

# St Marychurch Pre-school

## Drugs/alcohol misuse Policy

Statement of intent

St Marychurch Pre-school must be a safe and secure environment for the children in our care.

### **Aim**

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 practitioner who appears to be unfit for work will be asked to leave the pre-school environment. All parents/carers should be aware of the risks associated with drugs and alcohol misuse.

### **Methods**

- Prescribed drugs required by practitioners must be kept in a locked box and stored out of reach from the children at all times.
- Prescribed drugs, including inhalers, required by the children should be clearly labelled and only administered by practitioners, 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 practitioner arrives at pre-school under the influence of alcohol, or non-prescribed drugs and in the opinion of the manager, is unfit for work she/he will be asked to leave the pre-school immediately. Before the practitioner 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.

### **Procedures for managing parents/carers under the influence of alcohol or drugs**

- We will manage the incident tactfully to ensure that the professional relationship with the family is maintained.
- If there are concerns regarding the child's welfare, we would endeavour to speak to the parent/carer about their child's needs.
- We will ensure that there are two practitioners present when speaking to a parent so that practitioners should not jeopardise their own safety or others in these situations.
- In the event that the parent/carer arrives under the influence of alcohol or drugs, we will ask that someone comes with the parent/carer to take responsibility of the child before a practitioner gives up his/her responsibility of the child.
- St Marychurch Pre-school will contact the next suitable person on the contact list. If no other person is contactable, St Marychurch Pre-school will then inform the appropriate outside agencies
- A full written report will be made of the incident.
- All parents/carers and volunteers are not permitted to be under the influence of alcohol or drugs whilst on the premises of St Marychurch Pre-school.
- Not all drugs or substances that can be misused are illegal or obtained illegally, many ordinary Office or household substances can intoxicate, for example glues and solvents. This policy covers all intoxicating substances, not just those that are illegal.

St Marychurch Pre-school Drugs/alcohol misuse Policy continued.....

Signed: \_\_\_\_\_

Position: Chairperson

Dated: \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.