



Phoenix Community Care Ltd
Policy & Procedure

DRUG & ALCOHOL ABUSE

| Version | Written | Updated | Scheduled Review Date | Author | Approving Body | Date Approved |
|---------|---------|---------|-----------------------|---------------|--------------------|---------------|
| 1 | 2009 | 2009 | 2010 | Gareth Hawkes | Board of Directors | |
| | 2009 | 2011 | 2013 | Gareth Hawkes | Directors | 09/11 |
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Phoenix Community Care Ltd Policy & Procedure

Drug & Alcohol Abuse

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Drug & Alcohol Abuse Policy

PCC recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a service user with such problems needs help and support from his / her service.

PCC also recognises that alcohol and drug abuse problems can have a detrimental effect on education, growth and personal behavior. PCC has a responsibility to its other service users and staff to ensure that this risk is minimised.

Accordingly, Company policy involves two approaches

- a) Providing reasonable assistance to the service user with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- b) Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects other service users and staff, and where either (1) an alcohol or drug abuse problem does not exist or (2) where treatment is not possible or has not succeeded.

PCC has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are referred to GPs, hospitals and other agencies. Through this policy PCC will seek both to assist the service user in obtaining such specialist help, and to protect the service user's care and accommodation.

Assistance for a Service User

PCC will, where possible, provide the following assistance to a service user:

- a) Helping the service user to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.
- b) Support during a period of treatment. This may include visits, communication with education or workplace and keeping up to date with GP or counselling service etc.
- c) Support for the opportunity to remain or return to education or workplace following the completion of a course of treatment, as far as is practicable.

PCC's assistance will depend upon the following conditions being met:

- a) A Company Approved Doctor diagnose an alcohol or drug abuse related problem.
- b) The service user recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

PCC and its employees must recognise the following limits to the assistance PCC can provide:

- a) Where a service user fails to co-operate in referral or treatment arrangements, no special assistance will be given and behaviour will be dealt with through the Disciplinary Procedure.
- b) If the process of referral and treatment is completed but is not successful, and behaviour occurs, these will be dealt with through the Disciplinary Procedure.
- c) A service user's continuation in his/her care plan will depend on the staff and financial sources PCC to support possible overwhelming needs.

Disciplinary Action

In line with PCC's disciplinary rules, the following will be regarded as serious misconduct:

- a) Attending arranged meetings or education / work under the influence of alcohol or drugs.
- b) Consumption of alcohol or drugs whilst in the service's premises (other than where prescribed or approval has been given).

Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the service user is willing to co-operate in referral to an appropriate service and subsequent treatment, PCC will suspend application of the Disciplinary Procedure and provide assistance as described above. Service users who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

Procedures

Nature of the Procedures

The procedures define management responsibilities and provide guidelines on:

- a) Where assistance to a service user should be provided and the nature of and limits to such assistance.
- b) The application of PCC's Disciplinary Procedure.

Through an approved Company Doctor PCC will provide:

- a) Advice and support to managers on
 - i) Whether an alcohol or drug related problem exists
 - ii) Progress in treatment
 - iii) Re-establishment or continuation at work of a service user or other appropriate arrangements.
- b) Assistance to service users with alcohol or drug abuse related problems.

This does not include directly providing treatment or specialist help which is the responsibility of GPs, hospitals and other agencies working in the field. The Approved Doctor, in close liaison with these persons and agencies, will assist service users referred in the following ways:



- a) Through counselling encourage them to come to a better understanding of their problem and the benefits of seeking treatment or help;
- b) Providing advice and direction regarding obtaining treatment and specialist help;
- c) Assisting in continuing at or achieving a return to work.

Alcohol or drug abuse related problems can come to the notice of management through:

- a) Failures in education performance / workplace or behaviour necessitating use of the Disciplinary Procedure. In such situations the procedure described above should be followed.
- b) Other means, where a service user seeks or agrees to accept assistance on a voluntary basis. In such situations, the procedures described above should be followed.

Abuse of alcohol or drugs can affect performance and behaviour in the service users personal progression either through serious misconduct at college / work sector or in meeting of key worker (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse).

The immediate key worker will be responsible for responding to such situations, carrying out either counselling or disciplinary investigations and interviews, supported as appropriate by a more senior Manager.

In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The key worker is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor.

Diagnosing the existence of an alcohol or drug abuse problem.

Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the key worker accepts referral, the key worker should refer the matter to the an Approved Doctor, who will be responsible for establishing whether or not a diagnosis of alcoholism or drug dependence can be made.

If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the service user rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation justifies.

Confirmation that an alcohol or drug abuse problem exists and treatment arrangements.

If a positive diagnosis of an alcohol or drug abuse problem is made, and the service user agrees to co-operate in treatment, treatment arrangements should commence.

Where necessary, a Company Approved Doctor will advise the service user regarding treatment and will be responsible for monitoring progress with treatment and advising the manager concerned. This advice should be available at least monthly following commencement of treatment and thereafter as appropriate. (Disciplinary action should be discontinued unless the service user fails to co-operate on the treatment arranged.) Should a diagnosis of alcoholism or drug dependence not



be confirmed or should the service users refuse to co-operate in treatment, disciplinary action should be continued.

A Company Approved Doctor will advise on whether a situation has been reached where there is a lack of progress with treatment or lack of co-operation by the service user. Managers must review the facts and consider whether or not there needs to be a return to the use of Disciplinary Procedures.

Every effort should be made to comply with the advice provided by a Company Approved Doctor.

If a service user is again involved in disciplinary situations resulting from alcohol or drug abuse related problems, a second referral to the Company Approved Doctor and suspension of the disciplinary procedure may be appropriate. If they advise positively on the possibilities of further treatment or help and the willingness of the service user to co-operate, the disciplinary procedure may be suspended again to permit treatment and help to be undertaken. This second referral will not apply if the further disciplinary problems involve serious misconduct.

There may be situations where the possible existence of alcohol or drug abuse problems affecting a service user comes to a key workers attention, although there is, or has been, no discernible affect on educational / work performance or behaviour.

Should the problems of the service user develop to an extent that his/her continuation to be with PCC became impossible, it may be necessary to identify alternative resources / agency on the same basis as PCC operates for service user with high demands due to ill health.