

# Concussion Management Team (CMT) – Sample Return to Learn Protocol

The CMT ensures that every student who suffers a concussion is monitored for a safe return to activity.

<p><b>1. Concussion occurs!</b>  If at school sporting event or other school activity, family is notified of possible concussion and encouraged to seek medical confirmation and advice.</p>
<p><b>2. Medical confirmation of concussion is obtained.</b></p>
<p><b>3. Parent signs Release of Information form allowing the school to be notified of concussion and to share information.</b></p>
<p><b>4. CMT Contact person notified of medical confirmation of concussion by parent, coach, athletic trainer or health care provider.</b></p>
<p><b>5. CMT Contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider if available.</b></p>
<p><b>6. CMT implements a gradual Return to Learn Progression.</b> (Refer to Return to Learn Progression form.)</p>
<p><b>7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms.</b> (Refer to Post-Concussion Symptom Checklist).</p>
<p><b>8. CMT designs individual academic accommodation plan with appropriate school staff and works with SAT to coordinate academic accommodations for duration of recovery (about 2-3 weeks) and reviews with student and family.</b></p>

**9. Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person. Data on progress/recovery shared with family and student. Family monitors symptoms at home and regularly reports to CMT.**

**10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion. Student progress and updates are communicated to appropriate school staff, family and student.**

**11. Family and CMT agree student is symptom free and function is “back to baseline” in the classroom. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student’s file.**

**12. Student returns to academics full-time with no adjustments or accommodations. Written clearance from health care provider is obtained by family. Student begins Return to Play Progression after a successful Return to Learn.**

- If symptoms last more than 3-4 weeks, follow up assessment and academic adjustments may need to be strengthened or remain in place longer.
- If problems persist, student supports may be provided through an MTSS/RtI Plan, a Health Plan or a 504 Plan. A small percentage of students may require a referral for special education.
- CMT offers resources on concussion to parents throughout the Return to Learn progression.
- **Contact BIRSST team members for information and assistance for educators and parents or resources on Concussion.**

