

I. PURPOSE

This plan provides for the implementation of MA 105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*. The plan applies to all public middle and high school students who participate in any extracurricular athletic activity including High School Marching Band. This plan provides the procedures and plans for the Mansfield Public Schools in the management of and prevention of sports-related head injuries within the District or individual school.

Medical management of sports-related concussion is evolving. Because of the significant amount of research in recent years into sports-related concussions in high school athletes, the Massachusetts Department of Elementary and Secondary Education (DESE) has provided 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 student health and safety. Mansfield Public Schools has established this plan to provide education about concussion for Athletic Department staff and other school personnel. This plan outlines procedures to return to play issues after head injury/concussion.

II. GOAL

In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

This plan will be reviewed on a regular basis, by the Mansfield High School's Athletic Director, Athletic Trainer and Nurse Leader, with collaboration as needed from the school physician or other appropriate consulting physicians. Any changes or modifications will be reviewed and given to all Athletic Department staff and appropriate school personnel in writing.

The Mansfield School System has designated its Athletic Director to oversee the implementation of policies and protocols governing the prevention and management of sports-related head injuries. In addition, the AD will be responsible for:

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

The Head Injury Management Policy will be included in the student and parent handbooks of information regarding the sports-related head injury policy with instruction on how to obtain the complete policy.

III. DOCUMENTATION OF PHYSICAL EXAMINATION

Documentation of physical examination will be obtained 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.

- Every student in Mansfield Public School must be separately and carefully examined by a duly licensed physician, nurse practitioner or physician assistant, prior to a student's participation in competitive athletics, on an annual basis. The completed and signed copy of the medical clearance form should be mailed, faxed or hand-delivered to either the school nurse or athletic office. No student athlete will be allowed to participate in athletic activities until all forms, including annual physical examinations, are signed and submitted.
- The current annual medical examination form that is submitted to the school nurse and/or the athletic office will be kept in the student's medical record. The school nurse and/or Athletic Director should ensure that all student athletes that are participating in extracurricular school sports have been medically cleared annually.
- Athletes need a physical on file that is dated within 13 months of their last physical. If a student's physical expires during the season, the student will be required to see a physician/nurse practitioner for a current physical exam. The student WILL NOT be able to participate if a current physical is not on file.

IV. COMMUNICATING WITH PARENTS WITH LIMITED ENGLISH PROFICIENCY

Because of limited English skills, some parents may be unable to communicate with school personnel and may feel isolated from the school community. Mansfield Public Schools makes every attempt to communicate effectively with parents with limited English proficiency. Mansfield Public School, which serves a diverse population, has a website with a Google translator so that all website materials can be translated into many languages. Mansfield Public Schools Athletic Department will translate these school policies on head injuries and concussions in extracurricular athletic activities, the on-line training classes, and the mandated forms per student's needs. Mansfield Public Schools Athletic Department will translate other materials as requested as well. In the event a student receives a concussion or is suspected of having a concussion, Mansfield School Athletic Director's office will notify the parent in the appropriate language.

V. PROCEDURE FOR OUTREACH TO PARENTS WHO DO NOT RETURN COMPLETED FORMS

Student Athletes at Mansfield Public Schools will not be permitted to participate in extracurricular sports until both the parent/guardian and the student have completed and returned the signed Registration Form for Extracurricular Activities *before the start of every sports season*. In the event the school has not received the Registration Form or other required forms, including documentation of an annual physical examination and documentation that both the

student athlete and their parent/guardian have completed the required annual training, Mansfield Public Schools Athletic Department will make three attempts or more as needed to contact parent using the school's typical communication methods to parents. The student athlete will not be allowed to play or practice until the appropriate required signed and completed forms are returned to the Athletic Department.

VI. PROCEDURE FOR SHARING INFORMATION CONCERNING AN ATHLETES MEDICAL HISTORY

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 health record 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 need to 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, and the 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.htm) for further discussion of this issue. There may be times when a school nurse has the 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.

VII. TEACHING STRATEGIES THAT MINIMIZE SPORTS-RELATED HEAD INJURY

Coaches of Mansfield Public Schools are expected to be current with best practices in their sport that reduce the likelihood of head injury. In addition, coaches are prohibited from teaching or promoting dangerous practices such as using a helmet as a weapon. It is expected *that all coaches and athletic department staff teach techniques that minimize sports injury* and/or concussion such as proper fitting, Licensed (especially helmets) equipment and protective equipment.

VIII. PROHIBITING ATHLETES FROM DANGEROUS TECHNIQUE

Athletic Directors and **coaches** of Mansfield Public Schools will enforce rules prohibiting dangerous moves (e.g., “spearing” or “horse collaring,” clothes-lining or helmet-to-helmet contact in football, or free-falling flips or swan dives from any type of toss, partner stunt or pyramid in cheerleading). In addition, coaches must ensure that student athletes learn proper checking/tackling techniques that are safe and minimize the risk of head injury. Athletic Department staff will encourage students to follow the rules of play and to practice good sportsmanship at all times.

IX. PENALTIES

Mansfield Public School takes the safety of student athletes seriously. All members of the school staff are expected to follow the Head Injury Management Policy and Plan to support the health and safety of student athletes. The underlying philosophy of these policies is “when in doubt, sit them out.” Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games, as determined by the Athletic Director and/or Superintendent. If students or parents have concerns that the policies are being violated, they should contact the Superintendent and also place their complaint in writing with a request for resolution.

X. ANNUAL TRAINING REQUIREMENT

Mansfield Public Schools along with the Massachusetts Department of Public Health (DPH) has specified that the following persons must receive DPH approved annual training in sports-related concussion: coaches, Licensed athletic trainers, trainers, volunteers, school and team physicians, school nurses, Athletic Directors, directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer; parents of a student who participates in an extracurricular athletic activity; and students who participate in an extracurricular athletic activity. To comply with the regulations, this section of the Mansfield Public Schools plan will include the annual training requirement:

The Commonwealth of Massachusetts requires annual safety training on prevention, identification and management of a sports-related injury including head trauma and second impact syndrome for designated school personnel as well as parents or legal guardians of children who participate in any extracurricular athletic activity.

- This annual safety training will be required for Mansfield Public School’s coaches, Licensed athletic trainers, trainers, volunteers, school nurses, school and team physicians, Athletic Directors, directors responsible for a school marching band whether employed by a school or school district or serving as a volunteer, parent or legal guardian of a child who participates in an extracurricular athletic activity and student who participates in an extracurricular athletic activity.
- This training effort will be in collaboration with Mansfield High School’s Principal and central office administration team and documentation of such training will be provided to the Athletic Director for maintenance in a central file. While not required by DPH, Mansfield Public School also offers this training to

guidance counselors, physical education teachers, and other school personnel as needed

- The trainings available for Mansfield Public Schools for school staff, parents/guardians and student athletes are DPH Approved Online Training courses listed below. They are available free of charge.
- Centers for Disease Control and Prevention Heads Up Concussion In Youth Sports On-Line Training Program (www.cdc.gov/concussion/HeadsUp/online_training.html)
- The training materials are available at Mansfield Public School's Athletic Department website mansfieldschools.com.
- Mansfield Public School's Athletic Director 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 courses or a signed verification that written materials have been read and understood) will be kept on file by the following Department Heads:
 - Nurse Leader: all school nurses and the School Physician Consultant
 - Athletic Director: all members of the athletic staff, volunteers at any extra-curricular athletic activity, and parents or legal guardians of children who participate in any extracurricular athletic activity
 - Director of Health Education: all members of the physical education staff
 - Director of Music: Director of Marching Band
- The required training applies to one school year and must be repeated for every subsequent year.

XI. PARTICIPATION REQUIREMENTS FOR STUDENTS AND PARENTS

Pre-participation Requirements:

Each year, Mansfield Public Schools will 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.

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

- Each year, before the student begins practice or competition, the student and their parents will:
 - Complete current Department-approved training regarding head injuries and concussions in extracurricular athletic activities; and
 - Provide the school with a certification of completion for any Department-approved on-line course or a signed acknowledgment 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.

- Before the start of every sports season, the student and the parent will complete and submit a current Registration Form 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.

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 will complete the Report of Head Injury Form, and submit it to the coach, Athletic Dept. or school nurse.

XII. DOCUMENTATION AND REVIEW OF HEAD INJURY AND CONCUSSION HISTORY AND FORMS

Mansfield Public Schools Athletic Department will ensure that all forms or information from all forms that are required by 105 CMR 201.000 are completed and reviewed, and will make arrangements for:

- Timely review of all Registration and Report of Head Injury Forms by coaches so as to identify students who are at greater risk of repeated head injuries.
- Timely review of all Registration Forms which indicate a history of head injury and Report of Head Injury Forms by:
 - the school nurse, and
 - the school physician if appropriate; and
- 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:
 - the school’s licensed athletic trainer.

Mansfield Public Schools Athletic Director, Athletic Trainer and/or the School Nurse 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.

Registration Head Injury Reporting Forms, Submission and Review:

- 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 Registration Form and should be completed by the student’s parent(s) or legal guardian(s) and the student. It must be submitted to the Mansfield School’s Athletic Director, *prior* to the

start of each season a student plans to participate in an extracurricular athletic activity. This form provides a comprehensive history with up-to-date information relative to concussion history. This form is designed to ensure that particular attention is paid to identifying athletes with a history of brain or spinal injuries. Until the registration form is completed and signed by the parent/guardian and student and returned to the school prior to the start of every sports season, the student cannot participate in the extracurricular sports activity.

- History of Multiple Concussions on Registration Form:
 - The decision to allow a player who reported a history of multiple concussions on her/his registration 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 school athletic staff and the parent. Current evidence indicates that youth who have suffered one or more concussions are more likely to suffer a subsequent one. Options may include switching positions, limiting contact in practices, or changing sports altogether to minimize the risk of re-injury. The focus of Mansfield Public School will always be on protecting the health and safety of the student and avoiding long-term consequences that can occur from repeated concussions.

- Collection/Distribution of Registration Forms:
 - Mansfield Public School has registration forms available electronically at the School's website under the Athletic Department folder at mansfieldschools.com. Hard copies of these forms are also available at the Athletic Department. The parent/student can fax, mail, or hand-deliver the completed and signed registration form to the Mansfield School's athletic department which will forward any student's history of head injury/concussions to the school nurse. In addition, during the months of July and August, coordination between the Athletic and Health Services departments is particularly important when the school nurse is on vacation. The registration forms should be submitted to the coaches or Athletic Directors who will then follow-up with the school nurse when s/he returns to work in September.

XIII. CONCUSSION OVERVIEW:

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. It can be caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Concussions can also result from a fall or from players colliding with each other or obstacles on the playing field. Contrary to previously thought, an athlete does not have to be knocked unconscious in order to sustain a concussion. A concussion – also known as a traumatic mild brain injury – changes how the cells in the brain normally

work. The immediate effect of a concussion is a disruption of the sodium/potassium pump necessary for intercellular health. This leads to a release of glutamate (an excitatory amino acid 40 to 60 times greater in high school verses college athletes) which over the next 2 to 7 days leads to a marked decrease in cerebral blood flow (50%).

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.

A. RECOGNITION OF CONCUSSION:

Symptoms Reported by Athlete and/or Parent:

- Severe or increased headache.
- Nausea and/or vomiting
- Balance problem 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”

Signs Observed by Staff:

- Appears dazed/stunned
- Is confused about assignment or position
- Forgets sports play
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Can't recall events prior to incident
- Can't recall events after the incident
- Shows behavior/personality change

B. COMMITMENT TO SAFETY: Safety comes first!

To help prevent head and brain injuries:

- Enforce no hits to the head or other types of dangerous play.
- Practice safe playing techniques and encourage athletes to follow the rules of play.
- Assure that players wear approved and properly fitted (well-maintained) protective equipment.
- Discussion with athletes about the dangers of concussion as well as potential consequences of concussion injuries.

- Mandate both parent and student athlete signatures on the MHS Concussion Plan Statement prior to season play.

XIV. IMPACT/NEUROCOGNITIVE TESTING REQUIREMENTS

Pediatric Sports Medicine Specialists advise that when a school district offers a sports program for its students, it also has the duty and responsibility to ensure safety as well. The guidelines that have been set forth by the American Academy of Neurology and the National Brain Injury Association – for those institutions offering sports programs – focus on “...safe, proper brain injury management ...adequate education for coaches...defined standards regarding when and why to refer athletes to physicians...a comprehensive system for athletic care...informed consent...head injury information...defined and appropriate criteria for returning to play” (Tyler, USA Today, 2000).

Baseline ImpACT Testing

ImpACT Testing is a research-based software tool which was developed at the University of Pittsburg Medical Center. ImpACT evaluates multiple aspects of neuro-cognitive function, including memory, attention, processing speed, reaction time, and concussion symptoms.

- Beginning in the 2010-2011 school year and continuing each new school year, athletes at Mansfield High School participating in athletic sports which carry a risk of concussion are required to take a baseline ImpACT test every 2 years prior to participation in sports at MHS.
- Any student following a suspected concussion that is not athletic related may be baseline tested.
- All athletes and parents/guardians will be expected to read the Heads x Up Concussion in High School Sports fact sheet for PARENTS and ATHLETES which will be available on the MHS Athletic Web page and sign off as completed.
- In addition, other students who sustain a suspected concussion in a non-athletic related manner will also participate in ImpACT testing post-concussion.
- Parent Passive consent – Baseline testing required for athletes unless a written opt out note from parent/guardian.
- Parent consent for release of information is necessary.
- This neuro-cognitive testing is utilized post-concussion to help determine and monitor recovery after concussion. The ImpACT testing results will provide a tool to identify the safe return to play, as well as to academic schedules.

- ImPACT testing may be repeated (per MD order or Athletic trainer) as necessary.

XV. RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

The **Athletic Director** will 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 Mansfield school district.

- The Athletic Director will complete the annual training as required by 105 CMR 201.007.
- The Athletic Director, unless school policies and procedures provide otherwise, will be responsible for:
 - Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained
 - 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;
 - Ensuring that all students participating in extracurricular athletic activities have completed and submitted Registration Forms prior to participation each season;
 - Ensuring that students' Registration Forms are reviewed.
 - Ensuring that the Report of Head Injury Forms are completed by the parent or coach and reviewed by the coach, school nurse, licensed athletic trainer and physician.
 - 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
 - Reporting annual statistics to the Department.

XVI. RESONSIBILITIES OF COACHES

The **Coaches** will:

- Complete the annual educational training as required by 105 CMR201.007, in which procedures for managing sports-related concussion are discussed.
- Review Pre-participation Forms, or school-based equivalents, so as to identify those athletes who are at greater risk for repeated head injuries;
- Complete 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;

- Receive, unless otherwise specified in school policies and procedures, and review 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;
- Transmit promptly forms to the school nurse for review and maintenance in the student's health record, unless otherwise specified in school policies and procedures;
- Teach techniques aimed at minimizing sports-related head injury;
- Strongly encourage use of safe play and discourage 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
- Identify athletes with head injuries or suspected concussions that occur in play or practice and remove them from play.

The **Coaches** will communicate promptly with the parent of any student removed from practice or competition and with the Athletic Director and school nurse.

Coaches will:

- 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 it is up to manufacturer standards of quality and care and does 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 Licensed, not be expired and be worn consistently and correctly

- Discourage others from pressuring injured athletes to play
- Recognize concussion (refer to signs/symptoms).
- Remove from play/activity immediately.

*******Any athlete with witnessed loss of consciousness (LOC) of significant duration should be transported immediately to the nearest emergency department via an emergency vehicle.**

- Any athlete who exhibits ANY of the following symptoms that indicates deterioration of neurological function (noted below) should be transported immediately to the nearest emergency department **via emergency vehicle:**
 - Decreasing level of consciousness
 - Decrease or irregularity in respirations
 - Decrease or irregularity in pulse
 - Unequal, dilated or unreactive pupils
 - Any signs and symptoms of associated injuries, spine or skull fracture or bleeding
 - Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - Seizure activity
 - Cranial nerve deficits
- The parent/guardian of an athlete who is symptomatic but stable is to be notified and may be transported by his or her parents. The parents should be advised to contact the athlete's primary care physician or seek care at the nearest emergency department on the day of the injury.
- **ALWAYS** give parents/guardians the option of emergency transportation, even if you do not feel it is necessary.
- Parental/guardian notification and follow-up if not present at the scene.
- Complete Athlete Incident/Injury Report and file with the School Nurse and Athletic Director (refer to Incident/Injury Reporting Procedures).

***ADDITIONAL GUIDELINES FOR COACHES: RECOGNIZE, REMOVE, REFER**

Recognize concussion:

- All coaches should become familiar with the signs and symptoms of concussion that are described in section IV.
- Very basic cognitive testing should be performed to determine cognitive deficits.

Remove from activity:

- **If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.**
- **Any athlete, who exhibits signs or symptoms of a concussion should be removed immediately, assessed and should not be allowed to return to activity that day.**

Refer the athlete for medical evaluation:

- Coaches should report all head injuries to the MHS Licensed Athletic Trainer (AT) as soon as possible, for medical assessment, management, coordination of home instruction and follow-up care.
- The AT will contact the athlete's parents/guardians and providing follow-up instructions.
- Coaches should seek assistance from the host site AT if at an away contest.
- If the MHS AT is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the athlete's parents/guardians of the injury.
- Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up at school.
- Contact the AT with the athlete's name and home phone number, so that a follow-up can be initiated.
- The coach will fill out an Athletic Incident/Injury form and give it to the AT.
- Additional forms are available from the AT or the MHS Health Office.
- Remind the athlete to report directly to the school nurse before school starts on the day he or she returns to school after the injury.
- In the event that the athlete's parents/guardians cannot be reached and the athlete is able to be sent home (rather than directly to a medical facility):
- The coach or AT should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions given. The athlete will not be allowed home without this plan in place.
- The coach or AT should continue efforts to reach the parent.

- If there is any question about the health status of the athlete or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. A coach or AT should accompany the athlete and remain with the athlete until the parent/guardian arrives.
- Athletes with suspected head injuries should never be permitted to drive home.

XVII. RESPONSIBILITIES OF THE LICENSED ATHLETIC TRAINER (LAT)

The **Licensed Athletic Trainers** will:

- 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;
- Complete the annual training as required by 105 CMR 201.007;
- Review information from Registration Forms which indicate a history of head injury and from Report of Head Injury Forms to identify students who are at greater risk for repeated head injuries;
- Identify athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play; and
- Participate, if available, in the graduated reentry planning and implementation for students who have been diagnosed with a concussion.
- The LAT will assess the injury or provide guidance to the coach if unable to personally attend to the athlete.
 - Immediate referral to the athlete's primary care physician or to the hospital will be made when medically appropriate (as noted above).
 - The LAT will provide serial assessments such as the NATA Statement, the SCAT (Sport Concussion Tool) or other instruments that address concussion management as recommended by the Prague Statement and physicians.
 - The LAT will notify the injured athlete's parents/guardians if needed.
- The LAT will notify the school nurse of the injury so that the school nurse(s) can initiate appropriate follow-up in school immediately upon the athlete's return to school.
 - The LAT will continue to provide coordinated care with the school nurse for the duration of the injury.

- The nurse will communicate with the athlete's guidance counselor regarding the athlete's neurocognitive and recovery status, if needed.
- The LAT, or designee, will administer the post-concussion ImPACT testing.
 - The initial post-concussion test will be administered within 24-48 hours post-injury, whenever possible.
 - Repeat post-concussion tests will be given at appropriate intervals, dependent on clinical presentation.
- The LAT, or designee, will review post-concussion data with the athlete and the athlete's parents/guardians.
- The LAT will monitor recovery and coordinate the appropriate return to play activity progression.
- The LAT will maintain appropriate documentation regarding assessment and management of the injury.

XVIII. RESPONSIBILITIES OF THE SCHOOL NURSE

The **School Nurse** will:

- 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 Mansfield school district;
- Complete the annual training as required by 105 CMR 201.007;
- Review, or arrange for the school physician to review as needed, completed Registration Forms that indicate a history of head injury and following up with parents as needed prior to the student's participation in extracurricular athletic activities;
- Review, or arrange for the school physician to review as needed, Report of Head Injury Forms, and following up with the coach and parent as needed;
- Maintain:
 - Medical information obtained from Athletic registration forms
 - Report of Head Injury Forms in the student's health
- Monitor the athlete's symptomology and neurocognitive status for the purposes of developing or modifying an appropriate health care plan for the student-athlete.
- Forward ImPact test results to the PCP at the request of the parent with a signed release of information form.

- Maintain appropriate documentation regarding assessment of post-concussion assessments.
- Work with guidance and physicians orders to devise a healthcare plan with accommodations or modifications in respects to academics, course requirements, homework, testing, scheduling and other aspects of school activities consistent with a graduated reentry plan. Healthcare plans will be updated as needed to comply with new physician orders and to accommodate student's changing needs.
- Notify teachers and other appropriate staff of student's accommodations.
- Monitor recuperating students with head injuries and collaborating with teachers to ensure that the graduated reentry plan for return to full academic and extracurricular activities required by 105 CMR 201. 010(E) is being followed; and
- Provide ongoing educational materials on head injury and concussion to teachers, staff and students.

XIX. 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, will be removed from the practice or competition immediately and may not return to the practice or competition that day.

The student will not return to practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR201.011.

The coach will 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.

The coach or his or her designee will 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.

Each student who is removed from practice or competition and subsequently diagnosed with a concussion will have a written graduated reentry plan for return to full academic and extracurricular athletic activities.

- The plan will be developed by the student’s teachers, the student’s guidance counselor, school nurse, licensed 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.
- The written plan will include instructions for students, parents and school personnel, addressing but not be limited to:
 - 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, school physician, team physician, licensed athletic trainer if on staff, 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, the parent, and the student’s primary care provider or the physician who made the diagnosis or who is managing the student's recovery.

The student diagnosed with a concussion must be completely symptom free at rest in order to begin graduated reentry to extracurricular athletic activities. The student must be symptom free at rest, during exertion, and with cognitive activity in order to complete the graduated re-entry plan and be medically cleared to play.

XX. 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 will obtain and present to the Athletic Director, a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (herein after “Medical Clearance and Authorization Form”) 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.

- Only the following individuals may authorize a student to return to play:
 - A duly licensed physician;
 - A duly licensed athletic trainer in consultation with a licensed physician;

- A duly licensed nurse practitioner in consultation with a licensed physician;
 - A duly licensed physician assistant under the supervision of a licensed physician;
 - A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.
- Physicians, nurse practitioners, physician assistants, licensed physician assistant, licensed athletic trainers and neuropsychologists providing medical clearance for return to play will 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.
 - It is recommended that this medical professional have familiarity with concussion diagnosis and management in order to determine how serious the concussion is and when it is safe for the student to return to normal activities including physical activity and school (concentration and learning activities).
 - The Mansfield school physician, if available, should also be involved as needed. **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 must use the MDPH Medical Clearance Form, **Post Sports-Related Head Injury Medical Clearance and Authorization Form,**” The Medical Clearance Form contains more detailed information than a simple statement that the student is ready to return to athletics. This additional information is necessary as school staff monitors the student returning from a concussion. Athletic staff may provide this form to the athlete to share with the physician. The completed forms should be kept in the student's medical record in the school health office as well as athletic department office.
 - In a situation in which a student has been medically cleared but school staff have observed continuing symptoms, the Mansfield Public Schools **Licensed Athletic Trainer** will make the final decision regarding a student's to return to play. If this situation arises, the Mansfield Public Schools **Licensed Athletic Trainer** should communicate to the physician or health care provider who provided the clearance regarding the symptoms that school staff have observed, to allow for reevaluation by the health care provider. It is possible that the health care provider was not aware of the student's symptoms when the provider gave the clearance. If the athlete still has symptoms, the athlete should NOT return to play.
 - Sports activities include physical education class as well as sports practices and games:
 - The student should be completely symptom free at rest and with physical (sprints, non-contact aerobic activity) and cognitive exertion (school work).
 - Return to play should occur gradually.

- Students should be monitored for symptoms and cognitive function during each stage of exertion.
- Students should only progress to the next level of exertion if they are asymptomatic at the current level.
- If it is determined that an athlete has a concussion or suspected concussion, he/she will be out of competition until he/she can be cleared for participation by a physician. No player will go from being sidelined with a concussion to full play until he/she has followed the recommended stepwise process from the treating physician regarding return to activity. 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 will have a written graduated reentry plan for return to full academic and extracurricular athletic activities. The plan will 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 treating physician.
 - This written plan will include instructions for students, parent(s) and school personnel addressing physical and cognitive rest, graduated 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 will 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 will reside with the student's physician or the physician's designee.

XXI. FOLLOW-UP CARE OF THE ATHLETE DURING THE SCHOOL DAY

Post-concussion ImPACT Testing/recommendations will be initiated pending Primary Care Physician and/or neurological consultation as indicated during recovery for either a concussed athlete or a student who sustains a concussion in another manner.

- Responsibilities of the **School Nurse** after notification of the concussed student's injury:
 - The concussed student will be instructed to report to the school nurse upon his or her return to school. At that point, the school nurse will develop an individualized health care plan (IHCP) based on both the individual's current condition and initial injury information provided by the AT or the parent/guardian.

- The nurse will notify the student's guidance counselor and administration of the injury immediately via the IHCP.
 - The nurse will notify the student's PE teacher immediately that the student is restricted from all physical activities until further notice.
 - If the school nurse receives notification of a student who has sustained a concussion from someone other than the AT (athlete's parent/guardian, athlete, physician note etc.) the AT should be notified as soon as possible, so that an appointment for ImPact testing can be made.
 - The nurse will monitor the student on a regular basis during the school day and document all post-concussive assessments.
 - The nurse will maintain on-going communication with the guidance counselor and the AT to provide optimal care to insure cognitive and physical rest for the concussed student.
- Responsibilities of the student's **Guidance Counselor**:
 - The guidance counselor will monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome.
 - The guidance counselor will communicate with school health office on a regular basis to provide the most effective care for the student.
 - The guidance counselor will maintain on-going communication with the teaching staff to provide optimal care/assure cognitive rest for the injured student athlete; teachers will modify work per medical recommendation.
 - The guidance counselor will facilitate referrals for educational support as necessary.
 - The guidance counselor will provide parental follow-up as necessary during recovery process and medical updates as pertaining to academic progress.

XXII. RECORD MAINTENANCE

Mansfield Public Schools Athletic Department, consistent with any applicable state and federal law, will maintain the following records for three years or at a minimum until the student graduates:

- Verifications of completion of annual training and receipt of materials;
- Department Registration Forms;
- Department Report of Head Injury Forms;
- Department Medical Clearance and Authorization Forms,
- Graduated reentry plans for return to full academic and extracurricular activities.

The school will make these records available to the Department of Public Health and the Department of Elementary and Secondary Education, upon request or in connection with any inspection or program review.

XXIII. REPORTING

Mansfield Public Schools Athletic Department with data collection from **Mansfield Schools Health Services** will maintain and report annual statistics on a Department of Public Health form or electronic format that at minimum report:

- The total number of DPH Report of Head Injury Forms, or school-based equivalents, received by the school; and
- The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

Mansfield Public Schools Head Injuries and Concussion Management

- Student sustains a head injury.
- Student is removed from play, if athletic related injury.
- Physician evaluates student (ER, Private Physician, ImPACT Clinic).
- Coach/School Nurse completes Incident Report if injury is school related.
- (*Athletic Trainer/Emergency Medical Technician*) Physician instructs parent and student on Stage of Recovery at time of injury evaluation.
- ImPACT neurocognitive testing completed 24 hours after injury.
- School Nurse receives notification of concussion and Stage of Recovery from physician and parent.
- School Nurse communicates the Stage of Recovery to the student's guidance counselor, administration and the student's teachers.
- Athletic Trainer, Athletic Director and Coach insure that athlete adheres to Stage of Recovery Plan.
- Teachers modify work using the Academic Expectations during Post Concussion Recovery guide.
- Teachers and students maintain open dialogue regarding school work expectations.
- Teachers and AT maintain email communication with parent.
- Physician orders post-concussion testing as appropriate.
- Physician notifies School Nurse of all Stage of Recovery progression.

- School Nurse notifies all staff of the Stage of Recovery progression, recovery and return-to-play.

ADDITIONAL RESOURCES and FORMS:

1. HEAD INJURY/CONCUSSION STAGES of RECOVERY and
2. ACADEMIC EXPECTATIONS during POST CONCUSSION RECOVERY GUIDE
3. MANSFIELD HIGH SCHOOL ATHLETE INCIDENT/INJURY REPORT
4. MANSFIELD PUBLIC SCHOOLS CONCUSSION LOG FORMS
5. MANSFIELD HIGH SCHOOL ATHLETICS REGISTRATION FORM
<http://mhsathletics.coffeecup.com/forms/Athletics/>
6. REPORT OF HEAD INJURY DURING SPORTS SEASON
7. POST SPORTS RELATED HEAD INJURY MEDICAL CLEARANCE and AUTHORIZATION FORM

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