



Yaxham CE VA Primary School

Drug and Alcohol Policy

*Through loving God and loving others,
we flourish, learn & grow.*



Introduction

Our school is a community of children and adults with a range of roles; including teachers, support staff, parents, governors and volunteers. At Yaxham Church of England VA Primary School we believe that a community thrives when there is an environment of mutual respect and an agreed code of conduct. We believe all members of our community should feel valued and respected, and should be treated fairly.

The aim of our Drug Policy is to support the development of a safe and healthy environment, where all members of the community can thrive and children are provided with a robust PSHE, preparing them for a healthy future.

Aims and Values

At Yaxham Church of England Primary School, within the context of Christian belief and practices we aim to serve our community by providing an excellent education which develops enquiring minds and a life-long love of learning. All members of our community are loved, valued and valuable in the eyes of God and each other. We support and challenge everyone to achieve their full potential.

Rights, Responsibilities, Rules and Consequences

All members of our school community have the right to:

- Work and learn in a happy and safe environment
- Speak and be listened to
- Be treated fairly and with respect

All members of our school community have the responsibility to:

- Allow other to work and learn
- Listen to others
- Treat other with respect
- Care for the school environment and equipment

We believe the implementation of this Policy will contribute to the provision of this environment, ensuring the health and well-being of our community.

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(This Policy is based on The School Bus Model Policy)

Statement of intent

Yaxham CE VA Primary School takes a zero-tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at the school.
- Providing a safe and healthy environment which is conducive to education.
- Providing a robust policy which outlines our zero-tolerance approach to drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug and alcohol misuse.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

1. Legal framework

- 1.1. This policy has due regard to relevant legislation including, but not limited to, the following:
 - Children and Families Act 2014
 - Education Act 2011
 - Health Act 2006
- 1.2. This policy has due regard to relevant guidance including, but not limited to, the following:
 - DfE (2020) 'Keeping children safe in education'
 - DfE (2018) 'Mental health and behaviour in schools'
- 1.3. This policy will be implemented in conjunction with the school's:
 - Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - Administering Medication Policy
 - Behaviour Policy

2. Key roles and responsibilities

The governing board is responsible for:

- 2.1. Implementing effective policies and procedures are in place to ensure that pupils are kept safe from alcohol and drugs at school.
- 2.2. Ensuring that the Drug and Alcohol Policy is maintained and disseminated to all staff.
- 2.3. Ensuring that anyone experiencing difficulties with alcohol and/or drugs can access the support they need.
- 2.4. Working with the headteacher, and in liaison with parents, children, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of children and the local community, and reflects current trends.
- 2.5. Ensuring that the designated safeguarding governor submits an annual written report to the governing board concerning drug and alcohol related incidents and concerns.

The headteacher is responsible for:

- 2.6. The day-to-day management of this policy.
- 2.7. Providing a safe environment for all staff, children and visitors.
- 2.8. Working with governors to ensure compliance with relevant legislation.

- 2.9. Informing the governing board, via the designated safeguarding governor, of any issues and developments concerning drugs and alcohol.
- 2.10. Acting on any concerns arising from children's' use of drugs and alcohol.
- 2.11. If appropriate, and where doing so will not place the child at risk, informing parents of any drug and alcohol related incidents concerning their child.
- 2.12. Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- 2.13. Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- 2.14. Ensuring a consistent approach to managing drug and alcohol incidents.

The DSL is responsible for:

- 2.15. Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- 2.16. Ensuring that staff and children experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- 2.17. Consulting with children to inform provision around drugs and alcohol education.
- 2.18. Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- 2.19. Liaising with local services as necessary to provide support for children.
- 2.20. Assisting with the monitoring and review of this policy.

Children are responsible for:

- 2.21. Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any offsite activity representing the school.
- 2.22. Ensuring they do not take drugs or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform.
- 2.23. Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how

All staff (both teaching and support staff) are responsible for:

- 2.24. Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- 2.25. Ensuring that their performance and judgement at work is never impaired by alcohol or drugs.

- 2.26. Understanding how this policy relates to them and their role in drug and alcohol management.
- 2.27. Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.

The cleaner:

- 2.28. Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the headteacher.
- 2.29. Adhering to the Health and Safety Policy at all times when handling needles found on school premises.

External agencies are responsible for:

- 2.30. Supporting the school with drug and alcohol issues as required.

3. Definitions

- 3.1. For the purposes of this policy, a “drug” is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:
 - All illegal substances
 - Alcohol
 - Tobacco
 - Solvents
 - Medicines
 - Legal highs

4. Staff training

- 4.1. We recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying children who may be at risk annually, at the start of each academic year.
- 4.2. Teachers and support staff will receive training as part of their professional development.

5. Drug education

- 5.1. All children will receive regular guidance on drugs and alcohol as part of the PSHE curriculum.
- 5.2. Lessons will be delivered as appropriate to the age and phase of the children and will be differentiated according to individual learning styles.
- 5.3. Where appropriate, visitors and external speakers will lead classes on drug and alcohol misuse.

6. Smoking

- 6.1. In accordance with part 1 of the Health Act 2006 and the LA's Smoke-Free Policy, the school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 6.2. Parents, visitors and staff must not smoke on school grounds and must avoid smoking in front of children and/or encouraging children to smoke.
- 6.3. Children are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches and pipes.
- 6.4. In the interest of health and hygiene, smoking will not be permitted around the school gates.

7. Legal drugs and prescribed medicines

- 7.1. We understand that some children may require medications that have been prescribed by a doctor or other health professional.
- 7.2. Parents have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.
- 7.3. Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.
- 7.4. The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.
- 7.5. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.
- 7.6. Further guidance can be found in the school's Administering Medication Policy.

8. Solvents

- 8.1. Children are not permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.
- 8.2. The school will ensure that potentially hazardous solvents are stored safely and children will be supervised if they are required to come into contact with them.
- 8.3. More information can be found in our Health and Safety Policy.

9. Persons found to be under the influence of drugs or alcohol

- 9.1. Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.
- 9.2. Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The headteacher has the authority to ban persistent offenders from the school.
- 9.3. Unless it is a medical emergency, or where there is aggressive or threatening behaviour, children found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to a safe space to be assessed.
- 9.4. The child's parent will be contacted and asked to remove the child from the premises.
- 9.5. The child will remain supervised in a safe space until their parent arrives.

10. Medical emergencies

- 10.1. In drug related medical emergencies, trained first aiders will be summoned.
- 10.2. A teacher will remain with the casualty until the trained first aider arrives.
- 10.3. Other children will be removed from the immediate area as soon as is reasonably practicable.
- 10.4. Following assessment by the first aider, a decision will be made as to whether an ambulance will be called.
- 10.5. The child's parents will be telephoned and told about the incident.
- 10.6. An [Unauthorised Drug Use Reporting Form](#) will be completed.
- 10.7. If the child is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and a referral will be made to CADs.
- 10.8. All accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE as soon as possible following the school's Health and Safety Policy.
- 10.9. The Medical Emergency Procedure will be followed at all times.

11. Threatening behaviour

- 11.1. Aggressive and threatening behaviour by children, staff or visitors under the influence of drugs or alcohol will be taken very seriously.
- 11.2. Where aggressive and/or threatening behaviour is displayed, the school will not hesitate to contact the police.
- 11.3. Any child, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

- 11.4. In this case a child's parents will be contacted, and children will be dealt with in line with the school's Behaviour Policy.

12. Searching

- 12.1. Staff members may use common law to search pupils for any item with their consent.
- 12.2. Staff members may ask any pupil to turn out their pockets.
- 12.3. Staff members may search any child's bag.
- 12.4. Under part 2, section 2 of the Education Act 2011, teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent of the pupil if they have reasonable grounds for suspecting that the child is in possession of a prohibited item.
- 12.5. Staff members may require a child to remove outer clothing including hats, scarves, boots, coats and scarves.
- 12.6. A child's possessions will only be searched in the presence of the child and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.
- 12.7. Searches will be conducted by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.
- 12.8. Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- 12.9. Staff will adhere to the Physical Restraint and Reasonable Force within the Behaviour Policy when carrying out searches.
- 12.10. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

13. Controlled substances

- 13.1. The school has a zero-tolerance policy on illegal drugs.
- 13.2. Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness/witnesses present.
- 13.3. The staff member will store the sample in a secure location.

- 13.4. The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.
- 13.5. The school will not hesitate in giving the police the name of the child from whom the drugs were taken.
- 13.6. A full incident report will be completed and submitted to the headteacher.
- 13.7. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.
- 13.8. Where controlled substances are found on school trips away from the school premises, the parents of the child, as well as local police, will be notified.

14. Support

- 14.1. The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the DSL, staff and children experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.
- 14.2. Support will be arranged and offered to children from local providers.

15. Discipline

- 15.1. Children involved in drug and/or alcohol situations on the school premises will be dealt with in accordance with the school's Behaviour Policy and, where appropriate, the police will be informed.
- 15.2. Where a child is involved in a drug and/or alcohol situation, the headteacher will decide if it would be appropriate to exclude the child, following the provisions outlined in the school's Behaviour Policy.
- 15.3. Teachers and other staff members involved in drug and/or alcohol situations on the school premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.
- 15.4. Visitors involved in drug and/or alcohol situations on the school premises will be banned from entering school premises indefinitely and, where appropriate, the police will be informed.

16. Monitoring and review

- 16.1. This policy will be reviewed every two years by the headteacher in liaison with the DSL.
- 16.2. The next schedule review date is March 2023.

Unauthorised Drug Use Reporting Form

Guidance on completing this form:

- Do not identify the child involved
- Copy the form once completed
- Send a copy of the form to the headteacher within 24 hours of the incident taking place
- Record the Child's name and form on the original form and store it securely in with Safeguarding records.

What type of incident are you reporting? (Tick as appropriate)

Child in possession of unauthorised drugs	<input type="checkbox"/>	Drug paraphernalia found on school premises	<input type="checkbox"/>
Child supplying unauthorised drugs on school premises	<input type="checkbox"/>	Disclosure of parental drug misuse	<input type="checkbox"/>
Child disclosure of drug use	<input type="checkbox"/>	Parent expressing concern over potential drug misuse	<input type="checkbox"/>
Emergency intoxication	<input type="checkbox"/>	Incident occurring outside school premises	<input type="checkbox"/>

General details		Pupil information	
Date of incident:		Form:	
Time of incident:		Age:	
Has the child been involved in previous incidents?		Gender:	
		Ethnicity:	
Incident details			
Drug involved (if known):			
Staff involved:			
Use this space to describe the incident:			

Has any further action been taken (e.g. contacting the police, children and staff informed, other agencies involved)?	
First aid details	
Was first aid given?	
If yes, who gave the first aid?	
Was an ambulance or doctor called?	
Who called them?	
What time were they called?	
Drug details	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
Parental details	
Name of parent informed:	
Who informed them of the incident?	
At what time were they informed?	
Administrative details	
Form completed by:	
Job role:	
Signature:	
Follow-up action taken	

Medical Emergency Procedure

When a child is at immediate risk of harm, is unconscious, having trouble breathing, seriously confused or disorientated, or has taken a toxic substance, follow the procedure below.

Remember, your main responsibility is for the child at immediate risk, but you must also ensure the wellbeing and safety of all others. If in doubt, call for medical assistance.

Step one – on arrival

If you are not a trained first aider:

Do

- Immediately call for a trained first aider
- Remain with the child until the first aider arrives
- Assist with clearing the area once the first aider has arrived

If you are a trained first aider:

Do

- Assess the situation
- If it is a medical emergency, send for medical help and an ambulance

Step two – before medical assistance arrives

If the person is conscious:

Do

- Ask those around you to move back and provide adequate space
- Ask them what happened
- Ask them what drugs they have taken
- Safely collect any drug sample and vomit for medical analysis
- Keep them under observation in a warm and quiet place

Do not:

- Induce vomiting
- Chase them

If the person is unconscious:

Do

- Ask those around you to move back and provide adequate space
- Contact their parents

Do not:

- Move them if a fall is likely to have led to a spinal or other serious injury

- Give them anything by mouth
- Attempt to make them sit or stand
- Leave them unattended or in the charge of a child

If it is a needle stick (sharp) injury:

Do

- Follow the Health and Safety Policy at all times
- Encourage the wound to bleed
- Wash the wound with soap and water
- Dry and apply a waterproof dressing
- If the needle appears used or dirty, seek advice from a doctor

Don't

- Suck the wound
- Handle the needle

Step three – when help arrives

Do

- Pass on any available information, including vomit and drug samples
- Complete an [Unauthorised Drug Use Report Form](#)

Drug Related Incident Response Flowchart

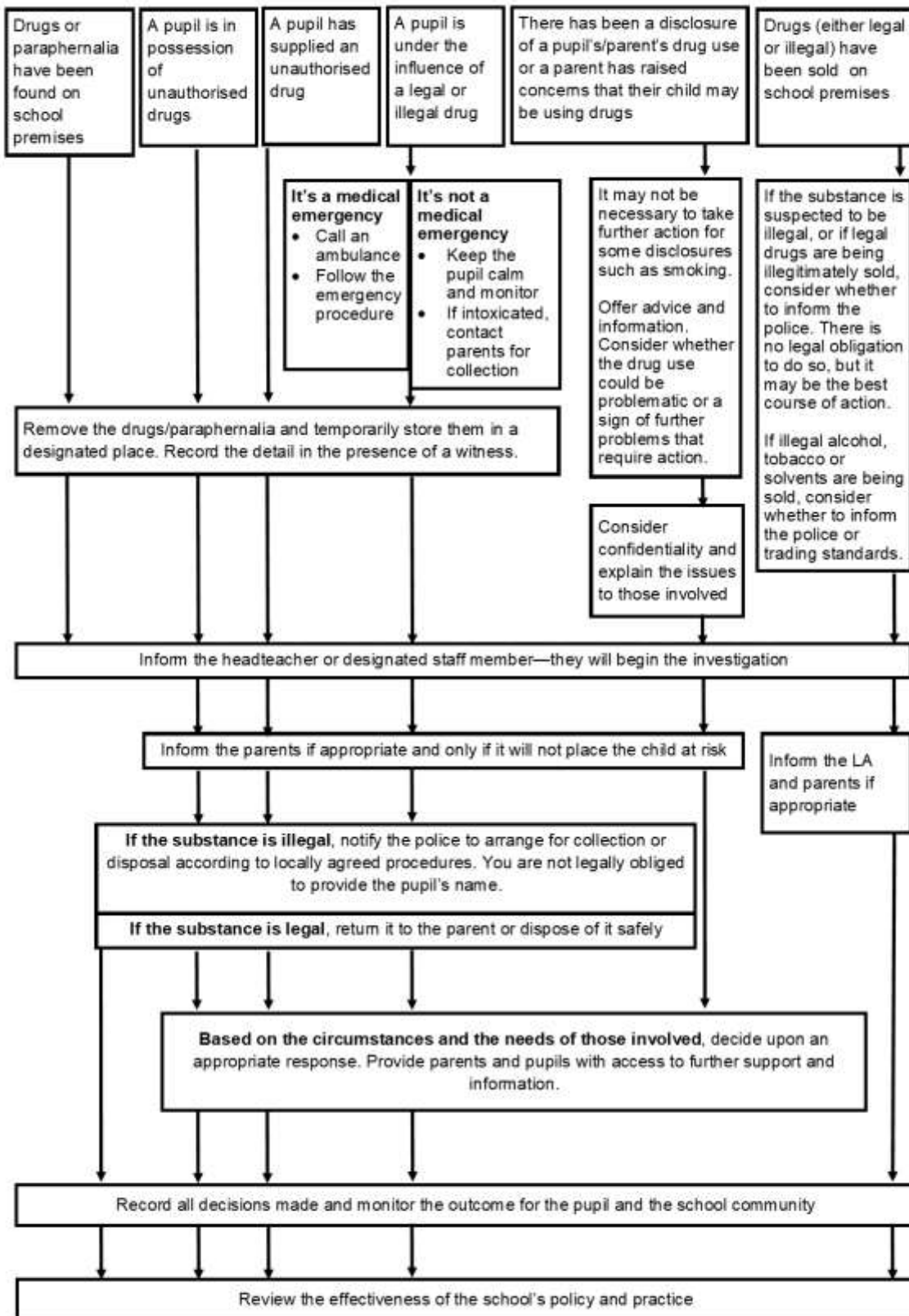


Figure 1. Learning opportunities from the PSHE Association's Programme of Study and content from the DfE statutory guidance addressed through the key stage 1 and 2 lessons.

KS1-2	
Lesson title and objective	Learning opportunities from PSHE Association Programme of Study – Key Stage 1
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); background-color: black; color: white; padding: 5px; margin-right: 5px;">Year 1-2</div> <div> <p>Lesson 1 <i>Keeping safe: Things that go into and on to bodies</i> Pupils learn about the things that go into and onto bodies and how this can make people feel</p> <p>Lesson 2 <i>Keeping healthy: medicines</i> Pupils learn about medicines and the people who help them to stay healthy</p> <p>Lesson 3 <i>Keeping safe: medicines and household products</i> Pupils learn rules about keeping safe around medicines and other household products</p> </div> </div>	<p>Health and wellbeing: Healthy lifestyles</p> <p>H1. about what keeping healthy means; different ways to keep healthy</p> <p>H6. that medicines (including vaccinations and immunisations and those that support allergic reactions) can help people to stay healthy</p> <p>H10. about the people who help us to stay physically healthy</p> <p>Health and wellbeing: Keeping safe</p> <p>H29. to recognise risk in simple everyday situations and what action to take to minimise harm</p> <p>H31. that household products (including medicines) can be harmful if not used correctly</p> <p>H33. about the people whose job it is to help keep us safe</p>

Year 1-2	-	<p>Health and wellbeing: Drugs, alcohol and tobacco</p> <p>H37: about things that people can put into their body or on their skin; how these can affect how people feel</p>
	Lesson title and objective	Learning opportunities from PSHE Association Programme of Study – Key Stage 2
Year 5-4	<p>Lesson 1 Safety rules and risks: medicines and household products</p> <p>Pupils learn about the safe use of medicines and household products</p> <p>Lesson 2 Safety rules and risks: alcohol and smoking</p> <p>Pupils learn that caffeine, cigarettes, e-cigarettes/vaping and alcohol can affect people's health</p>	<p>Health and wellbeing: Healthy lifestyles (physical wellbeing)</p> <p>H1: how to make informed decisions about health</p> <p>H3: about choices that support a healthy lifestyle, and recognise what might influence these</p> <p>H4: how to recognise that habits can have both positive and negative effects on a healthy lifestyle</p>
Year 5-6	<p>Lesson 1 Managing risk: medicines</p> <p>Pupils learn how the correct use of medicines, and how vaccinations and immunisations, can help to maintain health and wellbeing</p> <p>Lesson 2 Managing risk: legal and illegal Drugs</p> <p>Pupils learn about some of the risks and effects of (legal and illegal) drug use</p> <p>Lesson 3 Managing risk: influences and pressure</p> <p>Pupils learn about the reasons why people use drugs; managing situations and peer influence</p> <p>Lesson 4 Managing risk: drugs and alcohol in the media</p> <p>Pupils learn that mixed messages about drugs use in the media exist and that these can influence opinions and decisions</p>	<p>Health and wellbeing: Keeping safe:</p> <p>H10: how medicines, when used responsibly, contribute to health; that some diseases can be prevented by vaccinations and immunisations; how allergies can be managed</p> <p>H40: about the importance of taking medicines correctly and using household products safely (e.g. following instructions carefully)</p> <p>Health and wellbeing: Drugs, alcohol and tobacco</p> <p>H46: about the risks and effects of legal drugs common to everyday life (e.g. cigarettes, e-cigarettes/vaping, alcohol and medicines) and their impact on health; recognise that drug use can become a habit which can be difficult to break</p> <p>H47: to recognise that there are laws surrounding the use of legal drugs and that some drugs are illegal to own, use and give to others</p>

H48. about why people choose to use or not use drugs (including nicotine, alcohol and medicines)

H49. about the mixed messages in the media about drugs, including alcohol and smoking/vaping

H50. about the organisations that can support people concerning alcohol, tobacco and nicotine or other drug use; people they can talk to if they have concerns

Relationships:

R28. how to recognise pressure from others to do something unsafe or that makes them feel uncomfortable and strategies for managing this

Living the Wider World: Shared responsibilities

L1. to recognise reasons for rules and laws; consequences of not adhering to rules and laws

Content for KS1-2 from the Department for Education's statutory guidance for Relationships Education, Relationships and Sex Education (RSE) and Health Education

Topic: Physical health and fitness

- how and when to seek support including which adults to speak to in school if they are worried about their health

Topic: Health and prevention

- about personal hygiene and germs including bacteria, viruses, how they are spread and treated, and the importance of handwashing

Topic: Drugs, alcohol and tobacco

- the facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug-taking