

### AP 315 - STUDENT ILLNESS/INJURY/CONCUSSION

#### Background

Care must be exercised when incidents to students occur. Wherever possible, personnel with first aid training are encouraged to examine the student to determine the nature and extent of the illness or injury before proceeding further. Where no such person is immediately available, a staff member or Administrator shall act as a reasonable parent in using his/her own judgment in what is best for the child.

#### Procedures

1. Before treating minor injuries in school, school personnel are to check verbally or from the child's record card whether there are any allergies that may affect the child's treatment.
2. Where the illness/injury appears to warrant further medical attention, in particular head injuries, the parent is to be phoned, and they are to direct the school staff as to what action they deem appropriate (someone will collect the child to be taken to the hospital, etc.).
3. Where a parent is unavailable, and the situation appears to warrant it, the Principal shall act in loco parentis, and take such action as deemed appropriate, including, where necessary, consultation with the child's physician.
4. Where a parent authorizes it, or in their absence, the Principal deems it necessary, the Principal may authorize transportation of the student to a doctor or hospital. The driver may be reimbursed for travel expenses in accordance with District procedures on submission of an expense claim.
5. If a child, upon initial examination, is suspected of having a serious injury, the child shall not be moved except where required by external dangers. Someone with first aid training or a medical practitioner is to be called to the scene. The injured person is to be made as comfortable as possible and is not normally to be left unattended during this period.
6. Where the injury is determined to be severe, the attending staff member is to call 911 for Emergency Medical Services and a staff member may be assigned to accompany the ambulance.
7. In all cases where medical treatment is administered to a child on or off the school premises, the parents are to be informed by phone as soon as possible.
8. Incidents which might possibly require the service of a doctor, nurse or other trained person shall be reported as soon as possible after the incident, providing full particulars ([Incident Report](#)).

## CONCUSSION PROTOCOL

Concussion awareness is the joint responsibility of parents, students, school staff and the community. A concussion is a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that a student with a suspected concussion be examined by a medical professional.

### Procedures

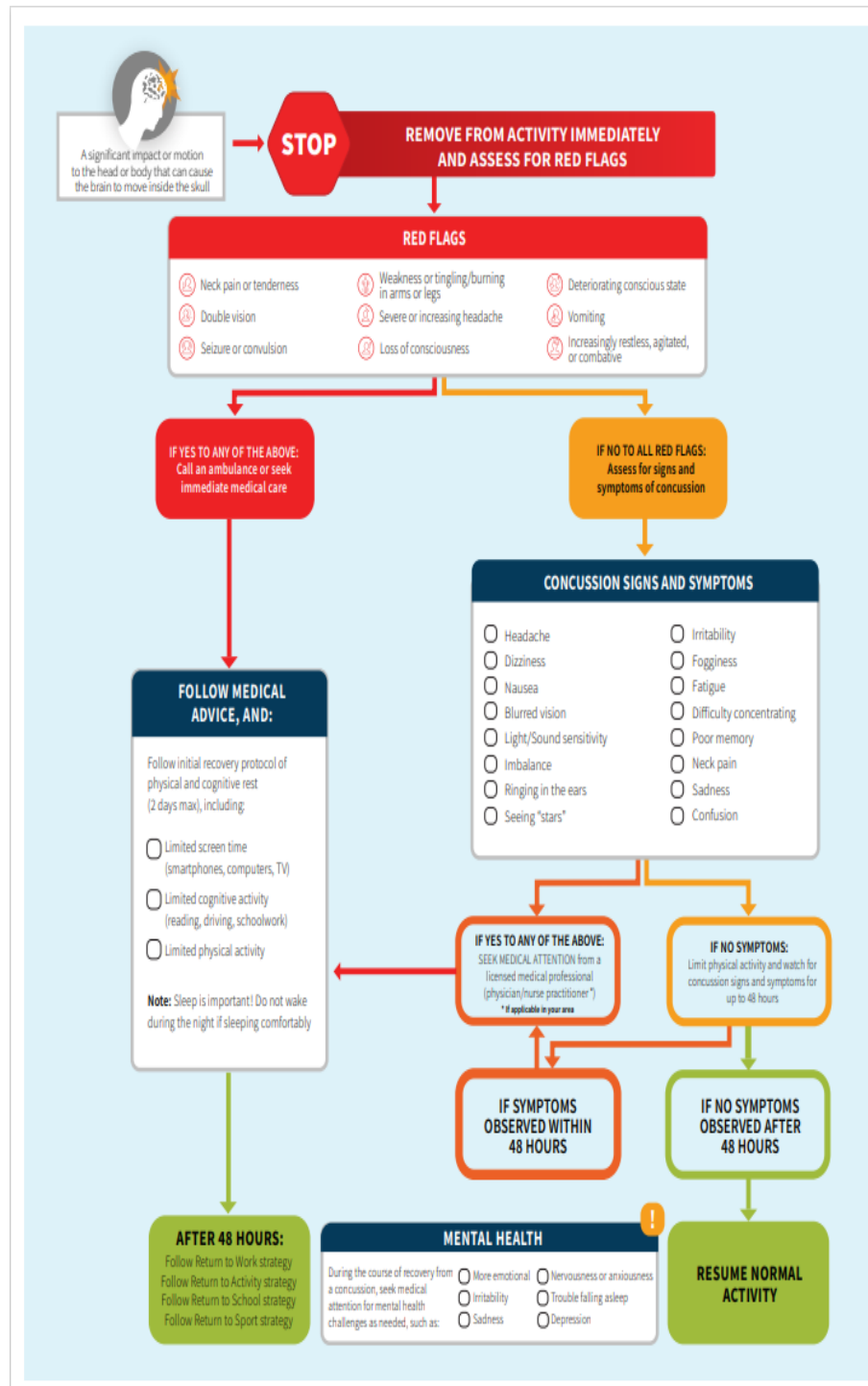
1. If a student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull, and as a result may have suffered a concussion, the individual (e.g., teacher/coach) responsible for that student must take immediate action.
2. If you suspect a student may have a concussion, the student should stop playing the sport or activity right away.
3. They should not be left alone and should be seen by a doctor as soon as possible that day.
4. If a student loses consciousness for more than a minute, call an ambulance to take them to the hospital immediately. Do not move them or remove athletic equipment like a helmet; wait for paramedics to arrive.
5. Anyone with a suspected concussion should not go back to play that day, even if they say they are feeling better. Problems caused by a head injury can get worse later that day or night.
6. They should not return to activity until they have been seen by a doctor.
7. If an individual has a suspected concussion their parents should be contacted and advised of the potential concussion and advised that the individual should see a doctor that day.
8. If an individual has experienced a concussion or suspected concussion while participating in activities in the community the parent/guardian needs to advise school staff of the concussion or suspected concussion.

### Additional resources and training available at:

<https://www.healthlinkbc.ca/illnesses-conditions/injuries/concussion>

<https://injuryresearch.bc.ca/concussion-awareness-training-tool/>

# CONCUSSION AWARENESS, RESPONSE AND MANAGEMENT FLOW CHART



Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act  
Good Samaritan Act  
School Regulation 265/89

Adopted: September 1, 2018  
Revised: September 26, 2023