

**ALCOHOL AND SUBSTANCE MISUSE POLICY**

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<b>Endorsing Body:</b>	<b>Human Resources Forum</b>
<b>Governance or Assurance Committee</b>	<b>Staff Governance Committee</b>
<b>Implementation Date:</b>	<b>June 2023</b>
<b>Version Number:</b>	<b>4</b>
<b>Review Date:</b>	<b>June 2026</b>
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## Alcohol and Substance Misuse Policy

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CONSULTATION AND DISTRIBUTION RECORD	
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<b>Distribution:</b>	<ul style="list-style-type: none"> <li>Staff Briefing</li> <li>NHS Lanarkshire public facing website</li> </ul>

CHANGE RECORD			
Date	Author	Change	Version No.
January 2014	Ann Marie Campbell	Review and Update	2
May 2017	Ann Marie Campbell	<ul style="list-style-type: none"> <li>Line inserted in paragraphs 4.3 and 4.5 to clarify which settings count as work for purposes of ‘for cause’ testing</li> <li>Paragraph 4.4.2 reworded to clarify testing process undertaken</li> <li>Appendix 4 updated re Alcohol and Drug service contacts</li> <li>Review date</li> <li>Contributing author included</li> </ul>	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
March 23	Ann Marie Campbell	Changes made to reflect OH services/role and ‘testing’ process. Updates to list of support agencies.	4

## Alcohol and Substance Misuse Policy

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### 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.

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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](http://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

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.

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-help and support

Any employee who suspects that they may have an alcohol and/or substance problem is strongly encouraged to seek help and support in the first instance from their GP. They can also approach their manager, a member of the Human Resources department or the Occupational Health Service for support, signposting and information.

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

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this is where an Occupational Health professional considers it necessary in the interest of public, patient or staff safety.

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 consent to notify a senior member of the Human Resources Department and/or the employee's manager to advise on fitness for work and 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.

### 4.3 Referral to Occupational Health

#### **For cause testing:**

This type of testing may be requested through involvement in a specific issue arising at work. Reasons for considering 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 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. While this is usually requested by the manager via telephone, it must be followed up by a written request to the occupational health department to ensure this can be included in the employee's confidential occupational health record
- 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 8.30am-4.30pm) 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).

#### **Random testing:**

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

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substance problem. The referral must state that the manager is referring the staff member under the Alcohol and Substance misuse policy and if random testing is being requested, include the conditional agreement to provide occupational health with the terms of the agreement and what is required from occupational health.

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.

Following receipt of the referral, an assessment will be completed taking into account the following:

- Signposting the employee to relevant help and support
- The employee's fitness for normal working 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.

When an employee requires to be absent from work, this will be regarded as sick leave under NHS Lanarkshire's sick pay scheme.

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

### 4.4 Testing

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.

#### 4.4.1 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.

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

The employee will be informed that management will be advised of the result either being negative or non-negative. Actual results will only be shared with management if requested and with the employee's written consent.

### **Substances:**

If substance testing is to take place, a urine or saliva sample is required to test for the presence of substances. The employee will be informed which substances will be included in the test.

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, a process where the sample has been controlled throughout the entire procedure to ensure it cannot be tampered with or mixed up with other samples.

### **Alcohol:**

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:

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- 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.
- 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

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### Employees must

- 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.
- Ensure they are familiar with the policy and procedures
- Comply with the policy, seeking clarification where required

### Managers must

- Manage the situation and support the employee as appropriate
- Depending on test results, decide the best course of action in terms of patient and employee safety
- Involve HR
- Consider occupational health services
- Make appropriate referrals and support staff in accordance with policy
- Ensure they communicate with staff about the policy
- Consistently implement the policy at their local level
- Keep accurate records

### 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

- Signpost to information on sensible drinking and substance misuse.
- to inform staff about relevant Occupational Health procedures, including confidentiality.
- to provide an impartial confidential service to staff, including functional assessment, testing and signposting to counselling or other supports
- To carry out testing as requested by management in line with policies and procedures

## 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.

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### 7. **COMMUNICATION PLAN**

This policy will be launched using the weekly staff briefing and it will be available on NHS Lanarkshire's public facing website.

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

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### 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

**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.

#### 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.

**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 Addiction Recovery Team**

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

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### North Lanarkshire Addiction Recovery Team

North Lanarkshire Addiction Recovery Team (Airdrie)	Team Manager, Airdrie Community Health Centre, 88 Graham St. Airdrie, ML6 6DB Tel; 01236 856126
North Lanarkshire Addiction Recovery Team - (Coatbridge)	Team Manager, Coathill House, Old Monklands Road, Coatbridge, ML5 5AE, Tel No. 01236 441 050
North Lanarkshire Addiction Recovery Team – (Cumbernauld)	Team Manager, 2 <sup>nd</sup> Floor, Bron Chambers, Bron Way, Cumbernauld, G67 1DZ, Tel No. 01236 638842
North Lanarkshire Addiction Recovery Team (Bellshill)	Team Manager, Top Floor, 95 Main Street, Bellshill, ML4 3DS Tel No. 01698 403535
North Lanarkshire Addiction Recovery Team (Motherwell)	Team Manager, Airbles Road Clinic, 49-59 Airbles Road, Motherwell ML1 2PT. Tel; 01698 266717
North Lanarkshire Addiction Recovery Team (Wishaw)	Team Manager, 240 <b>Stewarton Street, Wishaw</b> , ML2 8AL Tel; 01698 274070

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  
ML5 3AA  
Tel: 01236 425338 / 426385

e-mail: [lanarkshire.communities@phoenix-futures.org.uk](mailto:lanarkshire.communities@phoenix-futures.org.uk)

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web: <http://www.voluntaryactionnorthlanarkshire.org/article/building-futures-north-lanarkshire>

### 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](mailto: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:-

Narcotics Anonymous, Tel: 020 77300009	24 hour national helpline and support for opiate users using the 12 step model
Cocaine Anonymous, Tel: 08006120225	national helpline and support for cocaine users using the 12 step model. Open 10am-10pm.
Alcoholics Anonymous, Tel: 0845 769 7555	24 hours national helpline for dependent alcohol users using 12 step model
Al-Anon, Tel: 0141 339 8884	National helpline offering support for families and friends affected by alcohol using 12-step model. Open 10am-10pm
Families Anonymous, Tel: 08451200660	24 hour national helpline offering support for families affected by drugs using the 12 step model
Drink line, Tel 0900 917 8282	Confidential advice, information and support for individuals affected by their own or someone else's drinking
Know the Score, Tel: 0800 587 5879	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.
Release, Tel: 0845 4500 215	Legal advice helpline for drug users. 11am-1pm & 2pm-4pm Mon-Frid.
Parents Against Drug Abuse (PADA), Tel: 08457 023 867	For families affected by drug problems. 10am-4pm.
Samaritans, Tel: 08457909090	For people feeling in need of urgent and support

### 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](http://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](http://www.bddg.org))

**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.

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### 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.

	<b>Agreement</b>
1	<b>INSERT NAME</b> will be allocated to you as a mentor/buddy on duty for a period of XX MONTHS.
2	You will be allocated day duty shifts for a period of <b>xx</b> months.
3	You will have no clinical patient contact for the first month (if relevant). During this first month will you be given the opportunity to update mandatory training. You shall undertake a designated project (details to be include).
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.
5	You will be allocated patient contact (if relevant) after a satisfactory assessment of performance and attendance by your manager.
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.
7	You are required to attend a regular rehabilitation programme as deemed appropriate and provide frequent formal updates to your line manager.
8	You will be subject to random alcohol/substance/both testing for a period of xxx months.
9	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
10	<b>INSERT NAME</b> shall be your named contact should you require any support/guidance.

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: \_\_\_\_\_

**MANAGEMENT FLOW CHART**

