

FIRST AID FOR HEAD INJURY & CONCUSSION

Mansfield Secondary College is committed to taking all reasonable action to manage the health and safety of students and staff members should they become ill or injured. This Policy outlines the requirements and processes to be implemented should a student receive a knock to the head and shows signs of concussion during the course of activities undertaken at Mansfield Secondary College or during an off campus excursion or camp.

This policy has been written in conjunction with The Royal Children's Hospital head injury advice, the Concussion Recognition Tool 5 and The Department of Education general first aid procedure.



Help for non-English speakers

If you need help to understand the information in this policy please contact Mansfield Secondary College reception on 5775 – 2022 for assistance.

PURPOSE

To ensure the school community understands our school's approach in the case of a student sustaining a knock to the head or a concussion during school time or during offsite school based excursions or camps.

CONCUSSION DEFINITION

Concussion, also known as **mild traumatic brain injury**, refers to a head injury with a temporary loss of brain function. Concussion can cause an array of physical, cognitive and demonstrative symptoms. As the changes are temporary, the majority of people recover completely if managed correctly.

SCOPE

This policy applies to Mansfield Secondary College staff members when managing a head knock or a concussion sustained by a student. Please refer to First Aid policy for management of other student injuries or illness' at school.

POLICY

Following a head injury or knock to the head, children and adolescents may be more susceptible to concussion and take longer to recover. The Concussion Recognition Tool 5 (this is available in the sick bay and first aid kits) can be used to assist identification of suspected concussion. It is not designed to diagnose concussion. When a student reports a knock to the head or head injury at school, and can walk to the sick bay, the First Aid Officer on duty will refer to The Concussion Recognition Tool 5 and commence a Concussion Checklist. The student will be observed for a minimum of 30 minutes in the sick bay, unless emergency management is required.



POLICY

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Staffing

The Principal will ensure that Mansfield Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

First aid management for a knock to the head or concussion

Any student who has sustained a knock to the head or a suspected concussion at school should be assessed by the first aid officer on duty, unless the student is unconscious or has had any of the following red flag symptoms, in which an ambulance should be called immediately.

Red flags — call an ambulance

If there is a concern after a head injury and if any of the following signs are observed or reported, first aid must be administered and an ambulance should be called for urgent medical assessment:

- neck pain or tenderness
- double vision
- weakness or tingling/burning in arms or legs
- severe or increasing headache
- seizure or convulsion
- loss of consciousness
- deteriorating conscious state
- vomiting
- increasingly restless, agitated or combative

Observable signs — take appropriate action

If there are no red flags but signs and symptoms suggest concussion as listed in the Concussion Recognition Tool 5:

- the student must be immediately removed from play or sport and not engage in further activity (for example, returning to a sporting game)
- make contact with parents or carers as per below.

Make contact with parents

Whenever the Concussion Recognition Tool 5 is used to assist with the identification of a suspected concussion, parents and carers must always be contacted and the following actions taken:

- if concussion is suspected:

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- the school must contact the parent or carer and ask the parent or carer to collect the student from school and recommend a medical assessment, even if the symptoms resolve.
- if concussion is not suspected:
 - the parent or carer should be contacted and informed of the injury and told that a concussion is not suspected based on use of the Concussion Recognition Tool 5
 - the parent or carer may wish to collect the student from school.

Following a confirmed concussion, schools may need to make reasonable adjustments, guided by the student's treating team, including:

- return to learning and return to sport plans
- modifying school programs to include more regular breaks, rests, and increased time to complete tasks.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid For Head Injury:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy