



Tool to Identify a Suspected Concussion (Appendix D Part 1)

This tool, completed by school staff or a coach, is used to identify the signs and/or symptoms of a suspected concussion, to respond appropriately and to communicate this information and follow-up requirements to parents/guardians/caregivers. This tool may also be used for continued monitoring of the student. Complete the appropriate steps.

THIS FORM WILL GO HOME WITH THE STUDENT (Appendix D Part 1 and Appendix D Part 2)

Please include Appendix E (Home Concussion Management) home with the student as a proactive measure. The family may or may not have to use it as it will be based upon the results of the Medical Assessment Form

Student name: _____

Date: _____

Time of incident: _____ A.M. P.M.

Teacher/Coach: _____

If after a **jarring** impact to the head, face or neck, or elsewhere on the body, an impulsive force is transmitted to the head (observed or reported), and the individual (for example, teacher/coach) responsible for that student must complete these steps within this tool immediately.

Step A: Red Flags Signs and Symptoms

Check for Red Flag sign(s) and/or symptom(s). If any one or more red flag sign(s) and/or symptom(s) are present, **call 911, followed by a call to parents/guardians/emergency contact.**

___ Neck pain or tenderness

___ Severe or increasing headache

___ Double vision

___ Vomiting

___ Increasingly restless, agitated, or combative

___ Deteriorating conscious

___ Seizure or convulsion

___ Weakness or tingling/burning in arms or legs

___ Loss of consciousness

Step B: Other Signs and Symptoms

If Red Flag(s) are not identified, continue and complete the steps (as applicable) and Step E: Communication to Parent/Guardians.

Step B1: Other Concussion Signs

Check visual cues (what you see).

- Balance, gait difficulties, motor coordination, stumbling, slow labored movements
- Blank or vacant look
- Disorientation or confusion, or an inability to respond appropriately to questions
- Facial injury after head trauma
- Lying motionless on the playing surface (no loss of consciousness)
- Slow to get up after a direct or indirect hit to the head

Step B2: Other Concussion Symptoms Reported (What the Student is Saying)

Check what student reports feeling.

- Balance problems
- Blurred vision
- Difficulty concentrating
- Difficulty remembering
- Dizziness
- "Don't feel right"
- Drowsiness

- Fatigue or low energy
- Feeling like "in a fog"
- Feeling slowed down
- Headache
- More emotional
- More irritable

- Nausea
- Nervous or anxious
- "Pressure in head"
- Sadness
- Sensitivity to light
- Sensitivity to noise

At any time, if sign(s) and/or symptom(s) worsen, call 911.



Step B3: Conduct Quick Memory Function Check

Questions may need to be modified for very young students, the situation/activity/sport and/or students receiving special education programs and services. Failure to answer any one of the questions correctly may indicate a concussion. Record student responses.

- Is it before or after lunch? *Answer:* _____
- What activity/sport/game are we playing now? *Answer:* _____
- What field are we playing on today? *Answer:* _____
- What is the name of your teacher/coach? *Answer:* _____
- What room are we in right now? *Answer:* _____
- What school do you go to? *Answer:* _____

Step C: Where sign(s) observed and/or symptom(s) are reported, and/or if the student fails to answer any of the Quick Memory Function Check questions correctly then...

Actions Required:

- A concussion should be suspected;
- The student must stop participation immediately and
 - must not be allowed to return to play that day even if the student states that they are feeling better;
- The student must not:
 - leave the premises without parent/guardian (or emergency contact) supervision;
 - drive a motor vehicle until cleared to do so by a medical doctor or a nurse practitioner; and
 - take medications except for life-threatening medical conditions (for example, diabetes, asthma).

The teacher/coach informs parent/guardian/caregiver that the student needs medical assessment (as soon as possible that day) by a medical doctor or nurse practitioner.

Medical doctors and nurse practitioners are the only healthcare professionals in Canada with licensed training and expertise to diagnose a concussion; therefore, all students with a suspected concussion should undergo evaluation by one of these professionals

The teacher/coach informs the principal of incident.

The parents/guardian/caregiver must be provided with a completed copy of this form (**Appendix D Part 1**), a copy of a **Medical Assessment Form (Appendix D Part 2)**, **Return to School Home Concussion Management (Appendix E)**

Step D: If there are no signs observed, no symptoms reported, and the student answers all questions in the Quick Memory Function Check correctly but a possible concussion event was observed by a school staff member /coach

Actions Required:

- The student must stop participation immediately and;
 - must not be allowed to return to play that day even if the student states that they are feeling better;
- Principals must be informed of the incident; and
- The teacher/coach informs the parent/guardian/caregiver of the incident and that the student attends school. They require continued monitoring for 24 hours as signs and/or symptoms can appear hours or days after the incident.

If at home monitoring the parent/guardian/caregiver observes...

- any red flags emerge call 911 immediately;
- any other sign(s) and/or symptoms emerge, the student needs a medical assessment (as soon as possible that day) by a medical doctor or nurse practitioner; and
- the parent/guardian/caregiver communicate the results of the medical assessment to the appropriate school personnel using a **Medical Assessment Form Appendix D Part 2**;

OR

- if after 24 hours of monitoring and there continues to be no sign(s) and or symptom(s) emerging, the parent/guardian caregiver communicate the results to the appropriate school official using the school's process and/or form. The student is permitted to resume physical activities. **Medical clearance is not required**

The parents/guardian/caregiver must be provided with a completed copy of this form (**Appendix D Part 1**) and a copy of a **Medical Assessment Form (Appendix D Part 2)** (to use if they observe signs and need to go to a medical facility)



Step E: Communication to Parent/Guardian

Summary of Suspected Concussion Check - Indicate appropriate results and follow-up requirements.

Your child/ward was checked for a suspected concussion (that is, Red Flags, Other Signs and Symptoms, Quick Memory Function Check) with the following results:

- Red Flag sign(s) were observed and/or symptoms reported and emergency medical services (EMS) called.
- Other concussion sign(s) were observed and/or symptom(s) reported and/or the student failed to correctly answer all the Quick Memory Function Questions.
- No sign(s) or symptom(s) were reported and student correctly answered all of the questions in the Quick Memory Function Check but a possible concussion event was recognized. Student attends school, no physical activity, with continued monitoring at school and home for 24 hours. Continued monitoring is required (consult Step D).

School Contact: _____

Forms for parents/guardians to accompany this tool:

- Medical Assessment Form (Appendix D Part 2) - if signs were observed for needs to be completed.

Parent/Guardian must communicate to principal/designate one of the following:

a) Results of a Medical Assessment Form Appendix D Part 2

OR

b) No concussion sign(s) and/or symptom(s) were observed immediately after the incident or reported after 24 hour monitoring period



Medical Concussion Assessment Form (Appendix D Part 2)

The Medical Concussion Assessment Form is provided to a student that demonstrates or reports concussion signs and/or symptoms. For more information, consult the Tool to Identify a Suspected Concussion (Appendix D Part 1).

Student Name: _____ Date: _____

The student must be assessed as soon as possible by a medical doctor or nurse practitioner. In Canada, only medical doctors and nurse practitioners are qualified to provide a concussion diagnosis. Prior to returning to school, the parents/guardians/caregiver must inform the school principal of the results of the medical assessment.

Results of Medical Assessment:

- My child has been assessed and a concussion has not been diagnosed and therefore may resume full participation in learning and physical activity without any restrictions.
- My child has been assessed and a concussion has been diagnosed and therefore must begin a medically supervised, individualized, and gradual Return to School Plan (RTSP) which includes a Return to Learn (RTL) and a Return to Physical Activity (RTPA). We will begin to follow **Appendix E Home Concussion Management**.
- My child has been assessed and a concussion has not been diagnosed but the assessment led to the following diagnosis and recommendations.

Medical doctor/nurse practitioner

Name: _____ Phone Number: _____
(Please print)

Signature: _____ Date: _____

Parent/Guardian/Caregiver

Signature: _____ Date: _____