



PROTOCOL: Management of Concussion

Return to School

1. The athletic trainer will notify the school nurse and coach (as applicable) when a concussion injury has occurred during a Thornton Academy athletic event to which the trainer provided care and/or when they have knowledge of a suspected head injury. Notification will occur within the same school day or at the start of the next calendar day.
2. School personnel trained in concussion awareness, including recognizing signs and symptoms that may suggest a concussion, will notify the school nurse when a potential concussion injury has occurred and/or when they have knowledge of a suspected head injury. Notification will occur within the same school day or at the start of the next calendar day.
3. Parents are encouraged to report suspected or known concussions or other head injuries that occur outside of school-related activities to the school nurse. It is the responsibility of the parent to inform the school of signs and symptoms related to concussion or head injuries that are recognized while the student is not in school.
4. The school nurse will then institute the following steps:
 - a. Contact the parent to acquire medical clearance from the child's treating licensed health care provider qualified and trained in concussion management.
 - b. Inform the parent of Thornton Academy's concussion policy and protocol.
 - c. Direct parents to a copy of the Acute Concussion Evaluation (ACE) Care Plan. The ACE plan is the expected form of communication regarding medical clearance (a copy of the ACE form is available in the School Nurse's Office and on the Thornton Academy website). It is the responsibility of the parent to provide the necessary and appropriate documentation. The ACE plan must be returned to the school nurse before attending any classes or school activities. More than one evaluation by the student's health care provider may be necessary.
 - d. Notify all school personnel responsible for supporting the academic needs of the student, including but not limited to: the student's school counselor, homeroom advisor, dean, and classroom teachers (including study hall) of the

student's graduated school reentry plan, as indicated by the student's licensed health care provider, via the ACE plan.

- e. The Return to Learn Strategy provided by the Maine Department of Education, in the [Concussion Management Resource Guide \(2/2025\)](#), may be used in conjunction with the ACE plan and recommendations of the student's licensed health care provider.
5. School personnel shall accommodate the graduated school reentry protocol in all academic activities as appropriate, based on the recommendation of the student's health care provider trained in concussion management and appropriate designated school personnel (e.g., 504 Coordinator, school nurse).

Return to Activity

Please refer to the "[MaineHealth Sports Performance Center Protocol & Procedures for the Management of Sports-Related Concussion.](#)"