MEMORY AID

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

PROVIDED BY THE MINISTÈRE DE L'ÉDUCATION

FOR ELEMENTARY OR SECONDARY SCHOOLS



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 and the parents concerned 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

When a student who has suffered a concussion returns to class, you must also ensure that all school staff are informed, including teachers and other educators (particularly those in charge of sports, in the case of a student athlete). Lastly, you must coordinate the actions of school staff with the procedure for the progressive return to learning, physical and sports activities, as presented on the **tracking sheet**, or, if applicable, with the medical advice obtained from the parents.

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What your role does not involve

It is the responsibility of the student's parents to take the necessary steps to obtain appropriate care, except when the student's condition requires emergency medical care (warning signs). The student's parents are also responsible for informing the various parties concerned, such as the school, recreation or sports organizations outside the school environment, and the healthcare system, about their child's 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 their parents have a **tracking sheet** so that they can become familiar with the full process and can follow the steps for the progressive return to activities.
- To share information with the staff members and parents concerned, simply use the communication mechanisms currently in place at your school.
- 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.

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

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