



Procedure 7009

Concussion

New: May 2015

Reviewed:

1. Preamble

- 1.1 The procedures that follow set out the roles and responsibilities of the senior administration, and all school staff including, teachers, support staff, educational assistants and volunteers.
- 1.2 Specific procedures on the identification and management of concussion including the return to learn/return to physical activity are outlined in the procedure.

2. Definitions

2.1 **Concussion:** A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow or jolt to the head. Concussion can also occur from a fall or blow to the body that causes the head and brain to move rapidly. Concussion is the term for a clinical diagnosis that is made by a medical doctor or a nurse practitioner.

2.2 **Concussion Signs and Symptoms:** A concussion sign is something an individual will feel. A concussion symptom is something others may notice. There is no single indicator for concussion; the signs and/or symptoms can take time to appear. A concussion cannot be seen and some individuals may not experience or report symptoms until hours or days after the injury: these can become more noticeable during activities requiring concentration or physical activities.

3. Concussion Incident Management

- 3.1 When a student is suspected of having suffered a concussion at school, or during a school organized activity, the supervisor will manage the incident as outlined in the summary of return to learn/return to physical activity plan.

4. Responsibility of Principal

- 4.1 It is the responsibility of the principal to ensure that:
 - 4.1.1 Concussion training is made available to all school staff including the signs and symptoms of concussion, and immediate action to take if a concussion is suspected and other information appropriate to their roles,
 - 4.1.2 Concussion awareness and education strategies are made available to parents. (website, handouts, newsletters),
 - 4.1.3 Up to date student emergency contact is maintained,
 - 4.1.4 Concussion information for school staff is included in all occasional teacher lesson plans,
 - 4.1.5 The school works closely with parents/guardians to support students with a concussion with their recovery and academic success.

5. Responsibility of School Staff

- 5.1 School staff will:
 - 5.1.1 Know what to do in the event of a concussion,
 - 5.1.2 Participate in required training and understand the summary of Return to Learn/Return to Physical Activity Plan, Concussion Tool, Tool to Identify a Suspected Concussion, Documentations for a Diagnosed Concussion, Return to Learn/Return to Physical Activity Plan forms and Possible Accommodations for Return to School.

6. Appendixes

- 6.1 A - Summary of Return Learn/Return of Physical Activity Plan
- B – Concussion Tool
- C - Tool to Identify a Suspected Concussion
- D – Documentations for Diagnosed Concussion Return to Learn/Return to Physical Activity Plan – Forms
- E – Possible Accommodations for Return to School
- F – Prior to Any Incident Occurring (September) - Chart
- G – Responsibilities and Procedures When an Incident Occurs - Chart