

# DRUGS, ALCOHOL AND SUBSTANCE MISUSE POLICY



## PURPOSE OF THE POLICY

Yeovil College has a zero tolerance approach to drug, alcohol and substance misuse. The college wishes:

- to enable staff to recognise drug, alcohol and substance misuse problems in order to take appropriate action
- to minimise accidents to staff and students, as well as illness and poor work performance due to drug or alcohol problems
- to direct persons concerned to appropriate sources of support

### *Drugs and substances*

Yeovil College forbids the use of both illegal drugs and those known as “legal highs” and the inappropriate use of substances on its premises.

It is an offence for an individual to possess or supply illegal drugs or legal highs. It is also an offence to illegally supply prescribed drugs. The College would be committing a criminal offence under the Misuse of Drugs Act if it knew that illegal drugs were being used, kept or supplied on its premises.

If at any time anyone on College premises is suspected of acting illegally in respect of drugs, alcohol or substances the incident will be reported to the police.

Examples of illegal drugs are heroin, cocaine, cannabis/marijuana, ecstasy, ketamine and amphetamines. Examples of substances are glue, solvents and medical gases. This list of examples is not exhaustive.

### *Alcohol*

Students should not consume alcohol or bring alcohol onto the premises at any time, or come into College under the influence of alcohol.

**Staff should not consume alcohol during contracted working hours, except in very specific circumstances, e.g. Christmas celebrations or farewell events. These occasions should be timed so that staff (especially those with direct student contact and those who handle complicated machinery) do not return to work having recently consumed alcohol. Staff should not come into work under the influence of alcohol.**

## SCOPE

This policy is applicable to all persons working within the College, including contractors and volunteers, students and visitors. It also applies to staff working in areas of activity carried out in the College's name.

**RESPONSIBILITY AND AUTHORITY**

Director of Curriculum c/c STEM

Director of Curriculum c/c Employability and Progression

Director of Teaching & Learning and Quality

Head of Student Experience

Director of HE (HE Students)

Head of Human Resources (all staff and volunteers)


Head of Estates (visitors and contractors)

Ultimate responsibility rests with the Principal and Governing Body.

**RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

Health and Safety Policy

Disciplinary Policy; Staff and Students

Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Michelle Dennett	Head of Student Experience	Signed: 	24.11.15	November 2017

Initial Equality Impact Screening			
Have you consulted on this policy? Yes Details: With members of Learner Support Services Team and Key staff as listed on the policy			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons			
<b>Declaration</b> We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required.  We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment  Completed by Author: Michelle Dennett Position: Head of Student Experience Date: 11.03.15  Reviewed by Safeguarding, Equality & Diversity Group: Date: 11.11.15			
Comments from Safeguarding, Equality & Diversity Group Review:			

## PROCEDURE FOR ADMINISTERING MEDICATION AT YEOVIL COLLEGE

### Controlled Drugs:

#### Storage:

- All Controlled Drugs must be stored appropriately, in a locked Controlled Drugs Cabinet, on an internal wall, within a locked room.

#### Documentation:

- Care Plan documenting the name, dosage and time of the medication to be administered. This must be signed by the learner/learner's parent or guardian and the College's Designated Person.
- Drug Administration Chart correctly completed with the name, dosage and time of the medication to be administered.
- Medication Risk Assessment and Agreement Form correctly completed and signed and dated by the learner/learner's parent or guardian and the College Designated Person.
- Controlled Drugs Recording Book correctly completed with the name, dosage and time of the medication to be administered.
- All Controlled Drugs must be counted by the learner's parents or guardians and the College Designated Person when received on campus.
- The quantity of tablets obtained is then entered into Controlled Drugs Recording Book and both parties must sign accordingly.
- Contact Log: Any change in medication must be documented in the Contact Log.
- All the above documentation must be updated accordingly if the medication is altered in any way.

#### Administration:

- In order to ensure the medication is given to the correct learner, a photograph, ID Number and Date of Birth will appear on all the relevant drug documentation.
- Whenever administering the controlled drug, the quantity must be counted on each occasion and the learner and the College Designated Person must sign the Controlled Drugs Recording Book accordingly and enter the new quantity of medication to be returned to the Controlled Drugs Cupboard.
- The College Designated Person must initial the appropriate box on the Drug Administration Chart, on each occasion a drug is administered.

### General Medication:

#### Storage:

- All medication must be stored appropriately, in a locked Medicine Cabinet, within a locked room.

#### Documentation:

- Care Plan documenting the name, dosage and time of the medication to be administered. This must be signed by the learner/learner's parent or guardian and the College Designated Person.
- Drug Administration Chart correctly completed with the name, dosage and time of the medication to be administered.

Administration:

- In order to ensure the medication is given to the correct learner, a photograph, ID Number and Date of Birth will appear on all the relevant drug documentation.
- The College Designated Person must initial the appropriate box on the Drug Administration Chart, on each occasion a drug is administered.
- If appropriate, it may be necessary to complete the Contact Log, if the medication is taken occasionally, or as a record of how effective the medication has been.

**NOTE:**

**No member of staff should dispense any tablets or medicines to treat illnesses or provide medical assistance for general illness or ongoing health challenges to any student of Yeovil College. Only trained First Aiders should provide any emergency care as designated in the College's First Aid Procedure**

