

CONCUSSION EDUCATION, PREVENTION, AND MANAGEMENT

Background

Greater St. Albert Catholic School Division is committed to ensuring the health and safety of all students, staff, parents, volunteers, and visitors who take part in school-based and/or division-based activities. Because an individual's health and safety can be significantly negatively impacted by a concussion, this protocol is designed for:

1. Concussion Education: to educate our community about symptoms, prevention, and treatment of concussions;
2. Concussion Management: to provide steps for how to effectively manage situations in which a person is suspected of having a concussion;
3. Concussion Roles and Responsibilities: to clarify roles and responsibilities for concussion education and management.

Definitions

Concussion: A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. it affects the way a person may think and remember things, and can cause a variety of symptoms. [Concussion Recognition Tool.pdf](#)

Roles and Responsibilities for Concussion Prevention

1. The Board is responsible for establishing procedures for dealing with head injuries and concussions, including the reintegration of students into a school setting and the exclusion of students with diagnosed concussions from athletics and physical education until cleared by a physician;
2. The superintendent or designate will:
 - 2.1. perform a regular review of this Administrative Procedure to ensure the guidelines align with current research-based practices;
 - 2.2. share concussion prevention, identification, and management information with school principals to share with their students and their parents/guardians, and organizations that use the school facilities, such as community sports organizations and licensed child-care providers operating in schools of the School Board;
 - 2.3. share concussion prevention, identification, and management information with division staff and with managers of organizations that use division facilities or buildings.

3. The school principal or designate will:
 - 3.1. ensure that staff (including occasional staff, support staff, recess supervisors), volunteers, parents/guardians, and students are aware of this Administrative Procedure and understand their roles and responsibilities;
 - 3.2. ensure that documentation required before an activity in which there is risk of concussion is signed as part of the annual school online registration.
 - [Form 341-1 Physical Activity Letter to Parents/Guardians](#)
 - Medical Information Section
 - Permission and Acknowledgement of Risk Section
 - 3.3. follow the procedure in the procedures section of this Administrative Procedure if an individual appears to potentially have a concussion.
4. Teachers, Coaches, Board staff or Volunteers will:
 - 4.1. complete concussion training (e.g., staff meetings, online information, read this Administrative Procedure and referenced documents) annually in September using the references or updated information provided by the insurance provider;
 - 4.2. ensure that volunteers and students are aware of this Administrative Procedure;
 - 4.3. refer to concussion information as required: [Concussion Recognition Tool](#), [Concussion Guidelines for Teachers](#), [Concussion Guidelines for Coaches and Trainers](#)
 - 4.4. review and be aware of consent and information in the following documents required before an activity in which there is a risk of concussion (signed in annual school online registration):
 - [Form 341-1 Physical Activity Letter to Parents/Guardians](#)
 - Medical Information Section
 - Permission and Acknowledgement of Risk Section
 - 4.5. ensure that all supervisors on field trips and athletic events are aware of any relevant student concussion medical information;

[Concussion Guidelines for Teachers](#)
[Concussion Guidelines for Coaches](#)

5. Parents will:
 - 5.1. reinforce concussion prevention strategies with their child (e.g. following rules of fair play, playground safety rules, wearing properly fitted helmets, using equipment safely);
 - 5.2. understand and follow parents/guardian roles and responsibilities in the Administrative Procedure.

[Concussion Guidelines for Parents](#)

6. Students will:
 - 6.1. learn about concussions (i.e., definitions, prevention strategies, signs and symptoms, concussion management and student roles and responsibilities, throughout applicable curriculum);

[Concussion Guidelines for Athletes](#)

Procedures for When a Concussion is Suspected:

For staff or supervisors of physical activity in which an individual (student / employee / visitor) may be potentially suffering from a concussion:

1. Observe for signs of a concussion ([Concussion Recognition Tool.pdf](#));
2. If signs of concussion exist, remove the individual from the activity;
3. Stay with the individual;
4. Direct someone to contact the office to get help;
5. Call an ambulance if the individual demonstrates red flags as indicated in [Concussion Recognition Tool.pdf](#);
6. Do not remove equipment;
7. Do not move the injured person;
8. Contact parents/legal guardian/emergency contact and emphasize the importance of the injured student/individual being examined by a medical doctor as soon as possible that day;
9. Document what happened on the "[Student/Employee/Visitor Accident Report Form](#)";
10. Provide parents/legal guardians/emergency contact with a copy of the "Documentation of Concussion Monitoring/Medical Examination Form" ([F 341-5](#)) to be returned after 24 hours of observation or examination by a medical practitioner;
11. Photocopy the signed "[Student/Employee/Visitor Accident Report Form](#)" and, if required, "[Form 341-5 Documentation of Concussion Monitoring/Medical Examination Form](#)" and send it to the receptionist at Division Services Centre;
12. Once a concussion has been determined by a medical practitioner, a collaborative effort between home and school to support a student's return to school and to physical activity needs to follow the "[Summary of Plan for Return to Learn/Return to Physical Activity](#)";
13. The collaborative plan between home and school needs to be ongoing and monitor the following symptoms until the student is not experiencing any of the symptoms and

has been cleared by a medical doctor to proceed with regular academic and/or physical activity.

Roles and Responsibilities for When a Concussion Occurs

1. The school principal or designate will:
 - 1.1. enforce a plan for “[Summary of Return to Learn/Physical Activity Plan](#)” and ensure that the “[F 341-6 Documentation for a Diagnosed Concussion-Return to Learn and Return to Physical Activity Form](#)” is completed and signed by parents/legal guardians before a student returns to Physical Education or any physical activity until provided with a written note from a medical doctor;
 - 1.2. ensure that when a student returns to physical activity after having suffered concussion:
 - 1.2.1. that an update of medical information in PowerSchool alerts staff of potential concerns;
 - 1.2.2. that all staff who supervise the student are communicating regularly about the student’s reintegration into regular activity and reporting the student’s struggles to manage to the school principal or designate;
 - 1.2.3. that an IPP is updated to report on the student’s reintegration into regular school activity;
 - 1.2.4. that a specialized transportation plan is put in place if the student requires it;
 - 1.2.5. that the above documents listed in 1.1 are sent to receptionist at division office (see procedure 11) and that copies are given to all staff who teach and work with that student.
2. The teachers or coaches will:
 - 2.1. complete the “[Form 341-5 Documentation of Concussion Monitoring-Medical Examination form](#)” if a student is suspected of having a concussion and meet with parents to have them read and sign this form;
 - 2.2. implement and track the “[Form 341-6 Documentation for a Diagnosed Concussion Return to Learn/Return to Physical Activity form](#)” if a student has been diagnosed with a concussion. This should be done in conjunction with the School Principal when a student has been diagnosed with a concussion;
 - 2.3. accommodate a student’s learning plan once the student returns to school, if there are specific plans recorded in PowerSchool, an IPP, and/or transportation plan in the office;
 - 2.4. observe the student who has been diagnosed with a concussion and who has returned to school for changes, including worsening signs or symptoms as defined in this administrative procedure and notify parents and the principal or designate of observed changes;
 - 2.5. communicate with parents and share with the principal or designate regular daily updates on information with respect to the student’s response to the “[Return to](#)

- [Learning and/or Physical Activity](#)” plan (in his/her class. Updates should be made in PowerSchool for a consistent record and shared verbally with the principal or designate if the student is still suffering from signs or symptoms of concussion;
- 2.6. make sure that occasional teaching staff is updated on concussed student’s condition.

[Concussion Guidelines for Teachers](#)
[Concussion Guidelines for Coaches](#)

3. Physicians will:
 - 3.1. provide a written medical diagnosis of a concussion;
 - 3.2. provide an individualized plan for returning to learning to assist in managing cognitive and physical exertion following a concussion;
 - 3.3. provide guidance regarding the gradual removal of adjustments or supports that may have been instituted as part of the recovery process;
 - 3.4. provide written clearance for the student to return to regular academic and physical activity in school.
4. Parents will:
 - 4.1. In the event of a suspected concussion, ensure child is assessed as soon as possible by medical doctor/nurse practitioner;
 - 4.2. inform the school administration of concussions sustained by students on and off school property;
 - 4.3. monitor their child’s progress through the “Return to Learn and/or Physical Activity” plan;
 - 4.4. collaborate with school staff to obtain and share information about progress and challenges;
 - 4.5. provide initial diagnosis/accommodations and final physician clearance to school for return to learn and physical activity.

[Concussion Guidelines for Parents](#)

5. Students will:
 - 5.1. immediately inform school staff of suspected or diagnosed concussions occurring during or outside of school;
 - 5.2. inform school staff if they experience any concussion related symptoms (immediate, delayed or reoccurring);
 - 5.3. remain on school premises until parent/guardian arrives if concussion is suspected;
 - 5.4. follow concussion management strategies as per medical doctor/nurse practitioner direction and [“Form 341-6 Diagnosed Concussion Return to Learn / Return to Physical Activity plan](#);
 - 5.5. communicate concerns and challenges during recovery process with school lead, school staff, parents/guardians, and health care providers;

- 5.6. share information about their progress with respect to ongoing or worsening symptoms of concussion.

[Concussion Guidelines for Athletes](#)

References:

[Form 341-1 Physical Activity Letter to Parents](#)

[Form 341-2 Medical Information Form](#)

[Form 341-3 Permission and Acknowledgement of Risk Form: School, Physical Education](#)

[Form 341-4 Permission and Acknowledgement of Risk Form: Inter-school Athletics](#)

[Form 341-5 Documentation of Concussion Monitoring-Medical Examination](#)

[Form 341-6 Documentation of Diagnosed Concussion- Return to Learn/Physical Activity Concussion Recognition Tool](#)

[Concussion Guidelines for Teachers](#)

[Concussion Guidelines for Coaches](#)

[Concussion Guidelines for Athletes](#)

[Concussion Guidelines for Parents](#)

[Parent Guide to Dealing with Concussions](#)

[Summary of Return to Learn/Physical Activity Plan](#)

[Student/Employee/Visitor Accident Report Form](#)

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