

Sample Concussion Awareness Checklist

The Concussion Awareness Checklist is a sample tool to help school boards and schools plan the delivery of concussion information and resources to key stakeholders. Use the checklist below to identify the key stakeholders (audiences) in your school community, what information those audiences need to know based on their roles, and how and when each audience will receive that information.

Who needs to know?	What information do they need to know?					How will they receive it?			When will they receive it?	
Group Audience	Seriousness	Prevention	Identification	Management		Strategy for Informing	Resources	Who is Responsible	Initial Date	On-going
				RTS	RTPA					
<u>Administrators</u>										
Senior administrators – Director/Superintendent										
School administrators – Elementary (Principal, Vice-Principal)										
School administrators – Secondary (Principal, Vice-Principal)										
<u>Educators – Elementary</u>										
Classroom Teachers (Phys. Ed.)										
French as a Second Language										
Special Education Resource Teachers (SERTs)										
Occasional Teachers										
English as a Second Language (ESL)										

Early Childhood Educators (ECEs)										
<u>Educators – Secondary</u>										
Classroom Teachers (Non-Phys. Ed.)										
Classroom Teachers (Phys. Ed.)										
Special Education Resource Teachers (SERTs)										
Student Success Teachers										
Guidance Teachers										
English as a Second Language (ESL)										
Occasional Teachers										
<u>School Staff – Elementary/Secondary</u>										
Secretaries										
Custodians -Day -Night										
<u>Volunteers – Elementary/Secondary</u>										
Classroom										
Field Trips										
Coaches -Elementary -Secondary										
Trainers - Secondary										
<u>Board Employees</u>										

Board Employees										
<u>Students - Elementary</u>										
Junior Kindergarten (JK)- Senior Kindergarten (SK)										
Grades 1-3										
Grades 4-6										
Grades 7-8										
<u>Students - Secondary</u>										
Grades 9-12 – Phys. Ed										
Grades 9-12 – Non-Phys. Ed										
<u>Parents/Guardians</u>										
Elementary										
Secondary										
<u>Healthcare Providers</u>										
Doctors and Nurse Practitioners										
Other healthcare providers										
<u>Organizations that share school facilities</u>										
Organizations that share school facilities										
<u>Community-Based Organizations</u>										
Community-Based Organizations										