

# CONCUSSION INCIDENT REPORT

DATE OF INCIDENT:	TIME OF INCIDENT:	NAME OF INDIVIDUAL:	AGE:
NAME OF PARENT/GUARDIAN: (IF UNDER 18 YEARS OF AGE)		NAME OF PERSON MONITORING PERSON AT SCENE:	
CONTACT INFORMATION:		CONTACT INFORMATION:	

**What happened?**      Blow to the head      Hit to the body

## AT THE SCENE OF THE INCIDENT

### STEP 1: DETERMINE IF THIS IS A MEDICAL EMERGENCY

#### A) FOLLOW BASIC FIRST AID

Danger  
Response  
Airway  
Breathing  
Circulation

#### B) IF THERE IS SERIOUS INJURY OR ANY OF THE RED FLAGS:

- Call 911
- Do not move the individual
- Stay with the injured individual and monitor them until Emergency Services arrives
- If the individual is wearing a helmet, do not remove it unless you are trained to do so

### STEP 2: REMOVE THE INDIVIDUAL FROM PLAY OR ACTIVITY

If the injury is NOT an emergency, **remove the individual from activity** and do not let them return to play that day. The child needs to be seen by a doctor as soon as possible. While the child is waiting to be taken to a doctor, follow instructions in Step 3 (next page).

### RED FLAG SYMPTOMS

If someone shows any of the following Red Flag Symptoms, **CALL 911** immediately.

-  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

## STEP 3: MONITOR THE INDIVIDUAL

Do not leave the individual alone. If they are a child, ensure they are with a responsible adult at all times. In addition to the Red Flags, watch the following signs and symptoms and check off any that appear.

### A) RECORD WHAT YOU SEE

Loss of consciousness	Balance problems	Dazed, blank, or vacant look	<b>Comments:</b>
Lying motionless on ground	Uncoordinated movement	Confusion	
Slow to get up	Grabbing or clutching head		

### B) RECORD WHAT THE INDIVIDUAL IS SAYING

Headache	Double or fuzzy vision	Difficulty concentrating	<b>Comments:</b>
Dizzy	Sick	Numbness in arms or legs	
Confused	Don't feel right	Tired or drowsy	

### C) ASK THESE QUESTIONS TO TEST MEMORY

Failure to answer any of these questions correctly may suggest a concussion. Repeat periodically and tick response.

5 to 12 years old	Time	Correct	Incorrect	Time	Correct	Incorrect	Time	Correct	Incorrect
Where are we now?									
Is it before or after lunch?									
What did you have last lesson/class?									
What is your teacher's name?									
13 years old and over	Time	Correct	Incorrect	Time	Correct	Incorrect	Time	Correct	Incorrect
What venue are you at today?									
Which half/period/quarter is it now?									
Who scored last in this game?									
What team did you play last week/game?									
Did your team win the last game?									

## STEP 4: REFER TO PARENT/GUARDIAN

The parent or guardian should take the child to a doctor for assessment as soon as possible. Ideally this should be done on the same day as the injury and may require taking the child to an Emergency Department if they are unable to access their own doctor.

# AT HOME

Do not leave the individual alone. Keep them in a calm environment. They should not return to sport or activity, and should be seen by a medical professional and/or monitored for delayed symptoms for 48 hours. **Do not give them any medication within the first 24-48 hours unless directed by a doctor.** There is evidence that some medications can worsen concussion symptoms and could increase potential risks associated with brain injuries.

## MONITOR FOR SIGNS AND SYMPTOMS

If the individual shows one of the following symptoms, seek medical attention as soon as possible.

Thinking and Remembering	Emotional and Mood
Not thinking clearly	Easily upset or angered
Feeling slowed down	Sad
Unable to concentrate	Nervous or anxious
Unable to remember new information	More emotional
Physical	Sleep
Headache	Sleeping more than usual
Fuzzy or blurry vision	Sleeping less than usual
Nausea and vomiting	Having a hard time falling asleep
Dizziness	
Sensitivity to light or noise	
Balance problems	
Feeling tired or having no energy	

## CONTINUE TO MONITOR AND RECORD INFORMATION

**Signs and symptoms can be delayed for several hours or even days following a concussion incident.** Problems caused by a head injury can get worse later that day or night. Your child should not be left alone in the first 24 hours. If your child's symptoms are getting worse or they develop new symptoms seek medical attention as soon as possible.

## RED FLAG SYMPTOMS

If someone shows any of the following Red Flag Symptoms, **CALL 911** immediately.

-  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

## THE FIRST NIGHT

An individual with a suspected concussion should not be left alone initially. On the first night, the individual should NOT BE WOKEN UP, but should be monitored throughout the night for anything out of the ordinary.

Only wake the individual if you have concerns about their breathing, changes in skin colour, or how they are sleeping. **Call 911 if the person is slow to wake or shows any of the Red Flag symptoms.** If they are sleeping normally, let them sleep to allow the brain to rest. Sleep is an important part of the recovery process.

You know the individual best. If they are showing any unusual behaviour, seek medical attention.