



## Description of the role of the person responsible for the application of the Concussion Management Protocol in a vocational training or adult education centre

### MEMORY AID

Your actions will make a positive contribution to the learner's safety, healing and educational success. This role should be viewed as an enhancement of the support and guidance services offered to learners.

#### What the role involves:

Your role is to inform the administration, staff, and the learner or the parents of a minor who has suffered a concussion of the tools offered by the Québec government for managing concussions. When needed, you will introduce them to these tools, encourage them to use the Tracking sheet and direct them to the available resources as the situation requires. You must also ensure that members of the staff concerned are informed when a learner who has suffered a concussion returns to the centre. Lastly, you must coordinate the actions of the school staff to ensure that the learner returns to intellectual, physical and sports activities progressively, in accordance with the procedure indicated on the Tracking sheet or, if applicable, the medical instructions obtained.

#### What the role does not involve:

It is the responsibility of the learner, or of the parents if the learner is a minor, to take the necessary steps to obtain appropriate care and to notify the various parties concerned of any health restrictions. These parties may include the centre, recreation and sports organizations, the workplace and the health care system.

#### In general:

- We recommend that you become familiar with the *Concussion Management Protocol for Educational Institutions and Recreational and Sports Activities* and the *Tracking sheet*.
- When it comes to your attention that a learner may have suffered a concussion or has been diagnosed with one, ensure that this learner has a Tracking sheet so that he or she may be aware of the entire process and can follow the steps for the progressive return to activities.
- To inform staff and the parents of a minor, simply use the communication mechanisms in place at your centre.
- You can share this role with other colleagues to ensure efficiency and continuity in the services provided to learners.

#### Available resources:

General information, Management Protocol and Tracking sheet: [www.education.gouv.qc.ca/concussion](http://www.education.gouv.qc.ca/concussion).

For more information on the Management Protocol, contact the Ministère de l'Éducation et de l'Enseignement supérieur, by telephone at 1-800-567-7902, or by email at [promotionsecurite@education.gouv.qc.ca](mailto:promotionsecurite@education.gouv.qc.ca).

For non-urgent medical questions, call Info-Santé 811, or consult a physician.

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