

Title: Concussion Management

Adopted: January 21, 2014

Effective: January 21, 2014

Amended/Reviewed: June 2, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

A concussion can have a significant impact on a student's well-being, including their ability to learn. Awareness of the signs and symptoms, and the knowledge of how to properly manage a concussion is critical to recovery. This Procedure provides strategies to help raise awareness of the seriousness and for the prevention of concussions. It also provides a systematic and transparent process for managing a concussed student while meeting educational requirements.

Schools may have a duty to accommodate the needs, restrictions or limitations for students who may have been diagnosed with a concussion, regardless of whether the concussion occurred during a school-related or a non-school-related activity.

All aspects of this Procedure will consider student individual needs and circumstances.

This Procedure aligns with the requirements outlined in Policy Program Memorandum No 158: School Board Policies on Concussion, as well as Ontario legislation, Rowan's Law (Concussion Safety).

2.0 DEFINITIONS

2.1 Concussion: A concussion is a traumatic brain injury that causes changes in how the brain functions, leading to visible clues (signs) and symptoms that can emerge immediately or in the hours or days after the injury (Parachute, 2024).

2.2 Concussion Diagnosis: A concussion is a clinical diagnosis made by a *medical doctor or nurse practitioner*.

2.3 Collaborative Team: A group including the concussed student, parents/guardians, school administrator/designate, school staff, and the medical doctor/nurse practitioner who work together on the Return to Learn and Return to Physical Activity Plan for the concussed student.

2.4 Return to Learn: Return to Learn follows the Collaborative Team meeting, where an individualized stage by stage plan for the student to fully return to typical cognitive activity/learning is implemented.

2.5 Return to Physical Activity: Return to Physical Activity follows the Collaborative Team meeting where an individualized stage by stage plan for the student to fully return to physical activity is implemented.

3.0 RESPONSIBILITY

3.1 Operations and Health and Safety Departments

The Operations and Health and Safety departments are responsible for the ongoing review of this procedure and supporting resources to ensure the protocol remains aligned with current medical guidance and legislative requirements.

The Operations and Health and Safety departments will communicate any updates or revisions.

3.2 School Administrator

The school administrator is responsible for the implementation of this Procedure for their school. The responsibilities are detailed within the DDSB Concussion Resource Manual and outline the strategies for the prevention, identification, and management of concussions.

To assist with the implementation, all administrators are required to review annually the DDSB and OPHEA online learning module for concussions.

School administrators will ensure teachers, coaches and supervisors of physical activities review annually the DDSB and OPHEA online learning module for concussions.

The school administrator is responsible for ensuring a process is in place for the completion of the Concussion Code of Conduct for Board-sponsored interschool sports. This includes the Code of Conduct for Teachers, Coaches and Supervisors of Physical Activities, as well as Parents/Guardians and Adult Students.

The school administrator is responsible for ensuring all employees who are in direct contact with students on a regular basis receive awareness information (at least once per year, preferably at the beginning of each school year, or beginning of employment. The information will include the causes of concussion and the signs and symptoms of concussion.

For all diagnosed or suspected concussions, the school administrator will ensure a collaborative team is convened to develop and support the Return to Learn and Return to Physical Activity Plan. Staff working in relation to the student (e.g. lunchroom supervisors, classroom support staff, educators) will be informed of the

diagnosed or suspected concussion and will be instructed to immediately report any observed signs or reported symptoms of concussion to the school administrator and/or classroom teacher.

3.3 Teachers, Coaches and Supervisors of Physical Activities

Teachers, coaches and supervisors are responsible for following the responsibilities detailed within the DDSB Concussion Resource Manual.

Teachers, coaches and supervisors will review annually the DDSB and OPHEA online learning module for concussions. Teachers, coaches and supervisors are responsible for completing the Concussion Code of Conduct for Coaches, Supervisors and Trainers.

3.4 Parents/Guardian and Adult Student

Parents/Guardians and adult students are responsible for following the responsibilities detailed within the DDSB Concussion Resource Manual.

Parents/Guardians and adult students are responsible for completing the Concussion Code of Conduct when participating in Board-sponsored interschool sports.

Parents/Guardians and adult students are responsible for communicating to the school administrator the result of a medical assessment after a suspected concussion and work alongside the collaborative team following a diagnosed concussion.

3.5 DDSB Employees

DDSB employees will learn to recognize the signs and symptoms of a concussion.

DDSB staff will inform the school administrator when signs or symptoms of a concussion are suspected or observed. If red flag symptoms are observed, DDSB staff will call 9-1-1 immediately and inform school administrator.

4.0 APPLICATION AND SCOPE

This procedure applies to all DDSB staff, students and parents/guardians.

5.0 PROCEDURES

5.1 Education Resources

Education resources on concussions are provided in the DDSB Concussion Resource Manual which is available to students, parents/guardians and the broader community through the DDSB website.

5.2 DDSB Concussion Resource Manual

The DDSB Concussion Resource Manual has been developed to assist the administrator/teacher/intramural supervisor/coach/student and/or parent/guardian:

- understand what a concussion is, its causes, symptoms, and signs;
- minimize the occurrence of concussions through instruction including providing information on the risks of concussion and strategies to minimize the risk of concussion;
- Identify suspected concussion at the site of the activity/sport;
- Respond to suspected concussion appropriately;
- inform parents/guardians of suspected concussion and provide appropriate resources;
- inform school staff (including temporary staff) of the modifications/needs of the concussed student;
- understand and enact the appropriate steps in the recovery process.

5.3 Training – Concussion Prevention, Identification and Management for Schools (OPHEA e-module)

Training on the Prevention, Identification, and Management of Concussions is available for all staff on the DDSB Professional Learning Hub.

Annual training is required for school administrators, teachers, coaches, and supervisors of physical activities.

The school administrator may identify other staff within the school (e.g. clerical team and guidance councillors) to complete the training.

5.4 Awareness Information for all DDSB Staff

All employees who are in direct contact with students on a regular basis will receive awareness information. This information will be provided at least once per year, preferably at the beginning of each school year or the beginning of employment, or as part of onboarding training. The information will include the causes of concussion and the signs and symptoms of concussion.

The DDSB Concussion Awareness poster (Appendix B) will be posted on all staff health and safety bulletin boards and physical education offices.

5.5 Rowan's Law Day

The DDSB will recognize Rowan's Law Day on the last Wednesday of every September as a day to raise awareness and share resources about concussions.

5.6 Records Management

PowerSchool will be used to track suspected and diagnosed concussions and is updated as the student moves through the Return to Learn and Return to Physical Activity Plans. The use of this tool will provide a concussion history to remain with the student throughout their school career.

Records retention is outlined in the Concussion Resource Manual. All pertaining records shall be managed by the school administrator and in accordance with the

Board's Records and Information Management (RIM) Procedure and the Records Retention and Classification Schedule (RRCS).

6.0 APPENDICES

Appendix A – DDSB Concussion Resource Manual

- Appendix A1 Suspected Concussion Identification
- Appendix A2 Medical Assessment and Monitoring Form
- Appendix A3 Letter of Accommodation
- Appendix A4 Final Medical Examination Documentation
- Appendix A5 Return to School Plan
- Appendix A6 Collaborative Team-Planning Strategies
- Appendix A7 Communication Tool
- Appendix A8 Code of Conduct-Student or Parent
- Appendix A9 Code of Conduct-Coaches

Appendix B – Concussion Posters

Appendix C – Concussion Protocol-A Brief for Teachers, Coaches, Supervisors

Appendix D – Concussion Protocol-A Brief for Administrators

7.0 REFERENCE DOCUMENTS

- Policy Program Memorandum (PPM) No 158: School Board Policies on Concussion, September 25, 2019
- Rowan's Law (Concussion Safety), 2018
- Ontario Physical Activity Safety Standards in Education, Concussion Protocol, September 2025