



Town of Whitby Policy

Policy Title:	Concussion Policy
Policy Number:	OPS 070
Reference:	Council Resolution # 422-17
Date Approved:	September 18, 2017
Date Revised:	Not Applicable
Approval:	Council
Point of Contact:	Manager of Recreation

Policy Statement

The Town of Whitby is dedicated to keeping our participants and staff safe by increasing awareness of Concussions, and assisting with the proper management of individuals with suspected and diagnosed Concussions.

Purpose

The purpose of this policy is to:

- a) Provide Concussion awareness for employees who are directly involved in sports and recreation programs and supervision of participants.
- b) Inform sports organization user groups permitting recreational facilities and sports fields that the Town of Whitby has adopted a Concussion Policy and that resources are available for their information to disseminate to their groups.
- c) Improve Concussion awareness among participants and their families.

Scope

This policy applies to employees 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.

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1 Definitions

1.1 Concussion means:

- 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.

The young brain, especially the adolescent brain, is most susceptible to Concussion and takes longer to recover than adults. Without identification and proper management, a Concussion can result in permanent brain damage and in rare occasions, even death.

2 Responsibilities

2.1 Council to:

- approve the Concussion Policy and any amendments to the Policy.

2.2 CAO and Commissioner of Community Services to:

- support the Concussion Policy and its implementation.

2.3 Manager of Recreation to:

- update the Policy should information and knowledge on Concussion Awareness and Management change.

2.4 Manager of Recreation to:

- circulate this Policy, changes and updates to program and facility supervisors.

2.5 Recreation and Facility Supervisors to:

- ensure that all employees or instructors who are directly involved with recreation programming and/or supervision of participants are made aware of this Policy.

2.6 Permit Coordinators to:

- ensure that all sports organizations permitting Town of Whitby facilities are aware of this Policy and the resources available.

3 General

- 3.1** All employees directly involved in recreation and sports programming, instruction, supervision and allocation in recreation facilities must review information about 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 and guidelines for returning to activity. Concussion awareness information will be made available on the municipal website at whitby.ca/recreation.
- 3.2** Information will be provided to participants at Municipal sport and recreation facilities. Information will include Concussion signs and symptoms as well as what to do if a Concussion is suspected.
- 3.3** A Concussion is a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that someone with a suspected Concussion be examined by either of these health care professionals.
- 3.4** In the event that an employee(s) becomes aware of a suspected Concussion, an accident/incident report will be completed by the employee(s) and submitted to their supervisor. Refer to "Pocket Concussion Recognition Tool" to learn more about how to recognize a Concussion.
- 3.5** A log will be kept to record employees who have received Concussion awareness training. This training will consist of reviewing this Policy, the Pocket Concussion Recognition Tool and watching the Concussion 101 video.

This Policy is hereby approved by Council Resolution #422-17 on this 18th day of September, 2017.