



**Woodland Primary School**  
**'Learning together'**

**Drugs Policy**

Evidence of intentions and practice - for the information of  
staff, governors, parents, LA, OFSTED and DfE

**Prepared by:**  
Miss H Kirk

**Approved by:**  
Finance, Personnel Committee

**Issue date:**  
Autumn 2017

**Review date:**  
Autumn 2019



## **WOODLAND PRIMARY SCHOOL**

### **Drugs Policy**

#### **1 Introduction**

- 1.1 Schools are an integral part of the community and are therefore likely to come into contact with drug related issues in a variety of ways. At Woodland Primary School this fact is recognised and through the effective implementation of this policy the school aims to ensure that the school community is protected, supported and educated regarding drug related issues. The children are encouraged to respect their bodies and exercise control over what goes into them in an informed and health promoting manner.

#### **2 Policy Context**

- 2.1 This policy was developed based on local and national information, including the LA drug education support personnel and the Drugs: Guidance for Schools document (DfES/0092/2004).
- 2.2 A copy of this policy is given to all relevant staff and other relevant persons. A reference copy is kept in the policy file in the main office.
- 2.3 At the time of approval of the policy the school's Drug Education Coordinator is M Anthony. Oversight of the implementation of the policy is the responsibility of the headteacher.

#### **3 Moral and values framework**

- 3.1 The school aims to maintain a healthy and health promoting atmosphere and community within a framework of accepted positive moral values.

##### **3.2 Definitions**

A drug is any substance which, when introduced into the body, creates a change in perception and / or mood and/or how the body functions.

#### **4 Aims**

- 4.1 The school aims to deliver a well planned, coherent and co-ordinated drug education programme to all pupils in line with DfES statutory and non-statutory guidelines.

- 4.2 Our school aims to:

- help our children develop a sense self-knowledge and self worth
- encourage our children to develop and practice the skills needed to make choices
- develop appropriate personal and social skills
- explore and promote strategies for healthy lifestyles
- provide a safe and secure environment
- enable our children to understand drug misuse
- to offer accurate information on the risks and benefits of using substances, including psychological and social implications

## **5 Staff knowledge and understanding**

5.1 To enable the fulfilment of this policy staff development will ensure that

- all staff will have access to a basic level of information about drugs and drug issues through in-house training events
- staff will have access to a guide to the identification of drugs and the basic knowledge to recognise the signs and symptoms of drug misuse.
- staff will have the basic knowledge and understanding necessary to deal with issues which may arise
- staff have the relevant knowledge and understanding to teach the appropriate drug education curriculum
- whenever necessary the drug education coordinator will consult with staff to make judgements regarding the need for further training
- staff have the opportunity to express their own needs regarding training in this area
- the school will continue to develop a resource of drug-related information, which staff can access.

## **6 The Law and Legal Issues**

- See Circular 4/95 Section 48 and 49
- Refer to the LEA Guidelines on the Management of Drug related Incidents
- Drugs: Guidance for School pages 55, 59 – 61, 98 - 102

## **7 Managing drug related issues**

### **7.1 General points**

All staff must be alert to the warning signs which may indicate that a pupil is misusing drugs. The named person with responsibility for drug related issues may be the first point of contact for staff, but drug related issues will always be referred to the headteacher. Any such incidents should be dealt with confidentially and logged by the headteacher accordingly on CPOMS.

7.2 It is recognised that incidents involving drugs may be symptomatic of other problems and difficulties in the pupil's life and all incidents of this nature will be handled sensitively and result in supportive outcomes for the needs of the individual.

7.3 The school will seek to work in partnership with parents, carers, outside agencies and appropriate authorities. This may involve seeking appropriate counselling. The site managers will regularly check the premises for signs of drug misuse and inform the Headteacher accordingly.

- 7.4 The expectation of the school is that no pupil or adult will come onto the school site under the influence of or in possession of drugs (except for prescribed medicines). The procedures below will be followed in instances where this is not the case. In most of these cases the school's designated first aider may need to be involved and the Headteacher should always be informed.

## **8 School procedures**

### **8.1 Tobacco**

Tobacco brought to school by pupils will be immediately confiscated and the pupil's parents/carers will be informed and asked to collect the confiscated items. If a pupil continues to bring tobacco into school then further action, which may be exclusion or informing the police regarding the reasonable suspicion of sale of tobacco to children under the age of 16, will be taken. Health Education and Health Promotion work in the school will promote the view that tobacco is a drug and is very hazardous to health.

### **8.2 Alcohol**

Sale of alcohol to under 18s is an offence and reasonable suspicion of such activity involving pupils at the school will be reported to the parents/carers and the police.

- 8.3 Should a pupil be found drunk at the school all appropriate steps will be taken to ensure their safe removal from the premises. This will usually be done by informing the parents/carers, but the police or ambulance service will be involved if necessary. Alcohol brought to school by pupils will be immediately confiscated and the pupil's parents/carers will be informed and asked to collect the confiscated items. If a pupil continues to bring alcohol into school then further action, which may be exclusion or informing the police regarding the reasonable suspicion of sale of alcohol to children under the age of 18, will be taken. Health Education and Health Promotion work in the school will promote the view that alcohol is a drug and can be hazardous to health.

### **8.4 Solvents**

Should a pupil be found under the influence of solvent intoxication at the school immediate medical attention will be sought. The child's parents/carers will be informed and asked to remove the child from the premises once medical attention has been given. Solvents brought to school by pupils which are suspected to be for abuse purposes will be immediately confiscated and the pupil's parents/carers will be informed and asked to collect the confiscated items. If a pupil continues to bring such solvents into school then further action, which may be exclusion, will be taken. Health Education and Health Promotion work in the school will promote the view that solvent abuse is very hazardous to health.

### **8.5 Controlled Drugs**

Should a pupil be found positively under the influence of drug abuse at the school immediate medical attention will be sought and, if possible, a sample of the substance will be made available to the medical authorities. The police will be informed immediately. The child's parents/carers will be informed and asked to remove the child from the premises once medical attention and police permission have been given.

- 8.6 Drugs found at the school will be secured, locked in the security cupboard and labelled with the date, time, place of discovery and signature of the finder - details of the find will be kept. Drugs which are suspected to be for abuse purposes will be immediately confiscated and the pupil's parents/carers will be informed and asked to collect the confiscated items. Drug taking equipment will be dealt with in a similar way. The police will always be informed.

- 8.7 Cases involving children and controlled drugs will be considered individually regarding further action, which may be exclusion. Health Education and Health Promotion work in the school will promote the view that drug abuse is very hazardous to health.
- 8.8 In cases where a pupil or other person is found to be supplying or offering to supply controlled drugs (pushing) the police will be informed immediately

## **9 Confidentiality and Child Protection**

9.1 These issues need to be clearly defined as ground rules at the start of drug education lessons for the benefit of both pupils and staff. It must be made clear to pupils that the divulgence of any information deemed to fall into the *significant harm category or putting pupils at risk* **must** be referred to the school Child Protected Coordinator.

### **9.2 Disclosure**

If a pupil makes a disclosure about the use of illegal substances the headteacher must be informed immediately by a member of staff to whom the disclosure was made.

### **9.3 Searching**

Where the headteacher or a member of staff has reason to believe that a pupil's belongings contains unlawful items, including illegal drugs, a search will be conducted. If a pupil is suspected of having illegal drugs on their person they will be requested to voluntarily produce any unlawful substances. If the pupil refuses, the Police will be called in to deal with the situation.

## **10 Staff or other persons under the influence of drugs**

10.1 Staff or other persons on the school site believed to be under the influence of drugs and having a detrimental effect upon the education of the pupils or causing a health, safety or security hazard will be requested to leave (so long as it is safe to do so) by the headteacher. On no account will the individual be pursued. If necessary the relevant authorities will be informed.

## **11 Disposal of needles and syringes**

11.1 Needles and syringes will be handled with extreme care and only by authorised personnel wearing suitable protective clothing. They will be placed into a box specifically for their storage and taken as soon as possible to the needle disposal centre or handed to the relevant authorities. The site managers monitor the school grounds as a matter of routine. All finds are reported to the headteacher. The pupils are regularly informed of their routine should they find suspicious items on the school premises - the basic rule is do not touch, tell a member of staff.

## **12 Prescribed medicines in school**

12.1 The school does not allow children to bring or take medicines in school, except in particular circumstances. Staff who bring medicines to school must ensure it is kept on their person or out of reach of children, preferably in a locked area.

### **13 Further issues**

- 13.1 The school will consult with the police if any suspicious substance, materials or drug taking paraphernalia is found on the school premises. A log number will be collected and the incident recorded by the headteacher.
- 13.2 In instances when the school becomes positively aware of a pupil being involved in illegal or dangerous activities involving drugs during out of school hours the school will inform the parents/carers and the police if appropriate. This action will be undertaken in a sensitive and supportive manner.
- 13.3 If there is any doubt concerning the safety of a pupil in the home when a drug related incident has been reported to parents/carers, the Social Services will be alerted.
- 13.4 In instances where a child may bring an unknown substance to school which is thought to be drug related the school will confiscate the substance. An explanation will be sought and the procedures outlined earlier will be followed. If a satisfactory explanation is not forthcoming from the child the parents/carers will be contacted and other agencies will be involved if necessary.

### **14 Drug Education**

- 14.1 *Aim 1: The curriculum should aim to provide opportunities for all pupils to learn and achieve.* In terms of drug and alcohol education it should..... develop (pupils) physical skills and encourage them to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe.....DfES /QCA 2000
- 14.2 *Aim 2: The school curriculum should aim to promote pupil's spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life.*
- 14.3 These two aims reinforce each other. The personal development of pupils, spiritually, morally, socially and culturally place a significant part in their ability to learn and to achieve. Development in both areas is essential to raising standards of attainment of all pupils.
- 14.4 Drug education will usually be delivered by class teachers using both cross-curricular and discrete programmes within the personal, social and health education provided by the school. This will be supported by the use of recognised outside agencies and other approved speakers abiding by this policy.
- 14.5 Drugs Education will be coordinated by the Drug Education Coordinator.
- 14.6 The programmes will be reviewed by the teachers involved in teaching them in consultation with the Drug Education Coordinator.
- 14.7 The overall provision will be monitored by the Headteacher, in partnership with the Drug Education Coordinator.
- 14.8 Opportunities for drug and alcohol education exist within:
- The PSHE curriculum
  - The Science and English Curriculum
  - Circle Time Whole School and class assemblies
  - Special events in school e.g. health week, visiting speakers, Captain Kipper

- School Council

14.9 Drug and alcohol education will be delivered through science and Health Education. The school follows the National Curriculum 2014 for science and Jigsaw for PHSE. This will be delivered by staff and be enhanced by the use of outside speakers/visitors where appropriate.

14.10 The school's drug education curriculum will both support and enhance the expectations found in the National Curriculum programme of study for science and the frameworks for PSHE and Citizenship.

## **15 Community**

15.1 Whenever necessary, appropriate and possible the school will seek to work in partnership with the local community, parents, outside agencies and relevant authorities in areas considered within this policy.

15.2 Parents/carers will be informed regarding significant issues through newsletters and other communications including parents meetings with invited guest speakers if necessary.

15.3 In the event of a drug related incident and media involvement, the school will contact the LA's press officer and any other relevant person for advice before making comment.

## **16 Roles and Responsibilities**

16.1 The Headteacher has an overall responsibility for the implementation and monitoring of this policy. The school governors will monitor and support this responsibility.

16.2 The implementation of this policy is the responsibility of all members of staff under the coordination of the Drug Education Coordinator whose role is to

- develop expertise in this area
- collect information, materials and drug education resources
- maintain and keep drug education resources up to date
- foster staff expertise, knowledge and understanding
- support staff with regard to drug related issues
- report drug related issues to the headteacher
- link with relevant outside agencies
- support the school's role with parents/carers and the community
- monitor the provision of Drug Education in partnership with the headteacher

## **17 Review**

17.1 This policy will be reconsidered every 2 years unless circumstances demand an earlier review.

## **18 Evaluation**

18.1 The school will continually monitor and evaluate the effectiveness of this policy by reference to the ongoing achievement of its stated aims and procedures.