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Town of Aurora

## Standard Operating Procedure

Community Services

Contact: Manager, Recreation Services

Effective/ Updated: May 5, 2025

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## Responding to suspected concussions in participants during recreation programs and services

### Framework:

Policy Scope	Clarification
<ul style="list-style-type: none"><li>Guidance and direction on how to effectively respond to suspected concussions due to signs and symptoms.</li></ul>	<ul style="list-style-type: none"><li>Staff are not leading experts in concussion, nor do they have the certification and training to diagnose individuals with concussions.</li><li>Staff will provide first aid assessment and treatment based on their respective levels of training and follow the Standard Operating Procedure as follow-up.</li></ul>
<ul style="list-style-type: none"><li>Guidance and direction on how to effectively respond to suspected concussions due to participant or parent/guardian disclosure of a diagnosis by a certified health care practitioner.</li></ul>	<ul style="list-style-type: none"><li><b>It is the participant or parent/guardian's responsibility</b> to disclose any known health related issues that might impact their safety, well-being, or ability to participate in programs and services.</li><li>Staff are not required to track incidents, keep an up-to-date injury database, or transfer case information to other programs within Divisions or other Divisions within Community Services.</li></ul>
<ul style="list-style-type: none"><li>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.</li></ul>	<ul style="list-style-type: none"><li>Staff are required to act when they observe suspected concussion signs and symptoms.</li><li>Staff are not mandated to initiate and manage Return to Play protocols, but staff may follow a Return to Play protocols if it is provided by the individual or their parent/guardian.</li><li>Staff will provide guidance and recommendations to the participant or their parent/guardian, however if the participant or their parent/guardian refuse to follow or abide</li></ul>

	by the recommendations, then staff will not refuse access to programs and services.
<ul style="list-style-type: none"> <li>• Redirect participants to the subject matter experts for further education and resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are to strongly recommend that participants seek medical attention from subject matter experts (e.g., family physician, walk-in clinic), however if the participant or their parent/guardian refuses to follow or abide by the recommendations, then staff will not refuse access to programs and services.</li> </ul>

### **Staff Members:**

1. Staff are required to take action related to concussion awareness when one or more of the following circumstances occur:
  - a. First aid emergencies (e.g., head injuries) that may lead to a suspected concussion,
  - b. Participant or parent / guardian self-identifies to staff of a suspected or confirmed concussion by a health care practitioner, or
  - c. Participant experiences or discloses symptoms to staff or staff observes suspected concussion signs and symptoms when delivering Town recreation programs and services.
2. If the participant is under the ages of 18 years old and is attending a Town registered program, notify the parent or guardian if a head injury that may lead to a suspected concussion occurred during the program.
3. Provide program accommodations with the goal of preventing any further harm to the participant and will provide concussion awareness educational resources to support the participant.
4. For those staff who are responsible for the delivery of programs and services, notify full-time staff within 24 hours of the incident on program accommodations provided to the participant and actions taken to educate the participant on concussion awareness.

### **References**

- Policy – Concussion Awareness