



## Township of Algonquin Highlands Policies and Procedures Manual

# Concussion Awareness and Management Policy

Approved by By-Law Number: 2015-6

### **POLICY**

All Algonquin Highlands 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 Ministries of Education, Health and Long Term Care and Tourism, Culture and Sport are working together to increase awareness of head injury prevention, concussion identification and injury management.

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 and allocating recreation and sports facilities.
- b) Inform user groups at recreational facilities and sports fields that the Township of Algonquin Highlands has adopted a concussion policy and that resources will be available for their information to disseminate to their groups.
- c) Improve concussion awareness among participants and their families.

### **SCOPE**

The 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.

If there is reason to believe that a breach of this policy has occurred, the reporting procedures in this policy shall be followed concurrently with any other reporting obligations.

### **RESPONSIBILITY**

- a. The CAO will support the Concussion Policy and its implementation.

- b. The Parks, Recreation and Trails Manager will support the Concussion Policy and its implementation.
- c. The Parks, Recreation and Trails Manager will update the policy should information and knowledge on Concussion Awareness and Management change.
- d. The Parks, Recreation and Trails Manager will circulate this policy, changes and updates to program supervisors.
- e. That supervisors of each recreational facility and sports program shall ensure that all employees or instructors who are directly involved with recreation programming and/or supervise participants are made aware of this policy. This will include informing sport organizations that utilize municipal facilities.

#### **IMPLEMENTATION:**

- a. Employees shall recognize and be accountable for their responsibilities in the exercise of their duties.
- b. All employees involved directly in recreation and sports programming, instruction, supervision and allocation in recreation facilities will be provided with information on 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.
- c. This information will be made available on the Township website.
- d. Information may be provided to participants at Township sport and recreation facilities. Information may include concussion signs and symptoms as well as what to do if a concussion is suspected.
- e. 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.
- f. Definition: As presented in the Concussion Guidelines Manual from the Ministry of Tourism, Culture and Sport

#### Definition: Concussion (per Ministry of Health):

- 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.

#### **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.

#### **RELATED POLICIES**

- Algonquin Highlands Health & Safety Policy, Schedule “A” 2014-91
- Municipal Act, 2001, S.O. 2001, c. 25
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990,c. M.56

**RELATED RESOURCES:**

<http://www.health.gov.on.ca/en/public/programs/concussions/resources.aspx>

<http://www.edu.gov.on.ca/extra/eng/ppm/158.pdf>

[http://www.health.gov.on.ca/en/public/programs/concussions/docs/mtcs\\_concussion\\_guide\\_en.pdf](http://www.health.gov.on.ca/en/public/programs/concussions/docs/mtcs_concussion_guide_en.pdf)