Episcopal School of Jacksonville
Head Injury Policy

We recognize the serious short and long term implications of head injuries (concussions) and are committed to support our students should they be diagnosed with a concussion. The purpose of this policy is to inform our community of our processes associated with these types of injuries.

GENERAL GUIDELINES & RECOMMENDATIONS

A. Any student sustaining a concussion should cease doing any activity that causes the symptoms of a concussion to increase (e.g. headaches, dizziness, nausea, light sensitivity, etc.). This includes reading or doing any academic work.

B. Any student athlete suspected of having a concussion will be removed from the playing field or practice and not allowed to return to participation for the remainder of the day, even if symptoms resolve.

C. It is recommended that diagnosed students be kept in a dark room with minimal to no stimulus while symptoms are present. This is particularly important to speed up the recovery process.

D. The student must be under the care of a physician trained in the evaluation and management of concussions for evaluation. We recommend that a neurologist or family physician be consulted if a concussion has been previously diagnosed. In some cases medical attention must be immediate (i.e. vomiting, loss of consciousness) then followed up with a trained physician or neurologist as mentioned above.

E. Students will be “academically frozen” from the period of time they are injured to the time they fully return to the classroom. During this period they will not be required to make up work or assessments that occurred during that period or involve future assessments. It will be the student’s responsibility to learn concepts or skills that are necessary for courses that build on material covered. Teachers will modify tests and exams to exclude content that occurred during the “academically frozen” period.

F. Students may not attend any extra-curricular activities (i.e. sports competitions or fine arts performances) if still experiencing symptoms or “academically frozen”.

G. Student athletes will follow the policies established by the FHSAA for return to participating in their sport.
PRIMARY RESPONSIBILITIES

A. *School Nurse* – Responsible for overseeing the student from a medical perspective. Manages and determines the period of time from the concussion to full return to the classroom which is defined as the “academically frozen” period. The Nurse has primary responsibility of informing of a student’s status and will communicate via e-mail to include as a minimum: Attendance Coordinator, appropriate Division Head & Dean, Counseling & Student Support Services, teachers and Athletic Trainer (if student athlete).

B. *Athletic Trainer* – Responsible for overseeing the student athlete’s progress and ultimate return to their sport. The Athletic Trainer has primary responsibility for informing on progress to return to athletics and will communicate via e-mail to include as a minimum: Nurse, Attendance Coordinator, coaches and Athletic Department.

C. *Student Support Services Coordinator* – Responsible for supporting students who have longer absences (usually more than 5 days) or have unusual circumstances when they return to the classroom and are no longer “academically frozen”. On a case by case basis the coordinator will determine the need for intervention and will initiate a catch-up plan. The Student Support Services Coordinator has primary responsibility to communicate with administrators, advisors and instructors or any other required school personnel. When a student is under the oversight of the Coordinator a meeting will be set up the advisors and all teachers to discuss next steps.

IDENTIFICATION & INITIAL NOTIFICATION

A. *If the injury is school sports related and identified while at practice or competition*
   The student athlete will be evaluated by the Athletic Trainer using professional guidelines provided by Jacksonville Orthopedic Institute (JOI). If a concussion/head injury is suspected the student will be referred to a family physician/neurologist for evaluation.

B. *If the injury occurs at school and reported while the student is at school*
   The student will be removed from class and evaluated by the Nurse for severity symptoms. If a concussion/head injury is suspected the student will be referred to a family physician/neurologist for evaluation.

C. *If the injury is not identified or reported immediately*
   The injury must be reported to the Nurse. If at school, the student will be removed from class and evaluated by the Nurse. If a concussion/head injury is suspected the student will be referred to a family physician/neurologist for evaluation.
RETURN TO SCHOOL PROCEDURES

1. After the Nurse or Athletic Trainer determine an injury has occurred (whichever is initially informed or does the initial evaluation), she will notify the parents and refer to a physician for diagnosis. In the event a parent makes the determination to have the student see a physician because of a suspected injury without being evaluated at school the following steps also apply.

2. A Head Injury Packet will be given to the parents including this policy. If the student is currently participating in ESJ athletics, FHSAA AT18 Form page 1 will also be provided.

3. If evaluated by the Athletic Trainer, the Trainer will notify the Nurse as soon as possible via e-mail.

4. The Nurse will add the student to the ESJ Head Injury Report under “Pending Diagnosis” until a physician confirms diagnosis and releases the student.

5. The parents will ensure the student sees a physician trained in the evaluation and management of concussions for evaluation. We recommend that a neurologist or family physician be consulted if a concussion has been previously diagnosed.

6. The parents will ensure that the student is symptom free prior to returning to school and has a written medical release from the physician, or if an athlete the top portion of FHSAA AT18 Form page 1 must be completed.

RETURN TO THE CLASSROOM & ATHLETICS (after being released by a physician step 7 above)

A. Return to the classroom involves the following steps:

   Day 1 – A half day of observation only (no iPad, no note taking). The scheduling should include academic classes and will be coordinated by the Nurse. Student is to report to the Nurse prior to departing on that day. Students may not drive to and from school on this day.

   Day 2 – Full day of observation only (no iPad, no note taking). Student is to report to the Nurse prior to departing on that day. Students may not drive to and from school on this day. If symptom free, student athletes are then able to take the ImPact test after school that day.

   The above cycle must be repeated and completed until successfully symptom free. The student is no longer academically frozen on the day following Day 2.

B. Return to athletics involves the following steps:

   In season student athletes must have a post injury ImPact test administered by the Athletic Trainer to begin the process of return to athletics. The test is to be completed after Day 1 or day 2, if no symptoms are present. The ImPact test will be administered as many days as needed until successfully passing it. A copy may be sent to the diagnosing physician for their review.

   The Athletic Trainer will ensure that the process outlined in FHSAA Form AT-18 “Graded Return to Play Protocol” will be followed over a minimum of 4 days. Once each step is completed, the second page of FHSAA Form AT-18 will be sent to the physician allowing for full athletic clearance.