Promoting health and hygiene
Smoking & Substance Misuse

Policy statement

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no-smoking environment - both indoor and outdoor. Staff, parents/carers and volunteers are also made aware that controlled, dangerous or illegal substances must not be brought into or used on the premises and staff, parents/carers and volunteers should never enter the setting following the misuse of any substance, e.g. alcohol, illegal or prescription drugs or solvents. This is regularly reviewed in each staff member and students termly supervision meeting, when they will be required to sign to say they will not attend the premises following the misuse of any substance.

Procedures

Smoking

All staff, parents/carers and volunteers are made aware of our no-smoking policy.
We display no-smoking signs.
We actively encourage no-smoking by having information for parents/carers and staff about where to get help to stop smoking if they are seeking this information.
Staff who smoke do not do so during working hours, unless on a break and off the premises.
Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
Staff/volunteers are required to complete a health form during their interview which is then reviewed during induction and are advised that they are responsible for notifying the preschool manager of any changes to their health, including an increase in cigarettes smoked per day.
The preschool manager reviews staff/volunteers' health forms with them during appraisals.

Substance Misuse

All staff, parents and volunteers are made aware of our zero tolerance of substance misuse.
We remain respectful of others who misuse substances and will actively encourage parents/carers and staff to seek professional assistance where misuse is a problem and provide support with this.
Staff/volunteers are required to complete a health form during induction and are advised that they are responsible for notifying the preschool manager of any changes to their health, with

particular reference to an increase in substance intake, to include units of alcohol consumed per week or any drugs, prescription or illegal, that they may take.

Staff/volunteers that have been prescribed controlled drugs are asked not to bring them into the premises unless they are needed to be kept ready for emergency use or a dose period occurs during working hours.

Any medication brought into the premises will be stored in a secure, locked box, inaccessible to children.

The preschool manager reviews staff/volunteers' health forms with them annually, and staff are asked if they need to make any changes to their health declaration during each termly supervision. Staff are aware they should not wait to be asked if they need to make any changes to their record and can do so at any time.