

RUGBY AUSTRALIA STEP BY STEP PROCEDURE SUMMARY

| STAGE 1 – ON THE DAY OF THE INJURY | | |
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| STEP | DESCRIPTION OF ACTION | RESPONSIBLE |
| 1 | RECOGNISE: A potential head injury or concussion must be acknowledged if a player has any of the signs, symptoms or fails to answer any of the orientation and memory questions after a head or body collision. | Player / Parent / Club or School Team Official / First Aid/Medical Official / Match Official |
| 2 | REMOVE: Any player with signs or symptoms of a potential head injury or concussion must be removed from the rugby field immediately. Any player with a potential head injury or concussion may also have a neck injury. If a neck injury is suspected, the player must only be removed by experienced health care providers with spinal care training. | Coach / Club or School Team Official / First Aid/Medical Official / Match Official |
| 3 | RECORD: Any player removed from the field of play with a potential head injury or concussion must be recorded in the Rugby Match Day app as part of the match ‘movements’. For any events not using Rugby Xplorer, the Competition Manager must be notified of any player removed from the field of play with a potential head injury or concussion. | Team Manager / Match Day Manager / Club or School Team Official |
| | RECORD: Competition Managers and Club Rugby Xplorer Admin(s) are notified of any concussion injury entered in Rugby Match Day app upon submission of the match. A list of all players with concussion records can be found in the Competition Cases in Rugby Xplorer admin panel for association admins. The injury is converted to an injury case. Competition Managers enter the length of exclusion subject to Graduated Return to Play (GRTP) protocols associated with advanced and standard care pathways by entering the available date a player can return to play. For any events not using Rugby Xplorer, the Competition Manager must ensure that management procedures are in place for the central recording of concussion injuries. | Competition Manager / Club Rugby Xplorer Admin |
| 4 | REFER: All players with potential head injury or concussion must be referred to a medical doctor or emergency department as soon as practical (within 72 hours of the injury). If there are serious concerns about the player or red flags, then the player must be referred to an Emergency Department as soon as possible or call an ambulance. Rugby Australia Head Injury Fact Sheet and Rugby Australia Concussion Referral and Return Form must be given to the player or family member/guardian. Section 1 and 2 of Rugby Australia Referral & Return Form must be completed. | Parent / Guardian / Club or School Team Official / Medical Doctor |

| STAGE 2 – ON THE DAYS FOLLOWING THE INJURY | | |
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| STEP | DESCRIPTION OF ACTION | RESPONSIBLE |
| 5 | REST: Rest is crucial to recover from concussion. Players must rest (that is reduce physical and mental activity) until all post-concussion signs and symptoms have disappeared AND they have stopped all medication required for treatment for their concussion symptoms (e.g. pain killers for headaches). The minimum rest time is 24 hours for adults whilst children and adolescents require a longer rest period. | Player / Parent / Guardian |
| 6 | RECOVER & RETURN TO EXERCISE: World Rugby has specified in Regulation 10, minimum time periods for players to rest and recover. These are a minimum and a guide, so the Rest and Recover phases may be longer than specified for some players. Light exercise can only start after a player has returned to activities of normal daily living without increased signs or symptoms of concussion and does not require medication for their symptoms. The best way to return to sport is to follow a gradual re-introduction of exercise in a step-wise progression known as a GRTP programme. | Player / Parent / Guardian / Club or School Team Official / |
| 7 | RECORD & RETURN TO CONTACT TRAINING: A Player can only return to contact training when they have fully recovered from concussion and provided confirmation that they have recovered from medical doctor. Rugby Australia Concussion Referral & Return Form section 3 must be completed by the doctor, and then the player or parent guardian will present to the nominated Club or School Team Official. The Club or School Team Official will then present a copy of this form to the Competition Manager. The Player would then be available to return to full contact training after the Competition Manager approving 'release' in the Competition Management System where the player will then be available for team selection in Rugby Match Day app. | Player / Parent / Guardian / Club or School Team Official / Competition Manager / Medical Doctor / |
| 8 | RETURN TO PLAY: A Player can only return to play when they have fully recovered from concussion. Players 18 years and under cannot return to play (GRTP Stage 6) for at least 19 days after all symptoms and signs have disappeared. Adult players, 19 years and over, cannot return to play (GRTP Stage 6) for at least 12 days after all symptoms and signs have disappeared. | Player / Parent / Guardian / Club or School Team Official |