

# **DRUGS AND SUBSTANCE MISUSE POLICY**

## **Oatlands Junior School**



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**Date:** February 2024

**Last reviewed on:** February 2024

**Next review due  
by:** February 2027

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### **DRUGS AND SUBSTANCE MISUSE POLICY Rationale**

At Oatlands Junior School, the statutory requirements of Keeping Children Safe in Education (Sep 2023) are complied with. Any substance misuse is a safeguarding issue and in relation to all safeguarding issues:

- All staff are aware of the early help process and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment.
- All staff members take part in appropriate safeguarding and child protection training which is regularly updated. In addition, all staff members receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings) and annually take part in training to provide them with relevant skills and knowledge to safeguard children effectively.
- Governors, the Headteacher and the PSHE co-ordinator ensure that pupils are taught about safeguarding, including online, through teaching and learning

opportunities, as part of providing a broad and balanced curriculum. This includes covering relevant issues through PSHE.

### **Curriculum coverage**

Drugs education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary. Through our PSHE/Jigsaw lessons, we ensure that pupils have access to and knowledge of up-to-date information on sources of help in relation to drugs. This includes local and national helplines (including FRANK for drugs, NHS Smoking Services for tobacco and Drinkline for alcohol), youth and community services and drug services.

### **Management of Drugs in School**

Oatlands Junior School does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug) which takes place within the school boundaries. This covers on or near the school premises, within the school day and during term-time, on school visits, school journeys/residential and at school social events. These rules apply equally to staff, pupils, parents and carers, governors and those working in and visiting the school.

### **Medicines**

Some pupils may require medicines that have been prescribed for their medical condition during the school day. In most cases teaching staff do not administer these medicines at school to a pupil unless it would be detrimental to health not to administer. Our Administration Team, who are all first aid trained, are responsible for storing and administering medicines after consultation with parents and written permission is obtained. Details about managing medicines can be found in our policy on Supporting Pupils with Medical Conditions. Medicines needed for individual children are always factored into our risk assessments completed prior to any school trip/residential, and members of staff who are responsible for the care of these medicines are identified prior to the trip.

### **Hazardous Chemicals**

Arrangements for the secure and safe storage of chemicals are set out in the Health and Safety Statement which details the arrangements of the safe handling and usage of substances. At Oatlands Junior School, we 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/prescribed medicines administered in the presence of an adult and stored in the medicine cupboard).

### **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. There are occasions when alcohol is authorised at school during PTA events; a license is always obtained for these

events. Staff accompanying pupils on school trips and journeys are not permitted to drink when responsible for pupils.

### **Smoking**

We are a smoke-free school and staff, parents and carers, pupils and visitors are not allowed to smoke anywhere on school premises. Pupils are not permitted to bring to school smoking materials, including matches, lighters and cigarettes. 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 and parents/carers contacted immediately.

### **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.

### **Managing Drug Related Incidents**

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; misusing another pupil's inhaler; disclosing concern about a family member who is abusing drugs; giving medicines to another pupil and the school caretaker finding drugs, or related items, on school premises.

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
- 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**

We are aware at Oatlands Junior School of our 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/carers are encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

In all drug-related incidents the following principles will apply;

- The Headteacher and members of the 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
- 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 Policy
- Incidents will be reported to the Chair of Governors

Possible responses might be:

- Support and counselling
- Sanctions- where a school rule related 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 Policy.

## **Procedures**

It is very rare for primary aged pupils to misuse drugs in school; however, we believe it is important to be prepared should such 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/Rumour** Drug use is often discovered by hearsay. This should be passed on to the Headteacher or another DSL who should record the matter as hearsay evidence on CPOMS, thus enabling a record of teacher's concerns to be compiled.

## **Searches**

If staff find substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour. If staff are unable to identify the legal status of a drug, it should be treated as an illegal drug. The school will keep a record of any searches taken and inform parents/carers if a substance is found.

Teachers can search pupils' bags in circumstances where a member of staff believes drugs have been stored there; they will seek the pupil's consent and search with a senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

The caretaker makes regular checks of the school grounds and knows how to deal with drug-taking materials, including needles, in line with health and safety advice. Pupils are taught what to do if they come across suspicious materials such as needles on the school premises and know not to touch them and inform a member of staff immediately.

Storage areas within the school grounds are the property of the school, and the Headteacher, or her 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 not search a pupil's property or person but should try to persuade the pupil to voluntarily produce the substance by asking them to turn out pockets, or bags. If it is absolutely necessary to search a pupil, a police officer will be required, and parents informed as soon as possible. The police officer

will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

### **Suspicious Behaviour**

Behaviour that could indicate involvement with drugs should also be logged on CPOMs 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 (Headteacher's office) in the presence of a witness from the Senior Leadership Team. 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, 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 will be informed immediately.

### **Medical emergencies**

If an individual has taken a harmful toxic substance or is otherwise at immediate 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**

If a pupil/parent/member of staff discloses 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/parent/member of staff. Pupils know that staff cannot promise total confidentiality. The Headteacher or a DSL will 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 our 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.

## **Pupils whose parents/carers/family members misuse drugs**

At Oatlands Junior School we will be alert to behaviour which might indicate that a child is experiencing difficult home circumstances. We aim to be active in the early identification of children's and young people's needs and in safeguarding the children in our care. Where problems are observed or suspected, or if a child chooses to disclose that there are difficulties at home and it is deemed a safeguarding issue, we will follow the procedures set out in this drug policy. We will assess the pupil's welfare and support needs and when and how to involve other sources of support for the child if appropriate, such as Children's Services, services commissioned by the Drug and Alcohol Action Teams (DAAT) programmes and, where appropriate, the family.

### **Confidentiality**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice; however, staff cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through our Jigsaw lessons, the PSHE programme of study and other curriculum areas. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of pupils they must inform the Headteacher or DSL as soon as possible.

### **Links to other policies**

PSHE policy

Behaviour Policy

Supporting Pupils with Medical Conditions

Medicine Procedures

RKLT Safeguarding and Child Protection policy

Medical (medicines) Policy

Health and Safety Statement

### **Appendix**

#### **PSHE** - Jigsaw planned lessons on drugs

Year 3	<u>Spring 2 – Healthy Me</u>
	<ul style="list-style-type: none"><li>• Being fit and healthy</li><li>• What should I know about drugs?</li><li>• Being safe</li><li>• Being safe at home</li><li>• My amazing body</li></ul>

Year 4	<p style="text-align: center;"><u>Spring 2 – Healthy Me</u></p> <ul style="list-style-type: none"> <li>• Smoking</li> <li>• Alcohol</li> <li>• Healthy friendships</li> </ul>
Year 5	<p style="text-align: center;"><u>Summer 1</u></p> <ul style="list-style-type: none"> <li>• Smoking</li> <li>• Alcohol</li> </ul>
Year 6	<p style="text-align: center;"><u>Summer 1</u></p> <ul style="list-style-type: none"> <li>• Drugs</li> <li>• Alcohol</li> <li>• Crucial Crew trip</li> </ul>

**Science** – planned lessons relating to drugs

Year 6	<p><b>Animals, including humans</b></p> <ul style="list-style-type: none"> <li>• identify and name the main parts of the human circulatory system, and describe the functions of the heart, blood vessels and blood</li> <li>• recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function</li> <li>• describe the ways in which nutrients and water are transported within animals, including humans.</li> </ul>
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