## ALCOHOL AND SUBSTANCE MISUSE

<table>
<thead>
<tr>
<th>Author:</th>
<th>Head of HR – Employee Relations</th>
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<tr>
<td>Responsible Lead Executive Director:</td>
<td>Director of Human Resources</td>
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<td>Endorsing Body:</td>
<td>Human Resources Forum</td>
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<td>Governance or Assurance Committee</td>
<td>Staff Governance Committee</td>
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<tr>
<td>Implementation Date:</td>
<td>June 2017</td>
</tr>
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<td>Version Number:</td>
<td>3</td>
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<td>Review Date:</td>
<td>June 2023</td>
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<tr>
<td>Responsible Person</td>
<td>Head of HR – Employee Relations</td>
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## CONSULTATION AND DISTRIBUTION RECORD

### Contributing Author / Authors
- Ann Marie Campbell
- Elaine Anderson
- Jennifer Benson
- Tom Bryce
- Lynn Stewart

### Consultation Process / Stakeholders:
- Liz Airns - GMB
- Margo Cranmer – Unison
- Sharon Hannah – RCM
- Ruth Hibbert – Head of HR – Policy & Governance
- Christine Jack – Operational Manager
- Cathy McGinty - Unison
- Gwen Macintyre – Senior Nurse
- Annette Shorts – Senior OH Nurse Advisor
- Sylvia Stewart - Unite
- Tom Wilson - RCN

### Distribution:
- Staff Briefing
- NHS Lanarkshire Intranet: Firstport

## CHANGE RECORD

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<tr>
<td>January 2014</td>
<td>Ann Marie Campbell</td>
<td>Review and Update</td>
<td>2</td>
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| May 2017    | Ann Marie Campbell       | - Line inserted in paragraphs 4.3 and 4.5 to clarify which settings count as work for purposes of ‘for cause’ testing  
- Paragraph 4.4.2 reworded to clarify testing process undertaken  
- Appendix 4 updated re Alcohol and Drug service contacts  
- Review date  
- Contributing author included                                                                 | 3           |
| May ’18     | Deputy HRD               | General Data Protection Regulations statement added into section 3 and updated name of Data Protection Act                                                                                             | 3           |
| June ’20    | Ann Marie Campbell       | Updates to list of support agencies                                                                                                                                                                   | 3           |
Alcohol and Substance Misuse

1. INTRODUCTION

The Health and Safety at Work Act (1974) states that it is an employer’s duty to ensure as far as is reasonably practicable the health, safety and welfare at work of employees. As well as protecting persons other than persons at work against risks to health or safety arising out of or in connection with the activities of persons at work.

NHS Lanarkshire is committed to providing a safe and productive working environment for all employees and service users and supporting individuals who have an alcohol and/or substance misuse problem.

The inappropriate use of alcohol or substances can damage the health and well-being of employees and have far-reaching effects on their personal and working lives. NHS Lanarkshire recognises that employees with such problems need help and support.

2. AIM, PURPOSE AND OUTCOMES

2.1 Aim

The aim of this policy is to achieve a balance between supporting employees who have a problem and the overriding need to preserve:

- The delivery of safe, patient centred, quality care
- The health, safety and wellbeing of all employees and service users
- NHS Lanarkshire’s reputation

2.2 Purpose

The purpose of the policy is to:

- Clearly state NHS Lanarkshire’s position with regards to alcohol/substances and the workplace
- Detail the responsibilities of all concerned
- Provide clear guidance on the procedures to be followed should an issue arise at work, or an employee seeks help to overcome their alcohol/substance problem
- Detail when it may be appropriate to invoke the Disciplinary Policy

2.3 Outcomes

The successful outcome of the application of this policy would be achieved through an employee having received the support they require to overcome an alcohol or substance problem.
3. **SCOPE**

The policy covers alcohol, controlled substances and misuse of prescription & non-prescription drugs. This policy covers the drugs outlined under the Drug Misuse Act 1971 and Misuse of Drugs Regulations 2001. Examples of these drugs are included in Appendix 1.

The policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance, attendance and/or health & safety.

NHS Lanarkshire takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at www.nhslanarkshire.scot.nhs.uk or ask a member of staff for a copy of our Data Protection Notice.

3.1 **Who is the Policy intended to Benefit or Affect?**

The policy applies to all directly employed staff with NHS Lanarkshire, irrespective of age, sex, disability, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity or gender reassignment.

3.2 **Who are the Key Stakeholders?**

All directly employed staff of NHS Lanarkshire.

4. **PRINCIPAL CONTENT**

4.1 **Education, Information and Training**

Staff will be offered information on the effect of substances and alcohol within the workplace and sensible drinking will be promoted via the Healthy Working Lives groups within NHS Lanarkshire. This information will be delivered via a variety of mediums including health promotion boards, weekly staff briefings, open days and staff information events.

The inappropriate use of alcohol or substances can damage health and well-being of employees and have far-reaching effects on their personal and working lives. Intoxicating substances may remain in the system for some time and even small amounts can impair performance and jeopardise safety. See Appendix 2 and 3 for indicators of alcohol and substance misuse.

Salus Occupational Health & Safety will also provide health promotion advice on alcohol and substances via lifestyle checks and offer appropriate advice.

Managers looking for further advice on implementing the Alcohol and Substance Misuse policy should contact Human Resources.
Information on alcohol and substance services available in Lanarkshire is available via Firstport and contact details are available in Appendix 4.

4.2 Self Referral

An employee who suspects that they may have an alcohol and/or substance problem should either approach their manager, a member of the Human Resources department or the Occupational Health Service for support and guidance.

All self-referrals to the Occupational Health Service will be treated in strict confidence. No details of the referral will be given to the employee’s line manager or to the Human Resources Department without the consent of the employee. The only exception to this is where an Occupational Health professional considers it necessary in the interest of public, patient or staff safety.

The Occupational Health professional will assess the nature and extent of the problem and will agree a programme of support and rehabilitation with the employee. The programme will take account of both the Occupational Health professional’s assessment and employee’s wishes.

The Occupational Health professional is responsible for deciding if the employee is fit to continue working or when the employee is fit to return to work, having considered the nature of the employee’s work and the potential risk to patients, colleagues and the employee and on the basis of the information made available to them.

When appropriate, because of likely absence from work or because of the risk to patients and their care, the Occupational Health professional will seek the employee’s permission to notify a senior member of the Human Resources Department and/or the employee’s manager about the recovery programme to ensure the necessary support is provided. Where the employee refuses to give such permission, the Occupational Health professional will only contact management where there is a risk to public safety.

As an alternative to self-referring to the Occupational Health Service, an employee may choose to self refer via their General Practitioner or to an external agency. (For a list of such agencies, see Appendix 4). Employees can also refer themselves to the Employee Counselling Service available to all NHS Lanarkshire Staff. Such a referral will not, however, prevent a manager who has concerns making a management referral to the Occupational Health Service.

4.3 Management Referral

This will normally occur through the employee’s involvement in a specific issue arising at work, i.e. for cause. Examples of for cause testing would be smelling of alcohol, the individual is suspected to be under the influence of alcohol/substances displayed by a pattern of poor work performance, unacceptable behaviours or social relationships at work (including attendance at meetings, hearings, training events
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etc) where it is suspected that alcohol and/or substance misuse may be, at least, a contributing factor.

In such cases, the manager must:

- Discuss their concerns with the employee immediately
- Request the employee to attend Occupational Health for testing where it is suspected they may be under the influence of alcohol/substances.
- Send the employee home or if appropriate suspend from duty pending investigation, depending on test results and when results will be available. Please refer to the suspension checklist contained within the Disciplinary Policy to determine if suspension is appropriate and to ensure that the employee gets home safely.
- Inform designated Human Resources Contact immediately to ensure the matter is investigated and appropriate action is taken.

Where an incident occurs out with normal workings hours (i.e. Monday – Friday 9am to 5pm), contact must be made with the on-call manager to ensure patient/staff safety particularly in remote areas and the on-call Occupational Health Physician for testing, who can be contacted via Monklands Hospital Switchboard (01236 748 748). Under no circumstances should the employee be sent home without having been tested.

A management referral may also be appropriate where a member of staff has approached their manager seeking support for a suspected or known alcohol or substance problem.

On receipt of the management referral, the Occupational Health professional will assess the nature and the extent of the problem, where necessary referring the employee to external agencies for assessment, diagnosis and treatment. Such a referral will take account of both the Occupational Health professional’s assessment and the employee’s wishes. The Occupational Health professional will liaise with a member of the Human Resources department and the appropriate manager concerning:

- the programme of recovery/support and any associated absence from work to complete the programme
- the co-operation and support required from the employee’s manager in facilitating the programme
- the employee’s fitness for normal working during the recovery period and the advisability of redeployment during this period.
- It is the employees’ responsibility to acknowledge that they have an alcohol and/or substance misuse problem. However, it is possible that the Occupational Health Professional may believe that the employee has an alcohol or substance misuse problem, and in some circumstances, may feel that this belief should be conveyed to management. This is likely to be the case where there is a risk to the safety of patients, staff or the public.
The agreed recovery programme will be recorded, along with recommendation for leave of absence and/or redeployment as deemed necessary by the Occupational Health professional. Regular reports regarding compliance or non-compliance with the agreed programme will be supplied, as agreed, between the Occupational Health Service and Human Resources or the employee’s line manager.

When an employee requires to be absent from work to undergo a recovery programme or treatment, this will be regarded as sick leave under NHS Lanarkshire’s sick pay scheme. However, this may not exempt them from ongoing testing if this has been agreed as part of their rehabilitation programme.

It may be necessary to arrange and agree a programme of follow-up testing involving breath or urine sample. In this situation, the testing programme must be agreed by all parties concerned and written consent obtained from the employee.

A sample conditional agreement is attached as Appendix 6 which demonstrates the type of support and arrangements that may be put in place for an individual that admits to having an alcohol and/or substance problem. Consideration must be given to the role the employee undertakes, the shifts, the area of work, impact on colleagues and recommendations from Occupational Health.

If an employee denies that they have an alcohol and/or substance related problem and/or refuses to attend the Occupational Health and Safety Services, issues surrounding misconduct, attendance and/or performance will be dealt with through the appropriate Disciplinary, Sickness Absence or Capability policy and procedures.

4.4 Screening and Testing

4.4.1 NHS Lanarkshire will screen for alcohol and/or substance misuse as a part of the normal pre-placement screening process. Screening takes the form of a specific question as part of the Pre-Employment process.

Testing will also be undertaken if a staff member is suspected of being under the influence of alcohol and/or substances whilst at work, or where it is deemed appropriate if an employee admits having a problem and makes this known to management.

Testing can only be done with the employee’s written consent.

4.4.2 Process

The following process is that which will be followed whether a staff member is being tested for alcohol and/or substances as part of an organised follow-up programme random testing or for cause testing at manager’s request.

The procedure will be explained to the employee by the Occupational Health Practitioner and fully informed written consent will be sought.

If substance testing is to take place, a urine sample is required to test for the presence of substances. The employee will be informed which substances will be
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included in the test and that the results of testing will be divulged to their line manager and/or Human Resources ie. whether it is negative or non-negative.

The employee will be required to provide details of prescribed medications that they are taking and documentary evidence to support this which will be requested and recorded prior to testing. If the testing is carried out ‘for cause’ and therefore the staff member does not have such evidence to hand then they will be requested to produce this as soon as is reasonably practicable. An immediate result can be shown and if non-negative, the sample will be sent to a certified off site laboratory for further analysis. The individual will be asked to declare what medications have taken over an identified period of time which will be taken into account when results are analysed. The test is undertaken in line with chain of custody. If alcohol testing is to be undertaken the devices used give an immediate result for presence of alcohol via a breath test. If a non-negative result (i.e. alcohol present) is revealed the employee will be given the opportunity to provide a further sample of breath after 20 minutes to ensure results are accurate.

4.5 Relationship with Conduct/Disciplinary Policy

NHS Lanarkshire holds the view that individual employees are ultimately responsible for their own behaviour and does not seek to intrude in the lives of its employees. It does, however, have a responsibility for the safety and security of the patients in its care, members of the public who visit its sites, and a general duty of care to all employees.

All cases of attendance at work (including attending meetings, hearings, training events etc) smelling of alcohol or being under the influence of alcohol/substances will warrant investigation and dependant on individual circumstances may proceed to a disciplinary hearing for consideration of disciplinary action. See Management Flowchart in appendix 7.

The primary aim of this policy is to encourage employees who suspect, or know, that they have an alcohol or substance related problem to obtain help at an early stage. However, there are certain circumstances where disciplinary action under the Disciplinary Policy is likely to be taken, for example:

- Where an employee attends for work smelling of alcohol is under the influence of alcohol and/or substances and there is no apparent or admitted problem identified during investigation.

- Where a member of staff consumes alcohol and/or substances whilst on duty.

- Where a member of staff refuses to be tested and/or refuses permission for results to be shared with management.

- Where there are relapses and the support measures put in place have been breached by the individual.
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- Where the employee fails to comply with an agreed recovery programme, there is a lack of co-operation, or a failure on the part of the individual to recognise that they have an alcohol and/or substance problem.

- Where the employee has committed a criminal offence.

This list should not be regarded as exclusive or exhaustive.

4.6 Criminal Offences

It is a criminal offence for certain workers, such as drivers to be unfit for their work due to taking drugs or alcohol. If employees are required to drive as part of their role, they must ensure that they are fit to do so. It is a criminal offence to be unfit to drive, attempt to drive or be in charge of a motor vehicle under the influence of drugs or alcohol.

The possession, supply or production of controlled drugs is unlawful except for in special circumstances e.g. when prescribed by a doctor.

In such circumstances, it will be necessary for NHS Lanarkshire to inform the Police.

The sale of alcohol on NHS Premises is not permitted, for further information see appendix 5.

4.7 Confidentiality

All health and medical information is sensitive personal data under the terms of the Data Protection Act, and all information surrounding possible drug or substance problems must be handled securely and confidentially.

At all stages of the procedure employees will be treated with courtesy and dignity at all times and confidentiality maintained unless patient, staff or public safety is likely to be compromised.

5. ROLES AND RESPONSIBILITIES

Employees must
- Ensure they are familiar with the policy and procedures
- Comply with the policy, seeking clarification where required
- Not consume intoxicating substances before coming on duty, whilst on duty (including breaks) or when they may be required to attend work at short notice e.g. on-call
- Allow sufficient time for intoxicating substances to leave their system before reporting for work
- Take personal responsibility for their own safety, that of their colleagues and service users and seek help.
- Inform their line manager if they have concerns over a colleague who may be misusing alcohol/substances.
Managers must
• Ensure they communicate with staff about the policy
• Consistently implement the policy at their local level
• Keep accurate records
• Involve HR and Occupational Health Services
• Make appropriate referrals and support staff in accordance with policy

Staff Side Representatives must
• Support the principles and procedures in the policy
• Act in accordance with NHS Lanarkshire’s Recognition Agreement

Human Resources Staff must
• Provide awareness training of the policy as appropriate
• Provide expert advice and support on the application of the policy
• Monitor and review the policy

The Occupational Health and Safety Service
• to provide learning opportunities on sensible drinking and substance abuse.
• to inform staff about relevant Occupational Health procedures, including confidentiality.
• to provide advice and guidance on how to identify whether work problems are substance related and how best to help the individual.
• to provide an impartial confidential service to staff, including assessment, testing, counselling or referral to another agency
• To carry out testing under the policy

6. RESOURCE IMPLICATIONS

There is a cost associated with testing for alcohol/substances. The cost for the initial test will be met by the Occupational Health Department. However, should there be a requirement for ongoing testing, which may involve external laboratories incurring additional costs then these should be met by the appropriate directorate.

7. COMMUNICATION PLAN

This policy will be launched using the weekly staff briefing and it will be available on Firstport.

This policy will also be discussed at the appropriate management team meetings and local partnership fora.

8. QUALITY IMPROVEMENT – Monitoring and Review

This policy will be reviewed every 3 years via the Joint Policy Forum

9. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy meets NHS Lanarkshire’s EDIA √
10. SUMMARY

This policy has been developed to support individuals who have concerns in relation alcohol or substance misuse. It also provides support and information for those who feel that they may need additional support.

11. REFERENCES

Medicines Act 1968
Health and Safety at Work Act 1974
The Transport and Works Act 1992
The Misuse of Drugs Act 1971
General Data Protection Regulations 2018
APPENDIX 1

DRUG CATEGORIES AND EXAMPLES

The misuse of Drugs Act categorises drugs as class A, B & C.

These drugs are termed as controlled substances, and class A drugs are considered the most harmful. However, all such substances can have a detrimental impact on health and wellbeing.

Attached below are examples of Class A, B & C Drugs;

**Class A Drugs**

Include: Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth).

**Class B Drugs**

Include: Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (e.g. mephedrone, methoxetamine)

**Class C Drugs**

Include: Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, piperazines (BZP)

For more information visit: https://www.gov.uk/government/policies/reducing-drugs-misuse-and-dependence

**Medicines Act 1968**

This law governs the manufacture and supply of medicine. There are three categories:

- Prescription Only drugs can be sold by a pharmacist if prescribed by a doctor
- Pharmacy medicines may be sold by a pharmacist without prescription

General sales list medicines may be sold without a prescription in any shop. Possession of Prescription Only medicines without a prescription is a serious offence. Drugs such as amyl nitrite, GHB and ketamine are regulated under the Medicines Act.
INDICATORS OF ALCOHOL MISUSE

When people develop drinking problems their behaviour in the workplace often changes. This change is not always sudden but can be observed over a period of time. It is not intended that any one of these indicators should be used on their own as many of them can reflect changes in behaviour for reasons other than drinking. However, if a number of these indicators are observed then managers and colleagues should be aware that the individual demonstrating them may have developed a problem with alcohol misuse.

- persistent record of absenteeism which may be ‘off the job’ – when they will absent themselves repeatedly from their place of work.
- frequent accidents in the workplace, at home and on the roads.
- deteriorating work performance.
- drunkenness on duty.
- smell of alcohol at work.
- drinking and driving convictions.
- tremors, sweats, plethoric appearance (ruddy faced)
- sudden changes in behaviour
- unexplained irritability and aggression.
- poor memory and a tendency to be confused.
- inappropriate sexual behaviour
- poor personal hygiene.
APPENDIX 3

INDICATORS OF SUBSTANCE MISUSE

Substance misuse or abuse may influence work performance even if the misuse takes place outside the workplace. The following list of indicators must be used with caution; some of the signs associated with drug abuse may be caused by other factors like stress, and should only be taken to mean that an employee may be abusing drugs.

- sudden change in behaviour pattern.
- tendency to become confused.
- irritability and possibly violent behaviour.
- abnormal fluctuations in mood and energy.
- poor time keeping
- increase in short-term sickness absence
- deterioration in relationships with other people
- financial difficulties, theft and other forms of dishonesty.
APPENDIX 4

ALCOHOL AND DRUG SERVICES IN LANARKSHIRE

NHS Lanarkshire’s Alcohol & Drug Services

All teams employ nurses, Addictions Specialists, Occupational Therapists, Psychologists and Psychiatrists and principally provide services to people who are dependent on alcohol or drugs. Improvement and stabilisation of health, social and psychological problems is the primary focus of NHS Lanarkshire specialist alcohol and drug services. This is achieved by providing:

- A comprehensive assessment of need (nurse led)
- Blood Borne Virus screening and immunisation
- Preparatory & motivational work to determine the right course of treatment
- Community prescribing options (detoxification or stabilisation)
- Referral for further assessment and ongoing support within the team (e.g. Occupational Therapy, Psychological services, Psychiatric Assessment) or other community based support services e.g. employment & training, social work resources, family support services
- Clients are also assessed, via the Psychiatrist for in-patient treatment or Out of Area Treatments (e.g. Castlecraig). Assessments for Out of Area Treatments should be undertaken jointly with Social Work colleagues.

Accessing Services

Services can be accessed by contacting the local alcohol and drug team, or via the clients General Practitioner. Methadone will now be prescribed and monitored, if appropriate, by a General Practitioner with a Special Interest (GPSI) attached to each team. Nursing staff from the team will arrange an appointment with the service user and undertake an assessment.

Services offered are individual and person centred with the unique needs of the service user informing the action plan. NHS Lanarkshire has 3 teams in South Lanarkshire and 6 integrated teams working with social work within North Lanarkshire.

South Lanarkshire Integrated Addiction Service

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<th>Contact Details</th>
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<tr>
<td>Hamilton, Larkhall, Blantyre, Uddingston</td>
<td>Douglas Street Community Centre, 19 Douglas Street, Hamilton, ML3 0BP, Tel 01698 368 700</td>
</tr>
<tr>
<td>East Kilbride &amp; Strathaven</td>
<td>Hunter Health Centre, Andrew Street, East Kilbride. Tel 01355 597456</td>
</tr>
<tr>
<td>Carluke, Lanark &amp; Rural Clydesdale</td>
<td>Carluke Health Community Centre. 40 Chapel St. Carluke ML8 4BA Tel; 01555 773431</td>
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Lanarkshire Integrated Addiction Service

NHS Lanarkshire’s Alcohol Services and North Lanarkshire Council have now integrated their services.

North Lanarkshire Integrated Addiction Service

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<th>Service</th>
<th>Contact Information</th>
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<tr>
<td>North Lanarkshire Integrated Addiction Service (Airdrie)</td>
<td>Depute Manager, Airdrie Community Health Centre, 88 Graham St, Airdrie, ML6 6DB Tel: 01236 856126</td>
</tr>
<tr>
<td>North Lanarkshire Integrated Addiction Service- (Coatbridge)</td>
<td>Depute Manager, Coathill House, Old Monklands Road, Coatbridge, ML5 5AE, Tel No. 01236 441 050</td>
</tr>
<tr>
<td>North Lanarkshire Integrated Addiction Service – (Cumbernauld)</td>
<td>Depute Manager, 2nd Floor, Bron Chambers, Bron Way, Cumbernauld, G67 1DZ, Tel No. 01236 638842</td>
</tr>
<tr>
<td>North Lanarkshire Integrated Addiction Service (Bellshill)</td>
<td>Depute Manager, Top Floor, 95 Main Street, Bellshill, ML4 3DS Tel No. 01698 403535</td>
</tr>
<tr>
<td>North Lanarkshire Integrated Addiction Service (Motherwell)</td>
<td>Depute Manager, Airbles Road Clinic, 49-59 Airbles Road, Motherwell ML1 2PT. Tel: 01698 266717</td>
</tr>
<tr>
<td>North Lanarkshire Integrated Addiction Service (Wishaw)</td>
<td>Depute Manager, IAS, Kings Building, King St, Wishaw ML2 8BS Tel; 01698 274070</td>
</tr>
</tbody>
</table>

For more information, please contact the relevant team.

Harm Reduction Team

The Harm Reduction Team is based at Coathill House but their remit is Lanarkshire wide. The overall aim of the service is to achieve a significant reduction in drug related deaths and reducing the sharing of injecting equipment. The harm reduction team coordinates the distribution of needles and syringes and other harm reduction equipment, primarily through community pharmacies. The team also provide fast track blood borne virus screening and immunisation.

Contact details: Maureen Woods, Harm Reduction Team, Coathill House, Old Monkland Road, Coatbridge, ML5 5EA, Tel No. 01236 441067/441061

Lanarkshire HIV, AIDS & Hepatitis Centre

Provides counselling, screening, immunisation and referral to appropriate treatment.

Contact details: Lanarkshire HIV, AIDS and Hepatitis Centre, Monklands Hospital, Monkscourt Avenue, Airdrie, ML6 0JS, Tel No. 01236 712246/712247

VOLUNTARY ORGANISATIONS

North Lanarkshire

Building Futures
42/43 Fountain Business Centre
19 Ellis Street
Coatbridge
### South Lanarkshire

Addiction Training and Enterprise Centre  
1-15 Main Street  
Cambuslang  
South Lanarkshire  
G72 7EX  
Tel: 0141 3289382  
e-mail: southlanarkshireservice@addaction.org.uk  
web: http://www.addaction.org.uk/services/south-lanarkshire-addaction

### National Helplines

There are also national helplines which may be able to offer additional support:

<table>
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<tr>
<th>Service</th>
<th>Contact Details</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Narcotics Anonymous</strong>, Tel:</td>
<td>020 77300009</td>
<td>24 hour national helpline and support for opiate users using the 12 step model</td>
</tr>
<tr>
<td><strong>Cocaine Anonymous</strong>, Tel:</td>
<td>0800 6120225</td>
<td>National helpline and support for cocaine users using the 12 step model. Open 10am-10pm.</td>
</tr>
<tr>
<td><strong>Alcoholics Anonymous</strong>, Tel:</td>
<td>0845 769 7555</td>
<td>24 hours national helpline for dependent alcohol users using 12 step model.</td>
</tr>
<tr>
<td><strong>Al-Anon</strong>, Tel: 0141 339 8884</td>
<td></td>
<td>National helpline offering support for families and friends affected by alcohol using 12-step model. Open 10am-10pm.</td>
</tr>
<tr>
<td><strong>Families Anonymous</strong>, Tel:</td>
<td>08451200660</td>
<td>24 hour national helpline offering support for families affected by drugs using the 12 step model.</td>
</tr>
<tr>
<td><strong>Drink line</strong>, Tel: 0900 917 8282</td>
<td></td>
<td>Confidential advice, information and support for individuals affected by their own or someone else’s drinking.</td>
</tr>
<tr>
<td><strong>Know the Score</strong>, Tel: 0800 587 5879</td>
<td></td>
<td>24 hour confidential advice, information and support, for individuals affected by their own or someone else’s drug use. Also provides a signposting service across Scotland.</td>
</tr>
<tr>
<td><strong>Release</strong>, Tel: 4500 215</td>
<td>0845 4500 215</td>
<td>Legal advice helpline for drug users. 11am-1pm &amp; 2pm-4pm Mon-Frid.</td>
</tr>
<tr>
<td><strong>Parents Against Drug Abuse (PADA)</strong>, Tel: 08457 023 867</td>
<td></td>
<td>For families affected by drug problems. 10am-4pm.</td>
</tr>
<tr>
<td><strong>Samaritans</strong>, Tel: 08457909090</td>
<td></td>
<td>For people feeling in need of urgent and support.</td>
</tr>
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</table>

### Employee Counselling Services

Independent, free, confidential counselling services provided by NHS Lanarkshire.  
Tel: 0800 389 7851 Lines open 24 hours, 7 days a week, or to arrange an appointment call 0800 435 768 for structured counselling (www.empcs.org.uk)

### British Doctor’s and Dentists Group
The British Doctors' and Dentists' Group, formed in 1973, is a mutual support society for doctors and dentists who are recovering, or wish to recover, from addiction to or dependency on alcohol or other drugs. Telephone: 0779 2819 966 (www.bddg.org)
APPENDIX 5

Sale and consumption of alcohol on NHS Lanarkshire premises

NHS Lanarkshire does not allow the sale or consumption of alcohol within any of its premises except in the following cases:

- where drugs or alcohol is prescribed by a medical practitioner
- with certain long-stay patients where the hospital is deemed to be their main residence.
- in staff residencies where the residency is deemed to be the employee’s home
- at authorised on-site social functions

Long-stay patients

Reference should be made to the directorate/specialty procedures on authorisation and levels and frequency of consumption of alcohol for long-stay patients.

Staff residencies

Alcohol may be consumed in residencies when the residency is deemed to be the employee’s home.

On-site social functions

Such functions must be authorised by the General Manager or appropriate Head of Corporate Function, who must satisfy themselves that cognizance will be taken of the following guidelines:

- each function must be supervised by a senior member of staff who will be responsible for ensuring these guidelines are followed
- no employee may consume alcohol at such a function if they will subsequently return to or start a period of duty
- patients must not be disturbed or have the delivery of care to them affected in any other way
- functions must be held away from fragile and/or expensive equipment
- adequate domestic arrangements must be in place to ensure that no additional burden is placed on NHS Lanarkshire’s ancillary staff.
APPENDIX 6

SAMPLE NHS Lanarkshire Conditional Agreement
(this should be tailored based on individual circumstances and Occupational Health Advice)

Employee Name
NHS Lanarkshire wishes to support all employees that acknowledge having an alcohol and/or substance misuse problem.
To allow you every opportunity to achieve a successful outcome, the following measures will be put in place.
The aim is to allow you to overcome your problem, whether that maybe complete abstinence or drinking within sensible limits.

<table>
<thead>
<tr>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. INSERT NAME will be allocated to you as a mentor/buddy for a period of XX MONTHS.</td>
</tr>
<tr>
<td>2. You will be allocated day duty shifts for a period of xx months.</td>
</tr>
<tr>
<td>3. You will have no clinical patient contact for the first month (if relevant). During this first month you will be given the opportunity to update mandatory training. You shall undertake a designated project (details to be include).</td>
</tr>
<tr>
<td>4. You must report to the nurse in charge/supervisor/team leader at the start of each shift and every time you have the opportunity to return to the workplace if you are away on breaks or attending errands.</td>
</tr>
<tr>
<td>5. You will be allocated patient contact (if relevant) after a satisfactory assessment of performance and attendance by your manager.</td>
</tr>
<tr>
<td>6. For a period of xx months you shall be temporary redeployed to xxx and undertake xx duties, after which time it will be reviewed.</td>
</tr>
<tr>
<td>7. You are required to attend a regular rehabilitation programme as deemed appropriate and provide frequent formal updates to your line manager.</td>
</tr>
<tr>
<td>8. You are required to attend Occupational Health on a regular basis in order that they can maintain contact with you and contact with your rehabilitation programme.</td>
</tr>
<tr>
<td>9. You will be subject to random testing for a period of xxx months.</td>
</tr>
<tr>
<td>10. You will not be eligible to undertake any additional hours (excess/overtime/bank) shifts for a period of xxx months, after which time it will be reviewed.</td>
</tr>
<tr>
<td>11. INSERT NAME shall be your named contact should you require any support/guidance.</td>
</tr>
</tbody>
</table>

I hereby agree to the above and fully understand what is required of me and am aware that should I fail to comply with any aspect of this agreement and/or the Alcohol and Substance Misuse Policy it may lead to disciplinary sanctions and possible termination of employment.

Employee
Signed by: __________________________ Date: __________________________

Print Name: __________________________

Manager
Signed by: __________________________ Date: __________________________

Print Name: __________________________
Incident or Pattern of Behaviour

Conduct investigation (with HR) considering factors such as:
- Nature/seriousness of incident
- Evidence of related health problem
- Outcome of testing
- Admission of problem/Willingness to receive support
- Previous history

In all cases:
- Employee should be tested
- Consider suspension/sending employee home
- Make senior manager aware of incident (on-call if out of hours)

No Action Required

Refer to Disciplinary Hearing

Refer to Disciplinary Hearing and Offer Support

Offer of Support

Offer of Support Rejected

Offer of Support Accepted

Successful

Unsuccessful

Refer to Disciplinary Hearing

Rejected

Accepted