

Concussion Guidelines for School Staff

Davis Joint Unified School District

School Staff/Attendance	Nurse	Parent	Counselor	Teacher
<ul style="list-style-type: none"> • Notify the school nurse and counselor via email or phone call when a student has been diagnosed with a concussion. • Email or fax a copy of the Concussion care plan or doctor's note to the nurse. • Place a copy of the document in the nurse's and counselor's mailbox. <p><i>Please Note: If there are complications, lack of compliance, or increased severity of injury, it may take longer for the student to return to a full day of school with full homework and test load. Full recovery from a concussion can take 6 to 12 months.</i></p>	<ul style="list-style-type: none"> • Follow up with parent if more information is needed. • Keep a log of student's name, grade, date of and reason for concussion, and follow-up. • Send email to student's teachers, counselor, attendance office, vice principal, athletic trainer and director, and c.c. parent with academic and activity accommodations recommended by the physician based on what stage of the concussion protocol they are in. • No Health Plan is written by the nurse at this point. • Will follow up on student about a month after the injury if no clearance from the doctor has been received. • Document concussion in Student Visits. 	<ul style="list-style-type: none"> • Provide the nurse with a copy of the Concussion care plan/doctor's note. • Provide medical updates as necessary. • Provide medical clearance for return to cognitive and physical activity. <p><i>Please Note:</i></p> <ul style="list-style-type: none"> ○ <i>If there are no complications/set-backs and if all medical advice is followed with a mild to moderate concussion, the student will typically move through protocol stages with clearance to full cognitive and physical activity in about a month.</i> ○ <i>Depending on amount of time student is out and unable to complete work, may need to drop class or take incomplete.</i> 	<ul style="list-style-type: none"> • Support and advocate for the medical recommendations and meet with parents as needed. • Copy nurse on correspondences with parents/students. • Provide consultation with teachers regarding the concussion care plan. • If additional modifications are needed the following options will be discussed: moving student to a lower level in the same course, dropping one or more classes, enrolling in DSIS, Home & Hospital instruction or writing a 504 accommodation plan. As needed, appropriate personnel and/or parents will be contacted and invited to meet. • Arrangements may be made for an incomplete grade at the semester, or dropping a course without penalty. • Decisions will need to be made regarding PE credit or Independent Lifetime Sports if the concussed athlete is out for the rest of the season due to his/her head injury. Student may need to drop the course without penalty and make it up later. 	<ul style="list-style-type: none"> • Evaluate assignments that student will miss and reduce to only the essentials to demonstrate basic competence. • When student is able to do homework, work out plan with student to allow a reasonable, agreed upon timeline for make-up. • Communicate as necessary with parent/guardian regarding student's make-up work. • Depending on amount of time student is out and unable to complete work, consider whether an incomplete grade would be appropriate and discuss with vice-principal.