



Staff taking medication policy

Policy Statement

Staff need to be aware that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children and that failure to disclose such information is a disciplinary offence.

Responsibilities

Staff taking regular medication must inform the Nursery Manager when a statement with its contra-indications recorded. This will confirm that it will not impair the member of staff's ability to safely work with the children. These records will be stored in the supervision and personal staff file.

Any medication needing to be administered during the day by a member of staff will be stored securely away from the reach of the children and must be kept in a staff member's bag in a lockable cupboard or in the office. To administer medication staff members are required to go to the staff room. Staff are not to share medication

Staff Members

If a member of staff arrived at work under the influence of medication or other substances and was deemed not fit to work the Manager would discuss with the individual their concerns and decide that the staff member should not be present at work for a set period of time (this would be agreed by both parties.) The member of staff in question will not be paid for the period of absence.

Staff need to keep the Manager informed of any additions/changes to medication to protect both themselves and the setting. All information received will be treated as confidential and not disclosed to any other staff members without the member of staff's consent. This will be discussed and recorded during supervision meetings.

Parents/guardians

All staff have a duty of care and responsibility to ensure the children in our setting are kept safe and free from danger/harm. If a parent/guardian arrives at the setting and staff believe they are under the influence of drugs and/or alcohol then the staff members should have a discussion with the parent/guardian and ascertain whether they are fit to be responsible to care for their child. Staff should recommend that the parent/guardian contacts a relative/friend for alternative arrangements to be made.

If the parent refuses to make these alternative arrangements and particularly if they insist on driving a vehicle the Manager will have contact the Police and Children's Social Services as it would be dangerous and illegal for both the parent/child and other adults if they attempted to drive a vehicle.

Unknown medication found on a member of staff, parent or child would be removed from the person and investigated as to its validity/usage. Once the reason is established the medication will be stored away from the children and, in the case of children, administered with the consent of the parent/guardian by filling in the necessary Medication Consent Form or by discussion with the relevant member of staff.