

How do I comply with the Gfeller-Waller Law?

The following is a guide to steps that will help you, the school administrator, comply with the Gfeller-Waller Law.

EDUCATE those involved with interscholastic athletic activities.

- Student-athletes will be provided with the STUDENT CONCUSSION INFORMATION FORM.
 - Students shall read, initial, sign, and return the STUDENT-ATHLETE CONCUSSION STATEMENT form.
- Parents, Coaches, school nurses, athletic directors, first responders, volunteers will be provided with the ADULT CONCUSSION INFORMATION FORM.
 - All above adults shall read, initial and return the COACH/SCHOOL NURSE/PARENT/VOLUNTEER CONCUSSION STATEMENT form.

(It is at the discretion of each educational institution to identify who will distribute, collect, and maintain the above forms.)

PLAN for what will happen when an injury occurs.

Concussion

If a student-athlete exhibits signs and symptoms consistent with a concussion (even if not formally diagnosed), the student-athlete is to be removed from play and is not allowed to return to play (game, practice, or conditioning) on that day.

Student-athletes are encouraged to report their own symptoms, or to report if peers may have concussion symptoms. Coaches, parents, volunteers, first responders, school nurse, licensed athletic trainers (if available), are responsible for removing a student-athlete from play if they suspect a concussion.

Following the injury, the student-athlete should be evaluated by a qualified medical professional with training in concussion management. It is strongly recommended that each institution seek qualified medical professionals in the surrounding community to serve as resources in the area of concussion management.

In order for a student- athlete to return to play without restriction, he/she must have written clearance from appropriate medical personnel. The form that should be used for this written clearance is posted on this website.

Emergency Action Plan

Each school should have a venue specific Emergency Action Plan (EAP) that follows the specifications outlined in the EAP guidelines on the website.

This plan should be:

1. in writing,
2. reviewed by an athletic trainer licensed in North Carolina,
3. approved by the principal of the school,
4. distributed to all appropriate personnel,
5. posted conspicuously at all venues, and
6. reviewed and rehearsed annually by all licensed athletic trainers, first responders, coaches, school nurses, athletic directors, and volunteers for interscholastic athletic activities.

Gfeller-Waller Concussion Awareness Act Compliance Checklist

This checklist is designed to help each school be compliant with the Gfeller-Waller Concussion Awareness Act. All forms can be found on the home page website for the Gfeller-Waller Law AND under the specific sections on the website. According to the law, "each school shall maintain complete and accurate records of its compliance with the requirements ..." Beside each component is a checkbox each school can use as they complete the compliance steps each year.

Educational Compliance

1. Distribution of Concussion Information Sheet to student-athletes
 All fall sports All winter sports All spring sports
2. Signature forms (Concussion Information Sheet) collected from student-athletes
 All fall sports All winter sports All spring sports
3. Distribution of Concussion Information Sheet to parents/coaches/school nurses/volunteers
 All fall sports All winter sports All spring sports
4. Signature forms (Concussion Information Sheet) collected from parents/coaches/school nurses/volunteers
 All fall sports All winter sports All spring sports

Postconcussion Protocol/Plan Compliance

A Postconcussion Plan in place that at a minimum includes:

1. No same day return-to-play for any student-athlete exhibiting signs and symptoms consistent with concussion.
2. Written clearance (use the form on the Gfeller-Waller Law website) by a medical professional trained in concussion management prior to return-to-play/practice for any athlete exhibiting signs and symptoms consistent with concussion.

Emergency Action Plan Compliance

1. The school must have a venue specific Emergency Action Plan reviewed by an Athletic Trainer Licensed in North Carolina (LAT). If your school has an LAT, that person can review the EAP. If your school needs an LAT to review the plan, you can email the plan to: eap@ncathletictrainer.org. An LAT will review the plan and return it to the individual that emailed the plan for review.
2. The Emergency Action Plan shall include a delineation of roles, methods of communication, available emergency equipment, and access to and plan for emergency transport.
3. The Emergency Action Plan must be in writing.
4. The Emergency Action Plan must be provided to all coaches, administrators, volunteers, etc. involved in interscholastic athletics.
5. The Emergency Action Plan must be posted conspicuously at all venues.
6. The Emergency Action Plan must be annually reviewed and rehearsed by all licensed athletic trainers (LAT), first responders, coaches, school nurses, athletic directors, and volunteers for interscholastic athletics.
7. The Emergency Action Plan must be approved by the school principal.

Concussion education statement forms for all sports have been checked against sport rosters and are currently on file with _____.

(name of person holding forms)

- All fall sports All winter sports All spring sports

PRINCIPAL'S SIGNATURE (OR DESIGNEE): _____ DATE: _____

CONCUSSION

INFORMATION FOR COACHES/SCHOOL NURSES/SCHOOL VOLUNTEERS

What is a concussion? A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. It can occur from a fall, a blow to the head, or a blow to the body that causes the head and the brain to move quickly back and forth.

How do I recognize a concussion? There are many signs and symptoms a person may experience following concussion that can affect their thinking, emotions or mood, physical abilities, or sleep.

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly Feeling slowed down Difficulty concentrating Difficulty remembering new info.	Headache Fuzzy or blurry vision Nausea/Vomiting Dizziness Balance problems Sensitivity to noise or light	Irritability Sadness More emotional than normal Feeling nervous or anxious Crying more	Sleeping more than usual Sleeping less than usual Trouble falling asleep

Table from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

What should I do if I think a student-athlete has sustained a concussion? If you suspect a student-athlete is experiencing any of the signs and symptoms listed above, you immediately remove them from participation, let their parents know, and/or refer them to the appropriate medical personnel.

What are the warning signs that a more significant head injury may have occurred? If they have a headache that gets worse over time, experience loss of coordination or abnormal body movements, have repeated nausea, vomiting, slurred speech, or you witness what you believe to be a severe head impact, you should refer them to appropriate medical personnel immediately.

What are some of the long-term or cumulative issues that may result from a concussion? Individuals may have trouble in some of their classes at school or even with activities at home. Down the road, especially if their injury is not managed properly, or if they return to play too early, they may experience issues such as being depressed, not feeling well, or have trouble remembering things for a long time. Once an individual has a concussion, they are also more likely to sustain another concussion.

How do I know when it's ok for a student-athlete to return to participation after a suspected concussion? Any student-athlete experiencing signs and symptoms consistent with a concussion should be immediately removed from play or practice and referred to appropriate medical personnel. They should not be returned to play or practice on the same day. To return to play or practice, they will need written clearance from a medical professional trained in concussion management.

No athlete should be returned to play or practice while experiencing any concussion-related signs or symptoms following rest or activity.

This information is provided to you by the UNC Matthew Gfeller Sport-Related TBI Research Center, North Carolina Medical Society, North Carolina Athletic Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and North Carolina Independent Schools Athletic Association.

Coach/School Nurse/Volunteer Concussion Statement

I have read the Concussion Information Sheet. If true, please check box.

I should not allow any student-athlete exhibiting signs and symptoms consistent with concussion to return to play or practice on the same day. If you agree, please check box.

After reading the information sheet, I am aware of the following information:

_____ A concussion is a brain injury.
Initial

_____ A concussion can affect a student-athlete's ability to perform everyday activities,
Initial their ability to think, their balance, and their classroom performance.

_____ I realize I cannot see a concussion, but I might notice some of the signs in a
Initial student-athlete right away. other signs/symptoms can show-up hours or days after the injury.

_____ If I suspect a student-athlete has a concussion, I am responsible for removing
Initial them from activity and referring them to a medical professional trained in concussion management.

_____ Student-athletes need written clearance from a medical professional trained in
Initial concussion management to return to play or practice after a concussion.

_____ I will not allow any student-athlete to return to play or practice if I suspect that
Initial he/she has received a blow to the head or body that resulted in signs or symptoms consistent with concussion.

_____ Following concussion the brain needs time to heal. I understand that
Initial student-athletes are much more likely to sustain another concussion or more serious brain injury if they return to play or practice before symptoms resolve.

_____ In rare cases, repeat concussions can cause serious and long-lasting problems.
Initial

_____ I have read the signs/symptoms listed on the Concussion Information Sheet.
Initial

Signature of Coach/School Nurse/Volunteer

Date

Printed name of Coach/School Nurse/Volunteer

CONCUSSION

INFORMATION FOR STUDENT-ATHLETES & PARENTS/LEGAL CUSTODIANS

What is a concussion? A concussion is an injury to the brain caused by a direct or indirect blow to the head. It results in your brain not working as it should. It may or may not cause you to blackout or pass out. It can happen to you from a fall, a hit to the head, or a hit to the body that causes your head and your brain to move quickly back and forth.

How do I know if I have a concussion? There are many signs and symptoms that you may have following a concussion. A concussion can affect your thinking, the way your body feels, your mood, or your sleep. Here is what to look for:

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly Feeling slowed down Difficulty concentrating Difficulty remembering new info.	Headache Fuzzy or blurry vision Nausea/Vomiting Dizziness Balance problems Sensitivity to noise or light	Irritability Sadness More emotional than normal Feeling nervous or anxious Crying more	Sleeping more than usual Sleeping less than usual Trouble falling asleep

Table from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

What should I do if I think I have a concussion? If you are having any of the signs or symptoms listed above, you should tell your parents, coach, athletic trainer or school nurse so they can get you the help you need. If a parent notices these symptoms, they should inform the school nurse or athletic trainer.

When should I be particularly concerned? If you have a headache that gets worse over time, you are unable to control your body, you throw up repeatedly or feel more and more sick to your stomach, or your words are coming out funny/slurred, you should let an adult like your parent or coach or teacher know right away, so they can get you the help you need before things get any worse.

What are some of the problems that may affect me after a concussion? You may have trouble in some of your classes at school or even with activities at home. If you continue to play or return to play too early with a concussion, you may have long term trouble remembering things or paying attention, headaches may last a long time, or personality changes can occur. Once you have a concussion, you are more likely to have another concussion.

How do I know when it's ok to return to physical activity and my sport after a concussion? After telling your coach, your parents, and any medical personnel around that you think you have a concussion, you will probably be seen by a doctor trained in helping people with concussions. Your school and your parents can help you decide who is best to treat you and help to make the decision on when you should return to activity/play or practice. Your school will have a policy in place for how to treat concussions. You should not return to play or practice on the same day as your suspected concussion.

You should not have any symptoms at rest or during/after activity when you return to play, as this is a sign your brain has not recovered from the injury.

This information is provided to you by the UNC Matthew Gfeller Sport-Related TBI Research Center, North Carolina Medical Society, North Carolina Athletic Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and North Carolina Independent Schools Athletic Association.

Emergency Action Plan for Athletic Practices/Contests Held in Poe Gymnasium

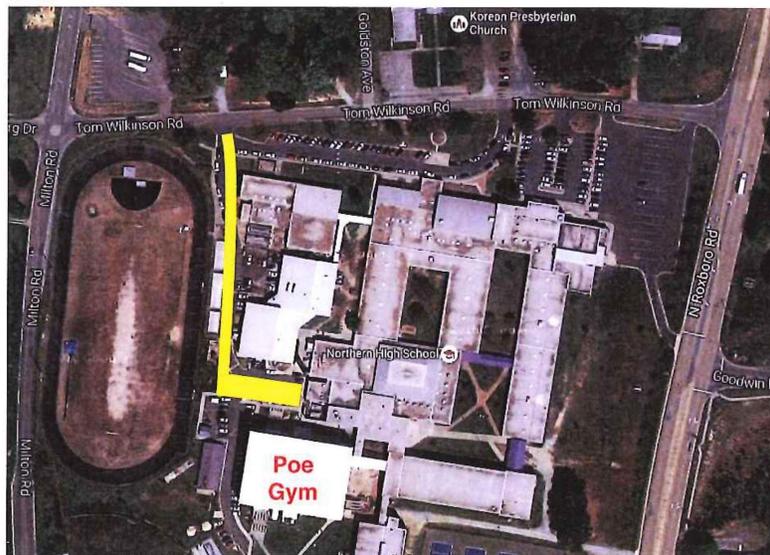
Northern Durham High School is located at:
117 Tom Wilkinson Road
Durham, NC 27503

Phone: 000-000-0000

GPS Coordinates: (Latitude 36.094037 Longitude -78.911709)

Directions to Venue:

Enter school campus at front of school (117 Tom Wilkinson Road). Access road (**highlighted in yellow**) to Poe Gymnasium is located between the school's vocational wing and the track. Parking for emergency vehicles (**highlighted in yellow**) is located at the main entrance to Poe Gym (north entrance).



Roles Established:

*(Prior to athletic events a pre-event "Time Out" should be conducted to ensure the Emergency Action Plan is reviewed and to assign **roles** with the personnel and equipment available for that event.)*

- Immediate care of the athlete (name/title/designee)
- Activate Emergency Medical System (EMS) (name/title/designee)
- Emergency Equipment Retrieval (name/title/designee)
- Meet EMS personnel at Tom Wilkinson Road and direct them to Poe Gymnasium. (name/title/designee)
- Scene Control: Limit emergency scene to those providing first aid and move bystanders away from area. (name/title/designee)

Communication:

- Cell phone or landline located in Athletic Directors Office
- Activate EMS
- Student emergency information (name/title/designee)
 - Critical medical information
(conditions, medications, allergies)
 - Contact parent/legal custodian
- Athletic Training Staff
 - Bob Foy - Head Athletic Trainer (000) 000-0000
 - Cynthia Obregon-Salinas
Assistant Athletic Trainer (000) 000-0000
- Athletic Director
 - Phillip Esposito (000) 000-0000

Emergency Equipment at Sport Venue:

(Events held at the venue should provide a guide as to the emergency equipment potentially needed. That emergency equipment should then be included in the Emergency Action Plan specific to that sport venue.)

- Sports Medicine First Aid Kit
- AED
- Crutch/Splint Bag
- Injury Ice
- Additional emergency equipment is available in the athletic training equipment storage area located at the Poe Gymnasium north entrance.

Emergency Transportation:

Emergency transportation vehicles will park at the main entrance to Poe Gym (north entrance).

The gymnasium can then be accessed by steps or the handicapped access ramp which is located between Poe Gymnasium and the cafeteria.

Lightning or Thunder Disturbances Safe Shelter/Evacuation Route identified:

Poe Gymnasium is a designated safe shelter area in the event of lightning or thunder disturbance.

(Gymnasiums are generally not considered as safe shelters during tornadoes. You are encouraged to go [here](#) and/or [here](#) when developing a separate Tornado Preparedness Plan for your facility.)

Resources

- Casa, D.J., Almquist, J., Anderson, S.A., Baker, L., Bergeron, M.F., Biagioli, B., ... Valentine, V. (2013). The Inter-association task force for preventing sudden death in secondary school athletics programs: Best-practices recommendations. *Journal of Athletic Training*, 48(4), 546-553.
- Courson, R. (2017). Emergency action plans. In D.J. Casa & R.L. Stearns (Eds.), *Preventing sudden death in sport and physical activity* (pp. 271-285). Burlington, MA: Jones & Bartlett Learning.

SAMPLE

Charlotte Latin School
Emergency Action Plan: Patton Stadium
9502 Providence Rd, Charlotte NC 28277
704-846-2000

Directions to Venue: Enter Campus off of Providence Rd onto Fox Drive. Take your second left onto Stadium Dr. Take the second left to go down a driveway next to Patten Stadium. Park at the bottom of the hill. (Visual See attached)

Delineation of Roles: The athletic trainer on duty will be in charge of the scene. They may assign coaches to any of the following roles. Be prepared to handle any of the following duties. An AED will be on the sideline or with the athletic trainer on duty.

- a. Immediate care of athlete
- b. Activation of EMS
- c. Emergency equipment retrieval
- d. Positions to meet EMS
- e. Scene Control

Communication:

- a. Use radio provided to contact the athletic trainer (s) on Duty
- b. Explain situation clearly and concisely
- c. Important phone numbers
 1. Athletic Trainers
 - i. Tim Kelly: 704-299-8071
 - ii. Cheri Pratt: 704-201-2237
 - iii. Marianna Spero: 704-361-4572
 2. Athletic Director
 - i. David Gatoux: 704-517-6820
 3. Security
 - i. Dale Greene: 704-621-0313
- d. Have student's emergency medical information with you at all times

Emergency Equipment Available:

- a. AED: With the Athletic Trainer or on home sideline
- b. Student's emergency medical information: With Head Coach
- c. Medical Kit/ First aid supplies (bandages, ice, etc.): With Athletic Trainer
injury ice will be on the home sideline at all contest

Lightening or Inclement weather: Charlotte Latin School is equipped with the strike guard lightning detection system. If lightning is present an alarm will sound and a strobe attached to the scoreboard at the West end of the field will be flashing. If the system is off-line or in question, if you see lightning or hear thunder clear the field.

- a. The teams should go to the west end field house to their designated locker rooms
- b. Spectators on the home side and officials should go to the lobby of the student activity center
- c. Spectators on the visitor side should return to their cars or walk across the field to the lobby of the student activity center (whichever is closer)

Visual Map with Highlighted directions would go below here

TEMPLATE

School/ Venue Name
Emergency Action Plan: (Venue specific)
Venue Address
School/Venue Phone
GPS Coordinates (Optional)

Directions to Venue: (Be very specific, every turn and correct road names)

*** a Visual map with highlighted directions should accompany written directions on this page or be a second page to this document

Delineation of Roles: (Prior to each event, clear roles should be established for personnel on duty. (Athletic Trainers, Coaches, Administrators, etc.)

- a. Immediate care of athlete
- b. Activation of EMS
- c. Emergency equipment retrieval
- d. Positions to meet EMS
- e. Scene Control

Communication: (How to communicate and with whom)

- a. Whom do they communicate with and how (cell phone/ Radio)
- b. Important phone numbers
 - a. Athletic Trainer(s)/ First Responders
 - b. Athletic Directors
 - c. Security
- c. Have student's emergency medical information with you at all times

Emergency Equipment Available: (What equipment and location)

- a. AED (location)
- b. Student's emergency medical information
- c. Medical Kit/ First aid supplies (bandages, ice, etc.)

Lightening or Inclement weather: (Lightening policy should be listed here. Locations of safe shelters should be listed as well. Directions for athletes, coaches, officials and spectators on where to go should be clear.)