

**MSAD #28**  
**Concussion Management Protocol**  
Addendum to policy JJIF

**Head Injury/Suspected Concussion:**

**I. School-Sponsored Activities, student report outside of school, or suspected symptoms**

- a) All Staff
  - a. Report any suspected student concussion to school nurse
- b) School Nurse
  - Evaluate student
  - Contact parent and provide concussion fact sheet
  - Recommend HCP evaluation
  - Follow up with parent
  - If concussion confirmed, notify counselor
  - Forward all HCP academic accommodations
  - Document concussion in student health record
  - Inform the Athletic Director if the student plays a school sport
  - Inform Activity Supervisor as appropriate
- c) Counselor
  - Forward HCP academic accommodations to teachers
  - Update teachers as needed
  - If concussion results in non-transitory long-term health implications, consider 504 referral.
- d) Teachers
  - Follow academic accommodations
  - Contact counselor regarding academic concerns or questions
  - Contact school nurse for any health symptoms of concern

**II. School Sponsored Sports (home or away)**

- a) Coach
  - Remove student from activity
  - Inform parent; ensure student goes home with parent if possible and provide concussion fact sheet
  - Notify Athletic Director (AD) as soon as possible and submit Accident Report within 24 hours
- b) Athletic Director
  - Submit Accident Report copies to School Nurse & Principal as soon as possible
  - Contact parent for follow up

- Follow HCP protocols for Return to Play (RTP)
  - Provide School Nurse with Health Care Provider (HCP) written medical clearance for RTP
  - Notify coach of RTP clearance
- c) School Nurse
- Liaison between parent, HCP, counselors, AD, AT, Administration (Adm.)
  - Contact parent for follow up
  - If concussion confirmed, notify counselor, AD, AT, Adm.
  - Forward all HCP documentation and updates to AD, AT, Adm.
  - Provide AD & AT with HCP written medical clearance for RTP. Provide Counselor with HCP academic accommodations
  - Document concussion in student health record
- d) Counselor
- Forward HCP academic accommodations to teachers
  - Update teachers as needed
  - Provide ongoing support for student and family
  - If concussion results in non-transitory long-term health implications, consider 504 referral.
- e) Teachers
- Follow academic accommodations
  - Contact counselor regarding academic concerns or questions
  - Contact school nurse for any health symptoms of concern

History: Adopted: 10/21/13

First Reading February 27, 2019

Second Reading: March 20, 2019

Adopted: March 20, 2019