

DOE Guidelines for Concussion Management

Advances in understanding the causes and dangers of concussions, especially in youth, prompted the new [State Concussion Management and Awareness Act](#) governing concussion management in schools, which includes requirements for school staff to complete regular concussion training. The following information summarizes concussion management procedures for NYC schools. These guidelines apply to all physical activities within schools including: before- and after-school programs, physical education (PE), recess, CHAMPS, and the PSAL.

Additional guidance regarding identification, prevention and safety, post-concussion management, and additional resources can be found in the [State Guidelines here](#).

Definition of a Concussion

A concussion is a brain injury caused when the head strikes an object or a moving object strikes the head. Concussions can result from a fall, sports activities, or an accident. The brain has a brief loss of normal function, and symptoms can range from moderate to severe. Children and adolescents are more susceptible to concussions and take longer than adults to fully recover.

How Do I Handle A Suspected Concussion?

Any student known to have suffered or who is suspected of having suffered a concussion must be immediately removed from physical or athletic activity and observed until a medical provider can perform an evaluation. If there is any doubt as to whether the student has received a concussion, school staff should assume the student did suffer a concussion until proven otherwise. A list of symptoms can be found on page 5 of the State's [Guidelines for Concussion Management in the School Setting](#).

If the school has an Office of School Health (OSH) nurse, all written documents related to the concussion should be kept with the nurse. If the school does not have a nurse, all documents related to the concussion should be kept in the student's cumulative record. Adolescents are particularly vulnerable to suffering a second concussion, and detailed tracking of the circumstances of any head injury aids in both treatment and future prevention.

As required by [Chancellor's Regulation A-412](#), Incident Reports reflecting the circumstances of the student's injury must be entered in the Online Occurrence Reporting System (OORS) within 24 hours, regardless of if the occurrence results in an injury or disciplinary action.

When Can the Student Return to School Sanctioned Activity?

A student removed from athletic activities at school for a suspected concussion must be evaluated by a physician. The student may not return to athletic activities until at least 24 hours have passed without symptoms. A medical provider must assess the student and provide written, signed authorization for the student's return to activity. All guidelines provided by the physician must be followed to ensure safe recovery of the student. The written clearance should be kept with the OSH nurse, or, if the school does not have a nurse, in the student's cumulative file.

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School Staff Training Requirements			
Who	Training	Frequency	Additional information
Nurse	Complete the free, State-required course online at: http://preventingconcussions.org/	Must complete the course every two (2) years.	Office of School Nursing will keep training information on file.
PE Teacher	Complete the free, State-required course <i>Heads Up, Concussion in Youth Sports</i> online: http://www.cdc.gov/concussion/HeadsUp/online_training.html	Must complete the course every two (2) years.	Each school must keep a copy of teachers' concussion training certificates (generated after the online training has been completed) on file and ensure that teachers complete the training every two years. Teachers should be provided time during the monthly department meeting or school conference time. Alternately, principals may provide coverage for teachers to complete the online training.
CHAMPS Teacher-Coach	Complete the free, State-required course <i>Heads Up, Concussion in Youth Sports</i> online: http://www.cdc.gov/concussion/HeadsUp/online_training.html	Must complete the course every two (2) years.	CHAMPS teacher-coaches must keep a current copy of their concussion training certificates (generated after the online training has been completed) in their CHAMPS binder.
PSAL Coach	Complete the free, State-required course <i>Heads Up, Concussion in Youth Sports</i> online at: http://www.cdc.gov/concussion/HeadsUp/online_training.html	Must complete the course every two (2) years.	The original course completion certificate must be kept by the school and a copy mailed to the PSAL. The PSAL also mandates completion of the PSAL Concussion Policy Course prior to the start of each school year. For more details, click here .