

ATHLETIC DIRECTORS, COACHES, TEACHERS AND OTHER SUPERVISORS



School administrators, educators, school staff, students, parents/guardians, and school volunteers all have important roles to play when it comes to concussion in schools. Read on to learn more about the role of athletic directors, coaches, teachers, and other supervisors.

Your role to **Create Awareness**

- ▶ Ensure you can access the school's concussion protocol
- ▶ Know Red Flag and other signs and symptoms of concussion
- ▶ Know your school's Emergency Action Plan and Red Flag Procedure
- ▶ Promote and monitor physical activity safety initiatives for staff and students
- ▶ Understand the impact a concussion has on a student's ability to function in the school setting
- ▶ Understand the dangers if a student returns to physical activity before they are ready
- ▶ Know and understand the Return to School (RTS) and Return to Physical Activity (RTPA) Plan stages.
- ▶ Provide in-service to students/athletes
 - Where appropriate, provide students with safety information (e.g., concussion prevention and awareness) specific to the activity, possible risks of the activity and procedures and rules for safe play
 - Educate students on their responsibilities for their own safety and the safety of others around them

Your role to **Identify and Respond**

- ▶ Know the protocol for responding to the following concussion scenarios: Red Flag, signs and/or symptoms present, and no signs or symptoms present
- ▶ Respond immediately to a student's injury, following the school's protocol
- ▶ Communicate information about the injury to the principal/designate and the student's parents/guardians
- ▶ Complete any forms required by your school's policy

Your role to **Manage and Support**

- ▶ Work with the student's Collaborative Team to create the student's RTS and RTPA Plan
- ▶ Obtain documented Medical Clearance before moving the student to Stage 5 of the RTPA Plan

Additional Resources

Return-to-School Strategy

<http://horizon.parachutecanada.org/en/article/parachutes-return-to-learn-protocol>

Parachute Concussion Resources

<http://www.parachutecanada.org/concussion>

Ophea's Ontario Physical Education Safety Guidelines - Concussions

<http://safety.ophea.net/concussions>



School administrators, educators, school staff, students, parents/guardians, and school volunteers all have important roles to play when it comes to concussion in schools. Read on to learn more about the role of the collaborative team school staff lead.

Your role to Create Awareness

- ▶ Attend in-services presented on Concussion protocol
- ▶ Be knowledgeable of your school board/school's concussion policy and protocols and their impact on a student's return to school and return to physical activities
- ▶ Be knowledgeable of your role in the Return to School (RTS) and Return to Physical Activity (RTPA) Plan

Your role to Identify and Respond

- ▶ Know the protocol for responding to the following concussion scenarios: Red Flag, signs and/or symptoms present, and no signs or symptoms present
- ▶ Respond immediately to a student's injury, following the school's protocol
- ▶ Communicate information about the injury to the principal/designate and the student's parents/guardians
- ▶ Complete any forms required by your school's policy

Your role to **Manage and Support**

- ▶ Meet with the parents/guardians and student to explain:
 - the stages of the RTS and RTPA Plan that occur at school
 - the Collaborative Team and the role of the student and parents/guardians
- ▶ Meet with student and appropriate staff to determine the RTS learning strategies and/or approaches required by the student based on the post-concussion symptoms; and to determine the best way to provide opportunities for the permissible activities
- ▶ Share the RTS learning strategies and/or approaches with appropriate staff and keep a copy in the student's file
- ▶ Communicate the outcome of the in-school meeting with parents/guardian
- ▶ Schedule follow-up meetings with members of the collaborative team as required to monitor and track students progress through the RTS and RTPA Plan

Additional Resources

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OTHER SCHOOL STAFF/VOLUNTEERS



School administrators, educators, school staff, students, parents/guardians, and school volunteers all have important roles to play when it comes to concussion in schools. Read on to learn more about the role of other school staff and volunteers.

Your role to Create Awareness

- ▶ Ensure you can access the school's concussion protocol
- ▶ Know Red Flag and other signs and symptoms of concussion
- ▶ Know your school's Emergency Action Plan and Red Flag Procedure

Your role to Identify and Respond

- ▶ Ensure you can access the school's concussion recognition tool
- ▶ Know the protocol for responding to the following concussion scenarios: Red Flag, signs and/or symptoms present, and no signs or symptoms present
- ▶ Communicate the student's injury to principal/designate and classroom teacher

Your role to Manage and Support

- ▶ Communicate any observations to the student's Collaborative Team during recovery and be aware of updates on the student's recovery process

Additional Resources

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Your role to Create Awareness

- ▶ Establish a process for the collection and sharing of student medical information (including previous concussion) with all teachers, coaches, intramural supervisors, etc. This is to be done at the beginning of the school year and throughout the year as needed, in order for students to participate safely in curricular, intramural and interschool activities.
- ▶ Develop the school's:
 - Emergency Action Plan
- ▶ Be knowledgeable of your school board/school's concussion policy and protocols and their impact on a student's return to school and return to physical activities.
- ▶ Provide information to staff and volunteers on the school's:
 - Emergency Action Plan
 - Injury reporting procedures and forms to be used with school administration, parents/guardians, insurance provider
- ▶ Communicate the following to teachers, coaches, intramural supervisors:
 - That prior to physical activity, medical information of students must be checked using school board/school procedures
 - The location(s) of the school's first aid kit(s). Inform school administration when supplies need replenishing.
- ▶ In-service and/or communicate to teachers and /coaches regarding:
 - School board concussion protocols – awareness, prevention, identification, management and prevention
 - Resources and school forms for implementation
 - Their role in providing information and training to students on concussion awareness and on prevention specific to the activity

Your role to **Identify and Respond**

- ▶ Inform appropriate school staff and volunteers of a student's suspected concussion.
- ▶ Obtain and file the Medical Assessment documentation provided by the parents/guardians on the results of the student's assessment (i.e., concussion diagnosis).

Your role to **Manage and Support**

- ▶ Meet with the parent/guardian (and, where appropriate, the student) to explain the stages of the Return-to-School (RTS) and Return-to-Physical Activity (RTPA) Plan that occur at home.
- ▶ Explain the importance of documenting the student's progress at home. Confirm with the parent/guardian how they will communicate the student's progress to the school (e.g., email communication, documentation form).
- ▶ Once the parent/guardian has reported that student has completed RTS Stage 2 and is ready to return to school, meet with the parent/guardian (and, where appropriate, the student) to explain the remaining stages of the RTS and RTPA Plan that occur at school, to explain the Collaborative Team, and to explain their role on the team.
- ▶ Establish the student's Collaborative Team. Identify the School Staff Lead.
- ▶ Monitor and document the student's concussion recovery at school.
- ▶ Obtain and file the Medical Clearance documentation provided by the parents/guardians before allowing the student to begin Stage 5 of the RTPA Plan.
- ▶ Ensure all required documentation is filed per school board policy.

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