



87. Drugs, Alcohol and Staff taking Medication Policy

Policy Statement

Staff members (including bank staff), volunteers, students and any visitors who work directly with children must not consume or be under the influence of alcohol, drugs or any other substances that may affect their ability to care for children in working hours.

Procedures

If a staff member (including bank staff), volunteers, students and any visitors who work directly with children is suspected to be under the influence of alcohol, drugs or other substances that may affect their ability to care for children just before or during working hours:

- ⌚ They will be spoken to by the Nursery manager / Director (In the absence of the manager it will be the Director) who will express their concerns.
- ⌚ If the person in question is the Manager, then she/he will be spoken to by the Director.
- ⌚ If the person in question is the Director, then she/he will be spoken to by the Nursery Manager or the HR lead consultant.
- ⌚ If the person is found to be under the influence of any of the above (other than prescribed medication from a GP), they will be sent home immediately.
- ⌚ Upon return to work, the staff member will be interviewed following the disciplinary procedure and any further action will adhere to this procedure.
- ⌚ If the person in question denies being under the influence of any of the above, they must be closely monitored and never left unsupervised with the children. Ofsted can be contacted for further advice if the person in charge still has concerns.

Prescribed Medication

If any staff are taking any prescribed medication which may affect their ability to care for children, they must seek medical advice before working with children and disclose this fully to the Nursery Manager and Director/ Owners.

All medication will be stored appropriately and securely and out of reach of children. All staff have secure lockers for personal use. These lockers are in the staff room away from any of the children's areas. Within this staffroom a staff fridge is also provided should medication need to be stored in a cold place.

Staff to inform management immediately if they are prescribed any of the following so that a record can be made on the staff file and risk assessment be carried out to ensure the Safety of all in the Nursery –

- Anti-depressants

- Antibiotics
- Diabetic medication

The nursery Manager and Owner must be kept fully up to date if staff are prescribed medication with impacts upon their ability to carry out the job role.

The Nursery manager / Director / Owner must be informed of any medication that may affect the ability to care for children of the person taking the medication.

This policy was first introduced on

Signed on behalf of the Nursery

This policy has been reviewed on ?	Signed on behalf of the Nursery