

West Neighbourhood House	
Policy Title:	Concussion Policy
Approved by:	West Neighbourhood House Board of Directors
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Policy Statement

West Neighbourhood House is dedicated to address a funder obligation to ensure staff, students, and volunteers working in children and youth programs are educated about the serious and potentially long-lasting effects of injuries that can result from neurotrauma, specifically concussion. West Neighbourhood House will provide a safe environment for program participants. In the context of the Health and Safety training process West Neighbourhood House will educate staff, students and volunteers to respond promptly and appropriately.

Applicability

- Children and Youth Program participants and their families
- Volunteers
- Students
- Staff

Definition

Concussion: A brain injury that alters the way the brain functions. The effects are usually temporary, but can lead to longer term problems with memory, headaches, concentration, balance and coordination if the injury is not recognized and/or managed properly. A concussion may be caused by direct blow to the head, face, neck or elsewhere on the body with an ‘impulsive’ force transmitted to the head. A person experiencing a head injury may or may not lose consciousness at the time of injury.

The site of a head injury may or may not be apparent. While symptoms of a concussion may not be evident for several days following a head injury, immediate symptoms can include headache, confusion, problems with speech, vision, balance or co-ordination, dizziness or seizures.

Neurotrauma: A head or spine injury caused by a sudden injury. It includes concussions, traumatic brain injuries, skull fractures, spinal column fractures, and spinal cord injuries.

General Principles and Procedures

1. All staff, students and volunteers need to have a basic understanding and be aware of how to respond when a participant experiences a head injury of any kind, even one in which there is no apparent injury or requirement for first aid.
2. If a participant is suspected of having sustained a concussion, staff will follow the Emergency Procedures below. The participant should immediately be removed from the

activity and a parent/guardian/next of kin will be notified and be advised to ensure the participant is assessed by a primary health care provider as soon as possible.

3. As part of the annual Health and Safety training, all staff, students and volunteers will receive training on how to respond to program participants who experience a concussion including specific education about pediatric concussion.
4. Any participant who has sustained a concussion must not be allowed to return to the physical activities of a program until a physician's note has been provided.
5. Staff will assess the cause of injury and make adjustments to physical activities in the program as required in order to maintain a safe environment for program participants as possible.

Emergency Procedures

1. Provide appropriate first aid immediately to the participant. The immediate treatment priority is the basic first aid principle of airway, breathing and circulation.
2. Call emergency services "911" if the participant is unconscious or has serious external injuries.
3. If participant is conscious and there are no apparent external injuries, the participant should be seated and observed until they are picked up by a parent/guardian/next of kin.
4. The participant's parent/guardian/next of kin or emergency contact should pick up the participant as soon as possible and should be advised to have the participant examined by a primary health care provider.
5. Staff should immediately notify their supervisor of the incident and complete an incident report.
6. Staff should follow-up with the participant's parent/guardian/next of kin or emergency contact.

Return to Physical Activity

If a program participant has received treatment for concussion they are not permitted to return to physical activity related to a program at West Neighbourhood House until the participant's parent/guardian/next of kin provides staff with a copy of written instructions from the participant's primary health care provider indicating it is safe to resume physical activity. Staff and volunteers will:

1. Follow any directions in the written instructions that may have been provided by the primary health care provider (e.g. timetable for resuming physical activity and the nature and level of physical activity to be allowed for the participant).
2. Be aware of the post-concussion status of the participant and report back to the participant's parent/guardian/next of kin regarding any changes in the participant's behaviour or level of engagement in physical activity.
3. Keep a written record of the steps taken to comply with the written instructions of the participant's primary health care provider.