

Nursing Guidelines for Head Injuries and Concussion Management

Undiagnosed Head Injury Guidelines (Developed in conjunction with CDC Heads Up to Schools: Know Your Concussion ABCs)

When student presents with a bump, blow, or jolt to the head or body, nursing staff shall...

- observe the student for signs and symptoms of a concussion for a minimum of 30 minutes.
- complete the Concussion Signs and Symptoms Checklist by Heads Up Schools – CDC and monitor the student consistently during the observation period.
- Notify the student's parent(s) or guardian(s) that their child had an injury to the head and refer them to a physician.
- Provide the parent(s) or guardian(s) with an information handout (fact sheet) on concussions. One option is *Heads Up Schools – A Fact Sheet for Parents*, published by the CDC.

Diagnosed Concussion Management Overview

- Student shall provide a note from physician notifying QPS staff of the concussion.
- Student shall be considered to have a concussion until they are cleared by the physician.

Notifications

Nursing Staff shall notify all appropriate staff of the concussion prior to sending student back to class.

Appropriate staff shall include...

- ECFC/Elementary Schools – Student's teacher, Principal/Asst. Principal, PE teacher, etc.
- Quincy Junior High School – Student's teachers and counselor(s), Principal/Asst. Principal, Athletic Director, etc.
- Quincy Senior High School – Student's teachers and Counselor(s), Principal/Asst. Principal, Athletic Director, etc.

Post-Concussion Symptom Checklist

- Nursing staff shall complete the Post-Concussion Symptom Checklist when student first returns to school.
- Nursing staff shall complete the Post-Concussion Symptom Checklist periodically until the student is cleared by the physician. Checklist may be completed more often if deemed necessary by the nursing staff.
- If symptoms worsen, notify parents and refer to physician.