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105 CMR 201.000

HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC  
ACTIVITIES

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201.001: Purpose

The purpose of 105 CMR 201.000 is to provide 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.

201.002: Authority

105 CMR 201.000 is promulgated pursuant to M.G.L. c. 111, § 222.

201.003: Citation

105 CMR 201.000 shall be known and may be cited as 105 CMR 201.000: *Head Injuries and Concussions in Extracurricular Athletic Activities*.

201.004: Scope

The requirements of 105 CMR 201.000 shall apply to all public middle and high schools, however configured, serving grades six through high school graduation, and other schools subject to the official rules of the Massachusetts Interscholastic Athletic Association. The requirements of 105 CMR 201.000 shall apply to students who participate in any extracurricular athletic activity.

201.005: Definitions

As used in 105 CMR 201.000, unless the context clearly requires otherwise, the following words shall have the following meanings:

Athlete means a student who prepares for or participates in an extracurricular athletic activity.

Athletic Director means an individual employed by a school district or school and responsible for administering the athletic program or programs of a school. The term Athletic Director refers to the Director and Assistant Directors. For schools that do not employ an Athletic Director, the term Athletic Director refers to the individual designated to be responsible for administering the athletic program or programs of a school.

Centers for Disease Control and Prevention refers to one of the major agencies of the United States Department of Health and Human Services with a mission to protect the health of people and communities through health promotion, prevention of disease, injury and disability.

Certified athletic trainer means any person who is licensed by the Board of Registration in Allied Health Professions in accordance with M.G.L. c. 112, § 23A and 259 CMR 4.00 as a professional athletic trainer and whose practice includes schools and extracurricular athletic activities. Pursuant to M.G.L. c. 112, § 23A, the certified athletic trainer practices under the direction of a physician duly registered in the Commonwealth.

Coach means an employee or volunteer responsible for organizing and supervising student athletes to teach them the fundamental skills of extracurricular athletic activities. The term coach refers to both head coaches and assistant coaches.

Commissioner means the Commissioner of the Department of Public Health or his designee.

Concussion means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

Department means the Department of Public Health.

Diagnosed means a physician's or nurse practitioner's opinion, derived from observation, examination, and evaluation of procedures or tests of a patient, that the patient has or had a concussion.

Extracurricular athletic activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or band leader including but not limited to Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Game official means a person who officiates at an extracurricular athletic activity, such as a referee or umpire including but not limited to persons enrolled as game officials in Massachusetts Interscholastic Athletic Association.

Head injury means direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury. Scalp or facial laceration alone is not a head injury for purposes of 105 CMR 201.000.

Massachusetts Interscholastic Athletic Association (MIAA) is a private, non-profit association organized by its member schools, public and private, to govern, coordinate and promote athletic activities in 33 or more sports for high school students.

MIAA member schools means all schools, whether public or private, that participate in interscholastic athletics under the auspices and rules of the Massachusetts Interscholastic Athletic Association.

Neuropsychologist means a professional who is licensed as a psychologist and certified as a health service provider by the Board of Registration of Psychologists pursuant to M.G.L. c. 112, §§118 through 129A with additional specialized training and expertise in the applied science of brain-behavior relationships and who has specific experience in evaluating neurocognitive, behavioral and psychological conditions and their relationship to central nervous system functioning. The neuropsychologist has specialized experience in administering and interpreting neuropsychological tests and has duties which may include, but are not limited to,

pre-injury measurement of the cognitive abilities that may be disturbed by a concussion, testing within the first few days post-head injury, and periodic retesting to track resolution of the student's symptoms and improvement in cognitive functioning. The neuropsychologist may also advise school staff regarding the student's need for post injury academic accommodations.

Nurse practitioner means a duly licensed and registered nurse authorized to practice in an expanded role as a nurse practitioner whose professional activities include performing physical examinations, diagnosing health and developmental problems, managing therapeutic regimens, and ordering therapies and tests.

Parent means the parent or guardian or foster parent of a student.

Physician means a duly licensed doctor of medicine or osteopathy.

Play means a practice or competition.

School means a single school that operates under the direct administration of a principal, head master, director or school leader appointed by a school district, or a charter school board or independent school board of trustees. School includes a public school operated by a municipal or regional school district, an education collaborative established under M.G.L. c. 40, § 4E, or a school granted a charter by the Board of Elementary and Secondary Education under M.G.L. c. 71, § 89 and 603 CMR 1.00: *Charter Schools* and operated by a board of trustees including Commonwealth and Horace Mann charter schools. School includes, but is not limited to, public and other schools that are members of MIAA. The term does not include associations of home-schooled students.

School-based equivalent means a form or format that a school district or school develops in lieu of Department of Public Health forms, which at minimum include all of the information required by the most current Department form posted on the Department's website.

School district means a municipal school department or regional school district, acting through its school committee or superintendent of schools; a county agricultural school, acting through its board of trustees or superintendent director; a charter school, acting through its board of trustees or school leader; an educational collaborative; or any other public school established by statute or charter, acting through its governing board.

School nurse means a nurse practicing in a school setting who is licensed to practice as a Registered Nurse by the Board of Registration in Nursing pursuant to M.G.L. c. 112, who is licensed to work as an educator in a school by the Department of Elementary and Secondary Education pursuant to 603 CMR 7.00: *Educator Licensure and Preparation Program Approval*, and who is appointed or assigned to a public school by a school committee or a board of health in

accordance with M.G.L. c. 71, § 53 or employed by a superintendency district comprised of several towns in accordance with M.G.L. c. 71, §§ 53A and 53B or, who is employed, in the case of a charter or private school, by a board of trustees.

School physician means a licensed physician practicing in a school setting including but not limited to a physician who is appointed or employed by a school committee or board of health in accordance with M.G.L. c. 71, § 53, or employed by a superintendency district comprised of several towns in accordance M.G.L. c. 71, §§ 53A, 53B or, in the case of a charter or private school, by the board of trustees. School physician includes, but is not limited to, physicians assigned to examine children who apply for health certificates in order to obtain an employment permit pursuant to M.G.L. c. 71, § 54 and team physicians.

School health advisory/wellness committee means a committee consisting of school and community members who advise a school district on its comprehensive, coordinated school health program.

Second impact syndrome means a potentially lethal condition that can occur when a person sustains a head injury prior to complete healing of a previous brain injury, causing dysregulation of cerebral blood flow with subsequent vascular engorgement.

Sports means extracurricular athletic activities.

Student means a person enrolled for part-time or full-time attendance in an educational program operated by a school or school district, including home schoolers.

Teacher means any person employed in a school or school district under a license listed in 603 CMR 7.00: *Educator Licensure and Preparation Program Approval* or person employed to teach students in a non-public school.

Team physician means a physician assigned to an interscholastic football game played by any team representing a public secondary school in the Commonwealth pursuant to M.G.L. c. 71, § 54A.

Trainer means a person who provides students who participate in an extracurricular athletic activity with health and fitness instruction, including but not limited to the fundamental skills of performance, strength, or conditioning, but who is not licensed as a certified athletic trainer.

Traumatic brain injury (TBI) means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to, a concussion.

Volunteer means an adult who volunteers as a game official, coach, assistant coach, team parent, physician, nurse, or in an authoritative role to assist students who are engaged in an extracurricular athletic activity.

201.006: School Policies

A. All school districts and schools shall have policies and procedures governing the prevention and management of sports-related head injuries within the school district or school. The School Committee or Board of Trustees, consulting with the Board of Health where appropriate, shall adopt policies and procedures governing the prevention and management of sports-related head injuries within the school district or school following development of a proposal by a team consisting, at a minimum, of a school administrator, school nurse, school or team physician if on staff, athletic director, certified athletic trainer if on staff, neuropsychologist if available, guidance counselor, and teacher in consultation with any existing school health/wellness advisory committee. Policies and procedures shall address sports-related head injuries occurring in extracurricular athletic activities but may be applied to all head injuries in students. Review and revision of such policies and procedures shall occur as needed but at least every two years. At a minimum, these policies shall include:

- (1) Designation, by the superintendent or head master, principal or school leader, of the person responsible for the implementation of these policies and protocols, either the Athletic Director or other school personnel with administrative authority;
- (2) Annual training of persons specified in 105 CMR 201.007 in the prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome, utilizing Department-approved training materials or program, and documentation of each person's completion of such training;
- (3) Documentation of a physical examination prior to a student's participation in extracurricular athletic activities on an annual basis consistent with 105 CMR 200.100(B)(3): *Physical Examination of School Children*; and information for students participating in multiple sports seasons that documentation of one physical examination each year is sufficient;
- (4) Procedure for the school to obtain and ensure review, prior to each sports season, of current information regarding an athlete's history of head injuries and concussions using either the Department Pre-participation Head Injury/Concussion Reporting Form For Extracurricular Activities (herein after "Pre-participation Form"), or

- school-based equivalent;
- (5) Procedure for medical or nursing review of all Pre-participation Forms indicating a history of head injury;
  - (6) Procedure for the school to obtain and ensure timely medical or nursing review of a Department Report of a Head Injury During Sports Season Form (herein after “Report of Head Injury Form”), or school-based equivalent, in the event of a head injury or suspected concussion that takes place during the extracurricular activity season;
  - (7) Procedure for reporting head injuries or suspected concussions sustained during extracurricular athletic activities to the school nurse and certified athletic trainer, if on staff;
  - (8) Procedure for identifying a head injury or suspected concussion, removing an athlete from practice or competition, and referring for medical evaluation;
  - (9) The protocol for medical clearance for return to play after a concussion that at minimum complies with 105 CMR 201.011;
  - (10) Procedure for the development and implementation of post-concussion graduated reentry plans to school and academic activities, if indicated, by persons specified in 105 CMR 201.010(E)(1);
  - (11) Procedure for providing information, and necessary forms and materials, to all parents and athletes including the:
    - (a) annual training requirement,
    - (b) procedure for the school to notify parents when an athlete has been removed from play for a head injury or suspected concussion sustained during an extracurricular athletic activity,
    - (c) protocol for obtaining medical clearance for return to play and academics after a diagnosed concussion,
    - (d) parent’s responsibility for completion of the Pre-participation Form, or school-based equivalent, and
    - (e) parent’s responsibility for completion of the Report of a Head Injury Form, or school-based equivalent;
  - (12) Inclusion in the student and parent handbooks of information regarding the sports-related head injury policy and how to obtain the policy;
  - (13) Procedure for communicating with parents with limited English proficiency;

- (14) Procedure for outreach to parents who do not return completed forms required for students to participate in extracurricular sports and for how to handle situations where a student verifies completion of the annual training requirement but a parent has not;
  - (15) Procedure for sharing information concerning an athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities on a need to know basis consistent with requirements of 105 CMR 201.000 and applicable federal and state law including but not limited to the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99.
  - (16) Instructions to coaches, certified athletic trainers, trainers, and volunteers (a) to teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury, and (b) to prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon;
  - (17) Penalties, including but not limited to personnel sanctions and forfeiture of games, for failure to comply with provisions of the school district's or school's policy.
- B. These policies and procedures shall be made available to the Department and to the Department of Elementary and Secondary Education upon request.
- C. The school or school district shall provide the Department with an affirmation, on school or school district letterhead, that it has developed policies in accordance with 105 CMR 201.000 by January 1, 2012. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

201.007: Training Program

- A. The following persons annually shall complete one of the head injury safety training programs approved by the Department as specified on the Department's website:
- (1) Coaches;
  - (2) Certified athletic trainers;
  - (3) Trainers;



- (4) Volunteers;
  - (5) School and team physicians;
  - (6) School nurses;
  - (7) Athletic Directors;
  - (8) Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer;
  - (9) Parents of a student who participates in an extracurricular athletic activity; and
  - (10) Students who participate in an extracurricular athletic activity.
- B. The required training applies to one school year and must be repeated for every subsequent year.
- C. Each school shall maintain a record of completion of annual training for all persons specified by 105 CMR 201.007(A) through:
- (1) a certification of completion for any Department-approved on-line course; or
  - (2) a signed acknowledgment that the individual has read and understands Department-approved written materials required by 105 CMR 201.008(A)(1); or
  - (3) an attendance roster from a session using Department-approved training; or
  - (4) other means specified in school policies and procedures.
- D. If a school district or school offers head injury safety training to guidance counselors, physical education teachers, classroom teachers or other school personnel, the school district or school at minimum shall offer one of the current head injury safety training programs approved by the Department as specified on the Department's website.
- E. Game officials shall complete one of the training programs approved by the Department as specified on the Department's website annually and shall provide independent verification of completion of the training requirement to schools or school districts upon request.

201.008: Participation Requirements for Students and Parents

A. Pre-participation Requirements:

- (1) Each year, a school district or school shall provide current Department-approved training, written materials or a list and internet links for Department-approved on-line courses to all students who plan to participate in extracurricular athletic activities and their parents in advance of the student's participation.
- (2) All students who plan to participate in extracurricular athletic activities and their parents shall satisfy the following pre-participation requirements:
  - (a) Each year, before the student begins practice or competition, the student and the parent shall:
    - (i) Complete current Department-approved training regarding head injuries and concussions in extracurricular athletic activities; and
    - (ii) Provide the school with a certificate of completion for any Department-approved on-line course or a signed acknowledgement that they have read and understand Department-approved written materials, unless they have attended a school-sponsored training at which attendance is recorded or satisfied other means specified in school policies.
  - (b) Before the start of every sports season, the student and the parent shall complete and submit a current Pre-participation Form, or school-based equivalent, signed by both, which provides a comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries.

B. Ongoing Requirements:

If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete the Report of Head Injury Form, or a school-based equivalent, and submit it to the coach, school nurse or person specified in school policies and procedures.

201.009: Documentation and Review of Head Injury and Concussion History and Forms

- A. The school shall ensure that all forms or information from all forms that are required by 105 CMR 201.000 are completed and reviewed, and shall make arrangements for:

- (1) Timely review of all Pre-participation and Report of Head Injury Forms, and school-based equivalents, by coaches so as to identify students who are at greater risk of repeated head injuries.
  - (2) Timely review of all Pre-participation Forms which indicate a history of head injury and Report of Head Injury Forms, or school-based equivalents, by:
    - (a) the school nurse, and
    - (b) the school physician if appropriate; and
  - (3) Timely review of accurate, updated information regarding each athlete who has reported a history of head injury or a head injury during the sports season by:
    - (a) the team's physician if any, and
    - (b) the school's certified athletic trainer if any.
- B. The school may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

201.010: Exclusion from Play

- A. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
- B. The student shall not return to practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.
- C. The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent in writing, whether paper or electronic format, by the end of the next business day.
- D. The coach or his or her designee shall communicate, by the end of the next business day, with the Athletic Director and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

- E. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.
- (1) The plan shall be developed by the student's teachers, the student's guidance counselor, school nurse, certified athletic trainer if on staff, neuropsychologist if available or involved, parent, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
  - (2) The written plan shall include instructions for students, parents and school personnel, addressing but not be limited to:
    - (a) Physical and cognitive rest as appropriate;
    - (b) Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
    - (c) Estimated time intervals for resumption of activities;
    - (d) Frequency of assessments, as appropriate, by the school nurse, school physician, team physician, certified athletic trainer if on staff, or neuropsychologist if available until full return to classroom activities and extracurricular athletic activities are authorized; and
    - (e) A plan for communication and coordination between and among school personnel and between the school, the parent, and the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
  - (3) The student must be completely symptom free and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

201.011: Medical Clearance and Authorization to Return to Play

Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the Athletic Director, unless another person is specified in school policy or procedure, a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (herein after "Medical Clearance and Authorization Form"), or school-based equivalent, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

- A. Only the following individuals may authorize a student to return to play:
- (1) A duly licensed physician;
  - (2) A duly licensed certified athletic trainer in consultation with a licensed physician;
  - (3) A duly licensed nurse practitioner in consultation with a licensed physician; or
  - (4) A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.
- B. By September 2013, physicians, nurse practitioners, certified athletic trainers, and neuropsychologists providing medical clearance for return to play shall verify that they have received Department-approved training in post traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education.

201.012: Responsibilities of the Athletic Director

- A. The Athletic Director shall participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school.
- B. The Athletic Director shall complete the annual training as required by 105 CMR 201.007.
- C. The Athletic Director, unless school policies and procedures provide otherwise, shall be responsible for:
- (1) Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained in accord with 105 CMR 201.016;
  - (2) Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000: *Physical Examination of School Children* prior to participation in any extracurricular athletic activity;
  - (3) Ensuring that all students participating in extracurricular athletic activities have completed and submitted Pre-participation Forms, or school-based equivalents, prior to participation each season;
  - (4) Ensuring that student Pre-participation Forms, or school-based equivalents, are reviewed according to 105 CMR 201.009(A);

- (5) Ensuring that Report of Head Injury Forms, or school-based equivalents, are completed by the parent or coach and reviewed by the coach, school nurse, certified athletic trainer and school physician as specified in 105 CMR 201.009(A);
- (6) Ensuring that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon; and
- (7) Reporting annual statistics to the Department in accord with 105 CMR 201.017.

201.013: Responsibilities of Coaches

A. Coaches shall be responsible for:

- (1) Completing the annual training as required by 105 CMR 201.007;
- (2) Reviewing Pre-participation Forms, or school-based equivalents, so as to identify those athletes who are at greater risk for repeated head injuries;
- (3) Completing a Report of Head Injury Form, or school-based equivalent, upon identification of a student with a head injury or suspected concussion that occurs during practice or competition;
- (4) Receiving, unless otherwise specified in school policies and procedures, and reviewing forms that are completed by a parent which report a head injury during the sports season, but outside of an extracurricular athletic activity, so as to identify those athletes who are at greater risk for repeated head injuries;
- (5) Transmitting promptly forms in 105 CMR 201.013(A)(2) and (3) to the school nurse for review and maintenance in the student's health record, unless otherwise specified in school policies and procedures;
- (6) Teaching techniques aimed at minimizing sports-related head injury;
- (7) Discouraging and prohibiting athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon; and
- (8) Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play.

B. Coaches are responsible for communicating promptly with the parent of any student removed from practice or competition as directed in 105 CMR

201.010(C) and with the Athletic Director and school nurse as directed in 105 CMR 201.010(D).

201.014: Responsibilities of the Certified Athletic Trainers

Certified athletic trainers, if on staff, shall be responsible for:

- A. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
- B. Completing the annual training as required by 105 CMR 201.007;
- C. Reviewing information from Pre-participation Forms, or school-based equivalents, which indicate a history of head injury and from Report of Head Injury Forms, or school-based equivalents, to identify students who are at greater risk for repeated head injuries;
- D. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play; and
- E. Participating, if available, in the graduated reentry planning and implementation for students who have been diagnosed with a concussion.

201.015: Responsibilities of the School Nurse

The School Nurse shall be responsible for:

- A. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
- B. Completing the annual training as required by 105 CMR 201.007;
- C. Reviewing, or arranging for the school physician to review, completed Pre-participation Forms, or school-based equivalents, that indicate a history of head injury and following up with parents as needed prior to the student's participation in extracurricular athletic activities;
- D. Reviewing, or arranging for the school physician to review, Report of Head Injury Forms, or school-based equivalents, and following up with the coach and parent as needed;
- E. Maintaining (1) Pre-participation Forms, or school-based equivalents, and (2) Report of Head Injury Forms, or school-based equivalents, in the student's health record;
- F. Participating in the graduated reentry planning for students who have been diagnosed with a concussion to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework,

testing, scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed;

- G. Monitoring recuperating students with head injuries and collaborating with teachers to ensure that the graduated reentry plan for return to full academic and extracurricular athletic activities required by 105 CMR 201.010(E) is being followed; and
- H. Providing ongoing educational materials on head injury and concussion to teachers, staff and students.

#### 201.016: Record Maintenance

- A. The school, consistent with any applicable state and federal law, shall maintain the following records for three years or at a minimum until the student graduates:
  - (1) Verifications of completion of annual training and receipt of materials;
  - (2) Department Pre-participation Forms, or school-based equivalents;
  - (3) Department Report of Head Injury Forms, or school-based equivalents;
  - (4) Department Medical Clearance and Authorization Forms, or school-based equivalents; and
  - (5) Graduated reentry plans for return to full academic and extracurricular athletic activities.
- B. The school shall make these records available to the Department and the Department of Elementary and Secondary Education, upon request or in connection with any inspection or program review.

#### 201.017: Reporting

Starting school year 2011-2012, schools shall be responsible for maintaining and reporting annual statistics on a Department form or electronic format that at minimum report:

- A. The total number of Department Report of Head Injury Forms, or school-based equivalents, received by the school; and



- B. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

REGULATORY AUTHORITY

105 CMR 201.000: M.G.L. c. 111, §222.