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Review Sheet		
 Last Reviewed 22 Nov '22	 Last Amended 22 Nov '22	 Next Planned Review in 12 months, or sooner as required.
Business impact	 <p>Changes are important, but urgent implementation is not required, incorporate into your existing workflow.</p> <p>MEDIUM IMPACT</p>	
Reason for this review	Scheduled review	
Were changes made?	Yes	
Summary:	This policy has been reviewed with some minor amendments, in particular section 5.5. The policy continues to provide a response-led approach to substance misuse, giving practical steps to be followed by the care and support teams. Each episode of substance misuse is unique and therefore the policy relies on the use of an MDT approach in order to promote successful outcomes. Underpinning Knowledge and Further Reading links have also been reviewed and updated.	
Relevant legislation:	<ul style="list-style-type: none"> • Autism Act 2009 • The Care Act 2014 • Equality Act 2010 • Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015 • Health and Safety at Work etc. Act 1974 • Mental Capacity Act 2005 • Mental Capacity Act Code of Practice • Misuse of Drugs Act 1971 • Safeguarding Vulnerable Groups Act 2006 • Data Protection Act 2018 • UK GDPR 	
Underpinning knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> • Author: CQC, (2022), <i>Adult social care: information for providers</i>. [Online] Available from: https://www.cqc.org.uk/guidance-providers/adult-social-care [Accessed: 18/11/2022] • Author: We are with you, (2020), <i>Addiction Resources</i>. [Online] Available from: https://www.wearewithyou.org.uk/ [Accessed: 18/11/2022] • Author: NICE, (2018), <i>Drug misuse prevention - Quality Standard [QS165]</i>. [Online] Available from: https://www.nice.org.uk/guidance/qs165 [Accessed: 18/11/2022] • Author: GOV.UK, (2016), <i>Substance misuse in people with learning disabilities: reasonable adjustments guidance</i>. [Online] Available from: https://www.gov.uk/government/publications/substance-misuse-and-people-with-learning-disabilities/substance-misuse-in-people-with-learning-disabilities-reasonable-adjustments-guidance [Accessed: 18/11/2022] • Author: GOV UK, (2022), <i>Drug Misuse and Dependency Resources</i>. [Online] Available from: https://www.gov.uk/health-and-social-care/drug-misuse-and-dependency [Accessed: 18/11/2022] • Author: National Autistic Society, (2022), <i>Addiction</i>. [Online] Available from: https://www.autism.org.uk/advice-and-guidance/topics/mental-health/addiction [Accessed: 18/11/2022] 	
Suggested action:	<ul style="list-style-type: none"> • Encourage sharing the policy through the use of the QCS App 	

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Equality Impact Assessment:

QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.

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1. Purpose

1.1 The overarching principle of this policy links directly with the Mental Capacity Act "Five Principles" with particular focus on Capacity and Principle Three: "A person should not be treated as incapable of making a decision because their decision may seem unwise".

1.2 The policy has been implemented to improve outcomes for Service Users with substance misuse / addiction.

- | Promoting support, prevention and early intervention
- | Improving signposting to information and appropriate support services
- | Providing training for a skilled workforce
- | Supporting those living with the long term effects of substance misuse / addiction

1.3 The primary purpose of this policy in place is to support Service Users who may have "substance misuse" needs and problems and these issues need to be addressed.

Master Care Ltd also has a duty to ensure the health and safety of all Service Users, volunteers and staff, and has an obligation to work within the law.

Taking this into account, this policy is to ensure the right balance is made between these duties.

1.4 To support Master Care Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
CARING	C1: How does the service ensure that people are treated with kindness, respect and compassion, and that they are given emotional support when needed?
CARING	C2: How does the service support people to express their views and be actively involved in making decisions about their care, support and treatment as far as possible?
EFFECTIVE	E4: How well do staff, teams and services within and across organisations work together to deliver effective care, support and treatment?
RESPONSIVE	R1: How do people receive personalised care that is responsive to their needs?
SAFE	S1: How do systems, processes and practices keep people safe and safeguarded from abuse?
WELL-LED	W1: Is there a clear vision and credible strategy to deliver high-quality care and support, and promote a positive culture that is person-centred, open, inclusive and empowering, which achieves good outcomes for people?

1.5 To meet the legal requirements of the regulated activities that {Master Care Ltd} is registered to provide:

- | Autism Act 2009
- | The Care Act 2014
- | Equality Act 2010
- | Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- | Health and Safety at Work etc. Act 1974
- | Mental Capacity Act 2005
- | Mental Capacity Act Code of Practice
- | Misuse of Drugs Act 1971
- | Safeguarding Vulnerable Groups Act 2006
- | Data Protection Act 2018
- | UK GDPR

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2. Scope

2.1 The following roles may be affected by this policy:

- | All staff

2.2 The following Service Users may be affected by this policy:

- | Service Users

2.3 The following stakeholders may be affected by this policy:

- | Family
- | Advocates
- | Representatives
- | Commissioners
- | External health professionals
- | Local Authority
- | NHS



3. Objectives

3.1 To promote a non-judgemental culture of support within Master Care Ltd, acknowledging that substance misuse is never a choice.

3.2 To ensure that all staff are clear on their roles and responsibilities around:

- | Substance misuse
- | Addiction
- | Mental capacity
- | Safeguarding

3.3 To provide a framework of support for Service Users who may be affected by substance misuse or addiction within their home environment.

3.4 Master Care Ltd will provide the tools required to enable the staff team to fully support Service Users who are experiencing substance misuse/addiction via:

- | Staff training/support
- | Promoting support, prevention and early intervention
- | Service Users are treated at all times with dignity and respect, sympathetically and fairly



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4. Policy

4.1 This policy applies to all Service Users who receive any form of commissioned services from Master Care Ltd.

Whilst Master Care Ltd understands that "substance misuse" may place a Service User's placement/Care package in jeopardy due to potentially breaching contracts, it recognises that first and foremost this is a complex health need.

Master Care Ltd will work with the Service User and Multidisciplinary Teams to assess and support the individual but, as a result of this approach, Master Care Ltd may have no other choice but to serve notice in order to protect other Service Users and staff teams.

4.2 This policy does not form part of any Master Care Ltd contractual agreement. It may be affected by agreements in place for Service Users.

4.3 Supporting those Master Care Ltd provides a service to can be difficult especially when it comes to "substance misuse". Master Care Ltd understands that employees may have had personal experiences of their own.

Personal judgements, beliefs or bias need to be put aside in order to provide Service Users who are experiencing substance misuse / addiction with clear frameworks of support.

Some Service Users may continue to function and carry on their chosen lifestyles without any signs and some people may display early signs that there may be an issue.

Others may be living with the long-term consequences of substance misuse/addiction or at risk of relapse. There may be subtle changes such as:

- | Not acting like they would normally do
- | Change their circle of friends regularly - Care Workers may notice a new circle of friends
- | Cutting off friends and family - Problems in relationships
- | Spend increased time isolated and alone - Being tired a lot or in low/bad mood
- | Sleeping patterns changing
- | Personal care may change and show signs of neglect
- | No longer doing hobbies, losing interest in likes or not having finances to do things
- | Weight gain/loss - Changing eating habits, not having food in etc.
- | Mania: Saying odd statements, talking fast or slurred, changing moods - good, bad, happy, sad
- | Missing work, college, activities, appointments and generally withdrawing from routine

Master Care Ltd recognises that some of these indicators could also identify other things so will ensure that training is provided where assessed needs have been identified.

Spotting the signs early is the key and knowing when to seek advice and who from for intervention support is the foundation for improving positive outcomes.

4.4 For the purpose of this policy the term "substance misuse" applies to any substance that may be misused against its original purpose and therefore will include "over the counter" medicines and alcohol.

Master Care Ltd understands "addiction" as not having control over doing, taking or using something to the point where it could be harmful, such as drugs, alcohol, gambling, smoking; and Master Care Ltd acknowledges that it is possible to be addicted to anything.

4.5 Any data collected under this policy will be treated as strictly confidential and in accordance with the UK General Data Protection Regulations.

Master Care Ltd privacy notice applies.

It is acknowledged that where certain issues may have a requirement to inform third parties that these will be completed under the appropriate safeguards and the UK GDPR and Data Protection Policies and Procedures at Master Care Ltd.

E.g.:

- | Safeguarding
- | The CQC
- |



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5. Procedure

5.1 Service User Disclosure

If a Service User asks if they can tell Care staff something in confidence, they must make it clear that they may have to disclose to if it raises concerns about health and wellbeing or safeguarding, following Master Care Ltd policies and procedures as well as any additional training given in this area.

- 1 The Service User makes a disclosure in confidence that they have an active "substance misuse" issue, **then**
- 1 Care staff should document the conversation and report this disclosure to or their senior for further advice and guidance

5.2 Raising a Concern

If Care staff have become suspicious about a change in a particular Service User that they feel may be related to "substance misuse" or another Service User makes them aware of concerns, it is important to follow Master Care Ltd policies and procedures in particular around safeguarding and make an alert. It is important to feel that raising a concern should never be seen as a negative as this is an integral part of the support approach.

Raising a concern can be done in the following methods:

- 1 Record in Care notes and handover to senior staff
- 1 Speaking to
- 1 Using the whistleblowing procedure if concerned about being named
- 1 Contact
- 1 Contact the CQC

5.3 Supply of Substances

There may be times where Service Users are being used to supply "substances", asking Care staff to purchase or supply and in some cases inviting visitors into their personal environment to supply. This may place them at increased risk of exploitation.

If Care staff are asked to purchase or supply "substances" they must refuse and report the request immediately to .

If Care staff are concerned about any visitors then they can refuse admission and seek immediate advice from .

In cases where they feel threatened then the police should be called immediately.

5.4 Right to Search

Only with the consent of the individual would Master Care Ltd carry out a search if they believe a Service User may be in possession of illicit substances.

Searches must not be carried out whilst a Service User is under the influence of any "substance".

In cases where it is believed that the Service User is seeking to supply to others or is in possession of illegal substances then Care staff must contact the police without delay.

Master Care Ltd recording and reporting will then be followed where applicable.

5.5 Taking Action

Following on from disclosing a concern, will:

- 1 Take immediate steps to assess the safety of the Service User, other Service Users and staff
- 1 Arrange medical attention, if required
- 1 Assess capacity - It is important to remember capacity may fluctuate due to the effects of the "substance"
- 1 Make appropriate safeguarding alerts and associated notifications (following MCA principles)
- 1 Arrange support from the Multidisciplinary Team of health professionals to structure a support network
- 1 Arrange support from "addiction services" or alternative
- 1 Following assessment and Multidisciplinary interventions

Following these interventions, it may be necessary to serve notice and seek an alternative placement/Care package in order to protect others who may be receiving support.

5.6 Living with Long-Term Effects/Risk of Relapse

Service Users who have been assessed with historical issues or identified as at risk of relapse will have the

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appropriate Care Plan and risk assessments in place.

These will include:

- | History
- | Long-term consequences
- | Risk factors for relapse
- | Care needs
- | Health needs
- | Professional input/contacts
- | Signs of relapse
- | Actions

These Care Plans will be completed with the Service User to ensure they are focused on supportive measures to avoid further health issues/concerns or relapse.



6. Definitions

6.1 Substance Misuse

- | Substance misuse is a serious public health challenge. It includes the use of illegal drugs and the inappropriate use of legal substances, such as alcohol and tobacco. Whether through overindulgence in alcohol, misuse of prescription medication, or use of illegal drugs, such misuse is harmful to our health

6.2 Substance Abuse and Substance Misuse

- | There is a difference between substance abuse and substance misuse
- | The big difference between a person who misuses drugs and a person who abuses drugs is the intent.
 - | Abuse - Takes a drug to treat a specific condition/ailment
 - | Misuse - Uses a drug to elicit certain feelings/a high etc.

6.3 Multidisciplinary Team (MDT)

- | Simply a diverse group of professionals working together
- | The MDT would aim to deliver person-centred and coordinated care and support for the person with care needs

6.4 Addiction

- | The Oxford Dictionary defines addiction as "the condition of being unable to stop using or doing something as a habit, especially something harmful"



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | Master Care Ltd expects that all those involved in the circle of support feel empowered to disclose any concerns they may have in line with Master Care Ltd policies and procedures
- | The principle of this policy is to provide support within the realms of the law, regulations and the rights of the Service User to make decisions for themselves under the principles of the Mental Capacity Act
- | Master Care Ltd seeks to provide a supportive framework for disclosure and support around substance misuse issues
- | Master Care Ltd expects that those Service Users with capacity are supported to live a full and healthy life within the support framework they have and respect the health and safety of any others



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Key Facts - People affected by the service

People affected by this service should be aware of the following:

- 1 Where appropriate, Master Care Ltd will seek your views on any issues that may directly affect standards of support due to the impact of "substance abuse"
- 1 Master Care Ltd takes its responsibilities seriously in order to maintain a safe, supportive environment which is free from negative effects and actions from others



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

NHS Drug Addiction: getting help

<https://www.nhs.uk/live-well/addiction-support/drug-addiction-getting-help/>

Alzheimer's Research UK - Long-term use of certain anticholinergic drugs and an increased risk of dementia:

<https://www.alzheimersresearchuk.org/long-term-use-certain-drugs-linked-dementia-risk-increase/>

Talk to Frank - Ask Frank:

<https://www.talktofrank.com/>

National Institute on Drug Abuse - Drugs That People Misuse:

<https://easyread.drugabuse.gov/content/drugs-people-misuse>

Minded for Families - Alcohol and other drug addiction:

https://mindedforfamilies.org.uk/Content/alcohol_and_other_addictive_drugs/course/assets/0b6e3bac8dc16876c01

NHS - Alcohol - Information for service users:

<https://www.cntw.nhs.uk/content/uploads/2015/04/Alcohol-Awareness-bloom.pdf>



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- 1 Incidents are reviewed in a timely manner with emphasis on lessons learnt to prevent reoccurrence. These lessons learnt are shared as part of an open and honest culture
- 1 Master Care Ltd demonstrates a clear cultural approach to risk management and review of adverse incidents, safeguarding and MDT working
- 1 Care staff have been supported and trained in how to respond to Service Users who need support to manage "substance misuse" issues
- 1 The wide understanding of the policy is enabled by proactive use of the QCS App



Forms

Currently there is no form attached to this policy.