

# 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>1. Concussion occurs! </p> <ul style="list-style-type: none"><li>• If at school sporting event or other school activity, family is notified of possible concussion</li></ul>
<p>2. Encourage parent to obtain medical confirmation of concussion from a licensed health care provider.</p>
<p>3. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.</p>
<p>4. CMT Contact person notified of concussion by parent, coach, athletic trainer or health care provider.</p>
<p>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.</p>
<p>6. <b>CMT implements a gradual Return to Learn Protocol based on the individual needs of the student.</b> (Refer to Return to Academics Progression form.)</p>
<p>7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms. (Refer to Post-Concussion Symptom Checklist).</p>
<p>8. CMT designs individual academic adjustment/accommodation plan with appropriate school staff and works with SAT process to coordinate academic adjustments/accommodations during recovery (about 2-3 weeks) and reviews with student and family.</p>
<p>9. CMT -Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person.</p> <ul style="list-style-type: none"><li>• Data on progress/recovery shared with family and student.</li><li>• Family tracks and regularly reports progress on physical, cognitive sleep and emotional symptoms to CMT.</li></ul>
<p>10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.</p> <ul style="list-style-type: none"><li>• Student progress and updates are communicated to appropriate school staff, family and student.</li></ul>
<p>11. CMT and family agree student is symptom free and function is "back to baseline" in the classroom.</p>
<p>12. <b>Student returns to classroom full-time with no adjustments or accommodations!</b></p>
<p>13. Parents/guardians deliver medical clearance from the healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.</p>
<p>14. Student begins Return to Play Progression <u>after</u> a successful Return to Learn.</p>
<p>15. CMT ensures that the concussion date and adjustments for Return to Learn are <u>documented</u> in the student's file.</p>

- If symptoms last more than 2-3 weeks, follow up assessment and academic adjustments may need to be strengthened or remain in place longer.
- Student may need to visit physician for further evaluation.
- If problems persist, student supports may be provided through an MTSS/Rtl 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 educators and parents throughout the Return to Learn progression.
- **Contact BIRSST team members for information or resources on concussion for educators and parents!**

