

CONCUSSION MANAGEMENT

The District has established this protocol to provide education regarding head injuries and concussion to District staff, parents, and students. This protocol also outlines procedures to follow in managing head injuries; as well as guidance in returning to play/activities following a concussion.

GOALS OF CONCUSSION MANAGEMENT INCLUDE:

- Education regarding head injuries and concussion;
- Prompt emergency response to head injuries;
- Appropriate medical follow-up; and
- Return to play/activities guidance

GENERAL GUIDELINES

School Administrator Responsibilities

Student Responsibilities

Parent/Guardian Responsibilities

Medical Director Responsibilities

School Nurse Responsibilities

Athletic Director Responsibilities

Certified Coach Responsibilities (includes volunteer coaches)

Certified Athletic Trainer Responsibilities

Director of Physical Education Responsibilities

Physical Education Teacher Responsibilities

Teacher/Guidance Counselor Responsibilities

PROTOCOL FOR CONCUSSION MANAGEMENT

School Administrator Responsibilities

The school administrator will ensure that the District's policies on concussion management are followed.

The School Administrator Will:

- Review the District's concussion management policy/protocols with all staff.
- Arrange for professional development, as needed, regarding concussion management for staff.
- Provide guidance to District staff on Districtwide policies and protocols for emergency care and transport of students suspected of sustaining a concussion.
- Develop plans to meet the needs of individual students diagnosed with a concussion after consultation with District staff.
- Enforce District concussion management policies and protocols.

- Encourage parent/guardian to communicate to District staff if their child is experiencing significant fatigue or other symptoms.
- Encourage parent/guardian to communicate with the private medical provider on the status of their child and their progress with return to school activity.
- Where appropriate, ask a parent/guardian to sign a release in order for District staff to provide information regarding the student's progress to the private medical provider.

Paperwork for School Administrator Responsibilities:

- Concussion Management Protocol
- Concussion Signs and Symptoms Check List
- Head Injury Information Fact Sheets
- BCSD Sports Update Form
- Suspected Head Injury Notification Form
- Return to Play Protocol Following Head Injury/Concussion
- Physician Evaluation Form Following Head Injury
- BCSD Parental Release/Consent Form

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Student Responsibilities

The Student Will:

- Be educated about the prevention of head injuries.
- Be familiar with signs and symptoms that must be immediately reported to the coach, athletic trainer, school nurse, parent/guardian, or other staff.
- Report any head injury to coach, teacher, school nurse, parent, and/or trainer at time of injury.
- Wear appropriate protective equipment for athletic activities.
- Comply with all rules for safety.
- Comply with BCSD Concussion Management Protocol.

Secondary Student Athletes Will Also:

- Receive and review all documentation on head injury/concussion, as provided by BCSD, at time of sport sign up from health office; as well as from coach, as provided.
- Return completed "BCSD Sports Update Form" with parent signature.

After Head Injury, the Student Will:

- Maintain communication with school nurse, trainer, medical providers, and coaches regarding any symptoms or concerns.
- Cooperate with treatment strategies, both at home and in school.

- Comply with school nurse, trainer, medical provider, and coach regarding “Return to Play Protocol.”
- Bring any physician documentation to health office and to trainer.

Paperwork for Student Responsibilities:

- Head Injury Information Fact Sheets
- BCSD Sports Update Form
- Suspected Head Injury Notification Form
- Return to Play Protocol Following Head Injury/Concussion

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Parent/Guardian Responsibilities

The Parent/Guardian Will:

- Be familiar with the signs and symptoms of concussions.
- Assist in providing child with education regarding head injuries, safety, and wearing appropriate protective equipment.

If Child Sustains Injury Inside or Outside of School, the Parent Will:

- Report any suspected head injury/concussion to the school nurse.
- Receive “Suspected Head Injury Notification Form” and follow recommended directives from BCSD staff, i.e., coach, trainer, school nurse, school physician, as appropriate.

Following Child’s Injury, the Parent Will:

- Provide medical documentation regarding child’s head injury/concussion, evaluation, and treatment recommendations in a timely manner.
- Monitor their child’s physical and mental health as he/she transition back to school activities.
- Provide a signed release for school nurse, or trainer, to speak with physician(s), as needed.
- Comply with BCSD medication administration protocols.
- Maintain communication with school nurse, coach, and trainer regarding student’s health status.
- Comply with BCSD Concussion Management Protocol.

For Secondary Student Athletes, the Parent Will Also:

- Receive and review head injury information fact sheets, as provided by BCSD
- Complete “BCSD’s Sports Update Form,” including providing signatures indicating that they received head injury information fact sheets.

Paperwork for Parent/Guardian Responsibilities:

- Completed BCSD Sport's Update Form, including signatures
- Head Injury Information Fact Sheets
- Suspected Head Injury Notification Form
- BCSD Parental Release/Consent Form
- BCSD Medication Form
- Return to Play Protocol Following Head Injury/Concussion

PROTOCOL FOR CONCUSSION MANAGEMENT**Medical Director Responsibilities****The Medical Director Will:**

- Collaborate with District administration in developing concussion management policies and protocols.
- Assist District staff by acting as a liaison to the student's medical provider and contacting that provider as necessary to discuss or clarify orders and plan of care.
- Attend 504 and CSE meetings when requested by 504 or CSE chairperson.
- Review medical provider's written clearance for students to begin graduated physical activity, as needed.
- Provide written protocols for the school nurse, and/or certified athletic trainer, to follow when accepting a private medical provider's clearance.
- Delegate the task of reviewing all medical provider's written clearance for students to begin graduated physical activity to the school nurse, and/or certified athletic trainer, as appropriate. The medical director will be available for consultation to school nurses and athletic trainers, as needed.
- Work with the District staff to monitor the progress of individual students with protracted recovery, multiple concussions, and atypical recovery.
- Become educated in the use and interpretation of neurocognitive testing (e.g., IMPACT), if such tests are utilized by the District.

Paperwork for Medical Director Responsibilities:

- Concussion Management Protocol
- Concussion Signs and Symptoms Check List
- Head Injury Information Fact Sheets
- BCSD Sport's Update Form
- Suspected Head Injury Notification Form
- Return to Play Protocol Following Head Injury/Concussion
- Physician Evaluation Form Following Head Injury
- BCSD Parental Release/Consent Form

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School Nurse Responsibilities

The School Nurse Will:

- Complete required NYSED approved course on concussions annually.
- Assess students who have suffered a significant fall or blow to the head or body for signs and symptoms of a concussion.
- Initiate discussion with parents/guardians, as needed, regarding student reported head injury.
- Review medical documentation provided by parent, physician, and/or student
- Inform school staff, as appropriate, regarding student's head injury. School staff may include administrators, teachers, guidance counselors, coaches, athletic trainer, school physician, lunch/noon aides, and other staff as applicable.
- Assist in the implementation of the private medical provider's or other specialist's requests for possible school accommodations.
- Meet with student to assess and determine his/her progress toward recovery.
- Maintain documentation regarding student's head injury.
- Discuss field trip policy with parents, teachers, and/or student regarding possible restrictions.
- Adhere to confidentiality laws and guidelines.
- Verify with school District's medical director that student is cleared to participate in activity.

Regarding Secondary BCSD Student Athletes, the School Nurse Will Also:

- Distribute head injury information fact sheets to students and parents during each sports season, along with "BCSD Sports Update Form."
- Maintain communication with coach, trainer, parent, student, and school physician, as needed.
- Complete the "Return to Play Protocol" as directed and make appropriate notifications.

Paperwork for School Nurse Responsibilities:

- Concussion Management Protocol
- Concussion Signs and Symptoms Check List
- Head Injury Information Fact Sheets
- BCSD Sports Update Form
- Suspected Head Injury Notification Form
- Return to Play Protocol Following Head Injury/Concussion
- Physician Evaluation Form Following Head Injury
- BCSD Parental Release/Consent Form

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Athletic Director Responsibilities

The Athletic Director Will:

- Ensure that preseason consent forms include information on Concussion Management, as well as links to information on District protocols for concussion management.
- Offer educational materials to parents/guardians and student athletes that educate them about concussions.
- Inform the school nurse, certified athletic trainer, and/or medical director of any student who is suspected of having a concussion.
- Ensure that any student identified as potentially having a suspected head injury/concussion is not permitted to participate in any athletic activities until written clearance is received.
- Ensure that game officials, coaches, and/or parents/guardians are not permitted to determine whether a student with a suspected head injury can continue to play.
- Educate coaches on District protocols on concussions and care of injured students during interscholastic athletics, including when to arrange for emergency medical transport.
- Ensure that NYSPHAA (New York State Public High School Athletic Association) and other appropriate NYS athletic associations' policies are followed and enforced for interscholastic athletics.
- Support staff implementation of graduated return to play protocol.
- Enforce District policies on concussions including training requirements for coaches and certified athletic trainers in accordance with Commissioner's Regulation 135.4.

Paperwork for Athletic Director Responsibilities:

- Concussion Management Protocol
- Head Injury Information Fact Sheets
- Guidelines and Procedures for Coaches
- Suspected Head Injury Notification Form
- CDC On-Field Reference Card, If Possible

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Certified Coach Responsibilities **(includes volunteer coaches)**

The Certified Coach Will:

- Complete required NYSED approved course on concussions annually.

- Submit copy of certificate to athletic department annually as proof of completion of online training. Coaches who do not complete the training before the season starts for their sport will not be allowed to coach until they do so.
- Learn, understand, and follow District policy regarding concussion management procedures, including any supporting documentation distributed by the health office, athletic office, or athletic trainer.
- Make sure concussion awareness information and materials have been discussed with and understood by student-athletes and parents/guardians.
- Recognize the symptoms of concussion.
- Immediately remove any student-athlete from practice or event who displays or reports symptoms of a suspected head injury/concussion.
- Make sure student-athlete is assessed and monitored by athletic trainer or trained personnel.
- Make sure parents/guardians have been notified. In the case of any contests, parents must be notified as soon as possible.
- Not allow student-athletes, who have sustained a head injury, to leave game site in their own private vehicle, even if prior permission is given by parent/guardian.
- Remain with any student-athlete who has sustained a head injury until dismissed to ambulance or parents/guardians along with on-site evaluation form. The on-site evaluation form is given to student-athlete or parents/guardians (triplicate form: copy to student; copy to health office; original goes to trainer).
- Communicate information/concerns surrounding student injuries to athletic trainer.
- Notify the health office by email or by a copy of the on-site evaluation form the first school day after injury.
- Not allow student athlete to participate in practices or games until he/she has been officially cleared.
- Carefully monitor student-athlete who has been cleared to return to play. If there are any recognizable postconcussion symptoms, the student-athlete should be pulled from activity and should be re-assessed/evaluated by the athletic trainer immediately.

Paperwork for Coaches Responsibilities:

- Head Injury Information Fact Sheets
- Guidelines and Procedures for Coaches
- Suspected Head Injury Notification Form
- CDC On-Field Reference Card, If Possible

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Certified Athletic Trainer Responsibilities

The Certified Athletic Trainer Will:

- Complete required NYSED approved course on concussions annually.

- Oversee student athletes taking baseline standardized computerized tests, as directed by District administration.
- Evaluate student athletes who have suffered a significant fall or blow to the head or body for signs and symptoms of a concussion when present at athletic events.
- Determine if signs and symptoms of concussion warrant emergency transport to the nearest hospital emergency room.
- Refer parents/guardians of student athletes who have sustained a head injury to a medical provider for evaluation.
- Provide parents/guardians with oral and/or written instructions on observing the student for concussive complications that warrant immediate emergency care.
- Monitor the student athlete's return to school activities; evaluate the student's progress with each step; and communicate with the private medical provider, or other specialist, the school District's medical director, school nurse, coaches, parents/guardians, and other appropriate District staff as needed.
- Review a private physician's written statement to clear a student for return to activities and consult with the school District's medical director.
- Oversee the administration of standardized computerized tests, postinjury, as indicated.
- Maintain documentation on all student injuries.

Paperwork for Certified Athletic Trainer Responsibilities:

- Concussion Management Protocol
- Head Injury Information Fact Sheets
- Guidelines and Procedures for Coaches
- Suspected Head Injury Notification Form
- Permission Forms for Standardized Computerized Testing

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Director of Physical Education Responsibilities

The Director of Physical Education Will:

- Offer educational materials to parents/guardians and student that educate them about concussions.
- Inform the school nurse, certified athletic trainer, and/or, physical education staff of any student who is suspected of having a concussion.
- Ensure that any student identified as potentially having a concussion is not permitted to participate in any physical education activities until written clearance is received.
- Educate physical education staff on District protocols on concussions and care of injured students.
- Support staff implementation of graduated return to play protocol.

- Enforce District policies on concussions, including training requirements for physical education staff in accordance with Commissioner's Regulation 135.4.

Paperwork for Athletic Director Responsibilities:

- Concussion Management Protocol
- Head Injury Information Fact Sheets
- Guidelines and Procedures for Coaches
- Suspected Head Injury Notification Form
- CDC On-Field Reference Card, If Possible

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Physical Education Teacher Responsibilities

The Physical Education Teacher Will:

- Complete required NYSED approved course on concussions annually.
- Submit copy of certificate to physical education department as proof of completion of online training.
- Learn, understand and follow District policy regarding concussion management procedures, including any supporting documentation distributed by the health office, athletic office or athletic trainer.
- Immediately remove any student who has taken a significant blow to head or body, or presents with signs and symptoms of a suspected head injury/concussion.
- Contact the school nurse for assistance with any student injury.
- Follow District emergency procedures for any student exhibiting signs and symptoms of a more significant concussion, when a nurse is unavailable (i.e., during extracurricular athletic activities such as intramurals).
- Work in collaboration with school nurses to ensure that students diagnosed with a concussion do not participate in any athletic activities until the student has received medical clearance.
- Ensure that students diagnosed with a concussion do not substitute mental activities for physical activities unless medical provider clears the student to do so (e.g., due to the need for cognitive rest, a student should not be required to write a report if they are not permitted to participate in PE class by their medical provider).

Paperwork for Physical Education Teacher Responsibilities:

- Head Injury Information Fact Sheets
- Suspected Head Injury Notification Form
- CDC On-Field Reference Card, If Possible

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Teacher/Guidance Counselor Responsibilities

Teachers and guidance counselors can assist students in their recovery from a concussion by making accommodations that will minimize aggravating symptoms so that the student has sufficient cognitive rest. Section 504 plans may need to be considered for some students with severe symptoms requiring an extended time frame of accommodations.

The Guidance Counselor / Teacher Will:

- Monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of postconcussion syndrome.
- Communicate with school staff on a regular basis regarding student concerns.

Paperwork for Guidance / Teacher Responsibilities:

- Head Injury Information Fact Sheets

References

1. Centers for Disease Control (CDC) <http://www.cdc.gov/concussion/index.html>
2. Concussion Management Protocols, Cynthia DiLaura Devore, M.D.
3. ImPact Neurological Testing <http://www.impacttest.com/index.php>
4. International Concussion Conference, Zurich 2008, <http://www.nysphsaa.org/safety/pdf/Concussion%20Statement-Zurich2008.pdf>
5. New York State Assembly Concussion Management and Awareness Act http://assembly.state.ny.us/leg/?default_fld=&bn=S03953&term=2011&Summary=Y&Text=Y
6. New York State Department of Health, “When in Doubt...Take Them Out”, http://www.health.ny.gov/prevention/injury_prevention/concussion.htm
7. New York State Public High School Athletic Association (NYSPHSA) <http://www.nysphsaa.org/safety/>
8. New York Statewide School Health Services <http://www.schoolhealthservicesny.com/>

9. New York State Education Department, “Coaching and Athletics Update”, October 2010; <http://www.schoolhealthservicesny.com/files/filesystem/concussion%20and%20athletics%20ny%202010.pdf>
10. Prague International Conference on Concussion, 2004.

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