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To: Principals and Boards of Governors
of all grant-aided schools

6 September 2017

CONCUSSION AWARENESS

The purpose of this letter is to remind schools of the importance of continuing to relay messages about the dangers of concussion to pupils, parents/guardians and school staff and also to remind you about the interactive, multi-media concussion lesson plans to support teaching.

The Department of Education (DE) and the former Department of Culture, Arts and Leisure (DCAL) launched the 'Recognise and Remove: Concussion Awareness Campaign' on 30 April 2014. As part of the campaign, 'Recognise and Remove' leaflets were issued to schools for distribution to pupils from Year 6 onwards, teachers, coaches and parents. Schools were also provided with copies of the 'Recognise and Remove' poster for display purposes and laminated copies of the 'Pocket Concussion Recognition Tool™'.

It is important that pupils, teachers, coaches and parents are aware of the dangers of concussion; know the signs to look out for; and the action that needs to be taken in the case of a suspected concussion. Any young person suspected of having concussion should **immediately cease** their activity and should not return until they have been medically assessed. If someone has been knocked out or their condition is worsening, urgent medical attention must be sought.

It is also vital that schools and other organisations with responsibility for children are made aware of any injuries involving concussion that a child may have sustained outside school. DE Circular 2015/07 provided schools with a letter to issue to parents/guardians reminding them to inform schools/other organisations about any injury involving concussion affecting their child and any restrictions that may apply to a child's activities. You may wish to consider issuing such a letter again to the parents of new pupils in 2017/18.

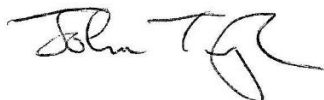
‘Recognise and Remove’: Concussion Lesson Plans

Since September 2015 Concussion Lesson Plans, created by the Council for the Curriculum, Examinations and Assessment (CCEA), have been available for use by all schools. These web-based lesson plans and multi-media resources provide information for teachers and pupils from Key Stage 1 to Key Stage 4 and are available at <http://www.ccea.org.uk/concussion>. A link to this resource is also available on the DE website and is included in the C2k EQUELLA digital library as well as a video on concussion management and the ‘Recognise and Remove’ leaflet.

The lesson plans reinforce key concepts and messages about concussion through interactive, multi-media pupil activities. The Concussion Lesson Plan website includes links to advice on all aspects of identifying and managing concussion, including suggestions on when a child may be able to return to school as well as their normal activities.

Schools have a vital role in disseminating this important message and your assistance is much appreciated. It is also important that new staff are made aware of the guidance and resources that are available. While the ‘Recognise and Remove’ leaflet is not available in hard copy, in addition to the letter to parents, teachers can refer pupils, staff and parents to the guidance and leaflet on the Department’s website at <https://www.education-ni.gov.uk/articles/concussion-guidance>.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John TGR', with a stylized flourish at the end.

JOHN TERRINGTON
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