



First Aid Schools Needs Policy

Audience:	Parents Academy staff and volunteers Local Governing Bodies Trustees Cluster Boards Local Authorities
Policy reviewed and updated	June 2025
Next review date	June 2028
Person(s) responsible for administration	As appointed



School First Aid Needs Policy

Document Control

Reference Number	Version	Status	Author(s)	
	1.0	Draft	Nic Carstens Head of Health, Safety & Wellbeing	
Amendments			Date	By whom
Intended Recipients		Group/Persons Consulted:		
All REAch2 Staff				
Monitoring Arrangements and Indicators:		Annually Trust Board		
Training/Resource Implications:		None		
REAch2 Touchstone		leadership, integrity and responsibility		
REAch2 KPI		N/A		
REAch2 Strategy				
Approving Body				
Date Approved				
Policy Location				
Summary				

Contents

Document Control	3
Introduction	6
Provision of First Aiders	Error! Bookmark not defined.
Category of Risk	Error! Bookmark not defined.
Numbers employed at any one location.....	Error! Bookmark not defined.
Suggested minimum number of First Aid Personnel within the school	Error! Bookmark not defined.
Lower Hazard	Error! Bookmark not defined.
Higher Hazard	Error! Bookmark not defined.
School settings where the EYFS framework applies ..	Error! Bookmark not defined.
Specific Medical Needs.....	Error! Bookmark not defined.
First Aid Training.....	Error! Bookmark not defined.
Automated External Defibrillators (AED)	Error! Bookmark not defined.
First Aid Equipment	Error! Bookmark not defined.
First Aid Rooms	Error! Bookmark not defined.
Emergency Procedures	Error! Bookmark not defined.
Provision of Information	Error! Bookmark not defined.
Record Keeping	Error! Bookmark not defined.
First Aid and Blood bourne viruses	Error! Bookmark not defined.
Head Injuries.....	Error! Bookmark not defined.
Further Information	Error! Bookmark not defined.
APPENDIX A	Error! Bookmark not defined.



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

Introduction

REAch2 Academy Trust is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment being carried out by the school and Central Team in regard to all staff, pupils and visitors.

Schools will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This procedure aims to:

- Ensure that schools have adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this procedure will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing this procedure and make clear arrangements for liaison with ambulance services on the school site.

Overview

All schools must ensure that their provision of first aid has been carefully considered and that first aid is available at all times when the school is open. The Trust expects that during normal school hours there will be suitable provision for the size of the school and the activities planned.

The Trust uses a dedicated First Aid Needs Assessment form on Parago to capture the school's minimum provision and risk considerations.

All first aiders will ensure that they have undergone suitable training and that their training remains valid. In addition, all staff will have access to the Trust's basic first aid awareness training.

National Guidance and Statutory Requirements

This procedure has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following Trust policies / risk assessments:

- REAch2 Academy Trust Health and Safety Policy
- Infection Control Risk Assessment
- Schools First Aid Needs Risk Assessment

Roles and Responsibilities

The Head of Estates will:

- Be responsible for the review of this procedure and associated school risk assessments.
- Monitor first aid provision for schools and ensure that period audit on first aid provision is undertaken.
- Ensure that all schools have access to competent first aid trainers.
- Update the Trust on incident trends and ensure that appropriate action is undertaken to address serious accidents.
- Liaise with schools, supporting with RIDDOR reporting where required.
- Act as key point of contact for the HSE with regards to any enforcement or investigative action.
- Support the school with general enquiries on first aid provision, risk assessment and training.

The Headteacher will:

- Ensure that the First Aid Needs Risk Assessment is undertaken for their school in Parago.
- Ensure that the minimum required first aid cover is maintained at all times.
- Make provision to support staff attending first aid training and refresher training.
- Communicate the first aid provision to staff, via staff induction, inset session or through team meetings.
- Report all staff incidents and specified incidents affecting children.
- Undertake monitoring of reported incidents, responding to trends in incidents.

First Aiders Will:

- Act in accordance with their training and competence.
- Report to the Safeguarding lead or senior manager any suspicious injury that may require further investigation.
- Ensure that incidents are reported in line with the Trust's incident reporting guidance.
- Support the School Office Coordinator with the review of accidents, ensuring that first aid is documented.

The School Office Coordinator will:

- Support the Headteacher with the review of the School First Aid Needs assessment.
- Ensure that practical first aid training is booked for school staff.
- Monitor training validity, ensuring that refresher training is booked with suitable notice to maintain cover.
- Support the Head of Estates with any investigation, providing relevant information where required.
- Ensure that first aid posters are displayed in prominent areas and updated.
- Ensure that school level investigations are undertaken for all incidents, liaising with the Central Team where required.
- Ensure that first aid equipment is monitored and restocked where required.

The Designated Safeguarding Lead will:

-

- Respond to any report of suspicious injury, acting in accordance with the Trust's safeguarding policy and guidance.
- Ensure that appropriate investigation of any report of suspicious injury is undertaken, liaising with the Central Team where required.

Procedure Detail

Minimum First Aid Provision

The exact number of first aiders will be determined by the school risk assessment, considering the various risk factors that influence both the number of first aiders needed and qualification type required.

The Trust requires that there should be at least one first aider on site at all times of school occupation. For EYFS this must include a paediatric first aider.

Schools may choose to train more than the minimum number required in EYFS, to provide flexibility for annual leave, sickness absence and for school journey support. This will not impact on the Parago assessment, which will reflect minimum numbers only. A guide to ratios required by the Trust;

- **First Aid for Children:** Any person that provides first aid to a child (under 16) should have paediatric first aid training to be able to assist in an emergency. There is no legal ratio, however working to a ratio of at least 1:25 should provide adequate cover. Think about who is most likely to be called upon to provide first aid - this could be office staff or lunchtime supervisors.
- **First Aid for Adults:** There must be a suitable number of first aiders available to provide first aid to colleagues, visitors or parents (if required). We advise to work to a ratio of at least 1:25, however consideration must also be given to covering periods of annual leave or sickness absence. The training required is First Aid at Work (FAW)

Risk Factors

To ensure adequate coverage of first aid for both children, staff and visitors the following risk factors will be considered as part of the school's risk assessment. There may be other considerations beyond these criteria which will be reviewed by the school as part of this assessment.

Risk Factor	School's considerations
School's activities, including: <ul style="list-style-type: none"> • DT and Science • Forest school • Productions 	The school will consider the nature of the tasks they undertake in their normal curriculum delivery to take into account any higher risk activities that may require additional first aid provision. Risk assessments will be completed for hazardous tasks, and allowance made in the total number of first aiders to be trained.
Accident data	The school will use accident data to help identify where incidents are occurring, and to assess the robustness of their first aid response.
Medical or other health conditions	The school will be aware of disclosed medical conditions and the associated guidance from health practitioners. The school will use this information to assess first aid provision. Where required, certain staff may undergo specialist training, to be considered exceptional for the purpose of this procedure.
External users	The school will assess its provision of first aid to external site users, such as school lettings and hosted events.
The design of the school, including: <ul style="list-style-type: none"> • The number of floors • Split sites • Obstructed views • Hazardous areas • Ponds and waterways • Emergency access provision 	The school will consider how first aid will be distributed across the school, ensuring that first aid provision is distributed in a way that minimises delays in response. Areas that are obstructed, such as angled play areas will be assessed to ensure that suitable numbers of staff are supervising, avoiding blind areas. Additional consideration will be given to areas around water, such as ponds or streams, with emphasis on preventing unauthorised access.
The number of occupants	The Trust will expect that there will be 1 first aider on site at all times. As most schools are considered lower risk, schools will consider that there should be 1 first aider for each additional 100 occupants, as a starting point.
Extended services, including: <ul style="list-style-type: none"> • Wraparound care • Clubs • Lettings 	Where the school provides additional services, it will consider the provision of first aid, including its statutory provision for EYFS. The school will make clear its expectation to external clubs for their first aid and, where shared use of first aid equipment is granted, the process to alert the school to any usage is made clear and agreed.
The school location, including: <ul style="list-style-type: none"> • Proximity to A&E • Speed of response rates 	Schools will consider the distance from the nearest A&E or other medical emergency support service. Whilst this may not make material difference to the first aid provision, it may impact the level of training provided if extended periods of self-support are expected.
Remote working, including: <ul style="list-style-type: none"> • Home working • Remote teaching • Attending events 	It is expected that staff will complete the basic first aid e-learning and are recommended to have at home a basic first aid kit for self-use. Event organisers will generally have provision for first aid, and in the event the school undertake a trip with children, a risk assessment (as per the School Journey Policy) will be undertaken.
Minibuses and vehicles	All minibuses will have a first aid kit. Staff will be recommended to have a first aid kit in their personal vehicle, but this will not be mandated by the Trust.
Sickness and annual leave cover	The school will consider the impact of staff leave and sickness, ensuring that there are additional staff trained to step in if required to maintain provision. Where a staff member has been absent due to injury, their capability to perform their first aid duties will be assessed as part of their return-to-work assessment undertaken by their line manager. Staff must not undertake first aid duties if they may place themselves at risk.

In higher risk areas such as science, PE etc. staff must be aware of immediate remedial measures in order to manage the initial injury and ensure an effective hand over of any specific information (particularly relating to chemical incidents) to the school first aiders.

Unless first aid cover is part of an employee's contract of employment those who agree to become first aiders do so on a voluntary basis.

Risk Assessment

Parago will be used as the primary method to record the school's First Aid Needs Assessment findings. The Parago form will use the Risk Factor data to record the schools' assessments and any significant risk issues.

The Head of Health, Safety & Wellbeing will ensure that the Parago forms are updated and maintained and report annually to the Risk & Audit Committee the risk assessment compliance rates.

All schools will be provided sufficient administrative access to both complete the Form and to export a version to share with staff or Ofsted where required.

The Head of Estates will be responsible for the completion of Central Team risk assessments and associated training needs.

Please see the How To section for guidance on accessing and completing the Parago First Aid Needs assessment.

Specific Medical Needs

This procedure sets out to provide general guidance only, specialist advice should be sought for individuals with disabilities, long-standing medical conditions or allergies which may require special treatment in the case of accidents or illness.

The DfE's Document [Managing Medicines in schools and Early Years settings](#) should be referred to for guidance in such situations.

A first-aid qualification does not constitute appropriate training in supporting children with medical conditions. The school should confirm that staff are proficient before providing support to a specific child. Guidance can be obtained from the GP, consultant, health care worker or occupational health (depending on the nature of the enquiry).

In addition, some staff carry their own prescribed medication such as inhalers for asthma, insulin for managing diabetes etc. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate. The school will not take responsibility for staff owned and managed medication or medical equipment.

First Aid Training

Depending on the school's size and Assessment of Need, school first aiders should hold a valid certificate in either:

- **First aid at work (FAW)** –a three-day course (18 hours).
- **Pediatric first aid** – a 2 day (12 hour) course to meet the requirements of the EYFS statutory framework.
- **Emergency first aid at work (EFAW)** – a one-day course (6 hours).

A low-risk environment with less than 50 employees shall only be required to obtain Emergency first aid at work training. (one day course), high risk environments would

require 1 FAW (Three day) for every 25 – 50 employees or where there are more than 50 employees in a low-risk environment.

First aid training is valid for three years, after which a refresher course is required before re-certification. An annual refresher is also available, but this is not mandatory. Schools should ensure that refresher training is undertaken before certificates expire and a record of first aiders and their certification dates should be maintained.

Whilst FAW first aiders can undertake the 2-day requalification course after the expiry date, in practice if over a month has elapsed since the certificate expired it would be prudent to undertake the full 3 day FAW course again.

The Head of Estates, will ensure that staff have access to a competent trainer, details of which will be shared through Reach Intranet.

The Trust has agreed negotiated rates with St Johns Ambulance, and all Headteachers have been provided with a unique booking code and login account to secure a discounted training rate. St Johns offer national based training and can support schools with automated reminders of training refreshers, ensuring you never miss a training deadline. If you have not received your unique log in account details and need to book training, please contact Briar Farrell on 01733 842937 or briar.farrell@sja.org.uk.

If a school wishes to use an alternative trainer, it must ensure that the Trust's procurement procedures are followed, including checks on GDPR, trainer competency and insurance.

Health professionals with the following training / experience are qualified to administer first aid without the need to hold a FAW or EFAW qualification.

- Doctors registered with the General Medical Council.
- Nurses registered with the Nursing and Midwifery Council.
- Paramedics registered with the Health Professions Council.

Staff who administer first aid according to their training and in the course of their employment should be covered by employer's liability insurance.

All staff will be provided basic first aid awareness e-Learning as part of the Trust's Core learning journey. This will ensure that basic knowledge of critical lifesaving techniques are commonly known. This course will not automatically refresh, however staff can access this training at any time throughout their employment to refresh themselves. This online training is not in the place of formal qualification for designated first aiders.

Automated External Defibrillators (AED)

These are likely to be used very infrequently in a school environment and are more likely to be used on an adult than a pupil. Where defibrillators have been provided, they may be used with no need for additional format training.

Modern units (as used by all Trust schools) will not permit any harm to be caused and generally offer step by step spoken guidance as to their correct use.

All schools with defibrillators are encouraged to join the National Defibrillator Network – The Circuit.

Any works required for the installation of AED units, including externally mounting or the running of additional power supplies must be notified to the Estates Team.

First Aid Equipment

All schools should have a minimum of one first aid kit, clearly marked, readily accessible and its location known by all staff and pupils. Additional kits may then be needed for split sites, specific higher hazard areas (kitchens, DT workshops, etc.) and for offsite visits. Travel first aid kits should be kept in minibuses or other such vehicles.

First aid kits should contain a sufficient quantity of suitable first aid materials and nothing else. See the HSE First Aid guidance for up-to-date information on the content of first aid kits. Please note that the content is based on the school's assessment of first aid and may be amended to suit any enhanced risk identified by the school.

All first aid kits must be checked regularly and restocked by a designated member of staff, items should not be used after expiry date shown on packaging. Extra stock should be kept in the school. The School Office Coordinator will ensure that first aid kits are monitored and checked for content on a termly basis.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including paracetamol, antiseptic creams etc.

First aid arrangements must also be in place where school premises are used outside of 'normal' hours, e.g. for letting. Arrangements must be in place to ensure a first aid kit / telephone is available to persons who may require its use. Where this cannot be achieved this will be made clear in the letting agreement.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

First Aid Rooms

The School Premises (England) Regulations 2012 require that every school has a suitable room that can be used for medical treatment / the short-term care of sick and injured pupils when required. This area should be equipped with a sink, and be reasonably near a WC. The room can be used for other purposes, except teaching, so long as it is readily available for medical use when needed.

Where a school caters for pupils with complex needs, additional medical accommodation must be provided which caters for those needs.

Emergency Procedures

In the case of serious or potentially serious injuries, professional medical assistance should be sought at the earliest possible time, so as to avoid the danger of inappropriate diagnosis or treatment.

Staff should not, under normal circumstances, need to take children to hospital in their own car, it is safer to call an ambulance. However, there is general acceptance that in order to preserve life a local decision can be made as to the use of a private vehicle to transport a child.

A member of staff should accompany the child to hospital by ambulance and stay until a parent or guardian arrives. Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable.

Reporting Incidents

In the event of incident or injury to a pupil, a parent will be informed as soon as is practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher or school representative will telephone the pupil's parent/guardian as soon as possible. Parents/guardians will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The school will ensure that records are kept of any injuries, accidents, or illnesses, as well as any first aid treatment that is given.

Please refer to HSP005 for further information on reporting work related incidents.

For general medical events, such as those not related to an accident, e.g. a medical incident or medication administration incident, school will record details in Arbor. Full details must be provided including the names of any personnel providing first aid.

Provision of Information

Schools should ensure that their first aid arrangements (including the location of equipment, facilities and personnel) form part of induction training for all new and temporary staff.

There should be at least one notice posted in a conspicuous position within the premises, giving the location of first aid equipment and facilities and the name(s) and location(s) of the designated first aiders. The School Office Coordinator will undertake a termly check of the posters to ensure that they are up to date and will replace them as required.

Early Years and Foundation Stage

In line with government guidance, and taking into account staff to child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

Where children are eating, there must be a trained PFA facing them at all times, in order to provide immediate first aid.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

Mental Health First Aid

The school will aim to have at least one person qualified as a Mental Health First Aider as a minimum. The Head of Health, Safety & Wellbeing will ensure that competent training is made available for schools. All Mental Health First Aiders will be supported by the Head of Health, Safety & Wellbeing with routine updates and a support hub. Additionally, schools may book staff members to attend ad-hoc open training sessions, which will be facilitated by Amanda Jackson at Beacon Learning Ltd. Sessions can be booked by emailing Amanda@beaconmentalhealth.co.uk.

Record Keeping

Schools should ensure the following records are available:

- Certification of training for all first aiders, and refresher periods.
- Any specialised instruction received by first aiders or other staff (e.g. AED, Epi-pens).
- First aid cases treated including the nature of any treatment provided.

First Aid and Blood borne viruses

First aid training courses should highlight the importance of preventing cross-infection in first aid procedures. 'Universal Precautions' must always be followed to reduce the risk of transmitting blood borne infections such as hepatitis and HIV.

This approach assumes that all blood products and bodily fluids are potentially infectious thus the following procedures should always be applied:

- Always cover any open wounds on your own hands with a waterproof adhesive dressing.
- Disposable gloves (unpowdered latex, nitrile or vinyl) to be worn when dealing with bleeding / cleaning up bodily fluids.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste is to be double bagged in plastic and sealed by knotting.

Infection Control

To ensure the school has in place suitable measures for ensuring general hygiene standards are maintained, a school specific infection control risk assessment will be undertaken. Schools will have suitable monitoring processes in place and a cleaning programme appropriate to the size of the school. The Infection Control Risk Assessment will address the risk of cross contamination, the management of first aid medical spaces and the fundamental controls required as part of the Trust's Living with COVID responsibilities.

Head Injuries

Injuries to the head need to be treated with particular care. High energy head injuries or those with any evidence of the following symptoms may indicate serious injury, and immediate medical advice should be sought.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open).
- confusion.
- irritability or altered behaviour ('easily distracted', 'not themselves' 'no concentration', 'no interest in things around them')
- any problems with memory.
- persistent headache.
- blurred or double vision.
- vomiting.
- clear fluid coming from ears or nose.
- loss of balance.
- reading or writing problems.
- loss of power or sensation in any part of body, such as weakness or loss of feeling in an arm or leg.
- general weakness.
- seizure or fit.

NHS Direct provide full details of symptoms and treatment for minor head injuries.

Where pupils receive a head injury their parents/carers should be informed. This should be done immediately by telephone if symptoms described above occur. For minor bumps the parent could be informed via letter, bumped head note etc.

Safeguarding

Where first aid is required to injuries not sustained at school, such as bruising, the school will be ever vigilant to its safeguarding duties, and report without delay any instance of suspicious injury to the Designated Safeguarding Lead or appropriate senior leader. All staff will adhere to the Trust's Safeguarding Policy and receive appropriate training.

Monitoring and Review

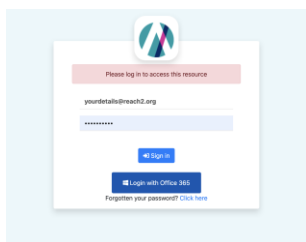
This policy will be subject to formal review every three years, supplemented by an internal monitoring check on an annual basis. The formal review time frame may be reduced should any of the arrangements within this policy become invalid, following a major incident or pending any change in legislation and associated best practice.

How to guidance

Step 1: Checking your user permissions

All staff who require access to the First Aid Needs assessment area will require administrative access. This is by default granted to the School Office Coordinator and Administrator along with the Head Teacher. However, it may be the case that a designated first aid lead may wish to complete the assessment. If access is required, please either raise a ticket with the details of the person requiring access or email HS@REAch2.org.

Step 2: Log into Parago



Note that Parago is Office 365 enabled for authentication, so you can use this option to speed up the sign in process.

Step 3: Navigate to the First Aid Needs Assessment

When you initially log in you may see multiple accounts, if you have access to more than one school. If this is the case select the school you wish to view, after which you will be presented with an options wheel.



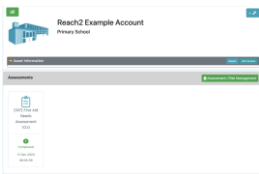
Step 4: Navigate to the First Aid Needs Assessment

The First Aid Needs Assessment is located in the Asset Management module, usually at the top of the options wheel. Click this option.



Step 5: Opening and editing the assessment

Once you have selected the Asset Management option you will see a list of assessments, including the First Aid Needs Assessment. The First Aid Needs Assessment will show as Complete, this shows that it is not open for editing. From here you can select the assessment by clicking on it.



Step 6: Editing

Once you have selected the assessment you will see an overview, which is non editable. You can from here choose to either start to edit, or to export the document as a sharable document. To edit the assessment simply select the Reopen option.



Step 7: Editing continued

Once you have selected to edit you will be prompted again to click the edit button on the right hand side, this will enable editing of the assessment text fields.



Submit your update....

Mental Health First Aider (MHFA)	<input type="text" value="2"/>	<input type="text"/>
Sports First Aid Training	<input type="text" value="0"/>	<input type="text"/>
Other qualification (please detail)	Blank	<input type="text"/>

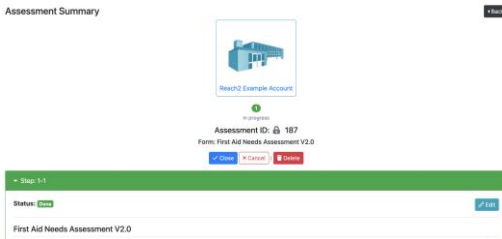
Please note any school issues that may be relevant to this assessment (optional):

* Indicates mandatory field

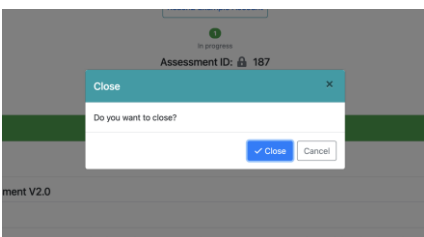
Once you have completed editing and updating the information please ensure you click the Submit button at the bottom of the form, this will ensure your updates are saved. If you exit before Submitting the changes they will be lost.

Step 8: Closing your assessment

Closing an assessment is an important step as it tells the system that you have finished editing and the form is completed. Please note, forms can be re-opened and edited at any stage, so you may update in sections as further information comes to light. To close the assessment simply click the Close button.



You will be prompted further before the assessment is closed, as a way of checking you are finished.



Once this action is completed the Form is updated and marked as complete.