

## Head Injury Guidelines

1. The Head Injury Checklists are stored at the nurse's office.
2. The Head Injury Checklist is to be used on **any** student who receives an injury/bump/jolt to the **head, neck, or face**.
3. Observe the student for signs and symptoms of concussion for at least 30 minutes from injury.
4. The school RN/clinic staff, if delegated, will complete and sign this document.
5. A copy of the completed form will be given to the parents and kept on file at the school according to KISD policy regarding documentation and disposal of documents.
6. A printed or digital copy should be provided to all the students' teachers.
7. The Head Injury Checklist can be ordered from warehouse #285936.
8. **Remember: Some students may not experience or report symptoms until hours or days (up to 48 hours) after the injury. The student should not return to play within the same day of injury even if there are no observable symptoms.**
9. Students with injury site pain or symptoms that resolve within the 30 minutes of observation will not be sent home from school but **should not** return to "play" activities until the following school day. If symptoms return or new symptoms arise students should remain out of play activities for 48 hours (about 2 days) and parents should be encouraged to follow up with a provider with a "return to play" note.
10. **If symptoms from the Head Injury Checklist are still present after the 30 minutes of observation:**
  - a. Educate parents on head injury risks and strongly encourage them to follow up with a provider.
  - b. They will need to be picked up by their parents and they **can** return to school the following day.
  - c. If a doctor's note is **not** provided upon their return to clear them for normal activity or to specify their "return to play" timeline, it is recommended that the student remain out of "play" activities for 48 hours (about 2 days).
11. **All** students with the Head Injury Checklist "Danger Signs" will need immediate evaluation in a medical setting by 911. In this case, the student is excluded until they provided a "return to play" note by a provider.
12. **If a parent is unable or unwilling to seek medical attention for their child's head injury symptoms a Declination form will need to be signed by the parent/guardian with the understanding that their child is not recommended to return to "play" activities until 48 hours after the injury.**
13. If the student is diagnosed with a Concussion and has a "Return to Play" plan by their provider, the school nurses should check in with the student and their teachers at least once during the school day for the first two weeks back at school to see how the student is feeling.
14. **If the Head Injury Checklist symptoms persist beyond 48 hours and the student has not received medical attention, please notify your campus administration and consider reporting to CPS when appropriate.**
15. When a doctor's note is provided: A copy will be given to the attendance officer, kept in the clinic for the school year, and a copy provided to the student's teachers if they have "return to play" instructions.