

Concussion Policy Checklist

This checklist was created to assist sports and recreation organizations develop a concussion policy. It outlines recommended components for a comprehensive concussion policy and complements the *Play Safe* resource, *Developing a Concussion Policy Information for Recreation and Sport Leaders & Organizations* which can be downloaded from: playsafeinitiative.ca/concussion-policy-guide

Administration

- Include the policy effective and renewal dates on the policy document
- The policy is on the organization website and easy to find

Be ready for an emergency

- Create, communicate and practice an Emergency Action Plan with steps for initial management after calling 911 and waiting for paramedics/first responders to arrive.
- Identify individuals certified in CPR/First Aid to respond to medical emergencies during programs, games and practices.

Ensure safe play

- When planning recreation and sports activities (in particular for younger participants), create guidelines for limiting head and body contact
- Modify rules to limit certain drills or techniques to help reduce the risk of injury
- Create guidelines for checking equipment often to ensure equipment fits correctly, is in good condition, is stored properly, and is replaced according to manufacturer's instructions.
- Create guidelines for checking indoor/outdoor sport environment prior to play to ensure flooring and field of play conditions are safe ie. flooring dry, clear of clutter, etc.
- Promote fair play including respect for self, teammates, opponents and officials.

Build the science

- Create a system for collecting and analyzing concussion injury incident data reported by participants during the season or program
- Assess changes in concussion/injury rates over sessions or seasons
- Measure changes in concussion knowledge, awareness and action among coaches, parents and participants before and after policies are implemented (or updated)

Focus on education

- Post information about concussion in all facilities (signs and symptoms; what to do for a suspected concussion)
- Host regular education sessions for participants, parents, coaches, team staff, officials and facility staff
- Include a standard pamphlet or information sheet to be distributed to all new and returning participants and their parents each season (additional resources at york.ca/concussion)

Manage return to play

- Provide information on the step-wise approach to returning to physical activities
- Adopt the International Concussion Consensus graduated return to play protocol <http://www.parachutecanada.org/downloads/resources/Concussion-ReturnToSport.pdf>
- Consider aligning with school board concussion policies for school-aged participants

PUBLIC HEALTH

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york.ca/concussion



York Region