

## **Alcohol, Drugs and Staff Medication Policy**

Drop off / Collection, If a member of staff has any concern about a parent / guardians ability to offer safe care, because they are under the influence of alcohol / drugs or there are concerns about their mental health state they will follow the steps below.

- Refuse contact or immediate access to the child
- Contact the BAD
- Contact the named emergency contact person
- If necessary, contact the Police or Children services

### **1. Purpose of this document**

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all children and staff by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

### **2. Rules**

The Company's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of children, staff and others with whom they come into contact.

No staffs representing Boom Active shall:

- 2.1 Report or try to report for work when unfit\* due to alcohol or drugs (whether illegal or not) or to substance abuse;
- 2.2 Be in possession of alcohol or illegal drugs\*\* in the workplace;
- 2.3 Supply others with illegal drugs\*\* in the workplace;
- 2.4 Supply others with alcohol in the workplace
- 2.5 Consume alcohol or illegal drugs or abuse any substance whilst at work.

\*Whether an employee is fit for work is a matter for the reasonable opinion of the BAD or senior coach in charge.

\*\*Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

In addition, Boom Active staff must –

- 2.6 Ensure they are aware of the side effects of any prescription drugs;

2.7 Advise the BAD or senior coach in charge immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and the BAD will take disciplinary action for any breach of these rules, which may include dismissal

In addition, possession of or dealing in illegal drugs during working hours, without exception, be reported to the Police.

#### Help and support

The BAD will endeavour to ensure that advice and help are made available to any of the Boom Active team who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Some useful links to websites are provided below.

#### Useful links:

Alcoholics Anonymous Tel 0845 769 7555 [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

ACAD (Advice and Counselling on Alcohol and Drugs) [www.acad.org.uk](http://www.acad.org.uk)

FRANK Tel 0800 776 600 (24 hours) [www.talktofrank.com](http://www.talktofrank.com)

NHS (Information and advice from the National Health Service)