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DEPARTMENT OF EDUCATION
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Commissioner

April 21, 2015

TO: Chief School Administrators
Charter School Lead Persons
Administrators of Nonpublic Schools

FROM: Susan Martz, Assistant Commissioner
Division of Student Services and Career Readiness

SUBJECT: Revisions to Broadcasts Dated April 29, 2014 and March 10, 2015

The April, 29, 2014 broadcast, "Scholastic Student-Athlete Safety Act Required Materials," and March 10, 2015 broadcast, "Student-Athlete Cardiac Assessment Professional Development Module," have been revised to clarify that although health care providers performing the pre-participation physical examination may print and sign a Certificate of Completion following review of the Student-Athlete Cardiac Screening professional development module (PD module), and should retain the Certificate of Completion for their files, they are not required to provide a copy of this Certificate of Completion to any public school district or nonpublic school.

Instead, the revised broadcasts now clarify that health care providers are only required to sign the certification statement on the Preparticipation Physical Evaluation (PPE) form attesting to completion of the PD module. Furthermore, and in order to satisfy its requirement under law, the board of education of a public school district and the governing board or chief school administrator of a nonpublic school shall only be required to retain the original signed statement on the PPE form to attest to the qualification of the health care provider to perform the physical examination of a student. In all other substantive respects, the April 29, 2014 and March 10, 2015 broadcasts are unchanged.

SM/NC/CDP

c: Members, State Board of Education
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TO: Chief School Administrators
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TIME SENSITIVE
Please share with school nurse(s)
and school physician immediately.

FROM: Susan Martz, Assistant Commissioner
Division of Student Services and Career Readiness

SUBJECT: Scholastic Student-Athlete Safety Act Required Materials: **Revised from
April 29, 2014**

The purpose of this memorandum is to provide information on the new Preparticipation Physical Evaluation (PPE) form, Health History Update Questionnaire, *Sudden Cardiac Death in Young Athletes* pamphlet and sign-off sheet to parents, guardians and student athletes, and to provide guidance on the implementation of the requirements authorized by P.L. 2013, c.71, the *Scholastic Student-Athlete Safety Act (SS-ASA)* to each public school district and nonpublic school with any of grades six through 12. The New Jersey Department of Education (NJDOE) broadcast dated September 10, 2013, informed all school districts, nonpublic schools and charter schools of the intent and requirements of the SS-ASA, and announced that the new forms authorized by the law would be provided when developed, approved and available for implementation.

Please review the following guidance and direction for use of the new material as required by the SS-ASA prior to implementation at the local level.

PPE Form

The new PPE form developed jointly by the American Academy of Family Physicians (AAFP), American Academy of Pediatrics (AAP), American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine, must be used for all student physical examinations prior to a student's participation in school-sponsored interscholastic and intramural athletic team or squad from this point forward.

The new PPE form includes a History Form to be completed by the parent or guardian; a Supplemental History Form for Students with Special Needs; a Physical Examination Form; and a Clearance Form to be completed by the examining physician, advanced practice nurse (APN) or physician assistant (PA). Please remove the former PPE form from any school or district website and replace it with the new PPE form, which is available at:

<http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>.

According to *N.J.A.C. 6A:16-2.2(h)1ii(4)*, an incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days. In addition, according to *N.J.A.C. 6A:16-2.2(h)1iv* and *N.J.A.C. 6A:16-2.3(a)3iv*, each district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the PPE or the reasons for the school physician's disapproval of the student's participation. Further, in accordance with *N.J.A.C. 6A:16-2.3(a)3iii*, the school physician may conduct student physical examinations in the physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school physician as the medical home for the purpose of the sports physical examination.

The Student-Athlete Cardiac Assessment Professional Development Module (PD module)

The NJDOE, in collaboration with the New Jersey Department of Health (NJDOH), and in consultation with the New Jersey Chapter AAP, the New Jersey Chapter AAFP, the American Heart Association (AHA) and the New Jersey Chapter American College of Cardiology (ACC), developed the PD module to increase the assessment skills of those health care providers who perform student-athlete physical examinations and screenings.

A physician, APN or PA, who performs a student's annual physical examination prior to the student's participation in a school-sponsored interscholastic or intramural athletic team or squad, is required to first access and complete the PD module. The New Jersey State Board of Medical Examiners, New Jersey State Board of Nursing, New Jersey Chapter AAP, New Jersey Chapter AHA, New Jersey Chapter ACC, New Jersey Chapter AAFP, Athletic Trainer's Society of New Jersey, New Jersey State Society of Physician Assistants, NJDOH and the NJDOE have a link to the PD module on their websites.

Upon completion of the PD module, the physician, APN or PA, will be able to download and print a Certificate of Completion. The physician, APN or PA, should retain the Certificate of Completion for his/her files, but is not required to submit a copy of his/her Certificate of Completion to any public school district or nonpublic school.

In addition, upon performing a student athlete's annual physical examination, the physician, APN or PA, shall sign the certification statement on page four (Clearance Form) of the PPE form attesting to the completion of the PD module. In accordance with the requirements of the law, the board of education of a public school district and the governing board or chief school administrator of a nonpublic school shall retain the original signed statement on the PPE form to attest to the qualification of the physician, APN or PA, to perform the physical examination.

Health History Update Questionnaire

The parent or guardian of each student-athlete must complete and sign a Health History Update Questionnaire if the preparticipation physical examination was conducted 90 or more days prior to the first practice session of the athletic season. In the past, the update was required for medical examinations conducted 60 or more days prior to the start of the athletic season. The New Jersey Administrative Code will be revised to include this change required by the law. The Health History Update Questionnaire addresses the specific questions recommended by the American Heart Association. The questionnaire must be completed and signed by the student's parent or guardian and .

submitted to the school nurse. Schools may choose to use their own form provided it includes these same questions. According to *P.L. 2013, c.71*, the school nurse must review the completed and signed

Health History Update Questionnaire and, if applicable, the athletic trainer shall review it as well. As with all health records, pursuant to *N.J.A.C. 6A:32-7*, these forms must be maintained in the school health office.

The Health History Update Questionnaire may be found at:

<http://www.state.nj.us/education/students/safety/health/records/HealthHistoryUpdate.pdf>

Sudden Cardiac Death In Young Athletes Pamphlet

Pursuant to *N.J.S.A. 18A:40-41(d)*, school districts must distribute the *Sudden Cardiac Death In Young Athletes* pamphlet to each student-athlete and to the parents or guardians of the student-athletes, as part of the student's preparticipation physical examination and completion of the athletic permission forms. A student-athlete and the parent or guardian of the student-athlete shall certify in writing that they received and reviewed the pamphlet. The pamphlet can be found at:

<http://www.state.nj.us/education/students/safety/health/services/cardiac.pdf> and the student-athlete and parent or guardian certification and sign-off sheet can be found at:

<http://www.state.nj.us/education/students/safety/health/services/SuddenCardiacDeathPamphletSignOffSheet.pdf>.

School Physician

In addition to the student's medical home physician, APN or PA, the school physician must also complete the PD module. Further, the *SS-ASA* mandates inclusion of this requirement in the school physician's annual contract with the school district.

A live webinar was presented on Friday, May 9, 2014, from 10:30 a.m. to 12 noon to review the required actions and activities related to the *SS-ASA* and answer questions on the materials described in this memo. The webinar was recorded and posted on the NJDOE website at:

<http://www.state.nj.us/education/students/safety/health/services/athlete>.

SM/NCN:\SHSS Unit\School Health\Sudden Cardiac Death\Broadcast Scholastic Student-Athlete Safety Act Required Materials April 29 - REVD 4-10-15 CDP-KAW.docx

c: Members, State Board of Education
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April 21, 2015

TO: Chief School Administrators
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Administrators of Nonpublic Schools

FROM: Susan Martz, Assistant Commissioner
Division of Student Services and Career Readiness

SUBJECT: Student-Athlete Cardiac Assessment Professional Development Module: **Revised**
from March 10, 2015

As a follow-up to previous broadcasts, the New Jersey Department of Education (NJDOE) is pleased to announce the availability of the Student-Athlete Cardiac Assessment professional development module (PD module) required by the *Scholastic Student-Athlete Safety Act (SS-ASA)* (N.J.S.A. 18A:40-41.7). The PD module is available at <http://www.nj.gov/education/students/safety/health/services/athlete/PDModule.shtml>.

Regarding the PD module, the SS-ASA requires that:

- The PD module be accessed and completed by the physician, advanced practice nurse or physician assistant (collectively health care providers (HCPs)) who performs a student-athlete's annual physical examination prior to the student's participation on a school-sponsored interscholastic or intramural athletic team or squad in grades six through 12 (N.J.S.A. 18A:40-41.7);
- Upon performing a student athlete's annual physical examination, the HCPs shall sign the certification statement on page four (Clearance Form) of the Preparticipation Physical Evaluation (PPE) form attesting to the completion of the PD module. In accordance with the requirements of the law, the board of education of a public school district and the governing board or chief school administrator of a nonpublic school shall retain the original signed statement on the PPE form to attest to the qualification of the HCPs to perform the physical examination; and
- A contract of employment between a school district and a school physician appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician has completed the PD module, and also read the *Sudden Cardiac Death in Young Athletes* pamphlet (N.J.S.A. 18A:40-1.1).

In addition to the above, upon completion of the PD module, the HCPs will be able to download and print a Certificate of Completion of the PD module. The HCPs should retain the Certificate of Completion for his/her files, but is not required to submit a copy of his/her Certificate of Completion to any public school district or nonpublic school.

Effective with the start of the 2015-2016 school year, HCPs are required to complete the PD module before performing any student-athlete's physical examination. This physical examination must be conducted before a student-athlete can participate on a school-sponsored interscholastic or intramural athletic team or squad, including the first official practice of the season. For those students who have already received a physical examination that is valid and effective for the start of the 2015-2016 school year, it is reasonable for schools to accept the PPE without the HCP's attestation to completion of the PD module during this period of transition.

You are encouraged to provide the attached information to parents, guardians and student-athletes to ensure a thorough understanding of the new requirements, and to ensure to the fullest extent possible, that a student's participation on an athletic team or squad is not unnecessarily delayed because of these new requirements. There is a placeholder highlighted on the bottom of the page for you to include district contact information.

The NJDOE is grateful to, and would like to thank, the New Jersey Department of Health, New Jersey Chapter of the American Academy of Pediatrics, New Jersey Academy of Family Physicians, American Heart Association, and New Jersey Chapter of the American College of Cardiology for their partnership and extraordinary efforts in developing the PD module. We are hopeful that the use of this module will help enhance the assessment skills of HCPs who perform student-athlete physical examinations and screenings and prevent the occurrence of sudden cardiac arrest in all student-athletes.

Note: The NJDOE does not have the capacity to provide continuing medical or nursing education credit for completion of the PD module. However, there is nothing that precludes an HCP from consulting with the American Nurses Credentialing Center or the American Medical Association credentialing division, or any other appropriate entity, regarding the possible receipt of continuing medical or nursing education credit.

Questions and concerns may be directed to schoolhealthservices@doe.state.nj.us.

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Attachment

c: Members, State Board of Education
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SCHOLASTIC STUDENT-ATHLETE SAFETY ACT
INFORMATION FACT SHEET
FOR PARENTS/GUARDIANS

Prior to participation on a school-sponsored interscholastic or intramural athletic team or squad, each student-athlete in grades six through 12 must present a completed Preparticipation Physical Evaluation (PPE) form to the designated school staff member. Important information regarding the PPE is provided below, and you should feel free to share with your child's medical home health care provider.

1. **The PPE may ONLY be completed by a licensed physician, advanced practice nurse (APN) or physician assistant (PA) that has completed the Student-Athlete Cardiac Assessment professional development module.** It is recommended that you verify that your medical provider has completed this module before scheduling an appointment for a PPE.
2. The required PPE must be conducted within 365 days prior to the first official practice in an athletic season. The PPE form is available in English and Spanish at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>.
3. The parent/guardian must complete the History Form (page one), and insert the date of the required physical examination at the top of the page.
4. The parent/guardian must complete, The Athlete with Special Needs: Supplemental History Form (page two), if applicable, for a student with a disability that limits major life activities, and insert the date of the required physical examination on the top of the page.
5. The licensed physician, APN or PA, who performs the physical examination must complete the remaining two pages of the PPE, and insert the date of the examination on the Physical Examination Form (page three) and Clearance Form (page four).
6. The licensed physician, APN or PA, must also sign the certification statement on the PPE form attesting to the completion of the professional development module. Each board of education and charter school or nonpublic school governing authority must retain the original signed certification on the PPE form to attest to the qualification of the licensed physician, APN or PA to perform the PPE.
7. The school district must provide written notification to the parent/guardian, signed by the school physician, indicating approval of the student's participation in a school-sponsored interscholastic or intramural athletic team or squad based upon review of the medical report, or must provide the reason(s) for the disapproval of the student's participation.
8. For student-athletes that had a medical examination completed more than 90 days prior to the first official practice in an athletic season, the Health History Update Questionnaire (HHQ) form must be completed, and signed by the student's parent/guardian. The HHQ must be reviewed by the school nurse and, if applicable, the school's athletic trainer. The HHQ is available at <http://www.state.nj.us/education/students/safety/health/records/HealthHistoryUpdate.pdf>.

For more information, please review the Frequently Asked Questions which are available at <http://www.state.nj.us/education/students/safety/health/services/athlete/faq.pdf>. You may also direct questions to **[SCHOOL DISTRICT INSERT NAME/CONTACT INFORMATION OF APPROPRIATE STAFF HERE]**.

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