

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: IDENTIFICATION AND MANAGEMENT
OF CONCUSSIONS**

<i>PROCEDURE CODE:</i>	<i>626 AP 005</i>
Policy Reference: 626 – Administration of Medication and Medical Care	

OVERVIEW

Medicine Hat Public School Division (MHPSD) is committed to the health, safety, and overall well-being of students. MHPSD recognizes the importance to students' long-term health and academic success of having appropriate strategies to minimize risk of concussion, steps to follow if a concussion is suspected, and effective management procedures to guide students' return to learning and physical activity after a diagnosed concussion.

This procedure is based on current research evidence and knowledge and contains information on concussion prevention, symptoms and signs of a concussion, response procedures for a suspected concussion, and management procedures for a diagnosed concussion, including a plan to help a student return to learning and to physical activity.

DEFINITION

A concussion:

- Is a brain injury that causes changes in how the brain functions, leading to signs and symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioural (e.g., depression irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- May be caused either by a direct blow to the head, face or neck, or 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 on X-rays, standard CT scans or MRIs.

PROCEDURE

1. Concussions can only be diagnosed by a medical professional.

- 1.1. Concussion is the term for a clinical diagnosis that is made by a medical professional. Since a medical professional is the only person qualified to diagnose concussions, no one else can make the diagnosis of concussion. In the best interest of the student, it is critical that a medical professional examine a student with a suspected concussion.
- 1.2. Injuries that result from a second concussion may lead to “Second Impact Syndrome”, which is a rare condition that causes rapid and severe brain swelling and often catastrophic results, if an individual suffers a second concussion before he or she is free from symptoms sustained from the first concussion.
2. Without medical documentation the student’s participation in learning or physical activities will be restricted. This decision resides with the School Administrator(s).
3. To return to a sport or activity after a concussion, the student must be re-examined by a medical professional.
4. Each student who has been diagnosed with a concussion will have an individualized [Return to Learn/Return to Sport](#) plan developed in consultation with the school team and parents.

RESPONSIBILITY

It is the responsibility of supervising teachers, coaches, officials, parents, and student athletes to adhere to the minimum required safety standards.

Student Responsibilities:

1. Students are responsible to abide by the rules and regulations of the sport or activity and the principles of fair play.
2. Students are required to report any blow to the head, neck, or face and any symptoms they might be experiencing to the supervising teacher/coach.
3. Students who have witnessed a peer receiving a blow to the head, neck, or face or observed a peer exhibiting symptoms associated with a concussion are required to report to the supervising teacher or coach.

Parent Responsibilities:

1. Parents are to put the health and safety of their child first.
2. Parents are responsible to read, understand, and consent to their child’s participation in extracurricular activities prior to their child attending a try-out, practice, or competitive sports activity.
3. Parents are responsible to cooperate with school staff when they are informed of a possible concussion of their child.
4. Parents are responsible to act on information provided by the school and for monitoring their child after a suspected concussion.



School/Staff Responsibilities:

1. Schools must follow the guidelines set out in the School Physical Activity, Health & Education Resource for Safety (SPHEReS) and the Safety Guidelines for Secondary Interschool Athletics in Alberta.
2. Prior to the start of each semester, schools are required to submit a list of extracurricular coaches/activity leaders along with their respective first aid and concussion training status.
3. Teachers or coaches are responsible to plan for student safety and for educating students/players about concussions.
 - 3.1. The teacher supervisor/coach will remove from play, any athlete that exhibits signs or symptoms of a concussion. The athlete will not be permitted to return to play until they have received medical clearance from a doctor as declared by the parent.
 - 3.2. The teacher supervisor will notify the School Administrator.
4. The School Administrator is responsible to ensure that appropriate concussion protocols are communicated to staff.
5. The School Administrator is responsible to ensure the development of a plan for a student with a confirmed concussion and informing staff of a student with a confirmed concussion.

REFERENCES

Policy 626 – Administration of Medication and Medical Care
[School Physical Activity, Health & Education Resource for Safety \(SPHEReS\)](#)
[Safety Guidelines for Secondary Interschool Athletics in Alberta](#)
[Return to Learn/Return to Sport Plan Summary](#)
[Return to Sport Strategy Tool](#)
[Return to Learn Strategy Tool](#)
[Concussion Recognition Tool](#)
[Concussion Guidelines for the Athlete](#)
[Concussion Guidelines for Teachers](#)
[Concussion Guidelines for Coaches](#)
[Concussion Guidelines for Parents and Caregivers](#)
[Parachute – Canadian Guideline on Concussion in Sport](#)
[CATT – Concussion Awareness Training Tool](#)

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