



Medication and other Substances

This policy represents the agreed principles for Medication and other Substances in the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box on your emergency contacts, the professionals this information may be shared with and the retention periods this data is held for.

We take our responsibility for every child in our care very seriously. Where a parent/carer arrives to collect a child, and a member of staff suspects that he/she is under the influence of alcohol or drugs, the member of staff will delay entry into the nursery and will report their concerns to the managers.

The managers will discuss the concerns with the parent/carer, and should they feel the person is incapable of taking responsibility of the child they will then call the next person listed on the emergency contact list on the child's registration form to come and collect the child.

If the situation cannot be resolved in a reasonable manner, then the police will be called. If the parent/carer displays any forms of aggression or abusive behaviour that makes any member of staff feel uncomfortable then the police will be contacted.

The Nursery is obliged to report anyone they feel is incapable of driving a vehicle and are a danger to others, to the police.

If the police are called the managers will automatically involve Social Services.

Uncollected Children

In the event of a child being left or not collected from nursery by the allocated time the following steps will be taken:

- Two members of staff will remain with the child until the child is safely collected.
- Staff will attempt to contact the parent/carer.
- If unsuccessful, staff will then telephone the next person listed on the emergency contacts.
- If a different adult to whom we have a record of comes to collect the child, the child will only be released once we have spoken to the parent/ carer of the child to check identity of the person. Children may only be picked up by a person who is over 16 years of age, or by a parent, legal guardian, whom is under the age of 16.

- Your child will be reassured and cared for throughout this period as not to cause the child upset. A child can become distressed when they are the last to be collected if there is a significant wait time. The nursery staff will nurture the child and provide them with reassurance if their parent or carer has been unavoidably delayed.
- Every attempt will be made to ensure that the child is collected but if after 45 minutes to an hour from closure of the setting, the issue has not been resolved, then staff will follow their child protection procedures i.e. the police will be informed and children's services if there has been no contact from parents or anyone on their emergency contact list.
- The Designated Safeguarding Lead (DSL) will keep detailed timed records of the action taken and calls made. Under no circumstances should staff go to look for the parent/carers or take the child home with them.
- Your child would then be cared for by Social Services and a note giving their contact details will be left on the main door of the nursery building. Late collection fees will occur if a child is picked up late from their intended session time.

Smoking/ Vaping and e-cigarettes

All staff must not smoke in or on the premises when children are present or about to be present. Practitioners should not vape or use e-cigarettes when children are present or about to be present. Staff who wish to smoke or vape before or after their start and finish time must ensure that they are not identifiable by wearing badges and are a reasonable distance from the building.

Staff medication and substance misuse

Staff member must not be under the influence of alcohol or any other substance which may affect their ability to care for children, if a practitioner is taking medication which may affect their ability to care for children, they must seek medical advice. Practitioners must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely and out of reach of children at all times.

This policy was adopted by the managers and staff in September 2025

Managers signature

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Staff Signatures: