

If minor head injury occurs at school...

1. Call school nurse and/ or concussion contact
2. Call parents, whether or not school nurse could be contacted
3. Fill out head injury form in addition to the accident report
4. Send head injury form home with students

If student develops symptoms of concussion after a minor head injury at school...

1. Call parents, school nurse, concussion contact, administration, and/ or 911 as necessary
2. Note all symptoms on head injury form
3. Send head injury form and concussion packet home with student
4. Have parent sign consent for release of information
5. Encourage parent to come get student and see a physician
6. Concussion contact will follow-up with parent

If suspected concussion/ significant head injury occurs at school...

1. Call school nurse, concussion contact, or 911 (if the injury is obviously severe)
2. Call the parents, whether or not a school nurse could be contacted
3. Contact administration
4. Fill out head injury report in addition to accident report
5. Give concussion packet to parent or send with EMS
6. Have parent sign consent for release of information, if possible
7. Concussion contact will follow up with parent

If suspected concussion/ head injury occurs during school athletic event...

1. Contact school nurse or concussion contact
2. Contact athletic trainer to verify that return to learn process has been initiated
3. Give head injury form and accident report to appropriate coach to complete
4. Concussion contact will follow-up with parent and athletic trainer

If suspected concussion/ head injury occurs off campus...

1. Contact school nurse or concussion contact
2. Send concussion packet to parent
3. Request that parent have concussion packet completed before child's return to school
4. Have parent sign consent for release of information, if possible
5. Concussion contact will follow-up with parent

If student returns to school with Concussion Return to Learn/ Play protocol form...

1. Concussion contact will share with pertinent school personnel the diagnosis, symptoms to watch for, and required modifications to the student's regular activities (based on physician order)
2. Concussion contact will get hard copy of forms to nurse for student health chart
3. School nurse will chart in PowerSchool and keep information from physician in a chart for particular student. If medical plan necessary, nurse will create plan and distribute
4. Concussion team will meet if necessary
5. If no complications as the protocol is fulfilled, the student will be allowed to return to normal activity only upon release by a qualified medical provider
6. Concussion contact will communicate information about student's return to normal activity with staff

If student's diagnosis is severe or the Return to Learn/ Play protocol is greater than two weeks...

1. The concussion team must meet
2. Educational Plan of Care should be completed by school counselor or psychologist
3. Educational Plan of Care addresses cognitive, sensory, activity, and emotional issues
(What can we readdress to help this student achieve/ improve?)
4. Plan of care should be followed until release by a qualified medical provider
5. Educational Plan of Care should be placed in student's permanent record