

## SCHOOL CONCUSSION TRAINING PLAN

Personnel to be Trained	Concussion Components				Method/Strategy for Informing	When - Date	Who is Responsible	Resources
	Awareness	Prevention	Identification	Management R2L      R2PA				
School administrators (Principals, Vice-Principals)	x	x	Need to know signs and symptoms. Initial response for conscious and unconscious student.	X	X			-Dr. Mike Evans 'Concussion Management and Return to Learn'
Classroom Teachers	X		-Signs & Symptoms - Initial response for unconscious, conscious	X - If member of the collaborative team.				-Dr. Mike Evans 'Concussion Management and Return to Learn'
Classroom Teachers (Phys. Ed.)	x	x- AP 200.08	-Signs & Symptoms - Initial response for unconscious, conscious	X - If member of the collaborative team.	X - If member of the collaborative team.			-Dr. Mike Evans 'Concussion Management and Return to Learn'
Coaches -internal	x	X – AP 200.08	-Signs & Symptoms - Initial response for unconscious, conscious -Staff members who are supervising activities off-site or outside of regular school hours must have ready access to Appendix A and B		X - If member of the collaborative team.			-Dr. Mike Evans 'Concussion Management and Return to Learn'
Occasional Teachers -LTO -Supply	x		-Signs & Symptoms - Initial response for unconscious, conscious	X - If member of the collaborative team.				
Early Childhood Educators (ECEs)	x		-Signs & Symptoms - Initial response for unconscious, conscious	X - If member of the collaborative team.				-Dr. Mike Evans 'Concussion Management and Return to Learn'
EA's	x		-Signs & Symptoms - Initial response for unconscious, conscious	X - If member of the collaborative team.				-Dr. Mike Evans 'Concussion Management and Return to Learn' (link through e-mail)

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Secretaries	x		-Signs & Symptoms - Initial response for unconscious, conscious					
Custodians Caretakers Maintenance	x		-Signs & Symptoms - Initial response for unconscious, conscious					
Noon hour supervisors	x		-Signs & Symptoms - Initial response for unconscious, conscious					
Volunteer Coaches	x	X – AP 200.08	-Signs & Symptoms - Initial response for unconscious, conscious -Volunteers who are supervising activities off-site or outside of regular school hours must have ready access to Appendix A and B		X - If member of the collaborative team.			
Volunteers -Classroom -Field Trips	x							
Students	x	x (students playing on sports teams)						
Parents	x							

**NOTE - Initial Response:**

- The school staff member on site completes the initial response
- Staff members who are supervising activities off-site or outside of regular school hours must be aware of the Emergency Action Plan and must have ready access to:
  - *Tool to Identify a Suspected Concussion* (Appendix A)
  - Concussion Passport for BHNCD SB (Appendix B)
- Anyone (staff, volunteer, student, parent...) may have to be in-serviced on both the R2L and R2PA plan based on the role and responsibility in dealing with a concussed student