

# PCA Concussion Policy

## Implementation

- Ensure all committee, members, coaches and officials are familiar with the policy.
- Display the CPCA Concussion Recognition Tool in the club house and make available to first aid officers, coaches and officials.
- All cases of suspected and diagnosed concussion must be suspended from further participation on that day.
- Only suitably qualified medical practitioners can diagnose concussion.
- Cases of suspected concussion should be advised to seek medical attention. It is rider/parent responsibility to follow this advice.
- Cases of diagnosed concussion will be given a mandatory 21-day suspension from all authorised pony club activities from the date of the incident causing the concussion.
- In the best interests of rider health and safety, parents are asked to notify Pony Club WA of cases of concussion diagnosed outside of pony club activities.
- All reported cases of diagnosed concussion will be recorded as a medical suspension against that member on the My Pony Club Database with the start and finish date of the mandatory suspension.
- It is rider responsibility to seek clearance from a suitably qualified medical practitioner if they wish to have their mandatory suspension lifted prior to the recorded 21 days.
- It is the responsibility of the rally/event organiser to check the Medical Suspension Report on the My Pony Club database prior to an event or rally taking place to ensure no suspended members are participating.
- It is rider responsibility to send a copy of the medical clearance to Pony Club WA, plus produce a copy for event/rally organisers prior to the commencement of an event.

# Club Concussion Checklist

<b>Club Concussion Coordinator:</b>	
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<b>Pre-Event</b>	
Check medical suspensions on database to ensure all event participants are clear	
Sight medical clearance from any suspended riders	
First Aid Officer/Medical Officer appointed	
A charged mobile phone is available for emergencies	
Phone number for emergency services available	
PCA Concussion Recognition Tool provided to coaches/officials/first aid officers	
PCA Concussion Recognition Tool posted on clubhouse notice board	

<b>Suspected Concussion</b>	
Remove from further participation on the day	
Allocate a supervisor to monitor over the next 2 hours (ie guardian)	
Ensure an ambulance is called immediately if any "Red Flags" as listed on the PCA Concussion Recognition Tool are raised	
Refer to a medical practitioner for a check up	
Report suspected concussion to Pony Club WA on Incident Report Form	

<b>Diagnosed Concussion</b>	
Remove from further participation on the day	
Advise member of their 21-day mandatory suspension	
Allocate a supervisor to monitor over the next 2 hours (ie guardian)	
Ensure an ambulance is called immediately if any "Red Flags" are raised	
Refer to a medical practitioner for a check up	
Report diagnosed concussion to Pony Club WA Incident Report Form	

**Please note:**

Only a suitably qualified medical practitioner can diagnose concussion.

If a suspected concussion has been noted by an unqualified first aid officer, it is up to the parent to act on the direction to seek medical advice and report concussion to Pony Club WA if diagnosed.

Incident report forms to be sent to [membership@ponyclubwa.asn.au](mailto:membership@ponyclubwa.asn.au)