

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	Recognition	Management	Strategy for Informing	Resources	Who is Responsible	Initial Date	Ongoing
RTS					RTPA					
Administrators										
Senior administrators – Director/Superintendent										
School administrators – Elementary (Principal, Vice-Principal)										
School administrators – Secondary (Principal, Vice-Principal)										
Educators – Elementary										
Classroom Teachers (Phys. Ed.)										
French as a Second Language										
Special Education Resource Teachers (SERTs)										
Occasional Teachers										

*RTS: Return to school

*RTPA: Return to physical activity

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	Group Audience	Seriousness	Prevention	Recognition	Management		Strategy for Informing	Resources	Who is Responsible	Initial Date	Ongoing
RTS					RTPA						
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>											

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	Group Audience	Seriousness	Prevention	Recognition	Management		Strategy for Informing	Resources	Who is Responsible	Initial Date	Ongoing
RTS					RTPA						
Classroom											
Field Trips											
Coaches -Elementary -Secondary											
Trainers - Secondary											
Board Employees											
Board Employees											
Students - Elementary											
Junior Kindergarten (JK)- Senior Kindergarten (SK)											
Grades 1-3											
Grades 4-6											
Grades 7-8											
Students - Secondary											
Grades 9-12 – Phys. Ed											
Grades 9-12 – Non-Phys. Ed											
Parents/Guardians											
Elementary											

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	Group Audience	Seriousness	Prevention	Recognition	Management		Strategy for Informing	Resources	Who is Responsible	Initial Date	Ongoing
RTS					RTPA						
Secondary											
Healthcare Providers											
Doctors and Nurse Practitioners											
Other healthcare providers											
Organizations that share school facilities											
Organizations that share school facilities											
Community-Based Organizations											
Community-Based Organizations											

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