

Hill View Montessori Charter Public School Policy

Name of Policy: Concussion Policy

First Read: October 10, 2013

Second Read: November 14, 2014 Board Vote: Passed 11/14/2013

Board Review: December 8, 2016 Board Vote: Approved January 12, 2017

Concussion Policy

Schools have been directed by the Massachusetts Department of Public Health (MDPH) to develop a Concussion Policy. It is not subject to MDPH review, but must be in accordance with MDPH regulations.

Hill View Montessori Charter Public School (HVMCPS) documented the development of our Concussion Policy with MDPH. This documentation must be submitted by September 30, 2013 and every two years thereafter. HVMCPS seeks to prevent concussion and provide a safe return to activity for all students after an injury, particularly after a head injury. In order to effectively and consistently manage these injuries, the school community abides by the follow procedures that have been developed to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the day, including academic assistance, and are fully recovered prior to returning to athletic activity.

HVMCPS participates in extracurricular school sports programs, but many of our students are involved in community supported sports programs.

Persons Responsible for Implementation of School Policy and Procedures

Regulation 105 CMR 201.006(A)(1):

The Director of Hill View Montessori Charter Public School has designated its School Nurse as having administrative authority to oversee the implementation of these policies and protocols governing the prevention and management of sports-related head injuries. In addition, the School Nurse will be responsible for:

1. Supporting and enforcing the protocols, documentation, training and reporting outlined in this policy;
2. Assuring that all documentation is in place;
3. Reviewing, updating and implementing policy every two years and including updates in annual training and student and parent handbooks.

Annual Training Requirement

Regulation 105 CMR 201.006(A)(2):

The Commonwealth of Massachusetts requires annual safety training prevention, identification and management of a sports-related injury including head trauma and second impact syndrome for school personnel as well as parents or legal guardians of children who participate in any extracurricular athletic activity. This annual safety training shall be required for Hill View Montessori Charter Public School's school nurses, school physician, and faculty, including the physical education teacher.

Our student athletes also need to know the importance of reporting a concussion to their coaches, parents, athletic trainer or other school personnel. Each year, middle school student athletes will participate in an educational training on concussions and submit a certificate of completion to the school nurse. The CDC Heads-Up Video Training must be completed prior to athletic participation.

CDC Heads-Up Video Training:

Centers for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training Program

(www.cdc.gov/concussion/HeadsUp/onlinetraining.html)

Hill View Montessori Charter Public School Nurse is responsible for ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained.

The written verification of completion of the annual training (either the certificate of completion from the on-line course or a signed verification that written material have been read and understood) will be kept on file.

Documentation of Physical Exam

Regulation 105 CMR 201.005(A)(3):

The current HVMCPS annual medical examination form should be submitted to the school nurse. It will be kept in the student's medical record. The school nurse ensures that all student athletes that are participating in extracurricular school sports have been medically cleared annually.

Head Injury Reporting Forms Submission and Review

Regulation 105 CMR 201.006 (A)(7):

Concussion History Form Submission and Review

The Massachusetts concussion law requires athletes and their parents to inform coaches about prior head injuries at the beginning of each sports season. This reporting is done via the Health Information Sheet and should be completed by the student's parent(s) or legal guardian(s) and the student. It must be submitted to the HVMCP school nurse, *prior* to the start of each school year a student plans to participate in an extracurricular athletic activity. This form provides a field to collect information relative to

concussion history. This information is used to identify student athletes with a history of brain or spinal injuries.

The decision to allow a player who reported a history of multiple concussions on her/his pre-participation form should be made only after consultation with the student's physician or primary care provider; the sports medicine or concussion specialist, if involved; the neuropsychologist, if involved, and the appropriate concussions are more likely to suffer a subsequent one. The focus of HVMCPS will always be on protecting the health and safety of the student and avoiding long term consequences that can occur from repeated concussions.

Medical/Nursing Review of Pre-Participation Forms

Regulation 105 CMR 201.006 (A)(5):

Review of Health Information Form

At the start of the school year, the school nurse will review all health information forms indicating a history of head injury. The school nurse will be responsible for having the school physician review completed forms regarding the students concussion history, communicating with the classroom and physical education teachers, and following up with parents and students as needed prior to extracurricular athletic activities.

Procedure of Reporting Head Injuries to School Nurse and/or Certified Athletic Trainer

Regulation 105 CMR 201.006 (A)(7):

Student head injuries or suspected concussions (after a bump, blow or jolt to the head or body) sustained During extracurricular athletic activities must be reported as soon as possible to the school nurse, classroom teacher, and physical education teacher. Athletes who experience signs or symptoms of a concussion should not be allowed to return to play.

Removing Athletes from Play and Medical Evaluation

Regulation 105 CMR 201.006 (A)(8):

Identifying Head Injury or Suspected Head Injury and Removing from Play

In the event that a student athlete receives a head injury, or is suspected of having a head injury, the student will be removed from play and will not be returned to play or practice that day. The faculty/staff member will report the head injury to the school nurse as soon as possible, for medical assessment and management and for coordination of home instructions and follow-up care. The school nurse will be responsible for contacting the student athlete's parents and providing follow-up instructions. If the athlete is injured at an away event, the faculty/staff member is responsible for notifying the athlete's parents of the injury and, if warranted, calling for emergency care. If the athlete is able to be sent home (rather than directly to MD):

- The nurse or faculty/staff member will ensure that the athlete will be with a responsible adult, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home;
- The nurse or faculty/staff member will continue efforts to reach the parents/guardians.

If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete will be referred to the emergency department for evaluation. The school nurse or faculty/staff member will accompany the athlete and remain with the athlete until the parent(s)/guardian(s) arrive and athletes with suspected head injuries will be referred to their primary care physician or if unavailable, emergency room.

The school nurse will complete the “Report of Head Injury During Sports Season Form” for extracurricular athletic head injuries. The school director and school physician will be notified.

Medical Clearance for Return to Play

Regulation 105 CMR 201.006 (A)(9), 105 CMR 201.011:

The HVMCPS physician, if available, should be involved. Medical clearance is meant to be provided AFTER a student has completed his or her graduated return to play plan.

The medical provider giving medical clearance for returning to play should include:

- Student’s name, sex, date of birth, grade
- Date of injury
- Symptoms and their duration
- Diagnosis
- If a concussion was diagnosed, date of completion of graduated RTP plan
- Past history of previous concussion
- Health provider’s name, address, phone #
- Health provider’s designation as physician, CAT, NP or neuropsychologist
- If not a physician, name of physician providing consultation or coordination
- Signature and date

Student athletes may not return to/practice until medical clearance containing information listed above. The school nurse will review this information and inform the school physician. The medical clearance will be filed in the student’s health record in the school health office. If symptoms are observed after a student resumes physical activity, the student will remain out of sports until re-evaluated. The athlete must be completely symptom-free at rest before beginning a graduated return to play process.

Each athlete will likely have his/her own course of recovery, which may depend upon prior medical history of concussion. Each student who is removed from practice or competition shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities. The plan shall be developed by the student’s teachers, the student’s guidance counselor, school nurse, and 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 treating physician. This written plan shall include instructions for students, parent(s) and school personnel addressing physical and cognitive rest, graduate return to academics and athletics, estimated time intervals for resuming activities, assessment frequencies, as appropriate, by the school nurse, physician, team physician, athletic trainer if on staff, or

neuropsychologist if available until full return to academics and athletics is authorized. A plan for communication and coordination shall also be put into place with the above individuals who are managing the student's recovery. The student must be completely symptom-free at rest in order to begin graduated re-entry (stepwise program) to activities. Final authority for return to play shall reside with the student's physician or the physician's designee.

Providing Information, Forms and Materials to Parents and Athletes

Regulation 105 CMR 201.006 (A)(11):

Parents/guardians and students who plan to participate in any extracurricular athletic program at HVMCPS must also take a free online course. You will need to click the "order here" button and complete a brief information form to register. At the end of the course, you will receive a completion receipt which should be provided to the school nurse as documentation. The entire course, including registration, can be completed in less than 30 minutes. The on-line course is available through the Centers Disease Control at:

<http://www.cdc.gov/headsup/youthsports/training/index.html>

At Hill View Montessori Charter Public School parents and students are oriented about the protocol on obtaining medical clearance for return to play after diagnosed concussion. In addition, our handbook under health services, the section for "Concussion" contains our policies regarding sports concussion including obtaining medical clearance after a concussion. The website for the school is www.hillviewmontessori.org. Finally, parents and students can always call the health office at 978-521-2616, ext. 110 to get further clarification or ask questions. No student will be allowed to return to athletic activities until the medical clearance form is signed by an authorized medical professional, submitted and reviewed by the school nurse and school physician.

Sharing Concussion-Related Health Information

Regulation 105 CMR 201.006 (A)(15)

Informal collaboration occurs on a temporary, as-needed basis for information exchange, as when the school nurse informs (while adhering to protocols for confidentiality) the physical education teacher that a particular student may not participate in athletic activities because of a recent injury. There may be circumstances in which there is a need to share information in the student's health with authorized school personnel – either to enhance the educational progress of the student or protect his/her safety or well-being. For example, staff may be alerted to signs or symptoms of a medical problem on a need to know basis and offered a course of action. This type of disclosure should be made only to those authorized school personnel who work *directly with* the student in an instructive (academic or athletic), administrative, or diagnostic capacity. Finally, authorized school personnel should be instructed not to re-disclose the information. If there is any question about the sensitivity of the information, the school nurse should seek the permission of the parent/guardian and student, if appropriate, prior to disclosure to authorized school personnel. Ultimately, however, federal regulations permit information in the student health record to be seen by authorized school personnel on a need to know basis for such sharing seems even more compelling when necessary to protect the well-being or safety of the student. See Chapter 2 of the Comprehensive School Health Manual (www.maclearinghouse.com/SchoolHealthManualSite/schoolhealthmanual.html) for further discussion of this issue. There may be times when a school nurse has legal obligation to disclose health or related information to protect a student's health or safety. Public policy requires the protection of a patient's

right to privacy by medical professionals, unless there is an immediate threat or serious harm to the student or others.

Additional materials and resources about sports-related concussions can be found at the link below:

<http://www.cdc.gov/headsup/parents/index.html>