

# Drugs and Alcohol Policy

## Statement of Intent

Our setting must be a safe and secure environment for the children in our care. The safety of the children is of paramount importance at all times. Anybody working with the children must be capable of taking responsibility for the children. A member of staff who appears to be unfit for work will be asked to leave the pre-school environment. No alcohol or illegal drugs will be brought to the premises.

## Guidance

- NAP Club is held within Northleaze School which is a smoke free zone so no smoking is allowed on site.
- Alcohol and non-prescribed drugs will not be permitted on the premises.
- Non prescribed drugs for staff such as Paracetamol are permitted on the premises but must be for the sole use of that staff member and stored out of children's reach in a locked area.
- Prescribed drugs required by staff must be kept in a locked cupboard and away from the children at all times.
- Prescribed drugs, including inhalers, required by the children, should be clearly labelled and only administered by staff with written instructions and permission from the parents/carers. These medicines will be stored appropriately, and out of reach of the children at all times.
- Any abuse of drugs, alcohol or solvents will not be tolerated.
- If a member of staff arrives at setting under the influence of alcohol or non-prescribed drugs and, in the opinion of the leader or deputy, is unfit for work, he/she will be asked to leave the setting immediately.
- There is to be no alarm caused to the children, and at no time should the unfit person be responsible for any child.
- The member of staff will be considered unfit for work, and the missed session will be classed as sick leave.
- Before the member of staff returns to work there must be a meeting of the management committee to discuss the events leading up to the incident, and consequently follow the appropriate disciplinary procedures.

## Conclusion

We want our setting to be a happy, secure and safe environment for the children. Any abuse of alcohol or drugs will not be tolerated, and any person who appears to have misused any substance will be required to leave the premises.

<b>Date to be reviewed:</b>	June 2025
<b>Date amended:</b>	June 2022
<b>Date signed off:</b>	June 2022
<b>Signed:</b>	Kathleen Williams
<b>Signed:</b>	Susie Smart