



**YORK REGION DISTRICT SCHOOL BOARD**

***Policy and Procedure #627.0, Concussion Management***

The Concussion Management policy and procedure addresses the Board's commitment to provide all appropriate supports to prevent and minimize the risk of sustained concussions.

|  |  |
|--|--|
| Major Changes to the Document  | This is a new policy and procedure and supports Policy/Program Memorandum 158, School Board Policies on Concussion.  |
| Who is affected by these changes and what is the impact on current practice? | Principals, staff members and parents/guardians are responsible for taking appropriate action in the case of a suspected concussion, and following effective management procedures to guide a student's return to learning and physical activity after a diagnosed concussion. This information is outlined in the policy, procedure and supporting documents. |
| Implementation Timelines   | Immediately  |
| Lead Superintendents/Subject Matter Expert                                   | <ul style="list-style-type: none"><li>• Kathy Witherow, Superintendent of Curriculum and Instructional Services</li><li>• Ken Leang, Curriculum Consultant Health &amp; Physical Education K-12, Healthy Schools &amp; Positive Climates for Learning</li></ul>  |

**Who has responsibilities?**

- Staff members
- Parents/guardians
- Students

**How is this policy and/or procedure related to Board priorities?**

The Concussion Management policy and procedure supports Multi-Year Plan goal to continuously increase student achievement and well-being through a culture of caring and learning, and support student mental and physical well-being.

**What are the timelines and next steps?**

At the February 3, 2015 Board Meeting, this policy was approved for adoption by the system as a working document for six school months. Comments will be received for six school months and will be scheduled for consideration by the appropriate committees in October 2015.

**How do I find out more or provide feedback?**

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert.

In accordance with *Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#)*, the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, it is most helpful if you:

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable;
- the reason(s) for your concern(s); and
- suggest specific alternate wording to reflect your position.

Specific recommendations or questions about the policy and procedure review process should be submitted via e-mail to [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca), or to the attention of the Assistant Manager, Board and Trustee Services at [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca).

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.*



# Board Policy #627.0 Concussion Management

---

## **Policy Statement**

The York Region District School Board believes that all students and staff are entitled to safe and healthy learning and working environments. Recognizing the serious effect concussions can have on student learning, achievement and well-being, the Board is committed to working with parents/guardians and community partners to provide all appropriate supports to prevent and minimize the risk of sustained concussions.

## **Application**

This policy applies to all students, including those suspected of having a concussion or to students who have been diagnosed with a concussion by a physician or nurse practitioner. It does not apply to staff members who may have a concussion. [Policy #540.0, Health and Safety – Employees](#) outlines the commitment of the Board to providing and maintaining a safe and healthy working environment that supports the safety and well-being of employees.

## **Responsibilities**

*The Board of Trustees is responsible for:*

- reviewing the Concussion Management policy in accordance with the priorities in the Trustees' Multi-Year Plan and the approved policy review cycle; and
- understanding and communicating with members of the community about the Concussion Management policy, as required.

*The Director of Education is responsible for:*

- implementing and operationalizing the Concussion Management policy.

*Superintendents of Schools are responsible for:*

- supporting the application of this policy at each school.

*Principals are responsible for:*

- ensuring that information about the Concussion Management policy, procedures and support documents is shared with all school staff and with before and after school program providers;
- ensuring that information about the Concussion Management policy is shared with parents/guardians and students at the beginning of the school year, including information about the seriousness of concussions, concussion prevention, identification and management; and
- taking appropriate action in the event of a suspected or diagnosed concussion, in accordance with the policy and procedure.

*In-School Teams are responsible for:*

- reviewing relevant information and determining the supports or accommodations required by a student.

*All staff members are responsible for:*

- being aware of the Concussion Management policy and procedure; and
- taking appropriate action in the event of a suspected concussion.

*School staff members are responsible for:*

- understanding;
  - appropriate strategies to minimize the risk of concussion, as outlined in [Ophea Safety Guidelines](#),
  - common signs and symptoms of concussions,
  - steps to follow if they suspect a student may have a concussion, and
  - effective management procedures to guide students' return to learning and physical activity after a diagnosed concussion;
- participating in training on concussion management;
- taking appropriate action in the event of a suspected or diagnosed concussion, in accordance with the policy and procedure;
- understanding that only a physician or nurse practitioner can diagnose a concussion; and
- sharing information with students about the seriousness of concussions, concussion prevention, identification and management, as appropriate, and making links to the curriculum.

*Administrative Services is responsible for:*

- sharing information with permit holders about Concussion Management policy and procedure, where applicable.

*Permit holders are responsible for:*

- being aware of the Concussion Management policy and procedure.

*Before and after school care providers are responsible for:*

- being aware of the Concussion Management policy and procedure; and
- taking appropriate action in the event of a suspected or diagnosed concussion.

*Parents/guardians are responsible for:*

- informing the school if their child has a concussion or is experiencing symptoms of a concussion;
- taking appropriate action in the event of a suspected or diagnosed concussion, in accordance with the policy and procedure; and
- understanding that a student with a suspected or diagnosed concussion will be removed from physical activity even if the student states that he/she is feeling better.

## **Definitions**

*Concussion*

A concussion:

- is a brain injury that causes changes in how 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; and
- 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.

(Adapted from [Ontario Ministry of Education Policy/Program Memorandum 158](#))

#### *Concussion Management Protocol*

The Concussion Management Protocol outlines the steps to be taken in developing an individualized and gradual return to learning and physical activity plan for a student following a diagnosed concussion.

#### *In-School Team*

An In-School Team meets to discuss, problem solve and recommend strategies to support a student's academic, behavioural, social and/or emotional areas of strength and need. The team may include but is not limited to school staff members, Student Services staff, students and/or parents/guardians, as appropriate. Ongoing interventions and progress are also monitored through the In-School Team process.

#### *Risk-Reducing Strategies*

Strategies to minimize the risk of concussion include:

- information/actions that prevent concussions from happening such as but not limited, to rules and regulations; and
- minimizing slips and falls by checking that classroom floor and activity environments provide for safe traction and are obstacle free.

(Adapted from [Ontario Physical Education Safety Guidelines - Concussion Package](#))

#### **Department**

Curriculum and Instructional Services

#### **Policy History**

Working Document February 2015

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.*



# Board Procedure #627.0 Concussion Management

This procedure outlines the steps to follow if a student has a suspected or diagnosed concussion. It also outlines effective management procedures to guide a student's return to learning and physical activity after a diagnosed concussion.

## **Responsibilities**

*The Director of Education shall:*

- allocate staff and resources to support the Concussion Management procedure.

*Principals shall:*

- within 24 hours of a significant injury on Board property or at a Board-related activity or event, submit an accident/injury report form to the Senior Manager of Administrative Services, as outlined in Procedure #NP138.0, Insurance: Personal Liability, Property Damage and Student/Visitor Injuries;
- if a student is diagnosed with a concussion;
  - maintain a file for the student outlining the student's information, details of the diagnosed concussion, and any other relevant information, ensuring staff members have all appropriate information regarding the Concussion Management Protocol,
  - schedule and attend (or designate) in-school team meeting to identify accommodations required for the student, ensuring students and parents/guardians have the opportunity to participate,
  - upon student's return to school and before the in-school team meeting, inform all appropriate school staff members about any modifications required as outlined in the Concussion Management Protocol,
  - following the in-school team meeting, ensure the Summary of Accommodations for Students Returning to School After a Concussion is communicated with all appropriate school staff members,
    - share information with before and after school care program providers, as required, and
    - participate in the in-school team meeting, providing input as required;
- ensure that students with a suspected or diagnosed concussion do not participate in any learning or physical activities until parents/guardians return the Student Tracking for Concussion Management Form with appropriate signature from physician or nurse practitioner;
- ensure Concussion Management Protocol is followed; and
- ensure Student Tracking for Concussion Management Form is kept in the student's file.

*In-School Teams shall:*

- assess needs of student, taking into account input from parents/guardians; physician/nurse practitioner recommendations; data on the student's academic, social and mental well-being; student's symptoms and the concussion protocol;
- complete the Summary of Accommodations for Students Returning to School After a Concussion and share with the principal, all appropriate staff members and parents/guardians, and provide a copy to be kept in the student's file;
- schedule an appointment between at least one member of the In-School Team and the student and/or parents/guardians to review the Concussion Management Protocol and to communicate the summary of classroom supports;

- hold follow-up meeting(s) if needed to consider all relevant and new information and determine appropriate supports; and
- once a physician or nurse practitioner has signed Part II of the Student Tracking for Concussion Management Form indicating that the student can return to full activity, ensure all appropriate staff members are aware and follow steps outlined in Concussion Management Protocol.

*School staff members shall:*

- understand that if a student has been diagnosed with a concussion by a physician or nurse practitioner, the student cannot return to physical activity until the Student Tracking for Concussion Management Form has been returned, with signature from a physician or nurse practitioner indicating that the student is clear to return to all regular activity;
- contact parents/guardian if any head injury is suspected;
- if they **suspect a student has a concussion or is experiencing symptoms of a concussion**;
  - stop the activity and do not allow the student to participate in physical activity that day even if the student states that he/she is feeling better,
  - monitor the student and call 911 if student has lost consciousness or if symptoms are serious or worsen,
  - if the student can be safely moved, remove him/her from the activity unless the student has lost consciousness,
  - contact parents/guardians, or emergency contact if parent/guardian is not available, and inform them that,
    - they need to pick up their child,
    - the child should be examined by a physician or nurse practitioner as soon as possible, and
    - the child should be monitored for 24-48 hours, as signs and symptoms may take hours or days to emerge,
  - stay with the student or ensure the student is supervised by an adult and continue to monitor and document any changes until parent/guardian or emergency contact arrives,
  - ensure principal is aware of the incident,
  - provide parents/guardians with Student Tracking for Concussion Management Form Concussion Management Protocol, and Recognizing and Monitoring Symptoms During Recovery from a Concussion;
  - inform parents/guardians that they must return Student Tracking for Concussion Management Form with signature from a physician or nurse practitioner, and
  - do not administer medication, unless required for other conditions;
- if a physician or nurse practitioner indicates on the Student Tracking for Concussion Management Form that **the student does not have a concussion**, allow the student to resume regular learning and physical activities;
- if the initial concussion symptoms return or if new symptoms appear, contact parents/guardians, or emergency contact, and inform them that;
  - they need to pick up their child,
  - the child should be re-examined by a physician or nurse practitioner as soon as possible to re-complete the Student Tracking for Concussion Management Form, and
  - the child should be monitored for 24-48 hours, as signs and symptoms may take hours or days to emerge; and
- if **a student is diagnosed with a concussion** by a physician or nurse practitioner;
  - refer to Concussion Management Protocol,
  - ensure student does not participate in physical activity before the in-school team meeting takes place,
  - attend in-school team meeting, as required,
  - following the in-school team meeting, provide accommodations and appropriate strategies, as outlined in the Summary of Accommodations for Students Returning to School After a Concussion,

- ensure that occasional staff and volunteers in the classroom are aware of Summary of Accommodations for Students Returning to School After a Concussion, as required,
- continue to observe student's physical, cognitive, social and emotional well-being,
- communicate with parents/guardians as needed and share progress updates on an ongoing basis,
- maintain communication with in-school team, as needed,
- notify parents/guardians once step five of the Concussion Management Protocol is completed, and inform them that Part II of the Student Tracking for Concussion Management Form must be completed before the student can return to regular activity, and
- once a physician or nurse practitioner has signed Part II of the Student Tracking for Concussion Management Form indicating that the student can return to regular activity;
  - allow student to return to regular learning and physical activity, and
  - continue to monitor student and if any signs or symptoms reappear, follow procedure outlined for suspected concussion, including but not limited to,
    - removing student from physical activity,
    - contacting parents/guardians and informing them that student needs to see a physician or nurse practitioner,
    - implementing modifications as required, and
    - requiring signed Part II of the Student Tracking for Concussion Management Form before the student can return to full activity.

*Parents/guardians shall:*

- if their child has a suspected concussion;
  - arrange to pick up child,
  - understand that their child should be examined by a physician or nurse practitioner as soon as possible,
  - complete the Student Tracking for Concussion Management Form with a physician or nurse practitioner, and
  - understand that their child should be monitored for 24-48 hours, as signs and symptoms may take hours or days to emerge;
- understand that if no concussion is diagnosed, the student may resume regular learning and physical activities unless symptoms reappear;
- understand that if a concussion is diagnosed by a physician or nurse practitioner, the student will follow the Concussion Management Protocol; and
- understand that their child will not return to regular learning and physical activity until Part II of the Student Tracking for Concussion Management Form has been signed.

**Department**

Curriculum and Instructional Services

**Procedure History**

Working Document February 2015

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.*