



AP 3 – 28 Concussion Protocol

Classification: Students	Effective Date: 2016 Oct 6
Sponsor/Contact: Health and Safety	Last Reviewed: 2019 Nov 28
Exhibits: none	

PURPOSE

Chinook's Edge School Division is committed to the safety of students and staff. Students and staff who are supported in a healthy environment are better able to achieve the goals of education. The Board and Division employees will work cooperatively with medical experts, regional health authorities and local partners to promote student health and safety in maintaining a healthy and safe environment where students can learn.

A concussion is most commonly caused by a blow to the head, face or neck that causes the brain to move rapidly within the skull. A concussion can occur even if there has been no loss of consciousness. A concussion is a brain injury that causes change in the way the brain functions and can have a significant impact on a student – cognitively, physically, emotionally and socially. Schools must know how to recognize concussions and work with staff, parents/guardians and partners to manage suspected concussions and help students return safely to school and play after experiencing a concussion.

SCOPE

This procedure applies to all staff and students.

DEFINITIONS

None

PROCEDURES

1. The Division will convey the seriousness of concussions to staff, students, parents/guardians and other stakeholders.
2. Prevention will be at the fore of concussion awareness.
 - 2.1 Students participating in extracurricular athletics and other activities will follow safety guidelines.
 - 2.2 Teacher and coaches are expected to follow safety guidelines and work with students to reduce the risk of serious injury, including concussions.
 - 2.3 Supervision must be provided in any activity that has a risk of concussion to provide vigilant oversight of the activity.
3. Schools must follow the Safety Guidelines for Physical Activities in Alberta.
4. It is the responsibility of the coaches, officials, parents/guardians and student athletes to adhere to the minimum required standards for safety of equipment.
5. If an employee has reason to believe that a student is exhibiting signs and symptoms of a concussion, then the employee must report to the principal who will begin the concussion protocol

- 5.1 Concussions can only be diagnosed by a medical doctor.
- 5.2 To return to a sport or activity after a concussion, the student must be re-examined by a medical doctor.
- 5.3 After permission has been granted to return to a sport or activity, the Return to Play Guidelines must be followed.
6. Coaches and school personnel who are in contact with students who participate in activities that may have athletic injuries including concussions are required to complete Concussion in Sports – what you need to know at <https://www.schoolcoach.ca/>. A copy of the certificate of completion must be supplied to the Administrator.
7. Teachers or coaches are responsible for student safety and for educating students/players about concussions.
- 7.1 The teacher supervisor/coach will be required to remove from play, any athlete who exhibits signs or symptoms of concussion. The athlete will not be permitted to return until he or she has received written medical clearance from a doctor.
- 7.2 The teacher supervisor/ coach or principal must summon an ambulance if a student appears to be seriously injured and cannot be moved.
8. The principal is responsible to ensure that appropriate concussion protocols are followed, including the development of the plan for a student with a confirmed concussion.
- 8.1 The principal will inform staff of a student with a confirmed concussion.
9. Students are responsible for abiding by the rules and regulations of the sport or activity and to abide by the principles of fair and safe play.
- 9.1 Students are required to report any blows to the head, face or neck and any symptoms that they might be experiencing to the teachers/coaches.
- 9.2 Students who have witnessed a peer receiving a blow to the head, face or neck or observing a peer who may be exhibiting symptoms associated with a concussion will report this to the supervising teacher or coach.
10. Each student who has been diagnosed with a concussion will have an individualized Return to Learn plan developed in consultation with the school team and the parent/guardian.

10.1 The Return to Learn plan will include individual recommendations to be implemented immediately as part of the recovery process.

10.2 Accommodations may need to be varied by course.

11. Parents are to put the health and safety of their child first.

11.1 Parents/legal guardians will be required to read and sign a Permission and Acknowledgement of risk form in Competitive Sports form before their child attends a try out, a practice or a competitive sports activity.

11.2 Parents/guardians are responsible for cooperating with school personnel when they are informed of a possible concussion to their child.

11.3 Parents/guardians are responsible for acting on information provided by the teacher supervisor/coach and for monitoring their child after a suspected concussion.

REFERENCE AND LINKS

FORMS

1. School Board Administrative Policy for Concussion
2. Physical Activity Letter to Parents
3. Medical Information Form
4. Permission and Acknowledgement of Risk Form – School, Physical Education, Off-Site Activities, Intramurals and Clubs.
5. Permission and Acknowledgement of Risk Form – Interschool athletics
6. Documentation of Concussion Monitoring – Medical Examination
7. Summary of Return to Learn – Return to Physical Activity Plan
8. Documentation for a Diagnosed Concussion – Return to Learn & Return to Physical Activity Plan

HANDOUTS

1. Concussion Guidelines for Athletes
2. Concussion Guidelines for Coaches
3. Concussion Guidelines for Teachers
4. Concussion Guidelines for Parents
6. Concussion Recognition Tool

HISTORY

Effective Date: 2016 Oct 6

Reviewed: 2019 Nov 26