



REGULATION: Concussion

REFERENCE NO: R-AD-49

Overview

As noted in Policy/Program Memorandum 158, *School Board Policies on Concussions*, “*concussion* is the term for a clinical diagnosis that is communicated by a physician or a nurse practitioner. The definition of *concussion* given below is adapted from the definition provided in the concussion protocol in the Ontario Physical Education Safety Guidelines.

A concussion:

- is a brain injury that causes changes in the way in which the brain functions and that can lead to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);
- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness);
- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.” (PPM 158, page 3)

Concussions require healing time which vary in length of recovery and some people can experience symptoms years later.

1.0 Development of Awareness

- Conveying the seriousness of concussions to staff, students, parents/guardians and other stakeholders will take the efforts of the school board and its community partners.
- Concussion awareness for students is in the physical education curriculum, OPHEA documents and on the Government of Ontario Rowan’s Law: Concussion Safety website. Our expectation is that teachers will embed this learning into their appropriate curricular. There are other instances of concussion education being addressed in our Ontario curriculum documents e.g. Specialist High Skills Major (SHSM). Organizations who use board facilities (sports organizations or groups, licensed child-care providers) will have access to information that includes the seriousness of concussion, symptoms of possible concussion and concussion prevention.
- Parents/Guardians of students who are participating in board-sponsored interschool sports will be directed on how to obtain information about concussions along with

permission forms for sport participation. Concussion awareness resources can be accessed here: [Concussion Awareness Resources](#)

- Confirmation from students participating in board-sponsored interschool sports.
- Confirmation from parents/guardians of students under 18 years of age.
- Confirmation from coaches and trainers participating in board-sponsored interschool sports.
- Confirmation from officials in board-sponsored interschool sports.
- Each school will be required to provide concussion awareness on Rowan's Law Day on last Wednesday in September. If the last Wednesday falls on September 30th (Every Child Matters Day – Orange Shirt Day), please celebrate Rowan's Law on the Tuesday.

2.0 Prevention

- Concussions can occur outside of a physical activity setting and outside of school.
- Staff (including non-GECDSD employees who are in direct contact with students on a regular basis) are required to instruct students in form, technique and skills that minimize head injury and are directed to discourage and prohibit students from engaging in any unreasonably dangerous technique that endangers the health and safety of students.
- Students who engage in unreasonably dangerous behaviour while participating in board-sponsored interschool sports or other activities will be subject to the various Code of Conducts (School Code of Conduct, Concussion Code of Conduct and Windsor Essex County Secondary School Athletic Association Code of Conduct) and possible progressive discipline consequences.
- Teachers and coaches are expected to follow the mandatory OPHEA Safety Guidelines. Following these guidelines will reduce the risk of serious injury, including concussion.
- All sports equipment is to be in good condition, meet required standards and fit the assigned athlete.

3.0 Identification

- If a staff member (including non-GECDSD employees who are in direct contact with students on a regular basis) has reason to believe that a student is exhibiting signs and symptoms of a concussion, then they (including non-GECDSD employees who are in direct contact with students on a regular basis) will immediately remove the student from play. They will then need to begin the Concussion Protocol as outlined by OPHEA at <http://safety.ophea.net/concussions>. Concussions can only be diagnosed by a physician or nurse practitioner. Educators, school staff or volunteers cannot make the diagnosis of concussion.
- If there is a loss of consciousness or a seizure, call 911 as indicated in , the Board's Health & Safety Management Program.
- Families are to notify schools of their child's concussion, or concussion-like symptoms, even if they occurred outside of school.

4.0 Management Procedures for a Diagnosed Concussion

- Procedures are as outlined at <http://safety.ophea.net/concussions>

5.0 Concussion Tracking

- Tracking of concussions will be completed electronically.

6.0 Training

- Training consists of reviewing this Regulation, [Concussion Code of Conduct](#), and the content of the [Concussion Awareness Resources](#).
- Staff (including non-GECDSE employees who are in direct contact with students on a regular basis) are to complete training annually in September. Training will be provided for all staff (including non-GECDSE employees who are in direct contact with students on a regular basis).
- All staff, including non-GECDSE employees, are to complete training prior to direct contact with students on a regular basis and to provide evidence to their principal every year.
- Staff (including non-GECDSE employees who are in direct contact with students on a regular basis) training is in accordance with OPHEA guidelines.
- All students participating in board-sponsored interschool sports will review a Concussion Code of Conduct and a concussion awareness resource from the following website [Concussion Awareness Resources](#) at the beginning of each sport season in which they are participating. This resource will contain information about concussions, signs and symptoms and the prevention of concussions. Students will be expected to read and sign the Receipt of Review of the Concussion Code of Conduct and Concussion Awareness Resource indicating that they have read and understood the information. This will be submitted to the coach and kept on file until the end of the year.
- All families will have access to concussion awareness resources on our board website. <https://www.publicboard.ca/Parents/Supports/Concussion>

7.0 Role of Principal

- Principal is required to inform school staff of a student with a confirmed concussion.
- Principal is to oversee the education of staff, students and parents/guardians about concussion and the management procedures.
- Principal is responsible to ensure that all coaches/trainers/officials (outside of those with official certification) have their concussion training prior to working with students. Additionally, all staff members are to complete their concussion e-learning module yearly.
- Principal is responsible for following the “Return to School” plans as outlined <http://safety.ophea.net/concussions>
- Principal to track and document student’s progress from removal to return.

8.0 Role of Staff *(including non-GECDsb employees who are in direct contact with students on a regular basis)*

- Staff (including non-GECDsb employees who are in direct contact with students on a regular basis) are to always put the health and safety of the student first including withdrawal of a students in play, if there is a suspicion of a concussion.
- Staff (including non-GECDsb employees who are in direct contact with students on a regular basis) are responsible to complete assigned training.
- Staff (including non-GECDsb employees who are in direct contact with students on a regular basis) are responsible for following the “Return to School” plans as outlined by <http://safety.ophea.net/concussions>.
- Staff (including non-GECDsb employees who are in direct contact with students on a regular basis) are responsible for educating their students about concussions: what it is, including signs and symptoms, prevention, and second impact syndrome.
- Staff (including non-GECDsb employees who are in direct contact with students) are to communicate with parents/guardians of the suspected concussion incident.
- Coaches are responsible for sending home an Athletic Consent permission form, Concussion Code of Conduct and Receipt of Review of the Concussion Code of Conduct and Concussion Awareness Resource to parents/guardians at the beginning of each sport season.
- Coaches are responsible for collecting the Athletic Consent permission form, Concussion Code of Conduct and Receipt of Review of the Concussion Code of Conduct and Concussion Awareness Resource prior to allowing student-athletes to participate in board-sponsored interschool sports. Forms are to be kept on file until the end of the year.
- Staff (including non-GECDsb employees who are in direct contact with students on a regular basis) are required to inform students of their role in prevention of concussion and the importance of communicating any suspected concussion to the staff (including non-GECDsb employees who are in direct contact with students on a regular basis).
- Staff are to embed concussion learning as dictated by Ontario Curriculum documents and Ophea.

9.0 Role of Student

- Students are responsible for abiding by the rules and regulations of the sport and to abide by the principles of fair and safe play.
- Students are required to report any blows to the head, face or neck and any symptoms that they might be experiencing directly to their teachers or coaches.
- Students who have witnessed a peer receiving a blow to the head, face or neck or observe a peer may be exhibiting symptoms associated with a concussion will report this to the supervising staff member and/or coach.
- Students are responsible for following the “Return to School” plans as outlined by <http://safety.ophea.net/concussions>
- Students are required to honestly monitor their symptoms to effectively heal their brains from the concussion and to prevent ‘second impact syndrome’ from occurring.

- Students are to sign the Receipt of Review of the Concussion Code of Conduct and Concussion Awareness Resource prior to engaging in any board-sponsored interschool sport activity annually.

10.0 Role of Parents/Guardians

- Parents/Guardians are to always put the health and safety of their child first which may include their child not participating in sporting events or other related events.
- Parents/Guardians are responsible for cooperating with school personnel when they are informed of a possible concussion to their son/daughter/ward.
- Parents/Guardians are responsible for monitoring their child after a suspected concussion.
- Parents/Guardians are responsible for acting on information provided by teacher/coach/supervisor.
- Parents/Guardians are responsible for completing paperwork and getting the required signatures from medical professionals. It is the responsibility of the student and parent/guardian to inform school personnel if a student is diagnosed with a concussion due to injury outside the school.
- Parents/Guardians are responsible for following the “Return to School” plans as outlined by <http://safety.ophea.net/concussions>
- Parents/Guardians are to sign the Receipt of Review of the [Concussion Code of Conduct](#) and [Concussion Awareness Resources](#) attached to the Athletic Consent permission form.

Appendices:

- GECD SB [Concussion Code of Conduct](#)
- GECD SB [Receipt of Review of Concussion Code of Conduct and Awareness Resource](#)

Resources:

- <https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>
- www.ontario.ca/concussions
- <http://safety.ophea.net/concussions>
- www.parachutecanada.org/injury-topics/items/concussion-resources-for-schools