201 008: Participation Requirements for Students and Parents

201.009: Documentation and Review of Head Injury and Concussion History and Forms 201 010:

Exclusion from Play

201.011: Medical Clearance and Authorization to Return to Play

201.012: Responsibilities of the Athletic Director

201.013: Responsibilities of Coaches

201.014: Responsibilities of Certified Athletic Trainers

201.015: Responsibilities of the School Nurse

201.016: Record Maintenance

201.017: Reporting

201.001: Purpose

The purpose of 105 CMR 201.000 is to provide standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports, in order to protect their health and safety.

201.002: Authority

105 CMR 201.000 is promulgated pursuant to M.G.L. c. 111, § 222.

201.003: Citation

105 CMR 201.000 shall be known and may be cited as 105 CMR 201.000: Head Injuries and Concussions in Extracurricular Athletic Activities.

201.004: Scope

The requirements of 105 CMR 201.000 shall apply to all public middle and high schools, however configured, serving grades six through high school graduation, and other schools subject to the official rules of the Massachusetts Interscholastic Athletic Association. The requirements of 105 CMR 201.000 shall apply to students who participate in any extracurricular athletic activity.

201.005: Definitions

As used in 105 CMR 201.000, unless the context clearly requires otherwise, the following words shall have the following meanings:

Athlete means a student who prepares for or participates in an extracurricular athletic activity.

Athletic Director means an individual employed by a school district or school and responsible for administering the athletic program or programs of a school. The term Athletic Director refers to the Director and Assistant Directors. For schools that do not employ an Athletic Director, the term Athletic Director refers to the individual designated to be responsible for administering the athletic program or programs of a school. 105 CMR: DEPARTMENT OF PUBLIC HEALTH

Centers for Disease Control and Prevention refers to one of the major agencies of the United States Department of Health and Human Services with a mission to protect the health of people and communities through health promotion, prevention of disease, injury and disability.

Certified Athletic Trainer means any person who is licensed by the Board of Registration in Allied Health Professions in accordance with M.G.L. c. 112, § 23A and 259 CMR 4.00 as a professional athletic trainer and whose practice includes schools and extracurricular athletic activities. Pursuant to M.G.L. c. 112, § 23A, the athletic trainer practices under the direction of a physician duly registered in the Commonwealth.

Coach means an employee or volunteer responsible for organizing and supervising student athletes to teach them the fundamental skills of extracurricular athletic activities. The term coach refers to both head coaches and assistant coaches.

Commissioner means the Commissioner of the Department of Public Health or his or her designee.

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

Department means the Department of Public Health.

Diagnosed means a physician's or nurse practitioner's opinion, derived from observation, examination, and evaluation of procedures or tests of a patient, that the patient has or had a concussion.

Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or band leader including but not limited to Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Game Official means a person who officiates at an extracurricular athletic activity, such as a referee or umpire including but not limited to persons enrolled as game officials in Massachusetts Interscholastic Athletic Association.

Head Injury means 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 for purposes of 105 CMR 201.000.

Massachusetts Interscholastic Athletic Association (MIAA) is a private, non-profit association organized by its member schools, public and private, to govern, coordinate and promote athletic activities in 33 or more sports for high school students.

MIAA Member Schools means all schools, whether public or private, that participate in interscholastic athletics under the auspices and rules of the Massachusetts Interscholastic Athletic Association.

Neuropsychologist means a professional who is licensed as a psychologist and certified as a health service provider by the Board of Registration of Psychologists pursuant to M.G.L. c. 112, §§ 118 through 129A with additional specialized training and expertise in the applied science of brain-behavior relationships and who has specific experience in evaluating neurocognitive, behavioral and psychological conditions and their relationship to central nervous system functioning. The neuropsychologist has specialized experience in administering and interpreting neuropsychological tests and has duties which may include, but are not limited to pre-injury measurement of the cognitive abilities that may be disturbed by a concussion, testing within the first few days post-head injury, and periodic retesting to track resolution of the student's symptoms and improvement in cognitive functioning. The neuropsychologist may also advise school staff regarding the student's need for post injury academic accommodations.

Nurse Practitioner means a duly licensed and registered nurse authorized to practice in an expanded role as a nurse practitioner whose professional activities include performing physical examinations, diagnosing health and developmental problems, managing therapeutic regimens, and ordering therapies and tests.

Parent means the parent or guardian or foster parent of a student.

Physician means a duly licensed doctor of medicine or osteopathy.

Play means a practice or competition.

School means a single school that operates under the direct administration of a principal, head master, director or school leader appointed by a school district, or a charter school board or independent school board of trustees. School includes a public school operated by a municipal or regional school district, an education collaborative established under M.G.L. c. 40, § 4E, or a school granted a charter by the Board of Elementary and Secondary Education under

M.G.L. c. 71, § 89 and 603 CMR 1.00: Charter Schools and operated by a board of trustees including Commonwealth and Horace Mann charter schools. School includes, but is not limited to, public and other schools that are members of MIAA. The term does not include associations of home-schooled students. School-based Equivalent means a form or format that a school district or school develops in lieu of Department of Public Health forms, which at minimum include all of the information required by the most current Department form posted on the Department's website.

School District means a municipal school department or regional school district, acting through its school committee or superintendent of schools; a county agricultural school, acting through its board of trustees or superintendent director; a charter school, acting through its board of trustees or school leader; an educational collaborative; or any other public school established by statute or charter, acting through its governing board.

School Nurse means a nurse practicing in a school setting who is licensed to practice as a Registered Nurse by the Board of Registration in Nursing pursuant to M.G.L. c. 112, who is licensed to work as an educator in a school by the Department of Elementary and Secondary Education pursuant to 603 CMR 7.00: Educator Licensure and Preparation Program Approval, and who is appointed or assigned to a public school by a school committee or a board of health in accordance with M.G.L. c. 71, § 53 or employed by a superintendency district comprised of several towns in accordance with M.G.L. c. 71, §§ 53A and 53B or, who is employed, in the case of a charter or private school, by a board of trustees.

School Physician means a licensed physician practicing in a school setting including but not limited to a physician who is appointed or employed by a school committee or board of health in accordance with M.G.L. c. 71, § 53, or employed by a superintendency district comprised of several towns in accordance M.G.L. c. 71, §§ 53A, 53B or, in the case of a charter or private school, by the board of trustees. School physician includes, but is not limited to, physicians assigned to examine children who apply for health certificates in order to obtain an employment permit pursuant to M.G.L. c. 71, § 54 and team physicians.

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School Health Advisory/Wellness Committee means a committee consisting of school and community members who advise a school district on its comprehensive, coordinated school health program.

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

Sports means extracurricular athletic activities.

Student means a person enrolled for part-time or full-time attendance in an educational program operated by a school or school district, including home schoolers.

Teacher is any person employed in a school or school district under a license listed in 603 CMR 7.00: Educator Licensure and Preparation Program Approval or person employed to teach students in a non-public school.

Team Physician means a physician assigned to an interscholastic football game played by any team representing a public secondary school in the Commonwealth pursuant to M.G.L. c. 71, § 54A.

Trainer means a person who provides students who participate in an extracurricular athletic activity with health and fitness instruction, including but not limited to the fundamental skills of performance, strength, or conditioning, but who is not licensed as a certified athletic trainer.

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.

Volunteer means an adult who volunteers as a game official, coach, assistant coach, team parent, physician, nurse, or in an authoritative role to assist students who are engaged in an extracurricular athletic activity.

#### 201.006: School Policies

(A) All school districts and schools must have policies and procedures governing the prevention and management of sports-related head injuries within the school district or school. The School Committee or Board of Trustees, consulting with the Board of Health where appropriate, shall adopt policies and procedures governing the prevention and management of sports-related head injuries within the school district or school following development of a proposal by a team consisting, at a minimum, of a school administrator, school nurse, school or team physician if on staff, athletic director, certified athletic trainer if on staff, neuropsychologist if available, guidance counselor, and teacher in consultation with any existing school health/wellness advisory committee. Policies and procedures must address sports-related head injuries occurring in extracurricular athletic activities but may be applied to all head injuries in students. Review and revision of such policies and procedures shall occur as needed but at least every two years. At a minimum, these policies shall include:

(1) Designation, by the superintendent or head master, principal or school leader, of the person responsible for the implementation of these policies and protocols, either the Athletic Director or other school personnel with administrative authority;

(2) Annual training of persons specified in 105 CMR 201.007 in the prevention and recognition of a sports-related-head injury, and associated health risks including second impact syndrome utilizing Department-approved training materials or program, and documentation of each person's completion of such training;

(3) Documentation of physical examination prior to a student's participation in extracurricular athletic activities on an annual basis, consistent with 105 CMR 200.100(B)(3) and information for students participating in multiple sports seasons that documentation of one physical examination each year is sufficient;

(4) Procedure for the school to obtain and ensure review, prior to each sports season, of current information regarding an athlete's history of head injuries and concussions using either the Department Pre-participation Head Injury/Concussion Reporting Form For Extracurricular Activities (Pre-participation Form), or school-based equivalent;

(5) Procedure for medical or nursing review of all Pre-participation Forms indicating a history of head injury;

(6) Procedure for the school to obtain and ensure timely medical or nursing review of a Department Report of a Head Injury During Sports Season Form (Report of Head Injury Form), or school-based equivalent, in the event of a head injury or suspected concussion that takes place during the extracurricular activity season;

(7) Procedure for reporting head injuries or suspected concussions sustained during extracurricular athletic activities to the school nurse and certified athletic trainer, if on staff;

(8) Procedure for identifying a head injury or suspected concussion, removing an athlete from practice or competition, and referring for medical evaluation;

(9) The protocol for medical clearance for return to play after a concussion that at minimum complies with 105 CMR 201.011;

(10) Procedure for the development and implementation of post-concussion graduated reentry plans to school and academic activities, if indicated, by persons specified in 105 CMR 201.010(E)(1);

(11) Procedure for providing information, and necessary forms and materials, to all parents and athletes including the:

- (a) annual training requirement,
- (b) procedure for the school to notify parents when an athlete has been removed from play for a head injury or suspected concussion sustained during an extracurricular athletic activity,
- (c) protocol for obtaining medical clearance for return to play and academics after a diagnosed concussion,
- (d) parent's responsibility for completion of the Pre-participation Form, or school-based equivalent, and
- (e) parent's responsibility for completion of the Report of a Head Injury Form, or school-based equivalent;
- (12) Inclusion in the student and parent handbooks of information regarding the sports-related head injury policy and how to obtain the policy;
- (13) Procedure for communicating with parents with limited English proficiency;
- (14) Procedure for outreach to parents who do not return completed forms required for students to participate in extracurricular sports and for how to handle situations where a student verifies completion of the annual training requirement but a parent has not;
- (15) Procedure for sharing 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 with requirements of 105 CMR 201.000 and applicable federal and state law including but not limited to the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99.
- (16) Instructions to coaches, certified athletic trainers, trainers and volunteers:
  - (a) to teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury; and
  - (b) to prohibit athletes from 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;
- (17) Penalties, including but not limited to personnel sanctions and forfeiture of games, for failure to comply with provisions of the school district's or school's policy.

(B) These policies and procedures shall be made available to the Department and to the Department of Elementary and Secondary Education upon request.

(C) The school or school district shall provide the Department with an affirmation, on school or school district letterhead, that it has developed policies in accordance with 105 CMR 201.000 by January 1, 2012. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

#### 201.007: Training Program

(A) The following persons annually shall complete one of the head injury safety training programs approved by the Department as found on the Department's website:

- (1) Coaches;
- (2) Certified athletic trainers;
- (3) Trainers;
- (4) Volunteers;
- (5) School and team physicians;
- (6) School nurses;
- (7) Athletic Directors;
- (8) Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer;
- (9) Parents of a student who participates in an extracurricular athletic activity; and
- (10) Students who participate in an extracurricular athletic activity.

(B) The required training applies to one school year and must be repeated for every subsequent year.

(C) Each school shall maintain a record of completion of annual training for all persons specified by 105 CMR 201.007(A) through:

- (1) a certification of completion for any Department-approved on-line course; or
- (2) a signed acknowledgment that the individual has read and understands Department-approved written materials required by 105 CMR 201.008(A)(1); or
- (3) an attendance roster from a session using Department-approved training; or
- (4) other means specified in school policies and procedures.

(D) If a school district or school offers head injury safety training to guidance counselors, physical education teachers, classroom teachers or other school personnel, the school district or school at minimum shall offer one of the current head injury safety training programs approved by the Department as specified on the Department's website.

(E) Game officials shall complete one of the training programs approved by the Department as specified on the Department's website annually and shall provide independent verification of completion of the training requirement to schools or school districts upon request.

#### 201.008: Participation Requirements for Students and Parents

##### (A) Pre-participation Requirements.

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

(2) All students who plan to participate in extracurricular athletic activities and their parents shall satisfy the following pre-participation requirements:

(a) Each year, before the student begins practice or competition, the student and the parent shall:

— Complete current Department-approved training regarding head injuries and concussions in extracurricular athletic activities; and

— Provide the school with a certificate of completion for any Department-approved on-line course or a signed acknowledgement that they have read and understand Department-approved written materials, unless they have attended a school-sponsored training at which attendance is recorded or satisfied other means specified in school policies.

— (b) Before the start of every sports season, the student and the parent shall complete and submit a current Pre-participation Form, or school-based equivalent, signed by both, which provides a 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.

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(B) Ongoing Requirements. 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, or a school-based equivalent, and submit it to the coach, school nurse or person specified in school policies and procedures.

#### 201.009: Documentation and Review of Head Injury and Concussion History and Forms

(A) The school shall ensure that all forms or information from all forms that are required by 105 CMR 201.000 are completed and reviewed, and shall make arrangements for:

(1) Timely review of all Pre-participation and Report of Head Injury Forms, and school-based equivalents, by 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, or school-based equivalents, by:

(a) the school nurse; and

- (b) the school physician if appropriate; and
- (3) Timely review of accurate, updated information regarding each athlete who has reported a history of head injury or a head injury during the sports season by:
  - (a) The team's physician if any; and
  - (b) the school's certified athletic trainer if any.
- (B) The school 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.

#### 201.010: Exclusion from Play

- (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 practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.
- (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 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.
- (E) Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.
  - (1) The plan shall be developed by the student's teachers, the student's guidance counselor, school nurse, certified athletic trainer if on staff, neuropsychologist if available or involved, parent, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
  - (2) The written plan shall include instructions for students, parents and school personnel, addressing but not be limited to:
    - (a) Physical and cognitive rest as appropriate;
    - (b) Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
    - (c) Estimated time intervals for resumption of activities;
    - (d) Frequency of assessments, as appropriate, by the school nurse, school physician, team physician, certified athletic trainer if on staff, or neuropsychologist if available until full return to classroom activities and extracurricular athletic activities are authorized; and
    - (e) A plan for communication and coordination between and among school personnel and between the school, the parent, and the student's 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 as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

#### 201.011: Medical Clearance and Authorization to Return to Play

Each student who is removed from practice or competition 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 Athletic Director, unless another person is specified in school policy or procedure, a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (Medical Clearance and Authorization Form), or school-based equivalent, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). 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.

(A) Only the following individuals may authorize a student to 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.

(B) By September 2013, physicians, nurse practitioners, certified 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.

#### 201.012: Responsibilities of the Athletic Director

(A) 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.

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

(C) The Athletic Director, unless school policies and procedures provide otherwise, shall be responsible for:

- (1) 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;
- (2) Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000: Physical Examination of School Children 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, or school-based equivalents, prior to participation each season;
- (4) Ensuring that student Pre-participation Forms, or school-based equivalents, are reviewed according to 105 CMR 201.009(A);
- (5) Ensuring that Report of Head Injury Forms, or school-based equivalents, are completed by the parent or coach and reviewed by the coach, school nurse, certified athletic trainer and school physician as specified in 105 CMR 201.009(A);
- (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) Reporting annual statistics to the Department in accord with 105 CMR 201.017.

#### 201.013: Responsibilities of Coaches

(A) Coaches shall be responsible for:

- (1) Completing the annual training as required by 105 CMR 201.007;
- (2) Reviewing Pre-participation Forms, or school-based equivalents, so as to identify those athletes who are at greater risk for repeated head injuries;
- (3) 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;

(4) Receiving, unless otherwise specified in school policies and procedures, 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;

(5) Transmitting promptly forms in 105 CMR 201.013(A)(2) and (3) to the school nurse for review and maintenance in the student's health record, unless otherwise specified in school policies and procedures;

(6) Teaching techniques aimed at minimizing sports-related head injury;

(7) 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; and

(8) Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play.

(B) Coaches are responsible for communicating promptly with the parent of any student removed from practice or competition as directed in 105 CMR 201.010(C) and with the Athletic Director and school nurse as directed in 105 CMR 201.010(D).

#### 201.014: Responsibilities of the Certified Athletic Trainers

Certified athletic trainers, if on staff, shall be responsible for:

(A) 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 district or school;

(B) Completing the annual training as required by 105 CMR 201.007;

(C) 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;

(D) Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play; and

(E) Participating, if available, in the graduated reentry planning and implementation for students who have been diagnosed with a concussion.

#### 201.015: Responsibilities of the School Nurse

The School Nurse shall be responsible for:

(A) 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 district or school;

(B) Completing the annual training as required by 105 CMR 201.007;

(C) Reviewing, or arranging for the school physician to review, completed Pre-participation Forms, or school-based equivalents, that indicate a history of head injury and following up with parents as needed prior to the student's participation in extracurricular athletic activities;

(D) Reviewing, or arranging for the school physician to review, Report of Head Injury Forms, or school-based equivalents, and following up with the coach and parent as needed;

(E) Maintaining:

(1) Pre-participation Forms, or school-based equivalents; and

(2) Report of Head Injury Forms, or school-based equivalents, in the student's health record;

(F) 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 athletic activities after a head injury and revising the health care plan as needed;

(G) 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(E) is being followed; and

(H) Providing ongoing educational materials on head injury and concussion to teachers, staff and students.

#### 201.016: Record Maintenance

(A) The school, consistent with any applicable state and federal law, 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;

(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 athletic activities.

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

#### 201.017: Reporting

Starting school year 2011-2012, schools shall be responsible for maintaining and reporting annual statistics on a Department form or electronic format that at minimum report:

(A) The total number of Department Report of Head Injury Forms, or school-based equivalents, received by the school; and

(B) The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

REGULATORY AUTHORITY 105 CMR 201.000: M.G.L. c. 111, § 222.

## ***Appendix H: Chapter 166 of the Acts of 2010, An Act Relative to Safety Regulations for School Athletes***

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

*Chapter 111 of the General Laws is hereby amended by adding at the conclusion thereof the following new section:*

### **Section 223**

This Section shall apply to all public schools within the Commonwealth and to any other school in the Commonwealth whose athletic programs are subject to Massachusetts Interscholastic Athletic Association rules.

The department shall direct the Division of Violence and Injury Prevention to develop an interscholastic athletic Head Injury Safety Training program to be completed by the following individuals: coaches, trainers and parent volunteers for any extracurricular athletic activity; physicians who are employed by a school or school district, or who volunteers to assist with an extracurricular athletic activity; directors responsible for a school marching band; and a parent or legal guardian of a child who participates in an extracurricular athletic activity.

In developing said program, the department may use any of the materials readily available from the Centers for Disease Control and Prevention and the American Red Cross. The safety training shall include, but not be limited to current training in recognizing the symptoms of potentially catastrophic head and neck injuries, concussions, and injuries related to second impact syndrome.

As part of the interscholastic athletic Head Injury Safety Training program, school districts shall provide to students participating in any extracurricular athletic activity the following information; a summary of department rules and regulations relative to safety regulations for student participation in extracurricular athletic activities; including protocol for post concussion participation or participation in an extracurricular athletic activity after becoming unconscious; and written information related to the recognition of symptoms of head injuries, information regarding the biology and short-term and long-term consequences of concussions.

The department shall develop forms to provide coaches with up-to-date information of their athletes head injury history to enable them to identify those students who are at greater risk for repeated head injuries. These forms would require students to provide information each season relative to their sports head injury history prior to receiving clearance to participate in an extracurricular athletic activity. These forms would require the signature of both the student and their parent or legal guardian.

A coach, trainer or volunteer for an extracurricular athletic activity shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student, including using a helmet or any other sports equipment as a weapon.

If a student participating in an extracurricular athletic activity becomes unconscious during a practice or competition the student may not return to the practice or competition during which the student became



unconscious; or participate in any extracurricular athletic activity until the student receives written authorization for such participation from a physician.

If a student, suffers a concussion as diagnosed by a medical professional, while participating in an extracurricular athletic activity the student may not participate in any extracurricular athletic activity until the student receives written authorization for such participation from a physician.

The superintendent of the school district or the director of a school shall maintain complete and accurate records of the district's or school's compliance with the requirements of this section. A school that is determined by the school's superintendent or director to be out of compliance with this section shall be subject to penalties as determined by the department.

This section does not waive any liability or immunity of a school district or its officers or employees. This section does not create any liability for a course of legal action against a school district, or its officers or employees.

A person who volunteers to assist with an extracurricular athletic activity is not liable for civil damages arising out of an act or omission relating to the requirements of this section, unless the act or omission is willfully or wanton negligent.

The departments shall promulgate rules and regulations to carry out the provisions of section 223 of chapter 111 of the General Laws within 90 days of the effective date of this act; provided that these regulations shall become effective for the fiscal year following final approval of said regulations; provided, however, that not less than 12 months shall have elapsed between final approval of the regulations and the date of implementation in order to provide sufficient time to implement the regulations.

## ***Changes to Current Policies***

We will need to create a new form: The Medical Incident Form. This will be distinct from the Incident Form now used primarily for behavioral issues. The following elements should be included in the Medical Incident Form to meet the guidelines required by the State:

- Instructions to Coaches to fill out the form immediately after the game or practice for head injuries that result in student being removed from play due to a possible concussion. Coaches should also follow-up with the Certified Athletic Trainer and call parent/guardian the day/night of the injury.
- Instructions to Parents/Guardians to fill out the form if the injury occurs outside of an athletic practice or game and return to school nurse.
- Student's Name, Sex, Date of Birth, Grade
- School Name and Sport(s)
- Home Address and Telephone #
- Date of Injury
- Did the incident take place during an extracurricular activity? If so, where did the incident take place?
- Describe the nature and extent of injuries to the student.
- Ask Parent/Guardians if the student received medical attention and if yes, was a concussion diagnosed?
- Name of person completing the form
- A release that says the parent/guardian opted to pick the student up from school (rather than have the school transport the child to a physician).

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The position of Coordinator of Athletics was eliminated in 2011 for fiscal reasons, but the level of oversight required to meet these new regulations raises the question of how such detailed review will be effectively accomplished without significantly increasing the workload of those responsible for it.

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The Student/Parent Handbook will need to be updated to include required information about concussions, the law regarding head injuries and annual training requirements and reporting requirements for participation in extracurricular athletics. There are examples to use for this once the policy has been approved.

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A Verification of Annual Training form will need to be developed for distribution with other paperwork (physicals?, immunizations, etc.) required before the start of school.

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This policy is a general one, and so the question of how to support more general training in first aid and CPR should be addressed (and required with school support of all leaders of extracurricular activities).

The Staff Handbook will need to be updated to include required information about concussions, the law regarding head injuries and annual training requirements and reporting requirements for participation in extracurricular athletics. There are examples to use for this once the policy has been approved. It may also need to include penalties for failure to comply with the provisions of safety protocols.

Coaches and others who lead extracurricular sports activities at PVPA should observe the following:

- Insist that safety comes first; develop, teach, implement and enforce safety rules;
- Promote good officiating of the existing rules;
- Emphasize to athletes and parents that playing with a concussion is dangerous;
- Promote safe use of equipment all year; require that sports participants use the right protective equipment during all practices and games and that all equipment, particularly helmets, are properly fitted;
- Maintain and improve the surfaces of playing fields; routinely conduct hazard assessments of the playground; walk the field before each practice or game to check for divots, uneven surfaces, loose goal posts or other conditions that could affect play; Ensure that spaces and facilities for physical activity meet or exceed recommended safety standards for design, installation and maintenance.
- Check all equipment to ensure they are up to manufacturer standards of quality and care and do not exceed expiration date.
- Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, mouth protectors and eye and mouth guards). Protective equipment should fit properly, be well maintained and certified, not be expired and be worn consistently and correctly;
- Discourage others from pressuring injured athletes to play.