

KINGSTON CITY SCHOOL DISTRICT

61 Crown Street
Kingston, New York 12401

MILD TRAUMATIC BRAIN INJURY (MTBI) PROCEDURES

INFORMATION AND TRAINING

- All coaches PE teachers, will complete the CDC “Heads Up” online training course biennially. A certificate of completion will be kept on file in the Athletic Director’s office.
- All nurses and the Athletic Trainer will complete the CDC “Heads Up Clinicians” online course biennially.
- All athletes will receive a printed copy of the CDC “Heads Up” fact sheet for athletes (see attached).
- All parents of athletes will receive a copy of the CDC “Heads Up” fact sheet for parents (see attached).
- The CDC fact sheets will be posted on the district website along with links to the CDC site for further information in the Student-Athletic Handbook.
- Parents and athletes will sign that they have reviewed the concussion information prior to the beginning of each new athletic season. Parental consent will be required for any athlete who wishes to participate on any Kingston athletic team. The athletic code / handbook will be revised annually to include updated concussion management information.
- Teachers will be provided with opportunities for ongoing staff development with regards to recognizing signs and symptoms of concussions as well as an understanding of those symptoms that effect cognitive and emotional functioning.
- All procedures will encompass all school sponsored physical and cognitive activities.

SIDELINE MANAGEMENT / PE CLASS MANAGEMENT OF TRAUMATIC BRAIN INJURY

- When a student shows any signs/symptoms of a traumatic brain injury, the first priority is to remove the student from the current practice, game, or physical education class, and be evaluated immediately using the checklist developed by the New York State Public High School Athletic Association (see attached)
- **The student suspected of having a TBI will not be allowed to return** to the current practice, game, recess, or physical education class, even if symptoms appear to have resolved or the student denies injury or symptoms until a medical evaluation is performed by a physician.
- The **student will not be left alone** at any time.
- The student will be evaluated at intervals by the coach(es), athletic trainer, school nurse (if during PE class) and/or school physician
- If there are **any signs of deterioration in the student’s physical or mental condition, 911 must be called immediately**, and parent’s notified
- Parents must be notified of all head injuries by the supervising adult or school nurse when a student is suspected of having a TBI
- The student suspected of having symptoms of a TBI, but is stable, must be evaluated by their Primary Care Physician as soon as possible. Parents must be advised to seek immediate medical care if symptoms worsen before they can be seen by their Primary Care Physician.
Note: Students will be removed from play, PE, and recess by the RN after a head injury until a clearance is received from the Primary Care Physician

- **A student with a witnessed or reported loss of consciousness (LOC) of any duration should not be moved, and 911 called immediately.** Emergency medical personnel will immobilize the student, and transport them to the nearest Emergency Department by emergency vehicle only.
- Parents will be given the option of emergency transport.
- A school injury/incident report must be completed within 24 hours following an injury and submitted to the school principal.
- The coach / PE teacher must notify the Athletic Director, Athletic Trainer, and the School Nurse of a potential concussion, as soon as possible, but definitely before the next school day.
- The coach must document parent refusal of sideline treatment or transport. Despite parent refusal of care, the student who is suspected of having a TBI (symptomatic or sustained a forceful blow to the head) should still be removed from play until cleared by an MD and /or assessed by the athletic trainer.

RETURN TO PLAY PROCEDURES

- The concussed athlete will not be allowed to participate in the Return to Play process until they are asymptomatic for 24 hours and medically cleared by their medical provider in writing to the school medical office.
- Medical clearance allows the concussed student to begin the Five Step Return-To-Play Process **only**. The Five Step Return-To-Play procedure is attached.
- Supervision of the concussed student's Return-To-Play process will be individualized, and will be determined on a case by case basis. Factors that may affect the rate of progress include:
 - Previous history of concussion
 - Duration and type of symptoms
 - Sport the athlete will return to

RETURN TO ACADEMICS PROCEDURES

- The school nurse will notify a building administrator, and guidance of a student diagnosed with a concussion.
- The nurse will also notify the student's teachers in writing of their condition and attach a signs and symptoms sheet (see attached).
- Any accommodations ordered by the students private care physician must be followed. Academic accommodations may be made for the concussed student by the building principal if necessary, to ensure that the concussed student will have a safe and successful return to school. Accommodations may include, but are not limited to:
 - Rest breaks, if needed, during the school day in a quiet location
 - Reduced course and work load, if necessary
 - Avoid over-stimulation, such as cafeteria or noisy hallways
 - Avoid re-injury, especially in PE class and crowded hallways/stairs
 - Extra time and quiet location for testing, if needed
 - Provide student with class notes
 - Allow student to wear sunglasses to help with light sensitivity, if needed
- The teachers will report to the guidance counselor and nurse on a regular basis regarding the student's progress in the classroom
- For students that are experiencing severe or prolonged symptoms, a 504 plan may be put in place

POST CONCUSSIVE SYNDROME (symptoms lasting longer than 4 – 6 weeks)

- If a student has lingering symptoms, the RN or AT will call the treating provider to discuss further evaluation, and/or the possibility of student progressing to a low level activity to measure tolerance to activities.

REVIEW AND UPDATE OF POLICY AND PROCEDURE

- Concussion management Policy and Procedures will be reviewed annually by administration and the Medical Director.