

POLICY COMMITTEE MEETING

August 19, 2019
Central Office – Library
4:00 PM

AGENDA

COMMITTEE MEMBERS:

N. Carlow R. Deakin
E. Creutz E. DeCotiis

1. Call to Order
2. JLCD-E4 – Life Threatening Allergy Protocol: NEW (15 mins)
3. IJOC – School Volunteer (20 mins)
 - IJOC-R – School volunteers Administrative Procedure (15 mins)
 - IJOC-E – School Volunteer Form
4. JJIF – Management of Concussions and Other Head Injuries
 - JJIF-R – Management of Concussions Administrative Procedure

NEXT MEETING: *September 3, 2019*

MSAD

SCHOOL VOLUNTEERS

The Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support MSAD 6's instructional programs and extracurricular activities, **including field trips**. The Board adopts this policy to provide direction for the MSAD 6 volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers will be at least 18 years of age. Exceptions are student volunteers working as part of a class, students fulfilling a service learning or community service requirement for graduation, or student volunteers who work as part of a recognized student organization.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers will be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal will make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be required to complete a written application as well as pass an annual online criminal background check.

To protect children, MSAD 6 is committed to ensuring that all current and prospective MSAD 6 volunteers who may have direct, unmonitored, and/or substantial contact with children, **including those chaperoning field trips**, are appropriate for serving in their positions. The Superintendent, or designee, will determine what situations will require the Criminal History Record Check (CHRC), fingerprinting and/or online criminal background checks. MSAD 6 will bear the cost for Criminal History Record Checks and fingerprinting if required for academic programming as well as MSAD 6 coaches and advisors of athletics and activities.

Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

MSAD 6 will provide liability insurance protection for volunteers while performing assigned academic services as well as MSAD 6 coaches and advisors of athletics and activities.

The Superintendent will be responsible for evaluating the effectiveness of the volunteer program.

The Board will recognize volunteer service on an annual basis. The building principal will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A MRSA § 1002

Cross Reference: **EEA-R – Bus Transportation- Field Trips Administrative Procedure**
~~JKAA—Use of Physical Restraint and Seclusion~~

First Reading: December 17, 2012
Second Reading: January 7, 2013
Adopted: August 19, 2013
Revised: March 16, 2015

**MSAD 6
SCHOOL VOLUNTEER REGISTRATION FORM**

Please attach a copy of your current driving license or a Maine State Identification.

Legal Name: _____ Other Names Used : _____
Date of Birth (mo/day/year): _____ Home Phone: _____
Address: _____ Work Phone: _____
E-Mail Address: _____ Cell Phone: _____

Do you have a child or grandchild attending school in the District? Yes No
Child's Name: _____
If yes, what grade: _____ and school _____

Have you already been approved to volunteer in any other MSAD 6 school? Yes No.
If yes, when: _____.

The MSAD 6 School Board and Administration requires that everyone volunteering in any of the MSAD 6 schools reads and signs this Volunteer Registration Form. A volunteer further enhances the educational opportunities and experiences of the children within the school district. The volunteer program is an integral part of the school community requiring dependability and cooperation on the part of the volunteer.

Final approval to be a volunteer at MSAD 6 will require an online criminal background check and/or Criminal History Record Check (CHRC) and fingerprinting.

In accordance with district policy and in order to ensure the safety of students, we need to have the following questions answered:

- 1. Have you ever been charged with or investigated for sexual abuse or sexual harassment?
 Yes No
- 2. Have you ever been convicted of a crime, other than a minor traffic offense, or entered pleas of guilty or "no contest" (nolo contendere), or has any court ever deferred proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?
 Yes No

If you answered "yes" to either of the previous questions, please explain in detail on a separate sheet of paper. Note: Criminal charges, investigations, arrests or conviction of a crime or misdemeanor are not necessarily bars to volunteer service. All information will be treated confidentially.

I understand that I have an obligation to maintain the highest level of ethical conduct and am aware of the need for confidentiality in regard to any school/child related information and recognize that activities will be directed at all times by the classroom teacher and/or MSAD 6 staff in accordance with all the established educational policies and objectives. I agree to fulfill my obligations as a school volunteer and to adhere to the district's policies. My signature below gives authorization to check my references, employment history, and criminal history. It also authorizes the release of information by any state, local or federal agency.

Signature: _____ Date: _____

(Please complete both sides of this form)

Do you have any special experiences or interests you think could be shared with the school staff?
 Examples include the willingness to host students at your place of employment, professional experiences, foreign travel, special interests, hobbies, etc.

Please circle days and times which you are available to volunteer:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

- Regular time each week
 Regular time every *other* week
 Work from home
 Occasional assistance
 Chair/co-chair an event or project

Please check all the activities that you might be interested in: (requires a weekly or bi-weekly commitment)

- Art Room Assistant
 Music Assistance
 Clerical
 Mentoring a Student
 Classroom Assistance (Occasional)
 Library
 Computer Lab/Keyboard Skills
 Work With Clubs
 Homework Help

MSAD 6

(Please complete both sides of this form.)

Please attach a copy of your current driving license or a Maine State Identification.

Effective: March 16, 2015

School Volunteers Administrative Procedures

To protect school children, MSAD 6 is committed to ensuring that all current and prospective MSAD 6 volunteers who may have direct, unmonitored, and/or substantial contact with children are appropriate for serving in their positions. The following relates to the MSAD 6 School Volunteer Policy – IJOC with regard to the Criminal History Record Check (CHRC), fingerprinting and/or online criminal background checks.

All persons interested in volunteering will complete a written application as well as have an online criminal background check completed annually. Additionally, some volunteers may be required to have a Criminal History Record Check (CHRC) and fingerprinting completed; the CHRC requires renewal every five years.

Volunteer information will be maintained confidentially, on a need-to-know basis only by MSAD 6, which will designate one or two administrators who will routinely review volunteer information. CHRC information for volunteers will be kept on file at central office.

Based upon a review of the CHRC, the following processes and standards will apply to determine fitness for service with the MSAD 6 school system.

1. Convictions for rape; performing an unnatural act; indecent assault and battery; the crime of attempting any of the aforementioned offenses; the sale, use, manufacture, distribution, or possession with intent to distribute any substance that is unlawful; or a felony constituting a crime of violence within five years of the CHRC request will render said individual ineligible for service with MSAD 6; and
2. Convictions for any other felony other than those previously enumerated; any misdemeanor with an incarceration date or conviction date within five years of the CHRC request; any multiple (i.e., more than one) misdemeanor convictions within ten years for drunkenness, simple assault, affray or disturbing the peace may be reviewed by the Superintendent who may or may not determine such individual ineligible for service with MSAD 6 based upon a set of criteria. In making this determination, the Superintendent will consider and evaluate whether the nature of the conviction poses any threat or concern for the safety and well-being of MSAD 6 students.

3. Case-by-case determinations will need to be made. A chaperone at a high school dance would not fall within this category, but a chaperone of an overnight field trip would, since such chaperone would be in an unsupervised setting. An individual may dispute information contained in their CHRC in writing to the Maine Department of Education, MorphoTrust USA and/or the Maine State Police to correct any alleged error.

The District will use CHRC information only to further the protection of children and for no other purpose. Improper use of this information is both a civil and criminal offense, and would subject an employee to discipline.

Procedure for Obtaining CHRC Information

The administration will be responsible for the implementation of CHRC information.

1. An online criminal background check using the volunteer's birthdate will be done by MSAD 6 utilizing the Maine State Bureau of Identification *on a yearly basis*.
2. A full federal criminal background check may be required. This is done by completing a Fingerprint Registration application. This is a two-step process. After registering for a fingerprinting appointment, the applicant must also complete the Maine Department of Education Application for Initial Educational Approval. MSAD 6 will pay the fingerprinting fees and CHRC fees for volunteers who are involved in academic programming as well as MSAD 6 coaches and advisors of athletics and activities.
3. Any volunteer who can provide proof of a current CHRC will not be required to undergo another fingerprinting until the expiration date.
4. All staff will have an awareness training regarding volunteers. MSAD 6 will first notify all volunteers that the school district will be reviewing CHRC information provided by the Maine State Bureau of Identification and that, once reviewed, appropriate action will be taken that may affect current or future volunteerism with MSAD 6. The notice will state that all volunteers must complete the MSAD 6 School Volunteer Registration Form – IJOC-E and allow for MSAD 6 to request an online criminal background check and/or a CHRC and fingerprinting.

Procedure for Obtaining Fingerprinting

The Superintendent will consider the following when determining whether a particular position entails “direct and unmonitored contact with children” and will require a full federal fingerprinting through the Maine State Police.

1. Direct and unmonitored contact with children means such contact on a regular, not irregular, basis with MSAD 6 students when no other CHRC-cleared MSAD 6 employee is present; and
2. Substantial contact is on a regular, not infrequent, basis.

Requesting, Reviewing and Maintaining CHRC

It is MSAD 6’s desire that only one or two individuals have responsibility for obtaining and receiving online criminal background checks and CHRC information. The Superintendent’s designee(s) will receive and maintain all properly obtained online criminal background checks and CHRC information. Such designee(s) will notify the Superintendent if any discretion is found in these checks. The Superintendent, Assistant Superintendent and Legal Advisor will also have access to online criminal background checks and CHRC record information.

Review of CHRC Information

Mandatory Disqualification

An individual will not be eligible as a MSAD 6 volunteer if he or she:

- Has been convicted of committing the crime of rape, performing an unnatural act, indecent assault or battery, or the crime of attempting any of the above offenses;
- Has been convicted of committing the crime of the use, sale, manufacture, distribution, or possession with intent to distribute any of the controlled substances that are unlawful (except for simple possession of marijuana if the date of conviction is five or more years prior to the request for criminal record information); or
- Has been convicted of committing a felony constituting a crime of violence, where the date of the conviction is within five years immediately preceding the request for criminal record information.

MSAD 6

NEPN/NSBA Code: IJOC-R

Discretionary Disqualification

An individual may be deemed ineligible as a MSAD 6 volunteer by the Superintendent, if he or she:

- Has been convicted of committing a felony other than those described in the section above;
- Has been convicted of committing a misdemeanor (other than a first conviction for the offenses listed in the next section, within the 10 years immediately preceding the request for such information); or
- Has been convicted more than once of committing any of the following misdemeanors, where the date of at least one of the convictions occurred within the 10 years immediately preceding the request for criminal record information: drunkenness, simple assault, affray, or disturbance of the peace.

In reviewing the applications of individuals who have criminal records, but who are not excluded under the mandatory disqualification portion of this policy, the Superintendent will give due weight to the following: the age of conviction, the age of the applicant when convicted, the nexus between the conviction and the individual's fitness to serve as a school volunteer; the type of offense; the age of the offense; whether there was a conviction; the sentence; whether probation was successfully completed; the date of the offense; and whether there were subsequent arrests. Upon reviewing this information, the Superintendent will determine whether to allow the individual to volunteer in the MSAD 6 schools.

Correcting CHRC Record Information Errors

If a volunteer applicant disputes the information contained in the CHRC, he or she should inform the Superintendent in writing. Such individual should then contact the Maine Department of Education, MorphoTrust USA and/or the Maine State Police for review and correction. The MSAD 6 process in interpreting the information will be stayed for a brief time. It is the applicant's responsibility to contact the Maine Department of Education, MorphoTrust USA and/or the Maine State Police to make and obtain any modification to the CHRC information. The applicant may have no contact whatsoever with any MSAD 6 student during the process of disputing and potentially correcting the information contained in the CHRC.

Unlawful Release of CHRC Information

CHRC information obtained under Policy IJOC – School Volunteers and IJOC-R School Volunteers Administrative Procedures must be used to “further the protection of children,” and for no other purpose.

Cross Reference: IJOC – School Volunteers
IJOC-E – Volunteer Registration Form

Management of Concussions and Other Head Injuries

The Centers for Disease Control and Prevention defines Mild Traumatic Brain Injury as the occurrence of injury to the head arising from blunt trauma or acceleration or deceleration forces with one or more of the following conditions attributable to the head injury:

- Any period of observed or self reported: Confusion, disorientation or impaired consciousness, and/or dysfunction or memory around the time of injury
- Loss of consciousness lasting less than 30 minutes, and has observed signs of other neurological or neuropsychological dysfunction such as seizures acutely following injury to the head, irritability, headache, dizziness, fatigue, poor concentration, lethargy, and/or vomiting following head injury (especially among children, and young adults).

The MSAD 6 Board recognizes that concussions and other head injuries are potentially serious and may result in significant brain damage and/or death if not recognized and managed properly. The Board adopts this policy to promote the safety of all students attending schools especially those participating in school-sponsored extracurricular athletic activities, including but not limited to interscholastic sports.

Concussion Management Team

The Superintendent will appoint a concussion management team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to implementation of this policy. The Concussion Management team for all students is administrators, guidance counselors, school nurse, and primary care physician. The athletic trainer, athletic director, and/or team physician will be added to the Concussion Management Team for students participating in school-sponsored activities. The Concussion Management Team will assist students with specific protocols of how to manage the signs and symptoms of post concussive syndrome by incorporating school/academic expectations during post concussion recovery – Return to Learn (RTL) and by also incorporating a Return to Play (RTP) policy for school sponsored athletics activities.

Cognitive Considerations

School personnel should be alert to cognitive and academic issues that may be experienced by students who have suffered a concussion or other head injury, including but not limited to difficulty with concentration, organization, long-and-short term memory and sensitivity to bright lights and sounds, and accommodate a gradual return to full participation in academic activities as appropriate, based on the recommendations of the student's family physician and appropriate designated school personnel (e.g., 504 Coordinator).

Management of Concussive and Other Head Injuries

It is the responsibility of the coach of the activity to act in accordance with this policy when the coach recognizes that a student may be exhibiting signs, symptoms and behaviors associated with a concussion or other head injury.

Any student suspected of having sustained a concussion or other head injury during school/school-sponsored activity **including but not limited to competition, practice or scrimmage**, must be removed from the activity immediately, and a member of the concussion management team needs to be notified. The student and his/her parent(s) will be informed of the need for an evaluation by a trained medical professional for a brain injury before the student will be allowed to return to school and activities.

No student will be permitted to return to school or to participate in any school-sponsored activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury will be prohibited from further participation in school/school-sponsored activities until the prescribed protocols in the administrative procedure are followed, along with written medical clearance from a physician who is qualified and trained in concussion management, and clearance is received from the athletic trainer if the student is an athlete.

Any student diagnosed with a concussion will be monitored during the school day. The school nurse, primary care physician will work together with the teachers, school counselors and administrators; and for athletes, the athletic trainer and team physician, will be involved with the student to set realistic goals and expectations to help the student succeed in class while obtaining the appropriate brain rest to recover from post concussive symptoms.

The school/academic expectations by the Concussion Management Team and the teachers will be maintained under the RTL protocol listed in JJIF-E.

No student will be permitted to return to full participation (school and athletic competition) until cleared to do so by the student's physician or team physician if the student is an athlete. More than one evaluation by the student's family physician or team physician may be necessary before the student is cleared for full participation in school and activities.

Student Athletes and Return to Play

Once the athlete has received full clearance from a primary care physician or team physician, a gradual RTP program will be implemented and performed by the athletic trainer or a trained health care provider. An athlete must be asymptomatic before beginning the gradual RTP progression and if any kind of post-concussion symptom is brought on by the return to play progression, the athlete must again rest until asymptomatic, and then repeat the previous step of the program before progressing. If a student athlete has continual symptoms during the return play protocol, the athlete will see their PCP or team physician for a follow up evaluation. The process for the gradual return to play progression will be as follows:

Day 1: Stationary cycling for 20-30 minutes at 50-60% of maximum effort.

Day 2: Jogging and stretching activities for 20-30 minutes at 60-75% of maximum effort.

Day 3: Sport specific non-contact drills including agility with no pads at 75-100% maximum effort.

Day 4: For sports not requiring pads, full return to practice/game scenarios. For sports requiring pads, wearing full pads and practicing at 100% effort with no contact.

Day 5: For sports with pads, full return to practice/game scenarios.

If at any time during the return to play program signs or symptoms of a concussion are observed, the student must be removed from the activity and referred to his/her family physician for re-evaluation.

Training

By June 30th of each year, the Athletic Director will identify the school-sponsored athletic activities **that pose a risk of concussion or other head injury**. A list of these activities will be distributed to school administrators and coaches.

All administrators, teachers and coaches, including volunteer coaches and athletic trainers, must undergo training in the identification and management of concussive and other head injuries . Coaches must complete this training prior to assuming their coaching responsibilities. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE may develop or require. All will be required to undergo refresher training every two years or when protocols and/or forms have been revised.

It is the responsibility of the coach of the activity to act in accordance with this policy when the coach recognizes that a student may be exhibiting signs, symptoms and behaviors associated with a concussion or other head injury. If a coach recognizes that a student is exhibiting potential concussion symptoms, it is the coaches responsibility to notify a member(s) of the concussion management team.

Student and Parent Information

Prior to the beginning of each sports season, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding:

- A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms of concussion and other head injuries; and
- C. MSAD 6's protocols for (1) removal from the activity when a student is suspected of having sustained a concussion or other head injury, (2) evaluation, and (3) return to participation in the activity ("return to play").

The student and his/her parent(s) or guardians must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school-sponsored athletic activity.

Cross Reference: JJIA – Athletic Policy - Bonny Eagle High School
JJIA-A – Athletic Policy - Bonny Eagle Middle School
JJI – Philosophy of Athletics
JJIF-E1 – Concussion Information Sheet
JJIF-E2 – Return to Learn Guidelines
JJIF-R – Guidelines for Athletes Return to Play After an Injury for
Bonny Eagle High School and Bonny Eagle Middle School.

Legal Reference: 20-A MRSA SEC. 254, 1001(19)

First Reading: December 3, 2012
Adopted: December 17, 2012
Reviewed
Revised August 3, 2015, September 19, 2017

Parents and student-athletes: Please read, sign, and keep a copy. You must turn in a signed form prior to the start of practice.

MSAD 6 Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fussy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns | <ul style="list-style-type: none"> • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment • Amnesia |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Signs observed by teammates, parents or coaches include:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays in coordination • Answers questions slowly | <ul style="list-style-type: none"> • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness • Slurred speech |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

This document is adapted from the CDC and the 3rd International Conference on Concussion in Sport Consensus Statement (2009)

MSAD 6 Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete will continue for several hours. MSAD 6 requires the consistent and uniform implementation of well-established return to play concussion guidelines that have been recommended for several years and reflected in Board policy:

Any student suspected of having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately.

No student will be permitted to return to the activity or to participate in any other school-sponsored athletic activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury will be prohibited from further participation in school-sponsored athletic activities until he/she has been evaluated and received written medical clearance as outlined in JJIF-R.

You will also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/Concussion>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

Administrative Procedure

HEADING: **Guidelines for Athletes Return to Play After an Injury for Bonny Eagle High School and Bonny Eagle Middle School**

General Injuries

When a student-athlete is injured or has other medical circumstances that may affect his or her participation in an extra-curricular athletic activity, the athlete must be evaluated by his or her family physician and/or the Bonny Eagle High School/Middle School athletic trainer and the consulting team physician in order to be allowed to return to play. Documentation to return to play to the specific sport in question must be provided by the family physician as well as the athletic trainer or consulting team physician at least one day prior to return to play.

Head and Neck Injuries

All coaches, including volunteer coaches and athletic trainers, must undergo training in the identification and management of concussive and other head injuries prior to assuming their coaching responsibilities. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE may develop or require. All will be required to undergo refresher training every two years or when protocols and/or forms have been revised.

In the case of head injury/concussion, the athlete must have documentation stating that the athlete is allowed to return to play. The note must stipulate the day that the athlete can return to play and must be dated no sooner than one day prior to the return date. Also, in the case of a head injury/concussion, the athlete's ImPact scores must have returned to baseline or above, and the athlete must be symptom free before he/she can return to competition.

Once the athlete has received clearance, a gradual return to play program will be implemented. An athlete must be asymptomatic before beginning the graded return to play program. If any kind of post-concussion symptom is brought on by the gradual activity, the athlete must again rest until asymptomatic, and then repeat the previous step of the program before progressing. The process for the gradual return will be as follows:

Day 1: Stationary cycling for 20-30 minutes at 50-60% of maximum effort.

Day 2: Jogging and stretching activities for 20-30 minutes at 60-75% of maximum effort.

Day 3: Sport specific non-contact drills including agility with no pads at 75-100% maximum effort.

Day 4: For sports not requiring pads, full return to practice/game scenarios. For sports requiring pads, wearing full pads and practicing at 100% effort with no contact.

Day 5: For sports with pads, full return to practice/game scenarios.

If an athlete sustains multiple concussions and termination of season or sport is necessary, a consensus decision will be made by the certified athletic trainer, the consulting team physician, the consulting neuropsychologist, and the athlete's family physician.

Reference JJI – Philosophy of Athletics
 JJIA –Athletic Policy BEHS
 JJIA-A – Athletic Policy BEMS
 JJIF – Management of Concussions and Other Head Injuries
 JJIF-E1 – Concussion Information Sheet
 JJIF-E2 – Return to Learn Guidelines

Effective: April 22, 2002
Revised: December 17, 2012; August 3, 2015

Life Threatening Allergy Protocol

Anaphylaxis Procedure: Call 911

1. Keep an emergency epinephrine auto-injector where it can be reached quickly.
2. Parents will notify the school nurse by providing an allergy plan if a student has identified allergies.
3. The parent will bring medication to the school to have available in the event of an allergic reaction. A medication permission form or allergy emergency action plan must be completed and signed by the parent and the student's physician on an annual basis.
4. The school nurse will notify the school staff via a medical alert as appropriate and/or allergy plan of any student identified with known allergies.
5. The allergy medication for a specific student will be sent with the student or appropriate staff if the student leaves the building on a field trip.
6. MSAD 6 may supply each school building with an epinephrine auto-injector for students with *unknown* allergies who present with a life-threatening situation.
7. School personnel will be trained annually in the care of the student with allergies.
8. The school nurse will notify his/her building administrator whenever an epinephrine auto-injector is used and every attempt will be made to notify the student's parent.
9. The epinephrine auto-injector should be used as follows:
 - Epinephrine auto-injectors generally come in two different doses for intramuscular injection:
 - ~ 0.15 mg/0.15 ml for person under 66 pounds
 - ~ 0.3 mg/0.3 ml for person over 66 pounds
 - Epinephrine auto-injectors may be used through clothing
 - Remove the colored cap or top
 - Place the colored tip on the thigh at a right angle to the leg (or follow instructions on the Epinephrine auto-injector insert)
 - Press hard into the thigh until the Epinephrine auto-injector clicks, count to 3
 - Massage injection site for 10 seconds
10. A copy of this procedure should be located in the emergency field trip boxes and in the medication notebook in every building.