

# Giffards Primary School

## Drug and Substance Abuse Policy

Including management of drugs related incidents

Agreed by Governors  
April 2020

Review Date  
March 2023

Signed \_\_\_\_\_  
Chair of Governors

## **This policy has been informed by the following:**

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

[DfE and ACPO Drug Advice for Schools \(2012\) Department of Education and Association of Chief Police Officers](#)

This policy links to other school policies, including Safeguarding, positive behavior management and Health and Safety. This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers students on work experience, alternative provision placements and to all school trips, including residential visits.

## **Who does the policy apply to:**

The policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, parents, contractors and external services or activity providers. This policy applies to all learners in this school. A copy of the schools' drug policy can be found on the school website. A hard copy is also available in the staff room or a copy can be obtained from the main office upon request.

This policy will be updated and reviewed every 3 years or as necessary and will act as a central reference point for all school staff, or following identification of new/emerging trends in children and young people's behaviour.

## **AIMS**

- To provide accurate information and to correct any misunderstanding about drugs and their use.
- To develop pupils' self-awareness and self esteem
- To enable pupils to develop their knowledge, skills, attitudes and understanding about drugs
- To appreciate the benefits of a healthy lifestyle
- To develop pupils understanding of rules and laws
- To explore the risks and consequences of their own and others' actions relating to drugs.
- To be relevant to the needs of the pupils and the school community.

## **Philosophy**

At Giffards Primary School we believe that we share with parents/carers the responsibility for ensuring that children develop knowledge, skills and understanding to be able to make informed choices about drug use and misuse in order to lead a healthy lifestyle and achieve their full potential.

We believe that children have the right to a safe and healthy environment.

Smoking, use or possession of illegal or dangerous substances is not allowed in any part of the school premises. Exception will be scientific or cleaning materials, which will be used according to the Health & Safety Policy. Consumption of alcohol on school premises is only allowed with the express permission of the Head teacher.

This policy applies to school trips and residential activities arranged by the school.

## **Definition**

A drug is a substance that alters the way the mind or body works; this may be physically, mentally

or emotionally. This includes tobacco, alcohol, prescribed medicines, over the counter and illegal drugs.

## **Drugs Education**

The PSHE leader will disseminate the drug policy to the school community and publicise it to all parties affected by it. They will ensure staff are appropriately trained in procedures and recognition of drug use. They will maintain an up-to-date knowledge of drugs legislation.

At Giffards, drugs education will be taught according to the Science National Curriculum and as part of the personal, Social, Health and Education (PSHE) scheme of work. Regardless of personal life choices, teachers will promote a responsible attitude to the role of drugs. It will be delivered through the PSHE Scheme of work. It will focus on the development of self-esteem and decision making skills.

The statutory guidance for Relationships Education, Relationships and Sex Education (RSE) and Health Education (2019) states that pupils by the end of primary school should know, *the facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug-taking*. It also states under the healthy eating subheading that pupils should know, *the characteristics of a poor diet and risks associated with unhealthy eating (including, for example, obesity and tooth decay) and other behaviours (e.g. the impact of alcohol on diet or health)*.

At Giffards, we have adapted a Scheme of Work published by the PSHE association that was built in response to the latest documentation regarding statutory Relationships Education, Relationships and Sex Education (RSE) and Health Education. This builds in opportunities for children to discuss their feelings towards drugs and other substances as well as giving teachers the opportunity to teach the knowledge of the statutory framework.

As part of their Early Years Education, our reception children begin to recognise substances that are safe to touch and safe to taste. They talk about the risks involved with digesting harmful substances and identify who to tell if they accidentally swallow something.

In Key Stage 1, pupils learn what constitutes a healthy lifestyle and that things people put into their bodies can affect how they feel. They learn about medicines and how to tell an adult if they are worried about something that may scare or concern them. Children will identify how to resist pressure to do things that make them feel unsafe and uncomfortable as well as the importance of keeping on asking for help until they are heard.

In Lower Key Stage 2, children learn what positively and negatively affects their physical health and they learn how their choices may have positive, neutral or negative consequences. They discuss how to recognise and respond to pressure to do something that makes them feel unsafe and they know how people can be influenced by their peers' behaviour in a desire for peer approval. They also learn that rules, restrictions and laws exist to help people keep safe.

In Upper Key stage 2, Year 5 cover the broadest part of the objectives related to drug and substance education. They identify types of drugs as well as differences between legal and illegal drugs. Their knowledge is then linked to their understanding of risks related to drug and substance use and how habits are formed, are difficult to break and then how organisations can help as well as how to seek support from trusted adult. Year 6 consider how legal and illegal drugs can affect health and how to manage situations involving them.

### **School stance on drugs**

School will not tolerate the use or possession/dealing of unauthorised legal or illegal controlled substances by students, staff or other members of the school community including parents/carers, in school time, on school premises or off-site during school organised activities such as trips, visits or sporting fixtures.

As a school we cannot knowingly allow on our premises or to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). A central record (Log of drug related incidents) related to any pupils suspected of drugs misuse will be held on school site.

This also extends to new psychoactive substances (NPS), alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

The Senior Leader with responsibility for all drug related incidents is the Headteacher.

All drug related incidents will be reported to the headteacher or a nominated senior leader in their absence who will be responsible for coordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved and the school community. In the first instance the possibility of a medical emergency will be considered.

### **Safety**

The caretaker will check the grounds weekly for signs of debris from dangerous substances.

If necessary, items will be removed in accordance with the Healthy and Safety Policy.

Whenever a sharps scoop has been used for an incident, it will be disposed of appropriately and steps to replace it will be taken immediately.

### **Prescribed Drugs and Medicines – see also First Aid Policy**

Medication must be brought to the school office by the parent/guardian, marked clearly with the pupil's name. If the school office is closed, i.e. when a child arrives for Breakfast Club, then the staff at Breakfast Club will ensure all relevant forms are completed and the medication and forms will be delivered to the main office at the end of Breakfast Club.

Medication including asthma pumps/Epipens must be kept in the first aid cupboard/fridge in KS2 main office. Medication for any child in KS1 must be kept in either the KS1 kitchen fridge or in the KS1 First Aid cupboard in the relevant class box. For any child in EYFS medicines are kept in the lockable First Aid box situated in each classroom. Please refer to Appendix 4 at the end of the First Aid Policy for the 'Protocol for Giving and Storage of Medicine'.

Staff may administer medication to pupils if the appropriate form has been completed. Staff should then log that the medication has been given.

In exceptional circumstances, permission may be sought via telephone to administer medication to a pupil.

In an emergency situation or in exceptional circumstances where it has not been possible to contact parents or guardians, medication may be administered without parental consent.

Parents/guardians will be informed of actions taken at the earliest possible opportunity.

At the end of the day empty containers will be returned to the relevant child to be taken home.

## **Routine arrangements**

### **Medicines**

The school has a procedure for the administration of medicines that must be followed for everyone's safety. Please see First aid policy

### **Alcohol**

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.

### **Tobacco**

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. 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.

### **Solvents**

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. (only exception permitted is aerosol ventolin/any other approved medicines)

### **Illegal drugs**

No illegal drugs are allowed to be brought on to, 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 Head Teacher 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 pupils. Parents will be encouraged to become involved as much as possible in order to achieve a successful drugs education curriculum.

## **PROCEDURES**

### **MEDICAL EMERGENCY**

In every case of a drug- related incident of a pupil being suspected or under the influence of a drug or alcohol on school premises. See below:

- 1) The utmost priority should be place on the safety of the young person and those around them.
- 2) DO NOT SEND PUPIL HOME – if necessary this should be dealt with as a medical emergency, administering First Aid and summoning appropriate support.

- 3) CALLING 999 – If in doubt DO NOT hesitate to call emergency services whereby an incident may involve a pupil consuming a strong sedative such as Diazepam or Xanax.
- 4) WAITING FOR SERVICES – in the event of calling emergency service place young person in recovery position, loosen clothing to assist their breathing. DO NOT give the casualty anything to eat or drink.
- 5) Depending on the circumstances, parents or the police may need to be contacted.
- 6) If the young person is felt to be at risk the schools Safeguarding Policy will come into effect and Children's Social Care may need to be contacted.

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

### **Hearsay/Rumour**

Drug use is often discovered by hearsay. This should be passed on to the Head Teacher/Designated Safeguarding Lead or Deputy, who should record the matter as hearsay evidence, thus enabling a record of teacher's concerns to be compiled. Where the hearsay evidence is not supported through further reports or incidents for one school year this evidence would be removed from the records (a note will be kept of when to remove).

### **Suspicious Behaviour**

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

### **Finding substances**

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping. If the substance is known or suspected to be illegal the police must be informed. A record must be kept to include:

- the date and time of the find or retrieval
- the size and appearance of the substance
- the names of those concerned
- the action taken

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes, they should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a child, the child's parents must be informed.

## **Searching**

### **Searches and confiscation**

When a person is suspected of concealing illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A full record of the exchange should be made by the observing member of staff.

Advice on searching and confiscations can be found in [searching, screening and confiscating. Advice for headteachers, school staff and governing bodies](#)

### **Searching with Consent**

Schools common law powers enable school staff to search pupils with their consent for any item. School is NOT required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.

### **Searching without Consent**

The Headteacher or member of staff authorised by the Headteacher can search without consent if they have reasonable grounds for suspecting that a pupil is in possession of a prohibited item or is likely to commit an offence, or to cause personal injury, or damage. These include;

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The police may conduct a personal search if they believe a crime has taken place or to prevent harm to a student or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police; however, Giffards Primary School works in partnership with the local police, takes their advice and involves them or other relevant agencies appropriately. Advice from MASH will be sought as per the safeguarding policy

Following a search, whether or not anything is found, including personal searches and searches of school and pupils' property the school is advised to:

- 1) Make a record of the person searched.
- 2) Establish the reason for the search.
- 3) The time and the place.
- 4) Who was present and note the outcomes and any follow-up action.

N.B - There is no legal requirement to do this but it is good practice to do so.

### **Temporary possession**

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.

#### **Alcohol, Tobacco and e-cigarettes**

When confiscated, parents/carers should normally be informed and given the opportunity to collect items, unless this would jeopardise the safety of the child or others.

**Volatile substances** may be dangerous and so school should arrange for safe disposal.

Parents/carers should normally be informed unless this would jeopardise the safety of the child or others.

**Medicines** should be held in the Main Office. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them in the appropriate manner.

Medication taken in any way to replicated drug taking behaviour will be dealt with in accordance with school policy on drug related incidents.

**New Psychoactive Substances** (Often incorrectly called legal highs – contain one or more chemical substances which produce similar effects to illegal drugs like cocaine, cannabis and ecstasy). If found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed by members of the Senior leadership Team (SLT) only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. The police may then identify whether it is an illegal drug.

### **Procedures to follow when taking temporary possession**

- 1) Ensure that a second adult witness is present throughout;
- 2) Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- 3) Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;

- 4) Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
- 5) Inform parents/carers, unless this is not in the best interests of the pupil;
- 6) Identify any safeguarding concerns and develop a support and disciplinary response as necessary

### **Confidentiality**

In line with General Data Protection Regulation (GDPR) the need for confidentiality for those involved should be respected; however, the boundaries of such confidentiality should be made clear to students. If a student discloses information to a member of staff which is of concern the teacher must follow the school safeguarding policy, co-operate with a police investigation (if appropriate), and refer to external services (if appropriate). For further guidance refer to; Government guidance and regulation for GDPR

### **Parents/Carers under the influence of alcohol/ drugs on school premises**

When dealing with a parent / carer under the influence of alcohol/drugs on a school premises the focus for staff should always maintain the immediate welfare of the child and staff member. The advice given is as follows:

- 1) Inform DSL of any concerns (Mrs V Teager)
- 2) Staff should maintain a calm approach to the parent/carers.
- 3) If a staff member has concerns on discharging a pupil into the care of the parent/carers school may wish to ask parent/carers if alternative arrangements can be made, for example another parent or carer to accompany the child home.
- 4) Where a parent/ carers behaviour under the influence places the child at risk i.e., becoming abusive, violent or have repeatedly presented under the influence of a drug refer to the school's safeguarding procedures and / or the involvement of the police.
- 5) School should make a full record of every incident

### **Staff conduct and illegal or authorised substances**

Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

### **Returning articles which have been confiscated**

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the article to the child. It will be made clear that there is a time limit of one week for the items to be recovered or they will be disposed of by the school.

### **Recording**

All incidents will be recorded within 24 hours. See **Appendix A** – drug related incident log.



