

APPENDIX A



**POLICY SECTION:** **SCHOOLS** Schools, Students and Learning  
**SUB-SECTION:** **HEALTH**  
**POLICY NAME:** **CONCUSSION POLICY**  
**POLICY NO:** **S.26**

<b>Date Approved:</b> November 23, 2014	<b>Date of Next Review:</b> January, 2024 <b>2029</b>	<b>Dates of Amendments:</b> January 21, 2019 <b>December 3 2024</b>
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**Responsible Department: Physical/Health/Outdoor Education**

**Cross References:**

**Legislation:**

- Education Act, S. 217
- Occupational Health and Safety Act
- Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 - Bill 193

**Ministry of Education Policy/Program Memorandum:**

- Policy/Program Memorandum No. 158: School Board Policies on Concussion

**TCDSB Policy/Procedure:**

- ~~S.P.07~~ Athletic **Physical** Activities Within the Physical and Health Education Program
- ~~S.S.09~~ Code of Conduct

**Other:**

- ~~The Ontario Physical and Health Education Association (OPHEA) Safety Guidelines~~ **Ontario Physical Activity Safety Standards in Education (OPASSE)**
- ~~Concussion Web portal~~
- Parachute Canada Pocket Concussion Recognition Tool
- Ontario School Board Insurance Exchange

**Appendix**

Appendix A- The TCDSB Protocols for Concussions

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### **Policy:**

#### **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 cognitive and physical abilities. Rowan's Law requires that school boards establish a protocol that describes the Board's **have a** concussion **policy** code of conduct. The TCDSB Protocols for Concussions (attached at Appendix B) will **that** ensures students, parents and staff are informed about the risk of concussions and the steps to be taken, to prevent, detect and manage concussions in schools.

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. TCDSB Protocols for Concussions will align with current legislation.

**The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.**

#### **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 **with support from** is responsible for this policy and the Protocols for Concussions. Superintendents, Principals and Teachers supervising students are responsible for ensuring the procedures are followed.

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### **Alignment with MYSP:**

~~Strengthening Public Confidence~~

~~Fostering Student Achievement and Well-Being~~

~~Providing Stewardship of Resources~~

### **Regulations:**

1. ~~The Director of Education through the Health and Physical Education Department (HPE)~~ **Curriculum Leadership & Innovation Department** shall maintain and revise as required a Protocols for Concussions that implements the policy and protocol. The protocol shall include the following:
  - a. Concussion Education that will:
    - i. focus on awareness
    - ii. empower students to speak up if a concussion is suspected.
    - iii. Include strategies for sharing information on the seriousness of concussions, on concussion prevention, identification and management with students, parents, board employees, administrators, educators, school staff, volunteers, doctors and nurse practitioners and community-based organizations.
  - b. Guidelines to help prevent the occurrence of a concussion.
  - c. Measures and procedures for recognizing that a concussion has taken place
  - d. Guidelines to direct the appropriate level of response depending on the signs and symptoms that are prevalent at the time of a suspected

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concussion.

- e. Protocol for return to play and for return to learn
  - f. A concussion code of conduct that outlines rules of behavior to minimize concussions while playing sport.
2. The TCDSB ~~Health and Physical Education~~ **Curriculum Leadership & Innovation Department** shall;
    3. **a)** provide appropriate in-servicing to school administration in the implementation of  
  
the Protocols for Concussions.
    4. ~~The TCDSB will~~ **b)** provide concussion awareness education to all students, staff, parents/**guardians** and volunteers. ~~and 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.~~
    5. ~~The TCDSB Health and Physical Education Department will~~ **c)** distribute to all Administrators, Athletic Representatives and Department Heads of Physical Education the current ~~OPHEA Safety Guidelines~~ **OPASSE Safety Standards** that provide guidelines to reduce the incidences of concussions.
    6. ~~The TCDSB Health and Physical Education Department will~~ **d)** provide coaches appropriate orientation to the Protocols for Concussions through a standing item at Athletic Representatives Regional Meetings in September of each school year.

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7. Each School Principal will; a) in-service school staff annually, in September, on the Protocols for Concussions.
  
8. ~~Each School Principal will~~ b) post the most current Pocket Concussion Recognition Tool (produced by Parachute Canada), distributed by the TCDSB Health and Physical Education Department. The tool shall be posted in all gymnasiums and a copy kept in the main office area, to assist with concussion identification.
  
9. 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.
  
10. In the event of suspected or confirmed concussion, schools will follow the collective team approach, as found within the Timeline of TCDSB Protocols for Concussions.

### **Definitions:**

#### Concussion:

A concussion is a traumatic brain injury that causes changes in how the brain functions, leading to signs and symptoms that can emerge immediately or in the hours or days after the injury. It is possible for symptoms to take up to 7 days to appear. ~~You do NOT need to lose~~ A concussion can occur without losing consciousness.

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### **Evaluation and Metrics:**

1. The policy will be reviewed every five years.
2. The School ~~TCDSB~~ Protocols for Concussions will be reviewed annually to ensure compliance with legislation and any new TCDSB policies.
3. Survey Data is received annually from schools regarding the number of concussions and the outcome.