



Description of the role of the person responsible for promoting the tools offered by the Québec government for managing concussions in a post-secondary educational institution

MEMORY AID

This memory aid presents the main characteristics of the role and the available resources.

What the role involves:

Your role is to inform students and staff of the tools offered by the Québec government for managing concussions and, when needed, to give them these tools and direct them to the available resources. You must also ensure that, when a student who has suffered a concussion returns to the post-secondary educational institution, staff members, particularly those in charge of sports (in the case of a student-athlete) and the teachers, are informed. Your actions will make a positive contribution to the student's safety, healing and educational success. This role should be viewed as an enhancement of the services provided to students.

What the role does not involve:

Your role does not consist in getting involved in the management process or checking on the application of the protocol for a return to class or to sports activities. It is the student's responsibility to inform staff, especially his or her teachers, of health-related restrictions, fill out the Tracking sheet, take the necessary steps to obtain appropriate care and, in collaboration with the actors involved, take his or her healing process into account in the progressive return to his or her usual intellectual, physical and sports activities.

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 student may have suffered a concussion or has been diagnosed with one, ensure that this student has a Tracking sheet so that he or she may be aware of the entire process and can follow the steps.
- To inform staff, simply use the communication channels and mechanisms in place at your educational institution.
- You can share this role with other colleagues to ensure continuity in the services provided to students.

Available resources

General information, Management Protocol and Tracking sheet: 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.

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

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