

**Harvard Public Schools  
Concussion and Head Injury Policy**

**Purpose:**

This policy provides for the implementation of MA 105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*. **This policy provides the procedures and protocols for students in grades 6 through 12 in the Harvard Public Schools in the management and prevention of head related injuries within the district or school.** Review and revision of this policy is required every two years.

The purpose of this policy is to provide information and 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 as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons should complete one of the head injury safety training programs approved by the Massachusetts Department of Mental Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Extracurricular activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director, or advisor including but not limited to alpine skiing, baseball, basketball, cross country track, field hockey, football, golf, ice hockey, lacrosse, soccer, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, and any future extra-curricular athletic activity approved by the school committee.

The Superintendent shall direct the principal to maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period;

1. Parent/Student Participation Agreement
2. Parent/Athletic Head Injury Disclosure Form
3. Report of Head Injury During Sports Season Form
4. Post Sports-Related Head Injury Medical Clearance and Authorization Form
5. Harvard Public Schools Accident Form

File: JJIF

This will be accomplished by the Athletic Director collecting all documentation listed on the previous page prior to the start of any organized school sponsored athletic activity. The Athletic Director will ensure that students will not be allowed to participate until all required documentation is completed and submitted. The completed documentation will be given to the school nurse who will then file these records in the student's confidential health file.

This policy applies to volunteers and school personnel who assist with extracurricular athletic activities. Such school personnel and volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and post concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches, and parents and other persons required by law. This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as the nursing staff. Any changes in this document will be approved by school committee and given to athletic staff and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

ADOPTED: April 9, 2012

REVIEWED: September 16, 2013

LEGAL REF: [CMR 105:201](#)  
[MGL 166:222](#)