

DRUG POLICY

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| Policy Date: | April 2026 |
| Review Due: | April 2029 |
| Date Approved: | April 2026 |

Policy Statement

The school is committed to safeguarding and promoting the health, safety and wellbeing of all pupils and staff.

The school does not tolerate the use of illegal drugs or the misuse of legal substances on school premises or during school activities.

This policy supports the school's safeguarding responsibilities and is informed by statutory guidance including Keeping Children Safe in Education (KCSIE).

Purpose

This policy aims to:

- Clarify the school's approach to drugs and alcohol
- Prevent drug misuse through education and support
- Set out procedures for responding to drug-related incidents
- Ensure safeguarding responsibilities are met

This policy applies to all pupils, staff, governors, volunteers, parents/carers and visitors while on school premises or taking part in school-related activities, including off-site visits.

Key roles and responsibilities

The Designated Safeguarding Lead (DSL) and the headteacher are responsible for drug related issues within the school. The DSL is supported by a wider pastoral team and a safeguarding team to ensure drug related issues are managed appropriately.

Definition of terms

Drug:

This document uses the term drug to refer to any substance people take to change the way they feel, think or behave: all legal drugs including alcohol and tobacco, all illegal drugs, volatile substances, e-cigarettes/vapes, and over-the-counter and prescription medicines. This also includes new psychoactive substances (sometimes referred to as "legal highs"), which are treated as unauthorised or illegal substances within school.

Drug use:

The consumption of any drug. All drug use, including medicinal use, carries the potential for harm.

Drug misuse:

Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems.

Drug abuse:

Drug taking which harms health or functioning. It may be part of a wider spectrum of problematic or harmful behaviour.

Education and Prevention

The school recognises that education is key to preventing drug misuse.

Drug and alcohol education is delivered through the Personal, Social, Health and Economics Education (PSHE) curriculum in an age-appropriate way. Pupils are taught about risks, making informed choices, managing peer pressure and how to seek help.

This contributes to pupils' personal development, wellbeing and safeguarding.

Where external visitors or agencies are used to support drug education, they will be appropriately supervised and their input will complement the school's curriculum and safeguarding responsibilities.

Substances on site

Medicines

The school has a procedure for the administration of medicines that must be followed for everyone's safety. Practice is in line with guidance as recommended by the Hampshire School Health and Safety manual. Further details can be found in the medical policy.

Tobacco smoking or Vaping

The school operates a no smoking or vaping policy at all times throughout the building and grounds. This policy applies to pupils, employees, governors, parents/carers and visitors. Pupils are not permitted to bring to school smoking materials, including matches, lighters and E cigarettes. Should a pupil be found in possession of any of these on school premises, they will be confiscated and reported to parents.

Alcohol

- As a rule, alcohol should not be consumed at any function where pupils are present but this is left to the careful discretion of the leadership team for each event.
- Pupils are not allowed to bring alcohol into the school.
- Parents, staff or visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

Solvents

- The school recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. The school refers to COSHH regulations relating to the secure storage and safe keeping of solvent substances. Aerosol sprays are not permitted for use by children in school. Lighter fuel is not permitted in school.

Illegal drugs

- No illegal drugs are permitted to be brought on to, or used on, school premises.

New psychoactive substances

- New psychoactive substances will be considered to be unauthorised substances. If there is uncertainty about what the substance is, it will be treated as a controlled drug.

Incidents

A drug related incident may include any of the following:

- A pupil who is suspected of being under the influence of a drug
- Finding drugs, or related paraphernalia
- Possession of drugs by an individual
- Use of drugs by an individual
- Supply of drugs
- Individuals disclosing information about their drug use
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use

Responding to drug related incidents

Guiding principles

- The DSL/Headteacher is responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after making an assessment of the situation and be reported to the Headteacher.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession may result in exclusion in line with the behaviour policy.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.
- The school acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies.
- It will consider very carefully the implications of any action it may take.
- The school seeks to balance the interests of the pupils involved, the other school members and the local community.

Possible sanctions include fixed term exclusion, fixed term cessation of privileges. Permanent exclusion may also be considered.

- The management of drug related incidents is co-ordinated by the Headteacher.
- Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, or suspicion/hearsay.

All drug-related incidents will be recorded in accordance with the school's safeguarding and record-keeping systems.

Emergency situations

If a pupil is deemed to be in danger as a result of drug misuse, medical help will be sought immediately and first aid given if required. This includes situations where an individual is unconscious, experiencing breathing difficulties, is seriously confused or disoriented, has taken a harmful or toxic substance, or is otherwise at immediate risk of harm. The pupil's safety will always be the priority. In such cases (for example, if a pupil has collapsed or is unconscious), the following course of action should be taken:

- Notify the school office by the fastest possible means to call an ambulance and briefly outline the cause of the emergency.
- Summon help immediately from another member of staff and send for a first aider.
- Provide emergency aid to pupil as appropriate.
- Notify the Headteacher or a member of the Senior Leadership Team if the headteacher is not available.
- Notify the pupil's parents.
- Remove, in the presence of an adult witness, any suspicious substances/equipment and retain in case they are required by ambulance staff.
- The incident will be recorded in accordance with the school's safeguarding and record-keeping systems and will be followed up to ensure appropriate actions are taken.

Intoxication

- The pupil will be removed to a quiet room and be accompanied by a member of staff at all times.
- A first aider will be called and further medical help summoned if necessary.
- Parents will be informed and called to the school to collect the pupil and advised to visit their GP.
- The incident will be recorded in accordance with the school's safeguarding and record-keeping systems and will be followed up to ensure appropriate actions are taken.

Discovery / observation

If a pupil is discovered possessing, using or dealing any substance not permitted in school (s)he will be escorted to a senior member of staff.

The senior member of staff will seek to remove any suspicious substances from the pupil (in the presence of an adult witness) or to secure the voluntary production of any substances believed to be concealed on the pupil's person. (Intimate physical searches should not be made by any member of staff).

If it has been reported or a pupil is suspected to be in possession of a controlled substance Rucstall Primary staff will follow the DfE searching and screening protocol found at Searching, Screening and Confiscation (<https://assets.publishing.service.gov.uk>)

Any substance taken possession of will be sealed in a labelled plastic bag, signed by the witness present with the date and time added and stored in a secure location, such as a safe or lockable container.

- The incident will be recorded in accordance with the school's safeguarding and record-keeping systems and will be followed up to ensure appropriate actions are taken. An account of the incident will be logged on CPOMS, and a police reference number will be included where the incident has been reported to the police.
- The pupil will be kept out of class and away from peers, but supervised by an adult at all times. The pupil will be informed that the situation is a serious one (particularly if the substance in question is believed to be an illegal one) and that parents (and police) will be informed and asked to attend the school.
- The Headteacher and/or Deputy Headteacher will be notified who, in turn, will sanction appropriate interim pastoral and disciplinary measures and notify the pupil's parents.
- If the substance is/or is suspected of being illegal, the Headteacher and/or Deputy Headteacher will call the local police to help with identification of the substance and give appropriate police involvement.
- Parents of pupils will be informed and other professionals from the Local Education Authority (LEA), Young Persons Substance Misuse Service, Youth Service, Police, School Health Service, Social Services and any other appropriate professional service may be informed or consulted as appropriate.
- The governing body of the school will subsequently be informed.

Searches will be conducted in line with the school's legal powers. Only authorised staff may conduct searches and records will be kept where required.

Disclosure

A pupil may disclose to a member of staff that (s)he has been using drugs or is concerned about someone else's drug use out of school hours.

Concern for the pupil's welfare will be paramount but teachers will not be able to promise complete confidentiality and should make this known to any pupil seeking such an assurance.

Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. The Headteacher and Designated Safeguarding Lead (DSL) will be informed and further help sought if appropriate. The disclosure will be recorded in accordance with the school's safeguarding and record-keeping systems and will be followed up to ensure appropriate actions are taken. The pupil may be referred to a drugs or counselling agency/intervention programme, (that is part of a community, multi-agency support network to the school).

The school recognises that some of its pupils may have a parent whose drug use (legal and/or illegal) is problematic. The child's welfare in this case is paramount and the school will act, within the legal limits that it can, to support the child in a variety of ways, both practically and emotionally. DSLs may decide to contact Social Services with their concerns.

Support for pupils

Following any actions taken to preserve immediate safety, the health and emotional needs of pupils will be carefully considered. Support is available through the school's pastoral system to ensure a caring and proportionate response for pupils who may be distressed.

Where the school believes a pupil is showing signs that indicate particular risks associated with, or resulting from, involvement with drugs, a range of appropriate interventions will be considered. These may include consultation and, where necessary, referral to external support services.

Support offered may include:

1. The use of in-school counselling services (these are confidential sessions provided by professionals from a young people's counselling service).
2. Referral to outside agencies for counselling treatment.
3. Case references to discuss the options carefully before devising action plans to enable pupils to remain in school and receive appropriate help.
4. Behaviour contracts (setting out clearly the terms on which a pupil can remain at the school - emphasising positive rather than negative behaviour).
5. Participation in inter-agency education or support programmes where appropriate.

If a parent is suspected

If a member of staff suspects that a parent collecting their child from school and intending to drive is intoxicated, police guidance advises that calm efforts should be made to encourage the parent to consider alternative, safer ways of getting home. This may include walking, arranging for another responsible person to collect the child, or calling a taxi.

If the parent becomes aggressive or insists on driving, staff must not put their own safety or security at risk. Where possible, staff should make a note of the vehicle details and contact the police with this information as soon as practicable.

What to Do if You Suspect a Member of Staff Is Under the Influence

1. Immediate Safety First

If there is any immediate risk to pupils, staff or the individual themselves, steps must be taken at once to reduce that risk.

The individual should be removed from direct contact with pupils as soon as possible.

2. Report to Senior Leadership

Concerns must be reported immediately to the Headteacher or, in their absence, a member of the Senior Leadership Team.

If the concern relates to the Headteacher, it should be reported to the Chair of Governors.

3. Do Not Make Assumptions

Staff should not attempt to investigate, diagnose, or confront the individual themselves.

Observations should be factual (e.g. behaviour, smell of alcohol, unsteady movement, confusion) rather than opinion-based.

4. Support and Next Steps

The Headteacher/SLT will decide appropriate next steps, which may include:

Asking the individual to leave the premises safely

Arranging safe transport home if required

Seeking medical advice where there are concerns about health

Where appropriate, the school will consider supportive measures, including access to occupational health or external support services.

5. Recording and Follow-up

The concern and actions taken will be recorded in line with the school's safeguarding and HR procedures.

Any disciplinary action will be managed through the school's staff disciplinary procedures, in line with employment law and union guidance.

6. Confidentiality

Information will be shared only on a need-to-know basis.
The dignity and privacy of the individual will be respected at all times.

Training and support for staff

All new staff to the school will receive a copy of this policy as part of their initial induction.

All staff will receive appropriate safeguarding training to help them recognise, respond to and report drug-related concerns. Staff are encouraged to seek advice from senior leaders or the DSL where needed.

The Headteacher, with oversight of the PSHE leader, has responsibility for ensuring that drugs issues are handled in the spirit embodied in this document.

The school's policy on drugs applies to all school excursions.

Links to Other Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policies
- Behaviour Policy
- Health and Safety Policy
- Administration of Medicines Policy
- RSE Policy
- Code of conduct