

Little Bears Pre-school

Drugs and Substances Policy

Statement

Little Bears Preschool has a clear and moral obligation to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees, the children in its care and visitors to the preschool. We recognise that drug and substance misuse, including alcohol, by employees is a serious health and safety issue, which can impact on an individual's health, quality of life, family relationships, social relationships as well as their work productivity. Their misuse can lead to dependency and abuse. Drug and substances abuse at a level not yet at dependency or abuse, but at a level likely to lead thereto, is also a serious threat to an individual's health, safety and well-being and can have a detrimental effect on the preschool itself.

To this end we have adopted the following procedures to ensure the well-being and safety of all the children under our care and all staff we employ.

Definitions

'At work': An individual is 'at work' for the duration of their working day, including lunch breaks, rest breaks, overtime (whether paid or otherwise) and early starts.

'Drugs': All substances of any description, including alcohol, whether legally obtained or otherwise, that may have an adverse effect on an individual's ability to carry out their work duties and altering the way they behave, feel, see or think.

Drugs include:

- Alcohol and tobacco;
- Over the counter medicines such as paracetamol and other painkillers;
- Prescribed drugs such as antibiotics;
- Volatile substances such as glues and aerosols;
- Illegal drugs such as cannabis

(this list is not exhaustive)

'Misuse': Drug or substance use having a negative impact on the individual's work and well-being. This can include deteriorating performance, behavior, relationships, attitude etc.

'Under the Influence': An individual's ability to perform their normal duties is impaired due to the consumption of drugs or substances. This includes being over the legal alcohol limit for driving in the UK as well as adverse reactions to "over the counter" and legally obtained drugs.

Procedure

- Staff, visitors, volunteers, parents and carers must not be under the influence of alcohol, illegal drugs or substances or have any in their system, whilst on the premises.
- Individuals who are visiting or employed on the premises (including contractors) must not bring any alcohol, drugs or illegal substances onto the pre-school premises.
- Individuals must not consume alcohol or use any illegal drugs whilst at work or on the preschool premises.
- Individuals found in possession of any suspicious substances whilst on the premises may be reported to the police.
- Individuals must only take prescribed and over-the-counter drugs in accordance with the label, the patient instruction leaflet, and the pharmacist's instructions. Employees are responsible for checking the side effects of any such medication. Where the effects of the medication may impact on the

individual's ability to do their job safely and effectively, they must inform the preschool manager immediately, or in the case of the preschool manager the Chair of CIO.

- Individuals found, or suspected to be, under the influence of alcohol or drugs whilst at work will be asked to leave the premises and offered appropriate assistance to return home safely. The Preschool Manager must discourage affected persons from driving themselves home.

The following guidelines will apply for a parent/carer under the influence of alcohol or drugs collecting their child from the Preschool:

1. In the event that the parent/carer arrives at the preschool under the influence of alcohol or drugs, we will ask that someone comes with the parent/ carer to take responsibility of the child before a member of staff gives up his/her responsibility of the child.
2. Should this not happen, we reserve the right to contact any relevant authorities that we may feel appropriate i.e. the police, partner, welfare services etc. Any member of staff feeling under threat should contact the police.
3. We will manage the incident tactfully to ensure that the professional relationship with the family is maintained.
4. If a senior staff member has any concerns regarding the child's welfare, we would endeavour to speak to the parent/carer about their child's needs.
5. We will ensure that there are two staff present, as much as possible, when speaking to a parent so that staff should not jeopardise their own safety or others in these situations.
6. A full written report will be made of the incident.

Employees found to be or suspected of, misusing drugs and/or substances at work, will be investigated under the Disciplinary Procedure.

Approved.....: **(Chair of CIO signature)**

Adopted on Review Date

