

SCHOOL MANAGEMENT ACTION PLAN FOR A SUSPECTED OR DIAGNOSED CONCUSSION

When a student receives a significant impact to the head, face, neck or elsewhere on the body, observed or reported, the student must be removed immediately from participating in the activity and steps are to be taken for a suspected concussion.

INITIAL ACTIONS:
1. Stop the activity immediately
2. If the student is UNCONSCIOUS-CALL 911 . Assume neck injury- DO NOT move the student or remove athletic equipment unless breathing is impaired. If the student is CONSCIOUS , encourage the student to remain calm. When it is safe to do so, move the student to a safe location. Complete the Tool to Identify Suspected Concussion Form. If Red Flags are observed, CALL 911 .
3. Do not administer medication (unless required for a medical condition, e.g., insulin).
4. Remain with the student until EMS arrives (if required). Provide a copy of the Tool to Identify Suspected Concussion Form. Contact parents/guardians and/or emergency contact.
5. Provide the parents/guardians with a copy of the Tool to Identify Suspected Concussion Form and the Concussion Monitoring and Medical Assessment Forms and outline the expectations.
6. Complete and submit OSBIE Report.
7. Notify the principal and provide a copy of the Tool to Identify Suspected Concussion Form.

WHEN “NO” SIGNS AND SYMPTOMS ARE OBSERVED

FOLLOW UP ACTIONS:
1. The student is not to participate in any physical activities, even if they state that they are feeling better.
2. The student must be monitored for 48 hours for signs and symptoms. • The student may remain at school and participate in learning activities only. • After 24 hours, the parents/guardians must sign and submit the monitoring section of Concussion Monitoring and Medical Assessment Forms. • The student may return to physical activities after 24 hours of monitoring, and no signs or symptoms have been observed.

WHEN SIGNS AND SYMPTOMS ARE OBSERVED

ACTION:
1. The student is not to participate in any physical activities, even if they state that they are feeling better.
2. The student is not to leave the premises without parents/guardians supervision.
3. The parents/guardians must seek medical assessment by a physician/nurse practitioner.
4. The parent/guardian must have the student assessed and have the Medical Concussion Assessment section of Concussion Monitoring and Medical Assessment Forms signed by a physician/nurse practitioner confirming whether the student has been diagnosed with a concussion prior to the student returning to school.

STUDENT IS DIAGNOSED WITH A CONCUSSION BY A PHYSICIAN/NURSE PRACTITIONER

ACTION:
When a student is diagnosed with a concussion by a physician/nurse practitioner:
1. The principal will inform the student's classroom teacher(s), ERT, supervisors, coaches, volunteers, etc. that the student has been diagnosed with a concussion.
2. The principal will appoint a Concussion Liaison, to serve as the main point of contact for the student, parents/guardians, school staff and the physician/nurse practitioner.
3. A Return to School Plan to support the student's Return to Learn (RTL)/Return to Physical Activity (RTPA) will be created in consultation with the principal/designate, staff, student, parents/guardians, and physician/nurse practitioner prior to the student returning to school. • Return to Learn/Return to Physical Activities Form-Stages 1-3 • Return to Learn/Return to Physical Activities Form-Stages 4-6 The student must successfully complete each stage, to fully participate in learning and physical activities.
4. The length of time needed to complete each Return to Learn and Return to Physical Activity Stage will vary based on the severity of the concussion and the individual student's progress with each stage taking at least 24 hours.
5. All parties will monitor the student's progress through the Return to Learn/Return to Physical Activity Plan. This may include identification of the student's symptoms and how they respond to various activities. Strategies may need to be developed or modified to meet the changing needs of the student.
6. The objective is for the student to restore their confidence through their successful participation with regular learning activities and resume full participation in regular physical education and school team activities.
7. The parents/guardians must submit the Medical Concussion Clearance Form signed by a physician/nurse practitioner to the principal prior to the student's full return to physical activities.

RETURN OF SIGNS AND SYMPTOMS

ACTION:
1. The student, parents/guardians, staff are to report any signs and symptoms that may have returned.
2. The Return to School Plan that supported the student's Return to Learn (RTL)/Return to Physical Activity (RTPA) will be reviewed in consultation with the principal/designate, staff, student, parents/guardians, and physician/nurse practitioner prior to the student returning to school Stage 3 . Medical clearance would be required before moving to Stage 4.
3. When required, the student will once again follow the necessary steps to support their successful participation in full learning and physical activities.
4. The parents/guardians must submit another Medical Concussion Clearance Form signed by a physician/nurse practitioner to the principal prior to the student's full return to physical activities.

All documentation relating to a suspected/diagnosed concussion is to be filed in the student's Ontario Student Record (OSR) in accordance with the Ontario Student Records Guidelines.