



Niagara Catholic District School Board CONCUSSION ROLES AND RESPONSIBILITIES PRINCIPAL/DESIGNATE

The Niagara Catholic District School Board is committed to student safety, injury prevention and well-being, and supports concussion awareness, prevention, identification, management, tracking, and training in Niagara Catholic schools. The prevention and response to a student concussion requires the cooperation of all partners in the school community, including parents/guardians, students, staff, volunteers and physicians/nurse practitioners.

A student or the parents/guardians of a student who is under 18 years of age who is suspected of having sustained a concussion must provide confirmation that the student has undergone a medical assessment by a physician/nurse practitioner.

When a student is diagnosed with a concussion, a Return to School Plan to support the student's Return to Learn (RTL) and Return to Physical Activity (RTPA) will be created in consultation with the principal, parents/guardians, the student, staff and physician/nurse practitioner.

Principals/Designates will:

- be knowledgeable of the [Niagara Catholic Concussion \(303.1\) AOP](#) and the [School Management Action Plan For A Student Suspected or Diagnosed Concussion](#).
- be knowledgeable of the [Ophea Concussion Protocol, Return to Learn and Return to Physical Activity](#).
- ensure all staff, coaches and trainers, are qualified for classes/sports they are involved.
- encourage applicable staff, coaches and trainers to participate in Standard First Aid/CPR training.
- ensure staff annually complete concussion training.
- confirm that parents/guardians and students have signed the Medical Information, Acknowledgement of Risk and Permission to Participate Form prior to student participation in sports/physical activities.
- provide and support annual concussion education and training for staff, coaches, supervisors, trainers, volunteers,
- ensure school compliance with board policies and safety guidelines regarding prevention, identification and management of concussions.
- ensure the concussion administrative operational procedures are followed and that staff, coaches, supervisors, trainers, volunteers, students, and parents/guardians understand their roles and responsibilities.
- support concussion awareness through curriculum resources such as [Ophea](#) and [Rowan's Law](#) resources, as appropriate.
- ensure concussion awareness lessons are delivered annually to students and that Ophea safety guidelines are followed.
- ensure concussion information and tools, are readily available to staff.
- ensure staff immediately remove students from physical activity if a concussion is suspected and notify parents/guardians.
- ensure parents/guardians are informed of suspected concussions as soon as reasonably possible, and encourage reporting of non-school-related concussions.
- create a school-based team to monitor, track, and support a student diagnosed with a concussion, and progress through the Return to School Plan: Return to Learn/Return to Physical Activity.
- appoint a staff liaison for students with a diagnosed concussion to support communication and coordination of the student's needs.
- coordinate support for concussed students by working with parents/guardians, staff, coaches, supervisors, trainers, volunteers, and physician/nurse practitioner to support recovery, learning, and academic success.
- approve necessary schedule adjustments, accommodations, and IEPs, where required, for students experiencing concussion related learning difficulties.
- ensure all concussion incidents are documented, reported, and filed as required, including completion of board and OSBIE incident reports.
- ensure required medical documentation and Return to Learn/Return to Physical Activity documentation are collected, filed in the student's OSR, and shared with appropriate staff.
- if full cooperation is not received from the parent, the principal will seek support from the family of schools' superintendent of education.