

## **Meppershall Pre-school**

### **Drugs, Alcohol and Staff Medication Policy**

#### **Statement of intent**

This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

#### **Aim**

Our aim is to take appropriate steps to prevent the hazards related to the consumption of alcohol or drugs, and to enable the children to thrive in a healthy and safe environment.

#### **Method**

##### **NO ILLEGAL DRUGS OR ALCOHOL ARE TO BE CONSUMED ON THE PREMISES**

- Staff are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work or remain under the influence from previous consumption.
- The same applies to all drugs other than those prescribed by the doctor and considered appropriate for intake while working with children.
- Staff should record any medication they take/have taken on a personal medication form. The Chairperson may enquire about this medication at their own discretion, to help them make the decision whether the taking of the medication affects the staff member working with the children.
- Staff will ensure that all drugs are stored correctly.
- Management will respond to and investigate concerns and complaints raised in relation to alleged breaches of the welfare requirements.
- Management will advise family members and visitors of the requirements of this policy.
- Staff will promote positive role models in health and safety practices in relation to alcohol and drugs.
- Should a member of staff be found under the influence of alcohol or drugs of any illegal form before or during the opening hours, they will be immediately asked to leave the premises and be told to return home. Thereafter the normal disciplinary procedures will begin.
- This will ensure that staff are able to respond appropriately to the children at all times.

##### **In the case of a parent/carers arriving to collect a child whilst they are under the influence of alcohol or drugs, the following guidelines will apply.**

- We will manage the incident tactfully to ensure that the professional relationship with the family is maintained.
- If a senior staff member has any concern regarding the child's welfare, we would endeavour to speak to the parent/carers about the child's needs.
- We will ensure that there are two members of staff present when speaking to the parent as staff should not jeopardise their own safety or others in these situations.
- In the event that the parent/carers arrives at the Pre-school under the influence of alcohol or drugs we will ask that someone comes with the parent/carers to take responsibility of the child before a member of staff gives up his or her responsibility of the child.

- Should this not happen, although we have no legal right to withhold a child from a parent/carer, we however reserve the right to contact any relevant authorities that we may feel appropriate i.e. the police, partner, etc. Any member of staff feeling under threat should contact the police.
- A full written report will be made of the incident.

**YOUR CHILD'S SAFETY IS OUR MAIN CONCERN AND AS SUCH THIS WILL  
DETERMINE THE COURSE OF ACTION TAKEN.**

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| <b>Date approved by Pre-school committee</b> |  |
| <b>Signed by Pre-school leader</b>           |  |
| <b>Signed by Pre-school chair</b>            |  |
| <b>Signed by Pre-school staff</b>            |  |