Mr H Out of School Club

STAFF TAKING MEDICATION POLICY
SEPTEMBER 2024

Staff taking medication and other substances

Smoking

Legislation now exist which makes it illegal to smoke in enclosed public spaces. Smoking is prohibited anywhere on Club premises.

For those who wish to smoke during their lunch break, they must leave Club premises.

Whilst it is not a legal offence to smoke e-cigarettes in a public place, given some e-cigarettes do release a vapour or substance of some description, to ensure we maintain an enjoyable and comfortable working environment for all, the Company prohibits the use of all smoking devices on company premises. Anyone wishing to smoke these items must do so in the designated smoking areas, or alternatively off-site in their break.

Alcohol

Bringing alcohol or any unlawful drugs to the workplace, is strictly prohibited both during work time and during a period prior to work where the effects carry over to the workplace. If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

Illegal Drugs

The taking of or possession of illegal substances during working hours constitutes gross misconduct and will result in immediate dismissal.

Medication

Prescribed Medicines

Medicines should only be taken to Club when essential; that is where it would be detrimental to a person's health if the medicine were not administered during the Club 'day'.

If any medication needs to be taken, it should be done so on scheduled breaks or away from the children.

If a practitioner is prescribed a new medication, they should ask their doctor if this will in anyway affect their ability to care for children. If a practitioner suffers

from any side effects from the medication that affects their ability to care for children, the Club will ask the practitioners to seek medical advice.

If it is necessary to take prescribed drugs during working hours, the Club manager or senior member of staff should be informed upon arrival at work and the practitioner will complete a form detailing the medication.

Non- prescribed medicines

If it is necessary to have non-prescribed drugs on Club site (such as headache tablets) you should take the responsibility for ensuring that they are out of the reach of children and kept with your personal belongings.

Storage of medication

Arrangement should be made for the safe storage out of the reach of children

Confidentiality

The Club manager or senior member of staff will always treat medical information confidentially. The manager will agree with the practitioner, who else should have access to records and other information about them.

Record keeping

The Club will keep written records of all medicines taken by staff in their confidential folders which are located in the office.

Staff Fitness to Work & Staff Medication

- All Club staff have a responsibility to work with children only where they are fit to do so
- Staff must not work with children if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy
- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager immediately
- The Club manager / person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment
- Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or Club room. If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children
- In all cases medication must be stored out of reach of children. It must not be kept in the first aid box. It will be clearly labelled with the name of the member of staff.

Staff Details and Health Declaration

(Please note: this information is required in order to confirm your suitability to work with children at Mr H Out of School Club. It will be held in the strictest confidence, in accordance with The Data Protection Act 1998 and is for the company records and use in emergency situations only).

Staff Personal Details

First Name in full: Surname:

Date of Birth:

Home Address

Telephone Numbers: Home Work Mobile

Emergency Contacts

Contact 1:
Name: Relationship:

Home Address

Telephone Numbers: Work Mobile

Home
Contact 2:
Name: Relationship:

Home Address

Telephone Numbers: Home Work Mobile

Family Doctor:

Doctor's Name:

Surgery Address

Telephone Number

Health Declaration

Are you up to date with the following immunisations?	YES	NO
• Tetanus; (every 10 years)	YES	NO
• Hepatitis B	YES	NO
Are you currently in good health?	YES	NO

Are you taking any medication or having any other treatment regularly prescribed by a doctor or hospital? **If Yes, please give details on a separate sheet.**	YES	No

Have you ever had any of the following?

• Asthma?	YES	NO
• Depression, anxiety or similar?	YES	NO
• Diabetes?	YES	NO
• Eczema?	YES	NO
• Hepatitis B?	YES	NO
• Thrombosis?	YES	NO
• Back problems?	YES	NO
• Blackouts, epilepsy, fits or faints?	YES	NO
• Tuberculosis?	YES	NO
• Heart disease or disorder?	YES	NO
• Contact with anyone who has had tuberculosis?	YES	NO
• An illness which causes problems with mobility?	YES	NO
• Have you been admitted to hospital in the last 2 years?	YES	NO
• Have you suffered any serious illness in the last 5 years?	YES	NO
• Any other illness which we should know about?	YES	NO

If you have answered yes to any of Section 6 above please give details:

Do you any other illness or allergy that we should be aware of? YES NO
Please give details:

Are you currently, or have you previously, suffered from alcoholism or any other kind of substance misuse? YES NO
Any other information that we should be aware of?

Declaration

- I declare that all the information I have provided with this Health Declaration is true to the best of my knowledge and belief, and that I have not withheld any relevant information.
- I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability.
- I am aware that if I am taking medication on a regular basis I must notify my manager, and must keep the medication in a safe place, out of reach of children.
- I will ensure I notify my manager if I experience any health concerns which could impact upon my ability to work with children

Printed Name: Signed: Date:

Staff taking Long Term Medication

Condition **Medication** **Dosage** **Times**

Side Effects

On having the medication prescribed, I asked the doctor whether taking this medication would affect my ability to work with children

Signed: **Date:**

Any Notes:

Risk Assessment Needed **Yes** **No**

Condition **Medication** **Dosage** **Times**

Side Effects

On having the medication prescribed, I asked the doctor whether taking this medication would affect my ability to work with children

Signed: **Date:**

Any Notes:

Risk Assessment Needed **Yes** **No**