GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Policy: Health – Student

Reference No: P-AD-59

The Greater Essex County District School Board (GECDSB) believes that schools are to practice and provide safe and consistent measures to address the needs of our students' health. This includes, but is not limited to the administration of medication, prevalent medical conditions*, and concussions.

Our goals are:

- to support students with prevalent medical conditions* to fully access school in a safe, accepting, and healthy learning environment that supports well-being;
- to empower students with prevalent medical conditions* as confident and capable learners, to reach their full potential for self-management of their medical condition(s), according to their Plan of Care;
- to support families in feeling confident that their child is safe at school and during school related activities;
- to administer consistent prescription medication by school staff or by a student who is under the care of a physician. Board employees generally should not be involved with administering consistent prescription medication to students unless it is a specific requirement of their job description or the principal designates the responsibility. For particular students there may be exceptions to this rule.

*As outlined in Policy/Program Memorandum No. 161 (February 28, 2018) *Supporting children and students with prevalent medical conditions (anaphylaxis, asthma, diabetes, and/or epilepsy) in Schools"* prevalent medical conditions are limited to asthma, diabetes, epilepsy, and anaphylaxis, as diagnosed by a medical doctor or a nurse practitioner.

Additionally, GECDSB is guided by legislative requirements as stipulated in but not limited to, Sabrina's Law (2005), Ryan's Law (2015), Rowan's Law (2016) and Ministry Policy/Program Memorandum No. 81 *Provision of Health Support Services in School Settings* (July 19, 1984).

Related Regulations:
Administration of Prescription Medication (R-AD-17)
Anaphylaxis and Epinephrine Injector (R-AD-18)
Inhaler for Treatment of Asthma (R-AD-50)
Diabetes Protocol (R-AD-60) *new*
Epilepsy (R-AD-61) *new*
Concussion (R-AD-49)

GREATER ESSEX COUNTYDISTRICT SCHOOL BOARD

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-GECDSB 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-GECDSB 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-GECDSB 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 OPHEA - Concussion 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 OPHEA - Concussion

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-GECDSB 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-GECDSB employees who are in direct contact with students on a regular basis).
- All staff, including non-GECDSB 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-GECDSB 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.

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 OPHEA - 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 OPHEA- 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 OPHEA - Concussion
- 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 OPHEA-Concussion
- 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:

- GECDSB Concussion Code of Conduct
- GECDSB Receipt of Review of Concussion Code of Conduct and Awareness Resource

Resources:

- Rowan's Law: Concussion Awareness Resources
- Rowan's Law: Concussion Safety
- OPHEA - Concussion
- Parachute - Concussion Resources

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
CONCUSSION CODE OF CONDUCT

Maintaining a safe learning environment
- I will bring issues related to the safety of equipment and facilities to the attention of the coach.
- I will wear the protective equipment for my sport and wear it properly.

Fair play and respect for all
- I will show respect for my teammates, opponents, officials, spectators, and practice fair play.
- I will not pressure injured teammates to participate in practices or games/competitions.

Teaching/learning the rules of a physical activity, including the strict enforcement of consequences for prohibited play that is considered high-risk for causing concussions
- I will learn and follow the rules of the sport and follow the coach's instructions prohibiting behaviours that are considered high-risk for causing concussions.
- I will respect and accept that the coach will enforce the consequences for dangerous behaviour.
- I will respect and accept the decisions of the officials and the consequences for any behaviours that are considered high-risk for causing concussion.

Implementing the skills and strategies of an activity in a proper progression
- I will follow my coach's instructions about the progression of skills and strategies of the sport.
- I will ask questions and seek clarity for any skills and strategies of which I am unsure.

Providing opportunities to discuss potential issues related to concussions
- I will talk to my coach or caring adult if I have questions or issues about a suspected or diagnosed concussion or about my safety in general.

Concussion recognition and reporting
- I have read and am familiar with the approved Concussion Awareness Resources provided
- I will remove myself immediately from any sport and will tell the coach or caring adult if I think I might have a concussion.
- I will tell the coach or caring adult immediately when I think a teammate might have a concussion.
- I understand that if I receive a jarring impact to the head, face, neck, or elsewhere on my body that is observed by or reported to the coach, that I will be removed immediately from the sport, and:
  - *I am aware that when I have signs or symptoms I should go to a medical doctor or nurse practitioner to be diagnosed as soon as reasonably possible that day, and will report the results to appropriate school staff.*
  - *I am aware that not all signs and symptoms emerge immediately and there are times when signs and symptoms emerge hours or days after the incident and I must stop physical activities and be monitored for the next 24 hours.*
- If signs or symptoms begin, I will be assessed by a medical doctor or nurse practitioner as soon as reasonably possible that day and will report the results to appropriate school staff.

Acknowledging the importance of communication between the student, parent/guardian, school staff, and any sport organization with which the student has registered
- I will communicate with my coaches, parent/guardian, and school staff and any sport organization with which I am registered about a suspected or diagnosed concussion.

Supporting the implementation of a Return to School Plan for students with a concussion diagnosis
- I understand that I will have to follow the Return to School Plan if diagnosed with a concussion.
- I understand I will not be able to return to full participation, including practice or competition until permitted to do so in accordance with the School Board's Return to School Plan.
- I understand that I will need a Medical Clearance as required by the Return to School Plan prior to returning to full participation in "non-contact sports" or practice that includes full contact in "contact sports".

Prioritizing a student's return to learning as part of the Return to School Plan
- I will follow the recovery stages and learning strategies proposed by the collaborative team for my Return to School Plan.

Concussion R-AD-49

Original Effective Date: 2020 01 21
Links Updated: 2025 11 10

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
RECEIPT OF REVIEW OF CONCUSSION CODE OF CONDUCT and CONCUSSION AWARENESS RESOURCE

Thank you for completing your review of the Concussion Awareness Resource.

- Under *Rowan's Law,* the GECDSB will ask you to confirm that you reviewed one of the Concussion Awareness Resources before you can register/participate in a sport.
- You must review one of the resources once a year, and then confirm that you have completed the review every time you register/participate in a sport for the GECDSB.
- If you would like to have a record of your review of the concussion awareness resource, you can complete this form and keep a copy as a receipt to remind you of the date on which you reviewed it.
- Once you complete this form, you can save it (to your personal device/computer) or copy this page to serve as a reminder of when to review the Concussion Awareness Resources again next year.

Receipt of Review

By signing here, I acknowledge that I have fully reviewed and commit to the GECDSB's Concussion Code of Conduct and confirm that I have reviewed one of the Concussion Awareness Resources.

Name of Athlete: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Disclaimer: Your completion of this form will not constitute confirmation that you have reviewed the concussion awareness resources for the purpose of *Rowan's Law (Concussion Safety), 2018*. If you want to use this form to show that you have reviewed the concussion awareness resources, you must provide the completed form to your sport organization(s). This form will not be saved by the Government of Ontario and the Government of Ontario assumes no responsibility for confirming that you have reviewed the concussion awareness resource.