

## Administrative Procedure 707

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### MEDICAL – CONCUSSION

#### Background

Northern Gateway Public Schools is committed to the health, safety and overall well-being of its students and staff. Students and staff who are supported in a healthy environment are better able to fulfill the Division education goals.

Research demonstrates that a concussion can have a significant impact on a student – cognitively, physically, emotionally, and socially. A concussion may be 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. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a diagnosed concussion is critical in a student’s recovery and is essential in helping to prevent the student from returning to learning or physical activities too soon, risking further complications.

The components of the administrative procedure includes:

- strategies to develop an awareness of the seriousness of concussions;
- strategies for the prevention and identification of concussions;
- management procedures for diagnosed concussions; and
- training for school staff.

#### Definitions

##### Concussion:

- brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioural (e.g. depression, irritability) and/or related to sleep (e.g. drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or 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); and
- cannot normally be seen on X-rays, standard CT scans or MRIs.

Note: It should be noted that if an individual suffers a second concussion before he or she is free from symptoms sustained from the first concussion, it may lead to “Second Impact Syndrome”. “Second Impact Syndrome” is a rare condition that causes rapid and severe brain swelling and possibly death.

Suspected Concussion: means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion, or is exhibiting unusual behavior that may be the result of concussion.

School Staff: includes administration staff, teaching staff, support staff, coaches, volunteers, etc. who are responsible for supervising student activities.

## Procedures

1. Prevention and minimizing the risk of concussions.
  - 1.1 All staff and volunteers will take a preventative approach when dealing with concussions.
    - 1.1.1 Participants will be provided with concussion-related information prior to participation in extra-curricular activities.
2. Responsibilities.
  - 2.1 Superintendent or designate will:
    - 2.1.1 Ensure that this administrative procedure and supporting documentation, including concussion prevention, identification and management information is current and available on the Division website.
  - 2.2 Principal will:
    - 2.2.1 Oversee that the student’s registration records are complete and reviewed prior to student participation in any physical activity, physical education class, off-site activity, school intramural program, or interschool program.
    - 2.2.2 Ensure staff, volunteers, parents/guardians, and students are aware of this administrative procedure for concussions and understand their roles and responsibilities.
    - 2.2.3 Distribute to parents the following information annually:
      - 2.2.3.1 Concussion Recognition Tool



- 2.2.3.2 Concussion Guidelines for Parents
- 2.2.3.3 Parent Guide to Dealing with Concussions
- 2.2.4 Ensure this administrative procedure is followed by all school staff (including substitute staff/support staff, recess supervisors), parents/guardians, students, and volunteers.
- 2.2.5 Facilitate the completion of concussion training modules through the Alberta Schools' Athletic Association by staff and coaching volunteers, and repeat as necessary.
- 2.2.6 In the event of an incident involving head trauma:
  - 2.2.6.1 Ensure that all incidents are documented and reported as required by this administrative procedure.
  - 2.2.6.2 Prior to students return to school, ensure that a doctor's note clearing the student for a return to full activity is provided.
  - 2.2.6.3 Alert appropriate staff about students with a suspected or diagnosed concussion.
  - 2.2.6.4 Work as closely as possible with students, parents/guardians, staff, volunteers, and health professionals to support concussed students with their recovery and academic success.
- 2.2.7 For students who are experiencing difficulty in their learning environment as a result of a concussion, coordinate the development of an ISP.
- 2.2.8 Attempt to obtain parental/guardian cooperation in reporting all non-school related concussions.
- 2.3 School staff will:
  - 2.3.1 Understand and follow this administrative procedure for concussion.
  - 2.3.2 Complete concussion training modules as assigned.
  - 2.3.3 Ensure that the ASBIE Off-site Guidelines and Procedures Manual is being followed and implement risk management and injury prevention strategies specific to each sport/activity.
  - 2.3.4 Be able to recognize signs, symptoms and respond appropriately in the event of a suspected concussion.
  - 2.3.5 Be familiar with the resources:

- 2.3.5.1 Concussion Guidelines for Teachers
    - 2.3.5.2 Concussion Guidelines for Coaches
    - 2.3.5.3 Concussion Recognition Tool
  - 2.3.6 If a concussion is suspected:
    - 2.3.6.1 Send Concussion Recognition Tool information home to parent/guardian.
  - 2.3.7 When a student concussion has occurred:
    - 2.3.7.1 Fill out the **Student Accident Report Form 706-1**. Provide parents with Concussion Information.
    - 2.3.7.2 This should be done in conjunction with the school principal.
- 2.4 In addition to the above, coaches, whether school staff or community volunteers, will:
  - 2.4.1 Ensure the Acknowledgement of Risk and Informed Consent Form has been adequately administered and signed by parents where required, for each athletic season, prior to students participating in Interschool Athletics.
  - 2.4.2 Provide the following resources to parents and students as educational and treatment information as required:
    - 2.4.2.1 Concussion Guidelines for Athletes
    - 2.4.2.2 Concussion Recognition Tool
    - 2.4.2.3 Concussion Guidelines for Parents
    - 2.4.2.4 Parent Guide to Dealing with Concussions
- 2.5 Parents/Guardians will be expected to:
  - 2.5.1 Reinforce concussion prevention strategies with their child (e.g. following rules of fair play, playground safety rules, wearing properly fitted helmets, using equipment safely).
  - 2.5.2 Understand and follow parent/guardian roles and responsibilities in this administrative procedure.
  - 2.5.3 In the event of a suspected concussions:
    - 2.5.3.1 Ensure child is assessed as soon as possible by a medical doctor.
    - 2.5.3.2 Be responsible for the completion of all required documentation.

- 2.5.3.3 Collaborate with the school to manage suspected or diagnosed concussions.
- 2.5.3.4 Follow physician recommendations to promote recovery.
- 2.5.4 Cooperate with the school to facilitate concussion diagnosis and treatment.
- 2.5.5 Report any non-school related concussion to the principal.
- 2.6 Students will be expected to:
  - 2.6.1 Learn about concussions, including prevention strategies, signs and symptoms, concussion management and student roles and responsibilities, through the applicable curriculum, and safety lessons connected to personal safety and injury prevention.
  - 2.6.2 Immediately inform school staff of suspected or diagnosed concussions occurring during or outside of school.
  - 2.6.3 Inform school staff if they experience any concussion-related symptoms (immediate, delayed or reoccurring).
  - 2.6.4 Remain on school premises until parent/guardian arrives if a concussion is suspected.
  - 2.6.5 Follow concussion management strategies as per medical doctor direction.
  - 2.6.6 Communicate concerns and challenges during the recovery process with school lead, school staff, parents/guardians, and health care providers.

Reference: Education Act 31, 32, 196, 197, 222 Emergency Medical Aid Act (E-7 RSA 2000) Sports Medicine Council of Alberta	
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References shall be updated as required and do not require additional approval.