



Medication and other substances Policy

This policy will be reviewed on an annual basis

Introduction

Pippins recognises that drug, alcohol and substance misuse are growing social and medical problems, which can lead to accidents at work, reduced efficiency, poor decision making and lost productivity. In order to address these issues Pippins is committed to having procedures which:

- Minimise drugs, alcohol and substance misuse related problems in the workplace, through promoting a sensible attitude to alcohol and a greater awareness of the risks of taking other drugs;
- Offer support and advice for employees experiencing difficulties related to alcohol or drug use.

This policy relates to instances where individuals have become dependent upon alcohol or drugs. It does not apply to isolated instances of misconduct or absence from work caused by the effects of excessive alcohol or drugs. In this instance, misconduct will be dealt with under the normal disciplinary rules.

The objective of the Policy is to:

- Comply with our legal responsibilities;
- Assist managers and supervisors in dealing with substance misuse-related incidents in the workplace;
- Establish clear, easily-understood guidelines for dealing with misconduct, arising from substance misuse;
- Demonstrate the organisation's commitment to staff health and safety; and
- Raise awareness amongst staff of the effects of drugs and alcohol and the impact on themselves and the workplace of inappropriate use.

How to recognise the problem

In most cases it is the behaviour associated with drug, alcohol and substance misuse that will be evident to both managers and colleagues.

Listed below are a number of indicators. It is essential to note that these indicators could equally apply to other illnesses or stress. It is important to thoroughly examine each situation before acting.

Possible indicators of misuse

- Patterns of depression or fatigue (often after the weekend).
- Absenteeism- short term/frequent patterns.
- Poor timekeeping.
- Erratic performance.
- Lack of discipline.
- Unusual irritability or aggression culminating in harassment.
- Over-confidence.

- Sudden mood swings.
- Inappropriate behaviour.
- Reduced response times.
- Becoming easily confused.
- Reduced productivity.
- Deterioration in relationships with colleagues, customers or management.
- Financial irregularities.
- Dishonesty and theft.

Remember: These are only signs- they can all be caused by other factors.

The cornerstone of this policy is the commitment to regard drug, alcohol and substance misuse as a health and social problem, which may affect work performance. The policy aims to enable the individual to seek help in order to maintain his/her performance at work. The success of this guidance depends upon a joint commitment from management and employees.

This policy seeks to ensure that support and assistance is proactively offered to employees' as appropriate and available to those seeking help. It is also recognised that the alcohol/drug problems of a family member may impact upon employees work efficiency.

What should I do if I suspect an employee's work is being affected by drug, alcohol or substance misuse?

1. Put your concerns in writing to the Manager or Trustee Directors
2. The Manager or Trustee Directors gathers facts/evidence and arranges a meeting. At the meeting Management determine whether the employee admits to having a problem with substance misuse.
3. After the meeting if performance is still affected by substance misuse the standard disciplinary procedures stating in employees contract are commenced.

Seek help and guidance from H.R, EYC, EYA, local services regarding addiction counselling and drug and alcohol services.

Alcoholics Anonymous (GB) Ltd National Helpline Telephone - 0845 769 755 - 24 hour service.

Frank - UK National Drugs Helpline Telephone - 0807 76600

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20th October 2021

Signed on behalf of the Management Trustee Directors

Cheryl
21/10/21

Role of signatory (e.g. chairperson etc.)

Chairperson

Commenced 2014 - Reviewed 20.10.2021