



KAGUMO TEACHERS' TRAINING COLLEGE

WORKPLACE POLICY ON ALCOHOL AND DRUG ABUSE PREVENTION

JANUARY 2021

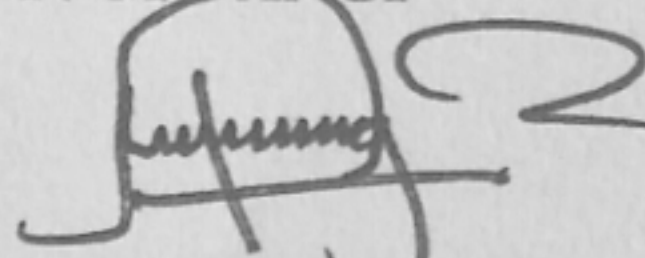
FOREWORD

Increase in alcohol and substance use among college students is a global public health concern. It is associated with the risk of alcohol and substance use disorders to the individual concerned and public health problems to their family and society. Among students there is also the risk of poor academic performance, taking longer to complete their studies or dropping out of college. Moreover, many educators recognize that drug and alcohol abuse (ADA) among students and staff are significant barriers to the achievement of educational objectives. ADA drains human, financial and other resources that might otherwise be used for social and economic development. As a result, it leads to the destruction of individuals, families and entire communities, as well as undermining national economies. ADA in the workplace has the potential to negatively affect the health, safety, productivity and performance of employees which results in organizations' inabilities to achieve their goals.

It is therefore clear that ADA affects service delivery hence it is imperative that Kagumo Teachers' Training College staff and students are protected against it if high teaching and learning standards and other College mandates are to be realized and maintained. The College wishes to do this by putting in place a policy document that provides guidance to its staff and students. The implementation of this policy and mainstreaming of ADA issues in the College strategic plan ensures that the staff and students' needs concerning ADA are taken care of.

The development of this policy is aimed at catering for the needs of Kagumo Teachers' Training College staff and students concerning ADA and, empowering and improving staff and students' ability to handle all issues that may lead to ADA positively for increased productivity and enhanced service delivery.

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KAGUMO TEACHERS' TRAINING COLLEGE

PREAMBLE

It is widely acknowledged that substance abuse is one of the most critical challenges facing the world today. Substance abuse can be defined as a pattern of harmful use of any substance for mood-altering purposes. "Substances" can include alcohol and other drugs (illegal or not) as well as some substances that are not drugs at all. "Abuse" can result when an individual uses a substance in a way that is not intended or recommended, or uses more than prescribed.

Acknowledging the negative impact that alcohol and drug abuse (ADA) has on service delivery, the Government of Kenya stipulated mainstreaming of alcohol and drug abuse prevention programs by all public sector institutions under the Performance Contracting regime. Indeed, one of the major challenges facing institutions today is the abuse of alcohol and drugs. Such abuses have far reaching implications on individual productivity and institutional wellbeing. It is to this end that Kagumo Teachers' College, desires to safeguard the health, wellbeing and safety of all staff and students.

Consequently, this policy aims at informing staff, students, and the community around the college about the dangers of alcohol, drug and substance abuse. Since students constitute the largest proportion of college population; they are the most vulnerable and easy target for drugs due to several factors including cultural, socioeconomic and peer pressure. The policy was developed with cognizance of the relevant Kenya Government Laws. This ADA policy has formulated strategies and measures based within the college structure which is meant to assist those who may be tempted to abuse, or struggling with the abuse of drugs. The policy further clarifies the mechanisms that will be applied when dealing with any violations.

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LIST OF ABBREVIATIONS

AA	Alcoholic Anonymous
ADA	Alcohol and Drug Abuse
EAP	Employee Assistance Program
IEC	Information, Education and Communication
ILO	International Labour Organization
KTTC	Kagumo Teachers' Training College
NA	Narcotic Anonymous
NACADA	National Authority for the Campaign against Alcohol and Drug Abuse
SUDs	Substance Use Disorders

DEFINITION OF TERMS

After-care	The provision of services to persons in the period after formal counselling, treatment and rehabilitation, in order to assist them during a period of adjustment to independent functioning within the community.
Confidentiality	The right of every person, employee or job applicant to have his/her medical or other information, including alcohol or drug use status, being kept secret.
Counselling	Is a professional relationship that empowers diverse individuals, families and groups to accomplish mental health, wellness, education and career goals
Drug	Any substance or chemical that when absorbed into the body alters normal bodily function either physically and/or psychologically.
Drug abuse	Continued compulsive and excessive use of any substance despite negative consequences to self and others.
Early detection	Mechanisms for diagnosing the onset of an individual's consumption of alcohol and other drugs before substance use disorder develops
Employee Assistance Program	Employer-sponsored service designed for personal or family problems, including mental health, substance abuse, various addictions, marital problems, parenting problems, or emotional problems.
Employee Wellness Program	Any program implemented by an employer to support and improve the health of its employees in the

Psychoactive - Substances Drugs or medicines that affect the body's central nervous system and change how people behave or perceive what is happening around them.

Rehabilitation Enabling a member of staff to cease substance abuse in order to avoid the psychological, legal, financial, social and physical consequences for purposes of reintegration back into workplace and the society.

Relapse Complete return to using a psychoactive substance in the same way the person did before he or she quit.

1.0 Rationale for ADA Prevention and Management Policy

The wellbeing of KTTC employees is paramount for service delivery. It is through their output that the institution's core mandate of training and producing patriotic, competent, innovative and self-directing professionals in the education sector is sustained. The effect of alcohol and drugs on the employees' and student's health, safety and work performance can jeopardize productivity and curtail competitiveness. Effectively implemented ADA policy offers the college management a chance for early identification, intervention and support for employees and students with substance use disorders (SUDs). This consequently benefits the employer, employee, the family and the community at large.

1.1 Policy Statement

KTTC shall endeavor to co-ordinate the prevention, early detection and management of drug abuse through Education, Advocacy empowerment and enforcement liaison for a productive workplace.

1.2 Scope

The following shall be the scope of this policy on ADA:

- i. The policy shall apply to all Kagumo TTC staff and students in and off College on College activities and other persons operating or found within Kagumo TTC precincts, including visitors and stakeholders. All those providing services shall abide by this policy while within Kagumo TTC premises.
- ii. The policy shall provide procedures to help staff, students and contracting agencies to put into practice its provisions.
- iii. The policy shall spell out the guidelines and regulations for preventive measures for alcohol and drug abuse (ADA).

1.3 Objectives of the Policy

The objectives of the policy are to specifically provide a framework for:

- i. Prevention of alcohol and drug abuse problems affecting the workplace;
- ii. Identification and management of alcohol and drug abuse issues at the earliest stage;
- iii. Protection of the health, safety and welfare of employees by offering support for persons with Substance Use Disorders and related problems.
- iv. Establish corporate culture and practices that prevent ADA in the workplace.
- v. Prescribe rules on the expected conduct and consequences of violations in relation to ADA.
- vi. To create and maintain an alcohol and drug free environment.

1.4 Guiding Principles

The guiding principles for prevention of ADA policy for the College include:

- i. Information /Awareness creation - All people have a right to impartial information and education on the consequences of alcohol and drug consumption on one's health, job, academics, family and society.
- ii. Protection of alcohol and drug abusers - All people have the right to a family, community learning and working environment free from accidents, violence and other negative consequences of alcohol or drug consumption.
- iii. Treatment - All people with the problem of ADA have a right to accessible treatment and care.
- iv. Safeguard individual privacy - All people who do not wish to consume alcohol and drugs have a right to be safeguarded from pressure to consume alcohol and drugs and be supported.
- v. Alcohol and drug abuse campaigns - Several campaigns on ADA will be carried out with the aim of dissuading Kagumo TTC community from alcohol and drug consumption.

1.5 Authority

The policy derives its authority from:

1.5.1 Tobacco Control Act (2007). The Tobacco Control Act states that:

- i. Smoking is only allowed in designated areas.
- ii. Advertising of tobacco products is prohibited.
- iii. Cigarettes should not be sold to persons aged under 18 years. All cigarette packaging must have large health warning sign.

1.5.2 Alcoholic Drinks Control Act (2009)

The aim of the Act is to mitigate the negative health, social and economic impact resulting from abuse of alcoholic drinks. The bill seeks to:

- i. Prevent access to alcoholic drinks to persons under 18 years of age.
- ii. Prohibit adulteration of drinks.
- iii. Ensure government undertakes research, documentation, and dissemination of relevant information on alcoholic drinks.
- iv. Empower alcohol outlets to refuse or expel a person who is drunk and violent.
Prohibit promotion and false promotion of alcoholic drinks.

1.6 Preventive Measures

Kagumo TTC will ensure that students and staff get information, training and education on the health hazards and the impacts on one's academic, job and personal success. These shall be given through:

- i. The College ADA policy
- ii. College wellness center
- iii. Posters, flyers and brochures
- iv. Health talks during assemblies
- v. Staff/students Campaign against ADA
- vi. Peer educators training
- vii. Information on college website
- viii. Psychosocial Support groups
- ix. Movies and slides on ADA prevention
- x. Corporate culture and practices

- xi. Disciplinary action for violation of ADA policy
- xii. Guest/ resource person presentations

1.7 Responsibility

Kagumo TTC management shall be responsible for carrying out the policy through its ADA control unit coordinator. The Unit shall have a prevention of ADA committee to monitor and evaluate its activities. The committee shall meet twice every quarter. In this process, the College will develop effective partnerships and collaboration with the College community, government, local and regional organizations as well as other stakeholders to enhance the success of this policy implementation.

1.8 Confidentiality

Staff/students with a drug problem should have the same rights to confidentiality and support as they would if they had any other medical or psychological condition, subject to the provisions of the law.

1.9 Implementation Procedures

Kagumo TTC Management shall undertake the overall implementation of the prevention of ADA Policy. The College shall establish an ADA prevention Unit, and appoint a coordinator and other members of the unit. The coordinator of ADA prevention unit will be responsible for co-ordination and information dissemination concerning the workplace policy on prevention of ADA, and report to the management. There shall be sensitization activities to staff and students to promote awareness of this Policy. The Policy shall be made available to all staff and students by uploading it to the college website as well as providing hard copies of the policy to accessible points, for instance, the library. The College will adapt mechanisms for early detection of ADA in order to offer timely assistance to those affected. All members of staff, students and stakeholders are charged with the responsibility to ensure that Kagumo TTC is an alcohol and drug-free environment. The College shall allocate the applicable budget to facilitate the implementation of the Policy.

10.0 Roles and Responsibilities

10.1 Staff

The College Heads of Departments /Sections have a duty to:

- i. Report to College management, persons operating within the College precincts who have ADA problems by referring them to ADA prevention Unit for help.

- ii. Disseminate accurate and relevant information on alcohol and drugs, and organize in liaison with ADA prevention unit, education and training programs aimed at sensitizing staff/students on the effects and dangers of ADA.

10.2 Students

It is the duty of every student to:

- i. Abide by the College rules and regulations as stipulated in the Students' students rules and regulations document given to every student on admission.
- ii. Report any student with alcohol/substance related problem to the Dean of students, wellness officers, or ADA Prevention Unit for help.

11.0 Restriction of alcohol

- i. Kagumo TTC prohibits staff, students and all other person(s) operating or found within the College premises including visitors and stakeholders from sale, or distribution of alcoholic beverages and non-prescribed drugs on the College premises or when on any College assignment.
- ii. The College forbids any staff, students or person(s) operating / found within its precincts including visitors and stakeholders from being under influence of alcohol while on the College premises. Any staff or student shall not be allowed to interfere with a smooth running of the College, the College housing or any other facility.
- iii. The College holds the mandate to test anyone staff/student suspected or accused of being drunk and disorderly.
- iv. Kagumo TTC forbids any alcoholic drinks at any College event.
- v. under the Laws of Kenya, it is illegal for persons aged under 18 years to be in possession of alcohol or distribution of the same.

12.0 Payment in kind

Kagumo TTC shall not pay its staff salaries in the form of alcohol or drugs. In addition, the College is prohibited from making any payments or rewards by giving objects or materials that in any way may trigger alcohol and drug cravings in persons in recovery.

13.0 Prohibition of illegal drugs and substances

Kagumo College intends to help provide a safe and drug-free work environment for all staff, students and other clients. With this goal in mind and because of the serious drug abuse problem in today's workplace, the policy is established for existing and future workers of the College. Consequently, the College explicitly prohibits the following:

- i. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or prescription medication not prescribed by a licensed medical practitioner.
- ii. Being impaired or under the influence of legal or illegal drugs away from the College, if such impairment or influence adversely affects the staff/student's work performance, the safety of the employee or of others, or puts at risk the College reputation.
- iii. Possession, use, solicitation for, or sale of legal or illegal drugs away from the College, if such activity or involvement adversely affects the staff/student work performance, the safety of the employee or of others, or puts at risk the College reputation.
- iv. The presence of any detectable amount of prohibited substances in the staff/student's system while at work, while on the premises of the College. "Prohibited substances" include illegal drugs, alcohol, tobacco or prescription drugs not taken in accordance with a prescription given to the staff/student.
- v. Any drug that interferes with the work performance or poses danger to staff and students.
- vi. Possession of any illicit drugs in the College premises by members of staff, students or person(s) operating/found within its precincts including visitors and stakeholders.
- vii. Kagumo TTC forbids any illicit drugs at any College event.
- viii. Kagumo TTC forbids smoking and sale of tobacco in any form within College precincts

14.0 Prohibition of Advertisement of Alcohol and Drugs at the Workplace

The College prohibits any advertisements that promote alcohol and drug use within the College premises. Direct or indirect advertisement through sponsorship of organizations activities such as sports shall also be prohibited.

15.0 Monitoring and Evaluation

The ADA prevention unit shall:

- i. Continuously monitor and evaluate the policy goals and objectives against the overall goals and objectives of the College.
- ii. Submit quarterly and annual reports to NACADAA on the application of the effectiveness of the policy and make relevant changes to serve the objectives.
- iii. Review the policy regularly in consultation with staff/student representatives. The review process will be based on results obtained from research studies on ADA as well as baseline and follow up surveys.

16.0 Remedial Measures

The following are the remedial measures to mitigate ADA related negative effects through good workplace practices.

16.1 Job placement for rehabilitated workers

When a staff or student voluntarily discloses a previous history of alcohol or drug abuse related problem to the College, the College shall, where reasonably practicable, avoid exposing the rehabilitated individual to a working situation similar to that which, in the past, may have led to such problems.

16.2 Suggestion boxes

Suggestion box shall be mounted at the entrance to the wellness center/ Dean of students office for clients to insert any suggestions, compliments, complaints or report any information pertaining to ADA. In addition, there will be provision for electronic mechanisms such as social media to complement the suggestion box

16.3 Medical Insurance

The staff or students with ADA related problem will not be discriminated against and will access healthcare services similar to employees suffering from other illnesses. They will receive similar benefits such as sick leave, annual leave, leave without pay, and healthcare insurance cover, in accordance with the Laws of Kenya and Kagumo TTC Terms of Service. Treatment and rehabilitation services shall be catered for in line with the existing National Hospital Insurance Fund policy.

16.4 Stigma and Discrimination

There shall be no discrimination against persons who have volunteered as ADA cases

17.0 Information

Kagumo TTC ADA prevention unit is committed to providing staff/students with general information about the effects of drugs on health and safety, through a series of sensitization sessions for new staff/students. This will comprise of information through media and other methods about the work environment in relation to ADA, measures to prevent such abuse from occurring and available services to assist staff/students who may be abusing alcohol and drugs.

17.1 Training and Education

Training and education are important, and it is a positive step for any workplace, to provide the right information to staff/students. Kagumo TTC is committed to provide training of supervisors and head of sections to appreciate the College's substance abuse policy and procedures, to identify staff/student problems, and to know how to refer those in need to available assistance so that any personal problems that may be affecting performance can be addressed. The College shall establish a Wellness Center in addition to seeking assistance from outside organizations to provide help and support to those who need it. The Wellness center is designed to provide free, confidential short-term counselling to help with a variety of work related and personal problems. In collaboration with NACADAA, Kagumo TTC shall furnish staff/students with information on accredited treatment and rehabilitation service providers in Kenya and beyond. The College shall avail the policy to all staff/students.

18.0 Identification of Alcohol and Drug Abuse Problems

The College shall provide the manner in which ADA related problems shall be identified among staff/students. These will include but not limited to;

- i. Self-assessment by the staff/student, facilitated by information, education and training programs.
- ii. Informal identification by colleagues, staff, friends or family members.
- iii. Formal identification by the College by testing in accordance with the Laws of Kenya. Because of the complications associated with drug testing, this activity will be voluntary unless otherwise stated.

19.0 Assistance, Treatment and Rehabilitation

The College shall uphold the right to universal fair labor practices of every person. Each member of the College community shall have an individual responsibility to protect themselves against engaging in ADA. Those who engage in alcohol and drug use have an added obligation to ensure that their behaviour does not pose a threat to others.

20.0 Job Security and Promotion

Absence for treatment and rehabilitation will be regarded as normal sickness irrespective of whether it is due to relapse or not.

21.0 Assistance

The College recognizes that alcoholism and drug abuse are treatable illnesses, and encourages staff/students that may have alcohol or drug abuse problems to seek treatment with a view to discontinue the practice, and restore their fitness of duty. Any individual afflicted by alcoholism or drug dependency will have the same options that staff/students with other illnesses have to participate in prescribed treatment programs. Any of the staff/students misusing drugs, is encouraged to seek help voluntarily from the College wellness officers at the wellness center, peer counsellors or College Health Services.

22.0 Intervention and Disciplinary Procedures

Violators of this policy shall be handled by the College conduct system, Staff/Students with disciplinary issues aggravated by ADA will be dealt with using the College disciplinary mechanism, after which they shall be required to undergo ADA counselling sessions with the College counsellors. The circumstances in which disciplinary action will be taken include, but not limited to:

- i. Refusal of help and/or continued impaired performance, disciplinary action is likely.
- ii. Dismissal/expulsion action may be taken in cases of gross misconduct.
- iii. Possession/dealing in drugs and substances will be reported immediately to the police.

22.1 Staff/Student Assistance Program (SAP)

Staff/students assistance program shall be established. This intervention will help members of staff/students struggling with drug and substance abuse problems. Staff/students will be enrolled in any of the above programs but there will be separate sections for both group and individual therapy.

22.2 Specific Interventions Offered by Professional Organizations

There are other international organizations with specific programs dealing with alcoholics and narcotics such as Alcoholic anonymous (AA) and Narcotics Anonymous (NA) which the ADA unit will partner with for referral services.

APPENDICES

Appendix I: Commonly Abused Drugs and Withdrawal symptoms



National Institute
on Drug Abuse

WWW.DRUGABUSE.GOV/RESEARCHERS

COMMONLY ABUSED DRUGS AND WITHDRAWAL SYMPTOMS

DRUG NAME	WITHDRAWAL SYMPTOMS
Marijuana	<i>Irritability</i> <i>Trouble sleeping</i> <i>Decreased appetite</i> <i>Anxiety</i>
Prescription Opioids	<i>Restlessness</i> <i>Muscle and bone pain</i> <i>Insomnia</i> <i>Diarrhea</i> <i>Vomiting</i> <i>Cold flashes with goose bumps</i> <i>Leg movements</i>
Prescription Sedatives & Tranquilizers	<i>Seizures</i> <i>Shakiness</i> <i>Anxiety</i> <i>Agitation</i> <i>Insomnia</i> <i>Overactive reflexes</i> <i>Increased heart rate, blood pressure, and temperature with sweating</i> <i>Hallucinations</i> <i>Severe cravings</i>
Prescription Stimulants	<i>Depression</i> <i>Tiredness</i> <i>Sleep Problems</i>
Steroids	<i>Mood swings</i> <i>Tiredness</i> <i>Restlessness</i> <i>Loss of appetite</i> <i>Insomnia</i> <i>Lowered sex drive</i> <i>Depression</i>
Tobacco	<i>Irritability</i> <i>Attention problems</i> <i>Sleep problems</i> <i>Increased appetite</i>

Withdrawal symptoms can be severe. Patients experiencing withdrawal from these substances, especially prescription and illicit opioids, should seek immediate medical attention.

Appendix II: Terms of reference for ADA Prevention Unit

The College ADA Prevention Unit shall be charged with the overall responsibility of coordinating all matters relating to prevention and control of ADA in the College, including;

1. Coordination of implementation of preventive, early detection and support activities.
2. Provision of budget proposal on ADA to the College management for approval.
3. Sensitization and awareness campaigns on negative effects of ADA among staff and students.
4. Coordination design and production of information, education and communication materials.
5. Advising management on effective approaches in dealing with ADA concerns including discipline.
6. Lobbying for development and periodic review of the ADA policies within the College.
7. Drawing action plans, monitoring and evaluation, and reporting back the progress to College management and NACADA.

