**DRUGS AND ALCOHOL POLICY (INCLUDING PRESCRIPTION AND OVER THE COUNTER MEDICINES)**

We are dedicated to providing a safe environment for all who visit, work and attend here. We promote the health, safety and the wellbeing of all who are involved with our setting.

We recognise that there are significant health risks (both physical and mental) associated with alcohol and drug use. Further information and support can be sourced at the links below:

**Alcohol** [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

**Drugs** [www.talktofrank.com](http://www.talktofrank.com)

Employees are expected to arrive for work promptly and free from alcohol or illegal drugs. The consumption of alcohol or illegal drugs during the working day, including breaks, is strictly forbidden. If an employee smells of alcohol or appears to be under the influence of any substance they will be deemed unsuitable for work and asked to leave the setting. Formal disciplinary action will be taken against the employee.

If a parent or other adult arrives at nursery to collect or drop off a child who appears to be under the influence of alcohol or drugs they will be asked to leave the setting. The parent/carer will then be required to arrange for another adult to collect their child. These incidents will be reported to our designated safeguarding lead and all child protection procedures followed.

When a staff member starts at Amberley they are required to complete a Health Declaration Form and are also required to provide an update of their health at each of their 6-8 weekly supervision meetings; this includes notifying us of any medication which could affect their work. Instances where medication may affect a staff member’s ability to carry out tasks will be assessed on an individual basis and give reflection to the tasks they are required to carry out.

Staff members should ensure they are following all manufacturers’ advice when taking medication, including over the counter medications, and that they are using medications for their intended purpose. Staff are to be aware that some medications which can be obtained without a prescription, such as anti-histamines, can also affect their ability to work.

If staff members are taking medication which may affect their ability to care for children, they should inform the management team and seek medical advice. They must inform the management team of the medical advice given and only work directly with children if a doctor (or other appropriate, medically trained person) has confirmed the mediation is unlikely to impair their ability to look after children properly. Instances where medication may affect a staff member’s ability to carry out tasks will be assessed on an individual basis and give reflection to the tasks they are required to carry out.

There is no requirement to inform the management team of any medication taken in periods of absence, unless it may continue to be taken, or affect, the employee after they return to work.

Employees of Amberley Nursery are representing the setting, they should remain responsible and maintain a professional image at all times. Employees are not permitted to trade or sell any drugs on the nursery premises or engage in such activities outside of work.

All employees are responsible for their own medication and should ensure they are stored safely and away from children.

Policy revised December 2018 Lisa Gray