

## **Concussion Management Procedures**

MSAD #59 Concussion Policy Management team will be comprised of the Superintendent, Athletic director(s), school nurse(s), athletic trainer, school physician and any other appropriate staff member as determined by the Superintendent.

Training of staff, coaches, and athletic directors and all school personnel involved with school activities and athletics will be trained in the identification and management of concussions.

Staff, coaches, and/or volunteers will follow MSAD#59 Concussion Management Policy for all students. Any student suspected of having sustained a concussion or other head injury during a school activity including but not limited to participation in interscholastic sports, must be removed from the activity immediately. Staff members, coaches and/or volunteers will proceed with the following procedures.

### **High School Level**

1. Athletic trainer will evaluate, refer and manage any student with a suspected head injury. Parent will be notified of the suspected head injury by the athletic trainer.
2. Athletic trainer will notify the athletic director and school nurse(s) of students with suspected head injuries.
3. The athletic director will notify all staff of students under evaluation for head injuries.
4. In the absence of the athletic trainer, coaches will complete Student Accident Report Forms for all students suspected of having a head injury.
  - a. Coaches will notify parents of the suspected head injury. They will provide parent/guardian with completed Concussion Information Sheet.
  - b. Coaches will file Student Accident form with the athletic director.
  - c. Once notified, the athletic director will refer students to the athletic trainer and notify the Concussion Policy Management Team.
  - d. High School Athletic Director will notify the Physical Education teacher immediately for all athletic head injuries and head injuries that have occurred outside of school hours.
5. For suspected head injuries during the school day, staff members will complete Student Accident Report Forms. School nurses will evaluate students, notify parent/guardian and refer to a health care provider.

### **Jr. High and Elementary Level**

1. For school sponsored athletic activities, coaches will complete Student Accident Report Forms for any suspected head injury.
  - a. Coaches will notify the athletic director of the suspected head injury.

- b. Student Accident Report Forms will be submitted to the school nurse either by the athletic director or directly by the coach.
2. The Concussion Policy Management Team will refer to appropriate health care providers, and manage the return to play progression for all students suspected of having a head injury.
3. For suspected head injuries during the school day, staff members will complete Student Accident Report Forms. School nurses will evaluate students, notify parent/guardian and refer to a health care provider if appropriate.
4. For suspected head injuries during the school day, staff members will complete Student Accident Report Forms. School nurses will evaluate students, notify parent/guardian and refer to a health care provider.

Adopted: February 10, 2014