



**BrainSTEPS**

Strategies Teaching Educators, Parents, & Students

A BRAIN INJURY SCHOOL RE-ENTRY CONSULTING PROGRAM

**Concussion Management  
Team Return to Learn:  
Protocol Flow Chart  
2015-2016**

**Initial 4 Weeks Post-Concussion: SCHOOL Responsibilities**

***Concussion Management Team (CMT) is notified of concussion:  
 (Academic Monitor & Symptom Monitor)***



*CMT notifies student's educators alerting them of concussion and need for rest & accommodations*



Share medical professional instructions provided by parents (if any)



Share student symptoms and academic accommodations until all symptoms resolve



Notify the athletic department (AT, AD and coach) if student plays sports



Excuse student from PE, sports, and all physical activity until cleared

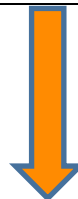


*The CMT monitors student symptoms & academic progress. CMT meets weekly to review & adjust accommodations, notifying relevant staff of any updates.*

*Symptom Monitor utilizes the BrainSTEPS Student Symptom Severity Monitoring Checklist with student at least 1 day per week while student remains symptomatic*

*Academic Monitor utilizes the BrainSTEPS Academic Monitoring Tool weekly with relevant teaching staff while student remains symptomatic*

*CMT offers support and educational resources on concussion to parents*



## Key Questions *CMT* must discuss during weekly *CMT* meeting:

1. Have student's symptoms subsided?
2. Do teacher weekly reports display no academic or behavioral concerns?
3. Has student been cleared by medical professional to return to full physical activity?

*(School may or may not receive this –if student is cleared for physical activity but student is still displaying symptoms from concussion during school day, communication MUST take place between the medical professional & school!)*

### If YES was answered for ALL 3 questions:

- LEA should formally conclude concussion accommodations.
- *CMT* monitoring will end.
- Concussion will be documented in student's education file and student will return to full activity.

### If NO was answered to any 1 of the 3 questions above:

- *CMT* continues to monitor student's academics and symptoms until concussion resolves or student reaches 4 weeks post-concussion.
- **At that time a referral to the BrainSTEPS Program is warranted.**
- *CMT* continues to monitor student over time, EVEN WHEN BrainSTEPS IS INVOLVED. This informal concussion data is extremely beneficial to BrainSTEPS when making educational plan recommendations.
- Referrals can be made earlier if the student's symptoms are not progressively getting better or if student has had multiple concussions in past.





**At Week 4 Post-Concussion (*not Week 4 return to school*):**

**If student remains symptomatic  
the CMT will initiate referral to The BrainSTEPS Program online at  
[www.brainsteps.net](http://www.brainsteps.net)**

*Referrals can be made earlier if the student's symptoms are not progressively getting better or if student has had multiple concussions in past.*



- BrainSTEPS ensures parent/guardian signs Release of Information to consult
- BrainSTEPS offers concussion training for relevant staff, parents/guardians and student
- BrainSTEPS shares concussion resources with parents/school team



- The CMT schedules a meeting for BrainSTEPS consultant to create the **BrainSTEPS Brain Injury Support Framework**- attendees should include relevant school staff, parents/guardians, student, and BrainSTEPS consultant



*Symptom Monitor* shares copies of Student Symptom Severity Checklist with BrainSTEPS, prior to meeting

*Academic Monitor* shares copies of Academic Monitoring Tool with BrainSTEPS, prior to meeting



## BrainSTEPS Brain Injury Support Framework Meeting is held

**During the meeting, a follow up meeting should be scheduled within 1 month to modify, continue or conclude accommodations.**

- *CMT Monitors* will provide a final .pdf copy of the BrainSTEPS Brain Injury Support Framework once finalized version is received via email from BrainSTEPS consultant (following the meeting), to relevant school staff and parents/guardians.
- The *CMT Monitors* will provide this each time the BrainSTEPS Brain Injury Framework is modified/updated.



*Concussion Management Team* continues to monitor concussed student until symptoms resolve. Collaborates with BrainSTEPS consultant to determine appropriate adjustments/accommodations over time.

*Symptom Monitor* continues to monitor student symptoms 1 day per week, utilizing the Student Symptom Severity Checklist and shares with BrainSTEPS, prior to any update Framework meeting.

If student does not recover in a reasonable timeframe, symptom monitoring can stop (after 2 months approx.). An evaluation for more intensive supports may be necessary.

*Academic Monitor* continues weekly monitoring of Academic Monitoring Tool and shares with BrainSTEPS, prior to any update Framework meeting



## 4-8 Weeks: Has Concussion Resolved?



### Key Questions CMT must discuss during weekly CMT meeting:

1. **Have student's symptoms subsided?**
2. **Do teacher weekly reports display no academic or behavioral concerns?**
3. **Has student been cleared by medical professional to return to full physical activity?**

*School may or may not receive this –if student is cleared for physical activity but student is still displaying symptoms from concussion during school day, communication **MUST** take place between the medical professional & school!*

#### **If YES was answered for ALL 3 questions:**

- LEA should formally conclude the accommodations set forth in the BrainSTEPS Brain Injury Support Framework.
- CMT monitoring will end.
- Concussion will be documented in student's education file and student will return to full activity.

#### **If NO was answered to any 1 of the 3 questions:**

- BrainSTEPS, CMT and the school teams should continue to monitor student and accommodate the student until symptoms resolve or until the team decides that more intensive supports may be indicated.
- Discussion should take place as to whether an evaluation should be conducted by the LEA to determine the need for more formal intensive accommodations and/or modifications. If further formal educational supports are thought to be necessary, a referral for a multipurpose evaluation should be made to the appropriate individual at the district level.
- If a referral for a multipurpose evaluation is not deemed necessary, then continued monitoring by the CMT and review of the **BrainSTEPS Brain Injury Support Framework** in partnership with BrainSTEPS will continue.

