MEMORY AID

Role of the person responsible for **applying the Concussion Management Protocol**

PROVIDED BY THE MINISTÈRE DE L'ÉDUCATION FOR VOCATIONAL TRAINING OR ADULT EDUCATION CENTRES



This memory aid presents the main characteristics associated with your role as the person responsible for applying the Concussion Management Protocol as well as the resources available.

What your role involves

It is recommended that you read the **Concussion Management Protocol for Use in Education, Sports and Recreational Contexts** and the **tracking sheet** to fully understand the steps involved in the strategies for returning to learning, physical and sports activities as well as the repercussions that a concussion can have on a student's ability to function in an educational setting.

Your role is therefore to:

- inform the administration, staff members, students, or the parents of a minor who has suffered a concussion, of the tools provided by the Ministère de l'Éducation for managing concussions and provide further explanations when necessary
- encourage the use of the **tracking sheet**
- direct the parties concerned to the available resources as required
- ensure that the relevant staff members are informed when a student who has suffered a concussion returns to their studies

In addition, the actions of staff members must be coordinated in accordance with the procedure for the progressive return to learning, physical and sports activities, as presented in the **tracking sheet**, or in accordance with medical advice, when applicable. Your actions will make a positive contribution to the student's safety, healing and educational success. This role should be viewed as an extension of the support and guidance services offered to learners.

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What your role does not involve

It is the responsibility of the student, or of the parents if the student is a minor, to take the necessary steps to obtain appropriate care, except when the student's condition requires emergency medical care (warning signs). The student (or their parents) is also responsible for informing the various places they frequent (educational institutions, recreation or sports organizations, workplaces, healthcare system, etc.) of the restrictions related to their health condition.

General guidelines

- When you become aware that a student may have suffered a concussion or that they have been diagnosed with one, make sure they have the **tracking sheet** on hand so that they may become familiar with the full process and can follow the steps for the progressive return to activities.
- To share information with staff members and the parents of a minor, simply use the communication mechanisms currently in place at your centre.
- You can share this role with other colleagues to ensure efficiency and consistency in the services provided to students.

Available resources

- **General Information, Concussion Management Protocol and tracking sheet:** Quebec.ca/concussion.
- **For more information on the Concussion Management Protocol:** Contact the Ministère de l'Éducation 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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Éducation Québec

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