



Olympia School District

1113 Legion Way SE • Olympia, WA 98501 • <http://osd.wednet.edu>

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Date: _____

Teacher: _____ Grade: _____

Today at school _____, sustained a head injury at _____ AM/PM. Following established procedures, your child was evaluated, treated if applicable and observed for immediate problems.

How Injury Occurred:

- Ran into pole/wall/locker/cabinet door/other _____
- Hit head on bar at recess/other _____
- Fell off of playground equipment, hit head on ground.
- Hit head on playground equipment
- Was hit in the head with a ball/racquet/other _____
- Hit head with another student's _____
- Other –please explain _____

Description of Injury: _____

Action Taken: _____

Spoke with: _____ at phone # _____ at _____ AM/ PM

Left Message For: _____ at # _____ at _____ AM/ PM
as we were unable to reach a Parent/Guardian.

Child Sent To: Home Class Licensed Healthcare Provider

Head injuries sustained at school usually result in temporary discomfort and perhaps a small swollen area or small bruise. The purpose of this notification is to inform you that all head injuries should be taken seriously. Please speak with your child about the injury and any symptoms experienced (please see the back of this letter for more information). Signs and symptoms of a concussion may show up immediately after the injury or can take hours or days to fully appear.

Please observe your child and contact your Licensed Healthcare Provider or seek medical attention immediately if any of the following symptoms appear or you are concerned about the injury. Please notify your child's school immediately if you seek medical attention for this injury.

- Headache or 'pressure' in the head, headache becomes severe or lasts longer than 24 hours
- Nausea and/or vomiting
- Dizziness or balance problems or changes in coordination
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy, groggy or has excessive drowsiness
- Does not 'feel right'
- Confusion as to time, day, names, recent events, etc...
- Concentration or memory problems
- Irritability
- Blurry/double vision
- Unequal /dilated pupil size
- Neck pain/ stiff neck

If you have any questions or concerns I may be reached at school during regular hours.

Sincerely,
Health Services Staff

A Fact Sheet for PARENTS

(from U.S. Department of Health and Human Services – Center for Disease Control and Prevention- July 2007)

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Forgets an instruction
- Moves clumsily
- Loses consciousness (even briefly)
- Can’t recall events prior to hit or fall
- Is confused about assignment or position
- Is unsure of game, score, or opponent
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Balance problems or dizziness
- Sensitivity to light
- Confusion
- Concentration or memory problems
- Nausea or vomiting
- Double or blurry vision
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

- 1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- 2. Keep your child out of play.** Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- 3. Tell your child’s coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

It’s better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit: www.cdc.gov/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit: www.cdc.gov/injury U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION