



Burnt Tree Primary School

Drug and Alcohol Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This policy should be read alongside our School Medicine & First Aid and Supporting Children with Medical Needs Policies

Policy Review

This Policy was adopted March 2025, and was agreed by the Governing Body

A handwritten signature in black ink, appearing to read "G. P. Sood".

Signed

Date 08/04/2025

The Policy will be reviewed in April 2028

This policy has been developed in consultation with representatives of:

- Senior Leadership Team (SLT)
- The governing board
- Staff with specific responsibility i.e. SMSC Coordinator
- Other teaching staff

The policy reflects the guidance of national bodies i.e. DfE, NSPCC, Drugwise, and Alcohol Concern.

Drug Policy

This policy sets out the school's approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school. This policy has links with the following school policies: PSHE, Health and Safety, The Administration of Medicines.

To whom does the policy apply? This policy applies to all of the following people when they are on the school premises: pupils, staff, parents/carers and visitors. Breaches of this policy by any of those mentioned will be dealt with by the Head teacher/Governing body. This policy also applies to pupils and staff when off-site when staff act in loco parentis, this includes all educational visits. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

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, and over-the-counter and prescription medicines.

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.

Section 1: Drug Education: Curriculum Provision

Aim: The overall aim of drug education in the school is to equip pupils with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed, healthy choices and decisions and to prevent or reduce the harmful consequences of drug misuse.

These are all taught in ways appropriate to the children's stage of development.

Objectives / pupil learning outcomes:

- To help children become aware of the importance of making informed choices.
- To promote the development of personal and social skills related to health behaviour and the opportunity to practice them.
- To clarify misconceptions about drugs.
- To enable young people to identify sources of appropriate personal support.
- To provide opportunities within the curriculum to meet these objectives.

Context

Drug education is one aspect of a broader programme of SMSC from Foundation stage to Key Stage 2, which includes promoting health, positive behaviour and social responsibility. Specific drug related information is also provided within the statutory science curriculum.

The aim of teaching children and young people about alcohol and other drugs is to support them in making informed choices, preventing or delaying first substance use and preventing the development of harmful patterns of substance use in adulthood. This can impact upon an individual's quality of life and future aspirations. Effective teaching about alcohol and other drugs through PSHE and Science education is a key element of prevention work.

What Drug and Alcohol Education looks like at Burnt Tree Primary School

The Department for Education (DfE)'s statutory guidance for Health Education at primary phase requires that pupils be taught the facts and risks associated with drug, alcohol and tobacco use. At Burnt Tree Primary School, alongside the statutory requirements, teaching about how to manage social influence, pressure and risk is vital in promoting pupils' ability to navigate the situations in which they may encounter substances. It also contributes to safeguarding, by providing pupils with the knowledge, understanding, attributes, skills and strategies to keep themselves healthy and safe. Teaching about drugs and alcohol is integrated within a planned PSHE education curriculum (see PSHE curriculum), where it enhances – and can be enhanced by – teaching in other topic areas. For example, lessons on mental health and emotional wellbeing will include teaching healthy coping mechanisms and the importance of seeking support and help. Drugs and alcohol education is also part of the statutory science curriculum.

Teaching programme, strategies and resources

Drug Education is delivered through the PSHE programme by class teachers, in whole class or group situations, using a broad variety of teaching and learning strategies. It is also taught, via one off events such as Wellbeing Week and along side community police officers and DECCA. The PSHE coordinator/DSL will review the drug education provision on an annual basis through discussion with the teachers involved with the delivery of the programme.

Visiting Speakers

Visiting speakers from the community (e.g. health promotion specialists, drug advisers, community police officers, DECCA workshops) can make a valuable contribution to the programme. Their input is carefully planned and monitored so as to fit into and complement the programme.

Overall Aims of the Policy

- To provide a framework for effective drug education;
- To provide systems for dealing with drug related incidents within the school environment;
- To ensure that the school's drug education programme reflects the aims and values of the school and its Governing Body.

Parents and carers

The school believes that it is important to have the support of parents/carers and the wider community for the drug education programme. Through our website and school communication parents are given the opportunity to find out about our Drug and Alcohol Policy.

Parents and carers are encouraged to support the school's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed (see Administration of Medicines Policy). Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The child protection service may be contacted in the first instance and advice sought (see school's Safeguarding Children policy/procedures).

Roles and responsibilities Governors

As part of their responsibilities for the management of the school, the governors have agreed this policy. They will continue their involvement through regular evaluation of it. The Head teacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents/carers, LA and appropriate outside agencies in the event of a drug related incident. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies such as Child Protection Officers, and police.

PSHE Lead

The PSHE lead together with the Head Teacher has a responsibility for supporting other members of staff in the implementation of this policy. The PSHE coordinator will provide a lead in the dissemination of information relating to drug education. They are responsible for identifying and providing good quality resources and in-service training. The PSHE coordinator is Jenny Wood. SLT are the first point of contact for advice/support in dealing with a drug-related incident.

Substances on site - The school's position is as follows:

Tobacco & E-Cigarettes

The school operates a **no smoking** policy at all times throughout the building and grounds.

This policy applies to pupils, employees, parents and visitors. Posters are displayed around the school site as a memo and reminder to all that visit the school site.

Alcohol

The consumption of alcohol during the working day is prohibited for **all members** of the school community.

During events such as school trips (particularly residential) the consumption of alcohol remains strictly forbidden.

Solvents

The school recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. In order to prevent children's access, the following items are stored carefully when used in school: permanent markers, correcting fluid, aerosol sprays.

Lighter fuel is not permitted in school.

Medication: Over-the-counter and Prescribed Drugs:

Asthma reliever inhalers are kept in the classroom where the child remains, where staff have access to them. The children are supervised to monitor proper use.

Any medicines that need to be taken by children during the school day must be kept in the first aid cupboard or dedicated first aid fridge in the front office, clearly labelled with the child's name and instructions for use. Medicines that have been prescribed by a Doctor, and clearly have the pharmacy label attached, can be administered following the parent completing a medication form giving permission for a member of staff to administer the medication. On occasions, medicines such as calpol, eye drops, antihistamines will be administered following a parental request and the completion of a medication form. School will also keep emergency bottles of calpol and antihistamine which can be used with direction and permission from parents.

Staff are not obliged to administer medicines; a member of the Senior Leadership Team will administer the medicine under the direct instruction of the label. Medicine will be administered by an additional adult as a second witness.

All medical forms are stored securely in the front office.

Parents must come in to school to complete a medication form (see School Medicines & First Aid Policy).

Special arrangements may be made for children suffering from serious medical conditions who may require urgent or specialised care. Such conditions could be Asthma, Anaphylaxis, Diabetes and Epilepsy.

In such cases parents need to agree an individual treatment plan in accordance with the school Policy on Supporting Children with Medical Needs and in consultation with the appropriate professional team if required.

Responding to drug related incidents: This policy is for guidance and may be adapted to take into consideration individual circumstances.

The school's responsibility to all its members in relation to drug incidents:

The school acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies. The school will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with incidents. 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.

Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, suspicion/hearsay.

Emergency situations

If a pupil is deemed to be in danger as a result of drug misuse the following courses of action should be taken, in the order appropriate to the particular situation:

- ✓ Notify the 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 Head teacher or another senior leader.
- ✓ 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.
- ✓ Record the incident on medi tracker/complete an incident form.
- ✓ Record on CPOMS.

Discovery / observation

If a pupil is discovered possessing, using or dealing any substance not permitted in school, a 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 teacher.

If drugs/alcohol or related items are found in or around school, staff will remove items with due care to their own safety and deal with as below and as appropriate.

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 kept in a locked cupboard.

The situation will be investigated promptly and thoroughly with a written record made.

The Head Teacher will be notified and ensure that it has been explained to the child why the situation is a serious one. If the substance is illegal the Head teacher will seek advice from the police, Youth Support Services or Social Services (in the Head's role as DSL) depending on the case.

The governing board of the school will subsequently be informed.

Disclosure

If a pupil makes a disclosure to a member of staff 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. Details of the disclosure will be recorded on CPOMS.

The Head Teacher will be informed and appropriate action taken after seeking advice from the Community Police, Youth Support Services or Social Services (in the Head's role as DSL) depending on the case.

Suspicion / hearsay

Any hearsay / rumour about drug use by a child will be carefully evaluated in the light of the school's own knowledge about the person and sensitively investigated before any possible action is taken.

If staff believe the rumour to be unfounded steps will be taken to challenge the rumour and its effects.

If the rumour is found to be true, the same procedures will be taken as outlined in the previous section for disclosure of drug use.

School's position in relation to substance misusing parents

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.

If a member of staff suspects that a parent collecting their child from school and intending to drive is intoxicated, the police advice is that efforts should be calmly made to help the parent think of alternative, safer ways of getting home. This might include walking home, getting somebody else to collect them or calling a taxi.

If the parent becomes aggressive and insists on driving, on no account should staff put their own safety or security at risk. If possible staff should note down details of the car and phone the police with this information as soon as possible.

Details of these incidents will be recorded.

Training and support for staff

All staff will be supported in their understanding and delivery of this policy and its implication.

The Head Teacher, along with the SMSC lead and DSL has responsibility for ensuring that drugs issues are handled in an efficient manner.

Review of this policy

This policy is reviewed every three years or in the light of any incident that may occur relating to drugs or any new findings arising from educational research.