



SUBJECT: Concussion Awareness and Management Policy

Policy No: 5d
Issued: December 2015
Reviewed: _____

Page 1 of

All Municipality of Dysart et al employees and instructors directly involved in sport and recreation programming, will be made aware of common signs and symptoms of a concussion and will understand how to properly manage a potential concussion incident.

PURPOSE

The purpose of this policy is to:

- a) Provide concussion awareness for employees and instructors who are directly involved in sports and recreation programs and supervision of participants.
- b) Inform user groups at recreational facilities and sports fields that the Municipality of Dysart et al has adopted a concussion policy and that resources are available for their information to disseminate to their groups.
- c) Improve concussion awareness among participants and their families.

***DEFINITION: A CONCUSSION**

- Is a brain injury that causes changes in how the brain functions, leading to 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 (drowsiness, difficulty falling asleep);
- May be caused by either 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 (in fact most concussions occur without a loss of consciousness); and
- Cannot be normally seen on x-rays, standard CT scans or MRI's

*As presented in the Concussion Guidelines Manual from the Ministry of Tourism, Culture and Sport (per Ministry of Health)

SCOPE

This policy applies to employees at municipal recreation facilities and sports venues who are directly involved with recreation programming and/or supervision of participants. Sports organizations who utilize municipal facilities will be made aware of/have access to the information in this policy.



SUBJECT: Concussion Awareness and Management Policy

Policy No: 5d
Issued: December 2015
Reviewed: _____

Page 2 of

RESPONSIBILITY

1. The CAO will support the Concussion Policy and its implementation.
2. The director of Parks and Recreation will support the Concussion Policy and its implementation.
3. The Recreation Program Coordinator will support the Concussion Policy and its implementation.
4. The Recreation Program Coordinator will update the policy should information and knowledge on Concussion Awareness and Management change.
5. The Recreation Program Coordinator will circulate this policy, changes and updates to program supervisors.
6. Supervisors of each recreational facility and sports program shall ensure that all employees or instructors who are directly involved with recreation programming and/or supervision of participants are made aware of this policy.

IMPLEMENTATION:

1. All employees directly involved in recreation and sports programming, instruction, supervision and allocation in recreation facilities will be provided with information about concussion awareness. This information includes but is not limited to identification of a concussion, common signs and symptoms of a concussion and response actions to a possible concussion.
2. This information will be made available on the Municipal website.
3. Information may be provided to participants at Municipal sport and recreation facilities. Information may include concussion signs and symptoms as well as what to do if a concussion is suspected.
4. A concussion is a clinical diagnosis made by a medical doctor. It is critical that someone with a suspected concussion be examined by a medical doctor or nurse practitioner.

RECORDS

In the event that an employee(s) become aware of a suspected concussion, an accident/incident report will be completed by the employee(s) and submitted to their supervisor.