



Adults Taking Medication or other Substances Policy

Statement:

The safety of our children and staff at Pippins Preschool is our number one priority and we will challenge anyone who we may think is under the influence of any substance.

Aim:

- To ensure staff are aware that they must never be under the influence of alcohol or any other substance which may affect their ability to care for children whilst on duty.

Procedure:

- Practitioners are made aware that they must never be under the influence of alcohol or any other substance which may affect their ability to care for children;
- Practitioners taking medication which may affect their ability to care for children must seek medical advice and possibly a Fit For work Note from their doctor;
- All staff are asked to keep the Manager informed of any medical needs and medication they require;
- Staff must keep medications in the cupboard above the sink;
- Staff must not keep medication in their bags;
- Staff who need inhalers can keep these on their person;
- If a member of staff was to arrive to work under the influence of alcohol or other substances they will be dismissed immediately and the Disciplinary and Grievance Policy will be adhered to;
- If a parent / carer collects their child and staff believe that the parent / carer is under the influence of alcohol or other substances the Preschool Manager or Deputy will be alerted. They will approach the parent / carer and suggest contacting another person on that child's designated collection list to collect the child. Travel arrangements will be checked to ensure that the parent / carer is not driving. The parent / carer will be asked to wait with a member of staff whilst waiting for another adult to arrive. Under no circumstances will we send a child home with an adult who we believe is under the influence of alcohol or other substances;
- This incident will be noted in the Incident Book;
- If parents express that they will not cooperate with our suggestion or become aggressive or angry, the Police should be called. Under no circumstances do we tolerate aggressive behaviour towards our staff and in front of the children!