



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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To: School Administrators, School Nurses, PE Teachers, Head School Secretaries
From: John O'Brien, Director of Secondary Education & Student Activities
RE: Concussion Guidelines and Education and Requirements (BP/AR 6145.22)
Date: July 1, 2012

Due to recent changes in Alaska State law, concussion awareness has become a critical need for school staff in general. Beginning this school year, KPBSD administrators, school nurses, PE teachers and school secretaries will be expected to complete concussion awareness training in order to provide clear guidelines for response to suspected/actual concussions, understand and utilize "return to play" procedures for all students with suspected head injury, and educate parents and students in concussion awareness as appropriate.

To achieve this goal, All School Administrators, School Nurses, PE Teachers and School Secretaries will be asked to take the course: **CDC/NFHS Free online training for Coaches of High School Sports**. This course is applicable to students of all ages, whether in high school sports or simply playing on the playground during an elementary school recess. Once the course is completed, the certificate of completion must be printed out before logging out of the website, and a copy must be given to the site administrator. Administrators will send completed certificates to Human Resources, where a district document will be maintained listing employees and coaches who have successfully completed the training. The training will be valid for a maximum of three years. Administrators will have access to view the document as well. The course can be found by going to the CDC page entitled Heads Up: Concussion in High School Sports or at:
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>.

- 1) This training applies to all activities including intramurals, recess and PE.
- 2) Regardless of age or if sport-related injury, if **concussion is suspected or confirmed**, all students must follow return to play guidelines set forth in the Concussion Return to Play form which can be found in the KPSAA handbook and online at the KPSAA page.
- 3) Any time concussion is suspected, a student must see his/her healthcare provider. If concussion is confirmed, the student should not return to school until symptom free for 24 hours.

****Please go over these expectations with your school staff****

If you have any questions or concerns regarding concussions please contact John O'Brien at (907) 714-8884.