

Drugs and Alcohol Policy

Springboard Nurseries complies with the health and safety regulations and the welfare requirements of the EYFS in making our setting a safe environment – both indoor and outdoor.

- Any staff member who is taking prescribed medication must inform the manager.
- The manager will complete a health/ medication form.
- Medication must be kept/ stored in the office.
- Any un-prescribed medications should be kept off the premises.

Use of substances and abuse thereof is not acceptable, and we aim to ensure that all staff members are:

- Professional
- Smart
- Free from any substances.

Staff must not attend work under the influence of alcohol. If this occurs, then the staff member would be sent home immediately, and disciplinary procedures will be followed.

If we have concerns with regards to any drug taking, then we would also send home the staff member immediately to follow up on any investigations.

Springboard Nursery can ask all staff to take medical tests if this deems necessary to protect the children in our care, therefore further communication and consent would need to be given.

If an allegation has been made against a staff member, Springboard nursery would:

- Seek further advice from the relevant local authority.
- Reflect on the staff member's behaviour and conduct, sickness, and appearance to see if this may reflect on the individual.
- Approach the individual and explain the allegation, dependent upon concerns would depend upon the outcome i.e., instant dismissal.
- All concerns, discussions, and outcomes would be recorded and kept on file. Remaining confidential unless there is a need-to-know reason.
- Springboard Nursery will contact the local authority designated officer.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023