

## Concussion Policy

DOCUMENT CONTROL			
<b>Document Owner</b>	Compliance Manager	<b>Last Review Date</b>	Nov 2022
<b>Version</b>	1.2	<b>Approved by</b>	CST Executive
<b>Status</b>	Endorsed	<b>Next Review Date</b>	Nov 2025

### 1. Purpose

- 1.1. The purpose of this Policy is to ensure that everyone involved in sport and co-curricular at Christian Schools Tasmania with a suspected concussion receive timely, appropriate advice and care to enable them to safely return to everyday activities and sports.
- 1.2. The objectives of this Policy are to provide coaches, workers, staff, carers, volunteers and parents with appropriate information and resources to:
  - understand what concussion is in particular for children;
  - recognise a concussion;
  - manage a suspected concussion;
  - know where to get more information about concussion.

### 2. Scope

- 2.1. This Policy applies to all CST students involved in sport and co-curricular programs.

### 3. Policy

- 3.1. **Definition of a concussion:** a concussion is a brain injury that occurs from impact to a player's head, either through collision with another player (which includes whiplash from body contact) or with the ground. Whilst the skull is in place to protect the brain, in a high impact collision, the brain can move back and forward within the skull, causing temporary dysfunction. A concussion is not always an immediate injury, and sometimes the symptoms may not present themselves until hours after the initial impact.
- 3.2. **Responsibilities:**
  - 3.2.1. Students:
    - appropriate with their age and stage of development, report any potential concussion symptoms they experience;
    - report if they suspect a teammate or fellow student has a concussion;
    - follow any medical advice they receive.
  - 3.2.2. Parents:
    - notify CST of a concussion that occurs outside of school-organised events or where the school would not reasonably have had knowledge of a concussion;
    - should ensure their child does not participate in training or matches prior to receiving medical clearance;
    - should ensure that a medical clearance is obtained prior to their child returning to school if referred to a medical doctor.

### 3.2.3. Principals:

- regularly communicate this policy to staff and parents;
- ensure that parents are notified of a concussion that occurs at school or during sporting or co-curricular events;
- review policies and practices;
- ensure adequate staff are trained to administer first aid.

### 3.3. Concussion management:

#### 3.3.1. There are three steps of Concussion Management:

- Step 1 - Recognise a suspected concussion.
- Step 2 - Remove the student from the situation to a safe location.
- Step 3 - Refer the student to a medical doctor for assessment.

#### 3.3.2. Step 1 - Recognise a suspected concussion:

3.3.2.1. All stakeholders, including students/players, teachers/coaches and trainers, are responsible for recognising and reporting students with suspected concussion symptoms. Watch for when a student collides with:

- another player
- a piece of equipment
- the ground

#### 3.3.2.2. Visual clues of a suspected concussion can include:

- lying motionless on the playing surface
- getting up slowly after impact
- confusion, being disorientated or unable to respond appropriately to questions
- having a blank or vacant stare
- having balance or coordination problems
- memory impairment
- having a face or head injury

#### 3.3.2.3. Symptoms that suggest a concussion include:

- headache or feeling pressure in the head
- dizziness
- drowsiness
- 'don't feel right'
- ongoing vomiting
- blurry or double vision
- sensitivity to light and/or noise
- excessive drowsiness

### 3.3.3. Step 2 - Remove the child from the situation to a safe location:

1. The injured student should be assessed using basic first aid principles (danger, response, airway, breathing and circulation).
2. Care must be taken with the injured person's neck, which may have been injured in the collision.
3. Do not move the injured student unless competent and trained to do so.
4. Use the Concussion Recognition Tool 5 or the AFL HeadCheck App to identify a suspected concussion.
5. The injured student should be reviewed by a registered medical practitioner if a concussion is suspected.
6. During the assessment of the injured student if there are any signs or symptoms considered 'red flags' (e.g. neck pain, loss of consciousness, confusion, vomiting, worsening headache), an ambulance must be called immediately. If in any doubt, call an ambulance.
7. The injured student must be closely monitored and should not be left alone following the injury – such advice is to be made to the parents.

### 3.3.4. Step 3 - Refer the student to a medical doctor for assessment:

- A student who has sustained a concussion or suspected concussion and is referred to a medical doctor for assessment should not be permitted to return to play (including competition and training) until cleared by a medical practitioner.
- The priority when managing concussion in children should be returning to school and learning, ahead of returning to sport.
- Parents should discuss with their General Practitioner and the student's school an appropriate return to school and play strategy.

3.4. **Continuous improvement:** CST, in consultation with all staff (as outlined in the WHS Policy), will regularly monitor, evaluate and review this Policy, any related guidelines, procedures and relevant records to ensure continuous improvement of first aid management.

## 4. **References and Additional Related Documents**

- CST's Work Health and Safety Policy
- CST's Privacy Policy
- AFL Concussion Guidelines
- Sports Medicine Australia
- Concussion Recognition Tool 5
- NSW Department of Education Sports Safety Guidelines

## 5. **Record Keeping**

5.1 This Policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

5.2 The master copy is kept in <https://www.cst.tas.edu.au/services> under Policy Documents, online in read-only in PDF form. Any printed or downloaded copies are deemed uncontrolled.

## GENERAL DEFINITION OF TERMS:

Where referred to in this document:

**Christian Schools Tasmania (CST)** means an association of Christians who, through their Board of Directors, are legally responsible for Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

**The School** refers to the CST school to whom the Policy applies.

**The Board** means the Board of Directors of Christian Schools Tasmania.

**Executive** is a forum including the Chief Executive Officer, Principals and the Business Manager.

**Chief Executive Officer (CEO)** is the person appointed to the position of Chief Executive Officer of the Association, or a person acting from time to time in that position.

**Principal** means the person charged with responsibility for the operation of an Association school, or a person acting from time to time in that position.

**Compliance Manager** is the person appointed to the position of Compliance Manager of the Association, or a person acting from time to time in that position.

**Business Manager** is the person appointed to the position of Business Manager of the Association, or a person acting from time to time in that position.

**Manager** means a person appointed to a managerial position within CST.

**Staff** is any person either employed by CST either on a casual, part-time or permanent basis as well as volunteers, contractors and sub-contractors engaged in working at a CST School.

**Parent** is a person who is the legal guardian of a child enrolled at a CST school.

**Child** means any student enrolled at a CST school.