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## CONCUSSION PROTOCOL

Dear Parent/Guardian:

The following explains the process/steps that needs to be taken if you are concerned that your child may have a concussion.

1. If you suspect your child might have a concussion bring them to their doctor, the ER or Urgent care. If the child is diagnosed please ask the medical provider to give a note stating so. A copy will need to be given to the school nurse. The school nurse will inform the students teachers and coaches.
2. The student needs to return to the doctor/clinic after 24 hours of being symptom free. The medical provider will need to give a new note stating the student may begin “Return-to-Play” protocol. A copy of the new note will need to be given to the school nurse.
3. The coach and teachers will be notified and the Return-to-Play four step process will begin. This process will be completed by the gym teacher. Based upon the students schedule for gym class or sports, *this can take 4 days or more to complete*. If at any point the student exhibits symptoms they will need to *restart* the step prior to the one they are on.
4. After the gym teacher (NOT the coach) completes the Return-To-Play protocol, the completed form will be given to the school nurse. ***The school nurse will fax all documentation to the school physician.*** The school physician **MUST** sign off on the Return-To-Play protocol before the student can return to play phys ed or their sport.
5. After the school nurse receives the signed off paperwork from the school physician they will inform the parent, student, coach and teachers they are cleared and can return to their normal school activity.
6. If the student shows any symptoms of a concussion returning report back to the physician immediately.

