

- do their utmost to support the health and safety of children and young people in their care.

Responsibilities: parents and carers

Parents and carers of the School community are expected to:

- notify the School of a concussion that occurs outside of school organised events or where the School would not reasonably have had knowledge of a concussion;
- support their child's recovery process by adhering to the timelines detailed both in this policy, and in the [Concussion Action Plan](#);
- ensure that a medical clearance is obtained prior to their child returning to school;
- ensure that their child does not return to sport for full contact training, or to competition, until 14 days after all symptoms of concussion have completely resolved; and
- ensure that their child does not return to sport of any kind whether recreational, training or competition prior to receiving medical clearance.

Responsibilities: coaches and volunteers

Coaches and volunteers associated with the School and its sporting or co-curricular programs are required to be familiar with this policy and its expectations.

Where a coach or volunteer suspects that a child or young person in their care may have suffered a concussion, they must follow the steps outlined below in 'recognising and managing a suspected concussion'.

Where a child or young person has received a blow to the head and a concussion is not suspected, coaches are nonetheless advised to encourage the child's family to monitor them closely for the next 24 hours. Where any doubt exists, err on the side of caution. 'If in doubt, sit them out'.

The School has determined that a conservative approach is essential, and that a return to full contact training and/or competition must not occur until after 14 days from the time when all symptoms of concussion have resolved. The time for resolution of symptoms will vary from child to child and incident to incident. Medical clearance will always be required of any student who has suffered a concussion prior to any return to full contact training or competition.

Recognising and managing a suspected concussion

The School employs the use of a simple three-step process for the management of concussion, or suspected concussion. These steps are:

1. Recognise

Concussions can present with any number of signs and symptoms, but not all will be present in every case. Loss of consciousness, confusion and memory disturbance are three of the classical symptoms, but these cannot be relied upon for a definitive diagnosis.

Any one or more of the following visual clues may indicate a concussion:

- loss of consciousness or responsiveness;
- lying motionless on the ground/slow to get up;
- vomiting;
- seizures or convulsion;
- unsteadiness on feet/balance problems/lack of co-ordination;
- grabbing/clutching at their head;
- dazed, confused or blank look;
- confused/not aware of plays or events; or
- facial injury.

In addition to these, the injured person may report the following:

- heacaches;
- nausea;
- blurred vision;
- balance problems or dizziness;
- feeling dazed;
- sensitivity to light or noise;
- emotional changes (irritability, or trouble regulating emotions);
- nervousness/anxiousness;
- neck pain;
- feeling slowed down, 'foggy'; or
- difficulty concentrating or remembering.

While it is important that Hutchins coaches and staff are familiar with these signs and symptoms, it is understood that only a medical professional is qualified to diagnose a concussion. Where there is any doubt, call an ambulance.

Where a coach or staff member observes any of the following conditions, an ambulance must be called immediately:

- loss of consciousness;
- structural head or neck injury;

stopped all medication required for managing their concussion symptoms, e.g. pain killers for headaches. That is, after all symptoms of the concussion have resolved.

2. Recover

The recovery process will be managed by a doctor or medical professional. A six-step process that might be used in monitoring the recovery of a child or young person who has suffered a concussion is included in the School's Concussion Action Plan. The intent of this period is to ensure adequate physical and cognitive rest before allowing for a full return to learning and play. The School will not permit any student who has suffered a concussion to return to full contact training or competition until 14 days after all symptoms of the concussion have resolved. The time for complete resolution of symptoms will be different for each child. In addition to the completion of this compulsory recovery period, the School must also receive medical clearance for return to full contact training and competition.

3. Return

At the completion of the rest and recovery periods, a child or young person who has suffered a concussion will be permitted to return to normal learning and play.

6. Supporting/related documents

[Concussion in Sport Australia: 'How to Manage Concussion'](#)

[Sports Medicine Australia](#)

[Sports Medicine Australia – Position Statement: Concussion](#)

[The Hutchins School Concussion Action Plan](#)

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept in SharePoint Online in read-only in PDF form. All printed copies are uncontrolled.

8. Policy owner

Headmaster

9. Document History

Version #	Date	Changes Made
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1.0	25/11/2015	Initial release
1.1	25/11/2017	No changes noted.
2.0	14/9/2020	Updated; placed in new policy template, full textual review. Significant changes made for clarity and simplicity; new procedure included. Inserted the requirement for medical clearance to be received by the School prior to the return to full contact sport. 18/19 day minimum rest period removed.
2.1	9/11/2020	Added requirement that the injured person should not be moved where a loss of consciousness (however brief) has occurred.
2.2	25/2/2021	14 day rest period following resolution of symptoms instated.