**Drugs and Adult Medication Policy (Sept 2025)**

**Policy Statement:** At Little Acorns preschool, we are dedicated to maintaining a safe, healthy, and substance-free environment for all children, staff, parents, and visitors. This policy aligns with the revised EYFS, Sept 2025 to ensure guidance on the use of drugs and adult medication.

**Drugs:**

* The possession, use, sale, or distribution of illegal drugs is strictly prohibited on our premises.
* Anyone found under the influence or handling illegal substances will be immediately reported to the relevant authorities.

**Prescription Medication for Adults:**

* Staff or visitors who require prescription medication during working hours must inform the setting manager beforehand.
* Prescription medications must be securely stored, inaccessible to children, and taken privately, away from children's view.

**Self-Medication:**

* Self-medication by staff during working hours is strongly discouraged.
* Staff needing medication must inform the setting manager to facilitate safe storage and privacy during administration.

**Emergency Medication:**

* Staff or visitors who require emergency medication (e.g., EpiPens, inhalers) must inform the setting manager, providing written authorisation and clear administration instructions.
* Emergency medication will be securely safely; all staff will receive appropriate training in administering emergency medication.

**Alcohol and Smoking:**

* Alcohol consumption or smoking, including vaping, is prohibited on the premises at all times.
* Individuals must not arrive at or remain in the preschool setting under the influence of alcohol, recreational drugs or tobacco products.
* No employee should consume alcohol or drugs while on duty
* No employee should come to work having just consumed drugs or alcohol
* No employee should come to work under the influence of drugs or alcohol

All the above breaches of conduct are disciplinary matters and are viewed as acts of gross misconduct that may result in dismissal.

**Medication Records:**

* All medications brought on-site must be recorded accurately in a confidential medication log.
* Logs will detail the medication name, dosage, administration time, and the responsible individual, securely stored in line with GDPR.

**Staff Training and Awareness:**

* Staff will receive training and induction covering the policy, medication administration, storage procedures, and emergency medication protocols – all included in the Staff Handbook.
* Staff will sign an acknowledgment confirming their understanding and compliance with this policy.

**Alignment with EYFS 2025 Changes:**

* This policy incorporates EYFS 2025 updates, emphasising children's health, safety, well-being, and rigorous substance control standards.

Signed: Chairperson  
Date: September 2025