

Concussion Management Checklist- For Schools

School Responsibilities

Completed	Action
	Adopt a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA/IESA and state legislation.
	Provide information on their school's concussion and head injury policy as a part of any agreement, contract, code or other written instrument that a school requires a student-athlete and his/her parent(s) or guardian(s) to sign before participating in an interscholastic practice or competition. Form must be approved by the IHSA. See <i>IESA Concussion Pre-Season Information Sheet and Sign-Off Form</i> .
	Ensure compliance with the Return-to-Play (RTP) Policy of the IHSA/IESA. See <i>IESA Concussion Protocol</i> .
	Establish a Concussion Oversight Team (COT) to develop RTL and RTP protocols for students who are believed to have experienced a concussion.
	Develop RTP and Return-to-Learn (RTL) protocols for students at their school who have been diagnosed as having sustained a concussion in accordance with Illinois state law.
	At a minimum, designate one person on the COT who is responsible for implementing and complying with the RTP and RTL protocols. [Note: This person may not be a coach.]
	Develop, in writing, an Emergency Action Plan (EAP) for interscholastic athletic activities. <ul style="list-style-type: none"> - Plan must be reviewed by the Concussion Oversight Team. - Plan must include a delineation of roles, methods of communication, available emergency equipment, and access to and a plan for emergency transportation. - Plan must be in writing, approved by the superintendent or designee, distributed to appropriate personnel, and posted conspicuously at all venues used by the school. - Plan must be reviewed annually by all athletic trainers, first responders, coaches, school nurses, athletic directors and volunteers associated with the school's athletic program.

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Coach Responsibilities

Completed	Action
	Complete an IHSA approved Concussion Training Course every two years. <ul style="list-style-type: none"> - Initial completion of course requirement by Sept. 1, 2016.
	Must provide proof of compliance with course requirement to their school.
	Must immediately remove from participation or competition any athlete who is suspected of sustaining a concussion or head injury.

Student Responsibilities

Completed	Action
	Review, sign, and return to the school, a concussion and head injury information sheet prior to practice or competition each school year. <i>See IESA Concussion Pre-Season Information Sheet and Sign-Off Form.</i>
	Abide by all RTP and RTL protocols
	A removed student must: <ul style="list-style-type: none"> - Be evaluated by a physician licensed to practice medicine in all its branches or athletic trainer working under the supervision of a physician licensed to practice medicine in all its branches. - Successfully complete the RTP and RTL protocols. - Provide written clearance from a physician licensed to practice medicine in all its branches or athletic trainer working under the supervision of a physician licensed to practice medicine in all its branches for the student to return to play and learn. - Provide a consent form that has been signed by the student's parent/guardian for their student to return to play. <i>See IHSA/IESA Post-Concussion Consent Form (RTP/RTL).</i>

Parent Responsibilities

Completed	Action
	Review, sign, and return to the school, a concussion and head injury information sheet prior to their student's practice or competition each school year. <i>See IESA Concussion Pre-Season Information Sheet and Sign-Off Form.</i>
	Provide written clearance from a physician licensed to practice medicine in all its branches or athletic trainer working under the supervision of a physician licensed to practice medicine in all its branches for their student to return to play and learn.
	Provide a signed consent form for their student to return to play. <i>See IHSA/IESA Post-Concussion Consent Form (RTP/RTL).</i>