



Clapham Manor
*Primary School &
Nursery*

Growing Brighter Futures

Drugs and Alcohol Policy

Date Reviewed and Approved	25/11/2021	Next Review Date	
Signature of Chair of Governors	Name: Mr. John Knight		
Signature of Headteacher	Name: Mr. James Broad		

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Statement of intent

Clapham Manor Primary School is committed to the health and safety of our whole school community and takes a zero-tolerance approach to the misuse of drugs and alcohol on our premises.

We believe that we have a responsibility to work together with parents and the local community to educate pupils to enable them to make healthy informed choices and to discourage the misuse of drugs.

Our policy aims to:

- Clarify the legal requirements and responsibility of the school
- Reinforce and safeguard the health & safety of pupils and others who use the school
- Clarify the school's approach to drugs for staff, pupils, governors, parents/carers and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on school premises and any incident that occurs with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school drug education programme and management of incidents involving illegal and other authorised drugs
- Reinforce the role of the school in contributing to local and national strategies

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.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE (2021) 'Keeping children safe in education (2020)'
- DfE (2018) 'Mental health and behaviour in schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Administering Medication Policy
- Behaviour Policy – section 6. Prohibited items, searching and confiscation

- Positive Handling Policy
- Exclusion Policy
- Substance misuse in the workplace policy
- Relationships and Health Education Policy

Roles and responsibilities

The governing board is responsible for:

- Ensuring that effective policies and procedures are in place to make sure that pupils are kept safe from alcohol and drugs at school.
- Ensuring that this policy is maintained and disseminated to all relevant stakeholders.
- Ensuring that pupils experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the headteacher, and in liaison with staff, 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:

- The day-to-day management of this policy.
- Providing a safe environment for all members of the school community.
- Working with governors to ensure compliance with relevant legislation.
- Informing the governing board, via the designated safeguarding governor, of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from pupils' use of drugs and alcohol.
- Informing parents of any drug and alcohol related incidents concerning their child where appropriate and where doing so will not place the child at risk.
- Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- Ensuring a consistent approach to managing drug and alcohol incidents.

The DSL is responsible for:

- Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with pupils to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- Liaising with local services as necessary to provide support for pupils.
- Assisting with the monitoring and review of this policy.

Pupils are responsible for:

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any offsite activity representing the school.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform.
- Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

All staff are responsible for:

- Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- Attending scheduled training 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.
- Reporting concerns regarding pupils' use of drugs and alcohol to the DSL.

The premises manager is responsible for:

- Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the Headteacher.

External agencies are responsible for supporting the school with drug and alcohol issues as required.

Definitions

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

Staff training

We recognise that early intervention can prevent drug misuse. As such, all staff will receive training as part of their ongoing professional development in identifying individuals who may be at risk.

The curriculum

Drugs education should enable pupils to develop their knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. It should:

- build on knowledge and understanding
- provide accurate information, and clear up misunderstandings
- explore attitudes and values, and examine the risks and consequences of actions relating to drugs
- develop pupils' interpersonal skills, their understanding of rules and laws, and their self-awareness and self-esteem

All pupils will receive regular guidance on drugs and alcohol as part of the relationships and health education curriculum.

Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.

Drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies. Where appropriate, visitors and external speakers will lead classes on drug and alcohol misuse.

We recognise that different communities have different attitudes towards drug abuse, and that some pupils may have drug using parents or have been exposed to people using drugs outside of school and recognise our duty to equip pupils to handle risky situations, before they actually meet them.

Smoking

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, and sheltered areas.

Parents, visitors and staff must not smoke on school grounds and must avoid smoking in front of pupils and/or encouraging pupils to smoke.

Pupils, are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches and pipes.

In the interest of health and hygiene, smoking will not be permitted around the school gates.

Legal drugs and prescribed medicines

We understand that some pupils may require medications that have been prescribed by a doctor or other health professional. 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.

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.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.

Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.

Further guidance can be found in the school's Administering Medication Policy.

Solvents

Pupils are not permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.

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. More information can be found in our COSHH Policy.

Pupils suspected to be in possession or under the influence of drugs or alcohol

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found or suspected to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the headteacher's office, where they will be assessed.

The pupil's parent will be contacted and asked to remove the pupil from the premises. The pupil will remain in the headteacher's office until their parent arrives.

If necessary, a search will be conducted in line with the DfE Searching, Screening and Confiscation Advice for headteachers, school staff and governing bodies January 2018.

Any drug suspected of being illegal will be confiscated and stored securely, awaiting disposal; these precautions must be witnessed and recorded.

Legal but unauthorised drugs or medicines will also be confiscated, and will be returned to parents. The school may arrange for the safe disposal of volatile substances.

The Head Teacher will decide if the police need to be called or whether the school will manage the incident internally.

The Headteacher or DSL will conduct an investigation into the nature and seriousness of any incident, in order to determine an appropriate response and a full record will be made using An Unauthorised Drug Use Reporting Form will be completed. .

If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and, where appropriate, social services will be contacted.

Medical emergencies

In drug or alcohol related medical emergencies, trained first aiders will be summoned. A staff member will remain with the casualty until the trained first aider arrives. Other pupils will be removed from the immediate area as soon as is reasonably practicable.

Following assessment by the first aider, a decision will be made as to whether an ambulance will be called. The pupil's parents will be telephoned and informed of the incident.

An Unauthorised Drug Use Reporting Form will be completed.

If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and social services will be contacted.

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. The Medical Emergency Procedure will be followed at all times.

Threatening behaviour

Aggressive and threatening behaviour by pupils under the influence of drugs or alcohol will be taken very seriously. Where aggressive and/or threatening behaviour is displayed, the school will not hesitate to contact the police.

If a pupil displays this kind of behaviour, their parents will be contacted and sanctions will be implemented in line with the school's Behavioural Policy.

Searching

Staff members may use common law to search pupils for any item with their consent. All searches will be conducted in line with the DfE Searching, Screening and Confiscation Advice for headteachers, school staff and governing bodies January 2018. Staff members may ask any pupil to turn out their pockets and staff may search any pupil's backpack or locker.

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. Any staff member, except for security staff, may refuse to conduct a search.

Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves. 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.

Searches will be conducted by a same-sex member of staff with another same-sex staff member as a witness, 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.

Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products. Staff will consider the additional needs of pupils with SEND before using reasonable force. Staff will adhere to the Positive Handling Policy when carrying out searches.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

Controlled substances

The school has a zero-tolerance policy on illegal drugs.

Following the identification and confiscation of a controlled substance, a staff member 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(es) present. The staff member will store the sample in a secure location.

The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols. The school will not hesitate in giving the police the name of the pupil from whom the drugs were taken.

A full incident report will be completed and submitted to the headteacher.

Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents of the pupil, as well as local police, will be notified.

Safeguarding

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues.

All staff are aware that behaviours linked to issues such as drug taking and alcohol abuse put pupils in danger. Staff will be particularly alert to the potential need for early help for a pupil who is misusing drugs or alcohol.

Pupils experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate. Support will be arranged and offered to pupils in line with the school's Child Protection and Safeguarding Policy and PSHE Policy.

Child criminal exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial advantage of the perpetrator or facilitator and/or through violence or threats of violence. CCE can include children being forced to work in cannabis factories and being coerced into moving drugs across the country (known as county lines).

Staff will be made aware of the following potential indicators of CCE:

- Pupils who appear with unexplained gifts or new possessions
- Pupils who associate with other young people involved in exploitation
- Pupils who suffer from changes in emotional wellbeing
- Pupils who misuse drugs and alcohol
- Pupils who regularly miss school

Staff will be alert to the indicators above and all concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

Managing incidents

Instances of pupils being involved in drug and/or alcohol incidents will be managed in line with the relevant school policies, including the Behavioural Policy, Child Protection and Safeguarding Policy.

Following an incident, the headteacher will work with key members of staff, including the DSL, to decide on the most appropriate course of action to take. This action may include sanctions being enforced in line with the Behavioural Policy and informing the police. The headteacher will also be responsible for deciding if it would be appropriate to exclude the pupil, following the provisions outlined in the school's Exclusion Policy.

Support will be arranged for pupils involved in any alcohol or drug-related incidents, in line with relevant school policies.

Monitoring and review

This policy will be reviewed annually by the headteacher in liaison with the DSL.

Unauthorised Drug Use Reporting Form

Guidance on completing this form:

- Do not identify the pupil involved
- Copy the form once completed
- Submit the form to the headteacher within 24 hours of the incident taking place

What type of incident are you reporting? (Tick as appropriate)

Pupil in possession of unauthorised drugs	<input type="checkbox"/>	Drug paraphernalia found on school premises	<input type="checkbox"/>
Pupil supplying unauthorised drugs on school premises	<input type="checkbox"/>	Disclosure of parental drug misuse	<input type="checkbox"/>
Pupil disclosure of drug use	<input type="checkbox"/>	Parent expressing concern over potential drug misuse	<input type="checkbox"/>
Emergency intoxication	<input type="checkbox"/>	Incident occurring outside school premises	<input type="checkbox"/>

General details		Pupil information	
Date of incident:		Form:	
Time of incident:			
Has the pupil been involved in previous incidents?		Age:	
Incident details			
Drug involved (if known):			
Staff involved:			
Use this space to describe the incident:			

Has any further action been taken (e.g. contacting the police, pupils and staff informed, other agencies involved)?	
First aid details	
Was first aid given?	
If yes, who gave the first aid?	
Was an ambulance or doctor called?	
Who called them?	
What time were they called?	
Drug details	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
Parental details	
Name of parent informed:	
Who informed them of the incident?	
At what time were they informed?	
Administrative details	
Form completed by:	
Job role:	
Signature:	
Follow-up action taken	



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Drugs and Alcohol Policy

Medical Emergency Procedure

When a pupil is at immediate risk of harm, is unconscious, having trouble breathing, seriously confused or disorientated, or has taken a toxic substance, follow the procedure below.

Remember, your main responsibility is for the pupil at immediate risk, but you must also ensure the wellbeing and safety of all others. If in doubt, call for medical assistance.

Step one – on arrival

If you are not a trained first aider:

Do

- Immediately call for a trained first aider
- Remain with the pupil until the first aider arrives
- Assist with clearing the area once the first aider has arrived

If you are a trained first aider:

Do

- Assess the situation
- If it is a medical emergency, send for medical help and an ambulance

Step two – before medical assistance arrives

If the person is conscious:

Do

- Ask those around you to move back and provide adequate space
- Ask them what happened
- Ask them what drugs they have taken
- Safely collect any drug sample and vomit for medical analysis
- Keep them under observation in a warm and quiet place

Do not:

- Induce vomiting
- Chase them

If the person is unconscious:

Do

- Ask those around you to move back and provide adequate space
- Contact their parents

Do not:

- Move them if a fall is likely to have led to a spinal or other serious injury
- Give them anything by mouth
- Attempt to make them sit or stand
- Leave them unattended or in the charge of a pupil

If it is a needle stick (sharp) injury:

Do

- Follow the Sharps Policy at all times
- Encourage the wound to bleed
- Wash the wound with soap and water
- Dry and apply a waterproof dressing
- If the needle appears used or dirty, seek advice from a doctor

Don't

- Suck the wound
- Handle the needle

Step three – when help arrives

Do

- Pass on any available information, including vomit and drug samples
- Complete an [Unauthorised Drug Use Report Form](#)

Drug Related Incident Response Flowchart

