IN-HOUSE STUDENT HEAD INJURY:  
EVALUATION AND ACTION STEPS FOR FACULTY/STAFF

Teacher or Supervisor

Unconscious

1. Call 911
2. Call Nurse (backup trainer)
3. Call Security

Nurse Contacts:
• Parents
• Division Head
• Headmaster
• Head Injury Team

Positive

Nurse Contacts:
• Parents
• Division Head
• Headmaster
• Head Injury Team

Important Contacts:
Nurse: 917-509-4355
Trainer: 646-235-7029
Security: 212-812-8587

Negative

Nurse Contact Parents

Conscious

1. Call Nurse (backup trainer)
2. Complete concussion checklist (either teacher or nurse)

The following must be completed:
• Concussion checklist
Give parent(s) the following:
• Copy of concussion checklist
• Parent info form on head injuries
• Blank physician info form
OFF-SITE STUDENT HEAD INJURY:
EVALUATION AND ACTION STEPS FOR FACULTY AND STAFF

Teacher takes student out of activity

Unconscious

1. Call 911 (faculty accompanies)
2. Call Parents
3. Call Nurse (backup trainer)
4. Nurse calls:
   - Division Head
   - Headmaster
   - Head Injury Team

Positive

1. Call Parents
2. Faculty accompanies to ER
3. Call Nurse (backup trainer)
4. Nurse calls:
   - Division Head
   - Headmaster
   - Head Injury Team

Negative

1. Call Nurse (backup trainer)
2. Nurse Calls Parents

Forms
911 Receives:
- Observer concussion checklist
- Physician eval. for concussion
Parents Receive:
- Parent concussion sheet
- Physician evaluation for concussion
Nurse Receives:
- Accident form by someone on scene

Important Contacts:
Nurse: 917-509-4355
Trainer: 646-235-7029
Security: 212-812-8587
Athletics Related Sideline Head Injury Evaluation and Action Steps

Athlete taken out of activity and evaluated for vital signs

Determination if emergency care is needed

Note:
Coach at the scene of the head injury is required to complete an accident report

If non-emergency, assess for concussive injury. (see Maddock’s checklist and Concussion checklist)

If positive signs for head injury regularly monitor for deterioration of condition.

Make primary contact:
Inform parents of injury

Make secondary contact:
Inform appropriate members of head-injury team

See following page

Important Contacts:
Nurse: 917-509-4355
Trainer: 646-235-7029
Security: 212-812-8587
Athletics Related Head Injury/Concussion: Action Plan
(if Trainer not present)

No Loss of Consciousness

1. Take athlete out of event
2. Administer concussion checklist and Maddock’s checklist
3. Call Trainer

Loss of Consciousness

1. Call 911
2. Monitor vital signs
3. Call Trainer

Follow-up call

1. Contact Parent(s)
2. Contact AD (if sports related)
3. Contact Div. Head
4. Contact Headmaster
5. Contact Head Injury Team

Important Contacts:
Nurse: 917-509-4355
Trainer: 646-235-7029
Security: 212-812-8587
Athletics Related Head Injury/Concussion: Communication List

Note:
The following should be given to parents by the Trainer or Nurse for follow-up medical evaluation:
• Parent info form
• Blank physician info form
• Copy of completed on-site checklist

Follow-up call

1. Contact AD
2. Contact Div. Head
3. Contact Headmaster
4. Contact Head Injury Team

Important Contacts:
Nurse: 917-509-4355
Trainer: 646-235-7029
Security: 212-812-8587

Contact Parent(s)

Call Athletic Trainer (will decide action plan)

Coach (if athletic trainer is not present)

Complete accident report (within 24 hrs)

• Complete concussion checklist
• Give parent(s) the following:
• Copy of concussion checklist
• Parent info form on head injuries
• Blank physician info form