



# ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL & NURSERY

## DRUGS

Updated by	L. Sims
Updated when	March 2025
Ratified by	n/a
Ratified when	n/a
Signed by	L. Sims
Next Review Date	March 2026
Statutory Policy	Yes
On school website	Yes

COURAGE

RESPECT

HOPE

ENJOYMENT

COMMUNITY

## **Statement of Policy**

This policy sets out the school's approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school. This policy has links with the following school policies: PSHE, Health and Safety, The Administration of Medicines and Confidentiality.

St. Paul's School does not condone the misuse of drugs or alcohol by members of the school, nor the illegal supply of these substances.

The school is committed to the health and safety of its members and will act to safeguard their well-being.

We acknowledge the importance of our pastoral role in the welfare of young people, and through the general ethos of the school, will seek to persuade pupils in need of support to come forward.

### **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, governors, contractors, 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 staff act in loco parentis, this includes all educational visits.

Although the school is not responsible for pupils travelling to and from school we will work with parents and / or other agencies should any problems be identified. The school is responsible for pupils during break and lunchtimes and this policy applies during these times. It also affects the use of school premises after normal 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 broad definition allows for the inclusion of all medication, 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.

### **Aims**

At St. Paul's we aim:

- To provide systems to deal with drug related incidents within the school environment.
- To provide a framework for effective drug education
- to enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills
- to provide accurate information about substances
- to increase understanding about the implications and possible consequences of use and misuse
- to recognise the importance of the beneficial nature of some drugs as medicines
- to widen understanding about related health and social issue
- to seek to minimize the risks that users and potential users face
- to enable young people to identify sources of appropriate personal support
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## **Roles and responsibilities**

### **Governors**

As part of their 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 will be supported and monitored with assistance from relevant agencies such as ESWs, Child Protection Officers, and police.

**PSHE Coordinator** The co-ordinator together with the Head Teacher has a responsibility for supporting other members of staff in the implementation of this policy. The PSHE coordinator 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 PSHE coordinator is Laura Sims. The Head teacher, or in her absence either of the Assistant Head teachers are 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). 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 and the site manager and cleaning staff. If they have any queries or training requirements these should be made known to the PSHE Coordinator or to the Head Teacher. The caretaker regularly checks the school premises – any substances or drug paraphernalia found will be recorded and reported to the Head Teacher and dealt with in accordance with this policy. Equal Opportunities Statement Drug education will be provided to all pupils with consideration of any particular needs (see Equal Opportunities policy).

### **Smoking Policy**

We are a smoke and vape free school and staff, parents and carers, pupils and visitors are not allowed to smoke or vape anywhere on school premises or in sight of the school. Pupils are not permitted to bring to school smoking materials, including matches, lighters and vapes. In the interests of health and safety, should a pupil be found in possession of any of these on

school premises, they will be confiscated. Although e-cigarettes are not covered by smoking legislation we do not allow the use of them by staff, parents/carers, contractors or visitors on the school premises.

## **SECTION 1 - DRUG EDUCATION**

### **Aim**

The aim of teaching children and young people about alcohol and other drugs is to support them in making informed choices, delaying first substance use and preventing the development of harmful patterns of substance use in adulthood. This can impact upon an individual's quality of life and future aspirations.

### **Teaching and learning – The Curriculum**

Effective teaching about alcohol and other drugs through PSHE and Science education is one key element of prevention work. However, in order to achieve its aims, this teaching should be implemented as one aspect of a wider whole-school approach.

The Department for Education (DfE)'s statutory guidance for Health Education at primary phase requires that pupils be taught the facts and risks associated with drug, alcohol and tobacco use. At St Paul's C of E Combined School, alongside the statutory requirements, teaching about how to manage social influence, pressure and risk is vital in promoting pupils' ability to navigate the situations in which they may encounter substances. It also contributes to safeguarding, by providing pupils with the knowledge, understanding, attributes, skills and strategies to keep themselves healthy and safe. Teaching about drugs and alcohol is integrated within a planned PSHE education curriculum (see PSHE curriculum), where it enhances – and can be enhanced by – teaching in other topic areas. For example, lessons on mental health and emotional wellbeing will include teaching healthy coping mechanisms and the importance of seeking support and help. Drugs and alcohol education is also part of the statutory science curriculum.

### **Drug education in our PSHE curriculum**

#### **Key Stage 1**

- **Medicine safety** – Children learn about the purpose of medicine, the safe use of it and the benefits of it if used correctly. They understand about different types of medicine and how this should be taken if necessary.
- **Household substances** - They learn about different household substances and how these need to be used properly, the dangers that can happen if misused and how these will need to be.

#### **Key Stage 2 –**

- Discuss what they already know about drugs and how they feel about drugs.
- The importance of taking care of my body.
- Smoking – its effects on health and reasons people may smoke
- Vaping – its effects on health and reasons people may vape
- Alcohol – its effects on health and the reasons people may drink.
- How smoking and drinking affect the lungs, liver and heart.
- Illegal drugs, their effects on the body and how trafficking and drug gangs can occur and how to protect themselves from this.

#### **Send needs**

Children registered as having Special Educational Needs have the same right to good drug education as any other pupil and will be taught alongside all other pupils. However, teachers must be aware of, and respond to their needs in drug education lessons just as in any others.

### **Visits and Visitors**

The school actively co-operates with other agencies such as Police Community Support Officers, the Local Authority and Public Health to support its commitment to drugs education and to deal with incidents of substance use and misuse.

## **SECTION 2 – DEALING WITH DRUG RELATED INCIDENTS.**

### **Drug Incident Management**

A drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries.

A drug related incident may include any of the following:

- Finding used syringes in the school grounds
- Possession, use or supply of drugs by an individual on school premises
- Individuals disclosing information about their drug use
- Rumours or reports of drug possession supply or drug use
- a parent/carer collecting their child while under the influence of alcohol or drugs
- misusing another pupil's inhaler or medical treatment.
- Bringing medication onto the premises without permission.
- A child disclosing a parent or carers misuse of drugs or alcohol at home.

We recognise that the school has both legal and social responsibilities in dealing with drug related incidents. In order to fulfil those responsibilities, it is necessary to establish clear procedures to be followed in the event of the discovery of an incident. These procedures are designed to reassure staff, pupils, parents and governors of the school's supportive approach to dealing with drug related issues and thus avoiding confusion and panic.

Staff should be aware that if they a) fail to act 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.

### **Unauthorized Substances**

No substances are to be brought into 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 (including vapes), volatile substances and medicines. This applies to anybody using the building regardless of age or whether they are staff or pupils of the school. Pupils found in violation of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents will be contacted by the relevant 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 labelled envelope and kept securely until parents are able to collect them.

### **Dealing with a drug related incident – when a someone has taken drugs or harmful unauthorized substances.**

The Headteacher will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies. In the event of the discovery of a drug related incident within school or on a school visit, the first responsibility of any member of staff is for the health and well-being of the pupil/pupils involved and all appropriate steps should be taken to ensure that this is catered for –

Stay calm, place child in a quiet area. Do not leave them unsupervised; seek 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 has taken. Call an Ambulance. Any suspected substances should travel with child if removed for treatment. Vomit should be safely collected where possible and also taken with the child (for analysis). Parents should be contacted as soon as it is possible to do so without putting the child at more risk by leaving them unsupervised.

When the safety of all is assured, a thorough investigation of the incident may begin. The aim of this investigation should be to ascertain the extent of the misuse of any substance, identify the substance involved beyond any doubt and compile a full list of any pupils who are involved, with the minimum of unnecessary disturbance or disruption.

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

Staff discovering substances which are suspected to be harmful, illegal or requiring further investigation should observe the following guidance:

1. **In the presence of a witness** the article should be packed securely and labelled with the date, time and place of discovery. If there is no witness do not delay; remove the substance and take it immediately to the Headteacher.
2. The package should be signed by the person who discovered it and taken straight to the headteacher.
3. Do **NOT** retain the substance on your person or in a place of safekeeping for a later time; to do so could place you at risk.
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. 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 Coordinator.
5. Contact Environmental Health.
  
5. No entry of this incident should be made on the child's record until the suspected substance is confirmed by the police.
6. Where it has been so confirmed it is the responsibility of the Headteacher to notify the parent/carer and, if necessary, to instigate any further action considered appropriate, including notifying the Chair of the Governors.

Possible responses might be:

- Support and counselling
- Sanctions- where a school rule related to drug use is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the Behaviour Policy.

If a teacher is told, or is aware, of possible criminal activity outside school premises it should be reported to the Headteacher so that the police can be informed. This would include not only the information about the supply of illegal drugs, but also that a local shopkeeper was selling alcohol or solvents to pupils. This should be done in the interests of safeguarding the health and safety of young people in the area and as part of the school's general duty of care towards its pupils.

If school staff remove a substance which is suspected of being a controlled drug, it must be handed to the Headteacher, who will then contact the police; under no circumstances should any attempt be made to analyse or taste an unidentified substance. If there is a suspicion that a pupil is concealing an unlawful substance in their belongings or on their person, the Headteacher should be notified immediately.

If any incident occurred which aroused media interest, it is important to understand that no contact should be made by any member of staff. This will be undertaken by the Headteacher in consultation with the Chair of Governors and the Public Relations Officer at the local authority.

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.

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

The school will keep a record of any searches taken and inform parents/carers if a substance is found. The incident should be logged on CPoms. Staff should try to persuade the pupil to voluntarily produce the substance by asking them to turn out pockets, or bags. Teachers can search pupils' bags in circumstances where a member of staff believes drugs have been stored there; they will seek the pupil's consent and search with a senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

Storage areas within the school grounds are the property of the school, and the Headteacher, or her representative, may authorise a search of these if there is reasonable suspicion. This must be carried out in the presence of a witness and the named pupil if this applies.

If it is absolutely necessary to search a pupil, a police officer will be required, and parents informed as soon as possible. The police officer will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

### **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 concern 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 to escort the child home. The focus of the staff must be the maintenance of the pupil's safety and 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. The Head Teacher must Complete a Drug Related Incident Form recording the nature of the incident and the subsequent action taken by the school.

### **Dealing with the media**

If there has been a drug-related incident, the LA will be informed. Advice will be given by the LA on dealing with enquiries from the media in order to protect the interests of the child and the school.

### **Confidentiality**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice; however, staff cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE programme and curriculum areas. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of pupils they must inform the Headteacher or DSL.

### **Equal Opportunities**

St. Paul's is committed to a policy of equal opportunities for all pupils. Drugs education is an entitlement for all pupils regardless of their own particular beliefs, gender, social class, race or physical disability and the curriculum and learning approaches are planned with this in mind.

### **Assessment**

Whilst this aspect of the pupils' development is important, no formal assessment is deemed necessary at the end of a unit.

### **Monitoring and Evaluation**

The PSHE coordinator discusses yearly plans with staff and considers whether sufficient attention is given to this aspect.

This policy is reviewed as part of the PSHE policy and is in line with the Safeguarding Policy

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