

Managing Concussion, Head Injury and Sudden Cardiac Arrest

Purpose

This procedure details requirements that must be met to ensure staff are informed, trained and prepared to respond to head injuries and sudden cardiac arrest occurring to students during school and interscholastic activities.

Scope

This procedure applies to the Athletic Director or administrators responsible for the athletic programs of the school, coaches, school staff, volunteers, students, and parents or guardians.

Procedure

1. ATHLETIC DIRECTOR DUTIES

- 1.1. *Prior to the start of the school term*, the athletic director, or the administrator in charge of athletics if there is no athletic director, will review any changes that have been made in forms required for concussion, head injury and sudden cardiac arrest management by consulting with the Washington Interscholastic Activities Association (WIAA) or the WIAA website.
 - 1.1.1. If there are any updated forms, the athletic director will communicate changes and/or provide updated standard forms to the district office for review by administration and use in the upcoming school year.
- 1.2. By June 30th of each year, the athletic director or administrator in charge will identify competitive sport activities in the district for which compliance with Policy #3423 is required. A list of competitive sports activities and the district's Policy and Procedure #3423 will be distributed to all coaching staff and volunteers.

2. COACHES' TRAINING

- 2.1. All coaches will undergo training in head injury and concussion management at least once every two years by one of the following means:
 - (a) Attendance at a WIAA or similar clock hour presentation which uses WIAA guidelines.
 - (b) Completing WIAA online training.
- 2.2. All coaches will undergo training in sudden cardiac arrest prevention every three (3) years by completing an online program developed by the WIAA and the University of Washington Medicine Center for Sports Cardiology and providing proof of completion of this training to the district.

3. INCIDENCE RESPONSE

- 3.1. A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game or one who exhibits symptoms of sudden cardiac arrest will be immediately removed from play.

- 3.2. A student athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed healthcare provider trained in the evaluation and management of concussion or sudden cardiac arrest and receives written clearance to return to play from that healthcare provider. The healthcare provider may be a volunteer.
- 3.3. A student who is suspected of sustaining a concussion or head injury during any interscholastic sport or other school activity will be evaluated and treated in accordance with Policy and Procedure #3418-Response to Student Injury or Illness.
- 3.4. A student who may be experiencing sudden cardiac arrest during any interscholastic sport of other school activity will be evaluated and treated in accordance with Procedures #3412P1-Automated External Defibrillators and #3412P2-Emergency Action Plan for Sudden Cardiac Arrest.
- 3.5. Coaches, instructors, school nurse, administrators, volunteers, parents and guardians, and students are encouraged to consult the REAP (Remove/Reduce, Educate, Adjust/Accommodate, Pace) Concussion Management manual for best practices regarding the recognition, assessment of symptoms, and recovery of concussion or head injury.

4. PARENT INFORMATION AND NOTIFICATION

- 4.1. On a yearly basis and prior to the youth athlete's initiating practice or competition, concussion and sudden cardiac arrest information sheet(s) will be provided to the student athlete and the athlete's parent or guardian for their awareness. An acknowledgement statement attesting to the student and parent/guardian's review of the concussion and sudden cardiac arrest information must be signed by both the student and parent and returned to the school prior to participation in an athletics program.
- 4.2. Should a student sustain a minor head injury during school and/or athletic activities, written notification (Form #3418F2-Head Injury Report) will be provided to parents/guardians as soon as practicable, along with information about the symptoms of concussion (Form #3423F1-Concussion Information Sheet and/or Form #3423F4-Fact Sheet for Parents).

Supporting Documentation

3412P1-Automated External Defibrillators

3412P2-Emergency Action Plan for Sudden Cardiac Arrest

3418F2-Head Injury Report

3423F1-Concussion Information Sheet

3423F2-Fact Sheet for Athletes

3423F3-Fact Sheet for Coaches

3423F4-Fact Sheet for Parents

3423F5-Sudden Cardiac Arrest Information Sheet

3423F6-Student-Parent Acknowledgement of Concussion and Sudden Cardiac Arrest Information

[*REAP The Benefits of Good Concussion Management*](#) Manual, 2014, Brain Injury Alliance of Washington

Document History

Action:	Date:
New	October 21, 2009
Revised	February 17, 2016
Revised	
Revised	

Previous Procedure Number: 8006P