

## Concussion Policy Checklist

This checklist was created to assist sports and recreation organizations develop a concussion policy. It outlines recommended components for a comprehensive concussion policy, and complements the *Play Safe* resource *Developing a Concussion Policy Information for Recreation and Sport Leaders & Organizations* which can be downloaded from: [playsafeinitiative.ca/concussion-policy-guide](http://playsafeinitiative.ca/concussion-policy-guide)

### Administration

- Include the policy effective and renewal dates on the policy document

### Be ready for an emergency

- Create, communicate and practice an emergency medical plan with steps for initial management after calling 911 and waiting for paramedics/first responders to arrive.
- Identify individuals certified in CPR/First Aid to respond to medical emergencies during programs, games and practices.

### Ensure safe play

- When planning recreation and sports activities (in particular for younger participants), create guidelines for limiting head and body contact
- Modify rules to limit certain drills or techniques to help reduce the risk of injury
- Guidelines for checking equipment often to ensure equipment fits correctly, is in good condition, is stored properly, and is replaced according to manufacturer's instructions.

### Build the science

- Create a system for collecting and analyzing concussion injury incident data reported by participants during the season or program
- Assess changes in concussion/injury rates over sessions or seasons
- Measure changes in concussion knowledge, awareness and action among coaches, parents and participants before and after policies are implemented (or updated)

### Focus on education

- Post information about concussion in all facilities (signs and symptoms; what to do for a suspected concussion)
- Host regular education sessions for participants, parents, coaches, officials and facility staff
- Include a standard pamphlet or information sheet to be distributed to all new and returning participants and their parents (additional resources at [york.ca/concussion](http://york.ca/concussion))

### Manage return to play

- Provide information on the step-wise approach to returning to physical activities;
- Adopt the International Concussion Consensus graduated return to play protocol (<http://www.parachutecanada.org/downloads/resources/return-to-play-guidelines.pdf>)
- Consider aligning with school board concussion policies for school-aged participants

Adapted from *Developing a Concussion Policy Information for Recreation and Sport Leaders & Organizations*, produced by *Play Safe*, a Sunnybrook Health Sciences Centre initiative.

