



MENTAL HEALTH FIRST AID RECORD

Policy Template

To ensure that we are providing the most appropriate support for our teams, we are advised to document any guidance and support provided by our Mental Health First Aiders. We aim to make a brief record at the end of our supportive conversation documenting the support we provide.

There will be no reference to your name, nor will there be any details about you that would limit your confidentiality. This record will allow the business to keep a record, similar to a Physical Aid accident book, of the support that Mental Health First Aiders provide. These records will be used to identify any key trends occurring across the business generally which may help us to improve mental health support for all of our staff.

Date	10.10.2020
Brief Summary of Meeting <i>(Please provide brief information on the topic of conversation. This should not include the employees name)</i> <i>Discussion had with one of the team. They approached me due to experiencing feelings of panic recently with no clear trigger. Talked about how long this has been happening and if they had sought support outside of myself.</i> <i>They stated that they hadn't sought help because they were unsure where to go and didn't know if their symptoms 'were bad enough'.</i> <i>Reassured them that it's important to seek support early to aid recovery and that we didn't want the symptoms to worsen.</i> <i>Support then given as per below.</i>	

Record of support provided

(For example, this could involve providing information on our Employee Assistance Programme, providing information for specific helplines etc).

I gave them the details of the EAP. Explaining that this is a confidential service and that I have heard positive reports about the service.

I then asked them if they had contacted their GP as sometimes vitamin and mineral deficiencies can cause anxiety symptoms. They mentioned that they had booked an appointment to do that.

Also gave them a copy of the helplines associated with panic and anxiety, as well as encouraged them to look at the NHS website.

Agreed to meet next week to 'check-in', but asked them to come to me again if they feel like they need a discussion earlier or to talk about progression with professional support.

As I am their manager, I been able to assure them if they get any additional time off for appointments we will accommodate this.

Any Further Support Identified

Meeting next week for 'check-in'.

This document sent to HR titled 'MHFA support record'

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