

**Presentation Primary School,  
Station Road,  
Portarlinton,  
Co. Laois**



**Presentation Primary School Mission Statement**

We endeavour to provide a holistic Catholic education for each child, where respect and care for all, are central values.

**Management of Persons in the Workplace  
Under The Influence of Drugs And/or Alcohol**

The Board Of Management shall ensure, so far as is reasonably practicable, that pupils and other persons in the workplace are not exposed to risks to their safety, health or welfare from persons under the influence of drugs and/or alcohol. The term “in the workplace”, in the preceding sentence includes all school related activities taking place under the supervision of a teacher, with the Board’s approval, and both within and away from the school premises.

Every School employee shall, while at work, ensure that he or she is not under the influence of an intoxicant as required by Section 13 of the Safety, Health and Welfare at Work Act, 2005.

Should the Principal and/or Deputy Principal have reasonable grounds to believe that a staff member is unfit for work, due to being under the influence of an intoxicant, the Principal and/or Deputy Principal shall ask that person to remove him/herself from the workplace, in the interests of the safety, health and welfare of the employee and others.

In the case of employees who are at work under the influence of an intoxicant, disciplinary procedures may be implemented.

Should the Principal and /or Deputy Principal have reasonable grounds to believe that an employee of any contractor is unfit for work, due to being under the influence of an intoxicant, the Principal and/or Deputy Principal shall ask the contractor to remove his/her employee from the workplace.

If a staff member has reasonable grounds to believe any person, other than a staff member or employee of a contractor, is unfit to be on the premises, due to being under the influence of an intoxicant, the staff member shall report his/her belief promptly to the Principal/Deputy Principal, who shall ask that person to remove him/herself from the workplace.

If a member of staff has reasonable grounds to believe that a parent or adult collecting a pupil from school or presenting themselves on the premises for another reason is unfit to be on the premises or to take care of the said pupil, the Principal and/or Deputy Principal will be informed and the duty of care will apply to the pupil. All necessary steps will be taken to protect the pupil and safeguard their best interests.

In the event that a staff member or any other person, referred to above, refuses a reasonable request to remove him/herself from the premises, the Principal and/or Deputy Principal may call the Gardai to forcibly remove the person in question.

The Board Of Management acknowledges its responsibility in promoting the welfare at work of teachers. An Employee Assistance Service (telephone: 1800411057 or e-mail: [eas@vhics.ie](mailto: eas@vhics.ie)) is available to teaching staff. In the event that substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the teaching staff, the Board Of Management may request such staff member to contact the Employee Assistance Service.

The Board Of Management also acknowledges its responsibility in promoting the welfare at work of all other staff members. In the event that substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the non teaching staff, the Board Of Management may request such staff member to seek counselling or other professional intervention.

All incidents, relating to the presence of persons at school, under the influence of an intoxicant, shall be recorded and reported as soon as possible to the Board Of Management.

The Board Of Management shall consider all such reports and decide on the appropriate action to be taken in the circumstances of each particular case.

**Ratification of Policy**

This policy was adopted by the Board of Management on \_\_\_\_\_ [date].

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: \_\_\_\_\_  
(Chairperson of Board of Management)

Signed: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: September 2017