

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Community Development and Health	Policy No.:	
Department:	Recreation & Culture	Approval Date:	August 5, 2014
Division:		Approved By:	CR191/2014
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Subject:	Concussion Policy	Procedure Ref.:	
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1. POLICY

1.1 All City of Windsor employees, directly involved in sport and recreation programming, will be made aware of common signs and symptoms of a concussion and trained to properly manage a potential concussion incident.

2. PURPOSE

2.1 The Ministries of Education, Health and Long Term Care and Tourism, Culture and Sport are working together to increase awareness of head injury prevention, concussion identification and injury management.

2.2 The purpose of this policy is to:

- a) Provide concussion awareness for employees who are directly involved in sports and recreation programme instruction, supervision and allocating recreation and sports facilities.
- b) Inform user groups at recreational facilities and sports fields that the City of Windsor has adopted a concussion policy and that resources will be available for their information to disseminate to their groups.
- c) Make concussion resource information available within city facilities for participants.

3. SCOPE

3.1 The policy applies to employees in municipal recreation facilities and sports venues who are directly involved with recreation programming and/or supervision of participants. Sports organizations allocated seasonal sports facility permits will be provided with information to this policy.

3.2 Application of this policy will be in accordance with applicable provisions within the collective agreements and memoranda between the Corporation and its unions and associations.

3.3 Notwithstanding any other provisions to the contrary in any other policies of the City of Windsor, where there is a conflict between this policy and any other policy the more stringent policy will apply.

- 3.4 Notwithstanding the reporting obligations of any other policy of the City of Windsor, if there is reason to believe that a breach of this policy has occurred, the reporting procedures in this policy shall be followed concurrently with any other reporting obligations.

4. RESPONSIBILITY

- 4.1 The CAO will support the Concussion Policy and its implementation.
- 4.2 The Community Development and Health Commissioner will support the Concussion Policy and mediate any disputes regarding its implementation, should any arise.
- 4.3 The Executive Director of Recreation and Culture is responsible to direct a review of this policy following a 6 month pilot, then annually.
- 4.4 The Executive Director of Recreation & Culture is responsible for communicating the policy, procedures and any updates or changes to the Managers.
- 4.5 The Executive Director of Recreation and Culture shall carry out the role as decision maker under this policy in good faith and in a timely and expeditious manner.
- 4.6 The Managers in the Recreation and Culture Department, shall be responsible for communicating the policy, procedures and any updates or changes to the Supervisors
- 4.7 The Executive Director of Recreation and Culture and the managers and supervisors in the Recreation and Culture Department will be responsible for implementing the policy and providing suggestions in revising the procedures as required.
- 4.8 The managers and supervisors of each recreational facility and sports venue shall ensure that all employees who are directly involved with recreation programming and/or supervise participants are made aware of this policy. This will include informing all sport organizations that are allocated seasonal sports facility permits.
- 4.9 Each applicable employee is expected to sign-off on receipt of this policy and to adhere to the policy.

5. GOVERNING RULES AND REGULATIONS

- 5.1 Employees shall recognize and be accountable for their responsibilities in the exercise of their duties.
- 5.2 Procedures will be developed to assist staff when dealing with a suspected concussion.
- 5.3 All employees involved directly in recreation and sports programming, instruction, supervision and allocation in recreation facilities will be provided with information on concussion awareness. This information includes but is not limited to identification of a concussion, common signs and symptoms of a concussion and response actions to a possible concussion.
- 5.4 The 'Conditions of Use' section on all City of Windsor Department of Recreation and Culture rental contracts will state that the City of Windsor has a concussion policy and that information regarding concussions is available upon request.

5.5 Information may be provided to participants in sport and recreation facilities. Information may include concussion signs and symptoms as well as what to do if a concussion is suspected.

5.6 A concussion is a clinical diagnosis made by a medical doctor. It is critical that someone with a suspected concussion be examined by a medical doctor or nurse practitioner.

Definition: As presented in the Concussion Guidelines Manual from the Ministry of Tourism, Culture and Sport

A Concussion:

- Is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioural (e.g. depression, irritability) and/or related to sleep (drowsiness, difficulty falling asleep);
- May be caused by either a direct 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;
- Can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and
- Cannot be normally seen on x-rays, standard CT scans or MRI's.

6. RECORDS, FORMS AND ATTACHMENTS

6.1 In the event that an employee(s) become aware of a suspected concussion, an accident/incident report will be completed by the employee(s) and submitted to their supervisor. These forms are governed by the City of Windsor's retention policy.

6.2 The Executive Director of Recreation and Culture may create forms and procedures as necessary for the orderly and consistent application of this policy.

7. RELATED POLICIES

This policy incorporates by reference the following City of Windsor Policies/Procedures:

3.2.1 Corporate Health & Safety

3.2.2 Recreation Department's Emergency/Medical protocols

This policy incorporates by reference all applicable provincial and federal legislation and specifically, without limitation, the following statutes:

3.7.1 *Municipal Act, 2001, S.O. 2001, c. 25*

3.7.2 *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*