



### **Return to School Plan**

The Return to Learning (RTL) and Return to Physical Activity (RTPA) Plans have been developed in partnership with Parachute and are based on the most recent research and recommendations of the expert scientific community on concussion, that is the Canadian Guidelines on Concussion in Sport, July 2017 and the Berlin Consensus Statement on Concussion in Sport, October 2016. The Return to School Plan (Return to Learning/Returning to Physical Activity) is for parents/guardians and the school Collaborative Team to communicate and track a series of steps of the Return to Learning and Return to Physical Activity plan, following completion of the Home Concussion Return to School Plan.

This section includes:

- background Information on the Concussion Recovery Process
- general Procedures for Return to School Plan
- instructions for a Return to School Plan
- return to School Plan Form/Medical Clearance Form

#### Background Information on the Concussion Recovery Process

A student with a diagnosed concussion needs to follow a Return to School Plan which includes an individualized and gradual Return to Learning (RTL) plan and Return to Physical Activity (RTPA) plan. In developing the Return to School Plan, the RTL process is designed to meet the particular needs of the student, as there is not a pre-set plan of strategies and/or approaches to assist a student returning to their learning activities. In contrast the RTPA plan follows an internationally recognized graduated approach. The management of a student concussion is a shared responsibility, requiring regular communication, between the home, school (Collaborative Team) and sport organizations with which the student is involved and



The home stages of the Return to School Plan for RTL and RTPA (Initial Rest to Step 2 for RTS and Initial Rest to Step 2 for RTPA) are designed to provide direction for, and documentation of the stages of the RTL and RTPA plan. It has been designed to provide direction for, and documentation of the stages of the RTL and RTPA plan.

### General Procedures for a Return to School Plan

Steps 3a to 4b of the Return to School Plan for Return to Learning (RTL) and steps 3 to 6 of the Return to School Plan for Return to Physical Activity (RTPA) are designed to provide direction for, and documentation of the progression through the school steps of the Return to Learning (RTL) plan and Return to Physical Activity (RTPA) plan. It has been designed to provide direction for, and documentation of the steps of the RTL and RTPA Plan.

The school part of the plan begins with:

- A parent/guardian/caregiver and principal/designate meeting (for example, in-person, phone conference, video conference, email) to provide information on:
  - the school part of the RTL and RTPA plan; and
  - the Collaborative Team members and their role (for example, parent/guardian, student, principal/designate, team lead, teacher(s), medical doctor or nurse practitioner and/or appropriate licensed healthcare provider).
- A student conference to determine the individualized RTL plan and to identify:
  - the RTL learning strategies and/or approaches required by the student based on the post-concussion symptoms; and
  - the best way to provide opportunities for the permissible activities.

The general procedures for return to school are:

- Steps 3a to 4b of the Concussion Return to School Plan for Return to Learning (RTL) and Steps 3 to 6 of the Concussion Return to School Plan for Return to Physical Activity (RTPA) occur at school and where appropriate the RTPA part of the plan may occur at sport practices (for example, student is not enrolled in physical education).
- Inform parent/guardian/caregiver/student of the importance to disclose a concussion diagnosis with any outside coach/sport organization(s) with which the student is involved or registered.
- Steps are not days - each step must take a minimum of 24 hours and the length of time needed to complete each stage will vary based on the severity of the concussion and the student.
- Completion of the RTL and RTPA plans may take 1-4 weeks.
- A student moves forward to the next step when activities at the current stage are tolerated and the student has not exhibited or reported a return of symptoms, new symptoms, or worsening symptoms.
- A student is tolerating an activity if their symptoms are not exacerbated (aggravated, intensified, made worse).



- While the RTL and RTPA steps are inter-related they are not interdependent. A student can progress through the steps of RTPA independent from their progression through the RTL steps. However, students must have completed Step 4a and 4b of RTL and Stage 4 of RTPA and have obtained Medical Clearance prior to beginning Step 5 of RTPA.
- Until a student has successfully completed all steps in the RTL plan they must not participate in the following physical activities where the risk of re-injury is possible:
  - full participation in the physical education curricular program;
  - intramural activities;
  - full participation in on-contact interschool activities; or
  - participation in practice for a contact sport.
- A student that has no symptoms when they return to school, must progress through all the RTL steps and RTPA steps and remain symptom free for a minimum of 24 hours in each step prior to moving to the next step.
- The plan does not replace medical advice.
- During all steps of RTP and in Steps 1-4 of RTPA:
  - if symptoms return or new symptoms appear, the student returns to previous step for a



**Strategies for Return to School Plan – Return to Learning**

**Accommodations**

<b>Instructional Accommodations</b>	<b>Environmental Accommodations</b>	<b>Assessment Accommodations</b>
Buddy/peer tutoring Note taking assistance Duplicated notes Organization coaching Time management aids More frequent breaks Visual cueing Reduced/uncluttered format Repetition of information Rewording/rephrasing Extra time for processing Taped texts Computer options	Alternative workspace Strategic seating Proximity to instructor Reduction of audio/visual stimuli Study carrel Minimizing background noise Quiet setting Use of headphones Special lighting (low intensity is usually preferred)	Extended time limits Verbatim scribing Oral responses, including audio tapes More frequent breaks Prompts to return • ĉ å^} ą attention to task Reduced uncluttered format Extra time for processing Reduction in the number of tasks used to assess a concept or skill Computer options

**Intervention**



**Return to School Plan**

**Return to Learning (RTL) and Return to Physical Activity (RTPA)**

**Appendix F**

The Return to Learning (RTL) and Return to Physical Activity (RTPA) Plans have been created from the information at OPHEA and Parachute, and are based on the most recent research and recommendations of the expert scientific community on concussion, that is the Canadian Guidelines on Concussion in Sport, July 2017 and the Berlin Consensus Statement on Concussion in Sport, October 2016. The RTL and RTPA plans are inter-related however, they are not interdependent. RTL is independent from their progression through the RTPA steps. Different students will progress at different rates.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to Learning (RTL) - Step 3a:**

the student begins with an initial time at school of 2 hours; and the individual RTL plan is developed by Collaborative Team following the student conference and strategies and/or approaches for student learning.

**Activities permitted if tolerated by student:**

activities from previous step (Home Concussion Management Appendix); school work for up to 2 hours per day in smaller chunks (completed at school) working up to ½ day of cognitive activity; and adaptation of learning strategies and/or approaches.

**Activities that are not permitted at this step:**

tests/exams/homework;  
music class;  
assemblies; and  
field trips.

**School Responsibility:**

the student has demonstrated they can tolerate up to a half day of cognitive activity; and the Return to School Plan is sent home to parents/guardians/caregivers.

School Initial (for example, collaborative team lead/designate): \_\_\_\_\_

Date: \_\_\_\_\_





Home Responsibility:

The student has not exhibited or reported a return of symptoms, new symptoms, or worsening symptoms;

The student has exhibited or reported a return of symptoms, or new symptoms, and must return to the previous stage for a minimum of 24 hours;

The student has exhibited or reported a worsening of symptoms and must return to medical doctor or nurse practitioner; and

The Return to School Plan is sent back to school.

Parent/Guardian/Caregiver Signature: \_\_\_\_\_

Date: \_\_\_\_\_







Home Responsibility:

- the student has not exhibited or reported a return of symptoms, new symptoms, or worsening symptoms;
- the student has exhibited or reported a return of symptoms, or new symptoms, and must return to the previous stage for a minimum of 24 hours;
- the student has exhibited or reported a worsening of symptoms and must return to medical doctor or nurse practitioner; and
- the Return to School Plan is sent back to school.

Parent/Guardian/Caregiver/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

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Step 4b

**At school (full day, without adaptation of learning strategies and/or approaches):**

**Activities permitted if tolerated by student:**

- normal cognitive activities;
- routine school work;
- full curriculum load (attend all classes, all homework, tests);
- standardized tests/exams; and
- full extracurricular involvement (non





Return to Physical Activity (RTPA)

## Appendix





Home Responsibility:

the student has not exhibited or reported a return of symptoms, new symptoms, or worsening symptoms;  
the student has exhibited or reported a return of symptoms, or new symptoms, and must return to the previous stage for a minimum of 24 hours;  
the student has exhibited or reported a worsening of symptoms and must return to medical doctor or nurse practitioner; and  
the School Concussion Management Form (Return to School Plan) is sent back to school.

Parent/Guardian/Caregiver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

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**Before progressing to Step 5, the student must:**

have completed Step 4a and 4b of RTL (full day at school without adaptation of learning strategies and/or approaches);  
have completed Step 4 of RTPA and be symptom-free; and  
obtain a signed medical clearance from a medical doctor or nurse practitioner (Medical Concussion Clearance form Appendix F).

**\*Please Note: Premature return to contact sports (full practice and game play) may cause a significant setback in recovery\***

Step 5

Following medical clearance, full participation in all non-contact physical activities (that is, non-intentional body contact) and full contact training/practice in contact sports.

**Activities if tolerated by the student:**

physical education:  
intramural programs; and  
full contact training/practice in contact interschool sports.

**Activities that are NOT permitted at this stage:**









### Medical Concussion Clearance Form

Return to School (RTS) and Step 4 of the Concussion Management Plan for Return to Physical Activity (RTPA). The student must be medically cleared by a medical doctor/nurse practitioner prior to moving on to full participation in non-contact physical activities and full contact practices (RTPA Step 5).

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have examined this student and confirm they are medically cleared to participate in the following activities:

- Full participation in Physical Education classes
- Full participation in Intramural physical activities (non-contact)
- Full participation in non-contact Interschool Sports (practices and competition)
- Full-contact training/practice in contact Interschool Sports

Other Comments:

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Medical Doctor/Nurse Practitioner

Forms completed by other licensed healthcare professionals should not be otherwise accepted.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A student who has received Medical Clearance and has a recurrence of symptoms or new symptoms appear, must immediately remove themselves from play, inform their parent/guardian/caregiver/teacher/coach, and return to medical doctor or nurse practitioner for Medical Clearance reassessment before returning to physical activity.