

The Kinder Garden



Illicit Drugs, Alcohol & Illegal Substances Abuse Policy

Aim

To provide a safe work place environment where educators and other staff members are not under the influence of any illicit drugs, alcohol or illegal substances.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011

Who is affected by this policy?

Educators
Staff
Families
Children
Management

Implementation

If any educator or other staff are on prescribed medication, the Approved Provider/Nominated Supervisor should be advised of any side effects it may cause e.g. drowsiness. The Approved Provider/Nominated Supervisor will then assess any possible risks. If there are increased risks to the educator or to other staff or to the children the educator/other staff member will need to leave the service. The educator or other staff member will be asked to get a letter from their medical practitioner regarding any side effects that may affect their ability to perform their duties at the service.

If any educator or other staff is suspected of being under the influence of alcohol or any illegal substances, they will be taken aside by the Approved Provider/Nominated Supervisor and asked if they are on any substances that could affect their ability to carry out their responsibilities effectively.

If the Approved Provider/Nominated Supervisor is satisfied that they are not, then the educator or other staff member may return to work. If the Approved Provider/Nominated Supervisor is not satisfied with the answer, then the educator or other staff member will be asked to go to a medical practitioner for a clearance immediately.

If the educator or other staff member refuses they will be sent home.

An interview with the Approved Provider/Nominated Supervisor will be organised for the next day.

At the interview, the situation will be discussed and if the matter is seen as misconduct the educator or other staff member may be warned or dismissed instantly according to the service's policies and procedures.

Information on counseling services will be made available to the educator or other staff member.

If the situation at any time becomes violent, the police will be called on 000.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Draft Education and Care Services National Regulations 2011
Education and Care Services National Law Act 2010
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
WorkCover NSW www.workcover.nsw.gov.au Retrieved: 29th August 2016
Department of Health and Ageing www.health.gov.au Retrieved: 29th August 2016

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: August 2016

Date for next review: August 2017