

DRUGS EDUCATION POLICY AND MANAGING DRUG-RELATED INCIDENTS

This policy was agreed by Governors on 24th September 2025. It will be reviewed in the Autumn Term 2027.

Introduction:

Navenby CE Primary School is committed to the health and safety of its members and will take action to safeguard their well-being. We will actively discourage the use of illegal substances, alcohol or tobacco and the misuse of glue, solvents, prescribed and over-the-counter medicines. We acknowledge the importance of our pastoral role in the welfare of young people and through the general ethos of the school, will seek to enable pupils needing support to come forward.

1. Purpose of the policy

- To support the school's endeavour to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the school curriculum

2. Key roles and responsibilities

Head teacher: Craig Elliott

Designated Safeguarding Lead(s): Fran Reeder (Y5 teacher) & Craig Elliott (Headteacher)

3. Inclusive definition of drugs

We define a drug as a substance that, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

4. Rationale/key principles

It is our aim to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social status, their uses and effects.

5. Boundaries, including relevance of the policy to school trips and visits

The legal definition of premises of the school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles or any venue managed by the school at the time e.g. premises of a school trip or visit. The policy will also relate to pupils' use of the premises and grounds beyond the school day.

6. Drug Education

We will provide all pupils with drug education as an integral part of our Personal, Social and Health Education (PSHE) and Citizenship programme.

There may be opportunities for teachers, parents and governors to participate in drug education sessions. These sessions will be a result of collaboration between the school, other schools and various support agencies.

6.1 Ethos

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practising decision-making skills. The programme we follow is based on national and local guidelines for good practice and is appropriate to the age and experience of our pupils.

6.2 Content

Drug issues will be reinforced throughout the child's education, matching their increasing understanding and maturity.

Key Stage 1

Children will be introduced to ideas about how to keep healthy and the role of drugs as medicines.

Key Stage 2

Children will be introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol and other drugs. In line with these proposals drug education will be taught as part of the PSHE programme. This will be either within class topics or be specifically taught as and when appropriate.

The drug education programme will provide opportunities for pupils to:

- explore attitudes and values around drug misuse.
- practise decision-making skills.
- become aware of peer pressure.
- develop assertiveness skills.
- consider the consequences of risk taking.
- learn how to access sources of help and information.
- emphasise the benefits of a healthy lifestyle.
- evaluate media messages on drug use.

6.3 Use of visitors and outside speakers

Outside agencies may be involved in the planning and teaching of the drug education programme and will be asked to adhere to our school policy. We use visitors to support our planned teacher-led programme of education, in line with national and local guidance. The class teacher is always present when visitors are working with our pupils.

7. Managing Drug-Related Incidents

Pupils, staff and visitors to the premises are made aware of the school's drug policy.

7.1 Routine arrangements

• Medicines

The school has a procedure for the administration of medicines that must be followed for everyone's safety.

• 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 / Electronic cigarettes**

The school and its grounds are no smoking areas at all times. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil 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 pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of products such as solvents and aerosols (only exception permitted is aerosol Ventolin / any other approved medicines administered in the presence of an adult and stored in a locked medicine cupboard).

- **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.

7.2 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 Headteacher 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 programme.

8. Procedures

- **Medical emergencies**

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 Headteacher and PSHE co-ordinator (Mr Swain) 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 the evidence will be removed from the records.

- **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 in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:

- 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 pupil, the pupil's parents should be informed.

- **Searching**

Storage areas within the school grounds are the property of the school, and the Headteacher, or his representative may authorise a search of these if there is reasonable suspicion. This must be carried out in the presence of a witness and the named pupil if this applies.

Staff should try to persuade the pupil to voluntarily produce the substance by asking the individual to turn out pockets or bags. Staff have a right to search a child if they feel there are reasonable grounds to suspect the pupil is in possession of an illegal substance. Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action. There is no legal requirement to do this.

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

- **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.

- **Finding Drugs**

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over-the-counter medicines, parents will be informed and appropriate steps taken.

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

- separate the child involved from the rest of the group.
- decide and implement the next best step in terms of the child's welfare.
- inform parents.
- inform Police if drugs are illegal (if the member of staff is unsure then all drugs are to be treated as illegal)

- **Supply of illegal substances**

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

- **Recording**

All incidents will be recorded within 24 hours.

- **Confidentiality**

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information will not be used against them notwithstanding any illegal / controlled substances. However, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their information may implicate others.

9. Staff Training & Support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The Headteacher, or other appropriate member of staff, will try to organise training related to the identified needs of staff as required. All staff need to understand and support the rationale and aims of drug education and be aware of the legal implications and their responsibilities.

If a member of staff or adult is discovered mis-using a substance including tobacco or alcohol then the above sanctions will apply. Staff who are responsible for the welfare of children on school trips (or similar) will not drink alcohol or smoke.

10 Monitoring & Evaluation

The PHSE leader will be responsible for monitoring and evaluating this policy and its procedures. This will be in consultation with assigned governors, the Science leader and staff - with reference to the school's *Monitoring and Evaluation* policy document. The Headteacher is responsible for the monitoring of any incidents which take place.

Guidance on this policy and its content can be found in *Drug Related Incidents Guidance*. Further guidance from organisations can be found in Appendix A

Policy Approved: Full Governors meeting 24th September 2025

Signed:

Chair of Governors: Mr J Klrby

Head teacher Mr C Elliott

Appendix A – Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 3907 8480. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7766 9900 Email: contact@drinkaware.co.uk Website: www.drinkaware.co.uk

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Tel: 0207 739 8494 Website: www.drugeducationforum.com

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Website: www.drugscope.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk>

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0300 1236600 Email: frank@talktofrank.com Website: www.talktofrank.com

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoke free Helpline: 0300 123 1044 Website: <http://smokefree.gov>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk/

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>