

Drugs and Alcohol Policy

Alcohol or drugs must not be consumed by any staff member or volunteer whilst working, nor should they arrive for work under the influence of drugs or alcohol.

Service users must not be allowed to consume alcohol or drugs on the premises.

Staff or volunteers must not give out or help to administer medication of any kind (prescribed or over-the-counter) to service users. This could have serious consequences for service users, and also breaches our insurance.

Please remember that we are not equipped to stage interventions and deal with complex issues such as substance abuse. Prevention of substance abuse is not a primary aim of the charity.

Alcohol and drugs

Workers (staff members, volunteers, contractors or others representing the charity) must not arrive at work under the influence, or become unfit during their working hours, due to illicitly obtained drugs, alcohol or other substances eg. solvents.

In these circumstances the worker's manager (team leader, line manager, or the Project Coordinator / CEO) will consider the matter under the disciplinary policy and it is likely to result in dismissal without notice.

Alcohol or drug dependency

Excessive consumption of alcohol or drugs can lead to dependency and health problems. It can adversely affect a person's ability to work, which in turn can affect safety and impair the organisation's ability to deliver its services. Workers who identify that they have a problem in this area, or others who identify workers who are potential sufferers, must inform the Trustees of their concerns.

A worker who admits to have a problem of this nature and agrees to undergo treatment will be regarded the same as if they had any other illness and the general illness procedures will be followed.

Should a worker not agree to treatment, suffer a relapse, or it appears that they are unlikely to recover, they will be issued with a warning requiring a full recovery. If this does not happen then they are likely to be dismissed or have their volunteering terminated.

Alcohol and drugs in the Winter Shelter

Alcohol

Alcohol belonging guests must not be consumed on site. It may be securely stored for them overnight and returned the following morning, or they may dispose of it safely.

If a guest is found drinking on site, they must be reminded of the rules and dispose of or hand over for safekeeping their alcohol. It is important that they are given the choice. If the guest refuses to comply, or is found drinking for a second time, they should be politely asked to leave the shelter. The **on-call coordinator** should be immediately informed by the **team leader**.

Guests who are intoxicated when they arrive should still be admitted, unless they exhibit disruptive or abusive behaviour, in which case, follow the aggressive behaviour policy.

Drugs or drug paraphernalia found on site

If drugs are found on site, no attempts should be made to establish who the drugs belong to.

- **Small amounts:** place the drugs in an envelope, the seal of which should be double signed by two workers, then place the envelope in the lock box and alert the **on-call coordinator**.
- **Substantial amounts:** dial 999 and then immediately inform the **on-call coordinator**.

Needles or associated drug paraphernalia should be disposed of safely in the sharps bin provided.

Drug use or dealing on site

Staff or volunteers discovering drug use, or dealing, on site should not attempt to confiscate the drugs as this may cause the individual using drugs to become violent. They must be allowed to finish then politely asked to leave the premises. The **on-call coordinator** should be immediately informed and will notify police.

Suspected drug overdose

The person in trouble may:

- be drowsy, confused or unconscious
- find it difficult to speak, slurring their words
- find it hard to balance and lose coordination
- be agitated, aggressive or excitable
- have shallow breathing and weak pulse
- have stomach pain, be nauseous or sick.

What to do:

- Call 999 for an ambulance
- Check the person's airways and resuscitate if necessary and if you know how to
- Do not attempt to induce vomiting
- Do not try to make the patient walk around
- Do not give the person any food or drink
- Take any medication bottles to the hospital
- Immediately inform the **on-call coordinator**.