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# Instructions for **Parents**

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***For more information please contact...***

**Return2Play Head Office**  
www.return2play.org.uk  
e: admin@r2phk.com  
t: +44 (0)20 3773 1045

**HKRU Medical Team**  
e: medical@hkrugby.com  
t: (852) 2292 3202

## What is the Return2Play system?

An injury management platform which allows organisations to record, communicate about and track injuries as well as document compliance with best practice.



Check that your players are fit to play via the online platform



Record new injuries against a player using simple reporting forms



Automatic communication to all who need to know about the injury



Monitor a player's recovery on the platform



Concussions are linked to doctors to undertake assessments



Everyone receives a notification to confirm the player has been cleared to return to sport



All injuries are stored in the player's "Injury Passport" which can be shared with schools, clubs and doctors



Organisations can review injury details and Return2Play can provide reports to show trends

## What are parents able to do on the system?

Parents can use the Return2Play system to do the following functions:

1. **Edit your child's details and add additional email recipients**
2. **Add teams that your child plays for**
3. **Record an injury against your child**
4. **Update an injury status, remove injuries that have been added in error and add notes to an injury**

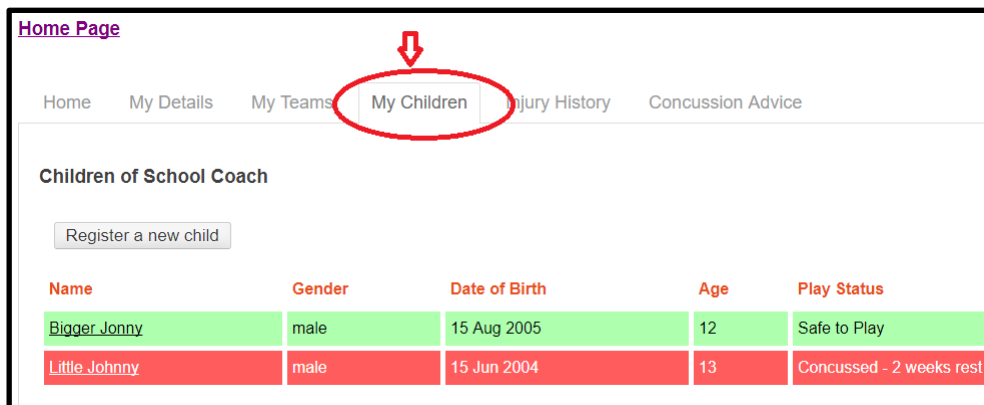
**For concussions:**

5. **Add symptom logs**
6. **Book a doctor's appointment**

Overleaf are step-by-step guidelines on how to do each of the above processes.

## 1. Edit your child's details and add additional email recipients.

- Once logged in select the 'My Children' tab and click on your child's name. This will take you through to the child's homepage.



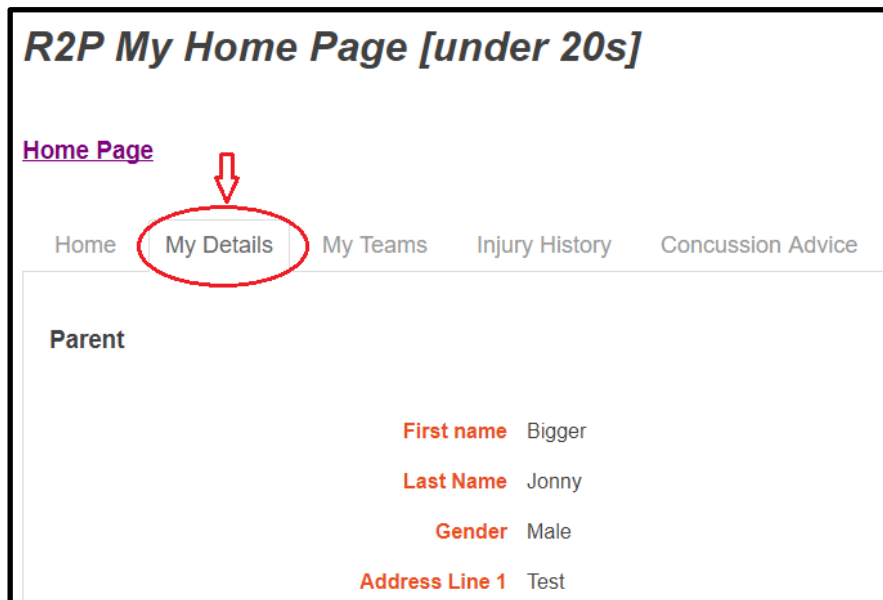
**Home Page**

Home My Details My Teams **My Children** Injury History Concussion Advice

Children of School Coach

Name	Gender	Date of Birth	Age	Play Status
Bigger Jonny	male	15 Aug 2005	12	Safe to Play
Little Johnny	male	15 Jun 2004	13	Concussed - 2 weeks rest

- Once on the child's homepage select the "My details" tab. You can edit details on this page.



**R2P My Home Page [under 20s]**

**Home Page**

Home **My Details** My Teams Injury History Concussion Advice

Parent

**First name** Bigger

**Last Name** Jonny

**Gender** Male

**Address Line 1** Test

- Additional recipients can be added to receive injury notifications. They will be informed when an injury occurs and when the playing status is updated.

## 2. Add teams that your child plays for.

- Follow instructions in section 1 to gain access to the child's account.
- Select the "My Teams" **(1)** tab in the child's account and click "Register a new organisation" **(2)**.

**R2P My Home Page [under 20s]**

[Home Page](#)

Home   My Details   **My Teams**   Injury History   Concussion Advice

Teams for **Bigg Jonny**

**Register a new team or role**

Organisation Name	Type	My Role	Registration Date	Confirmed Date
<a href="#">Test School</a>	School	Child	04 Aug 2017	04 Aug 2017



### 3. Record an injury against your child.

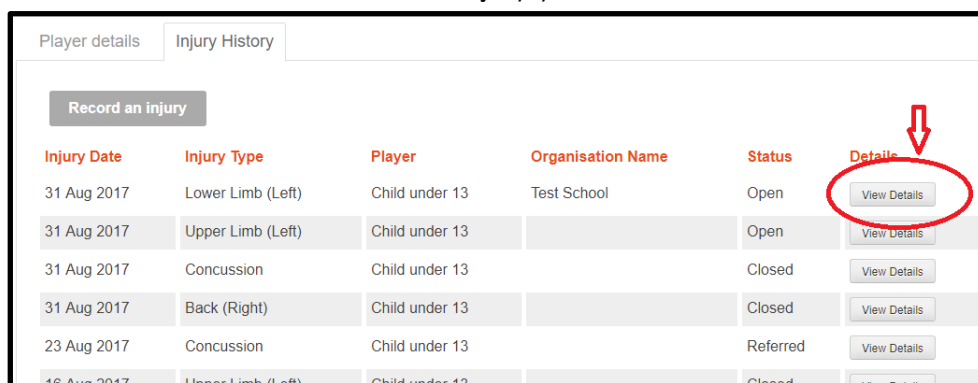
- Follow instructions in section 1 to gain access to the child's account.
- Select the "Injury History" (1) tab in the child's account and click "Record a new injury".



- Follow the on-screen instructions.

## 4. Update an injury status, remove injuries that have been added in error and add a note.

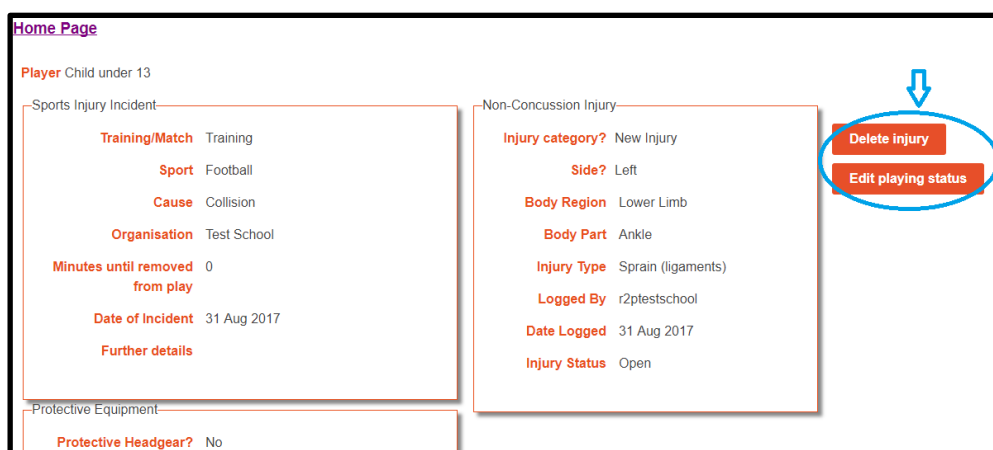
- Follow the instructions for "Recording an injury" to access the player's 'Injury History' tab.
- Select 'View Details' for the injury you wish to edit the status of.



Injury Date	Injury Type	Player	Organisation Name	Status	Details
31 Aug 2017	Lower Limb (Left)	Child under 13	Test School	Open	<a href="#">View Details</a>
31 Aug 2017	Upper Limb (Left)	Child under 13		Open	<a href="#">View Details</a>
31 Aug 2017	Concussion	Child under 13		Closed	<a href="#">View Details</a>
31 Aug 2017	Back (Right)	Child under 13		Closed	<a href="#">View Details</a>
23 Aug 2017	Concussion	Child under 13		Referred	<a href="#">View Details</a>
16 Aug 2017	Upper Limb (Left)	Child under 13		Closed	<a href="#">View Details</a>

Please note that parents are only able to delete injuries or edit the playing status of an injury if they were the user who logged the injury. If not, then please contact an administrator at your child's organisation, or the Return2Play Team directly.

- Select "Delete Injury" for injuries which were added in error.  
**(If you wish to clear a player as fit to play please use "Edit Playing Status")**
- Select "Edit Playing Status" to change what activities the player should be allowed to do.
- This page can also be used to add notes to the injury.



Home Page

Player Child under 13

Sports Injury Incident

Training/Match	Training
Sport	Football
Cause	Collision
Organisation	Test School
Minutes until removed from play	0
Date of Incident	31 Aug 2017
Further details	

Non-Concussion Injury

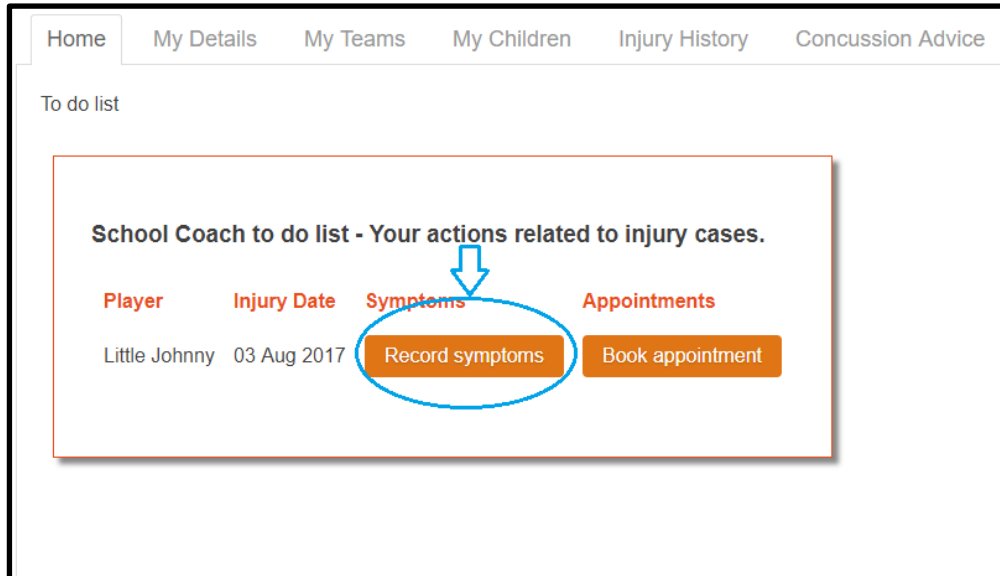
Injury category?	New Injury
Side?	Left
Body Region	Lower Limb
Body Part	Ankle
Injury Type	Sprain (ligaments)
Logged By	r2ptestschool
Date Logged	31 Aug 2017
Injury Status	Open

Protective Equipment

Protective Headgear? No

## 5. Concussions: Add symptom log.

- Once a concussion has been added a "to-do" list will appear on your homepage.
- Select the "Record Symptoms" button and complete the on-screen form.



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To do list

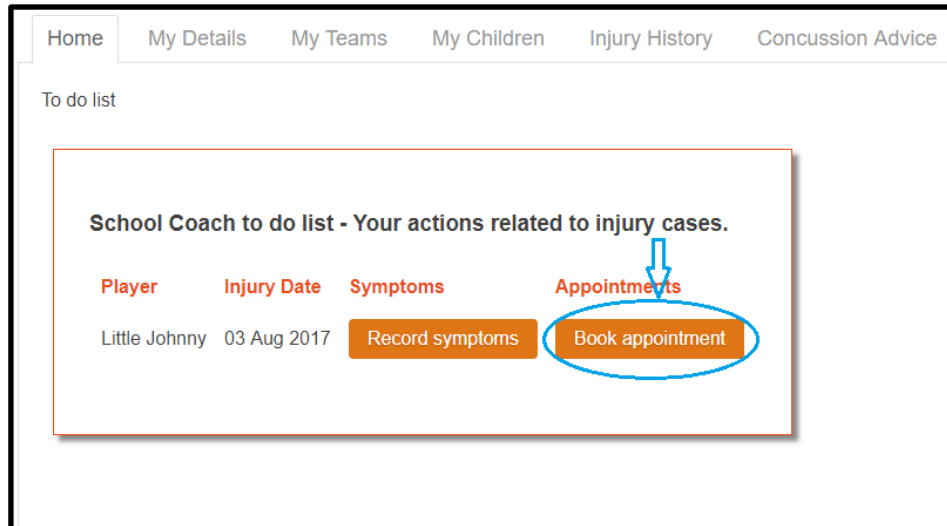
**School Coach to do list - Your actions related to injury cases.**

Player	Injury Date	Symptoms	Appointments
Little Johnny	03 Aug 2017	<a href="#">Record symptoms</a>	<a href="#">Book appointment</a>

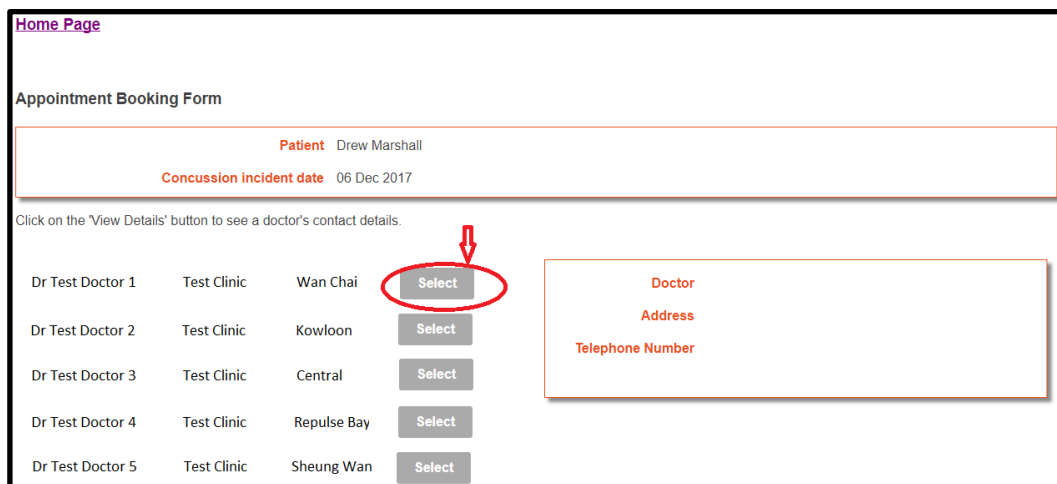


## 6. Concussions: Book an Appointment.

- Once a concussion has been added a "to-do" list will appear on your homepage.
- Select the "Book Appointment" button.



- Select the doctor/clinic location you would like to use



Home Page

Appointment Booking Form

Patient Drew Marshall

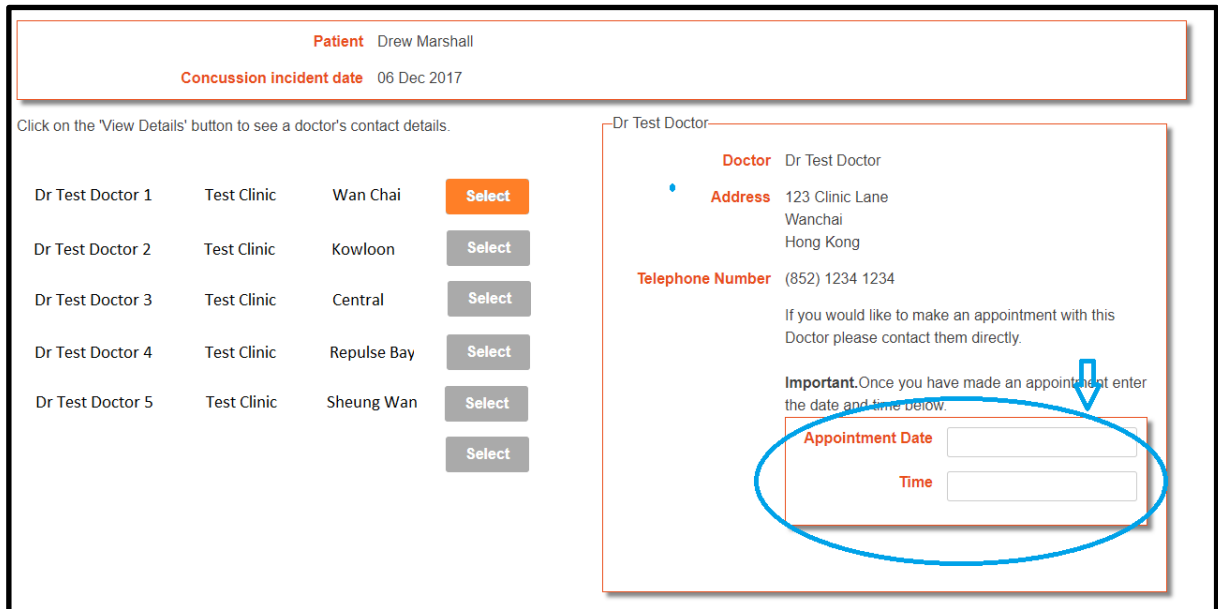
Concussion incident date 06 Dec 2017

Click on the 'View Details' button to see a doctor's contact details.

Dr Test Doctor 1	Test Clinic	Wan Chai	Select
Dr Test Doctor 2	Test Clinic	Kowloon	Select
Dr Test Doctor 3	Test Clinic	Central	Select
Dr Test Doctor 4	Test Clinic	Repulse Bay	Select
Dr Test Doctor 5	Test Clinic	Sheung Wan	Select

Doctor  
Address  
Telephone Number

- Full details of the clinic will appear on the screen. Please contact the clinic direct to book an appointment. Once the appointment has been booked please add the date and time so that the injury is linked to the chosen doctor's Return2Play account.



**Patient** Drew Marshall  
**Concussion incident date** 06 Dec 2017

Click on the 'View Details' button to see a doctor's contact details.

Dr Test Doctor 1	Test Clinic	Wan Chai	<b>Select</b>
Dr Test Doctor 2	Test Clinic	Kowloon	Select
Dr Test Doctor 3	Test Clinic	Central	Select
Dr Test Doctor 4	Test Clinic	Repulse Bay	Select
Dr Test Doctor 5	Test Clinic	Sheung Wan	Select

**Dr Test Doctor**

**Doctor** Dr Test Doctor  
**Address** 123 Clinic Lane  
 Wanchai  
 Hong Kong  
**Telephone Number** (852) 1234 1234

If you would like to make an appointment with this Doctor please contact them directly.

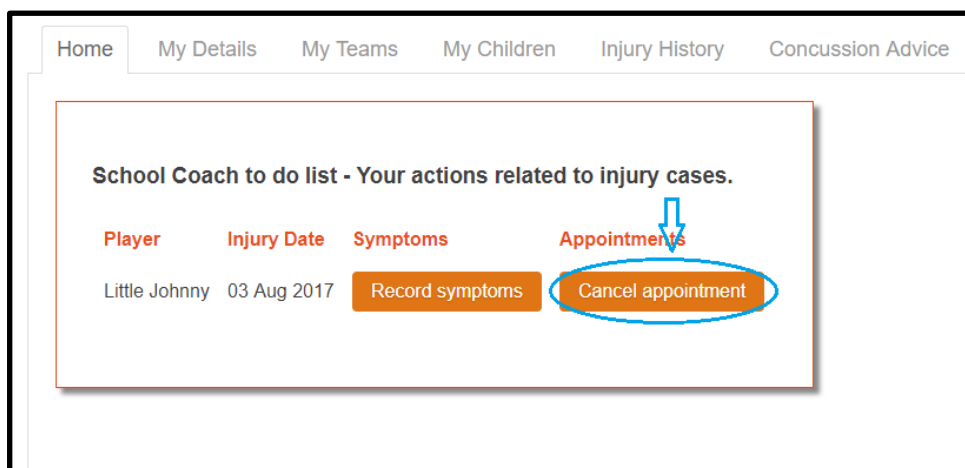
**Important.** Once you have made an appointment enter the date and time below.

**Appointment Date**   
**Time**

## cancelling an Appointment.

- If you have an appointment booked a "Cancel appointment" button will appear in your to-do list.

**Please ensure you cancel the appointment directly with the clinic as well as cancelling on the Return2Play system.**



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**School Coach to do list - Your actions related to injury cases.**

Player	Injury Date	Symptoms	Appointments
Little Johnny	03 Aug 2017	Record symptoms	<b>Cancel appointment</b>