

Recognizing that head injuries may result in long term health and educational issues if not properly managed, Westford Public Schools personnel will follow procedures governing the prevention and management of head injuries of all preK-12 students during any curricula or school-sponsored activity, as a head injury at any age can lead to lifelong health issues.

State legislation passed in 2010 requires that middle and high school student athletes complete specific pre-athletic activities and that school districts record and report specific head injury information for middle and high school athletes. Head injury management procedures to use during and following a student athlete's injury are defined in the statute. Since a head injury can happen to a non-athlete student during any curricula or school-sponsored activity, WPS personnel will apply these same head injury management procedures in response to non-athlete student injuries.

A team consisting of a school administrator, athletic director, school nurse, certified athletic trainer, guidance counselor, and teacher in consultation with the health/wellness curriculum director shall develop regulations to implement this policy.

To protect the safety and well-being of all WPS students, the Health/Wellness Curriculum Director will ensure that staff, as well as students and their parents/guardians, receive training and be provided with information about head injuries/concussions. This training will define staff responsibilities in addressing each actual or suspected head injury and instructions to WPS personnel to promote protective equipment and prohibit students from engaging in unreasonably dangerous athletic techniques.

### Managing Student Head Injuries

**In the event of a student head injury during any school-related activity or event, WPS personnel will:**

- Remove the student from the activity immediately. When a head injury occurs, or is suspected, the student cannot be returned to the activity on day of injury.
- Notify appropriate emergency medical personnel.
- Complete a student accident form and report the head injury to the school nurse or athletic trainer.
- Notify the parent/guardian of the real or suspected injury and recommend a medical evaluation of the injury.
- Enter the actual or suspected head injury information into the WPS Student Information System database.
- Require written medical clearance and authorization before the student can return to activity.
- Create a written re-entry plan for each student removed from the activity and subsequently diagnosed with a concussion, to be shared with appropriate school staff for a graduated return to full academic and extracurricular activities.

### Specific To Middle And High School Extracurricular Athletes:

As required by Chapter 166 of the Acts of 2010 amending MGL Chapter 111 Public Health **section 222**, the **athletic director, or designee**, will ensure that staff, volunteers and coaches, who support middle and high school student athletic activities, as well as student athletes and their parents, receive annual training and be provided with information about head injuries/concussions. This training shall define staff responsibilities in addressing each actual or suspected head injury and instructions to WPS personnel to promote protective equipment and prohibit athletes from engaging in any unreasonably dangerous athletic techniques.

A student is not allowed to participate in any extracurricular athletic activity until all Pre-Participation Forms have been completed and reviewed.

**Prior to the start of each sports season, WPS personnel will:**

- Require the parents/guardian of any student who signs up for a sport to complete Pre-Participation Form(s) supplying information regarding past head injuries and verification of completed training.
- Update the student's head injury records in the WPS database.
- Conduct a review of each student athlete's history of head injuries to ensure that any required medical permission has been provided for a student with a previous concussion to return to playing sports.

**Student athlete head injury reporting requirements for WPS personnel**

- Record and report all real and suspected student head injuries annually to the DHS and DESE.
- Maintain, for a minimum of three years or until the student graduates, the following records of each student, where applicable:
  - Annual training completion verification (athletes only)
  - Pre-Participation forms (athletes only)
  - Head Injury Reports
  - Medical Clearance and Authorization forms
  - Graduated Re-entry Plans

Failure to adequately report suspected/diagnosed head injuries may result in appropriate disciplinary action.

References:

MGL Chapter 166	Acts of 2010
MGL Chapter 111, Section 222	
DPH 105, CMR 201.000	Head Injuries and Concussions in Extracurricular Activities
DPH 105 CMR 200.100	Physical Examination of School Children
WPS P5402	Student Safety

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