

Carterhatch



Infant School

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Drug and Alcohol Policy

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Statement of intent

Carterhatch Infant 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.

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 'Keeping children safe in education'
 - DfE '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**
 - **PSHE Policy**
 - **Administering Medication Policy**
 - **COSHH Policy**
 - **Behavioural Policy**
 - **Gentle Holding Policy**
 - **Smoke-Free Policy**

2. Key roles and responsibilities

The governing board is responsible for:

- 2.1. Ensuring 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. Working with the headteacher, and in liaison with parents, pupils, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of pupils and the local community, and reflects current trends.

The headteacher is responsible for:

- 2.4. The day-to-day management of this policy.
- 2.5. Providing a safe environment for all staff, pupils and visitors.
- 2.6. Working with governors to ensure compliance with relevant legislation.
- 2.7. Informing the governing body, via the designated safeguarding governor, of any issues and developments concerning drugs and alcohol.

- 2.8. Acting on any concerns arising from pupils' use of or exposure to drugs and alcohol.
- 2.9. 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.
- 2.10. Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- 2.11. Ensuring a consistent approach to managing drug and alcohol incidents.

The Designated Safeguarding Lead is responsible for:

- 2.12. Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- 2.13. Ensuring that staff and pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- 2.14. Liaising with local services as necessary to provide support.
- 2.15. Assisting with the monitoring and review of this policy.

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

- 2.16. Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- 2.17. Ensuring that their performance and judgement at work is never impaired by alcohol or drugs.
- 2.18. Understanding how this policy relates to them and their role in drug and alcohol management.
- 2.19. Attending scheduled training (If applicable) 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 site staff are responsible for:

- 2.20. Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the Business Manager.
- 2.21. Isolating, securing and reporting to the Business Manager any needles found on school premises.

External agencies are responsible for:

- 2.22. 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 pupils who may be at risk as part of our annual Child Protection Training.

5. Drug education

5.1. Drugs Education both teaching and raising awareness, is a responsibility we share with parents and families.

5.2. Most aspects of Drugs Education are covered through the National Curriculum subjects of Science and PSHCE.

5.3. From time to time, issues around drug taking and drug misuse are a real part of children’s experience at home and they will often bring these experiences into school. Practitioners will use their skill and discretion in addressing difficult issues, taking into account the age, maturity and understanding of individual children.

We want children to:-

- Know the rules relating to medicines.
- Understand the roles of medicines, and why people use them.
- Have basic information about how the body works and ways of looking after it.
- Understand that all drugs can be harmful if not used properly.
- Begin to understand that smoking and drinking excessive alcohol can be bad for a person’s health.

6. Smoking

6.1. In accordance with part 1 of the Health Act 2006 and the school’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 or vape on school grounds and must avoid smoking in front of pupils and/or encouraging pupils to smoke.

- 6.3. In the interest of health and hygiene, smoking will be discouraged around the school gates.

7. Legal drugs and prescribed medicines

- 7.1. We understand that some pupils 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. Unless agreed by Senior Leadership Team.
- 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 Managing Medicines and Supporting Pupils with Medical Needs in School Policy.

8. Solvents

- 8.1. The school will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come into contact with them.
- 8.2. More information can be found in our COSHH records.

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. If necessary, a search will be conducted in line with DfE guidance.

10. Medical emergencies

- 10.1. In drug related medical emergencies, trained first aiders and the headteacher will be summoned.
- 10.2. Following assessment by the first aider, a decision will be made as to whether an ambulance will be called.

- 10.3. The next of kin will be telephoned and told about the incident.
- 10.4. The incident will be logged on 'Safeguard'.
- 10.5. If a child is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and social services will be contacted.
- 10.6. 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.

11. Threatening behaviour

- 11.1. Aggressive and threatening behaviour by pupils, 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 pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 11.4. In the case of pupils, parents will be contacted, and the school's Behavioural Policy will be followed.

12. Searching

- 12.1. Staff members may use common law to search pupils for any item with their consent.
- 12.2. All searches will be conducted in line with DfE guidance.
- 12.3. 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 pupil is in possession of a prohibited item.
- 12.4. Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves.
- 12.5. Pupils' possessions will only be searched in the presence of the pupil 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.
- 12.6. Staff will consider the additional needs of pupils with SEND before using reasonable force.
- 12.7. Staff will adhere to the Gentle Holding Policy when carrying out searches.

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, the headteacher 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 headteacher 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 person from whom the drugs were taken.
- 13.6. A full incident report will be completed and held by the headteacher.
- 13.7. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.

14. Support

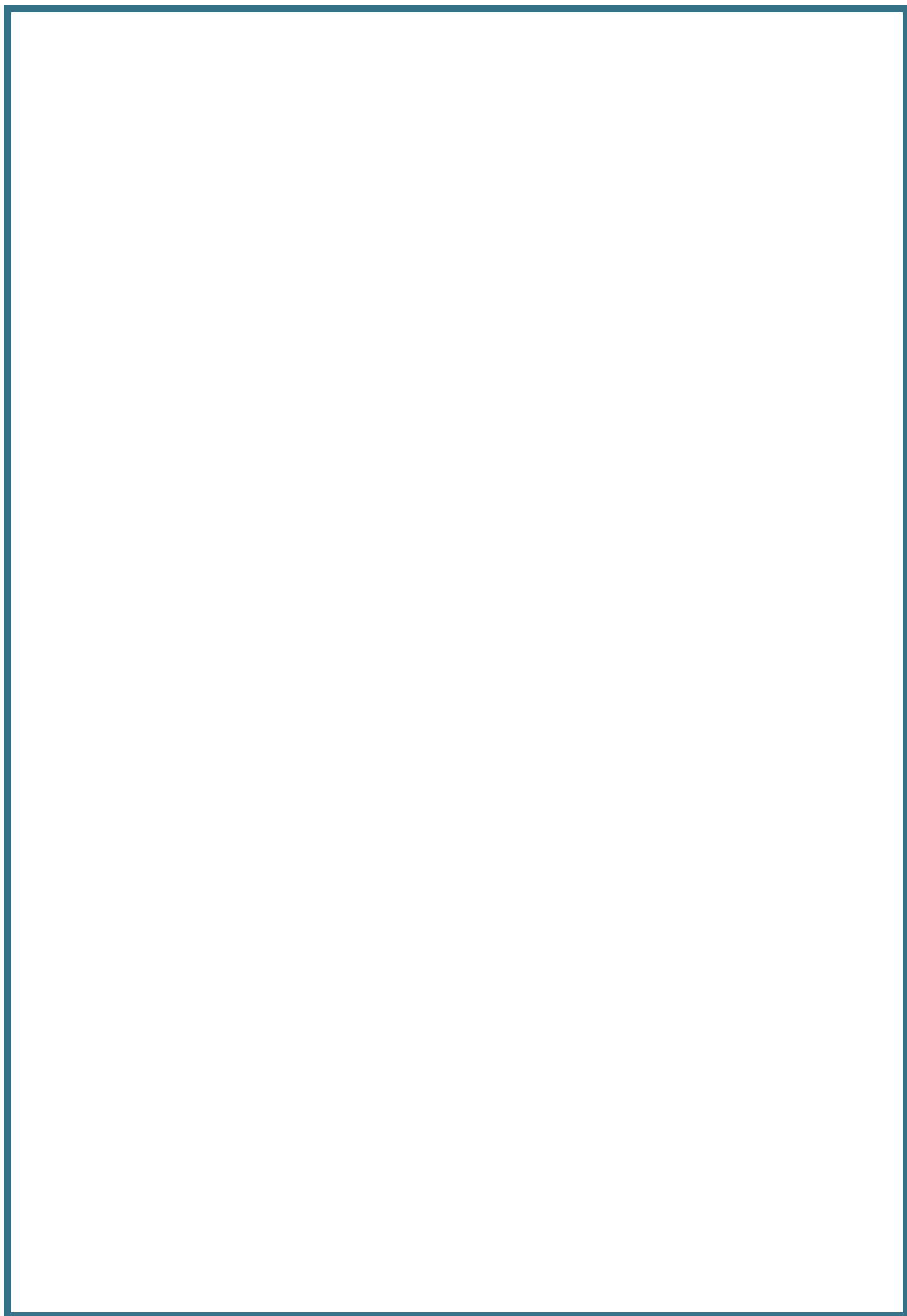
- 14.1. The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the Designated Safeguarding Lead, staff and pupils experiencing difficulties with drugs or alcohol will be provided with internal support and referred to external support agencies as appropriate.

15. Discipline

- 15.1. Pupils involved in drug and/or alcohol situations on the school premises will in the first instance be supported by the school, dependant on the individual situation the schools behaviour policy will be enforced and the Child Protection Policy followed the police may be informed.
- 15.2. 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.
- 15.3. 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.



Drug Related Incident Response Flowchart

