



Alcohol, Medication or Other Substances Policy

Policy Statement

Goudhurst Village Pre-school will ensure children are not endangered in any way by staff members suffering from impaired judgement and ability due to alcohol, medication or other substances.

Procedures

- If a staff member is taking medication which may affect their ability to care for children, he/she must seek medical advice and liaise directly with the Pre-school Manager, who will make the decision as to whether he/she is fit to work.
- The Pre-school Manager will ensure that staff only work with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly.
- Staff medication on the premises must be securely stored, and out of reach of children at all times.
- Any member of staff who arrives at the Pre-school, who is under the influence of alcohol or other substances, will be asked to leave with immediate effect by the Pre-school Manager or Deputy.
- Goudhurst Village Pre-school will deal with any staff member under the influence of alcohol and other substances, in line with their disciplinary procedures.
- Parents/carers who arrive to collect children under the influence of alcohol or other substances will be asked by the Pre-school Manager to arrange another person to assist with the care of the child.
- If Goudhurst Village Pre-school believes that a child or member of staff could be at risk from a parent/carer being under the influence of alcohol or other substances, we reserve the right to call the Police for further assistance.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....