



KSHSAA CONCUSSION REPORTING INSTRUCTIONS

Report all head injuries that meet the following criteria:

1. A head injury that required the student participant to be removed from participation (practice or contest) due to the student exhibiting signs/symptoms of a concussion.*

AND

2. The head injury was sustained during a **school sponsored, preseason or in-season practice or competition** in the following KSHSAA sanctioned activities: Baseball, Basketball, Bowling, Cross Country, Football, Golf, Gymnastics, Soccer, Softball, Swimming/Diving, Tennis, Track & Field, Volleyball, Wrestling, Cheerleading, Dance and Marching Band.
- * If the student was removed from participation, but after a medical examination it was determined no concussion occurred, **DO NOT REPORT** the injury.

Who should report the concussion?

- **Schools can determine who is best suited to submit this information.** The person submitting the report will need to use their school's user ID and unique KSHSAA password to login to the system.
- **If schools have a full-time athletic trainer, the KSHSAA recommends this person submit the report.**

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Concussion reporting to the KSHSAA is a 2-step process:

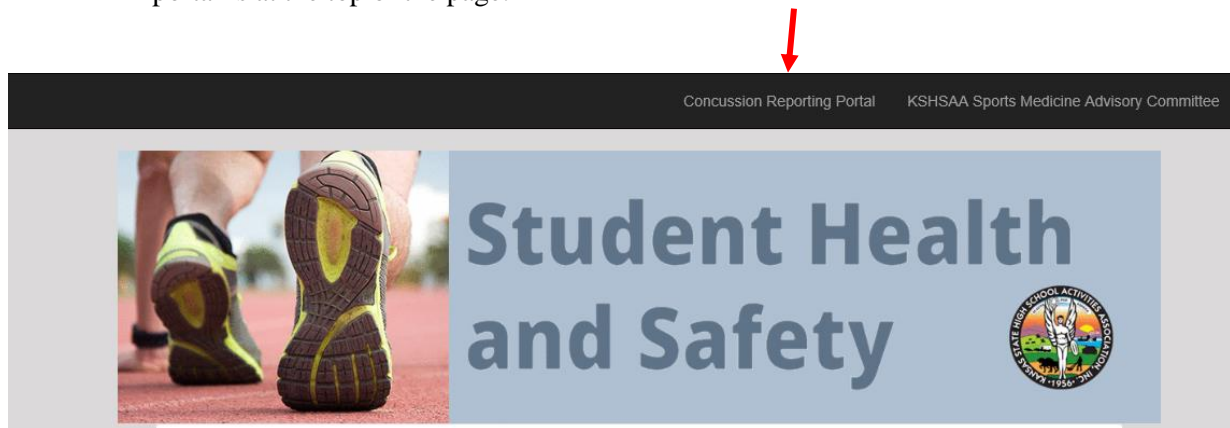
STEP 1: Report the injury as soon as possible after it has occurred.

STEP 2: Report the date of return once the student has returned to full unrestricted participation.

STEP 1 – Report the concussion:

1. Go to www.kshsaa.org.
2. The reporting portal can be accessed from two different locations on the website:

Location 1: On the new Student Health & Safety web page at <http://www.kshsaa.org/Public/SportsMedicine/Main.cfm>. The link to the concussion reporting portal is at the top of the page:



OR

Location 2: There is a link at the bottom right of each sport/activity specific web page



Link from sport page

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3. Login with your school's user ID and your unique KSHSAA password.
Once logged in, you will see a summary of all concussion injuries reported to date by your school.

[Enter New Injury](#)

Records in reporting system			
<u>Injury ID</u>	<u>Sport</u>	<u>Date of Injury</u>	<u>Date of Return</u>
KSS1655-010	Softball	7/10/18	Enter Return Date Info
KSS1655-011	Football	7/31/18	Enter Return Date Info
KSS1655-012	Baseball	7/31/18	7/31/18
KSS1655-013	Band	7/31/18	7/31/18
KSS1655-014	Football	8/2/18	8/9/18

4. Select the **Enter New Injury** link and answer the brief set of questions about the head injury.
5. Once the information has been submitted, the school's Athletic Director and Sports Medicine Contact (if provided in the directory) will automatically receive an email with an attached summary report of all concussions reported by the school.

2018-2019 KSHSAA CONCUSSION REPORT SUMMARY				
KSHSAA				
<u>INJURY ID</u>	<u>STUDENT NAME</u>	<u>SPORT</u>	<u>DATE OF INJURY</u>	<u>DATE OF RETURN</u>
KSS1655-010	_____	Softball	7/10/18	
KSS1655-011	_____	Football	7/31/18	

Schools may wish to write the student's name on this form to better keep track of reported injuries.

The KSHSAA **DOES NOT** collect student names as part of this data collection.

STEP 2 – Report the Date of Return:

Complete this step once the student has returned to full unrestricted participation.

1. Login to the concussion reporting portal in the same manner as in step 1.
2. Click on the ***Enter Return Date Info*** link and answer the brief set of questions about the student's return to participation.

[Enter New Injury](#)

Records in reporting system			
<u>Injury ID</u>	<u>Sport</u>	<u>Date of Injury</u>	<u>Date of Return</u>
KSS1655-010	Softball	7/10/18	Enter Return Date Info
KSS1655-011	Football	7/31/18	Enter Return Date Info
KSS1655-012	Baseball	7/31/18	7/31/18
KSS1655-013	Band	7/31/18	7/31/18
KSS1655-014	Football	8/2/18	8/9/18

3. If for any reason the student did not return to participation in that activity before the season ended (i.e., not cleared before the season ended or the student quit the team) please login at the conclusion of the season and click the ***Enter Return Date Info*** link and provide the information requested.
4. Any time a new injury is reported or return date information is entered, the school's Athletic Director and Sports Medicine Contact will receive an updated summary report of reported concussions for the school year.