



## **Drug Policy**

<b>Date Issued:</b>	<b>January 2024</b>
<b>Prepared by:</b>	<b>Deputy Head Teacher</b>
<b>Review date:</b>	<b>January 2026</b>
<b>Date Adopted by Governing Body:</b>	<b>January 2024</b>

Durham Lane Primary School is committed to the health and safety of its staff and of the children in its care and take action to safeguard their well-being. We actively discourage the use of illegal substances, alcohol or tobacco and the misuse of glue, solvents, prescribed and over-the-counter medicines. We acknowledge the importance of our pastoral role in the welfare of young people and through the general ethos of the school, seek to enable children needing support to come forward.

This policy has obvious links with the following school policies: PSHE; Health and Safety; The Administration of Medicines; Behaviour and attendance/inclusion; Confidentiality; First Aid Policy, Supporting Pupils with Medical Conditions Policy.

This policy reflects local and national aims and priorities expressed within the Government 10 year drug strategy “Drugs: Protecting Families and Communities 2008 - 2018” (2008), the Every Child Matters agenda and the Government strategy on Alcohol, “Safe, Sensible and Social” (2007) and The Healthy Schools programme. It also incorporates the key messages contained in Drugs: Guidance for schools (DfES/0092/2004) and advice found in [DfE and ACPO drug advice for schools \(publishing.service.gov.uk\)](#)

This policy sets out the schools approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school.

### **To whom does the policy apply?**

This policy applies to all of the following people when they are on the school premises: pupils, staff, parents/carers and visitors. Breaches of this policy by any of those mentioned will be dealt with by the Head Teacher/Governing body. This policy also applies to pupils and staff when off-site when the staff act in loco parentis which includes all educational visits.

The policy applies at all times during the school day and also affects the use of school premises outside school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

### **Definition of a drug**

For the purpose of this policy the following definition of a drug will apply:

*“a substance people take to change the way they feel, think or behave.”*

This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

This broad definition allows for the inclusion of all medication (see schools Administrations of Medicine Policy, Supporting Pupils with Medical Conditions Policy), legal/illegal drugs (including alcohol and tobacco) volatile substances (see also the school’s Health and Safety Policy and COSHH Policy) and all over the counter and prescription medicines.

### **Overall Aims of the Policy**

- To provide a framework for effective drug education
- To provide systems for dealing with drug related incidents within the school environment.
- To ensure that the school’s drug education programme reflects the aims and values of the school and its governing body.

## **Roles and responsibilities**

### **Governors**

As part of their general responsibilities for the management of the school, the governors have agreed this policy. They will continue their involvement through regular evaluation of it.

### **Head Teacher**

The Head Teacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents/carers, LA and appropriate outside agencies in the event of a drug-related incident. Pupils who are suspected of being at risk from drugs, and in particular truanting pupils, will be supported and monitored with assistance from relevant agencies such as ESWs, Child Protection Officers, and police.

### **PSHE Subject Leader**

The Subject Leader, together with the head teacher, has a general responsibility for supporting other members of staff in the implementation of this policy. The PSHE Subject Leader will provide a lead in the dissemination of information relating to drug education. They are responsible for identifying and providing good quality resources and in-service training.

The Head Teacher or in her absence, the Deputy Head Teacher or a member of the SLT is the first point of contact for advice/support in dealing with a drug-related incident.

### **Parents and Carers**

Parents and carers are encouraged to support the school's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed (see Administration of Medicines Policy, Supporting Pupils with Medical Conditions Policy).

The school plays its part in ensuring that parents/carers have up-to-date information regarding drugs.

Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Head Teacher will consider if there are any special circumstances, which may temper this right. The child protection service may be contacted in the first instance and advice sought (see school's Safeguarding Children policy/procedures).

### **All Staff**

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes lunchtime supervisors, the school administrator, the caretaker and cleaning staff. If they have any queries or training requirements, these should be made known to the Headteacher. The caretaker regularly checks the school premises – any substances or drug paraphernalia found will be reported to the Head Teacher and dealt with in accordance with this policy.

## **SECTION ONE – DRUGS EDUCATION**

### **Aims and objectives of drug/health education**

"The aim of drug education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions". DfES 2004 p18 Drugs: Guidance for Schools.

The main aims of our drugs education programme are to:

- Enable each pupil to develop confidence and self-esteem;
- Raise pupils' awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use in order to reach their full potential;
- Encourage a healthy respect for all substances taken into the body;
- Enable pupils to explore their own and other's feelings, views, attitudes, and values towards drugs and drug-related issues.

### **Teaching programme, strategies and resources**

Drug Education is delivered through the PSHE programme by class teachers in whole class situations using a broad variety of teaching and learning strategies. The PSHE Subject Leader will review the drug education provision on an annual basis through discussion with the teachers involved with the delivery of the programme.

Where the teaching and learning includes issues which may be sensitive, staff and pupils will work within clearly understood and applied ground-rules. The following is a basic outline of what is taught in our school:

#### **Key Stage 1**

Children should be introduced to ideas about how to keep healthy and the role of drugs as medicines.

#### **Key Stage 2**

Children should be introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol, vaping and other drugs.

Drugs education will be taught as part of the PSHE programme. This will be usually within science or PSHE lessons, but may be specifically taught as and when appropriate.

The drugs education programme will provide opportunities for children to:

- explore attitudes and values around drug misuse;
- practise decision making skills;
- become aware of peer pressure;
- develop assertiveness;
- consider the consequences of risk taking;
- learn how to access sources of help and information;
- emphasise the benefits of a healthy lifestyle;
- evaluate media messages on drug use.

### **Monitoring and evaluation of the drugs education programme.**

The PSHE Leader is responsible for the overall monitoring of drugs education. This will include:

- reviewing samples of pupils' work;
- feedback from teachers involved in teaching drugs education.

### **Use of Visitors and outside agencies**

Visiting facilitators can enhance the delivery of drugs education and some pupils do respond better if they perceive the deliverer to be an 'expert' rather than their 'normal' teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or pupil response which cannot be achieved by the teachers.

Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drugs Education. Their contribution should complement the teaching already taking place in the school and a member of the school staff will be present at all times.

## **SECTION 2 - DEALING WITH DRUG-RELATED INCIDENTS**

This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. The school does not condone the use of drugs, but will endeavor to support any pupil with a drug problem in line with its pastoral responsibilities.

### ***Routine arrangements***

- The school has a procedure for the administration of medicines that must be followed for everyone's safety.
- No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except by the permission of the Headteacher. Any adult under the effects of alcohol will be asked to leave the premises for the safety of the whole school.
- The school and its grounds are no smoking areas at all times. Children are not permitted to bring to school smoking materials, including matches and lighters or vaping equipment. In the interests of health and safety, should a child be found in possession of any of these on school premises, they will be confiscated.

- The school will ensure that potentially hazardous substances are stored safely, and children will be supervised if it is necessary that they come into contact with them in the course of their work. Children are not permitted to be in possession of products such as solvents and aerosols (the only exception permitted is aerosol ventolin/any other approved medicines administered under the procedures set out in the Medicines Policy).
- No illegal drugs are allowed to be brought onto or used on school premises. To protect the health and safety of the school community, regular checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

### ***Incidents***

A drug related incident may include any of the following:

- Finding drugs, or related items on school premises;
- Possession of drugs by an individual on school premises;
- Use of drugs by an individual on school premises;
- Supply of drugs on school premises;
- Individuals disclosing information about their drug use;
- Rumours or reports of drug possession supply or drug use.

### ***Guiding principles***

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them. The School's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole.

The Headteacher will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of its children. Parents will be encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

### **Procedures**

Parents/carers have the right to be informed of any drug-related incident that affects their child. An exception to this is when the child is deemed 'at risk' and the Child Protection Service has been contacted. In this case, it is up to the CPS to decide the course of action.

Staff should be aware that if they a) fail to take action in a drug-related incident or b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.

Any drug related incident should be reported to the Head Teacher immediately and all incidents recorded on CPOMs.

### **Unauthorised Substances**

No substances are to be brought onto the school premises unless authorised by the Head Teacher or through the agreed protocol for the use of medicines on the school premises. This includes alcohol, tobacco, volatile substances and medicines (This list is not exhaustive, other substances may be included at the discretion of the head teacher). This applies to anybody using the building regardless of age or whether they are staff or pupils of the school.

Pupils found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents will be contacted by the Head Teacher. Parents' support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of school rules;

- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the age of the pupil, the circumstances of the incident, whether it is a pupil's first offence and whether it affected other pupils;
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in school will be confiscated. They will be placed in a labeled envelope and kept securely until parents are able to collect them.

### **What to do in the event of finding a drug/unauthorised substance or suspected illegal substance**

1. Take possession of the drug/substance and inform the Head Teacher, or if not available a senior member of staff.
2. In the presence of a witness the article should be packed securely and labeled with the date, time and place of discovery.
3. The package should be signed by the person who discovered it and stored in a secure place – the Head Teacher's Office. Person who found this, should record this on CPOMs
4. Police should be contacted immediately and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substance.

### **What to do if you find drug paraphernalia on the school premises**

1. Take possession of the paraphernalia and inform the Head Teacher, or if not available, a senior member of staff.
2. Seek advice from either Care for your area (01642 527174) or the Police.
3. Person who found this, should record this on CPOMs

### **What to do in the event of discovering a hypodermic needle**

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

#### **EXTREME CARE SHOULD BE TAKEN**

1. Do NOT attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Inform the Head Teacher or senior member of staff or PSHE Subject Leader.
5. Contact Environmental Health.
6. Contact "Care for your area" who will remove the needle immediately.
7. Person who found this, should record this on CPOMs

### **What to do in the event of finding or suspecting a pupil is in possession of a drug**

- Request that the pupil hand over the article(s). Staff can search pupils with or without consent (Please see below), in the presence of a witness.
- Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
- Pupils should be placed in isolation until the matter has been investigated.
- Parents should be contacted as quickly as possible.
- Incident should be carefully recorded on CPOMs.

If a pupil refuses to hand over articles a search may be required – it should be noted that:

- School staff can search a pupil for any item banned under the school rules.

- Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items
- School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline (Education Act 1996)

### **Procedures for dealing with a child suspected to be under the influence of a drug or substance**

The following procedure must be followed:

- Always seek medical advice.
- Refer to first aid protocol.
- Contact parents immediately.
- Stay calm, place child in a quiet area.
- Do not leave the child unsupervised whilst seeking medical advice from a First Aider.
- If the child is drowsy or unconscious place them in the recovery position, loosen tight clothing and attempt to establish what the child had taken.
  - Any suspected substances should travel with the child if removed for treatment. Vomit should be safely collected where possible and also taken with the child (for analysis).
- This should be recorded on CPOMs at a later date.

### **Discipline**

In normal circumstances, where a drug related incident has occurred whereby the child has contravened school rules, parents will be contacted. If the Head Teacher assesses that the situation is a child protection issue then the CHUB will be contacted in the first instance.

This school does not condone drug misuse. However, in deciding an appropriate sanction must consider the interests of the child balanced against the best interests of the whole school community. Whilst exclusion is a possible sanction (fixed or permanent) it would only be used considered as a last resort. A range of responses may also be considered that may include:

- A target pastoral support programme
- Referral to an appropriate agency
- Home-School contract
- Behaviour support plans
- A managed move
- Fixed term exclusion
- Permanent exclusion

Consideration should be given to:

- the age of the pupil
- whether one pupil or a group of pupils is involved.
- whether there is evidence of particular peer pressure
- whether it is the pupil's first offence

### **Procedures for dealing with Parents/carers under the influence of drugs on the school premises**

- Staff should attempt to maintain a calm atmosphere.
- If staff have concerns regarding discharging a pupil in to the care of a parent/carer, attempts should be made to discuss alternative arrangements with the parent/carer, for example requesting another family member escort the child home. The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behaviour.
- Where the behaviour of the parent/carer immediately places the child at risk of significant harm, or repeated behaviour places the child at risk, or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police.

### **When to contact the police**

Should a drugs related incident arise in school, the Head Teacher or member of the SLT will contact the police for advice and to report it. Because our school has established close liaisons with our local police, any information about illegal sales of drugs including alcohol and tobacco will be reported to them. Furthermore, in the event of a drug-related incident in the school, the school would cooperate with the police should they wish to search the premises. In addition, the LA will be informed. A member of staff will accompany any search and any damage will be noted.

The police should, be involved in the disposal of suspected illegal drugs

If formal action is to be taken against a pupil, the police should make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

### **Staff training and support**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drugs education and dealing appropriately with incidents should they arise. The Headteacher, or other appropriate member of staff, will try to organise training related to the identified needs of staff as required. All staff need to understand and support the rationale and aims of drugs education and be aware of the legal implications and their responsibilities.



## **Changes to policy 2024**

Page 4- added vaping to list of substances.

Page 5- removed "Following any incident, the designated member of staff should complete the Drug and Alcohol Incident Form WITHOUT identifying the pupils name and email to Lynne Massam ([Lynne.Massam@stockton.gov.uk](mailto:Lynne.Massam@stockton.gov.uk)). Staff are to then add the pupils name and store in the Drug and Alcohol Incident file within school. The file is stored in the locked cupboard in the Headteacher's office".

Added and all incidents recorded on CPOMs.

Pages 5,6,7 added- Person who found this, should record this on CPOMs

Page 7 removed- If it is considered impractical to leave the needle where it is found, a trained member of staff, using the appropriate personal protective equipment, may remove the needle from the area. Safety to the individual is paramount.

Page 7 added- In normal circumstances, where a drug related incident has occurred whereby the child has contravened school rules, parents will be contacted.

Page 8 removed- There is no legal obligation for the school to contact the police when a drug-related incident has occurred or to disclose the name of the pupil involved; contacting the police is at the Head Teacher's discretion.

Page 8- added- Should a drugs related incident arise in school, the Head Teacher or member of the SLT will contact the police for advice and to report it.