



## **POLICY STATEMENT**

The Town of Hawkesbury believes that the strength of a community can often be measured by the health and wellness of the members within it. It recognizes the importance of health, safety and overall well-being of their program participants and is committed to taking steps to reduce the risk of injury. This policy will provide awareness and training on how to properly assess and manage a concussion incident as well as how to help minimize the incidents from occurring.

## **POLICY 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.

The purpose of this policy is to:

- Provide concussion awareness to all individuals and organizations involved in Town of Hawkesbury recreation programming and the use of Town of Hawkesbury recreational facilities throughout the municipality.
- Make concussion resource information available within town facilities for participants.

## **SCOPE**

This policy applies to recreational and sports programs, including supervised drop-in activities, delivered by, and/or on behalf of the Town of Hawkesbury. The Town of Hawkesbury is not responsible for implementing this policy for independent organizations, teams, groups, leagues or associations who utilize the Town's facilities. However, they will be provided with information on the Town's policy.

|   |                                      |
|---|--------------------------------------|
| <b>Prepared by:</b> Recreation and Culture Department | <b>By-Law/Resolution No:</b> R-71-18 |
| <b>Responsible:</b> Recreation and Culture Manager    |                                      |
| <b>Effective Date:</b> March 12, 2018                 | Page 1 of 3                          |



|   |
|---|
| <b>Policy N°:</b> SL-P-2018-01            |
| <b>Subject:</b> Concussion Policy         |
| <b>Department:</b> Recreation and Culture |

**DEFINITION**

A concussion, as defined by the Ontario Physical Education Safety Guidelines:

- 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/behavioral (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by 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 normally be seen on X-rays, standard CT scans or MRIs.

The signs and symptoms of a concussion may include:

**Physical**

- vomiting
- slurred speech
- slowed reaction time
- poor coordination or balance
- blank stare, dazed or vacant look
- decreased playing ability
- loss of consciousness or lack of responsiveness (call 911 immediately)
- lying motionless on the ground or slow to get up
- amnesia
- seizure or convulsion (call 911 immediately)
- grabbing or clutching of head

**Cognitive**

- difficulty concentrating
- easily distracted
- general confusion
- cannot remember things before and after the injury
- does not know time, date, place, type of activity in which he/she was participating
- slowed reaction time

**Emotional/Behavioral**

- strange or inappropriate emotions

**Sleep Disturbance**

- drowsiness
- insomnia

|   |                                      |
|---|--------------------------------------|
| <b>Prepared by:</b> Recreation and Culture Department | <b>By-Law/Resolution No:</b> R-71-18 |
| <b>Responsible:</b> Recreation and Culture Manager    |                                      |
| <b>Effective Date:</b> March 12, 2018                 | Page 2 of 3                          |



|   |
|---|
| <b>Policy N°:</b> SL-P-2018-01            |
| <b>Subject:</b> Concussion Policy         |
| <b>Department:</b> Recreation and Culture |

## **PROCEDURES FOR SUSPECTED CONCUSSION**

1. If an employee, volunteer or representative of the town suspects that a participant has a concussion, the participant will be removed from the activity or event immediately.
2. Once removed from the activity, the employee, volunteer or representative will complete the appropriate documentation to report the suspected injury.
3. If the participant is under the age of eighteen (18), the employee, volunteer or representative will notify the parent/guardian of the suspected concussion and encourage them to seek medical advice for a qualified health care provider.
4. The participant will be permitted to resume an activity only after medical clearance has been provided.
5. It is the responsibility of the participant to notify the Town of a confirmed concussion and/or medical direction or clearance from their health care provider.

The Town of Hawkesbury encourages concussion prevention measures for all participants and facility users including encouraging the proper use of protective equipment such as helmets, avoiding or limiting the use of certain drills and activities that promote contact between participants, and techniques with high chance of injury.

## **COMMUNICATION**

The Town of Hawkesbury will communicate this policy in the following ways:

- Town of Hawkesbury website
- Inclusion in Recreation Guide
- Inclusion in all Facility Rental Agreements
- Inclusion in the rental terms and conditions for facility rental and program registration

|   |                                      |
|---|--------------------------------------|
| <b>Prepared by:</b> Recreation and Culture Department | <b>By-Law/Resolution No:</b> R-71-18 |
| <b>Responsible:</b> Recreation and Culture Manager    |                                      |
| <b>Effective Date:</b> March 12, 2018                 | Page 3 of 3                          |