

## NGHA Injury Reporting Procedures Policy

**Statement of Purpose** The NGHA believes strongly that the safety and health of minor hockey players is of paramount importance. This injury reporting procedures policy has been created to encourage greater overall awareness and responsibility regarding the importance of safety of all players and clarify the processes that must be followed at all times by all team staff, players and parents regarding reporting of injuries and return to play.

The NGHA Injury Reporting Procedures Policy is in accordance with the processes set out in the Hockey Trainers Certification Program and OWHA policies.

**Prevention of Injuries** All team officials, players and parents/guardians are encouraged to actively work to prevent injuries from occurring. This includes:

- Support fair play and respect as key elements of hockey
- Reduce head checking and hitting from behind through education and rule enforcement
- Reduce violence and fighting in hockey through education and rule enforcement
- Educate, model and enforce NGHA's code of conduct
- Ensure player equipment is properly fitted and in good condition

**Medical Information Sheet** Each player on the team must have a completed [medical information sheet](#). It is the responsibility of the Trainer to have these forms accessible at every team function, including but not limited to games, practices and tournaments.

**Proper Documentation of an Injury** Any injury occurring during a NGHA sanctioned practice, game or activity must be documented in the Hockey Canada Injury Log. For serious injuries, a Hockey Canada Injury Report must be completed.

### Hockey Canada Injury Log

The Trainer will ensure that all information related to their players that require medical attention from the Trainer, are recorded in the Hockey Canada Injury Log, even if it is of a minor incident such as a cut on a finger.

The Hockey Canada Injury Log is available [here](#)

### Hockey Canada Injury Report

In any case where there is a serious injury during a sanctioned practice, game or off the ice activity, the Hockey Canada Injury Report form must be filled out by the team Trainer. If possible, this shall be done before the player leaves the arena to ensure that the incident is documented with the cause of the potential injury, along with any initial symptoms that exist with the player. If in doubt, the Hockey Canada Injury Report shall be completed to ensure that the incident is documented.

One side of the Hockey Canada Injury Report is for the Trainer reporting the incident and the parent/guardian, and the back side is for the player's physician's statement.

The Trainer will ensure that any fully completed Hockey Canada Injury Report is submitted to the OWHA within 90 days of the injury. A copy of this submission is to be given to the parents/caregivers. The Hockey Canada Injury Report is available [here](#)

The Trainer and parents/guardians should keep a copy of all documentation submitted to the OWHA.

No player is to be allowed to continue their practice or play if the Trainer does not feel that the player is safe to do so. In cases when the Trainer's decision is in conflict with other bench staff or the parent/guardian, the Trainer will notify the Director of Risk, Safety and Policy or the President or Vice-President of the NGHA as soon as possible who will determine the resolution of the matter.

**Suspected  
Concussion**

Concussions are brain injuries caused by excessive, rapid movement of the brain inside the skull. Any blow to the head, neck, face or body which causes a sudden jarring of the head may cause a concussion. A concussion most often occurs without a loss of consciousness, though loss of consciousness may occur.

If the Trainer suspects a concussion, the Trainer shall not allow the player to participate until AFTER the player has received a professional medical evaluation. If a possible concussion is suspected, and a player is seen to or comes off the ice indicating she has banged her head off the ice/boards/glass, participation in the hockey activity is immediately stopped and the Trainer is to perform the [concussion recognition tests](#) as recommended by Hockey Canada. If there is any doubt as to whether a concussion has occurred, it is to be assumed that it has.

As soon as possible, the Trainer must inform the parents/caregivers of the injury and recommend that they take the player to a doctor to verify that the player is not suffering from a serious injury or concussion.

**Proper  
Communication**

When an injury has occurred, the trainer must inform the parents/caregivers of the injury as soon as possible and if applicable, that it is recommended that they take the player to receive a professional medical evaluation. This is applicable outside the NGHA boundaries as well, i.e. away tournaments.

The Trainer must also make the Head Coach aware of the injury and any recommendations made to the player/parents/caregivers.

## **Return to Play**

The Trainer will ensure that any injured player wishing to return to play after sustaining one of the following injuries during a NGHA event submits a Return to Play form:

1. Any head, neck or spinal injury
2. Any injury where the player received medical attention/treatment
3. any fracture or dislocation

When a player sustains a head, neck or spinal injury during a non NGHA sanctioned event, and the injury causes the noted player to miss any scheduled NGHA practice or game, the trainer will ensure that a Return to Play form is submitted.

The Trainer will ensure that any submitted Return to Play form is signed by a qualified medical practitioner. This form does not need to be completed by the physician who diagnosed the original injury but the physician completing the form must be aware of the nature and circumstances of the injury.

Any team official, parent/guardian or player who knowingly disregards their responsibility of requiring a medical doctor's written permission for permitting a player to return to play may be subject to disciplinary action.

### Return to Play from Concussion

When a player is diagnosed by a medical doctor as having a concussion, the individual must stop participation in all hockey activities immediately. The participant is not permitted to return to any hockey activity until written permission is given by a medical doctor. Returning to normal activities after a concussion is a step-wise process that requires patience, attention and caution. The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. The NGHA follows the six step return to play process, which can be found [here](#).

*Policy created on: May 20, 2015*