
STAFF NOTIFICATION LETTER

Note: Send after parents have returned the Permission for Release of Information from their healthcare provider.

Dear <<staff>>,

The Concussion Management Team is notifying you that <<student ID/name>> sustained a concussion on <<date>>. We are requesting that you partner with us in the management and recovery of this student. It is recommended that a student stay home from school the day after a concussion has occurred. Some students return to school immediately, and some need 2–3 days of complete rest before returning.

Each concussion is unique and may cause multiple symptoms. Some symptoms will appear immediately; whereas others may develop over the coming days or weeks. Symptoms might be subtle and are often difficult to fully recognize. It is impossible to predict the duration of the student’s symptoms; however, most will be better within 3–4 weeks. A few students will take several months to recover. Common signs and symptoms of concussion include:

SIGNS (OBSERVED BY OTHERS):	SYMPTOMS (REPORTED BY ATHLETE):
<u>Physical</u> Moves clumsily (altered coordination) Exhibits balance problems Loses consciousness (even briefly)	<u>Physical</u> Headache or pressure in head Nausea or vomiting Double vision, blurry vision
<u>Cognitive</u> Appears dazed or stunned Seems confused Forgets plays or instructions Is unsure about game, score, opponent Responds slowly to questions Forgets events prior to hit or fall Forgets events after the hit or fall	Sensitivity to light or noise Feeling sluggish, fatigued, or groggy Balance problems or dizziness Numbness or tingling
<u>Emotional</u> Shows changes in mood, behavior, or personality	<u>Cognitive</u> Problems concentrating Problems remembering Foggy or hazy feeling
	<u>Emotional</u> Just not feeling right or feeling down
	<u>Sleep problems</u> Difficulty falling or staying asleep Sleeping less than usual

A student who has suffered a concussion must rest his or her brain in the days following the injury. It is especially important to avoid intense stimuli such as loud noises and bright or flashing lights. After a concussion, it is typically advised that the student avoid sporting events, dances, TV, video games, and using the computer. Reading and other critical thinking activities may also need to be adjusted.

You will be receiving a copy of the student’s Gradual Return to Activity Plan, which will indicate the adjustments required for optimal healing. Please be flexible. Every concussion is different, and healing takes place at different rates. It will be necessary for you to monitor the student and report any worsening symptoms.

If you have any questions or concerns about concussions and mild traumatic brain injury, contact <<____>>

Thank you.

Concussion Management Team Coordinator