

CONCUSSION PROTOCOL:

A Brief for Administrators



PREVENTION

- Complete e-Learning module for Concussions on the DDSB Professional Learning Hub.
- Ensure applicable staff under your supervision complete the e-Learning module for Concussions on the DDSB Professional Learning Hub.
- Ensure that all students, parents/guardians of students under 18, coaches, trainers and supervisors involved in board-sponsored interschool sports annually review the Concussion Code of Conduct (Appendix A8 and Appendix A9).
- Ensure coaches and teaching staff review and follow the safe practices for sport outline in the Ontario Physical Activity Safety Standards in Education (OPASSE).

IDENTIFICATION

- Ensure 911 has been notified if **RED FLAGS** are present or if symptoms emerge or become worse.

For all diagnosed or suspected concussions:

- Contact parent/guardian regarding the injury and the need to meet their child at the school/hospital.
- Provide parent with mandatory forms - Appendix A1 (filled in by school), Appendix A2 (Medical Assessment Form) and Appendix A3 (Letter of Accommodation for Suspected/Diagnosed Concussions).

Note: *inform parent/guardian that the Medical Assessment must be completed/ returned before student can return to daily activities with no restrictions.*

- Ensure the OSBIE incident form has been submitted.
- Ensure power school is updated to flag a suspected/diagnosed concussion.

MANAGEMENT

- Upon receiving Appendix A3 (Suggested Accommodations from Medical Team), convene the Collaborative Team to develop the Return to Learn (RTL) and Return to Physical Activity (RTPA) for Suspected/Diagnosed Concussions plan (Appendix A5).
- Inform applicable staff that student is on a RTL and RTPA plan.
- File Appendix A2, A3 and A4 and A7 in the student's OSR.
- Ensure the concussion tracking is updating in Power School as student moves through the RTL and RTPA plan.

This brief is intended a summary only. For complete information, please refer to the DDSB Concussion Resource Manual.