

## HEAD INJURY

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### Head Injury and Concussion Procedures

#### Annual Requirements

1. **Review Updates from WIAA:** Each spring, the Executive Director of Student Services shall review any changes that have been made in the forms required for head injury and concussion management by consulting with the WIAA, or the WIAA Web site. Any updated forms should be adopted and used for the upcoming school year.
2. **Identify Sports and Activities:** By June 30 of each year, the Executive Director of Student Services will identify competitive sports and activities in the district for which compliance with the head injury and concussion policy is required. A list of competitive sports and activities and the district's Policy/Procedure 3422, Head Injury, will be distributed to all coaching staff and volunteers.

#### Head Injury and Concussion Training

Every two years, all coaches and volunteers shall take a training course on the nature and risk of head injury and concussions, including the risk of continuing to play after a concussion or head injury by one of the following means:

1. Through attendance at a WIAA, or similar clock hour presentation which uses WIAA guidelines; or
2. By completing WIAA online training.

A certificate of successful completion shall be kept in each building coach's file and employee's personnel file. A roster of all coaches and volunteers who have successfully completed the required training, under guidelines developed by WIAA, must be kept and maintained by the Athletic Director at each school building.

#### Informational Brochures and Acknowledgement

On a yearly basis, a head injury and concussion informational brochure shall be sent home to be reviewed by the student athlete and their parents/guardian. The accompanying acknowledgement must be signed and returned to school prior to the student athlete's participation in any activity, practice or competition. This informational acknowledgement will be incorporated into the parent/guardian permission sheet which allows students to participate in extracurricular athletics.

#### Responsibilities of Coaches

1. A student athlete who is suspected of sustaining a head injury and/or concussion in an activity, practice or competition shall be immediately removed from play.
2. A student athlete who has been removed from play may not return to play until the student athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider. The health care provider may be a volunteer.

**Cross Reference :** Mead School District Policy 6113, Use of Facilities  
**Legal Reference:** House Bill 1824; RCW 28.A600 and RCW 4.24.660

**Adopted:** September 28, 2009