

COACHES REQUIREMENTS

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TALENT DEPARTMENT

Guidelines for PRINCIPALS & ATHLETIC DIRECTORS in Regard to Differential Positions

1. Differential Rosters will be provided to each Principal/Athletic Director by Compensation prior to the beginning of each school year.
 - Principals/Athletic Directors should complete the new Differential Roster with all positions that have been filled at that time.
 1. All CTU members automatically maintain their Differential positions from year to year (unless it is an athletic position, and the coach does not hold a valid issued PAP).
 2. Differential positions held by non-CTU members are considered vacant at the end of the school year and must be posted.
 3. Any person holding a differential position must also be in the position in Workday. If the person is a CTU member who is maintaining the same position from the prior year, your Talent Management Partner (TMP) may assist you in placing the person into their existing position in Workday. New persons in a position should have gone through the standard Workday application and placement procedure. Please see your TMP if you have questions regarding this procedure.
 - Rosters must be signed by the Principal, AD, and UCC.
 - Rosters should be returned via scan and email to compensation@clevelandmetroschools.org.
2. All individuals in an Athletic Coaching position receiving a differential must have a valid, issued Pupil Activity Permit prior to the Coaching season for which they are hired.
 - Principals/Athletic Directors must verify that each coach included on their Differential Roster has a valid issued PAP before returning their roster to Compensation.
 - **PLEASE BE ADVISED:** Any coach who does not hold a valid issued PAP at the time their coaching season begins will not be issued a contract, nor will they be compensated.
 - Any Differential position held by a Coach who does not have a valid issued PAP on the first day of the coaching season should be considered vacant and posted immediately
 - You may contact Teresa Franklin, Licensure Coordinator, at Licensing@Clevelandmetroschools.org for assistance with licensing.
3. Per the CTU CBA, "A maximum of two annual differentials will be paid to a bargaining unit member. However if there are no qualified applicants, a maximum of four (4) differentials (no more than three (3) of which are coaching activities) may be paid to any one bargaining unit member."
 - Principals/Athletic Directors must verify that each individual included on their Differential Roster has no more than two (2) annual differentials.
 - **If there is a lack of qualified applicants**, Principals/Athletic Directors must verify that each individual has no more than four (4) differentials for the year, three (3) of which are coaching activities, prior to awarding a position to a person with other differential positions.
 - **PLEASE BE ADVISED:** Any individual who is hired into more than the maximum number of differentials allowed per CTU CBA will not be issued a contract, and will not be compensated for additional positions.
4. Vacant differential positions must be filled per CTU CBA guidelines:
 - Vacant positions must be posted first for all CTU Bargaining Members Only. This posting should occur in Workday and per the standards expressed in the CTU CBA.
 - If there are no qualified CTU member applicants, then the position may be re-posted in Workday for other applicants per CMSD standards.
 - Please work with your Talent Management Partner to ensure appropriate posting of all open positions.

5. All non-CMSD employees chosen for a position must complete the Onboarding process before starting in the coaching position. This includes completion of a drug screen and background check among other requirements. As with all positions with CMSD, new employees may not report for work until the employee has completed this process and the hiring manager has been informed by the Talent Management Partner that the new employee is approved to work. A contract and compensation will not be issued to a coach who does not complete this process prior to the start of the coaching season.
6. All Differential positions must be approved by the Board prior to the issue of a contract and compensation.
 - Based on the schedule of Board meetings, obtaining Board approval adds a significant amount of time to this process.
 - The timely and accurate communication of individuals newly hired into Differential Positions, as well as any changes in those working Differential positions, is crucial to the efficiency and accuracy of differential payments.

Any questions regarding Differential positions may be directed to your Talent Management Partner or Ann Niklas, Compensation Analyst.

TALENT DEPARTMENT

Guidelines for COACHES in Regard to Differential Positions

1. All CTU members automatically maintain their Differential positions from year to year (unless it is an athletic position, and the coach does not hold a valid issued PAP).
2. Differential positions held by non-CTU members are considered vacant at the end of the school year, and should be posted. (Unless they are in a specific differential position covered under Article 23, Section 20-A in the CTU CBA.)
3. All individuals in an Athletic Coaching position receiving a differential must have a valid, issued Pupil Activity Permit prior to the Coaching season for which they are hired.
 - Information regarding Pupil Activity Permits may be found at <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>
 - Contact Terresa Franklin (Licensure Coordinator) at Licensing@clevelandmetroschools.org to confirm your acceptance as a coach or with questions regarding the process.
 - **PLEASE BE ADVISED:** Any coach who does not hold a valid PAP at the time their coaching season begins will not be issued a contract, nor will they be compensated.
4. Per the CTU CBA, "A maximum of two annual differentials will be paid to a bargaining unit member. However, if there are no qualified applicants, a maximum of four (4) differentials (no more than three (3) of which are coaching activities) may be paid to any one bargaining unit member.
 - **PLEASE BE ADVISED:** Any individual who works in more than the maximum number of differentials allowed per CTU CBA will not be issued a contract and will not be compensated for additional positions.
5. All non-CMSD employees chosen for a position must complete the Onboarding process before starting in the coaching position. This includes completion of a drug screen and background check among other requirements. As with all positions with CMSD, new employees may not report for work until the employee has completed this process and the hiring manager has been informed by the Talent Management Partner that the new employee is approved to work. A contract and compensation will not be issued to a coach who does not complete this process prior to the start of the coaching season.
6. All Differential positions must be approved by the Board prior to the issue of a contract and compensation.
 - Based on the schedule of Board meetings, obtaining Board approval adds a significant amount of time to this process.
 - The timely and accurate communication of individuals newly hired into Differential Positions, as well as any changes in those working Differential positions, is crucial to the efficiency and accuracy of differential payments.
7. Once the Board approves the differentials for payment, each individual will be issued a contract by Compensation.
 - Contracts are emailed to each individual via their CMSD email address.
 - These contracts need to be signed and returned before payment can be issued to the individuals.
 - Contracts should be returned by scanning and emailing whenever possible to expedite the process.
8. All payments are made in accordance with CTU CBA schedule.
9. *Any issues and/or concerns from coaches must be communicated to Compensation through the school's Principal, Athletic Director, or Designee.*

Differential FAQ's

The following are basic guidelines and facts regarding differential positions. For a complete list of positions and guidelines, refer to the Collective Bargaining Agreement (CBA) between the Cleveland Teachers Union (CTU) and the Cleveland Metropolitan School District.

- *Differential positions are reserved for qualified members of the CTU bargaining unit.* Only after a vacant differential position has been timely posted in each school building and the CTU office and no qualified member of the CTU bargaining unit applies for a listed differential may it be awarded to someone not in the CTU bargaining unit.
- If a differential position is filled with someone other than a CTU bargaining unit member, that position shall be considered vacant at the end of the school year and again posted in each school building and the CTU office for the ensuing school year.
- Principals should work with their Talent Management Partner to fill vacant differential positions using the same application and interview process in Workday utilized to fill other vacant positions. *The position must first be posted for CTU ONLY qualified applicants, and may then be posted for other qualified applicants. All Athletic position applicants must possess a valid, ISSUED Pupil Activity Permit prior to assuming the position.*
- Administrative personnel may not hold positions which require attendance during normal working hours for which they are compensated as an Administrator.
- A maximum of two annual differentials will be paid to a bargaining unit member. However, *if there are no qualified applicants*, a maximum of four (4) differentials (no more than three (3) of which are coaching activities) may be paid to any one bargaining unit member. A regular contract teacher who has a differential position and who receives an extension on the regular contract will not receive additional pro-rated differential compensation because of the regular extension.
- Per Ohio Revised Administrative Code 3301-27-01, Section 3313.53, any individual sponsoring activities must have a valid Pupil Activity Permit *issued* by the Ohio Department of Education *prior* to assuming such position. ~~These positions include All Interscholastic Athletics, All~~ Extramural Activities, All Intramural Activities and Sponsors, Advisors and Directors of other activities involving physical activity or activities with health and safety concerns.
- All QUALIFIED recommendations for a differential position must be submitted to the CMSD Board for approval. Upon approval, a limited supplemental contract will be issued. No contract or payment will be issued without Board approval. No contract or payment will be issued for positions requiring a Pupil Activity Permit if the PAP is not *ISSUED* prior to the start of the season.
- A Differential Roster will be sent to each school prior to the start of the school year. The roster must be completed and submitted to the Compensation department in addition to the placement of selected personnel into the differential positions in Workday. The roster must be signed by the Principal, Athletic Director, and UCC. Personnel placed into a position in Workday will NOT be submitted to the Board for approval without submission of a properly executed roster.

- Changes to personnel and positions must be completed in Workday and also submitted in writing to the Compensation department. The Principal, Athletic Director and UCC must all be included in notification of changes.

Compliance Instructions for the Pupil Activity Permit

Please carefully read the instructions below in order to successfully submit the required documentation to receive the Ohio Department of Education's (ODE), Pupil Activity Permit.

In order to APPLY for the Pupil Activity Permit (PAP), you must have completed the following:

- A 2-year First Aid, Health & Safety for Coaches, and Adult CPR/AED certification. Call the American Red Cross at 1.800.733.2767, or visit their website at www.classes.redcross.org to obtain a listing of training classes. Training for First Aid, Health & Safety for Coaches and Adult CPR/AED are also available through CPROhio. Call 216.251.0747, or access their website: www.cprohio.com for a course listing. The Cleveland Clinic Sports Health Center offers the Sports Medicine/PAV class. Register online at www.sports-health.org. Meditrain Ohio offers Adult CPR/AED classes. Visit their website at www.meditrainoh.com to register.
- The NFHS "Fundamentals of Coaching" class is offered online with the Ohio High School Athletic Association (OHSAA), www.ohsaa.org. Cost: \$65.00

Log onto the OHSAA website, www.ohsaa.org, click on the Coaches Corner icon, click on Coach Education icon, then FCC page to click on the "Online" version of the course. Click on the Coaches Education Information Packet to download the background information regarding the course.
- Other online certification websites:
 - www.nfhsllearn.com – select First Aid, Health and Safety for Coaches. Cost: \$45.00
 - www.asep.com – select – Sports First Aid – 5th Edition. Cost: \$50.00
- Concussion Management Certification:
 - www.nfhsllearn.com. Cost: Free
- (New) Sudden Cardiac Arrest Law, aka—Lindsay's Law – Each year, review the Ohio Department of Health's video and fact sheet on ODE's Learning Management System. Cost: Free
- A current FBI/BCI, registered with the Ohio Department of Education (ODE), provided through the Department of Safety and Security, East Professional Center, 1349 E. 79th Street. Cost: \$46.00. Hours—Monday, Wednesday, & Friday, 9—11:00 a.m. & 2-4:00 p.m.
 - If you are a certificated teacher, your background check is renewed along with your teacher certification.
 - For all others, your background check must be done within the same year that you are applying for the PAV.

What to Submit to the Human Resources Department, Room 220, East Professional Center:

- a copy of your CPR/AED, First Aid Health & Safety, & Concussion Management certifications
- a copy of your Fundamentals of Coaching course completion certificate
- Complete the PAP application, pay the \$45.00 fee, list the Districts' IRN (043786) on the ODE website and print out a copy of the receipt to send along with certification materials.
- Send an email with uploaded copies of above certifications and application receipt to Teresa Franklin of the Human Resources Department, *who will authorize your application by E-signature on the ODE website.*

On the PAP application, designate the following:

- Effective year of the permit: July 1, 2017.
- KEEP COPIES OF ALL THE ORIGINAL CERTIFICATIONS IN A SECURE PLACE OR FILE. Give a copy of your Pupil Activity Permit to your athletic director and/or principal.

Revised 7/12/2017



PRINCIPAL'S CHECKLIST

for the

Pupil Activity Permit

Per the Ohio Revised Code, 3301-27-01 (June 1995): Section 3313.53, any individual sponsoring activities to direct, supervise or coach a pupil activity program, must obtain a Pupil Activity Permit.

Step 1:

- ✓ Announce to building faculty/staff the requirements to complete the certification process for the Pupil Activity Permit (PAP), for those interested in serving in a coach or advisor position. Individuals who obtain a PAP are eligible to apply for a coach or advisor position through the Human Resources Department. The certifications required to obtain a PAP are as follows:
 1. Adult CPR w/AED
 2. First Aid, Health & Safety for Coaches
 3. Fundamentals of Coaching
 4. Concussion Management
 5. (New) Sudden Cardiac Arrest Law, aka—Lindsay's Law**verified on the ODE Learning Management System
- ✓ Once all of the above certifications are completed, individuals must go on the Ohio Department of Education (ODE) website to complete the PAP application, pay the application fee of \$45.00 online and list the District's IRN (043786). Applicants must also print out of copy of the application receipt.

Step 2:

- ✓ Individuals who have completed the application process for the PAP on the ODE website, must then ~~submit together, as one packet of information, application receipt, a copy of the expired permit, (if~~ renewing), and **copies of all the certifications in bold print, listed above:**
 - Teresa Franklin, Licensure Coordinator, Human Resources Department, East Professional Center, Room 220, Ohio 44103
 - By email – terresa.franklin@clevelandmetroschools.org
- ✓ Human Resources will approve the application for the PAP by E-signature on the ODE website.

Step 3:

- ✓ Collect copies of PAP's from staff interested in the coaching and advisor positions, and keep them on file.
- ✓ Post open differential positions and conduct the selection process as outlined by the Human Resources Department.
- ✓ Submit quarterly payroll reports for all Board/Union-negotiated differentials to the Payroll Department.

PLEASE NOTE: All differential positions, new or renewed, must be approved by the Cleveland Board of Education, at a scheduled board meeting, through a supplemental contract, prior to the start of coaching.

Revised 7/12/2017

CONCUSSION REGULATIONS – UPDATED FOR 2013-14

DATE OF IMPLEMENTATION – APRIL 26, 2013

Implementation of State Law and NFHS Playing Rules Related to Concussion and Concussed Athletes and Return to Play Protocol

Notwithstanding the leading role that the Ohio High School Athletic Association has played in the area of developing policies concerning concussion prevention, recognition and management, in December of 2012, Ohio's Governor Kasich signed into law legislation that was passed by Ohio's 129th General Assembly which incorporated much of what the OHSAA regulations previously mandated. This law adds several aspects to previous OHSAA regulations. Therefore, in order to be fully compliant with this law as signed by our Governor, modifications have been made to OHSAA policy. These modifications are set forth in these updated Concussion Regulations.

It is important for all individuals involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus it is extremely important that each coach, administrator, contest official and medical support personnel review their responsibilities in protecting students. Further both students and parents have responsibilities in this area as well.

Note: It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that students are only put into practice or contests if they are physically capable of performing. However, all individuals involved in the conduct of interscholastic competition have responsibilities in this endeavor.

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013 for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

Any student, while practicing for or competing in an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest by either of the following:

- 1) The individual who is serving as the student's coach during that practice or competition.
- 2) An individual who is serving as a contest official or referee during that practice or competition.

CONTEST OFFICIALS REQUIREMENTS

New legislation signed into law by the Governor provides that no school "shall permit" an individual to referee interscholastic athletic contests unless the individual holds a Pupil Activity Program/Coaching Permit or has successfully completed within the last three years a training program in concussion recognition. Therefore, all OHSAA licensed officials shall possess either a current Department of Education-issued Pupil Activity Program/Coaching Permit or show evidence of completing an approved online concussion education course as stipulated in the section entitled Approved Online Concussion Education Courses. This course is valid for three years from the date of completion.

STUDENT AND PARENT REQUIREMENTS

All students and their parents or legal guardians shall review and sign the "Concussion Information Sheet" which has been developed by the Ohio Department of Health and which shall be distributed by OHSAA member schools to all students and their parents prior to each sports season. Students and parents shall review and sign this form each year and should keep a copy of the form. In addition, parents and students are encouraged to complete an approved concussion education course. The Concussion Information Sheet can be found here:

<http://www.health.ohio.gov/ohio-program-af-media/Health/Ohio/ASSETS/Files/injury%20prevention/concussion/interscholas%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

APPROVED ONLINE CONCUSSION EDUCATION COURSES

The following free online training courses have been approved by the Ohio Department of Health for coaches and contest officials:

National Federation of State High School Associations Concussion in Sports - What you Need to Know: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

(This free online course is available through the NFHS. Click the "order here" button, and complete a brief registration form to take the course. Follow these steps to complete the course:

1. Click on the button that says "Please Login to Order." In the window that appears, click "Register Now."
2. When your registration is complete, you may "order" the free concussion course offered along the left-hand side of the page. Continue following prompts. Although it may look like you will be charged for the course, there is no cost.
3. Once you've completed "Checkout," you will be able to take the free online course.
4. When you have completed and passed the course, you have the option of printing a certificate of completion.
5. All Ohio Officials should select this option to print, retain a copy of the certificate and carry it with them to all contests.

Centers for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training Program: http://www.cdc.gov/concussion/HeadsUp/online_training.html -

PLEASE NOTE: Both courses offer a "certificate of completion" upon successful passage. The NFHS course allows organizations to search for and track coaches and other individuals such as contest officials who have completed the course, while the CDC course does not.

student from competition and report the incident to the OHSAA.

- Note that officials are not medical professionals and have no authority to determine whether or not a student has sustained a concussion. The official is responsible for directing removal when he or she observes signs and symptoms that may indicate a student is concussed.
 - All Officials shall possess either a current Pupil Activity Program/Coaching Permit or shall complete one of the online concussion courses which are valid for three years from the date of completion.
 - At initial licensure or renewal of the OHSAA officiating permit, the official shall indicate that he or she has either a current Pupil Activity Program/Coaching Permit or has completed one of the approved online concussion courses.
 - All officials should carry with them evidence of completion of one of these options at all times while officiating a contest.
 - Officials are required to submit to the OHSAA the "OHSAA Concussion Report" within 48 hours whenever a student has been removed from a contest under this regulation.
5. What are the expectations of student-athletes in concussion management?
- While all individuals involved in the interscholastic athletics program have a responsibility to recognize the potential for catastrophic injury and even death from concussions, it is also the responsibility of student-athletes to recognize the signs, symptoms and behaviors consistent with a concussion.
 - Student-athletes who exhibit symptoms such as loss of consciousness, headache, dizziness, confusion or balance problems, have the responsibility to report these immediately to their coach and/or health care professional. Teammates also share the responsibility to report these symptoms when they are exhibited by a fellow student-athlete.
- Student-athletes shall review and sign, on an annual basis, along with their parents or legal guardians, the Ohio Department of Health's Concussion Information Sheet found on the OHSAA website and at this link

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6. Who decides if an athlete has not been concussed and/or who has recovered from a concussion?
- Only an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), or another health care provider approved by the school's Board of Education or other governing body who is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:
 - 1) In consultation with a physician;
 - 2) Pursuant to the referral of a physician;
 - 3) In collaboration with a physician;
 - 4) Under the supervision of a physician.

is empowered to make the on-site determination that an athlete has not received a concussion. Even if that determination has been made, however, the student may not return to practice or competition on the same day he/she has been removed from a practice or competition (see No. 7 below).

reevaluated by an appropriate health care professional.

- Medical check should occur before contact. (Final written clearance from the medical professional shall be obtained before the athlete engages in any unrestricted or full contact activity.)

QUICK LINKS FROM THE OHIO DEPARTMENT OF HEALTH

Ohio Department of Health Concussion Information Sheet -

<http://www.healthyohioprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

Online Concussion Management Training - <http://www.healthyohioprogram.org/concussion.aspx#Training>

Ohio's Return to Play Law: Frequently Asked Questions -

<http://www.healthyohioprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Frequently%20Asked%20Questions%20Updated%202513.ashx>

Ohio's Return to Play Law: What Coaches and Referees Need to Know -

<http://www.healthyohioprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Return%20to%20Play%20-%20What%20Coaches%20Need%20to%20Know%20-%20School%20Sports%20-%20Final.ashx>

Ohio's Return to Play Law: What Parent/Guardians Need to Know -

<http://www.healthyohioprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Return%20to%20Play%20-%20What%20Parents-Guardians%20Need%20to%20Know%20-%20School%20Sports%20-%20Final.ashx>

ADDITIONAL CONCUSSION RESOURCES

Ohio Department of Health, Violence and Injury Prevention Program - Sports/Recreation Traumatic Brain Injuries - <http://www.healthyohioprogram.org/vipp/child/tbi.aspx>

CDC Heads Up: Concussion in Youth Sports

Nationwide Children's Hospital – Concussion Information Toolkit -

<http://www.nationwidechildrens.org/concussion-toolkit>

CDC Materials on Returning to School for Parents, School Nurses and Educators -

<http://www.cdc.gov/concussion/HeadsUp/schools.html>

Ohio Legislative Service Commissioner HB 143 Bill Analysis - <http://www.lsc.state.oh.us/analyses129/12-hb143-129.pdf>

Brain Injury Association of Ohio – www.biaoh.org



Ohio High School Athletic Association
and OHSAA Member Schools

IMPLEMENTATION OF NFHS PLAYING RULES CHANGES
RELATED TO CONCUSSION AND CONCUSSED ATHLETES AND
RETURN TO PLAY PROTOCOL

In its various sports playing rules, the National Federation of High Schools (NFHS) has implemented a standard rule change in all sports dealing with concussions in student-athletes. The basic rule in all sports (which may be worded slightly differently in each rule book due to the nature of breaks in time intervals at contests in different sports) states:

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional. (Please see NFHS Suggested Guidelines for Management of Concussion in the Appendix in the back of each NFHS Rules Book).

It is important for all adults involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus it is extremely important that each coach, administrator, contest official and medical support personnel review their responsibilities in protecting students.

Last year the OHSAA Board of Directors adopted a sports regulation which incorporated the NFHS rules change. This regulation reads:

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional. In Ohio, an "appropriate health care professional" shall be a physician, as authorized under ORC Chapter 4731 and includes both doctors of medicine (M.D.) and doctors of osteopathy (D.O.) and an athletic Trainer, licensed under ORC Chapter 4755

In January, 2011, the OHSAA Board of Directors has further defined the following parameters to guide OHSAA licensed officials, medical personnel and member school representatives in implementing this change.

1. *What are the "signs, symptoms, or behaviors consistent with a concussion"?* The National Federation rule lists some of the signs, symptoms and behaviors consistent with a concussion. The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms and behaviors that are consistent with a concussion:

SIGNS OBSERVED BY OTHERS	SYMPTOMS REPORTED BY ATHLETE
<ul style="list-style-type: none">• Appears dazed or stunned• Is confused about assignment• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily• Answers questions slowly• Loses consciousness• Shows behavior or personality changes• Cannot recall events prior to hit• Cannot recall events after hit	<ul style="list-style-type: none">• Headache• Nausea• Balance problems or dizziness• Double or fuzzy vision• Sensitivity to light or noise• Feeling sluggish• Feeling foggy or groggy• Concentration or memory problems• Confusion

2. Who is responsible for administering this new rule?
All adults who have responsibilities and duties in the interscholastic athletics environment are responsible: coaches, contest official, administrators and medical personnel.
3. What is the role of coaches in administering this new rule?
 - Coaches are to review and know the signs and symptoms of concussion and to prohibit any athlete who displays these signs or symptoms from participating in a practice or a contest.
 - Coaches are not medical professionals and have no authority to determine whether or not a student has sustained a concussion. The coach is responsible for insuring that the student's parents are notified and the student is referred to a medical professional
4. What is the role of contest officials in administering the new rule?
 - Officials are to review and know the signs and symptoms of concussion and to direct immediate removal of any athlete who displays these signs or symptoms,

Other Resources

- The NFHS has developed a new 20-minute online coach education course – *Concussion in Sports – What You Need to Know*, the NFHS *Suggested Guidelines for Management of Concussion in Sports* brochure, the NFHS *Sports Medicine Handbook*, materials from the CDC "Heads Up" program and other materials should all be made available to officials, parents, students and schools.
- The Centers for Disease Control and Prevention has a publication entitled "Heads up to Schools: Know your Concussion ABC's" – A Fact Sheet for Teachers, Counselors and School Professionals, available on its web site. Click onto www.cdc.gov/concussion to obtain this valuable publication that will assist teachers and other school personnel in making accommodations for students returning to school after a concussion.
- The following form may be used by schools to educate parents and students about this issue:

(INSERT SCHOOLNAME HERE)

Concussion Information Form

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 child 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 fuzzy 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"> Amnesia "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 |
|--|---|

Adapted from the CDC and the 3rd International Conference in Sport

Signs observed by teammates, parents and 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 poor coordination Answers questions slowly Slurred speech 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 |
|---|



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PH:614-267-2502; FAX:614-267-1677
www.ohsaa.org

MEDICAL AUTHORIZATION TO RETURN TO PLAY WHEN A STUDENT HAS BEEN REMOVED DUE TO A SUSPECTED CONCUSSION

Ohio State Law as well as NFHS rules and OHSAA policy require a student who exhibits signs, symptoms or behaviors associated with concussion to be removed from a practice or contest and not permitted to reenter practice or competition on the same day as the removal. Thereafter, written medical authorization from a physician (M.D. or D.O.) or another licensed medical provider, who works in consultation with, collaboration with or under the supervision of an M.D. or D.O. or who is working pursuant to the referral by an M.D. or D.O., AND is authorized by the Board of Education or other governing board, is required to grant clearance for the student to return to participation. This form shall serve as the authorization that the physician or licensed medical professional has examined the student, and has cleared the student to return to participation. The physician or licensed medical professional must complete this form and submit to a school administrator prior to the student's resumption of participation in practice and/or a contest. To reiterate, this student is not permitted to reenter practice or competition on the same day as the removal.

I, _____, M.D., D.O. or _____ (other licensed medical provider) have examined the following student, _____ from _____ High School/7-8th grade school, who was removed from a _____ (sport) contest at the _____ level (V, JV, 9th, 7-8th) due to exhibition of signs/symptoms/behaviors consistent with a concussion. I have examined this student, provided an appropriate return to play regimen, if necessary, and determined that the student is cleared to resume participation in practice and competition on this date _____.

Signature of Medical Professional _____

Date: _____

PRESENT THIS FORM TO THE SCHOOL ADMINISTRATOR

Note: The school must retain this form indefinitely as a part of the student's permanent record.



Ohio High School Athletic Association
-4080 Roselea Place
Columbus, Ohio 43214
Telephone: 614-267-2502; Facsimile – 614-267-1677
www.ohsaa.org

OHSAA CONCUSSION REPORT

State Law, NFHS Rules and OHSAA policy require a student who exhibits signs, symptoms or behaviors associated with concussion to be removed from a contest and not permitted to reenter competition that same day. This form shall serve to document that a student has been removed from a contest in accordance with State Law, NFHS and OHSAA rules due to exhibiting signs, symptoms and/or behaviors consistent with a concussion. The contest official must complete this form and forward it to the OHSAA within 48 hours after the conclusion of the contest. It is recommended that the official keep a copy of this report. In addition, if required by NFHS rule, an appropriate entry shall be made in the scorebook or other document as prescribed.

Student's Name _____ Date _____

School Name _____

Sport _____

Level of Contest (Circle One) 7th 8th 9th JV Varsity

Official's Name _____ OHSAA Permit # _____

Comments:

Please forward to Brandy Young at the OHSAA within 48 hours.

Ohio Department of Health Concussion Information Sheet

For Interscholastic Athletics

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

Signs and Symptoms of a Concussion

Athletes do not have to be "knocked out" to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child's health at risk!

Signs Observed by Parents or Guardians

- ✦ *Appears dazed or stunned.*
- ✦ *Is confused about assignment or position.*
- ✦ *Forgets plays.*
- ✦ *Is unsure of game, score or opponent.*
- ✦ *Moves clumsily.*
- ✦ *Answers questions slowly.*
- ✦ *Loses consciousness (even briefly).*
- ✦ *Shows behavior or personality changes (irritability, sadness, nervousness, feeling more emotional).*
- ✦ *Can't recall events before or after hit or fall.*

Symptoms Reported by Athlete

- ✦ *Any headache or "pressure" in head. (How badly it hurts does not matter.)*
- ✦ *Nausea or vomiting.*
- ✦ *Balance problems or dizziness.*
- ✦ *Double or blurry vision.*
- ✦ *Sensitivity to light and/or noise*
- ✦ *Feeling sluggish, hazy, foggy or groggy.*
- ✦ *Concentration or memory problems.*
- ✦ *Confusion.*
- ✦ *Does not "feel right."*
- ✦ *Trouble falling asleep.*
- ✦ *Sleeping more or less than usual.*

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss one game than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities.

- ✦ *No athlete should return to activity on the same day he/she gets a concussion.*
- ✦ *Athletes should **NEVER** return to practices/games if they still have ANY symptoms.*
- ✦ *Parents and coaches should never pressure any athlete to return to play.*

The Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified healthcare professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover.

During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.



Department of Health



OHIO INJURY PREVENTION
PARTNERSHIP

Injury Prevention Policy and Advocacy Action Group

<http://www.healthy.ohio.gov/vipp/child/returntoplay/concussion>

Returning to Daily Activities

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to Learn (School)

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or supports can be removed gradually.
5. For more information, please refer to Return to Learn on the ODH website.

Returning to Play

1. Returning to play is specific for each person, depending on the sport. Starting 4/26/13, Ohio law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Ohio law prohibits your child from returning to a game or practice on the same day he/she was removed.
4. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
5. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.
6. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child's full recovery would take about one week once they have no symptoms at rest and with moderate exercise.*

Sample Activity Progression*

Step 1: Low levels of non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).

Step 2: Moderate, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).

Step 3: Heavy, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).

Step 4: Full contact in controlled practice or scrimmage.

Step 5: Full contact in game play.

*If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24 hour rest period.

Resources

ODH Violence and Injury Prevention Program
<http://www.healthy.ohio.gov/vipp/child/returntoplay/>

Centers for Disease Control and Prevention
<http://www.cdc.gov/headsup/basics/index.html>

National Federation of State High School Associations
www.nfhs.org

Brain Injury Association of America
www.biausa.org/

Ohio Department of Health Concussion Information Sheet

For Interscholastic Athletics

I have read the Ohio Department of Health's Concussion Information Sheet and understand that I have a responsibility to report my/my child's symptoms to coaches, administrators and healthcare provider.

I also understand that I/my child must have no symptoms before return to play can occur.

Athlete

Date

Athlete *Please Print Name*

Parent/Guardian

Date

This Document is approved by the Ohio State Medical Association Council and its Joint Advisory Committee on Sports Medicine.

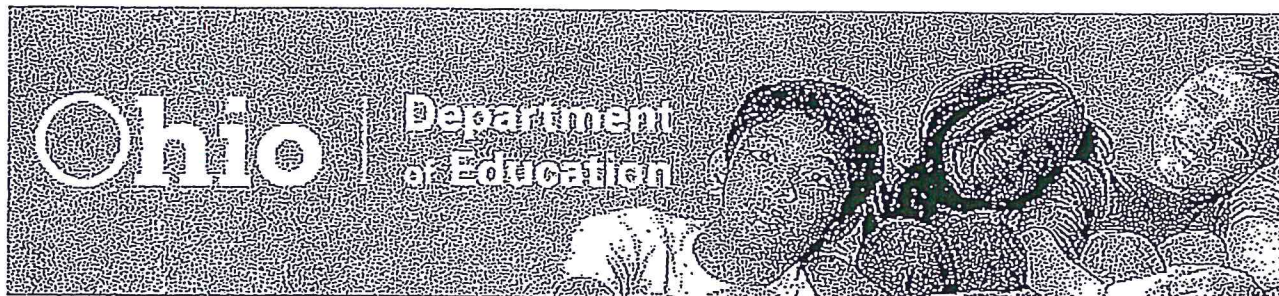
THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) FOR THE INTERSCHOLASTIC ATHLETE: A POSITION STATEMENT

The objective of this position statement is to provide physicians, coaches, and administrators who serve the member schools of the Ohio High School Athletic Association (OHSAA) with guidelines concerning Automated External Defibrillators (AED's) and their possible benefit and use in the school setting based on current medical evidence and research. This position statement is not intended as a proposed standard of care and should not be interpreted as such. Rather, it only describes reasonable practice for the school. Individual treatment decisions will turn on the facts and circumstances presented to the emergency responders at the time of an event. This statement was developed by the Joint Advisory Committee for Sports Medicine (JACSM) of the Ohio State Medical Association. The committee is a collaborative effort of five professional organizations concerned about sports medicine and the interscholastic athlete in Ohio.

An AED is a medical device that can recognize the presence or absence of ventricular fibrillation or tachycardia and determine whether defibrillation should be performed and delivers a shock through electrodes attached to the victim's chest. Throughout the process, voice and screen prompts guide the rescuer. No shock is recommended or delivered for other types of cardiac arrhythmia. The AED is designed to be used by non-medical personnel with little or no training, although a four hour program coupled with basic life support training is recommended.

In the United States, 220,000 people (nearly all adults with coronary artery disease) die from sudden cardiac arrest each year. Before complete arrest, the heart often develops ventricular fibrillation or ventricular tachycardia, irregular heart rhythms in which the heart muscle contractions are disorganized and the effective pumping of blood ceases. Defibrillation is the delivery of an electrical impulse to the heart that allows it to return to a normal coordinated rhythm, and is the most effective treatment for ventricular fibrillation or tachycardia in adults. The sooner defibrillation is provided via an AED, the better the victim's chance of survival. When provided within the first five minutes of a cardiac arrest, the odds are about 50% that the victim's life will be saved. With each passing minute, the chance of successful resuscitation is reduced by 7-10%. After 10 minutes, there is very little chance of success.

Sudden cardiac death is a rare event in school age youth and children. It is estimated (reference) that sudden death occurs in one out of every 200,000 high school athletes each year for a total of about 100 events per year. Ninety percent of the victims are male and 70% come from football and basketball. Ninety-seven percent of victims have structural abnormalities. The most common causes associated with sudden death are hypertrophic cardiomyopathy, anomalous coronary arteries, and left ventricular hypertrophy. The best and most practical cardiac screening method is the medical history, but even a thorough history will detect only 18-50% of athletes at risk. Screening by ECG or echocardiogram may increase sensitivity by a small amount, but the logistical and economic factors involved make these unlikely solutions.



To help public and nonpublic schools fulfill annual requirements included in the new Sudden Cardiac Arrest Law (also known as Lindsay's Law), the Ohio Department of Education has placed within its Learning Management System (LMS) the Ohio Department of Health's new 20-minute video and a related fact sheet on this topic.

Each year, all individuals who coach athletic activities for youth up to age 19 in Ohio must review the video and fact sheet. The Department encourages districts to have their pupil activity (coaching) permit holders fulfill these requirements through the LMS, because the system generates certificates verifying completion. As with all other training requirements for coaches, local school districts are responsible for verifying that permit holders have completed the new sudden cardiac arrest course each year, regardless of the expiration dates of their permits.

To access the LMS, coaches will log in to their SAFE accounts, click on Course Catalog and search for: *sudden cardiac arrest*. In the enrollment for the course, each coach will need to set up an online account within the LMS, where the coach may store the electronic certificate verifying completion for the year.

Please also be aware of other Lindsay's Law requirements for student athletes and their parents on the Ohio Department of Health's website. You may direct any questions about the LMS to Ryan Eldridge; Lindsay's Law requirements to BCHS@odh.ohio.gov; and coaching permits to educator.licensure@education.ohio.gov.



Coaching Permits

Coaching or pupil activity permits are required for individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. School districts determine which staff members need to have a permit. Those who wish to apply for a permit through the Ohio Department of Education's Office of Educator Licensure must complete the requirements outlined here.

UPDATES – Effective Oct. 14, 2015

DISTRICTS ARE TO VERIFY ALL TRAINING FOR COACHING PERMITS

School district e-signers will confirm that all applicants for coaching permits have valid training or certification in *all* required areas, as outlined in the *Get Ready – Fulfill Your Training Requirements* chart below. The guidance document below will assist e-signers with this verification.

District E-Signer Guidance: Verifying Training for Coaching Permits

(</getattachment/Topics/Teaching/Licensure/Audiences/Coaching-Permits/CoachingVerificationGuidance-pdf.pdf.aspx>)

CHANGE OF PERMIT TERMS FOR CERTAIN CREDENTIAL HOLDERS

In addition to the coaching (pupil activity) permit – three year, there are two new coaching permits (four-year or five-year) available to certain teachers and administrators who hold specific types of educator licenses.

Apply for:

A. A three-year permit if you hold:

No other educator credential;

An educator credential *other than* one of those listed under B. or C.

B. A four-year permit if you hold:

Either a four-year resident educator license; or

A four-year alternative resident educator license.

C. A five-year permit if you hold:

Either a five-year professional license;

Five-year senior professional license; or

Five-year lead professional license.

STEPS FOR THOSE REQUESTING A PERMIT (NEW OR RENEWAL)

On Your Mark – Contact the school district

The hiring process. Your first step is to complete the hiring process for serving as a coach or activity director at the school or district where you wish to coach. Be sure to notify the school or district that you will be submitting your permit application request; the superintendent or a credentialed e-signer will need to electronically sign your application.

Background check. Make sure you have an up-to-date background check

(<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/Background-Check-FAQs>) on file. If you are renewing, you can check the date of your last background check while completing the application or by looking up your record here

(<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>). You can ask your district where its staff members start this process if you need to request a new or updated background check.

Get Ready – Fulfill your training requirements

There are five categories of training below. Applicants are to: a) check with their school districts about preferences and procedures related to each category; and b) provide documentation to their districts that they met requirements. We encourage coaches to keep record of any expiration dates for their training sessions so that they can re-take them before they expire (dates vary).

TRAINING

1. **Fundamentals of Coaching** (<http://nfhslearn.com/courses/61026>) - The National Federation of State High School Associations presents this series of online modules. (One-time training)
2. **Cardiopulmonary Resuscitation (CPR) training** - Fulfill this requirement through a course approved by the district.

3. First Aid for Coaches - Fulfill this requirement through one of the four categories of options outlined below:

A. **Ohio Department of Education-approved pupil activity program.** Search for a program during a given time span by entering a beginning and ending date here (<https://core.ode.state.oh.us/CORE3/ODE.CORE.PPA.Public.UI/>).

B. **Nationally approved programs**

Select one:

Red Cross (<http://www.redcross.org/take-a-class/course-dowbt000000000010053>) (First Aid Health and Safety for Coaches);

American Sport Education Program (Sport First Aid (http://www.asep.com/asep_content/org/OHSAA.cfm));

National Federation of State High School Associations (First Aid Health and Safety for Coaches (<http://nfhslearn.com/courses/26>)).

C. **College or university courses**

Courses must be completed within the past three years and be related to first aid or athletic training.

D. **Medical licenses**

The licenses MD, DO, DC, PA, RN, EMT and ATC fulfill the first aid training requirement.

4. Concussion Training - Complete one of the hour-long courses that are free if you follow directions on the Ohio Department of Health website

(<http://www.odh.ohio.gov/health/vipp/child/returntoplay/Online-Concussion-Management-Training>). The online courses are each valid for three years. Other related resources are here

(<http://www.odh.ohio.gov/health/vipp/child/returntoplay/Return%20to%20Play%20-%20Ohio%20Youth%20Concussion%20Law.aspx>).

The National Federation of State High School Associations' training program "Concussion in Sports – What you Need to Know" (<http://nfhslearn.com/courses/38000>);

National Alliance for Youth Sports Concussion Training (<http://www.nays.org/nyscaonline/preview/concussion-training.cfm>);

National Centers for Disease Control and Prevention program "Heads Up – Concussion in Youth Sports Online Training Program." (<http://www.cdc.gov/headsup/youthsports/training/>)

5. Sudden Cardiac Arrest Training - Following the effective date of Lindsay's Law (March 14, 2017), coaches must each year complete a course approved by the Ohio Department of Health. Course details to be announced.

Get Set – Prepare for the online application

Coaching & Licensure | Ohio Department of Education Page 1 of 2

Make sure you have a SAFE account. If you are certain you do not have a SAFE account, set one up following the instructions here (<https://safe.ode.state.oh.us/portal/>).

If you have a SAFE account but do not remember the user name or password, follow the prompts in the blue sign-in box on the SAFE portal (<https://safe.ode.state.oh.us/portal/>) to reset your password. Please do not set up a second SAFE account. If you need assistance, you may contact (877) 644-6338 or SAFE.admin@education.ohio.gov (<mailto:SAFE.admin@education.ohio.gov>).

IRN - Ask your district for its Information Retrieval Number (IRN).

GO – Use a set-by-step guide while completing the online application

Application Guide for NEW Coaching Permits (/getattachment/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits/COACHES_INITIAL_APPLICATION-_GUIDE.pdf.aspx)

Application Guide for RENEWAL of Coaching Permits (/getattachment/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits/RENEWAL_GUIDE_COACHES.pdf.aspx)

To Check the Application Status

1. Log into your SAFE account (<https://safe.ode.state.oh.us/portal/>).
2. From the SAFE menu, click on ODE.CORE.
3. Select *STATUS - My Applications*.
4. Under *Status*, your application will say one of the following:

Waiting for Approver Signature – signifies that the application is awaiting review and approval by the e-signer at your district. If approved, your application will move forward in the review process.

Pending review – means that ODE's Office of Educator Licensure is reviewing the application.

5. If your status is *on hold*, please read the detailed message within the My Applications area (see the Status column) that explains the reason for the "on hold" message. You also will receive an email from the CORE system with this same message, which may ask you to take additional steps before your license request can move forward in the review process.

Additional Information

First Aid Program Pupil Activity Provider Packet

(/getattachment/Topics/Teaching/Licensure/Audiences/Coaching-Permits/PAP_Guidelines.pdf.aspx) - This informational packet and application are for individuals or organizations who are seeking to become approved to offer first-aid or first-response programming for coaches pursuing a pupil activity permit.

Qualifications to Direct, Supervise or Coach a Pupil Activity Program
(<http://codes.ohio.gov/oac/3301-27>) - Ohio Administrative Code pupil activity program requirements.

Last Modified: 3/8/2017 1:50:46 PM

Paolo DeMaria
Superintendent of Public Instruction

State Board of Education of Ohio
Tess Elshoff, President

Step-by-Step Credential Application Guide to RENEW Coaching (Pupil Activity) Permits

Preliminary steps for renewing your permit

Review information here about the qualifications to renew your three-year pupil activity permit. This Web page also is available by visiting education.ohio.gov and searching for *coaching permit*.

Your application may be declined if you apply to renew this permit before you:

- Contact a school or district where you want to work and complete the hiring process.
- Complete any training that may have expired.
- Notify the school or district that you will be selecting them to electronically sign your application.

Get started with your SAFE account

(A SAFE link appears at top of every page at education.ohio.gov.)

Do you already have a SAFE account?

If yes, sign into your account from the SAFE portal.

Not sure you have a SAFE account? Forget your user name and/or password?

Follow the prompt "forgot username or password" in the blue sign-up box on the SAFE portal. *Please do not create a second SAFE account, even if your name has changed since your account was first set up.*

If you do not already have a SAFE account, here's how to set yours up:

On the SAFE portal, click the "Sign Up" button. You will need to verify your identity. The fastest way is with a valid Ohio driver's license or a state identification card. View other acceptable documents here or search for: SAFE – identification from education.ohio.gov.

For more assistance with SAFE:

- Note that on the SAFE portal, there is a Sign-Up Help document.
- For answers to any further questions regarding the SAFE sign-up process, please contact SAFE.Admin@education.ohio.gov or contact (877) 644-6338.

What Is SAFE?

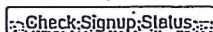
The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a "single sign on" software security solution for ODE customers.

Don't have a SAFE account?



[Safe Sign up help](#)

Started sign up process?



Sign In with your SAFE Account

☐ Are you an ODE employee?

User Name

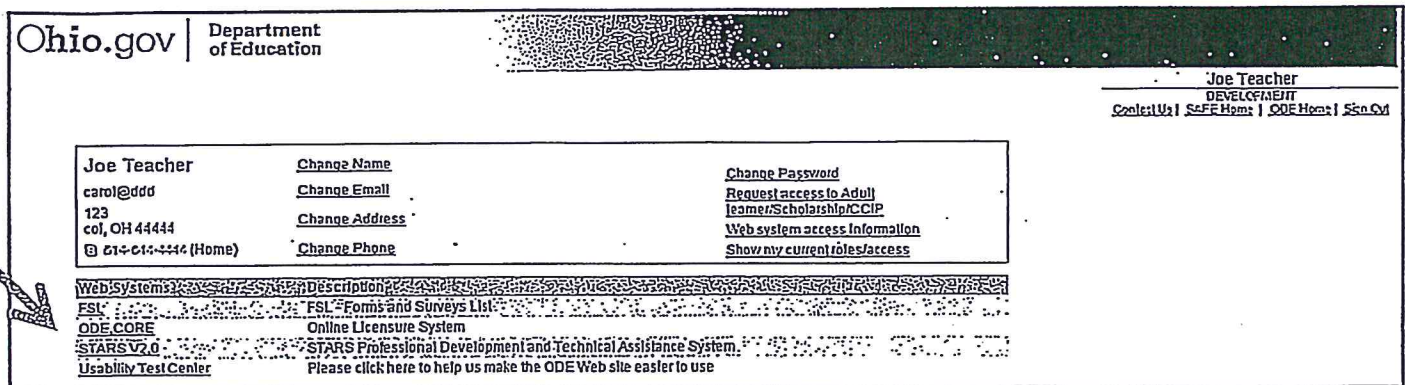
Password

[Forgot user name or password?](#)



Access the Connected Ohio Records for Educators (CORE) system

1. Log into your SAFE account.
2. See the Web systems heading and click on *ODE.CORE*.



Ohio.gov | Department of Education

Joe Teacher
DEVELOPMENT
Contact Us | SAFE Home | ODE Home | Sign Out

Joe Teacher	Change Name	Change Password
carol@ddd	Change Email	Request access to Adult Learner/Scholarship/CCIP
123 col, OH 44444	Change Address	Web system access Information
614-614-4444 (Home)	Change Phone	Show my current roles/access

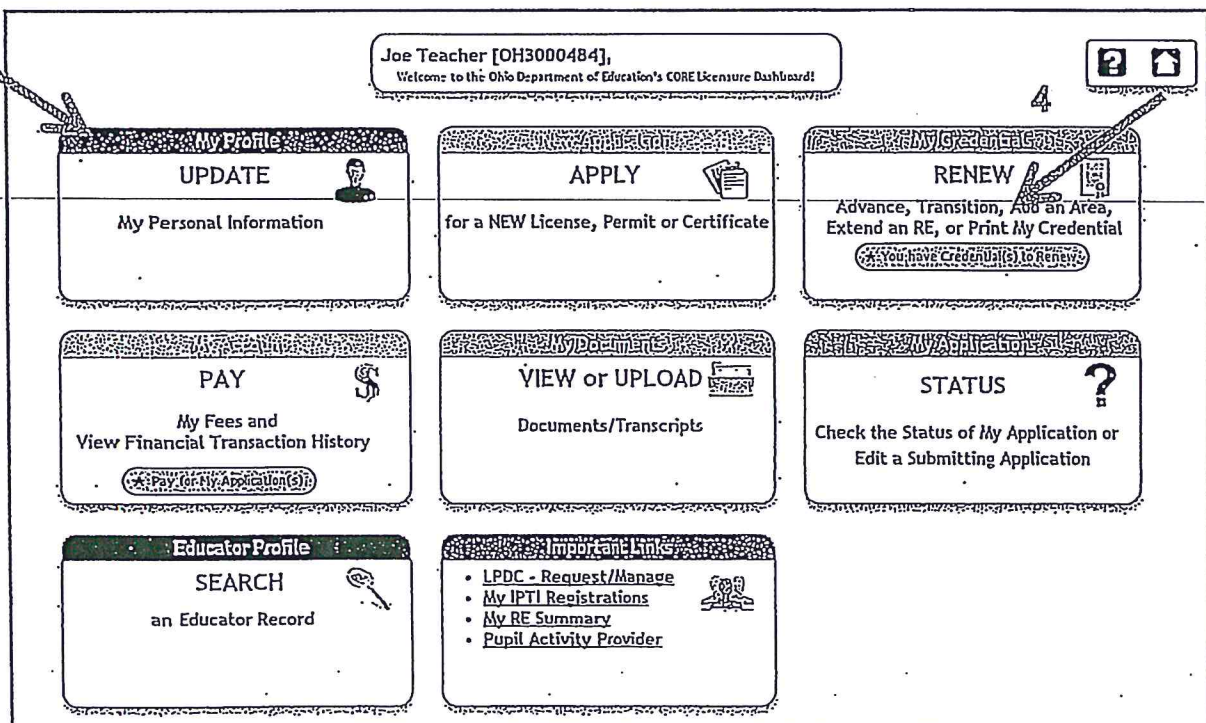
Web Systems

System	Description
FSL	FSL - Forms and Surveys List
ODE.CORE	Online Licensure System
STARS V2.0	STARS Professional Development and Technical Assistance System
Usability Test Center	Please click here to help us make the ODE Web site easier to use

3. On the CORE dashboard, select *UPDATE My Personal Information*. You must have a valid current email address in this profile to receive communication regarding your renewal.
4. Return to the CORE dashboard by using the drop-down menu at top right titled *Core Dashboard*. Then click on *RENEW*.



My Educator Profile | Educator Licensure | Pupil Activity | LPDC | Core Dashboard



Joe Teacher [OH3000484]
Welcome to the Ohio Department of Education's CORE Licensure Dashboard!

My Profile UPDATE My Personal Information	APPLY for a NEW License, Permit or Certificate	RENEW Advance, Transition, Add an Area, Extend an RE, or Print My Credential You have Credential(s) to Renew
PAY My Fees and View Financial Transaction History Pay for My Application(s)	VIEW or UPLOAD Documents/Transcripts	STATUS Check the Status of My Application or Edit a Submitting Application
Educator Profile SEARCH an Educator Record	Important Links <ul style="list-style-type: none"> LPDC - Request/Manage My IPTI Registrations My RE Summary Pupil Activity Provider 	

- Click on the *Select Action* drop-down menu next to the credential to be renewed. Select "Renew." Then click on the button *Apply*.

My Educator Profile | Educator Licensure | Pupil Activity | LPDC | Core Dashboard | DEVELOP

My Credentials

Use this screen to view and renew your Credential. To create an application to apply for new credential, click [My Applications](#)

Educator Info:
 Educator State ID: OH3000484 | First Name: Joe | Last Name: Teacher | Birth date: 10/23/1970

Credential Summary

Sort By: **Issue Date (Descending)**

Quick search in your credentials: Filter your credentials by Status: **All**

The Ohio Department of Education is transitioning to a paperless licensure system. You may now download, save, and print a copy of your own credential, without having to request a Reprint.

Action	Credential
Select Action	Credential Number: 29150905 Credential: 1 Year Educational Aide Permit - Educational Aide Effective Year: 2014 Last Print Date: 12/31/2014 Effective Date: 7/1/2014 Valid In: Example School District

Status: **Issued** Original Issue Date: 12/31/2014 Expiration Date: 6/30/2015

13 records | Page: 1/1 | Page Size: View All

Action	Credential
Renew <input type="button" value="Apply"/>	Credential Number: 29150905 Credential: 1 Year Educational Aide Permit - Educational Aide Effective Year: 2014 Last Print Date: 12/31/2014 Effective Date: 7/1/2014 Valid In: Example School District

Step One: Select the Term, Effective Year and Organization

- The *Term* will say three years.
- By the word *Credential*, use the drop-down menu to select a 3-Year Pupil Activity Permit.
- Select the *Effective Year*

Renew Application Request - Step: 1/2

Educator Info:
 Educator State ID: OH3000484 | First Name: Joe | Last Name: Teacher | Birth date: 10/23/1970

Source License: 1 Year Educational Aide Permit - Educational Aide

Renew Application Request

Credential: 1 Year Educational Aide Permit - Educational Aide

Effective Year:

Please select the effective year below:

☐ 2014/2015 - This credential will begin on July 1, 2014

☒ 2015/2016 - This credential will begin on July 1, 2015


The Expiration Date of this credential will be: 6/30/2016



Valid In Organization:

9. Verify that the name of the district where the credential is valid is still correct. If you have moved to a different district since you applied for the current permit, you may change the district name (next to the words *Valid In Organization*) to that of the organization that will electronically sign your renewal application. There are two ways to enter a new district:

The best way to ensure that you have the correct district name in this box is to ask your district for its information retrieval number, also called IRN. You also may [search for the district's IRN here](#) by entering the district name. Enter the IRN after *Valid In Organization*.


Another way to complete this step if you do not have the IRN is to click the *Search* symbol at right to open the Search Organization dialog box.

Search Symbol 

Valid In Organization:	<input type="text" value="Example School District [009604]"/>	 
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If you do not have the IRN, entering any part of the name will automatically start a search. A few tips:

- A search using the name *Ohio State* will return all organizations that *begin* with the words *Ohio State*. To search for all organizations that have letters or words *before* the word Ohio, enter an asterisk before the word Ohio (**Ohio*.)
- After entering the search term, click *Find*.
- Click on the correct *Organization* to select it.

Search Organization for Superintendent Signature	
Search on:	
IRN: <input type="text"/>	Name: <input type="text" value="Example School District"/> (Wildcard "*" allowed.)
	
Search Result	
No Organization found.	

To move ahead, click on *Save Application and Next*.

Step Two: Background Checks and Signatures

10. Note that if you changed your district in the *Valid In Organization* box in Step 1, your e-signer organization must match this organization name in the *Signature* area of Step Two. Search for your organization and select it as in Step 1.

Background Checks and Signatures - Step: 2/3

Educator Info			
Educator State ID: MK1001093	First Name: Margaret	Last Name: Sanese-Weimer	Birth date: 11/23/1952

Application for: New In State 3 Year Pupil Activity Permit - N/A

Military Service

Are you currently a member or a veteran of the U.S Armed Forces, Reserves, or National Guard, or are you a spouse of an active duty service member? ☐ Yes ☒ No
Note: For more information please click [here](#).

Signatures

Select Organization

Superintendent Signature: Columbus Humanities, Arts and Technology Academy

Residency

Have you lived continuously in Ohio for the past five years? ☒ Yes ☐ No

11. Background Checks – Click on the + sign next to Background Checks to see the date your last background check was completed. Ohio law requires that all individuals must have an Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check when the Ohio Department of Education issues their first Ohio educator license, certificate or permit.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years. If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then he or she will need to update both the BCI and FBI background checks.

Your background checks must be currently valid before the department can issue your renewal request. See [answers to more questions about background checks here](#).

12. Answer all questions and then check the Applicant Signature box.

13. Click on the *Save Application and Next*. Or, if you do not need to upload a document, click *Save Application and Done* button.

Step Three: Upload Documents, Pay and Submit the Application

Note: If you do not need to upload a document, skip ahead to step 16, *Save Application and Done*. Applicants who need to upload documents are those who wish to submit verification for the military fee waiver or for completion of one or more training requirements.

14. Upload the necessary documents as indicated on the [Coaching Permits Web page](#) at [education.ohio.gov](#). Also, if eligible, those who wish to apply for the military fee waiver should upload the required verification documents indicated on the [License Fees for Military Web page](#) at [education.ohio.gov](#).

15. To upload a document, click on the *Document Type* drop-down menu to select the appropriate choice. Then click on *Choose File* to browse your computer files. Find the correct file, click on it, then click on *Upload*.

Document Type: —Select Type—

Select Document: Choose File No file chosen Upload

[Allowed upload file type(s): PDF, BMP, GIF, JPEG, JPG, PNG, TIFF, TIF, PJPEG and maximum file size: 3.5 mb]

Uploaded Documents

No Documents found.

Previous Save Application and Done

16. Click on *Save Application and Done* to submit the application. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.

17. If the application was submitted successfully, the *My Applications* screen will be displayed for payment. Under *Applications Not Yet Submitted*, click on *Select and Pay* in the far right column for the application(s) you wish to pay for.

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	3 Year Pupil Activity Permit - N/A	More details	6/8/2015	6/8/2015		\$
			3/6/2014	3/6/2014		

18. Click on the gray box with the shopping cart icon that says *Pay for Selected Application*. Then on the *My Account* screen under *Payment Due*, select *Click here to pay the fee*.

Applications Not Yet Submitted

Quick Search in Submitting Applications: Clear Search New Credential Application Pay \$45 for Selected Application

To pay for one or more applications at the same time (and receive a discount if applicable):

- Check the Select and Pay box for every application you want to pay for .
- The total amount due will appear in the Pay for selected applications button, Click that button to submit and pay

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	3 Year Pupil Activity Permit - N/A	More details	6/8/2015	6/8/2015		\$ <input checked="" type="checkbox"/>
			3/6/2014	3/6/2014		

Payment Due

The total amount due is shown below.

Current Account Balance: \$0.00

Total Credential Payment: \$45.00



19. Please select the method of payment in the drop-down menu. Then click on *Submit Selected Application(s)*. Click on the *Next* prompts to enter your payment information and submit the application.



You will receive an email message acknowledging the submission of your application. Thank you for your interest in working with the students of Ohio.

TIPS FOR USING THE ONLINE APPLICATION

Want to save your application and edit it later?

- Click the *Save My Application* button in any step. Upon your return, log into SAFE and ODE.CORE as directed in the steps beginning on page one.
- Select *My Applications (STATUS)* from the CORE dashboard. Find your saved application under the *Applications Not Yet Submitted* heading. Under the *Action* heading at right, click on the *pencil icon* to edit your application.

Checking on the status of your application

The department will send you email notifications at several points about your application: 1) an acknowledgement that it was received; and 2) a notice that your application was either: a) approved and issued; b) placed on hold; or c) declined. You also may receive email communication directly from your e-signer with questions or comments about your request.

You may log into ODE.CORE to learn where your application is in the review process. On the CORE dashboard, click on the *My Applications* button. On the *My Applications* screen, you will see a note about your application in the *Status* column. If the application was placed on hold, a detailed note will explain the reason for the hold and any steps you must take to move the review process forward. You also will receive this detailed note via email.

The Ohio Department of Education and local electronic signers make every effort to process applications as promptly as possible – but the processing time will vary depending upon the complexity of the application and the volume of requests submitted at the time.

Keeping a record of your issued credential

A person who has a valid credential may download, save and print an official copy of the license or permit from the *My Credentials* screen. Districts also will maintain records of issued credentials and may ask each individual to provide a copy for district files.

When can I renew my credential?

Note that you may renew your credential starting on Nov. 1 of the year before it expires, provided you have completed all of the necessary requirements.



**BACKGROUND CHECK
(FINGERPRINTING)
EMPLOYEE PHOTO ID
BADGES**

**DAYS: MONDAY, WEDNESDAY
AND FRIDAY**

HOURS: 9AM-11AM AND 2PM-4PM

COSTS:

BCI \$22 FBI \$24

MONEY ORDERS ONLY



SUGGESTED GUIDELINES FOR MANAGEMENT OF CONCUSSION IN SPORTS

**National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)**

Introduction

A concussion is a type of traumatic brain injury that impairs normal function of the brain. It occurs when the brain moves within the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

The understanding of sports-related concussion continues to evolve. We now know that young athletes are particularly vulnerable to the effects of a concussion. Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in a variety of short- or long-term changes in brain function or, rarely, death.

What is a concussion?

You’ve probably heard the terms “ding” and “bell-ringer.” These terms were previously used to refer to “minor” head injuries and thought to be a normal part of collision sports. Research has shown that a concussion is a brain injury and by no means minor. Any suspected concussion must be taken seriously. The athlete does not have to be hit directly in the head to injure the brain. Any force that is transmitted to the head may cause the brain to bounce or twist within the skull, resulting in a concussion.

It was once believed that a person had to lose consciousness or be “knocked-out” to have a concussion. This is not true, as the vast majority of concussions do not involve a loss of consciousness. In fact, less than 5% of athletes actually lose consciousness with a concussion.

What happens to the brain during a concussion is not completely understood. It is a very complex process, primarily affecting the function of the brain. The sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain. Once this injury occurs, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.

Common sports injuries such as torn ligaments and broken bones are structural injuries that can be detected during an examination and seen on x-rays or MRI. A concussion, however, is an

injury that interferes with how the brain works and cannot be diagnosed by MRI or CT scans. Therefore, the brain looks normal on these tests, even though it has been injured.

Recognition and Management

If an athlete exhibits any signs, symptoms or behaviors that make you suspicious of a concussion, the athlete **must** be removed from play and closely observed. Sustaining another head injury after a concussion can lead to worsening concussion symptoms, increased risk for further injury and, rarely, death.

Parents/guardians and coaches are not expected to “diagnose” a concussion. That is the role of an appropriate health-care professional. However, everyone involved in athletics must be aware of the signs, symptoms and behaviors associated with a concussion. If you suspect that an athlete may have a concussion, then the athlete must be **immediately removed** from all physical activity.

Signs Observed by Coaching Staff

- *Loss of consciousness (even if brief)
- *Seizure
- *Increasing sleepiness
- *Worsening headache
- *Persistent vomiting
- Dazed or stunned appearance
- Confusion about assignment or position
- Forgetful, for example, doesn't follow instructions
- Uncertainty of game, score or opponent
- Clumsy movements
- Slow response to questions
- Mood, behavior or personality changes
- ~~Inability to recall events *prior* to hit or fall~~
- Inability to recall events *after* hit or fall

*RED FLAGS

Symptoms Reported by Athlete

- Headaches 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

- Emotions of “not feeling right” or “feeling down”

When in doubt, sit them out!

When you suspect that a player has a concussion, follow the “Heads Up” 4-step Action Plan.

1. Remove the athlete from play.
2. Ensure the athlete is evaluated by an appropriate health-care professional. (RED FLAGS: If any red flag present, the athlete should go to the emergency department)
3. Inform the athlete’s parents/guardians about the possible concussion and give them information on concussion.
4. Keep the athlete out of play the day of the injury, and until an appropriate health-care professional says the athlete is symptom-free and gives the okay to return to activity.

The signs, symptoms and behaviors associated with a concussion are not always apparent immediately after a bump, blow or jolt to the head or body and may develop over a few hours or longer. An athlete should be closely watched following a suspected concussion and should never be left alone.

Athletes should never try to “tough out” a concussion. Teammates, parents/guardians and coaches should never encourage an athlete to “play through” the symptoms of a concussion. In addition, there should never be an attribution of bravery or courage to athletes who play despite having concussion signs and/or symptoms. The risks of such behavior must be emphasized to all members of the team, as well as coaches and parents.

If an athlete returns to activity before being fully healed from an initial concussion, the athlete is at greater risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.

What to do in an Emergency

Although rare, there are some situations where you will need to call 911 and activate the Emergency Medical System (EMS). The following circumstances are medical emergencies:

1. Any time an athlete has a loss of consciousness of any duration. While loss of consciousness is not required for a concussion to occur, it may indicate more serious brain injury.
2. If an athlete exhibits any of the following:
 - Seizure
 - Increasing sleepiness
 - Worsening headache
 - Persistent vomiting

Rest

The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Athletes with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. Athletes typically require 24-48 hours of rest, though some may require longer.

Return to Learn

Following a concussion, many athletes will have difficulty in school. These problems may last from days to weeks and often involve difficulties with short- and long-term memory, concentration and organization. In many cases, it is best to lessen the student's class load early on after the injury. This may include staying home from school during the short period of rest, followed by a lightened schedule for a few days, or longer, if necessary. Decreasing the stress to the brain in the early phase after a concussion may lessen symptoms and shorten the recovery time. Additional academic adjustments may include decreasing homework, allowing extra time for assignments/tests, and taking breaks during class. Such academic adjustments are best made in collaboration with teachers, counselors and school nurses.

Return to Play

After suffering a concussion, no athlete should return to play or practice on that same day. An athlete should *never* be allowed to resume play following a concussion until symptom free and given the approval to resume physical activity by an appropriate health-care professional.

Once an athlete no longer has signs or symptoms of a concussion and is cleared to return to activity by an appropriate health-care professional, he/she should proceed in a step-wise fashion to allow the brain to re-adjust to exercise. In most cases, the athlete should progress no more than one step each day, and at times each step may take more than one day. Below is an example of a return to physical activity program:

Progressive Physical Activity Program (ideally under supervision)

- Step 1:** Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training or any other exercises.
- Step 2:** Moderate aerobic exercise- 15 to 20 minutes of running at moderate intensity in the gym or on the field without equipment.
- Step 3:** Non-contact training drills in full uniform. May begin weightlifting, resistance training and other exercises.
- Step 4:** Full contact practice or training.
- Step 5:** Full game play.

If symptoms of a concussion recur, or if concussion signs and/or behaviors are observed at any time during the return-to-activity program, the athlete must discontinue all activity immediately. Depending on previous instructions, the athlete may need to be re-evaluated by the health-care provider, or may have to return to the previous step of the return-to-activity program.

Summary of Suggested Concussion Management

1. No athlete should return to play (RTP) or practice on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional.
3. Any athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
4. After medical clearance, RTP should follow a step-wise protocol with provisions for delayed RTP based upon return of any signs or symptoms.

References:

American Medical Society for Sports Medicine position statement: concussion in sport. Harmon KG, Drezner J, Gammons M, Guskiewicz K, Halstead M, Herring S, Kutcher J, Pana A, Putukian M, Roberts W; American Medical Society for Sports Medicine. Clin J Sport Med. 2013 Jan;23(1):1-18.

McCrory P, Meeuwisse WH, Aubry M, et al. Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012 J Athl Train. 2013 Jul-Aug;48(4):554-75.

Returning to Learning Following a Concussion. Halstead M, McAvoy K, Devore C, Carl R, Lee M, Logan-Kand-Council-on-Sports-Medicine-and-Fitness, and Council-on-School-Health. *Pediatrics*, October 2013. American Academy of Pediatrics.

Additional Resources:

Brain 101 – The Concussion Playbook.

<http://brain101.orcasinc.com/5000/>

Concussion in Sports- What you need to know.

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

Heads Up: Concussion in High School Sports

http://www.cdc.gov/concussion/headsup/high_school.html

NFHS Sports Medicine Handbook, 4th Ed, 2011.

REAP Concussion Management Program.

<http://www.rockymountainhospitalforchildren.com/sports-medicine/concussion-management/reap-guidelines.htm>

Sport Concussion Library

<http://www.sportconcussionlibrary.com/content/concussions-101-primer-kids-and-parents>

Revised and Approved April 2017

October 2013

January 2011

April 2009

October 2008

October 2005

DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

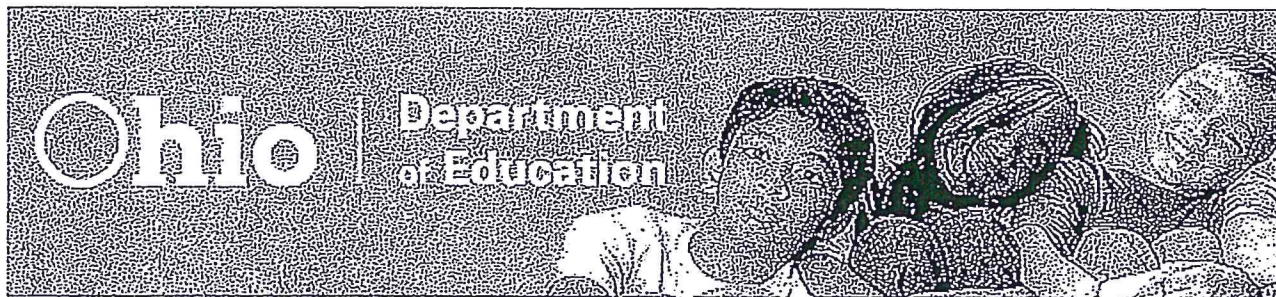
THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) FOR THE INTERSCHOLASTIC ATHLETE: A POSITION STATEMENT

The objective of this position statement is to provide physicians, coaches, and administrators who serve the member schools of the Ohio High School Athletic Association (OHSAA) with guidelines concerning Automated External Defibrillators (AED's) and their possible benefit and use in the school setting based on current medical evidence and research. This position statement is not intended as a proposed standard of care and should not be interpreted as such. Rather, it only describes reasonable practice for the school. Individual treatment decisions will turn on the facts and circumstances presented to the emergency responders at the time of an event. This statement was developed by the Joint Advisory Committee for Sports Medicine (JACSM) of the Ohio State Medical Association. The committee is a collaborative effort of five professional organizations concerned about sports medicine and the interscholastic athlete in Ohio.

An AED is a medical device that can recognize the presence or absence of ventricular fibrillation or tachycardia and determine whether defibrillation should be performed and delivers a shock through electrodes attached to the victim's chest. Throughout the process, voice and screen prompts guide the rescuer. No shock is recommended or delivered for other types of cardiac arrhythmia. The AED is designed to be used by non-medical personnel with little or no training, although a four hour program coupled with basic life support training is recommended.

In the United States, 220,000 people (nearly all adults with coronary artery disease) die from sudden cardiac arrest each year. Before complete arrest, the heart often develops ventricular fibrillation or ventricular tachycardia, irregular heart rhythms in which the heart muscle contractions are disorganized and the effective pumping of blood ceases. Defibrillation is the delivery of an electrical impulse to the heart that allows it to return to a normal coordinated rhythm, and is the most effective treatment for ventricular fibrillation or tachycardia in adults. The sooner defibrillation is provided via an AED, the better the victim's chance of survival. When provided within the first five minutes of a cardiac arrest, the odds are about 50% that the victim's life will be saved. With each passing minute, the chance of successful resuscitation is reduced by 7-10%. After 10 minutes, there is very little chance of success.

Sudden cardiac death is a rare event in school age youth and children. It is estimated (reference) that sudden death occurs in one out of every 200,000 high school athletes each year for a total of about 100 events per year. Ninety percent of the victims are male and 70% come from football and basketball. Ninety-seven percent of victims have structural abnormalities. The most common causes associated with sudden death are hypertrophic cardiomyopathy, anomalous coronary arteries, and left ventricular hypertrophy. The best and most practical cardiac screening method is the medical history, but even a thorough history will detect only 18-50% of athletes at risk. Screening by ECG or echocardiogram may increase sensitivity by a small amount, but the logistical and economic factors involved make these unlikely solutions.



To help public and nonpublic schools fulfill annual requirements included in the new Sudden Cardiac Arrest Law (also known as Lindsay's Law), the Ohio Department of Education has placed within its Learning Management System (LMS) the Ohio Department of Health's new 20-minute video and a related fact sheet on this topic.

Each year, all individuals who coach athletic activities for youth up to age 19 in Ohio must review the video and fact sheet. The Department encourages districts to have their pupil activity (coaching) permit holders fulfill these requirements through the LMS, because the system generates certificates verifying completion. As with all other training requirements for coaches, local school districts are responsible for verifying that permit holders have completed the new sudden cardiac arrest course each year, regardless of the expiration dates of their permits.

To access the LMS, coaches will log in to their SAFE accounts, click on Course Catalog and search for: *sudden cardiac arrest*. In the enrollment for the course, each coach will need to set up an online account within the LMS, where the coach may store the electronic certificate verifying completion for the year.

Please also be aware of other Lindsay's Law requirements for student athletes and their parents on the Ohio Department of Health's website. You may direct any questions about the LMS to Ryan Eldridge; Lindsay's Law requirements to BCHS@odh.ohio.gov; and coaching permits to educator.licensure@education.ohio.gov.