

Worcester Public Schools (WPS)
Regulations for Head Injuries and Concussions
In Extracurricular Athletic Activities (105 CMR 201.000)

Purpose

The purpose of Massachusetts state law chapter 166 of the Acts of 2010 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. The Worcester Public Schools has adopted the following policies and procedures to be compliant with the law and will be reviewed and revised as needed but at least every two years.

Authority

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

Citation

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

Scope

The requirements of 105 CMR 201.000 shall apply to all Worcester Public Middle and High 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.

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 and/or Athletic Liaison 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 Athletic Liaisons.

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. This also includes school activity advisors.

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

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

Department means the Department of Public Health (MassachusettsDPH).

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, band leader, or advisor including but not limited to Alpine and Nordic skiing, baseball, basketball, cheerleading, color guard, crew, cross country track, dance team, field hockey, football, golf, ice hockey, lacrosse, marching band, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), volleyball, 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 Health Center (SBHC) means a health center located in or near a school and is staffed by a physician, nurse practitioner, or physician assistant. A SBHC provides primary health services to children. School-Based Health Centers offer a wide range of services, including: primary health care; sports, school and work physicals; concussion and disease management; wellness and exercise programs, emergency services, immunizations, health assessments, counseling, health education, nutrition counseling, and dental services.

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 superintendence 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 Health Advisory 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 mean extracurricular athletic activities.

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

Teacher is any person employed in a school or school district under a license listed in 603 CMR 7.00:

Educator Licensure and Preparation Program Approval or person employed to teach students in a non-public school.

Traumatic Brain Injury (TBI) means a complex path physiological 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.

POLICIES AND PROCEDURES

- The School Committee adopted the following policies and procedures after they were developed by a WPS team consisting of a school administrator, school nurse, school physician consultant, athletic director, guidance counselor, and teacher in consultation with the WPS School Health Advisory Committee. Review and revision of these policies and procedures will occur as needed but at least every two years.
- The superintendent has designated the Manager of Special Education and Intervention Services as the person responsible for the implementation of these policies and protocols;
- Information regarding the sports-related head injury policy and how to obtain the policy is included in the student and parent handbooks;
- The WPS will follow 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.
- Penalties, including but not limited to personnel sanctions and forfeiture of games, will be imposed for failure to comply with provisions of the school district's policy.
- These policies and procedures shall be made available to the Massachusetts DPH and to the Department of Elementary and Secondary Education upon request.
- The WPS 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. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

Training Program:

Education and Training for Personnel Employed by the WPS

- A. Before beginning any extracurricular athletic activity coaches, volunteers for athletic activities, school nurses, athletic director, athletic liaisons, game officials who are employees, contractors, or agents of a school; directors responsible for a school marching band, whether employed by a school or district or serving in such capacity as a volunteer shall complete one of the training programs approved by the Department of Public Health that will include information on the prevention and recognition of a sports-related head injury, including second impact syndrome.
- B. The Athletic Director and the Athletic Liaisons will maintain a record of persons trained in accord with 105 CMR 201.007(A) through either (a) a certification of completion for any Department approved on-line course; or (b) an attendance roster from a session using Department-approved training.
- C. The training and education will be repeated for every subsequent year.

Participation Requirements for Students and Parents

- A. Each year at the required pre-season meeting for every season, the athletic director will provide current Department of Public Health (DPH) approved materials to all coaches so that they can distribute them to students who plan to participate in extracurricular athletic activities and their parents in advance of the student's participation. Such materials shall at minimum include a summary of the DPH's rules relative to safety including but not limited to recognition of symptoms of head injury, the biology and short-term and long-term consequences of a concussion, second impact syndrome and rules for return to play after a head injury or concussion.
- B. The student and parent shall submit as a pre-requisite to participation in extracurricular athletic activities either (a) a certification of completion for any Department approved on-line course or (b) a signed acknowledgment as to their receipt of DPH approved written material.
- C. 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.
- D. The training and education will be repeated for every subsequent year.
- E. **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 *WPS Report of Head Injury During Sports Season Form* and submit it to the school nurse. The school nurse will notify the athletic director and athletic liaison. It is the responsibility of the athletic director and athletic liaison to inform the coach.

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

- A. Before the start of each sport or band season, all students who plan to participate in extracurricular athletic activities shall complete and submit to the coach a current *WPS Athletic Department Permission Form*, signed by both the student and the parent, that provides 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. The coaches, band director, and activity advisors, along with their athletic liaison, shall ensure that all forms that are required by 105 CMR 201.000 are completed and reviewed, and kept on file at the school. The athletic liaisons shall provide copies of forms which indicate a history of head injury to the school nurse for timely review as to identify students who are at greater risk of repeated head injuries.
- C. If a student sustains a head injury or concussion during the season, the *WPS Report of Head Injury During Sports Season Form* must be completed by the coach, band director, and/or activity advisor and forwarded to the Nursing Administration Office and follow up with a telephone call. A parent must inform the school nurse if the injury occurs outside of school sponsored activities.
- D. 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 per the Health Care Provider.

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 game or practice in which a student has been removed from play for a head injury, suspected 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/her designee shall communicate immediately after the game or practice with the Nursing Administration Office and School Athletic Liaison that the student has been removed from play for a head injury, suspected concussion, or loss of consciousness and complete and submit the WPS Accident Form and the WPS Report of Head Injuring During Sports Season Form by the end of the next business day to the Nursing Administration Office. This office will notify school nurse, who will notify the athletic liaison and principal.
 - 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.
 - The plan shall be developed by the health care provider, student's teachers, the student's guidance counselor, school nurse, parent, members of the building-based student support team or individualized education program team as appropriate.
 - The written plan shall include instructions for students, parents and school personnel, addressing but not be limited to:
 1. Physical and cognitive rest as appropriate;
 2. Graduated return to classroom studies as appropriate, including accommodations or modifications as needed;
 3. Graduated return to extracurricular athletic activities as appropriate, including accommodations or modifications as needed;
 4. Estimated time intervals for resumption of activities;
 5. Frequency of assessments, as appropriate, by the school nurse, until full return to classroom activities and extracurricular athletic activities are authorized by the health care provider; and
 6. 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.
- Please Note:** Student may be excused from MCAS testing if participation would impede recovery or endanger health. Student will be reported as “medically documented absence”
- F. 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.

Medical Clearance and Authorization to Return to Play:

- A. Each student who is removed from play 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 coach and school nurse the *WPS Post Sports-Related Head Injury 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. The only the individuals that may authorize a student to return to play are 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; or a duly licensed neuropsychologist in coordination with the physician managing the student's recovery.
- B. By September 2013, physicians, nurse practitioners and certified athletic trainers, and neuropsychologists providing medical clearance for return to play shall verify that they have received DPH approved training in post traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education.

Responsibilities of the Athletic Director and Athletic Liaisons

- A. The Athletic Director and Liaisons 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.
- B. The Athletic Director and Liaisons shall complete the annual training as required by 105 CMR 201.007.
- C. The Athletic Director and Liaisons shall be responsible for:
 - 1. Ensuring that the training requirements for staff, parents, volunteers, coaches, band director, activity advisors 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 105CMR 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 *WPS Extracurricular Athletic Activities Permission Forms* prior to participation each season and are reviewed according to 105 CMR 201.009(A);
 - 4. Ensuring that *WPS Report of Head Injury During Sports Season Forms* are completed by the parent or coach and reviewed by the coach, athletic director, athletic liaison and school nurse as specified in 105 CMR 201.009(A);
 - 5. 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
 - 6. Reporting annual statistics to the Department in accord with 105 CMR 201.017.

Responsibilities of Coaches, Band Director and Activity Advisors

Coaches, Band Director, and Activity Advisors shall be responsible for:

- A. Completing the annual training as required by 105 CMR 201.007;
- B. Reviewing *WPS Extracurricular Athletic Activities Permission Forms* so as to identify those athletes who are at greater risk for repeated head injuries;
- C. Completing a *WPS Report of Head Injury During Sports Season Form* and the *WPS Accident Form* upon identification of a student with a head injury or suspected concussion that occurs during practice or competition;
- D. Receiving 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;
- E. 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;
- F. Teaching techniques aimed at minimizing sports-related head injury;
- G. 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
- H. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play.
- I. 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 Liaison and school nurse as directed in 105 CMR 201.010(D).

Responsibilities of the Nursing Administration Office

The School Administration office shall be responsible for:

- A. Forwarding *WPS Accident Forms* and *WPS Report of Head Injury During Sports Season Forms* to the school nurse.
- B. Communicating with the school nurse regarding any student head injury information received from coaches, band director, and/or activity advisors
- C. Reporting of any annual statistics to the Massachusetts DPH.
- D. 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.

Responsibilities of the School Nurse

The School Nurse shall be responsible for:

- A. Completing the annual training as required by 105 CMR 201.007;
- B. Reviewing *WPS Athletic Department Permission 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;
- C. Reviewing the *WPS Report of Head Injury During Sports Season Forms* and following up with the coach and parent as needed;
- D. Maintaining (1)*WPS Extracurricular Athletic Activities Permission Forms*, (2) *WPS Report of Head Injury During Sports Season Form* and (3) *WPS Post Sports-Related Head Injury Medical Clearance and Authorization Forms* in the student's health record;
- E. 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;
- F. Monitoring recuperating students with head injuries and collaborating with Health Care Providers, parents, teachers and coaches 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
- G. Providing ongoing educational materials on head injury and concussion to teachers, staff, parents and students.

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. *WPS Athletic Department Permission Forms*;
 - 3. *WPS Report of Head Injury During Sports Season Forms*;
 - 4. *WPS Post Sports-Related Head Injury Medical Clearance and Authorization Forms*; 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.

Reporting

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

- A. The total number of *WPS Report of Head Injury During Sports Season 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.

**WORCESTER PUBLIC SCHOOLS
EXTRACURRICULAR ATHLETIC ACTIVITIES
PERMISSION FORM**

Participation in athletics is inherently dangerous. Even when all reasonable precautions are taken, students can be, and indeed, may be injured. All students participate in athletics voluntarily with the permission of their parents or guardians and will follow all rules pertaining to students and athletics set by the Massachusetts Interscholastic Athletic Association (MIAA) and the Worcester Public Schools Policy handbook. Student athletes may also be photographed and/or videotaped by the media at athletic events or practices.

Worcester Public Schools student athletes and their parents/guardians:

- Understand that they may be photographed or videotaped by the media during games and/or practices
- Accept the inherent risks associated with participation in athletics
- Accept the inherent risks associated with transportation to and from games and practices
- Have read the Fact Sheet for Parents and Fact Sheet for Athletes regarding concussion (attached)
- Agrees to complete the *WPS Report of Head Injury During Sports Season Form* and submit it to the school nurse if their child sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity.

History of Head Injury:

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

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

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

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

If yes, please describe the circumstances: _____

➤ Was student diagnosed with a concussion? **Yes** _____ **No** _____

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

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

Concussion: _____

Student Name: _____ Date of Birth: _____

School: _____ Sport: _____

Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Today's Date: _____

Parent/Guardian:

Name: _____
(Please Print) (Signature)

Student Athlete: _____
(Signature) (Date)

Emergency Contact

Name: _____ Relationship to student: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Worcester Public Schools

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.