



School administrators, educators, school staff, students, parents/guardians, and school volunteers all have important roles to play when it comes to concussion in schools. Read on to learn more about the role of the principal (or principal's designate).

Your role to

## Create Awareness

- ▶ Establish a process for the collection and sharing of student medical information (including previous concussion) with all teachers, coaches, intramural supervisors, etc. This is to be done at the beginning of the school year and throughout the year as needed, in order for students to participate safely in curricular, intramural and interschool activities.
- ▶ Develop the school's:
  - Emergency Action Plan
- ▶ Be knowledgeable of your school board/school's concussion policy and protocols and their impact on a student's return to school and return to physical activities.
- ▶ Provide information to staff and volunteers on the school's:
  - Emergency Action Plan
  - Injury reporting procedures and forms to be used with school administration, parents/guardians, insurance provider
- ▶ Communicate the following to teachers, coaches, intramural supervisors:
  - That prior to physical activity, medical information of students must be checked using school board/school procedures
  - The location(s) of the school's first aid kit(s). Inform school administration when supplies need replenishing.
- ▶ In-service and/or communicate to teachers and /coaches regarding:
  - School board concussion protocols – awareness, prevention, identification, management and prevention
  - Resources and school forms for implementation
  - Their role in providing information and training to students on concussion awareness and on prevention specific to the activity

Your role to

## Identify and Respond

- ▶ Inform appropriate school staff and volunteers of a student's suspected concussion.
- ▶ Obtain and file the Medical Assessment documentation provided by the parents/guardians on the results of the student's assessment (i.e., concussion diagnosis).

Your role to

## Manage and Support

- ▶ Meet with the parent/guardian (and, where appropriate, the student) to explain the stages of the Return-to-School (RTS) and Return-to-Physical Activity (RTPA) Plan that occur at home.
- ▶ Explain the importance of documenting the student's progress at home. Confirm with the parent/guardian how they will communicate the student's progress to the school (e.g., email communication, documentation form).
- ▶ Once the parent/guardian has reported that student has completed RTS Stage 2 and is ready to return to school, meet with the parent/guardian (and, where appropriate, the student) to explain the remaining stages of the RTS and RTPA Plan that occur at school, to explain the Collaborative Team, and to explain their role on the team.
- ▶ Establish the student's Collaborative Team. Identify the School Staff Lead.
- ▶ Monitor and document the student's concussion recovery at school.
- ▶ Obtain and file the Medical Clearance documentation provided by the parents/guardians before allowing the student to begin Stage 5 of the RTPA Plan.
- ▶ Ensure all required documentation is filed per school board policy.

## Additional Resources

Available at [parachute.ca/concussion](https://parachute.ca/concussion):

- **Return-to-School Strategy**
- **Parachute Concussion Resources**
- **Ophea's Ontario Physical Education Safety Guidelines - Concussions**