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September 5th, 2017

Attention: all coaches and supervisors of team sports

Thank you for volunteering to coach and supervise our students during physical activities this year. We cannot run our extensive extra-curricular programming opportunities for students without the commitment of time, expertise and effort from our volunteers.

The provincial curriculum for Physical and Health Education K-12 emphasizes active and healthy lifestyle choices. As part of our commitment to ensuring all of our students are healthy and able to participate in a safe and supportive learning environment, we are requiring all our coaches and supervisors of athletic activities to have completed the *Concussion Awareness Training Tool* and the *Respect in Schools* training. Both training programs are available online and can be completed at your own pace. They are Canadian designed programs that are updated regularly.

The *Concussion Awareness Training* is an approximately 30 minute online training that includes video and scenarios on recognizing and responding to possible concussion situations. It includes a concussion recovery plan with clear steps to follow. It is available online at www.cattonline.com, under "Parents, Players and Coaches" and is free. Please provide the school with a copy of your certificate of completion. You will need to complete this training once per year, as information in the course is updated regularly.

The *Respect in Schools* training is an approximately 2.5 hour online training that addresses bullying, harassment and how to respond to incidents. Some people will have completed one or more of the *Respect in ...* courses in another context. If you have completed any of the *Respect in...* training modules for another organization, you do not need to recertify. Please provide your school with a copy of your certificate of completion from any *Respect in...* program you completed (certificates are stored on their website and can be reprinted). For new users, set up your profile at <https://mb-rischool.respectgroupinc.com/> and choose *Respect in Schools* as your course. Once completed, please provide a copy of the certificate of completion to your school. This only needs to be done once.

Thank you again for supporting our students.



Monica Biggar

Assistant Superintendent

At home

Do not leave your child alone. Keep them in a calm environment. Do not let your child drive or return to activities.

Do not give your child any medication unless directed by a doctor. There is evidence that some medications can worsen concussion symptoms and could increase potential risks associated with brain injuries.

CALL 911 if the child shows any of these Red Flag Symptoms at any time.

RED FLAG SYMPTOMS		
You see: <input type="checkbox"/> Repeated vomiting <input type="checkbox"/> Seizure or convulsion <input type="checkbox"/> Deteriorating or loss of consciousness	The child complains of: <input type="checkbox"/> Neck pain <input type="checkbox"/> Double vision <input type="checkbox"/> Weakness or tingling/burning in the arms or legs <input type="checkbox"/> Severe or increasing headache	The child is showing: <input type="checkbox"/> Unusual behavior <input type="checkbox"/> Increasing confusion or irritability

Monitor for signs and symptoms

If your child shows one of the following symptoms, seek medical attention as soon as possible.

Thinking and Remembering	Physical	Emotional and Mood	Sleep
<input type="checkbox"/> Not thinking clearly <input type="checkbox"/> Feeling slowed down <input type="checkbox"/> Unable to concentrate <input type="checkbox"/> Unable to remember new information	<input type="checkbox"/> Headache <input type="checkbox"/> Fuzzy or blurry vision <input type="checkbox"/> Nausea and vomiting <input type="checkbox"/> Dizziness <input type="checkbox"/> Sensitivity to light or noise <input type="checkbox"/> Balance problems <input type="checkbox"/> Feeling tired or having no energy	<input type="checkbox"/> Easily upset or angered <input type="checkbox"/> Sad <input type="checkbox"/> Nervous or anxious <input type="checkbox"/> More emotional	<input type="checkbox"/> Sleeping more than usual <input type="checkbox"/> Sleeping less than usual <input type="checkbox"/> Having a hard time falling asleep

Continue to monitor and record information

Signs and symptoms can be delayed for several hours or even days following a concussion incident. Problems caused by a head injury can get worse later that day or night. Your child should not be left alone in the first 24 hours.

If your child's symptoms are getting worse or they develop new symptoms seek medical attention as soon as possible.

The first night

A child with a concussion should not be left on their own during the first night.

Throughout the night they should be checked regularly – but not woken. A parent should sleep in the same room as the child and check on them every two hours. Only wake the child if you have concerns about their breathing, colour, or how they are sleeping. If they are slow to wake or show any of the **Red Flag Symptoms** call 911.

If they are sleeping normally then let them sleep. Sleep is an important part of the recovery process.

You know your child best. If they are showing any unusual behaviour seek medical attention.

Questions to Ask Your Doctor

If you suspect your child may have a concussion, you should see your doctor right away. This is a list of questions you can take with you.

Caring for my child

What kind of medication can I give my child? _____

Does someone need to be with my child at all times? _____

What my child can do

Can my child eat? Will they have an upset stomach? _____

What kind of activities can my child do at this stage of their recovery? _____

Can my child read/use the computer/play video games? _____

When can my child go back to school or work? _____

When can my child return to physical activity? _____

Can my child drive? _____

Symptoms

What symptoms should I be watching for? _____

How soon will symptoms begin to improve? _____

How long will these problems last? _____

The risks

What is the risk of a future concussion? _____

What is the risk of long term complications? _____

Follow-up with the doctor

When should we come back to see you? _____

Under what circumstances should I call you? _____

Should a specialist be consulted? _____

Are there any resources you recommend? _____

Additional questions: _____

Return to Sport

This tool is a guideline for managing an individual's return to sport following a concussion and does not replace medical advice. Timelines and activities may vary by direction of a health care professional.

STAGE 1:	STAGE 2:	STAGE 3:	STAGE 4:	STAGE 5:	STAGE 6:
No sporting activity Physical and cognitive rest until symptoms start to improve OR after resting for 3 days max.	Light aerobic exercise Walking, swimming, stationary cycling. No resistance training. The pace of these activities should be at the point where you are still able to have a conversation.	Sport-specific exercise Skating drills (ice hockey), running drills (soccer). No head-impact activities.	Non-contact drills Progress to complex training drills (e.g. passing drills). May start resistance training.	Full-contact practice Following medical clearance participate in normal training activities.	Back in the game Normal game play
Recovery	Increase heart rate	Add movement	Exercise, coordination, cognitive load	Restore confidence; assess functional skills	
Symptoms improve or 3 days rest max? Yes: Move to stage 2 No: Continue resting Time & Date completed: _____	Symptom-free for 24 hours? Yes: Move to stage 3 No: Return to stage 1 Time & Date completed: _____	Symptom-free for 24 hours? Yes: Move to stage 4 No: Return to stage 2 Time & Date completed: _____	Symptom-free for 24 hours? Yes: Move to stage 5 No: Return to stage 3 Time & Date completed: _____	Symptom-free for 24 hours? Yes: Move to stage 6 No: Return to stage 4 Time & Date completed: _____	Note: Premature return to contact sports (full practice and game play) may cause a significant setback in recovery.

If symptoms reappear at any stage, go back to the previous stage until symptom-free for 24 hours. You may need to move back a stage more than once during the recovery process.

BOTH TOOLS CAN PROGRESS IN PARALLEL HOWEVER, RETURN TO LEARN SHOULD BE COMPLETED BEFORE RETURN TO SPORT IS COMPLETED

Medical clearance required before moving to stage 5

www.cattonline.com



BC INJURY research and prevention unit
www.bcinjuryresearch.ca

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Return to Learn

This tool is a guideline for managing a student's return to school following a concussion and does not replace medical advice. Timelines and activities may vary by direction of a health care professional.

AT HOME		AT SCHOOL			
STAGE 1:	STAGE 2:	STAGE 3:	STAGE 4:	STAGE 5:	STAGE 6:
<p>Physical & cognitive rest</p> <ul style="list-style-type: none"> • Basic board games, crafts, talk on phone • Activities that do not increase heart rate or break a sweat <p>Limit/Avoid:</p> <ul style="list-style-type: none"> • Computer, TV, texting, video games, reading <p>No:</p> <ul style="list-style-type: none"> • School work • Sports • Work • Driving until cleared by a health care professional 	<p>Start with light cognitive activity:</p> <p>Gradually increase cognitive activity up to 30 min. Take frequent breaks.</p> <p>Prior activities plus:</p> <ul style="list-style-type: none"> • Reading, TV, drawing, Lego • Limited peer contact and social networking <p>Contact school to create return to learn plan.</p> <p>No:</p> <ul style="list-style-type: none"> • School attendance • Sports • Work 	<p>Back to school part-time</p> <p>Part-time school with maximum accommodations.</p> <p>Prior activities plus:</p> <ul style="list-style-type: none"> • School work at school as per return to learn plan <p>No:</p> <ul style="list-style-type: none"> • P.E., physical activity at lunch/recess, homework, testing, sports, assemblies, field trips <p>Communicate with school on student's progression.</p>	<p>Part-time school</p> <p>Increase school time with moderate accommodations.</p> <p>Prior activities plus:</p> <ul style="list-style-type: none"> • Increase time at school • Decrease accommodations • Homework – up to 30 min./day • Classroom testing with adaptations <p>No:</p> <ul style="list-style-type: none"> • P.E., physical activity at lunch/recess, sports, standardized testing <p>Communicate with school on student's progression.</p>	<p>Full-time school</p> <p>Full days at school, minimal accommodations.</p> <p>Prior activities plus:</p> <ul style="list-style-type: none"> • Start to eliminate accommodations • Increase homework to 60 min./day • Limit routine testing to one test per day with adaptations <p>No:</p> <ul style="list-style-type: none"> • P.E., physical activity at lunch/recess, sports, standardized testing 	<p>Full-time school</p> <p>Full days at school, no learning accommodations.</p> <ul style="list-style-type: none"> • Attend all classes • All homework • Full extracurricular involvement • All testing <p>No:</p> <ul style="list-style-type: none"> • full participation in P.E. or sports until <i>Return to Play</i> protocol completed and written medical clearance provided
<p>Rest</p> <p>When symptoms start to improve OR after resting for 3 days, BEGIN STAGE 2</p>	<p>Gradually add cognitive activity including school work at home</p> <p>Tolerates 30 min. of cognitive activity, introduce school work at home</p> <p>BEGIN STAGE 3</p>	<p>School work only at school</p> <p>Tolerates 120 min. of cognitive activity in 30-45 min. intervals, BEGIN STAGE 4</p>	<p>Increase school work, introduce homework, decrease learning accommodations</p> <p>Tolerates 240 min. of cognitive activity in 45-60 min. intervals, BEGIN STAGE 5</p>	<p>Work up to full days at school, minimal learning accommodations</p> <p>Tolerates school full-time with no learning accommodations BEGIN STAGE 6</p>	<p>Full academic load</p> <p><i>Return to Learn</i> protocol completed, focus on RETURN TO PLAY</p>

Note: A student is tolerating an activity if symptoms are not exacerbated.

Adapted from the Return to Learn protocol by G.F. Strong School Program (Vancouver School Board), Adolescent and Young Adult Program, G.F. Strong Rehabilitation Centre.