



# ADMINISTRATIVE PROCEDURE

## CONCUSSION AWARENESS PROGRAM

5155  
Procedure No.  
September 17, 2014  
Date

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- I. **PURPOSE:** These procedures are designed to provide: (1) system-wide direction regarding concussion awareness for students and their parents and/or guardians; (2) recommendations on the management and treatment for student suspected or diagnosed with having sustained a concussion; and (3) requirements for youth groups which must affirm to the Board of Education their intention to comply with concussion information procedures outlined in accordance with State law.
  
  - II. **DEFINITIONS:** The following definitions apply to the content of these procedures:
    - A. Concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way the brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a "ding," or what seems to be a mild bump or blow to the head, can result in a concussion.
    - B. Licensed health care provider means a licensed physician or physician assistant, a licensed psychologist with specialty training in neuropsychology (neuropsychologist), or a licensed nurse practitioner.
    - C. Return to play means participation in a non-medically supervised practice or athletic competition after a period of exclusion.
    - D. School personnel means those directly responsible for administrating or coaching interscholastic athletic programs within a school or county and those employees of the school or school system with overall responsibility for student-athletes' academic performance and medical well-being.
    - E. Student-athlete means a student participating in any try-out, practice or contest of a school team.
    - F. Youth sports program means a program organized for recreational athletic competition or instruction for participants who are under the age of 19 years.
  
  - III. **PROCEDURES:** The principal or his/her designee (typically the athletic director) shall require all athletic coaches to provide proof that they have received training in concussion risk and management. The following general procedures apply:
    - A. **Online Course** –
      1. The principal or his/her designee shall require all athletic coaches and physical education teachers to provide proof bi-annually that they



# ADMINISTRATIVE PROCEDURE

## CONCUSSION AWARENESS PROGRAM

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have received training in concussion risk and management by passing the National Federation of State High Schools Association’s (NFHS) online coach education course, *Concussion in Sports – What You Need to Know*.

The Office of Health Services shall require that school nurses also provide that they have received training in concussion risk and management by passing the National Federation of State High Schools Association’s (NFHS) online coach education course, *Concussion in Sports – What You Need to Know*. A sample of the completion certificate is provided in Attachment 1.

2. All new coaches must take and pass the NFHS online coach education course, *Concussion in Sports – What You Need to Know*, prior to the first play date of each season per Maryland Public Secondary School Athletic Association Rules (MPSSAA). New coaches shall receive additional concussion awareness training in the Care and Prevention of Athletic Injuries Course mandated by MPSSAA Guidelines as well. A copy of the certificate of completion for both courses shall be submitted by the coach to the principal or his/her designee and maintained in the coaches’ file at each school.

### B. Best Practice Recommendations

1. Athletic staff - All head coaches are to keep an on the field quick reference guide in the team medical kit or other accessible area and copies of the “MSDE Notification of Probable Head Injury Form” (Attachment 6) and “Medical Clearance for Gradual Return to Sports Participation Following Concussion” (Attachment 7). In addition, coaches should be familiar with the recommendations in the “Sample Graduated Return to Play Protocol” (Attachment 8).
2. All other faculty and staff are highly recommended to attend an in-service on concussions using the NFHS online coach education course, *Concussion in Sports – What You Need to Know*. Upon completion, faculty and staff should print the certificate of completion for the course and provide a copy to the principal/designee.

- C. **Concussion Awareness** – The principal shall require the athletic director and/or the head coach to hand out and review a copy of the following Fact Sheets during a team meeting prior to the first practice of the sports season:



# ADMINISTRATIVE PROCEDURE

## CONCUSSION AWARENESS PROGRAM

5155

Procedure No.

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1. *Heads x Up Concussion in High School Sports – A Fact Sheet For Athletes* (Attachment 2);
  2. *Heads x Up Concussion in High School Sports – A Fact Sheet For Parents* (Attachment 3);
  3. Concussion Awareness Parent/Student-Athlete Acknowledgment Statement (Attachment 4); and
  4. Pre-participation Head Injury/Concussion Reporting Form for Extra-curricular Activities (Attachment 5).
- D. **Academics** –The school nurse shall notify guidance, teachers and administration of academic accommodations needed for a student with a concussion. Appropriate academic accommodations shall be made for students with diagnosed concussions. Examples of appropriate academic accommodations are provided in Attachment 9.
- E. **Affirmation by Youth Groups** – The Director/Supervisor of Plant Operations or his/her designee shall require all Youth Groups to affirm their intent to comply with the MSDE Policy when completing the facility use application. By signing the application, youth groups are affirming their intent to comply.
- IV. **RELATED PROCEDURES:** Administrative Procedure 5113, Student Attendance, Absence, and Truancy; Administrative Procedure 5121.3, Grading and Reporting for High Schools, Grade Nine Through Grade Twelve; and Administrative Procedure 5154, Heat Acclimatization Awareness.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of Interscholastic Athletics and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This version cancels and supersedes Administrative Procedure 5155 dated September 1, 2011.
- VII. **EFFECTIVE DATE:** September 17, 2014

Attachments:

1. NFHS Concussion in Sports- What You Need To Know – Sample Certificate
2. Heads x Up Concussion in High School Sports – A Fact Sheet for Athletes
3. Heads x UP Concussion in High School Sports – A Fact Sheet for Parents
4. Concussion Awareness Parent/Student-Athlete Acknowledgement Statement
5. Pre-Participation Head Injury/Concussion Reporting Form for ExtraCurricular Activities
6. Notification of Probable Head Injury



## ADMINISTRATIVE PROCEDURE

### CONCUSSION AWARENESS PROGRAM

5155

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7. Medical Clearance for Gradual Return to Sports Participation Following Concussion
  8. Sample Graduated Return to Play Protocol
  9. Appropriate Educational Accommodations for Concussed Students
  10. PGCPS – Suspected Head Injury Procedural Flowchart

Distribution: Lists 1, 2, 3, 4, 6, 10, and 11