



Kent and Medway

NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Dear [REDACTED]

Request for Information

I write further to your request FOI ID 35516 under the Freedom of Information Act 2000 regarding:-

Polices for alcohol and substance misuse by employees

Your request is set out below:

1. Does your authority have a distinct policy covering alcohol and/or other substance use by employees of the authority? If so, on what date was this policy implemented? What policy did this supersede? Please provide a copy of your current alcohol and substance use policy.

Please find attached KMPTs Staff Handbook which covers alcohol and substance misuse amongst staff this was implemented in December 2022. Our People Policy superseded the Alcohol and substance misuse policy which was in place up until December 2022.

2. Does your authority's current occupational health policy include sections or subsections which cover the use of alcohol and/or other substances by employees of your authority who are registered healthcare professionals, including but not limited to alcohol and/or substance addiction and/or impairment at work due to substance use? If so, on what date was this policy implemented? Please provide a copy of your current occupational health policy

KMPT do not have an occupational health policy, our Occupational Health is outsourced to an external provider. The provisions above are covered within the Staff Handbook.

3. What policy within your authority covers performance management issues related to alcohol and substances within the workplace, including but not limited to impairment at work due to alcohol or substance use, and/or criminal activity either during or outside of work hours related to alcohol and substance use? On what date was this policy implemented? Please provide a copy of the current policy in which this information is included.

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Helen Greatorex

KMPTs Staff Handbook covers concerns around fitness to work due to alcohol and substance use. This policy was implemented in December 2022.

4. If there is a concern regarding a registered healthcare professional employee's alcohol or substance use, please outline the process applied within your authority for dealing with the issue, with reference to pathways for the employee concerned, and who has responsibility for decision making for any given pathway the employee is placed upon, and how decisions are made as to how the pathways are implemented.

This is contained within the trusts Staff Handbook. There would be an initial meeting between the employee and the manager to ascertain whether the issue should be managed as a health issue or a conduct issue. If a health issue, the manager would refer to Occupational Health. If a conduct issue, it would be dealt with under the disciplinary process.

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department