**Staff Medication Policy**

If a member of staff is taking prescription drugs, which might affect their ability to function effectively, they must inform the manager immediately. Any prescribed medication needed by a staff member whilst at Manor Farm must be stored safely in a locked metal cabinet, out of reach and sight of children attending the setting.

**Staff Fitness to Work & Staff Medication**

All staff have a responsibility to work with children only when they are fit to do so. Staff must not work with children if they are infectious or too unwell to meet children’s needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy.

If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform the manager immediately. The manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from a medical professional.

**Illegal Drugs**

The taking of or possession of illegal substances during working hours constitutes gross misconduct and will result in immediate dismissal.

**Prescribed Medicines**

Medicines should only be taken in setting when essential; that is where it would be detrimental to a person’s health if the medicine were not administered during the work ‘day’. If any medication needs to be taken, it should be done so on scheduled breaks or away from the children.

If a member of staff is prescribed a new medication, they should ask their doctor if this will in any way affect their ability to care for children and it is their responsibility to safeguard against any risks to the children. Staff must ensure that they are still able to carry out their role effectively and to the highest standard.