

D: Suitable people - Staff taking medication/other substances

What do I need to know?

- Legal Framework
 - [Equality Act 2010](#)
 - [Health and Safety at Work etc. Act 1974](#)
 - [The Management of Health and Safety at Work Regulations 1999](#)

- [Statutory framework for the early years foundation stage](#): pages 25-26 , paragraph 3.19.

Suitable people - Staff taking medication/other substances (page 14 of audit)	Things to consider and discuss:
<p>Do you ensure that staff members are not be under the influence of alcohol or any other substance which may affect their ability to care for children?</p>	<ul style="list-style-type: none"> • How do you ensure that your staff are fit to care for children (and drive if this is a requirement of their role - consider home to work journeys or pick-ups for out of school provision)? • How do you know that staff members are not under the influence of alcohol or any other substance? • What are the signs and symptoms of a person being under the influence of alcohol or any other substance? • Do you have a staff behaviour and/or code of conduct policy and procedure which is shared with staff during the recruitment process? How often do you review this in the light of incidents/changes? Is this frequent enough? • If a member of staff arrives at the provision under the influence of alcohol or any other substances how would you manage this situation? Does your code of conduct policy and

<p>Do you make sure staff members seek medical advice if they are taking medication which may affect their ability to care for children?</p> <p>Do you ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly?</p> <p>Do you ensure all medication on the premises is securely stored, and out of reach of children, at all times?</p>	<p>disciplinary procedures support you to manage these circumstances? Would other members of staff be confident to report this?</p> <ul style="list-style-type: none"> • What procedures do you have in place for staff to disclose any if they are under the influence or alcohol or any other substance? Are these procedures part of the induction process? • How would you support staff or signpost staff for further help or information? • How would you ensure the safety of the staff and children and maintain ratios? <ul style="list-style-type: none"> • What procedures do you have in place for staff to disclose if they are taking any medication which may affect their ability to care for children? Are these procedures part of the induction process? • How would you record any information about staff's notification of medication and suitability to work with children from a medical practitioner? Does this meet data protection legislation? • Do you have conversations with any staff members who take medication to ascertain their needs and any reasonable adjustments that they may require? How often do you do this? Is this frequent enough to ensure the safety of the children and the member of staff concerned? • Do you risk assess how such a staff member may fulfil their role? • How would you make reasonable adjustments in order to fulfil the requirements of the Equality Act 2010? <ul style="list-style-type: none"> • What are the procedures for storing staff medication? <i>(It must be secure and out of the reach of children at all times)</i> • What procedures do you have in place to share policies regarding safe storage of medicines with staff?
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Useful links and further help:

[Childcare and children's social care health declaration form](#)

[NHS choices - alcohol misuse](#)

[Drug addiction: getting help](#)

[Talk to Frank](#)

[Alcohol and drug misuse prevention and treatment guidance](#)

[Managing drug and alcohol misuse at work - HSE](#)

[Is it illegal to take drugs at work?](#)

[ACAS - impartial advice on workplace rights, rules and best practice](#)

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

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