

## Return To Learn Protocol

Concussion Management Team (CMT) Members: Activities Director, Athletic Trainer,  
School Nurse

1. Concussion occurs.
2. Medical confirmation of concussion is obtained by student/parent.
3. Parent signs **Release of Information form** allowing two-way communication between the school and health care provider.
4. CMT contact person is notified of medical confirmation of concussion by parent, coach, Activities Director, athletic trainer or health care provider.
5. School nurse informs appropriate school personnel (teachers, coaches, athletic trainer, etc.) of concussed student and any specific accommodations from health care provider.
6. CMT implements Return to Learn progression. (Refer to Return to Academics Progression form.)
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).
8. CMT designs individual academic adjustment/accommodation plan with appropriate school staff and reviews with student and family.
9. Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and regularly reports to CMT contact person. Information 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. If student is not an athlete, written clearance from health care provider is obtained by family. If student is an athlete, will proceed to Return to Play progression.

