

Concussion Awareness Communication and MPS Return to Learn Process

A concussion is a traumatic brain injury that affects your brain function. Effects are usually temporary but can include headaches and problems with concentration, memory, balance and coordination. Concussions are usually caused by a blow to the head. Violently shaking the head and upper body also can cause concussions. Some concussions cause you to lose consciousness, but most do not. It's possible to have a concussion and not realize it. Concussions are particularly common if you play a contact sport, such as football. Most people usually recover fully after a concussion.

As with many other healthcare situations that occur while on school property, parent communication is important and is the expectation.

- **Elementary School:**

- **Injury during school hours-** The school's healthcare professional will contact the student's parent/guardian regarding the head injury which occurred at school. Once contact has been made with a parent/guardian, the healthcare professional will follow-up with the [district-created email](#) which includes links to concussion information. These links will also include documents for the student's physician to sign if a concussion is diagnosed. This email contact will be documented in the contact log.

- **Middle School:**

- **Injury during school hours-** The school's healthcare professional will contact the student's parent/guardian regarding the head injury which occurred at school. Once contact has been made with a parent/guardian, the healthcare professional will follow-up with the [district-created email](#) which includes links to concussion information. These links will also include documents for the student's physician to sign if a concussion is diagnosed. This email contact will be documented in the contact log.
- **Injury during school sponsored event/activity-** If the injury happens during a school-sponsored event, including athletics, the event sponsor (i.e. teacher, staff) needs to contact the student's parent/guardian within the same day of the injury. The school's healthcare provider and activities director should be cc'd on the parent/guardian email. The school's healthcare provider will then follow-up with the parent/guardian and provide, via the [district-created email](#), the links for concussion information and/or physician forms.

- **High School:**

- **Injury during school hours-** The school's healthcare professional will contact the student's parent/guardian regarding the head injury which occurred at school. Once contact has been made with a parent/guardian, the healthcare professional will follow-up with the [district-created email](#) which includes links to concussion information. These links will also include documents for the student's physician

to sign if a concussion is diagnosed. This email contact will be documented in the contact log.

- **Injury during school sponsored event/activity-** If the injury happens during a school-sponsored event, including athletics, the event sponsor (i.e. teacher, staff) needs to contact the student's parent/guardian within the same day of the injury. The school's healthcare provider and athletic director should be cc'd on the parent/guardian email. The school's healthcare provider will then follow-up with the parent/guardian and provide, via the [district-created email](#), the links for concussion information and/or physician forms.

Millard Public Schools Return to Learn Procedures*

1. Parent or health care professional notifies school health professional of such symptoms.
2. School Health professional convenes and leads the Concussion Management Team (CMT) consisting of but not limited to:
 - a. School Health Professional
 - b. Athletic Trainer (High School)
 - c. Student Counselor
 - d. Classroom Teacher
 - e. Activities Director (High School & Middle School)
 - f. Building Administrator (Elementary)
3. CMT through the school health professional provides the following to students' teachers:
 - a. Notification of student condition
 - b. Information regarding the signs & symptoms of concussion awareness.
 - c. Expectations for communication, monitoring, and documenting symptoms and academic progress
4. CMT assesses and addresses the physical, cognitive, behavioral, and emotional symptoms of the concussed student.
5. CMT develops an individual plan for schedule adjustments, supports, academic and physical activity as appropriate and share with school personnel, student, and parents.
6. CMT meets when needed to adjust accommodations and notify school staff of updates.
7. When student is symptom free and CMT certifies there are no academic concerns, written clearance from medical provider and written permission for return to activity from parents is obtained, the student returns to academics with no adjustments or accommodations.
8. Student Athletes may begin the Return to Play Process.
9. School Health Professional documents concussion as a flagged health condition in Infinite Campus.
10. If symptoms last more than 3-4 weeks, provide follow-up assessment and contact the 504 coordinator for a possible 504 Plan.

*Summary of **Bridging the Gap: From Concussion to the Classroom** (February 2014) Nebraska Department of Education

