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Town of Aurora
Policy
Community Services

Contact: Manager, Recreation Services

Approval Authority: Chief Administrative Officer

Effective: February 24, 2025

Concussion Awareness Policy

Purpose

The Concussion Awareness Policy outlines the Town of Aurora's commitment to ensuring the health and safety of all participants in recreation and sport programs. The purpose of this policy is to:

- Promote an understanding of concussion awareness and related risks among Town residents and visitors
- Educate recreation facility users on the risks associated with concussions in recreation and sport, how to identify concussion related symptoms, and how to effectively respond to suspected concussions
- Ensure that Town of Aurora ("Town") employees and contracted service providers directly involved in the delivery of Town recreation program instruction will be knowledgeable in concussion related symptoms and trained to properly address a suspected concussion

Scope

This policy applies to all Town Community Services employees, volunteers, third party / contracted service providers who deliver recreation programs and services on behalf of the Town to Aurora residents.

Definitions

A **Concussion**, is defined in the [Ontario's Policy and Procedure Memorandum 158- Ontario Ministry of Education](#) as:

- May be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull,
- Can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness),
- Repeat concussions can result in brain swelling or permanent brain damage,
- Since concussions can only be diagnosed by a medical doctor or a nurse practitioner,

educators, staff, and volunteers should not make the diagnosis of concussion.

Staff

Part-time, casual and temporary employees of the Town, and includes contract staff and volunteers of the Town; anyone delivering recreation programs and services for the Town.

Management

A full-time employee of the Town that is responsible for management and supervision of staff.

Community Services Leadership Team

The Director of Community Services, and the Community Services Management Team.

Facility / Facilities

Any Town owned/or operated park, community centre, sports field/diamond, or any other property in which the Town operates recreation programs and services.

Community Services

The Community Services Department for the Town.

Recreation Facility User

Any individual (or the parent / guardian for participants under the ages of 18) who utilizes the Town of Aurora facilities for services, which may include but not limited to program participants, individuals with memberships, drop-in users, sport groups and spectators, rental groups / permit holders and their participants, staff volunteers, spectators and guests.

Policy

This policy is designed to provide the Town staff listed in the Scope section with guidance and direction on how to effectively respond to suspected concussions due to signs and symptoms or with concussions diagnosed by a certified health care practitioner that are disclosed by a participant or their guardian. The Town recognizes that they are not the subject matter experts in concussions, nor are they trained and certified to diagnose whether a participant has a concussion. The intent of the policy is to ensure that Town staff uphold the integrity of concussion awareness principles through the mindset of not causing further harm, and to support any work done that promotes a pathway to recovery. Town staff will redirect participants to the subject matter experts for further education and resources.

The policy owner will be responsible for the management and maintenance of the standard operating procedure, and Management will train staff on the policy and standard operating procedures.

Responsibilities

All Staff

- Participate in concussion awareness training as required and to implement the Town's Concussion Awareness policy and standard operating procedures when providing customer service to the community.
- Provide accommodations through program plan modifications, provide education resources to staff, and to increase concussion awareness to other stakeholders (e.g., participant, parent or guardian)
- Notify parent or guardian of participants who are under the age of 18 if a possible concussion occurs during a Town program

Management

- Train staff on the Concussion Awareness policy and standard operating procedures, including but not limited to how to identify a suspected concussion, concussion signs and symptoms, provide accommodations through program plan modifications, provide education resources to staff, and to increase concussion awareness to other stakeholders (e.g., participant, parent or guardian)

Community Services Leadership Team

- Endorse the Town's Concussion Awareness policy and ensure that all staff and management are applying the policy in the workplace

Recreation Facility Users

- Be aware of concussions in recreation and sport, how to identify a suspected concussion, concussion signs and symptoms, and the need for program plan modifications to ensure that participants can gradually heal and not place unnecessary strain to the body that may cause further injury
- Notify staff of any recent incidences or injuries related to concussions prior to the start of each program they attend and to request for program accommodations as required

Monitoring and Maintenance

CAO / directors / managers / supervisors and employees should work collaboratively to resolve issues related to this policy. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational requirement is subject to an investigation and discipline deemed appropriate by their immediate supervisor, Human Resources, the Town Clerk and / or CAO.

This policy will be reviewed two years from its effective or revision date, in accordance with the Town of Aurora's policy maintenance schedule.

References

- [Parachute - Canada's national charity dedicated to injury prevention.](#)
- [Region of York - Concussions](#)
- [Government of Ontario - Rowan's Law](#)
- [Government of Ontario – Policy / Program Memorandum 158](#)