

Step by Step Concussion Procedure Summary

STAGE 1 – DAY OF INJURY

STEP	ACTION	RESPONSIBILITY
1	Recognise: A potential head injury or concussion must be acknowledged if a player has any signs, symptoms, or fails any recognition checks after a head or body collision.	Player, Parent/Guardian, Team/Club Official, Team Medical/First Aid Staff, Match Official
2	Remove: Any player with signs/symptoms of a potential head injury or concussion must be removed from the play immediately. Any player with a potential head injury may also have neck injury. If neck injury is suspected, the player must only be removed by experienced health care providers.	Coach, Team/Club Official, Team Medical/First Aid Staff, Match Official
3	Record: Any player removed from field of play with a potential head injury or concussion must be recorded as part of the 'game activity'. This also needs to be reported to the concussion coordinator.	Team/Club Official, Match Official
	Record: Team Manager or Concussion Coordinators are required to notify the IHNSW Executive Officer of a potential head injury or concussion occurrence via the online form at www.ihnsw.com.au/concussion	Team/Club Official, Club Concussion Coordinator, IHNSW Executive Officer
4	Refer: All players with potential head injury or concussion must be referred to a medical doctor as soon as practical (within 24-48 hours of suspected injury where possible or as soon as practical afterwards). If there are serious concerns about a player or any red flags, the player must be referred to the Emergency Department as soon as possible or call an Ambulance. IHNSW Head Injury Fact Sheet and IHNSW Concussion Referral and Return Form must be given to player or Parent/ Guardian. Section 1 & 2 of Referral must be completed.	Player, Parent/Guardian, Team/Club Official, Team Medical/First Aid Staff

STAGE 2 – DAYS FOLLOWING INJURY

STEP	ACTION	RESPONSIBILITY
5	Rest: This is crucial to recovery. Players must rest (reduce mental and physical activity) until all post-concussion symptoms have disappeared and stopped all medication required for concussion symptoms. The minimum rest time is 24 hours whilst children and adolescents require a longer rest period of 48-72 hours.	Player, Parent/Guardian
6	Recover & Return to Sport: The recovery phase is about working on getting back to normal, including school, study and work. Players should follow the Graduated Return to Play (GRTP) process stages 1-4. Normal daily activities should be able to be completed before moving to light exercise, with the objective to return to school/study/work prior to returning to play. The GRTP process should be followed with a minimum of 24 hours between each progression. Progression can only occur if the player does not have any increased or recurring concussion symptoms.	Player, Parent/Guardian, Team/Club Official
7	Record & Return to Contact Training: A player can return to contact training, only when they have fully recovered from concussion and provided written medical clearance. IHNSW Concussion and Referral and Return Form Section 3 must be completed by the doctor, and then the player parent or guardian will present to the Club Concussion Coordinator. The Concussion Coordinator will then submit a completed copy of this form to the IHNSW Executive Officer via the online form at www.ihnsw.com.au/concussion for the player to participate in contact training.	Player, Parent/Guardian, Team/Club Official, Medical Doctor, IHNSW Executive Officer, Club Concussion Coordinator
8	Return to Play: A player can only return to play when they have fully recovered from a concussion. Players 18 year and under cannot return to play (GRTP - 6) for at least 19 days after all symptoms and signs have disappeared. Players 19 years and over, cannot return to play for at least 12 days (GRTP - 6) after all symptoms and signs have disappeared	Player, Parent/Guardian, Team/Club Official