



<b>Carrickfergus Grammar School policy on:</b>	<b>Concussion</b>
<b>Date implemented:</b>	25 November 2015
<b>Review date / led by:</b>	1 December 2016/Principal
<b>Consulted:</b>	Board of Governors Parents' Association PE Department
<b>Allied School Policies:</b> Child Protection, Pastoral Care and Staff Development.	

### **Mission statement**

In accordance with DE Circulars 2014/12 and 2015/7 Carrickfergus Grammar School recognises its statutory duty to safeguard and promote the welfare of pupils as set out in Article 17 of the Education and Libraries (Northern Ireland) Order 2003. The school recognises in particular the importance of its role with regard to concussion recognition and management and the attendant need to ensure that staff, pupils and parents are aware of the associated risks and responses as per advice issued by the Minister for Education in his issue of 12 November 2013.

### **Aims**

- To safeguard and promote the welfare of pupils;
- To educate staff, pupils and parents as to the potential for concussive injury in daily life;
- To make staff, pupils and parents aware of concussion recognition and management;
- To make staff, pupils and parents aware of the risk of *Second Impact Syndrome* (SIS);
- To act on advice issued by DE and to embrace guidance made available by other relevant external agencies (e.g. IRB/IRFU).

### **Roles and Responsibilities**

- It is the responsibility of the Board of Governors to establish, issue and review annually the school's policy on Concussion;
- It is the responsibility of the Principal to disseminate the policy as appropriate to staff, pupils and parents;
- It is the responsibility of all staff members to be cognisant of the policy and to follow it.

### **Practice and Protocol**

- Pupils will be briefed annually on recognising signs of possible concussion in themselves and others and on what action to then take;
- Parents will be advised annually about monitoring and responding to instances of suspected concussion in their children;
- Staff will be trained annually in the use of the *Pocket CONCUSSION RECOGNITION TOOL™*.
- The *Pocket CONCUSSION RECOGNITION TOOL™* will be available in school and used as an initial non-professional assessment tool in all cases where concussion is suspected;
- All school kit-bags and First Aid kits will contain a copy of the *Pocket CONCUSSION RECOGNITION TOOL™* for ready reference.

- In the event of use of the *Pocket CONCUSSION RECOGNITION TOOL™* indicating a possible concussion the following will pertain:
  - The pupil will be removed to a safe environment;
  - A parent/guardian will be informed and told that their son/daughter should be referred to a medical professional for diagnosis and guidance and return to activity decisions, even if symptoms resolve;
  - The pupil will remain under staff supervision until in parental care.
  
- If *any* of the following symptoms are reported urgent medical assessment will be sought:
  - Complaint of neck pain;
  - Increasing confusion or irritability;
  - Repeated vomiting;
  - Seizure or convulsion;
  - Weakness or tingling/burning in arms or legs;
  - Deteriorating conscious state;
  - Severe or increasing headache;
  - Unusual behaviour change;
  - Double vision.
  
- In the event of use of the *Pocket CONCUSSION RECOGNITION TOOL™* indicating a possible concussion whilst taking part in a school team sport the following will pertain in addition to the above. The school is also committed to participation in the Irish Rugby Football Union *RISUS* (Rugby Injury Surveillance in Ulster Schools) project:
  - An IRFU *Serious Injury Form* will be completed and forwarded to Head of PE;
  - Head of PE shall retain one copy for records and reference and forward a copy to IRFU;
  - The pupil shall be given an individualised copy of the IRFU *Graduated Return to Play* protocol and this shall be recorded by the supervising member of staff;
  - The *Graduated Return to Play* protocol shall be followed by school staff;
  - All staff will be informed at the earliest opportunity that a pupil has sustained a concussion;
  - In the event of a concussion being sustained on a day before a normal school day the pupil's parent shall be advised to keep their child out of school on the following day and under their supervision;
  - The pupil shall only be permitted to return to a full range of activities after the graduated time-line has been followed and on receipt of the written consent of parent/guardian.
  - The Head of Year, Heads of Department and subject teachers shall be made aware that a Graduated Return to Learning may be appropriate for the injured pupil and that this must be borne in mind with regard to the cognitive activity required for normal functioning in a learning environment. Any future advice from DE on this matter shall be blended into this policy. In the meantime the text of the communication to staff shall be as follows:

*Name and Registration Group of Pupil has recently been diagnosed as suffering from concussion and **must not** participate in any physical activities for a period of 14 days from the date of this email. Concussion can impair cognitive function for an unspecified period and this must be borne in mind as they return to learning. Be watchful for continued or returning symptoms of concussion in **name of pupil** as set out in the *Pocket CONCUSSION RECOGNITION TOOL™*. If you have any concerns about **name of pupil** in this regard you must report them immediately to Head of Year or a member of the school's Leadership Team. A Graduated Return to Learning Programme may then be arranged in consultation with parents and/or medical professionals.*

#### **Literature and documents**

- DENI Circular 2014/12;
- *Pocket CONCUSSION RECOGNITION TOOL™*
- *Recognise and Remove* brochure (DENI/DCAL 2014);
- Associated *Recognise and Remove* poster information.