

H: Staff taking medication or other substances - Childminders

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](#)
- [Early years foundation stage statutory framework for childminders](#) page 22, paragraph 3.29.

Suitable people - Staff taking medication or other substances (page 19 of audit)

Things to consider and discuss:

Do you **ensure** that you and any childminding assistants are not under the influence of alcohol or any other substance which may affect their ability to care for children?

- How do you ensure that you and any childminding assistants 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 any assistants 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 all employees during the recruitment process? How often do you review this in the light of incidents and, or changes? Is this frequent enough?
- If an assistant 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 disciplinary procedures support you to manage these circumstances? Would other employees be confident to report this?
- What procedures do you have in place for any assistants 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 any assistants or signpost them for further help or information?
- How would you ensure the safety of you and any assistants and children and maintain ratios?

Suitable people - Staff taking medication or other substances (page 19 of audit)	Things to consider and discuss:
<p>Do you make sure you or any childminding assistants seek medical advice if they are taking medication which may affect their ability to care for children?</p> <p>Do you ensure that you and any childminding assistants only work directly with children if medical advice confirms that the medication is unlikely to impair that person's ability to look after children properly?</p>	<ul style="list-style-type: none"> • What procedures do you have in place for any assistants 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 assistants' 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 assistants 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 assistant concerned? • Do you risk assess how such an assistant may fulfil their role? • How would you make reasonable adjustments in order to fulfil the requirements of the Equality Act 2010?
<p>Do you ensure all medication on the premises is securely stored, and out of reach of children, at all times?</p>	<ul style="list-style-type: none"> • What are the procedures for storing your or any assistant's 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?

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](#)

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

[Derbyshire SchoolsNet - Early Years](#)

[Derbyshire Early Years Service - Eventbrite](#)

Email: CS.EYS@derbyshire.gov.uk