

**WESTPORT PUBLIC SCHOOLS**  
**SCHOOL HEALTH SERVICES**

**Procedures for Concussion Management**

**Objectives**

1. To educate members of the school district and community regarding potential effects and complications of concussion, especially Second Impact Syndrome;
2. To promote early recognition of concussion in students and referral for medical assessment should a head injury occur in school;
3. To facilitate collaboration between school staff, students' physicians, and families; and
4. To ensure safe and consistent management of students who have sustained a concussion.

**Concussion Management: Medical<sup>1</sup>**

1. Staff will immediately: (1) exclude from physical education and recess activities, as well as intramural sports, any student who sustains trauma to the head and/or symptoms of a concussion and (2) refer the student to the school nurse for assessment. If the trauma occurs after regular school hours, the coach or athletic trainer will notify the school nurse about the injury as soon thereafter as possible.
2. School staff members will notify the school nurse as soon as they become aware of a student who has sustained a head injury or concussion outside of school.
3. The school nurse will: obtain injury details; assess the student, utilize the SCAT II tool if indicated; notify the parent/guardian and provide the Acute Concussion Care Plan and exchange of information form to take to his/her physician; refer for medical evaluation, as indicated; and exclude from further physical education, intramurals, interscholastic sports and recess any student who has sustained a head injury and is suspected of having a concussion until such time as the student is medically cleared to return to such activities.
4. The school nurse will return students to contact activities only with the written medical authorization of the student's physician<sup>2</sup> verifying that it is safe for the student to return to full participation in physical education, intramural or interscholastic sports and recess activities.
5. The school nurse will consult with the student's counselor and administrator before processing a physician's authorization for return to all physical education, recess and intramural or interscholastic activities to ensure consistency between academic and athletic management of the student's follow up care.
6. If the school nurse questions whether it is safe for a student to return to participation in contact activities according to the medical authorization, the school nurse will consult with the health services supervisor and school medical advisor, as appropriate, and action will be taken accordingly.

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<sup>1</sup> See Attachment A for Concussion Management: Medical -- Staples High School Interscholastic Sports

<sup>2</sup> The term "physician" includes doctors of medicine and osteopathy, advance practice nurses, physician assistants

7. Staff will never, under any circumstance, override the decision of the school nurse regarding a student's participation in high risk activities during school, sports, or school related events.

### **Concussion Management: Educational** (Kindergarten through 12<sup>th</sup> grade)

1. Assessment results and recommendations for participation in educational and physical activities in school, including classes, related academic work, physical education, recess, extracurricular activities, and intramural or interscholastic sports will be provided to the school nurse by the family and/or student's physician.
2. Authorization for exchange of information will be provided to parents/guardians for signature.
3. Physician notes requesting academic adjustments of any type related to the diagnosis of concussion will be shared with the school academic team which will review the adjustments and implement reasonable short term accommodations.
4. When a student requires educational adjustments beyond three weeks, the school nurse will advise the parents of the possibility of the school district's request for an assessment by a qualified neurologist or concussion specialist.
5. When the student is requiring educational adjustments beyond three weeks as determined by recommendations from the student's physician after a follow –up appointment and receipt of recommendations, a team meeting with the academic team will be convened to develop an IHCP to address appropriate health services/educational supports and accommodations and to review the 'return to learn' process.
6. As appropriate, the school nurse will obtain data from the academic team and report follow-up data including school attendance, academic performance and symptom assessment to the physician prior to the medical evaluation.
7. When a student is receiving adjustments beyond three weeks, medical updates including updated accommodations will be required at least monthly for review by the team.
8. Once a student has been medically cleared to return to sports, and other high risk activities the individualized health care plan and academic adjustments related to concussion will be terminated.
9. Only after a student has been cleared to fully participate in academics can the student be cleared to return to interscholastic and intramural sports.
10. In the event that a student is unable to attend school and requirements for Home Bound instruction are met, procedures for initiating Home Bound instruction will be initiated.
11. In the event that a student's concussion symptoms are continuing over an extended period of time and a student is referred for consideration of a disability under Section 504, the Section 504 team will meet to determine if concussion-related accommodations are appropriate.
12. The Health Services Supervisor, School Medical Advisor and Pupil Services Director will be consulted by the school team as appropriate throughout the above process.

**STAPLES HIGH SCHOOL  
INTERSCHOLASTIC SPORTS**

**Procedures for Concussion Management in Student Athletes**

**Objectives**

1. To educate members of the school district and community regarding potential complications of concussion;
2. To promote early recognition of concussion in student athletes;
3. To facilitate collaboration between the athletic trainer, school nurses, students' physicians, and families
4. To ensure safe and consistent management of students who have sustained a concussion.

**Preseason Education and Informed Consent**

All student athletes and parents/guardians will receive preseason education on concussion risk factors, recognition of signs and symptoms, and the importance of accurate self-reporting of symptoms, the means of obtaining proper medical treatment, the nature and risks of concussion, the proper procedures for return to athletic activity, and current best practices in prevention. An informed consent will be signed by parents and students.

**Concussion Management: Medical**

1. Coaches will immediately exclude from play any athlete who sustains an injury during practice or competition that might result in concussion, and will so notify the athletic trainer. If the injury is obtained during an away game or no athletic trainer is available the coach will keep the student out of play and notify the parent to seek medical evaluation.
2. It is the responsibility of the student athlete to notify the coach and/or athletic trainer at any point in time if any signs and/or symptoms of a head injury are suspected.
3. The athletic trainer will:
  - a. exclude from further practice and play any student athlete who has sustained an injury to the body or head and is observed to exhibit signs, symptoms and or behaviors consistent with a concussion. Concussion assessment will include the following:
    1. Neurocognitive evaluation
    2. Assessment of subjective signs and symptoms
    3. Assessment of any notable physical signs and symptoms
  - b. remove from play any student with abnormal findings in the above assessment suspected of having a concussion.
  - c. notify parents/guardians of the suspected injury, as soon as possible but always within 24 hours of the injury, and provide necessary paperwork based on athletics trainers discretion of each individual case.
  - d. reassess after 10-20 minutes, any athlete whose initial assessment is within normal limits.
  - e. determine return to play, only if, all assessments have been found to be within normal limits.
  - f. contact EMS when deemed necessary
4. The athletic trainer will notify the school nurse(s) of any student athlete referred to a physician due to head injury or to rule out a concussion.

5. The athletic trainer will assist students to follow physician recommendations for gradual return to physical activity and play according to student's *Acute Concussion Care Plan*.
6. The athletic trainer will return student athletes to practice and play only with:
  - a. written medical authorization from the athlete's physician verifying that it is safe for the athlete to return to play in the athlete's specific sport; and
  - b. consultation with the school nurse to ensure consistency between academic and athletic handling of the student's follow up care.
  - c. completion of the Return to Play Protocol (RTP).
7. Student's will not be allowed on the sideline of a game or practice prior to resolution of academic accommodations and initiation of RTP protocol.
8. If the athletic trainer questions whether it is safe for an athlete to return to play despite medical clearance, the trainer will exclude the student from play until she/he can consult with the school nurse, school nurse supervisor and school medical advisor, as appropriate. Action will be taken according to the judgment of the trainer in collaboration with the nurse or school medical advisor.