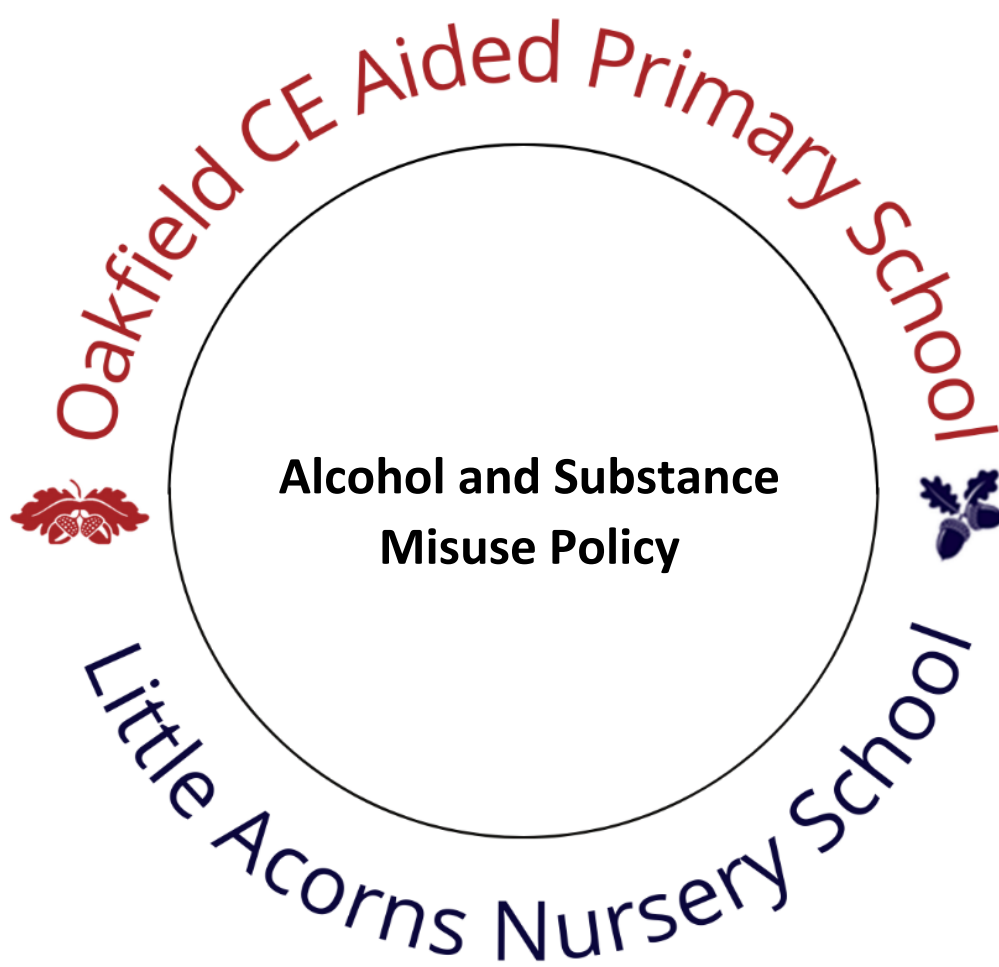




Date of Approval:	14 th July 2025
Committee/FGB	FGB
Responsible:	Vikki Reader – Headteacher
Review Date:	July 2026

Signed:

Chair of Governors

Signed:

Headteacher

Date: 14th July 2025

REVISION No:	Date issued:	Prepared by:	Approved by:	Comments:
2	24/05/23	MLG		Changed front page to new format. Removed reference to appendix 3 Page 3 • added Early Years to heading Foundation Stage Early Learning Goal • added or vaping on site – Management of drugs in school point 3 • removed BSA events in point 4 Page 4 – added Senior to In all drug related incidents, the following will apply point 1. Page 5 • paragraph 5 – added AHT • paragraph 8 – added AHT Page 6 – removed “VLE and”
3	23.05.24	TMT		Page 5. Searching. Text replaced and DFE guidance document added.
4.	07.07.25	VR		No Change.

Drugs and Substance Misuse Policy

This policy is drawn up in accordance with the DfE and ACPO drug advice for schools.

Rationale

Oakfield CE (Aided) Primary School is committed to the health and safety of its members and will take action to safeguard their wellbeing.

Context

This policy applies to all staff, governors, pupils, contractors and visitors to the school site.

This policy links with the following other policies:- PDL, Health and Safety, Child Protection, Safeguarding, Behaviour and Discipline, Supporting Pupils in Schools with Medical Conditions.

The term 'drug*' is used to include:

- illegal substances
- substances which are legal, but which can be misused*
- all over the counter prescription medicines

*This policy uses the definition that a drug is '*a substance which people take to change the way they feel, think or behave*' (United Nations Office on Drugs and Crime 2014)

*Some of these substances would not be acceptable for possession and use by pupils on school premises, e.g. alcohol and tobacco, psychoactive substances. Other substances, for example, glue, solvents and over-the-counter medicines, would be acceptable for possession and use on school premises, provided this is for their proper, intended purpose.

Purpose of the Policy

This document acknowledges our school's role in alcohol and substance abuse education and helps to ensure a whole school programme appropriate to our pupils' needs. Our school provision incorporates knowledge and understanding, attitudes and personal and social skills that help pupils to lead healthy lives.

Roles and responsibilities

The Headteacher takes overall responsibility for this policy and its implementation, for liaison with the Governing Body, parents, Local Authority and appropriate outside agencies and for the appointment of a PDL Manager. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained. The Governing Body will be involved in substance education and substance related incidents in the same manner as any other matter concerning the direction of the school.

Alcohol and Substance Education Aims and objectives

- To provide all children with accurate information appropriate to the child's age and/ or needs.
- To present facts in an objective, balanced and sensitive manner suitable to the age and maturity of the children.
- To provide children with opportunities to:
 - Become accurately informed on the effects, good or bad, of drugs on health.
 - Explore attitudes and values around drug misuse.
 - Practise decision-making skills.
 - Make healthy informed choices.
 - Become aware of peer pressure.

- Develop assertive skills.
- Consider the consequences of risk taking.
- Learn how to access sources of help and information.
- Recognise the benefits of a healthy lifestyle.
- Evaluate media messages on drug use.

Alcohol and Substance Education programme

Early Years Foundation Stage Early Learning Goals

- To recognise the importance of keeping healthy

Key Stage 1

- know that all medicines are drugs but not all drugs are medicines;
- know that all substances can be harmful if not used properly;
- know about different types of medicine and that some people need them to live a normal life;
- know and understand about simple safety rules about alcohol, medicines, tablets, solvents, household substances.

Key Stage 2

- know that all medicines are drugs but not all drugs are medicines;
- know that there are over-the-counter, prescribed, legal and illegal substances and have some understanding of their effects;
- know how to make simple choices and exercise some basic techniques for resisting pressure from friends and others;
- know the important and beneficial part which drugs have played in society;
- know about the effects on the human body of tobacco and alcohol;
- know which commonly available substances and drugs are legal and illegal, their effects or risks.

Outside Agencies – Visitors may be involved in the planning and teaching of the drug education programme and will be asked to adhere to our school policy e.g. Life Education Bus.

Management of drugs in school

- Any use of illegal or unauthorised drugs, including tobacco and e-cigarettes, are not acceptable at any time within the boundary of the school and other situations where staff are supervising pupils e.g. off-site activities, visits and school trips.
- Prescribed medicines for pupils who need to take them are kept securely in the Reception office or are taken out by a staff member on school visits (see Supporting Pupils with Medical Conditions policy and Individual care Plans). Prescribed drugs will be administered to children by appropriate staff at prescribed times. Inhalers for children are kept by the children in their classrooms.
- Oakfield CE (Aided) Primary School has a no-smoking or vaping on site policy and has a responsibility to promote a healthy life-style. Although e-cigarettes are not covered by smoking legislation, their use is also not allowed on school premises by staff, parent/carer's, contractors or visitors.
- Alcohol will not normally be kept or consumed on school premises except for social occasions e.g. mulled wine at Christmas concerts or staff social events. Permission to consume alcohol on school premises should be sought from the Headteacher in advance.
- No illegal drugs, including psychoactive substances, 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 drug paraphernalia, particularly needles and syringes, are cleared away safely and legally
- If a teacher is concerned that a pupil is at risk from drugs misuse then he/she should speak to the Headteacher and/or designated safeguarding lead. If a pupil voluntarily discloses information about drug misuse, it is important to:
 - Not over-react
 - Listen to the pupil's point of view

- Not guarantee confidentiality
- Talk to designated members of staff

Drug Related Incidents

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 co-ordinating 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/carers are encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

A drug related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries. These can involve a parent/carer collecting their child while under the influence of alcohol, a pupil misusing another pupil's inhaler; disclosing concern about a family member who is abusing drugs or a pupil giving medicines to another pupil at the school. A drug related incident may also include any of the following:

- Finding used syringes in the school grounds
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Individuals disclosing information about their drug use
- Rumours or reports of drug possession or drug use

In all drug-related incidents, the following will apply:

- The Headteacher and/or members of the Senior Leadership Team will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking into account the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation, unless linked to an abuse case
- Support agencies, including the police, will be involved as appropriate and in keeping with legal requirements
- Any action taken will be in line with the school's Behaviour and Discipline Policy
- Incidents will be reported to the Chair of Governors

Possible responses might be:

- Support and counselling
- Where a school rule relating 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 and Discipline Policy.

Procedures

It is very rare for primary aged children to misuse drugs in school; however, we believe it is important to be prepared should an incident occur.

All drug related incidents will be reported to the Headteacher. The Headteacher, in consultation with key staff, will decide on the responses.

Hearsay

Drug use is often discovered by hearsay. Information should be passed on to the Headteacher and recorded as hearsay evidence. Where hearsay evidence is not supported through further reports or incidents for one calendar year, the evidence will be removed from the records.

Suspicious Behaviour

Behaviour that could indicate involvement with drugs should be immediately reported to the Headteacher and logged so that patterns of behaviour can be observed and concerns acted upon when necessary.

Alcohol Abuse

If a parent or carer arrives on the school premises inebriated, the Headteacher, or their representative, will be contacted immediately to deal with the situation. The child will be the school's paramount consideration. Suitable measures will be taken to ensure the safety of all staff, parents and children. The police will be contacted if it is deemed appropriate.

Finding substances

Gloves should always be used for protection.

If an adult or child discovers suspicious paraphernalia the Headteacher or AHT should be informed immediately. The items should be removed without delay to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal, the police (preferably the school liaison officer) could be informed if the Headteacher or AHT feels it is necessary. The following details below should also be recorded:

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

If any equipment associated with drug misuse is discovered, the items should be handled with care and the incident should be recorded. Items such as needles and syringes should be placed in a secure and rigid container and the appropriate person contacted for removal. If a pupil finds these items, their parents should be contacted.

Searching

The school acts in accordance with the updated DFE guidance on searching, screening and confiscation, September 2022



Searching_Screening
_and_Confiscation_gui

Finding Drug Misuse

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over the counter medicines, parents will be informed and the Headteacher or their representative will decide what further steps need to be taken.

In an emergency arising from an incident involving abuse, the well-being of the pupil is paramount. In all instances:

- separate the child from the group;
- decide and implement the next best step in terms of the child's welfare;
- inform the child's parents.

Supplying illegal substances

It is an offence to produce or supply a controlled drug on school premises. The police will be involved in such circumstances.

Returning articles which have been confiscated

If confiscated articles are legal and not required by the police, they must be returned to parents. Parents will be informed in writing within 24 hours of the confiscation and an explanation will be given as to why it is inappropriate to return the articles to the child. It will be made clear that the time limit of collection is one week. After this time, the school will dispose of the article.

Medical Emergencies

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

Disclosure

When a pupil discloses to a member of staff that he/she has been using drugs or is concerned about someone else's drug use staff will be non-judgemental and caring and show concern for the pupil.

Pupils know that staff cannot promise total confidentiality. The Headteacher or a DSL should be informed as soon as possible so that appropriate support can be found.

Staff should not assume use of drugs on the basis of rumours or behaviour alone; however, if there is a suspicion, evidence will be collected over a period of time before a decision is made. Our school rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If we are concerned that a pupil is at risk then we will follow the school's Child Protection procedures.

We are sensitive to the needs of pupils who live within families where there is evidence of drug abuse. Where problems are observed or suspected or if a pupil discloses, we will assess the pupil's welfare and support needs and, if needed, involve external support for the pupil, and where appropriate, for the family.

Location and Dissemination

This policy will be made available to staff, parents and governors via the school website. A hard copy is available from the school office.