


POLICY

	Policy:	CONCUSSIONS POLICY		
	Department:	Park, Facilities, Recreation and Culture		
	Division:	Recreation Services	By-Law No.:	2015-135
	Prepared By:	Public Events Committee	Approval Date:	December 14, 2015
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1. POLICY STATEMENT

- 1.1. The Town of Amherstburg is committed to ensuring that participants in recreational programs have safe enjoyment in our facilities. To that end, the Town continually trains staff in providing a safe environment and responding to unforeseen incidents. Despite these best efforts, the Town cannot predict when a participant might suffer a concussion. Through this policy, the Town of Amherstburg will ensure that employees have the appropriate information and instruction to take appropriate action in the event of suspected or actual concussion.

2. PURPOSE

- 2.1. Concussions and head injuries can result from contact in sports or physical activity and have serious consequences if not properly evaluated and treated. 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:

- Provide concussion awareness training for employees who are directly involved in sports and recreation program instruction, supervision, and allocating recreation and sports facilities for Town organized programming.

3. SCOPE

- 3.1. The policy applies to employees in municipal recreation facilities and sports venues who are directly involved with Town organized recreation programming and/or supervision of participants. Sports organizations allocated seasonal sports facility permits will be provided with information on this policy but this policy does not apply to 3rd party rentals or programs.

4. DEFINITIONS

- 4.1. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the *Municipal Act, 2001*.
- 4.2. **Concussion** is an injury to a soft structure, especially the brain, produced by a violent blow or impact and followed by a temporary, sometimes prolonged, loss of function.
- 4.3. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, in its entirety, the Mayor, Deputy Mayor and five (5) Councillors.
- 4.4. **Department of Parks, Facilities, Recreation, and Culture** is the department responsible for, among other areas, Recreation Services and Facilities.
- 4.5. **Director** is the person responsible for direction and operational control of a division as defined on the Town's organizational structure.
- 4.6. **Municipal Facilities** means all property owned and operated by the Town of Amherstburg. May also be referenced as "*Town Facilities*".
- 4.7. **Staff** is any person (or group thereof) who supplies services to the Corporation for wages including any union or non-union, regular or temporary, full-time, part-time, seasonal or casual staff member, including but not limited to permanent staff, temporary staff, committee members, students, recreation staff, contract employees, paid work placements, and adult crossing guards.
- 4.8. **Town** is the Corporation of the Town of Amherstburg.
- 4.9. **User Group** is any organization, team, club, or association that rents municipal facilities on a consistent basis. These include, but not limited to minor sports associations, adult sports associations, service clubs, sports teams, non-profit organizations, etc.

5. INTERPRETATIONS

- 5.1. Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. RESPONSIBILITIES

6.1. Department of Parks, Facilities, Recreation and Culture:

- 6.1.1. Has the responsibility to ensure that all Parks, Facilities, Recreation and Culture employees are aware of the concussion policy, and that policy guidelines are followed by all employees and volunteers of the Town of Amherstburg.
- 6.1.2. Make concussion resource information available within Municipal Facilities for participants and 3rd party rentals.
- 6.1.3. Provide training on recognizing the signs and symptoms of a concussion to employees and volunteers, as well as establishing procedures to be followed in the event of a concussion.

6.2. Employees:

- 6.2.1. Have a responsibility to monitor and limit activities that may lead to concussions.
- 6.2.2. If a concussion is suspected, prevent a participant from further participation in any Town organized activity, complete the proper incident form, and notify their immediate supervisor. The Supervisor will submit a copy of the incident form to Human Resources.
 - 6.2.2.1. The Supervisor will then follow up with the participant or parent on proper return to play procedures. The Supervisor will notify all staff when medical clearance is provided and the participant can start to participate in activities again.
- 6.2.3. Notwithstanding that a participant has been medically cleared to play, an employee is responsible for preventing a participant from participating in an activity if the employee determines that it is in the participants best interest.
- 6.2.4. Employees who allow a participant to play after a concussion has been medically diagnosed and they have not been medically cleared to return to play shall face disciplinary action.
- 6.2.5. Employees are responsible for reporting all accidents, even if they seem inconsequential.

6.3. User Groups, Volunteers, Parents/Guardians and Children:

- 6.3.1. If injured, participants should inform one of the employees and/or user group representatives or volunteers of the injury, even if it was not witnessed.

- 6.3.2. After a concussion has been medically diagnosed, parents/guardians must provide medical documentation to the supervising employee that clearly indicates the child or youth is able to return to participate.
- 6.3.3. In the event that a child/youth has sustained a concussion prior to participating in any Town-organized programming or event, the parent/guardian must inform the Town of Amherstburg employee overseeing the program/event who will forward the information to the direct Supervisor.

7. SIGNS AND SYMPTOMS OF A CONCUSSION

- 7.1. Individuals who have sustained a concussion may show a number of signs or symptoms. Symptoms are something that the person expresses they feel such as nausea. Signs are something that others observe, such as irritability. The effects of multiple concussions are extremely dangerous; the brain is more prone to permanent damage after a concussion.
- 7.2. Common signs and symptoms are as follows:
- Blurred Vision
 - Confusion
 - Dizziness
 - Neck Pain
 - Nausea and Vomiting
 - Sensitivity to Light
 - Difficulty Concentrating
 - Sadness
 - Highly Emotional
 - Fatigue
 - Memory Problems
 - Balance Problems
 - Feel “off” or Slowed Down
 - Loss of Consciousness
 - Seizures or Convulsions
- 7.3. Symptoms of a concussion may not occur immediately but may instead show hours after the initial incident. Initial symptoms may also worsen throughout the day. All injuries sustained while in municipal facilities shall be documented using an Incident Report Form.
- 7.4. The Town recommends that all staff follow the Ministry of Tourism, Culture and Sport’s Concussion Guideline flow chart (see attached Appendices).
- 7.5. Any participant in a Town operated program who has, or is suspected of having a concussion, will be removed from any physical activity until such time as appropriate for the injury or as dictated by a physician.
- 7.6. **Injury No Symptoms**
- 7.6.1 If a participant has an injury that may have caused a concussion, even if they are not immediately exhibiting signs, they must be removed from any physical activity for the remainder of the day/program.
- 7.6.2 The participant must be observed throughout the program for any signs or symptoms.
- 7.6.3 If the participant is a child or youth, the incident must be communicated to the participant’s parent/guardian.

- 7.6.4 If no symptoms are reported by the parent/guardian or any employee/volunteer for the next twenty-four (24) hours, the participant may return to normal play the following day/program period.

7.7. Injury Concussion Suspected

- 7.7.1 If a participant has an injury and is demonstrating signs or symptoms of a concussion, or the injury is of a nature that it may be believed that concussion has occurred (keeping in mind that symptoms do not always appear immediately), the participant must be removed from all physical activity; and if a child or youth, their parent/guardian must be contacted and advised to seek medical attention.
- 7.7.2 The incident must be documented and the participant may not return to physical activities until they have been cleared to do so by a physician.

7.8. Serious Injury or Loss of Consciousness

- 7.8.1 If a participant has a serious injury or loses consciousness, 911 must be called and the participant sent to the hospital.
- 7.8.2 If the participant is a child or youth, the parent/guardian must be informed and an employee must complete an internal incident report.
- 7.8.3 The participant may not return to any physical activity without documented clearance from a physician.

8. REFERENCES AND RELATED DOCUMENTS

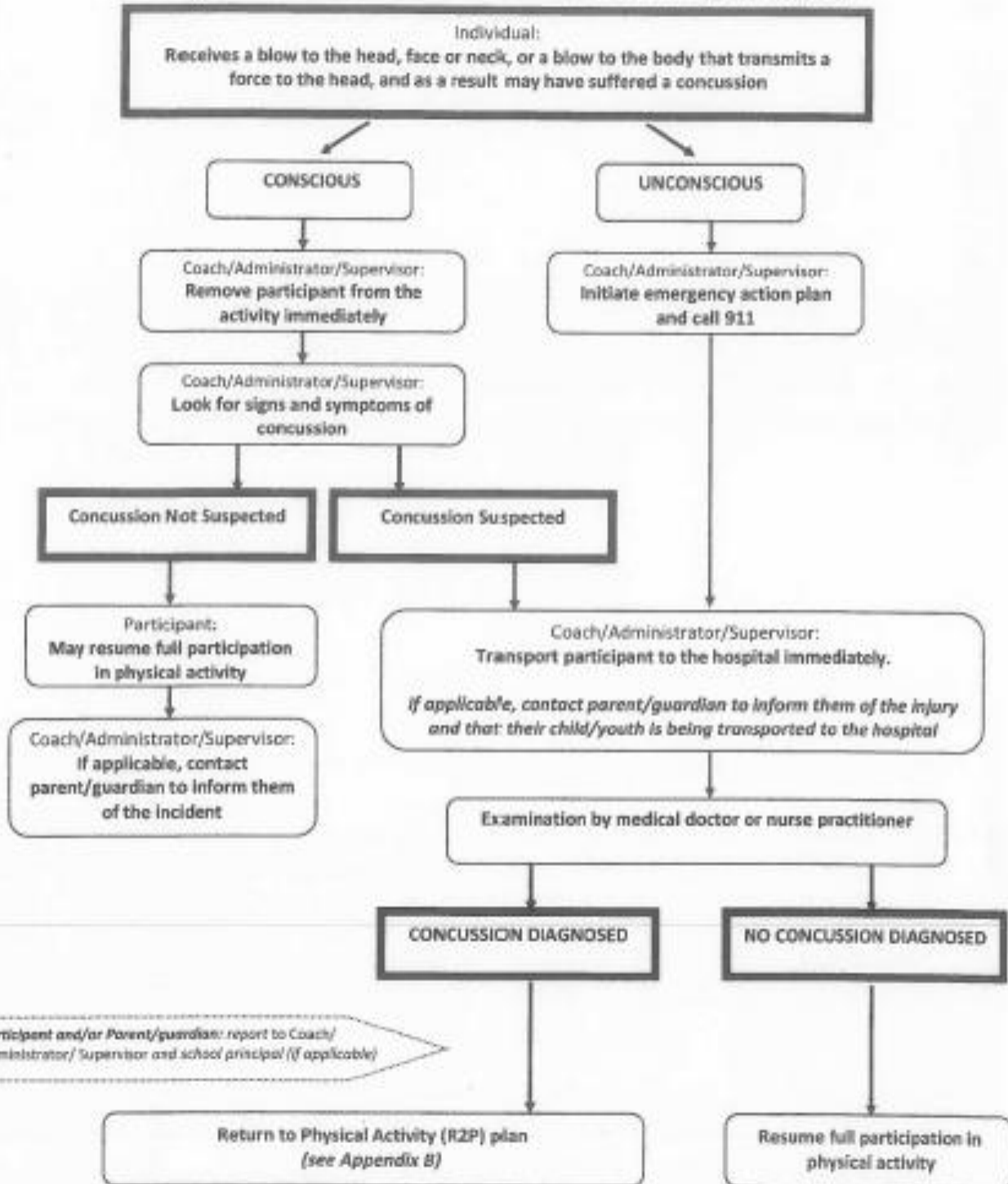
Parachute Canada – <http://www.parachutecanada.org/thinkfirstcanada>

Ministry of Tourism, Culture and Sport -
<http://www.mtc.gov.on.ca/en/sport/coaching/concussions.shtml>

APPENDIX A – CONCUSSION GUIDELINES - Initial Response Removal from Physical Activity

Ministry of Tourism, Culture and Sport – Concussion Guidelines*

Appendix A: INITIAL RESPONSE – Removal from Physical Activity

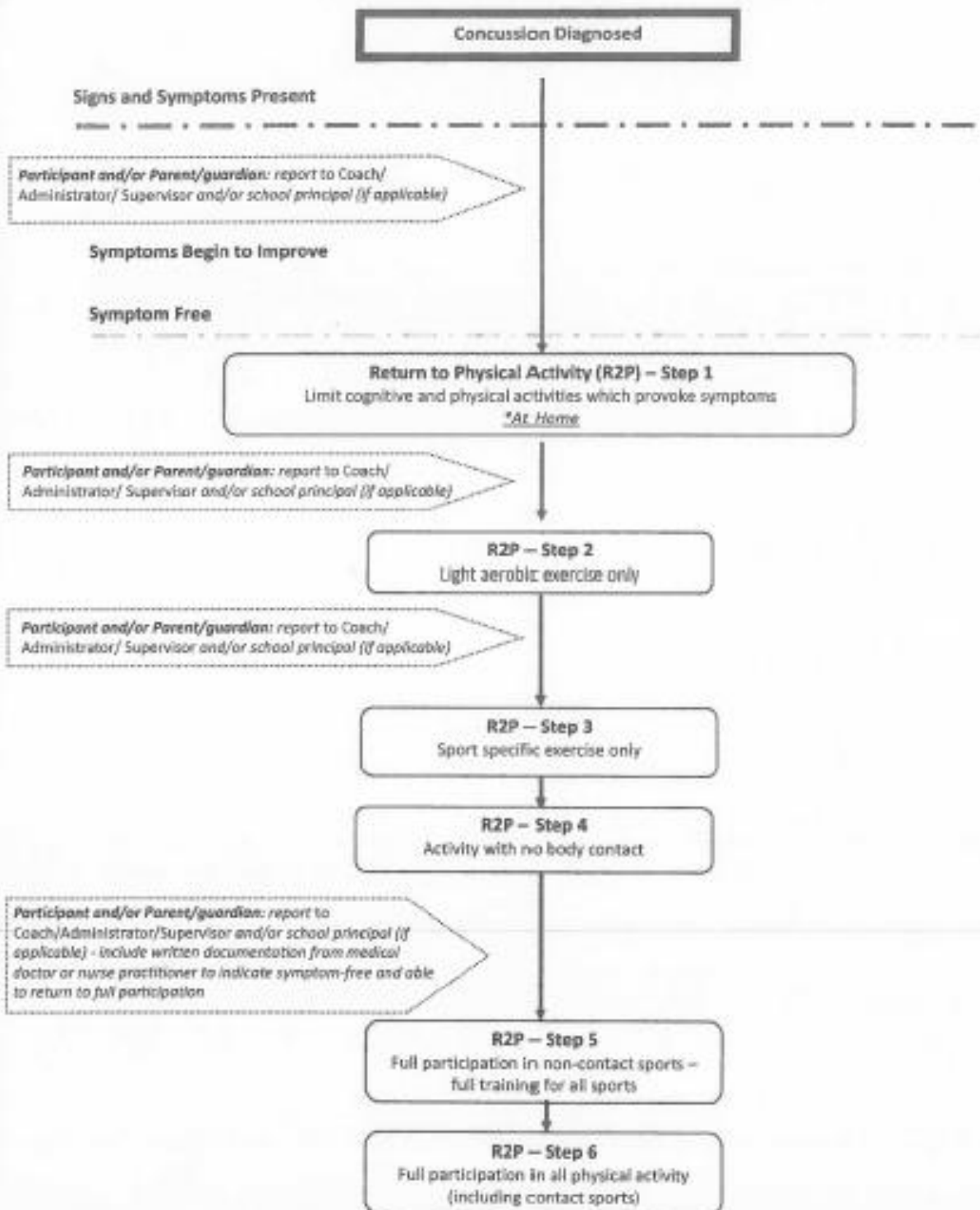


*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

APPENDIX B – RETURN TO PHYSICAL ACTIVITY (R2P)

Ministry of Tourism, Culture and Sport – Concussion Guidelines*

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