**Concussion Protocol Summary Template**

**Note:** The purpose of this summary is to provide parents, athletes and others with an overview of the sport organization’s concussion protocol. It is intended as a communication tool and does not replace the full protocol document, which should be made available to all stakeholders. For example, this summary could be included as the first page of the protocol document (similar to an executive summary).

**[Organization Name] CONCUSSION PROTOCOL SUMMARY**

For the full [Organization] Concussion Protocol, please visit: [URL]

1. All athletes, parents, coaches, trainers and officials participating in [Name of Organization] activities are required to review the *Canadian Guideline on Concussion in Sport Pre-season Concussion Education Sheet* prior to the first practice of the season. In addition to reviewing information on concussion, it is also important that all sport stakeholders have a clear understanding of the [Organization Name] Concussion Protocol.
2. In the event that an athlete is suspected to have sustained a concussion or other head injury the following procedures must be followed:
3. If a severe head or neck (spine) injury is suspected, an ambulance should be called immediately to transfer the athlete to the nearest hospital for medical assessment.
4. If an athlete has signs or symptoms of a concussion, they must be removed from participation (including warm-up, practice and competition) immediately and be medically assessed as soon as possible.
5. If the athlete develops delayed concussion symptoms (e.g., in the evening after competition), they should be medically assessed as soon as possible by a medical doctor or nurse practitioner.
6. All athletes with a suspected concussion must provide a **Medical Assessment Letter** indicating whether or not they have been diagnosed with a concussion. Completed forms should be submitted to [Specify – e.g., coach]
7. If an athlete has been medically assessed and that assessment confirms the athlete does not have a concussion, they can return to full participation.
8. **If an athlete is diagnosed with a concussion**, they must follow the [Sport]-specific Return-to-Sport Strategy.
9. An athlete diagnosed with a concussion must provide a **Medical Clearance Letter** before returning to full practice and competition/gameplay.

**For more information on concussion please visit:**

* [Sport organization website – concussion protocol/resources page]
* Parachute – [www.parachute.ca/concussion](http://www.parachute.ca/concussion)

**[NAME OF ORGANIZATION] Concussion Pathway**

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