

**Cohasset Middle-High School Head Injury / Concussion Management
Procedures and Protocols for 2015-16**

**Submitted by Ron Ford, Athletic Director
Approved by the Cohasset School Committee
September 2, 2015**

1. The School Nurse will collect documentation of physical examination 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.
2. The Athletic Director and School Nurse will establish the Procedure for the school to obtain and ensure review, prior to each sports season, of current information regarding an athlete's history of head injuries and concussions using either the Department Pre-participation Head Injury/Concussion Reporting Form For Extracurricular Activities (herein after "Pre-participation Form"), or school-based equivalent.
3. The Athletic Director and School Nurse will establish the Procedure for medical or nursing review of all Pre-participation Forms indicating a history of head injury. 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.
4. The School Nurse administers all Baseline and Post-Concussion IMPACT testing to all student athletes. Student-athletes will given a baseline test once every two years.
5. Coaches will be responsible for reporting head injuries or suspected concussions sustained during extracurricular athletic activities to the School Nurse, Athletic Trainer, and the licensed athletic trainer or EMT in charge of the event at opposing school if applicable.
6. The School Nurse and Athletic Trainer will be responsible for the procedure for identifying head injuries or suspected concussions sustained during extracurricular and referring the student for medical evaluation.
7. After a head injury/concussion has occurred, Students must have a completed Commonwealth of Massachusetts Post Sports-Related Head Injury Medical Clearance and Authorization Form" completed before they can begin their "return to play" program.
8. ImPact Post-Concussion Testing will also be made available for "return to play" decisions made by a student's physician in the Cohasset High School Athletic Program.
9. The Athletic Trainer and School Nurse will work together and be responsible for the reporting of all concussions to the student's parents, physician, coach, teachers, and school administration. The School Nurse and Athletic Trainer will work together to inform all the above mentioned parties of "return to play" decisions made by physicians and to develop and implement gradual reentry post-concussion plans and protocol for school and extracurricular activities.

10. Students and parents must complete the school “Commonwealth of Massachusetts Pre-Participation Head Injury/Concussion Reporting Form” and the “CHS Permission to Participate and Emergency Medical Form” section which is part of the Cohasset Athletics On-line Registration form before the first date of participation.
11. Student-athletes and parents will be informed about the ImPACT Concussion Management Program at the preseason sports informational meetings. ImPACT Baseline Testing has been mandatory in Athletic at Cohasset High School since 2008.
12. The NFHSLearn.com Concussion Course and/or the CDC Heads-Up Concussion Training will be offered to all students and parents. Students and parents will be given a sign off sheet confirming they completed the course and/or are attending a head injury education session at a preseason sports information program.
13. Additional handouts from the CDC (Heads-Up Concussion) will be available to students and parents at the preseason sports information program and the CHS athletic page of the school’s website.
14. Appropriate information and resources will be posted on the CHS athletic page of the school website for athletes, coaches, faculty, and parents. There will also be a procedure in place to provide effective communication to students and parents with limited English proficiency.
15. The Athletic Director will implement a procedure for outreach to parents who do not return completed forms required for students to participate in extracurricular sports and for how to handle situations where a student verifies completion of the annual training requirement but a parent has not.
16. All Athletic Department Staff will be required annually to complete the NFHSLearn.com Concussion Course and/or CDC Head’s Up Concussion Training Course.
17. Instructions will be given to coaches, licensed athletic trainers, trainers and volunteers:
 - (a) To teach form, techniques and skills and promote protective equipment use to minimize sports-related head injury, and
 - (b) To prohibit athletes from engaging in any unreasonably dangerous athletic technique which endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.
18. The CHS Faculty will be trained and given information re: school protocol, policy, and information regarding the school’s concussion management program. The school nurse will communicate to the staff procedures, protocols, and academic accommodations once a student has suffered a head injury/concussion.
19. The School Nurse and the Athletic Director will be responsible for the implementation of these policies and protocols and will complete the Year End Reporting Form for Schools which is required for all public schools and other schools subject to the rules of the MIAA with extracurricular sports grades 6-12 and should be submitted to the Department of Public Health annually by August 30.
20. Per the regulations schools or school districts shall provide MDPH with an affirmation on school or school district letterhead that it has developed policies in accordance with 105 CMR 201.000 and it shall provide an updated affirmation by September 30, 2015 upon review and revision of its policies.