MEMORY AID

Role of the person responsible for **encouraging the use** of concussion management **tools**



PROVIDED BY THE MINISTÈRE DE L'ÉDUCATION

FOR POST-SECONDARY EDUCATIONAL INSTITUTIONS

This memory aid presents the main characteristics associated with your role as the person responsible for encouraging the use of concussion management tools 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 students and staff members about the tools provided by the Ministère de l'Éducation for managing concussions and provide further explanations if necessary
- direct the parties concerned to the available resources as required

When a student who has suffered a concussion returns to class, you must also ensure that all school staff are informed, including teachers and non-teaching staff (particularly those in charge of sports, in the case of a student athlete). 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 services offered to students.

Votre gouvernement

Québec

What your role does not involve

Your role is not to get involved in the management process or to verify the application of the protocol for returning to the classroom or sports facilities. It is the student's responsibility to inform the staff at the educational institution, particularly their teachers, of any restrictions related to their health condition. The student will also be responsible for filling out the **tracking sheet**, taking the necessary steps to obtain appropriate care (unless their condition requires emergency medical care [warning signs]), and, in collaboration with the relevant stakeholders, respecting their capacity for recovery in the progressive return to their learning, physical and sports activities.

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.
- To share information with staff members, simply use the communication channels and mechanisms currently in place at your institution.
- You can share this role with other colleagues to ensure 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.

This content is also available in French. The *Charter of the French language*, its regulations and the **ministerial directive** govern the **consultation of English-language content**.

Éducation Québec

25-104-06A-2-ACC