**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.

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| **Date** |  |
| **Brief Summary of Meeting***(Please provide brief information on the topic of conversation. This should* ***not*** *include the employees name)*  |
| **Record of support provided** *(For example, this could involve providing information on our Employee Assistance Programme, providing information for specific helplines etc).* |
| **Any Further Support Identified** |