



Description of the role of the person responsible for the application of the Concussion Management Protocol in an elementary or secondary school

MEMORY AID

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 support and guidance services offered to students.

What the role involves:

Your role is to inform the administration, staff and parents concerned 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, when a student who has suffered a concussion returns to the school, all school staff are informed. These will include teachers as well as other educators and staff members (particularly those in charge of sports, in the case of a student athlete). Lastly, you must coordinate the actions of the school staff to ensure that the student 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 from the parents.

What the role does not involve:

It is the responsibility of the student's parents to take the necessary steps to obtain appropriate care and to notify the various parties concerned of their child's state of health. These parties may include the school, recreation and sports organizations unconnected with the school, 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 student may have suffered a concussion or has been diagnosed with one, ensure that his or her parents have a Tracking sheet so that they may be aware of the entire process proposed and can follow the steps for the progressive return to activities.
- To inform the staff and parents concerned, simply use the communication mechanisms in place at your school.
- You can share this role with other colleagues to ensure efficiency and 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.

March 2018