



**POLICY SECTION:** Schools  
**SUB-SECTION:** Health  
**POLICY NAME:** S. 26 Concussion Policy

<b>Date Approved:</b> November 23, 2014	<b>Date of Next Review:</b> 2018	<b>Dates of Amendments:</b> November 20, 2014
<b>Cross References</b> S.P.07 Athletic Activities Within the Physical and Health Education Program S.S.09 Code of Conduct Education Act, §. 217 Policy Program Memorandum 15 Occupational Health and Safety Act Ontario School Board Insurance Exchange		
AppendixB – The TCDSB Concussion Protocol		

**Purpose:**

The Toronto Catholic District School Board’s (TCDSB) mission is to provide a safe and welcoming learning and working environment that is an example of Catholic community. A concussion can have a significant impact on a student’s health and their ability to learn. Per PPM 158, this policy ensures that all students are afforded an appropriate standard of care and the best opportunity to be ready to learn.

**Scope and Responsibility:**

This policy supports student health and well-being, and in the implementation of the protocol, extends to staff members, volunteers, students and their family members. The Director of Education is responsible for this policy and the Concussion Protocol. Superintendents, Principals and Teachers supervising students are responsible for ensuring the procedures are followed.

**Alignment with MYSP:**

- Fostering Student Achievement and Well-Being
- Enhancing Stewardship of Resources
- Strengthening Public Confidence

**Financial Impact:**

Generally there is no financial impact with this policy to the TCDSB. All student costs associated with concussion must be reflective of the Ministry of Education’s Guidelines for Fees for



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Learning Materials and Activities. Should the Protocol not be followed, there is potential liability to the Board should significant harm come to the student as a result of not following the protocol.

**Legal Impact:**

A primary goal of the school concussion policy is the safety of students to prevent and manage a concussed student as he/she proceeds to return to learn and play. This policy will reduce the risk of legal liability to the TCDSB in the event a student suffers a concussion during a Board sanctioned event. This policy will also reduce liability to the TCDSB while managing the return to learn and to play of a student who has sustained a concussion outside of a TCDSB activity.

**Policy:**

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe learning and working environment for all of its students and Board employees. As such, the TCDSB is committed to prevent and address concussions that occur at the schools and all Board offices. The TCDSB will address all suspected concussions that affect students using the TCDSB Concussion protocol. The school staff will take every precaution in order to prevent concussions and mild traumatic brain injuries in the workplace and school environment. School personnel will ensure that the Ontario Physical and Health Education Association (OPHEA) Safety Guidelines are adhered to prior to engaging in any athletic endeavor.

**Regulations**

1. The Director of Education through the Health and Physical Education Department (HPE) shall develop and maintain a concussion protocol that implements this policy and protocol. The protocol shall include the following:
  - a) Guidelines to help prevent the occurrence of a concussion.
  - b) Measures and procedures for recognizing that a concussion has taken place
  - c) Means of summoning immediate assistance to the concussed student or Board employee
  - d) Protocol for return to play and for return to learn
2. The TCDSB Health and Physical Education Department shall provide appropriate in-servicing to school administration in the implementation of the concussion protocol.
3. The TCDSB Health and Physical Education Department will distribute to all Athletic Representatives and Department Heads of Physical Education the OPHEA Safety Guidelines, which will alert staff to the prevention of concussions.



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4. The TCDSB Health and Physical Education Department will provide coaches appropriate orientation to the Concussion Protocol through a standing item at Athletic Representatives Regional Meetings in September of each school year.
5. Each School Principal will inservice school staff annually, in September, on the Concussion Protocol.
6. *The Pocket Concussion Recognition Tool* (produced by Parachute Canada), distributed by the TCDSB Health and Physical Education Department, will be posted in all gymnasiums and a copy kept in the main office area, to assist with concussion identification.
7. All cases of suspected concussion will be addressed by the school principal or designate in consultation with the appropriate medical authorities who will be notified in the event that a concussion has been suspected. Once a concussion has been determined by a medical practitioner, then the concussion protocol will take effect.
8. In the event of suspected or confirmed concussion, schools will follow the collective team approach, as found within the *Timeline of TCDSB Concussion Protocol*.

**Definitions:**

**Concussion:**

A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. It affects the way a person may think and remember things and can cause a variety of symptoms and signs. You do NOT need to lose consciousness to have a concussion.

**Metrics**

1. The School Concussion Protocol will be reviewed within the policy review cycle to ensure compliance with legislation and any new TCDSB policies.
2. Survey Data is received annually from schools regarding the number of concussions and the outcome.