**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** |
| **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 |  |  |  |  |  |  |  |  |  |  |
| English as a Second Language (ESL) |  |  |  |  |  |  |  |  |  |  |
| Early Childhood Educators (ECEs) |  |  |  |  |  |  |  |  |  |  |
| **Educators – Secondary** | | | | | | | | | | |
| 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 |  |  |  |  |  |  |  |  |  |  |
| **School Staff – Elementary/Secondary** | | | | | | | | | | |
| Secretaries |  |  |  |  |  |  |  |  |  |  |
| Custodians  -Day  -Night |  |  |  |  |  |  |  |  |  |  |
| **Volunteers – Elementary/Secondary** | | | | | | | | | | |
| 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 |  |  |  |  |  |  |  |  |  |  |
| Secondary |  |  |  |  |  |  |  |  |  |  |
| **Healthcare Providers** | | | | | | | | | | |
| Doctors and Nurse Practitioners |  |  |  |  |  |  |  |  |  |  |
| Other healthcare providers |  |  |  |  |  |  |  |  |  |  |
| **Organizations that share school facilities** | | | | | | | | | | |
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| **Community-Based Organizations** | | | | | | | | | | |
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