

## Concussion Management Checklist- For Schools

### School Responsibilities

Completed	Action
	Adopt a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA/IESA and state legislation.
	Provide information on their school's concussion and head injury policy as a part of any agreement, contract, code or other written instrument that a school requires a student-athlete and his/her parent(s) or guardian(s) to sign before participating in an interscholastic practice or competition. <b>Form must be approved by the IHSA.</b> See <i>IESA Concussion Pre-Season Information Sheet and Sign-Off Form</i> .
	Ensure compliance with the Return-to-Play (RTP) Policy of the IHSA/IESA. See <i>IESA Concussion Protocol</i> .
	Establish a Concussion Oversight Team (COT) to develop RTL and RTP protocols for students who are believed to have experienced a concussion.
	Develop RTP and Return-to-Learn (RTL) protocols for students at their school who have been diagnosed as having sustained a concussion in accordance with Illinois state law.
	At a minimum, designate one person on the COT who is responsible for implementing and complying with the RTP and RTL protocols. [Note: This person may not be a coach.]
	<p>Develop, in writing, an Emergency Action Plan (EAP) for interscholastic athletic activities.</p> <ul style="list-style-type: none"> <li>- Plan must be reviewed by the Concussion Oversight Team.</li> <li>- Plan must include a delineation of roles, methods of communication, available emergency equipment, and access to and a plan for emergency transportation.</li> <li>- Plan must be in writing, approved by the superintendent or designee, distributed to appropriate personnel, and posted conspicuously at all venues used by the school.</li> <li>- Plan must be reviewed annually by all athletic trainers, first responders, coaches, school nurses, athletic directors and volunteers associated with the school's athletic program.</li> </ul>

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### Coach Responsibilities

Completed	Action
	Complete an IHSA approved Concussion Training Course every two years. <ul style="list-style-type: none"> <li>- Initial completion of course requirement by Sept. 1, 2016.</li> </ul>
	Must provide proof of compliance with course requirement to their school.
	Must immediately remove from participation or competition any athlete who is suspected of sustaining a concussion or head injury.

### Student Responsibilities

Completed	Action
	Review, sign, and return to the school, a concussion and head injury information sheet prior to practice or competition each school year. <i>See IESA Concussion Pre-Season Information Sheet and Sign-Off Form.</i>
	Abide by all RTP and RTL protocols
	A removed student must: <ul style="list-style-type: none"> <li>- Be evaluated by a physician licensed to practice medicine in all its branches or athletic trainer working under the supervision of a physician licensed to practice medicine in all its branches.</li> <li>- Successfully complete the RTP and RTL protocols.</li> <li>- Provide written clearance from a physician licensed to practice medicine in all its branches or athletic trainer working under the supervision of a physician licensed to practice medicine in all its branches for the student to return to play and learn.</li> <li>- Provide a consent form that has been signed by the student's parent/guardian for their student to return to play. <i>See IHSA/IESA Post-Concussion Consent Form (RTP/RTL).</i></li> </ul>

### Parent Responsibilities

Completed	Action
	Review, sign, and return to the school, a concussion and head injury information sheet prior to their student's practice or competition each school year. <i>See IESA Concussion Pre-Season Information Sheet and Sign-Off Form.</i>
	Provide written clearance from a physician licensed to practice medicine in all its branches or athletic trainer working under the supervision of a physician licensed to practice medicine in all its branches for their student to return to play and learn.
	Provide a signed consent form for their student to return to play. <i>See IHSA/IESA Post-Concussion Consent Form (RTP/RTL).</i>