

# SPS TBI and Concussion Nurse Checklist

*Adjust workflow as needed to student's symptoms and individual needs.*

## 1.) Interview the student and parents about the TBI.

\*How did the TBI occur?

\*What symptoms did they experience?

\*What medical care was sought after the TBI occurred?

-If medical care was sought, obtain doctor's note from parent

-Upload doctor's note to Health Documents and Synergy's Documents tab

\*What symptoms is the student experiencing currently?

\*Ask parent/guardian to complete the Release of Information Form

\*Determine what accommodations would be helpful

\*Do not forget to fill out the Student Contact Log

## 2.) Fill out the TBI Accommodations Form (ITAP)

\*Upload the TBI Accommodations Form into Synergy's Documents tab and Health Documents

\*Add concussion information to student's Health Conditions in Synergy

\*Email accommodations and/or temporary health plan to health aide and ask them to distribute to teachers, counselor, and/or school's TBI Team.

## 3.) Update the Current TBI Students Tracker in order to keep track of students.

## 4.) Check in with students weekly for 4 weeks using the CBIRT Post-Concussion

Symptom Checklist. Chart findings in the Current TBI Students tracker.

## 5.) Section 504 or IEP

- 3-4 weeks post-concussion: Assess need for Section 504 plan 3 months post-concussion, Assess need for IEP