

CHART 1: Steps and Responsibilities for Suspected Concussions

For all suspected concussions/head injuries complete and submit **OSBIE Incident Report** to office. All Critical Injuries must be reported immediately to the Health & Safety Manager at 905 525-2930 ext 2175

Student:
Receives a blow to the head, face, neck or body that transmits a force to the head

Teacher/Staff/Coach/Supervisor
Stop all activity – check for Red Flags and initiate emergency first aid response
Refer to Concussion Signs and Symptoms Form

Student
No Symptoms observed or present
Student may return to learn and/or play

Student
Concussion **SUSPECTED** 1 or more symptoms present
Student removed from play

Teacher/Staff/Coach/Supervisor
Contact parent/guardian
Provide copy of **Concussion Signs and Symptoms Form**
Recommend monitoring for 24 hours

Teacher/Staff/Coach/Supervisor
Notify Parent/Guardian of injury and to pick up student
Provide copy of **Concussion Signs and Symptoms Form**
Provide parent with **Suspected Concussion Injury Form**
Inform principal of suspected concussion

Parent/Guardian
Monitors student for 24 hours
No symptoms present

Parent/Guardian
Observes symptoms develop within 24 hours

Parent/Guardian
Informed that student is to be examined by medical professional
Obtain, sign and return **Suspected Concussion Injury Form** to principal

Student
Can return to full participation including contact games

Principal/VP/designate
Inform appropriate staff of Suspected concussion

Student
Medically Diagnosed Concussion
SEE CHART 2
Medically Diagnosed Concussion

	Teacher /Coach/Supervisor
	Student
	Principal/VP/designate
	Parent/Guardian