

CONCUSSION POLICY CHEAT SHEET

Recognize a suspected concussion:

Concussions occur when the brain sustains a traumatic force.
This can be caused by: Head to head contact, hit to head, blow to body.

Signs and Symptoms

If someone reports even **one** of these signs or symptoms after a hit to the head or body, concussion should be suspected:

Headache
"Pressure in head"
Neck pain
Nausea
Vomiting
Dizziness
Sensitivity to light
Sensitivity to noise
Feeling slowed down
Feeling "in a fog"
"Don't feel right"

Balance problems
Difficulty remembering
Fatigue or low energy
Confusion
Drowsiness
More emotional
Irritability
Sadness
Nervous or Anxious
Trouble falling asleep
Difficulty concentrating

RED FLAG Signs and Symptoms

Neck pain or tenderness
Double vision
Weakness or tingling/burning in arms or legs
Severe or increasing headache
Seizure or convulsion

Loss of consciousness
Deteriorating conscious state
Vomiting
Increasingly restless, agitated or combative

CRT 6

CRT6™
Concussion Recognition Tool
To Help Identify Concussion in Children, Adolescents and Adults

What is the Concussion Recognition Tool?
A concussion is a brain injury. The Concussion Recognition Tool 6 (CRT6) is to be used by non-medically trained individuals for the identification and immediate management of suspected concussion. It is not designed to diagnose concussion.

Recognize and Remove

Red Flags: CALL AN AMBULANCE
If ANY of the following signs are observed or complaints are reported after an impact to the head or body the athlete should be immediately removed from participation and transported for urgent medical care by a healthcare professional (HCP).

- Neck pain or tenderness
- Seizure, "fit", or convulsion
- Loss of vision or double vision
- Loss of consciousness
- Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)
- Weakness or numbness/tingling in more than one arm or leg
- Repeated vomiting
- Severe or increasing headache
- Increasingly restless, agitated or combative
- Visible deformity of the skull

Remember
If anyone has been previously injured they should be followed at all times, check closely, breathing should be followed for, return to play should be followed for, return to play should be followed for, return to play should be followed for.

If there are no Red Flags, identification of possible concussion should proceed as follows:
Concussion should be suspected after an impact to the head or body when the athlete shows different behaviour. Such changes include the presence of any one or more of the following: visible signs of concussion, signs and symptoms such as headache or dizziness, impaired brain function (e.g. confusion, or altered behaviour).

Remember
This tool may be freely copied in its current form for distribution to coaches, sports groups and organizations, any alteration (including translation and right to be modified, including in whole or substantial part) is not permitted without the express written consent of BSC.

Developed by: The Concussion in Sport Group (CISG)

CRT6™

Logos: Olympic, FIEI, FIA, FIFA, BSC, etc.

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Concussion Recognition Tool
To Help Identify Concussion in Children, Adolescents and Adults

1: Visible Clues of Suspected Concussion
Visible clues that suggest concussion include:

- Loss of consciousness or responsiveness
- Lying motionless on the playing surface
- Falling unprotected to the playing surface
- Disorientation or confusion, staring or limited responsiveness, or an inability to respond appropriately to questions
- Classic signs or repeat tasks
- Seizure, fit, or convulsion
- Slow to get up after a direct or indirect hit to the head
- Unusually on feet / balance problems or falling over / poor coordination / wobbly
- Facial injury

2: Symptoms of Suspected Concussion

Physical Symptoms	Changes in Emotions
Headache	More emotional
"Pressure in head"	More irritable
Balance problems	Nervous
Nausea or vomiting	Nervous or anxious
Drowsiness	Changes in Thinking
Dizziness	Difficulty concentrating
Blurred vision	Difficulty remembering
More sensitive to light	Feeling slowed down
More sensitive to noise	Feeling like "in a fog"
Fatigue or low energy	Remember, symptoms may develop over minutes or hours following a head injury
"Don't feel right"	
Neck Pain	

3: Awareness
Verify each question appropriately for each sport and age of athlete
Failure to answer any of these questions correctly may suggest a concussion.

"Where are we today?"
"What event were you doing?"
"Who scored last in the game?"
"What team did you play last week?"
"Did your team win the last game?"

Any athlete with a suspected concussion should be - IMMEDIATELY REMOVED FROM PRACTICE OR PLAY and should NOT RETURN TO ANY ACTIVITY WITH RISK OF HEAD CONTACT, FALL OR COLLISION, including SPORT ACTIVITY until ASSESSED MEDICALLY, even if the symptoms resolve.

Athlete with suspected concussion should NOT:

- Be left alone initially (at least for the first 3 hours). Worsening of symptoms should lead to immediate medical attention.
- Be sent home by themselves. They need to be with a responsible adult.
- Drink alcohol, use recreational drugs or drugs not prescribed by their HCP.
- Drive a motor vehicle until cleared to do so by a healthcare professional.

CONCUSSION POLICY CHEAT SHEET

Sport Club Supervisors, Safety Officers, and Sport Club Officers ONCE THE CONCUSSION IS SUSPECTED

If ATs are on site/during AT hours of operation:

- 1) Immediately remove the participant from the activity.
- 2) Call the athletic trainers and inform them that there is a suspected head injury and where you are located.
Kim - 757-250-7523
Alicia - 757-202-6246
- 3) The AT will either come to you or ask you to bring the participant to them.
- 4) Then, the AT will take it from there. Make sure to finish your accident report and then you are good to go!

If ATs are NOT on site/NOT during AT hours of operation:

- 1) Immediately remove the participant from the activity.
- 2) Complete an accident report.
- 3) Review the CRT 6.
- 4) Provide the participant with a concussion fact sheet.
- 5) Inform the participant that they will not be able to return to play/exercise until they have seen the ATs and followed the appropriate course of treatment.
- 6) Inform them that they will be suspended on IM Leagues and Fusion by the ATs until they are cleared to return to play.

IF AT ANY POINT SOMEONE REPORTS RED FLAG SIGNS OR SYMPTOMS ACTIVATE THE SITE SPECIFIC EMERGENCY ACTION PLAN (THIS INCLUDES CALLING 911).

CONCUSSION FACT SHEET



William & Mary CR Concussion Fact Sheet

Important Phone Numbers: Office/Cell: 757-221-9229 Email: campusrec@wm.edu
 Christine "Chris" Farrell, Athletic Trainer: LAT, ATC
 Christine "Chad" Farrell, Athletic Trainer: LAT, ATC

HEADS UP! CONCUSSION

ADDITIONAL INFORMATION: Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or fall to the head or body may have a concussion.

SYMPTOMS:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or "feeling down"

SIGNS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loss of consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

RED FLAG SIGNS— SEEK URGENT MEDICAL EVALUATION:

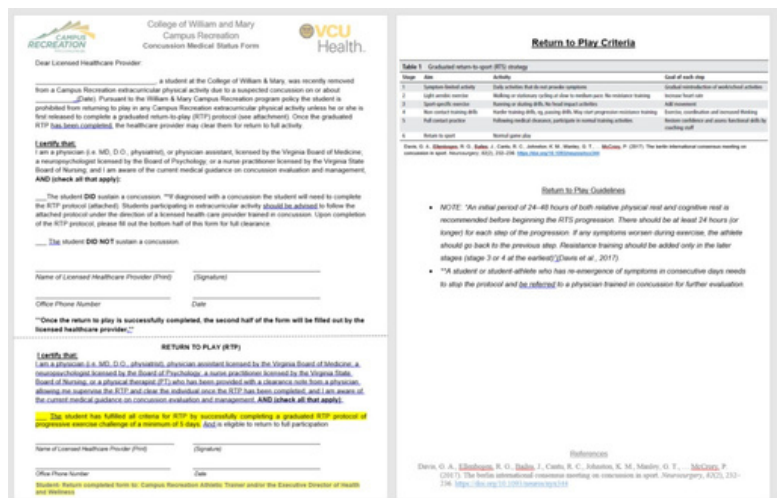
- Neck pain or tenderness
- Double vision
- Weakness/tingling/numbing in arms or legs
- Severe or increasing headache
- Seizure or convulsions
- Detracting conscious state
- Repeated vomiting
- Increasingly restless, agitated, or combative

TAKE THE FOLLOWING STEPS IF THE ATHLETE PRESENTS WITH RED FLAG SIGNS:

- Remove the athlete from play.
- Keep the athlete out of play the day of the injury.
- Allow the athlete to get a full night of uninterrupted sleep.
- Encourage the athlete to eat a balanced diet.
- Decrease screen use and strenuous brain activity.
- Schedule an evaluation with an appropriate health care provider for further evaluation, management, and activity management.

HEADS UP ACTION PLAN: <https://www.cdc.gov/headsup/index.html>

CONCUSSION MEDICAL STATUS FORM



College of William & Mary Campus Recreation Concussion Medical Status Form

Dear Licensed Healthcare Provider:

I am a physician (i.e., MD, D.O., physician), or physician assistant, licensed by the Virginia Board of Medicine, a nurse practitioner licensed by the Board of Nursing, or a nurse practitioner licensed by the Virginia Board of Nursing, and I am aware of the current medical guidance on concussion evaluation and management.

Return to Play Criteria

Step	Activity	Goal of each step
1	Baseline clinical exam	Establish baseline of selected activities
2	Light aerobic activity	Walking or stationary cycling on a flat surface for 10 minutes without symptoms
3	Sport-specific practice	Running or drilling 45-60 minutes without symptoms
4	Full contact practice	Full contact practice (e.g., tackling drills, blocking drills, etc.)
5	Return to play	Return to play

Return to Play Guidelines

- NOTE:** An initial period of 24-48 hours of both relative physical rest and cognitive rest is recommended before beginning the RTP progression. There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 of the protocol) (Zemke et al., 2017).
- *If a student or student athlete who has no recurrence of symptoms in consecutive days needs to stop the protocol and be referred to a physician trained in concussion for further evaluation.**

RETURN TO PLAY (RTP)

Licensee: _____ (Signature)
 Name of Licensed Healthcare Provider (Print) _____
 Date _____

Return to Play: _____ (Signature)
 Name of Licensed Healthcare Provider (Print) _____
 Date _____

Return to Play: _____ (Signature)
 Name of Licensed Healthcare Provider (Print) _____
 Date _____

Return to Play: _____ (Signature)
 Name of Licensed Healthcare Provider (Print) _____
 Date _____

ACCIDENT REPORT CHEAT SHEET

1) Treat the injury or assist/document the injury as an Athletic Trainer or Emergency Services does.

**Make sure to note times in order to write those on the accident report later!*

2) Get the “essentials” on the Accident Report form.

Injured Person’s Info - What is their name? What is their phone number?

Dates/times - Of injury, of treatment, of completing form,
calling police/EMS, time police/EMS arrived

Accident Description - Of the accident from the injured person

Location - Where did the accident occur?

Injury - Type and location, consciousness, side of body, and return to play

First Aid Description - What care was given to the injured person?

**Don’t forget to have the injured person sign the Accident Report form!*

3) After getting the essentials, COMPLETE the rest of the form at your next chance, even if that is after the game or event is over.

4) Make sure to get a witness signature if someone saw you provide first aid to the person.

5) Turn Accident Report form in at the end of the event.

Injuries Requiring Urgent Care or Emergency Room Visit

If a participant is injured and requires a trip to urgent care or an emergency room as a result of their injury, collect the following information from them before they leave. After notifying the on call staff member of the injury, **text** them the following information.

Name of Injured Person

Brief Injury Description

What urgent care or ER will the injured person be going to?

Who is taking the injured person?

Will the driver be staying with the injured person?

Driver’s Cell Phone Number

MINOR INCIDENT CHEAT SHEET

1) Treat the minor injury.

2) Get the “essentials” on the Minor Incident Report form.

Date

Participant's name

Affiliation - School that the participant attends.

Activity - What sport club event is the participant a part of?

Incident Description - Brief description of minor incident

(Ex. Scraped knee, blister, etc.)

First Aid Given - Band aid, ice, etc.

Employee - Your name

3) Participant may return to play.

4) Turn Minor Incident Report form in at end of shift.

MINOR INCIDENT OR ACCIDENT REPORT?

Minor Incident Report

Blister

Small cut/scrape

Think SMALL.

If a participant needs a band aid or two, fill out a Minor Incident Report form.

Accident Report

Broken bones

Concussions/head injuries

Sprains/strains

If an injury occurred during an event and the participant requires ice or any further first aid, an Accident Report form should be completed.

WHEN IN DOUBT, FILL OUT AN ACCIDENT REPORT!

LIGHTNING POLICY CHEAT SHEET

How to determine how far away lightning/thunder is:

"Flash to Bang" Method

This method may be used when technology, such as the weather apps mentioned below, are not working and/or accessible.

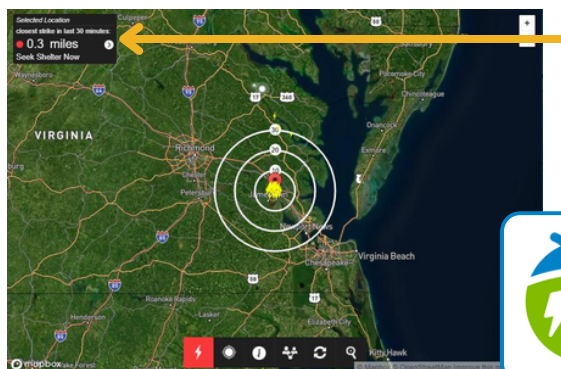
- 1) Estimate the distance between the venue and a lightning flash by counting the number of seconds until you hear thunder after visually observing lightning.
- 2) Divide the number of seconds by 5 to calculate the distance in miles.

Example: If you see lightning and it takes 10 seconds before you hear thunder, the lightning is 2 miles away.

3) Any time that it takes 30 seconds or less to hear thunder after lightning is observed, the entire event should be cleared and all participants/spectators should find appropriate shelter.

How to determine how far away lightning/thunder is: WeatherBug App

- 1) Open the WeatherBug app.
- 2) Use the lightning radar to determine the proximity of lightning to the venue.



Lightning Safe Shelters

Have 4 walls, a roof, plumbing, and electricity.

Fully enclosed cards with 4 wheels are considered lightning safe shelters.

If evacuation is necessary, encourage participants/spectators to go to safe shelters. Avoid unsafe shelters such as dugouts, bleachers, and pop up tents.

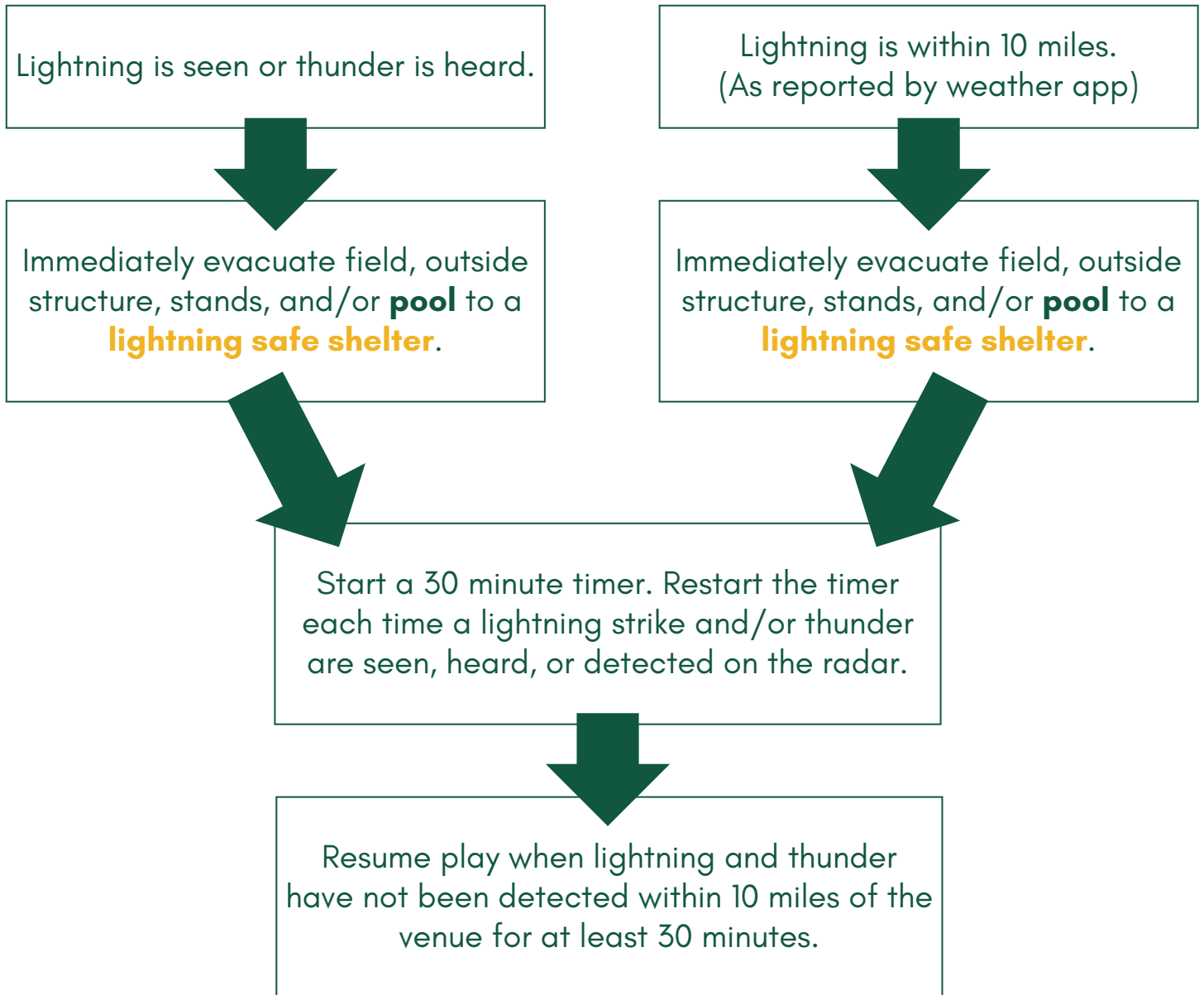
Pool Evacuation

In the event of lightning, the Bee McLeod Recreation Center pool does not need to be evacuated, it is ground and protected from lightning.

All other pools, including Adair Pool need to be evacuated if lightning is within 10 miles and/or lightning is seen/thunder is heard.

If you see lightning or hear thunder, or if the radar shows that lightning is within 10 miles of the venue (Make sure to check WeatherBug if you think a storm is coming!), follow the flowchart on the next page.

LIGHTNING POLICY FLOW CHART



Pool Evacuation

In the event of lightning, the Bee McLeod Recreation Center pool does not need to be evacuated, it is ground and protected from lightning.

All other pools, including Adair Pool need to be evacuated if lightning is within 10 miles and/or lightning is seen/thunder is heard.

Lightning Safe Shelters

Have 4 walls, a roof, plumbing, and electricity. Fully enclosed cards with 4 wheels are considered lightning safe shelters.

If evacuation is necessary, encourage participants/spectators to go to safe shelters. Avoid unsafe shelters such as dugouts, bleachers, and pop up tents.



HOT WEATHER POLICY CHEAT SHEET



If ATs are present:

You will be notified of the current weather conditions and any practice/event modifications that need to be made via the Sport Club Officer GroupMe.

If ATs are NOT present:

Student staff, safety officers, or W&M Campus Recreation professional staff will reference the WBGT (Wet Bulb Globe Temperature) for their location via the Zelus app (using the USA WBGT CAT 3 Criteria) and the WBGT NATA Guidelines below.

- 1) At the beginning of the practice/event use the Zelus app to determine the WBGT temperature.
- 2) Reference the WBGT NATA Guidelines to determine the practice/event modifications or cancellations.
- 3) A safety officer or club officer should send their practice/event modifications or cancellations in the Sport Club Officer GroupMe.
- 4) Check the WBGT temperature halfway through practice to determine if any further modifications or cancellations need to be made.

Note: If a student staff member is not present, it is the safety officer's responsibility to check the heat index and enforce the practice modifications

Please note:

Student staff, safety officers, and/or W&M Campus Recreation professional staff members have the authority to enforce practice/game modifications based on heat, including cancelling the practice/game/event. In the case of a WBGT reading of 92.1 or above, all outdoor practices and events/competitions will be cancelled due to risk of heat illnesses.

IF HEAT ILLNESS IS SUSPECTED IN ANY PARTICIPANT, COOL THE PARTICIPANT HOWEVER POSSIBLE AND ACTIVATE EMS IMMEDIATELY.

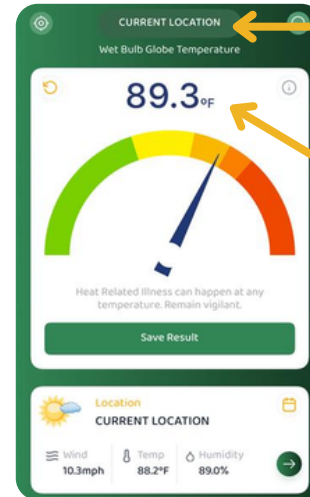
HOT WEATHER POLICY FLOWCHART

Check WBGT via the Zelus WBGT app.



Open the app to get the WBGT reading.
At the top of the screen, make sure
USA WBGT CAT 3 is selected in the drop down
and that the location is correct.

Look at the numbers below the drop down
for the WBGT reading.



Location
*If location is incorrect,
make sure location
services are enabled.*

WBGT Reading

Compare the
WBGT reading to the
WBGT Guideline chart and
make practice/event
modifications accordingly.

WBGT Reading	Level	Practice Hours	Activity and Break Guidelines	Fluids
Under 82.0	Green	Resume normal activities	Normal activities-Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout	Water or electrolyte drinks
82.0 – 86.9	Yellow	Use discretion for intense or prolonged exercise; watch at-risk players carefully	Provide at least three separate rest breaks each hour of a minimum of four minutes duration each	Water or electrolyte drinks
87.0 – 89.9	Orange	Maximum practice time is two hours	For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each	Water or electrolyte drinks
90.0 – 92.0	Red	Maximum length of practice is one hour	No protective equipment may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice	Water or electrolyte drinks
Over 92.1	Black	No outdoor workouts	Cancel exercise; delay practices until a cooler WBGT reading occurs	Water or electrolyte drinks

In the case of a WBGT reading of **92.1 or above**, all outdoor practices and events/competitions will be **cancelled due to risk of heat illnesses**.

HOT WEATHER POLICY CHEAT SHEET



If the Zelus WBGT app is not working, use the heat index and the Heat Index Practice and Event Modifications Guidelines Chart to determine practice or event modifications.

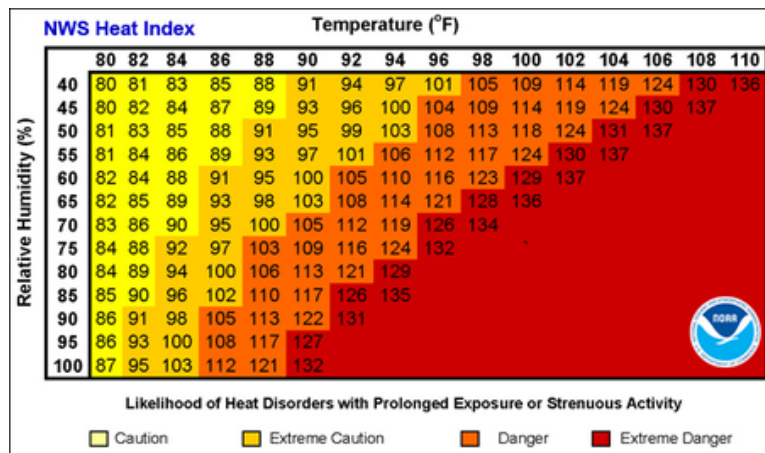
How to determine the heat index:

- 1) Use a weather app (WeatherBug) to determine the **temperature** and the **relative humidity**.
- 2) Using the heat index chart below and the numbers you just determined – Find the approximate temperature on the top row of the chart and the approximate relative humidity on the column to the left of the chart.

- 3) Drawing imaginary lines down and across from the temperature and the relative humidity respectively, the number where they overlap is your **current heat index**.

For example: If the temperature is 84 degrees F and the Relative Humidity is 81%, the heat index is 94.

- 4) Using the heat index that you've calculated, follow the Heat Index Practice and Event Modification Guidelines chart below to make the appropriate practice/event modifications.



Heat Index Practice and Event Modifications Guidelines

Heat Index	Practice Hours	Guidelines
Below 89 heat index	Use discretion for intense prolonged exercise	Provide at least 3 separate rest breaks each hour of at least 3 minutes during practice/event
90-94 heat index	Maximum practice/event length is 2 hours	Equipment intensive sports: Only helmet, should pads, and shorts allowed during practice. All protective equipment must be removed during conditioning activities. All sports: Provide at least 4 separate rest breaks each hour of practice/event for a minimum of 4 minutes each.
95-104 heat index	Maximum practice length is 1 hour	Equipment intensive sports: No protective equipment may be worn during practice (and no contact drills may take place). All sports: No conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice.
105 and above heat index	No outdoor practices/events	All practices/events cancelled due to risk of heat illness.

At all levels, encourage water and electrolyte drinks!

COLD WEATHER POLICY

CHEAT SHEET

W&M
SPORT CLUBS

If ATs are present:

You will be notified of the current weather conditions and any practice/event modifications that need to be made.

If ATs are NOT present:

Student staff, safety officers, or W&M Campus Recreation professional staff will:

- 1) Determine the windchill at the beginning of the practice/event using the directions below.
- 2) Institute and enforce any activity modifications as directed from the **Environmental Cold Weather Guidelines chart** below.

How to Determine Wind Chill:

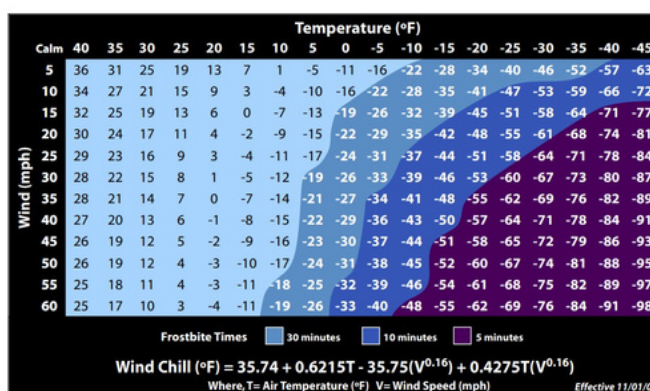
- 1) Using a weather app (Weather Bug) determine the **temperature and the wind (mph)**.
- 2) Using the wind chill chart below and the numbers you just determined, find the approximate temperature on the row at the top of the chart, and the wind speed on the column to the left of the chart. Drawing imaginary lines down and across from the temperature and the wind (mph) respectively, the number where they overlap is your **current wind chill**.

For Example: If the temperature is 30 degrees F and the wind (mph) is 15 mph, the wind chill is 19.

- 3) Using the wind chill that you've calculated, follow the **Environmental Cold Weather Guidelines chart** below to make the appropriate practice/event modifications.



Wind Chill Chart



Environmental Cold Weather Guidelines

Temperature Reading	Practice/Event Guidelines
30 °F (-1.11 °C) and below	Be aware of potential for cold injury and notify appropriate personnel of potential.
25 °F (-3.89 °C) and below	Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities/facilities for rewarming.
15 °F (-9.44 °C) and below	Consider modifying activity to limit exposure or allow for more frequent chances to rewarm.
0 °F (-17.78 °C) and below	No outdoor practices/events.