



Lincoln Public Schools

Stephanie Powers
Administrator for Student Services

To: School Committee
Mickey Brandmeyer, Superintendent
From: Stephanie Powers, Administrator for Student Services
Re: Recommended Policy on the Prevention and Management of Sports-Related Head Injuries
Date: December 8, 2011

The purpose of this memo is to inform the School Committee of the requirements of 105 CMR 201.00. All school districts are required to have policies and procedures governing the prevention and management of sports-related and extra-curricular head injuries within the district.

The proposed policy covers all athletics and, in addition, any extra curricular activity which has a physical focus. The extra-curricular activities could include, but are not limited to soccer, cross country, field hockey, basketball, baseball and softball.

The School Committee has a responsibility for developing policies and procedures governing the prevention and management of sports-related head injuries with the school district following development of a proposal by a team consisting of a school administrator, school nurse, and athletic director. Maureen Richichi, School Nurse, and Ryan Cassidy, Athletic Director, developed a draft policy, which was reviewed by Stephanie Powers, Administrator for Student Services prior to presentation to the School Committee.

The new regulations require the School District to:

- Provide annual training to Coaches, School Nurses, School Physicians, Athletic Director, Parents of a student who participates in an extracurricular athletic activity and students who participate in an extracurricular athletic activity. It is recommended that the district utilizes a free online training offered by the Centers for Disease Control and Prevention.
- Maintain documentation of a student's history of head injury (ies) including concussion(s).
- Maintain documentation of annual physical examination of students participating in extracurricular athletic activities and completion of the Department Pre- Participation Head Injury/Concussion Reporting Form For Extracurricular Activities (herein after "Department Pre-participation Form").
- Include the sports-related head injury policy and information in the student handbook.
- Report head injuries or suspected concussions sustained in practices or games to the student's parent so the parent may take the student to a medical provider for appropriate medical evaluation and treatment.
- Report head injuries or suspected concussions to the school nurse.

- Develop a procedure for post-head injury graduated re-entry accommodation plans to school and academic activities if indicated, including inclusion of the school nurse in the team developing the plans.
- Provide instructions to coaches, trainers and volunteers to teach form, techniques that minimize sports-related head injury.

The following draft documents have been developed and are proposed for the School Committee's Review:

- Head Injuries and Concussions in Extracurricular Athletic Activities Policy
- Extracurricular Activities Medical Questionnaire
- Parent/Guardian Documentation of Receipt of the "Heads Up" fact sheet and completion of the online training
- Post Sports-Related Head Injury Medical Clearance and Authorization Form
- Report of Head Injury During Sports Season Form

Also enclosed are the following informational documents:

- Bulleted summary of the Components of the Law
- 105 CMR 201.000 Head Injuries and Concussions in Extracurricular Athletic Activities

LINCOLN PUBLIC SCHOOLS

HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES POLICY

Purpose

This policy provides the procedures and protocols for the Lincoln Public Schools (LPS) in the prevention, training, management and return to activity decisions of sports-related head injuries for all middle school students who participate in any extracurricular athletic activity as required by MA 105 CMR 201.000. The district will provide DPH with an affirmation that this policy is updated by September 2013 and every two years thereafter upon review or revision of its policies.

Definitions:

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.

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.

Pre-Participation Requirements and Training:

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

- (1) Coaches;
- (2) School Nurses;
- (3) School Physicians;
- (4) Athletic Director;
- (5) Parent(s) of a student who participates in an extracurricular athletic activity;
- (6) Students who participate in an extracurricular athletic activity. Students must complete the training prior to any participation including try-outs, practice and competition.

This requirement may be met by:

Coaches, Athletic Director, School Nurses, School Physician: Completing an approved online program and providing a certificate of completion to the Athletic Director.

(http://www.cdc.gov/concussion/HeadsUp/online_training.html)

Parents and Students: Signing an acknowledgement that they have read and understand written materials provided to them by the Athletic Director, or have completed an approved online program. (http://www.cdc.gov/concussion/HeadsUp/online_training.html)

The training applies to one school year and must be repeated every subsequent year.

The Athletic Director will keep all certificates and signed acknowledgments on file for four years.

Additional participation requirements for Parents and Students:

A student and his/her parent(s) must complete and sign the pre-participation *Extracurricular Activities Medical Questionnaire* prior to each season of participation. The questionnaire will be distributed by the athletic director and will also be available on the district's website. The questionnaire will be reviewed by the School Nurse prior to the athlete's participation and will provide appropriate follow-up when needed. The School Nurse will notify coaches and the Athletic Director of any history of concussion and head/neck injuries.

Students must provide a copy of a physical exam that is dated within 13 months prior to participation. Students with physical exams that expire during the season are eligible to complete the season. The school nurse shall review a student's pre-participation history and physical exam prior to participation. The school nurse shall consult with the school physician as necessary regarding a student's medical history or eligibility.

If a student sustains a concussion or head injury during the season of play, but not while participating in an extracurricular athletic activity, the parent is required to submit the *Report of Head Injury Form* to the school nurse. The School Nurse will notify the Athletic Director.

All student athletes involved in contact sports must wear a mouth guard during play.

All coaches must be certified in CPR with AED and First Aid.

Exclusion from Play:

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from play immediately and may not return to practice or competition that day.

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 must provide this information to the parent in writing, whether paper or electronic format, by the end of the next business day.

The coach shall notify, by the end of the next school day, 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.

Student Reentry Plan:

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.

The plan shall be developed by the student's teachers, school nurse, neuropsychologist if involved, parent and members of the individualized education program team as appropriate and in consultation with the student's primary care provider or the physician who diagnosed the head injury or who is managing the student's recovery.

The written plan shall include instructions for students, parents and school personnel addressing:

- Physical and cognitive rest as appropriate;
- Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
- Estimated time intervals for resumption of activities;
- Frequency of assessments, as appropriate, by the school nurse, physician or neuropsychologist, if available, until full return to classroom activities and extracurricular athletic activities are authorized; and
- A plan for communication and coordination between and among school personnel and between the school, parent, and the student's physician.

Medical Clearance and Authorization to Return to Play:

A student who has sustained a head injury shall not return to practice or competition unless and until the student provides medical clearance and authorization by submitting the *Post Sports-Related Head Injury Medical Clearance and Authorization Form* prior to resuming the athletic activity. A physician, a nurse practitioner in consultation with a licensed physician, or a neuropsychologist in coordination with the physician managing the student's recovery must sign the form.

Responsibilities of the Athletic Director:

The Athletic Director shall be responsible for:

- Coordinate the biannual review of this policy.
- Completing the required annual training.
- Ensuring that the training requirements for staff, coaches, parents, and students are met, recorded and records are maintained.
- Ensuring that all students meet the physical examination requirements prior to any participation;
- Ensuring that all students participating in extracurricular athletic activities have completed and submitted the required pre-participation forms;
- Ensuring that student pre-participation forms are reviewed by the School Nurse;
- Ensuring that *Report of Head Injury Forms* are completed by the parent or coach and reviewed by the coach, school nurse and school physician;
- Ensuring that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete.
- Reporting annual statistics to DPH.

Responsibilities of Coaches:

Coaches shall be responsible for:

- Completing the required annual training;
- 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;
- Teaching techniques aimed at minimizing sports-related head injury;
- Discouraging and prohibiting athletes from engaging in any unreasonably dangerous athletic techniques that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon;
- Identifying athletes with head injuries or suspected concussions that occur in practice or competition;
- Communicating promptly with the parent of any student removed from play and with the School Nurse and Athletic Director.

Responsibilities of the School Nurse:

The School Nurse shall be responsible for:

- Participating in the biannual review of this policy;
- Completing the required annual training;
- Reviewing completed pre-participation forms that indicate a history of head injury and following up with parents and coaches as needed prior to the student's participation in extracurricular athletic activities.
- Reviewing *Report of Head Injury Forms* and following up with the coach and parent as needed.

- Maintaining Pre-participation forms and *Report of Head Injury Forms* in the student's health record;
- Participating in the graduated reentry planning for students who have been diagnosed with a concussion to discuss any necessary academic accommodations or school activities' modifications;
- 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 is being followed;
- Providing ongoing educational materials on head injury and concussion to teachers, staff, and students.

Record Maintenance:

The district shall maintain the following records for four years:

- Verifications of completion of annual trainings
- Pre-participation Forms
- Report of Head Injury Forms
- Medical Clearance and Authorization Forms
- Graduated reentry plans for return to full academic and

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

Reporting:

The district shall be responsible for maintaining and reporting annual statistics that report:

- A. The number of Report of Head Injury Forms 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.

Evaluation:

The Athletic Director will assemble a head injury policy team that will biannually review this policy. This team will include, at a minimum, the following:

- A middle school administrator
- Athletic Director
- School Nurse
- A coach
- A parent
- A student

Evaluation results and recommendations will be forwarded to the Superintendent, or designee.

LINCOLN PUBLIC SCHOOLS EXTRACURRICULAR ACTIVITIES MEDICAL QUESTIONNAIRE

THIS INFORMATION WILL ACCOMPANY YOUR STUDENT WHEN EMERGENCY ROOM ADMISSION IS APPROPRIATE
AND PARENTS/GUARDIANS ARE NOT AVAILABLE.

THIS FORM MUST BE COMPLETED FOR EXTRACURRICULAR ACTIVITY AND SUBMITTED TO THE SCHOOL NURSE
PRIOR TO THE START OF EACH SEASON A STUDENT PLANS TO PRACTICE, COMPETE, PERFORM AND/OR
PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY.

Student's Name: _____ DOB: _____ Sex: _____

Address: _____ Grade: _____ Home Phone: _____

Parent Name: _____ Parent Name: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Significant current or past medical problems or injuries:

Allergy to medication or other allergies:

Medications currently taking (please list):

Emergency Medications Required: ___EPI-PEN ___INHALER ___INSULIN ___DIASTAT ___OTHER

NOTE: Students with current asthma or allergy problems will not be allowed to participate without their prescribed medications in their immediate possession. This includes, but is not limited to: Epi-pens, inhalers, nebulizers, and peak flow meters.

Please Check One: ☐ My child does not need any emergency medication.
☐ My child will have his/her emergency medication in his/her possession during after-school activities.

Date of last tetanus immunization: _____

Physician's Name: _____ Phone #: _____

Health Insurance Co: _____ ID #: _____ Group #: _____

I authorize the coach/teacher of the Lincoln Public Schools to obtain emergency medical care for my child for illness or injury received during participation in extracurricular activities including travel. Permission is also given to the attending physician to treat said illness or injury. The coach/teacher will make every reasonable attempt to contact parents/guardians in the event of emergency illness or injury. The coach/teacher will carry this signed form to insure proper care and treatment of my child.

Parent/Guardian Signature: _____ Date: _____

OTHER SIDE OF FORM MUST BE COMPLETED FOR PARTICIPATION IN ANY SPORT.

PRE-PARTICIPATION HEAD INJURY/CONCUSSION REPORTING FORM

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

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

2. Has student ever received medical attention for a head injury? ☐ Yes ☐ No

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

◆ If yes, please describe the circumstances: _____

3. Has student ever received a face or cervical spine injury? ☐ Yes ☐ No

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

4. 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: _____

ADDITIONAL MEDICAL HISTORY

If Yes is circled, please explain. (Use extra sheet if necessary)

1. Has a physician ever denied or restricted student's participation in sports for any problems? Yes No

2. Has student ever been dizzy or passed out during or after exercise? Yes No

3. Has student ever had a heart murmur, irregular rhythm, or high blood pressure? Yes No

4. Has student ever had chest pain during or after exercise? Yes No

5. Has student ever had seizures? Yes No

6. Has student ever dislocated a bone? Yes No
If Yes, which one & when? _____

7. Has student ever had surgery? Yes No
If Yes, for what & when? _____

I hereby state that I have reviewed this medical history and find the answers to these questions correct to the best of my knowledge (required for legal minors).

Parent/Guardian Signature: _____ Date: _____

Student Athlete Signature: _____ Date: _____

(BOTH PARENT'S/GUARDIAN'S AND STUDENT'S SIGNATURES REQUIRED PER STATE LAW)

HEADS+UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (<i>even briefly</i>) • Shows mood, behavior, or personality changes • Can’t recall events <i>prior</i> to hit or fall • Can’t recall events <i>after</i> hit or fall 	<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down”

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

- 1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don’t let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. Teach your teen that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your teen convince you that s/he’s “just fine.”
- 4. Tell all of your teen’s coaches and the student’s school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen’s coaches, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during her/his recovery.

If you think your teen has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It’s better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



HEADS*UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and the correct size and fit
 - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:
Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION





Lincoln Public Schools

STATE LAW REGARDING SPORTS-RELATED HEAD INJURY AND CONCUSSIONS

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) Rules adhere to the following guidelines. Student-athletes and their parents, coaches, athletic directors, school nurses and school physicians must learn about the consequences of head injuries and concussions through training materials and/or written information. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of each season of play (fall, winter, and spring). If a student-athlete becomes unconscious, or is suspected of having a concussion, during a practice or competition, the law now mandates that the student be taken out of play and requires written certification from a licensed medical professional before "return to play".

Students and parents have two training options:

- 1) A free online course available through the Centers for Disease Control and Prevention at www.cdc.gov/concussion/HeadsUp/online_training.html

OR

- 2) Read the attached Athlete and Parent "Heads Up" Fact Sheets.

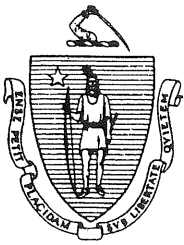
Please sign that you have read the above and completed one of the training options listed. This is an annual requirement in order to participate on any athletic team sponsored by the Lincoln Public Schools.

Parent/Guardian

Date

Student

Date



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
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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.



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

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REPORT OF HEAD INJURY DURING
SPORTS SEASON

This form is to report head injuries (other than minor cuts or bruises) that occur during a sports season. It should be returned to the athletic director or staff member designated by the school and reviewed by the school nurse.

For Coaches: Please complete this form immediately after the game or practice for head injuries that result in the student being removed from play due to a *possible* concussion.

For Parents/Guardians: Please complete this form if your child has a head injury outside of school related extracurricular athletic activities.

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

Date of injury: _____

Did the incident take place during an extracurricular activity? ____ Yes ____ No

If so, where did the incident take place? _____

Please describe nature and extent of injuries to student:

For Parents/Guardians:

Did the student receive medical attention? yes ____ no ____

If yes, was a concussion diagnosed? yes ____ no ____

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.

Please circle one: Coach or Marching Band Director

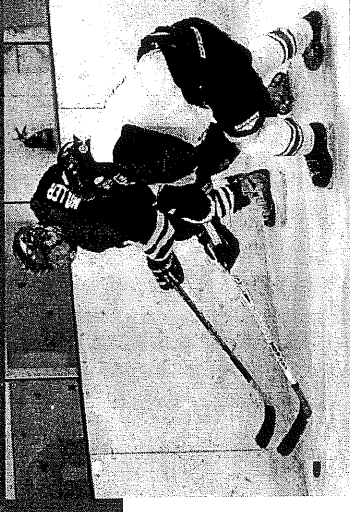
Parent/Guardian

Name of Person Completing Form (please print): _____

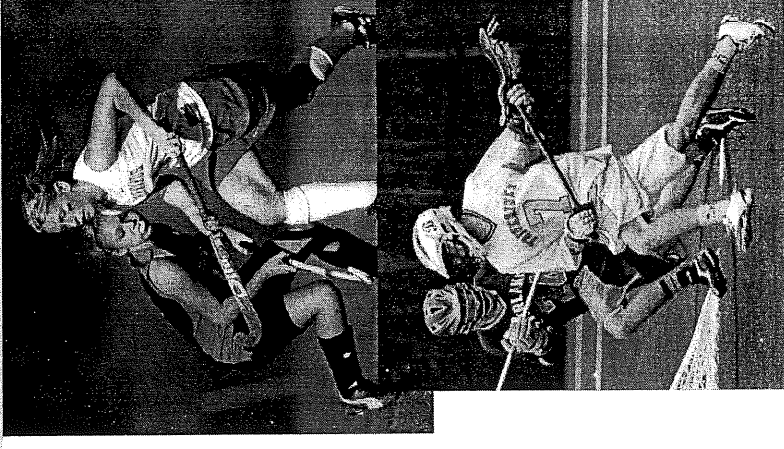
Signature _____

Date _____

Sports-Related Concussions: Components of the Law



- DPH to identify annual **training program** for key stakeholders, including:
 - Athletic directors
 - Coaches
 - Trainers
 - Parents and students
- Injured athlete *suspected of concussion* must be **removed from play** until written clearance by licensed health professional
- All students must **disclose history of head injuries** at start of each season
- **Recordkeeping** by schools
- **Allows establishment of penalties for noncompliance** (no sooner than January 2011)
- DPH must develop **regulations** to implement



Key Provisions of the Regulations

- Apply to all extracurricular interscholastic sports for ***all* public middle and high schools** and ***all* MIAA member schools**
- Does *not* apply to town or club sports (Little League, Pop Warner, etc.)
- Address 7 areas:
 1. School Policies and Procedures
 2. Training
 3. Participation Requirements for Students & Parents
 4. Exclusion from Play
 5. Medical Clearance and Return to Play
 6. Roles and Responsibilities of Key School Personnel
 7. Record Maintenance and Reporting

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 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.

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 certified 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 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.

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 means 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 shall 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 shall 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 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 a physical examination prior to a student's participation in extracurricular athletic activities on an annual basis consistent with 105 CMR 200.100(B)(3): *Physical Examination of School Children*; 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 (herein after "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 (herein after "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 specified 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:
 - (i) Complete current Department-approved training regarding head injuries and concussions in extracurricular athletic activities; and
 - (ii) 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.

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 (herein after "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.