

## CONCUSSION MANAGEMENT in PLAY HQ

There is a function in PlayHQ for the management of suspected concussion episodes.

A suspected concussion incident needs to be **entered to PlayHQ by a Team Manager or Concussion Officer**. This includes a suspected concussion incident from training.

An email then is sent to the player to begin the management of the concussion from an administrative point of view.

The player will be unable to be selected until 21 days after the incident and only once the proposed return date and the Drs name/address/phone number have been entered to PlayHQ by the player. The medical **clearance** document (from the Dr) needs to be **sighted by the Team Manager or Concussion Officer**.

After this has been done, the **player must login** to the incident in PlayHQ and indicate as such. The player will then become available after 21 days.

A similar process occurs when a player has been assessed by a Dr to NOT have concussion, and the Team Manager or Concussion Officer has sighted the document and is deemed clear to play.

Please use the following process and instruct players accordingly:

1. Suspected concussion
  - a. **Physios** to complete suspected concussion paperwork and share in Physio Group Chat (Concussion Officer is in this group)
  - b. **Team Manager** to submit incident via PlayHQ website/app at Game  
Navigate to the My Teams via playhq.com.
    1. Navigate to the MyTeams via playhq.com
    2. Open the Game from your team's Fixture page
    3. Switch to the Manage tab and select Add Incident under the Actions menu
    4. Select Injury - Concussion as the Incident Type
    5. Choose the affected Player and provide a brief Incident Description, then click Next
    6. Review the Outcome Details, then click Create Incident
  - c. **Player** to take copy of Match Day HIA & Referral forms to appointment for assessment by Doctor within 48hrs
2. If concussion confirmed
  - a. Physio to manage concussion protocol
  - b. **Player** to enter proposed return date and medical contact details to **PlayHQ**
  - c. **Player** to see doctor again at 19 days to obtain "medical clearance" document
  - d. **Player** to show "medical clearance" to **physio AND team manager**
  - e. **Team Manager** to remind player to login to PlayHQ and submit clearance information
  - f. Once Player has done this, an email is sent to Team Manager of next steps
  - g. **Physio** to share clearance in Physio Group Chat

3. If concussion is NOT diagnosed
  - a. **Player** to show “medical clearance” to **physio AND team manager**
  - b. Physio to share in Physio Group Chat
  - c. **Player** adjusts return to play date in PlayHQ
  - d. **Team Manager** will receive email from PlayHQ to notify of next steps
  
4. **Team Manager OR Concussion Officer** need to sight proof of “medical clearance”, then verify request in PlayHQ in all cases of both diagnosed and non-diagnosed concussion cases.

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