



CONCUSSION POLICY

Intent

The Prince Edward Fitness and Aquatic Centre (PEFAC) understands the serious nature and potential long-term effects of concussions in children and adults. Despite our best efforts, PEFAC cannot predict when a participant might suffer a concussion. This policy creates standards and protocols to protect staff¹, member, volunteers and any other users when actual or

suspected concussion occurs.

What is a Concussion?

A concussion 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 (e.g. drowsiness, difficulty falling asleep). A concussion:

- 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.

<i>Observed Signs</i>	<i>Reported or Felt by Injured Person</i>
<ul style="list-style-type: none"> • vomiting • slurred speech • confusion and disorientation • poor coordination or balance • blank stare/glassy-eyed/dazed or vacant look • loss of consciousness or lack of responsiveness • lying motionless on the ground or slow to get up • amnesia: cannot remember things that happened before and after the injury • does not know time, date, place, class, type of activity • slowed reaction time (e.g., answering questions or following directions) • seizure or convulsion 	<ul style="list-style-type: none"> • grabbing or clutching head • headache • pressure in head • neck pain • feeling off/not right • ringing in the ears • seeing double or blurry/loss of vision • seeing stars, flashing lights • pain at physical site of injury • nausea/stomach ache/pain • balance problems or dizziness • fatigue or feeling tired • sensitivity to light or noise • highly emotional and/or sadness

¹ Staff includes employees and instructors.



RED FLAGS: CALL 911

- **Person complains of neck pain**
- **Deteriorating conscious state or unconscious**
- **Increasing irritability, or confusion**
- **Severe or increasing headache**
- **Repeated vomiting**
- **Unusual behaviour change**
- **Seizure or convulsion**
- **Double vision**
- **Weakness or tingling in arms or legs**

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.

Procedures

PEFAC staff shall monitor and limit activities that may lead to concussion injuries. Staff may limit or prevent participation in activities where concerns of safety and well-being arise.

PEFAC's response to an injury will follow one of the three sets of procedures outlined below. In all three situations, an incident report will be filled out by staff, the injured person (if applicable) and any users who were witness to the incident. If the injured person is a child or youth, all staff who witnessed the incident and anyone involved in first aid treatment will fill out the incident forms.

1. No Symptoms Observed or Reported

- If a staff person or participant (including children and youth) has an injury that may have caused a concussion, even if they are not immediately exhibiting signs, PEFAC staff will remove them from any physical activity for at least 30 minutes and observe them.
- Once the staff person or participant (including children and youth) returns to the program, the individual will be observed throughout the program/activity for any signs or symptoms of a concussion.
- If the staff person or participant is a child or youth, and no symptoms are present;
 - the incident will be communicated to the participants parent/guardian at pick up.

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

2. Concussion Suspected

- If a staff person or 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), PEFAC will remove the employee or participant from all physical activity.

If the staff person or participant is a child or youth, their parent/guardian will be contacted and advised to seek medical attention.

If the staff person or participant is an adult, PEFAC will require someone to drive them home or to hospital, and we request that they seek medical attention. If the staff person or participant refuses to have someone drive them home, this refusal will be recorded on the incident form and signed by the staff person/participant and a witness.

PEFAC will follow up within 48 hours and also inform the emergency contact of our request that the staff person/participant seek medical attention.

3. Serious Injury or Loss of Consciousness

- If a staff person or participant has a serious injury or loses consciousness, 911 must be called and the injured staff person or participant sent to the hospital. The emergency contact for the staff person or participant will be notified.
- If the staff person or participant is a child or youth, the parent/guardian will be informed.

Return to Activity

If the staff person or participant is diagnosed with a concussion, they cannot return to physical activities at PEFAC until PEFAC has been provided with written medical clearance for them to return to activities and/or at least seven days after the concussion, depending on the person's concussion history and the severity of the concussion. The requirement for written medical clearance is at PEFAC's discretion.

Knowledge and Training

PEFAC will undertake staff and volunteer training in concussion awareness and procedures by:

- Ensuring staff are familiar with the relevant policies, procedures and reporting requirements.
- Requiring first aid training that includes recognizing signs and symptoms of concussion; procedures to implement in injury and suspected concussion.

Privacy

All incident information collected and maintained by PEFAC will be handled and stored in accordance with PEFAC privacy policy.

Approved by The Board of Directors, July 7, 2021:

Signed on behalf of PEFAC Board of Directors

Bill Halman, Chair

Date