



Staff Medication and other Substances, Smoking and Vaping Policy



Phoenix Education Day Nursery operates a strict no smoking policy to protect the children, parents and staff from exposure to smoking.

Under no circumstances will we allow any member of staff, any parent/carer or any other visitor to smoke, vape or use e-cigarettes on the premises nor be under the influence of alcohol or any other substance. We reserve the right to not release a child from our care to a parent we believe to be under the influence of alcohol or substances.

Any member of staff found to be smoking on the premises will be suspended immediately and asked to report at a later date for a formal disciplinary. Any member of staff thought to be under the influence of alcohol or other substances will be asked to leave the premises and deemed unfit for work, also facing formal disciplinary hearing.

If a parent/carer approaches the nursery premises smoking they will be asked to extinguish their cigarette before coming onto the premises.

Any member of staff wishing to smoke or vape may only do so during their lunch breaks as long as they do not do so on the premises (inside or outside) nor within sight of the nursery. Staff must change out of their uniform and tie any long hair back if they do smoke and on returning to the premises, change back into their work clothes and thoroughly wash their hands and as far as possible remove all odour of cigarette smoke from themselves.

In addition to the above, a time period of 1hr must elapse between smoking and returning to work with children under 2yrs and a time period of 20 minutes before returning to work with children over 2yrs.

Staff choosing to smoke will not be discriminated against, however, it is deemed to be strongly undesirable particularly when staff are required to set healthy and good examples of behaviour to the children in their care.

All of the above also applies to the use of electronic cigarettes, personal vaporisers and any other form of electronic nicotine delivery system.

Staff medication and general fitness

The ability of a staff member to undertake the role and responsibilities of their post to an acceptable level whilst taking any prescribed medication will be assessed and discussed during regular supervision meetings. Staff must declare to managers during this meeting any medication they are taking.

If you are concerned about the capability of a staff member to perform their role, you should pass your concern immediately onto a Manager confidentially.

If it appears that the use of medication is affecting a staff member's ability to perform their normal duties, it may be necessary to request permission to write to their GP for report on fitness to work / medical clearance.