

Appendix L – Student/Athlete Concussion Action Plan, Dissemination and Training

4/24/2012

Below is the description of the action plan by athletic department coaches, club sponsors, intramural coaches, nurses, trainers, team doctors and administrators should any Lafayette Tecumseh Junior High School student/athlete be suspected of being concussed:

1. The student/athlete will be removed from the activity immediately if they are suspected of having a concussion.
2. The coach/sponsor will inform the athletic trainer, Athletic Director, or school nurse, in the case of a sponsor of a club or intramural sport, as soon as possible of the suspected concussion and will make contact with the students/athletes parent or guardian to explain the situation.
3. The student/athlete will be evaluated by a licensed athletic trainer or licensed school nurse that has a certification of completion from the Centers for Disease Control video “Heads up Concussion in Your Sport”.
4. The athletic trainer or school nurse will contact the parent or guardian to confirm whether the student/athlete has been suspected of having a concussion. (The athletic trainer will inform the school nurse that the student/athlete is suspected of having a concussion. The school nurse will inform the athletic trainer that the student/athlete is suspected of having a concussion.)
5. If no licensed athletic trainer or licensed school nurse is available the coach/sponsor will contact the parent or guardian and inform them that it is suspected that the student/athlete could have a concussion.
6. Before returning to practices or contests the student/athlete must be seen by an Indiana licensed physician that has been trained in concussion diagnosis and treatment.
7. The student/athlete will only be allowed to return to practices and contests after they have presented the signed “Head Concussion Evaluation and Release to Play Form For License Health Care Providers” to the Lafayette Tecumseh Junior High School athletic trainer or school nurse, in the case of a student involved in club or intramural sports. The form is available on the Indiana Department of Education Learning Connection web site under “IDOE Concussion and Head Injury in Student-Athletes”.
8. All signed release forms will be kept on file in the athletic training office AND the nurses’ office at Lafayette Tecumseh Junior High School.

The following is a description of how Lafayette Tecumseh Junior High School will ensure that all stakeholders are informed and/or trained in the state mandated concussion education program:

1. Athletic Trainer:

The Lafayette Tecumseh Junior High School athletic trainer will be provided a concussion packet that includes all materials in the “IDOE Concussion and Head Injury in Student-Athletes,” distributed by the Indiana Department of Education. This information will include a packet specific to athletic trainers.

In addition, the Lafayette Tecumseh Junior High School athletic trainer will watch the Center for Disease Control video titled, “Heads up Concussion in Your Sport”. The athletic trainer will take the post test at the end of the video and print off the “Certificate of Completion” form. The athletic trainer will turn in the “Certification of Completion” to the Lafayette Tecumseh Junior High School’s Athletic Director. The Athletic Director will keep the “Certification of Completion” form on file in the Athletic Director’s office.

The athletic trainer will view the video, take the test and turn in the “Certification of Completion” form by July 1, 2012.

2. Principal and Athletic Director:

The Lafayette Tecumseh Junior High School athletic department will print off the concussion information provided by the Indiana Department of Education “IDOE Concussion and Head Injury in Student-Athletes” and distribute to the Athletic Director and Principal. In addition, the “Packet for Principal and Athletic Director” will also be given to the Lafayette Tecumseh Junior High School Principal and Athletic Director.

3. School Nurse:

The Lafayette Tecumseh Junior High School nurse will be provided a concussion packet that includes all materials in the “IDOE Concussion and Head Injury in Student Athletes,” distributed by the Indiana Department of Education. This information will include a packet specific to school nurses.

In addition, the Lafayette Tecumseh Junior High School nurse will watch the Center for Disease Control video titled, “Heads up Concussion in Your Sport”. The nurse will take the post test at the end of the video and print off the “Certificate of Completion” form. The nurse will turn in the “Certification of Completion” to the Lafayette Tecumseh Junior High School’s administrator in

charge of clubs and activities. The "Certification of Completion" will be kept on file in the respective offices of the administrator in charge.

The school nurse will view the video, take the test and turn in the "Certification of Completion" form by July 1, 2012.

4. Athletic Coaches/Intramural Sponsors/Club Coaches

ALL Lafayette Tecumseh Junior High School athletic coaches/sponsors/club coaches will be provided a concussion packet that includes all materials in the "IDOE Concussion and Head Injury in Student Athletes," distributed by the Indiana Department of Education. This information will include a packet specific to high school coaches.

In addition, ALL Lafayette Tecumseh Junior High School athletic coaches/sponsors/club coaches will watch the Center for Disease Control video titled, "Heads up Concussion in Your Sport". Each athletic coach/sponsor/club coach will take the post test at the end of the video and print off the "Certificate of Completion" form. Each athletic coach will turn in the "Certification of Completion" to the Lafayette Tecumseh Junior High School's Athletic Director. Intramural sponsors and club coaches will turn in the "Certification of Completion" to the administrator in charge of clubs and activities at Tecumseh Junior High School. The Athletic Director and administrator in charge of clubs and activities will keep the "Certification of Completion" form on file in their respective offices.

ALL currently employed athletic coaches/sponsors/club coaches will view the video, take the test and turn in the "Certification of Completion" form by July 1, 2012.

All athletic coaches/sponsors/club coaches hired after July 1, 2012 will receive packet information, watch the video, take the test and turn in the "Certification of Completion" to the Lafayette Jefferson Athletic Director or administrator in charge of clubs and activities before they begin working with any Lafayette Jefferson team or athlete.

5. Parents and Athletes

ALL Lafayette Tecumseh Junior High School student/athletes and their parents will be provided a concussion packet that includes all materials in the "IDOE Concussion and Head Injury in Student-Athletes," distributed by the Indiana Department of Education. All of these materials will be included in the physical/participation packets of each student/athlete. All participants and parents will sign the appropriate concussion forms provided in the physical packets and return them to the athletic office or activity sponsor, in the case of club sports and intramurals, before being allowed to practice or compete. The signed forms will be kept on file in the respective administrative offices.

In addition, a link to the "IDOE Concussion and Head Injury in Student Athletes" will be on the Lafayette Jefferson web site. This link will also include the "Packet for Parents" and the "Packet for the student/athlete."

J 700 Policy

ADMINISTRATION OF MEDICATION AT SCHOOL

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may be administered non-FDA approved medications or treatments (such as CBD oils) under the following conditions:

1. Parent/Guardian will provide prescription from Health Care Provider(as stated above)

2. Parent/guardian or designated adult (not the School Nurse or LSC employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not the School Nurse or LSC employee) must maintain possession of the medication. The medication will not be stored on school grounds.
4. Parent/Guardian or designated adult (not the School Nurse or LSC employee) will administer the prescribed non-FDA approved medication in the school health center.
5. Parents/Guardians may submit in writing a list of other adults that may come to the school to administer the dosage of the medication (This list should be specific with names, dates, dosage and time) including parental signature.

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2). J 700 Policy
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1) and (2) above must be filed with the student's principal annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or
2. an individual who is:
 - a. at least eighteen (18) years of age; and
 - b. designated in writing by the student's parent to receive the medication.

Medication possessed by the school for administration during school hours or at school functions, for students in grades K-8 functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication. may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.

Legal Reference: I.C. 20-19-2

I.C. 20-35-2-1

I.C. 34-4-1-16.5-3.5

511 IASC 7-6-7

I.C. 20-33-8-13

I.C. 20-34-3-18

I.C. 20-34-3-22

Date Adopted: August 14, 1995

Date Revised: August 13, 2001; July 11, 2005; May 12, 2008; February 2019

HEALTH SCREENINGS

1. Cleanliness and freedom from communicable diseases: Students are to be as clean as possible when sent to school. Periodically the nurse may discuss cleanliness with students and check them for head lice, skin disorders, and other possibly contagious conditions. Students may be excluded from school if acute and/or chronic health conditions are found.
2. Vision screenings are available to students upon referral.
3. Hearing screenings are required by state law to be administered to all students in 10th grade, all new students, and all those referred. Parents not wishing to have their child have hearing screenings may notify the principal, in writing, of their objection.
4. Immunization: All students must comply with state immunization laws. Failure to comply can result in the student being excluded from Indiana's public schools.

MENINGOCOCCAL DISEASE

Parents/guardians are strongly recommended to have children immunized against the potentially fatal bacterial infection commonly known as meningitis. Although rare in occurrence in the general population, high school and college age individuals are at higher risk. Meningococcal disease can come on quickly and cause death or permanent disability in a matter of hours of the first symptoms. If you have questions about meningococcal disease and immunization, please contact your child's physician or school nurse.

UNEXPECTED SEVERE ALLERGIC REACTION

Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardio collapse (shock) after allergic exposure to an antigen. If this occurs, immediate intervention with EpiPen injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used for cases of unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen when allergic reaction symptoms are life-threatening. If an EpiPen is administered a 911 call will be made. (The school's EpiPen is to be used for life-threatening emergencies only and does not replace the student's own prescribed medication. Students with known allergies should have an individual health care plan and provide prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)