

## **Edward Feild Primary School Policy for Drugs and Substance Misuse**

### **Edward Feild Primary School Statement**

Edward Feild Primary School believes that the presence of unauthorised drugs in our school is not acceptable.

We want our school to be a safe place for us all to work and the presence of unauthorised drugs represents a threat to our health and safety.

### **Introduction**

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 in conjunction with the Safeguarding policy.

This policy is based upon the Department for Education's 'DfE and ACPO drug advice for schools, Advice for local authorities, headteachers, school staff and governing bodies' September 2012. It also references the DfE publication, 'Searching, screening and confiscation' January 2018.

### **Aims**

The aim of this policy is to:

- clarify the schools approach to drugs for staff and pupils, governors, parents or carer, and to clarify the legal requirements and responsibilities
- give guidance to staff on the school's drugs education programme
- safeguard the health and safety of pupils and staff in our school
- enable staff to managed drug-related incidents properly

### **Terminology**

The term 'drugs' is used throughout this policy to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled)
- all medicines, whether over the counter or on prescription

### **Drugs at School**

If a child needs medication of any sort (including cough sweets, lip salve, skin lotion, inhalers, antibiotics etc) these MUST be handed in at the office by an adult and not left with the child. Parents MUST complete a medication form and the office MUST sign to authorise it before it can be administered in school. Parents should note that it may take some time for authorisation, especially if staff training or advice from the School Nurse is required, and they should be prepared to come into school to administer medicines themselves in the meantime. Staff administering medicines do so on a voluntary basis. For sunscreen use see separate guidance in parent handbook. Please see the Supporting Pupils in School with Medical Conditions Policy for further details.

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All forms are also available on request from the school office or by emailing [office@efs.oxon.sch.uk](mailto:office@efs.oxon.sch.uk), and the form for short term medication (e.g. calpol, antibiotic) is on the website at <https://www.efs.oxon.sch.uk/absence-illness-and-medicines.html>

Except where risk-assessed otherwise (e.g. for asthma inhalers) all medicines are stored at the office out of reach by children. Solvents and other hazardous chemicals are stored securely, to prevent inappropriate access, or use by pupils.

Smoking is not permitted anywhere in school.

Alcohol to be consumed at permitted community or parents' events will be stored securely beforehand.

### **Drugs incidents**

The first priority is safety and first aid e.g. calling the emergency services and placing unconscious people in the recovery position. Every effort will be made to keep pupils suspected of being intoxicated from inhaling a volatile substance safe – they will be kept calm, chasing can place an intolerable strain on the heart, thus precipitating sudden death. No-one should approach a person suspected of being under the influence of drugs or alcohol without considering their own and others' safety.

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

Legal but unauthorised drugs or medicines will also be confiscated, and will be returned to parents or, if this is not possible, disposed of safely.

Where a pupil is suspected of concealing an unauthorised drug a Headteacher or a member of school staff, who has been authorised by the Headteacher, is able to carry out the search if they have reasonable grounds for suspecting that a pupil is in possession of a prohibited item. This could be they have heard pupils talking about the item or might notice a pupil behaving in a way that causes them to be suspicious.

The searcher must be the same sex as the pupil and a witness should be present unless the member of staff reasonably believes that there is a risk of serious harm will be caused to the person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff. The person conducting the search may not require the pupil to remove any clothing other than outer clothing (meaning clothing that is not worn next to the skin).

If a substance is suspected to be illegal, staff can take temporary possession of it.

It will be confiscated, in the presence of a second member of staff as a witness

The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present stored in a secure location.

The pupil will be taken to the school office and a senior member of staff will be called and the pupil questioned.

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The police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.

We will record details of the incident, including the police incident reference number.

We will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so.

The incident will be reported to the designated safeguarding lead to identify any safeguarding concerns and pursue the appropriate response.

### **Drugs Education**

We regard drugs education as a whole-school issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in Science, PSHE (Personal, Social and Health Education), RE and PE. We ensure that children have many opportunities through their time in the school to develop confidence and resilience, e.g. in dealing with peer pressure.