

CONCUSSION CHECKLIST FOR SCHOOLS

PRE-CONCUSSION CHECKLIST FOR SCHOOLS:

_____ **Concussion Information Sheet sent to Parents and Student Athletes in Grades 5-12**

- School determines method of distribution
- Sample Information Sheets can be found [here](#)

_____ **Acknowledgement Form Signed and Returned**

- School selects method and person to collect and track forms
- Sample Acknowledgement Form can be found [here](#)

_____ **Football Coaches in Grades 1-12 have taken Course and Certificate is on File**

- School selects person to collect and track football coaches certificates
- List of acceptable courses can be found [here](#)

_____ **Coaches of Interscholastic Sports in Grades 5-12 have taken Course and Certificate is on File**

- School selects person to collect and track coaches certificates
- List of acceptable courses can be found [here](#)

_____ **Concussion Protocol for RTP has been Developed**

- School develops concussion protocol specific to their school regarding implementing treatment orders, assessment of symptoms and progress, completion of protocol and released to full physical activity

_____ **School Policy in Place**

- School develops policy that addresses all of the above elements specific to their school

_____ **Concussion Team Identified**

- School creates a concussion team, defines the role of each team member, and facilitates communication between all stakeholders
- Concussion Document - "Returning to School After Concussion: A Fact Sheet for School Professionals" can be found [here](#)

_____ **Academic Plan Developed**

- Schools can address accommodations by following school concussion procedures or through written plans such as Individualized Education Programs, Section 504 Plans, and/or Individualized Healthcare Plans
- Schools should include in the plan a list of the student's symptoms and accommodations

- Schools should develop a protocol regarding implementing treatment orders and accommodations, assessing student’s symptoms and progress, ensuring completion of the protocol has been accomplished, and documenting that a release has been obtained by a licensed health care provider for accommodations to expire
- Sample Form – “Health Care Provider Recommended School Accommodations Following Concussion” can be found [here](#)
- Sample Form – “Return to Learn Flow Diagram” can be found [here](#)
- Concussion Document – “Returning to School After Concussion: A Fact Sheet for School Professionals” can be found [here](#)

Teacher and Staff Education Offered

- Schools may offer a variety of educational opportunities to staff such as:
 - CDC Concussion Course for Youth Coaches can be found [here](#)
 - CDC Concussion Course for High School Coaches can be found [here](#)
 - Concussion Document – “A Fact Sheet for Teachers, Counselors, and School Professionals” can be found [here](#)
 - Concussion Document – “Helping Students Recover from a Concussion - Classroom Tips for Teachers” can be found [here](#)
 - Staff Development – Local Expert Lecturer

Communication System between Concussion Team, Staff, Parents and Provider Created

- It is vital that schools develop a communication system regarding the management of student’s with concussions
- Sample Form – “Return to Learn Flow Diagram” can be found [here](#)

POST-CONCUSSION CHECKLIST FOR SCHOOLS:

ACADEMIC – Return to Learn

_____ Concussion Diagnosis and Treatment Orders for Returning to School and Academics Received from Licensed Health Care Provider

- Sample Form – “Health Care Provider Recommended School Accommodations Following Concussion” can be found [here](#)

_____ School Concussion Protocol initiated

- School forms based on policy and procedures are used
- Academic Plan is developed
- Sample Form – “Return to Learn Flow Diagram” can be found [here](#)

_____ Student Observed for Signs, Symptoms, and Progress with RTL Activities

- Point person distributes to all teachers working with student the CDC – “A Fact Sheet for Teachers, Counselors, and School Professionals” – this document can be found [here](#)
- Team Leader gathers input, assesses student regularly and reports progress to others

_____ Communication Occurs Between School, Parents, Student and Providers

- School forms and system is used
- Sample Form – “Return to Learn Flow Diagram” can be found [here](#)

_____ Student Released from Academic Restrictions and May Begin RTP Protocol

- Sample Form – “Health Care Provider Recommended School Accommodations Following Concussion” can be found [here](#)

PHYSICAL ACTIVITY – Return to Play

_____ RTP Treatment Orders Received from Licensed Health Care Provider

- Sample form can be found [here](#)

_____ RTP Protocol Monitored by Designated School Staff Member

- School policy and protocol is used

_____ Student Released from Physical Activity Restrictions and May Return to Full Activity Level

- Sample form can be found [here](#)