



Full Governors

06.12.23

Signed *CNSmith*

Drugs Policy 2023

Policy Statement

The policy reflects current practice at Portway Infant School in both Drugs Education and in the handling of drug related incidents. For the purposes of this policy, "drug" is defined as any substance which, when ingested, alters perception and how the body works.

This definition includes, but is not limited to, the following:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

Portway Infant School takes the issue of drug use (legal and illegal) seriously and seeks to give age-appropriate education on drugs to the pupils, which will enable them to begin to make good decisions concerning drug usage both now and later in life. The school seeks to provide accurate, unbiased information about drugs to its pupils through science and PSHE teaching.

All aspects of our school life contribute to the children learning that they have a value as an individual human being. It is our aim that in doing this we raise self esteem and minimise risk in the area of drug use, as in other areas in life.

In addition to this Portway Infant School will support any pupils who have drug related problems in the family through caring staff and good working relationships with outside agencies.

In PSHE staff will be providing opportunities for children to develop skills such as assertiveness and decision-making which impact on Drugs education

Drug Related Education

Drug education takes place in each year group through the PSHE Scheme "PSHE Matters".

Responding to Drug Related Incidents

This policy relates to all buildings and play areas inside the school boundaries. School procedures regarding drug use as outlined below also apply on all school visits

Lines of Action

If a member of staff has any concerns about drug use or possession or alcohol use, they should contact the Headteacher. If an investigation is needed the Headteacher will inform the parents. Children's services will be contacted if there is concern that there is an impact on the child's/children's safety.

Disclosures of Out of School Drug/Alcohol Abuse

The person to whom any disclosure is made should inform the school Designated Safeguarding Lead. The agreed Safeguarding procedures will be followed.

Drug Paraphernalia on Site

Any drug related paraphernalia found on school site will be disposed of safely. All needles will be disposed of in a secure environment. Police will be informed that people are using the site out of hours for drug taking.

Media

Should the media wish a statement about any drug related incidents or drug education this will be given by the Headteacher alone.

Medicines in School

See Supporting Children in School with Medical Conditions.

Smoking and the use of e-cigarettes/vaping

In line with the Health Act 2006, the school is strictly a smoke-free environment; there are no designated areas available anywhere on school premises for smoking of any sort. Smoking is not permitted in any personal vehicles on the school premises.

Any staff member who is witnessed smoking on the school premises during school hours, will be subject to disciplinary sanctions in accordance with the school's Disciplinary Policy and Procedures.

Legal drugs and prescribed medicines

The school understands that some staff members may require medication that has been prescribed by a doctor or other health professional. Staff members will notify the headteacher if they are required to take legal drugs or prescribed medicines.

Staff members will notify the headteacher of any side effects of medicines; if it is believed the side effects will affect their work, the headteacher will decide whether the staff member should return home until they are feeling better.

The school will only allow medicines which have been prescribed by a doctor, dentist, nurse or pharmacist, with the exception of over-the-counter painkillers, e.g. paracetamol, which may be taken in moderation.

Medicines will only be brought on to the premises if it would be detrimental to the staff member's health not to administer them whilst at school. Medicines will be stored in locked cabinets/drawers which cannot be accessed by pupils.

Staff members will not exceed the maximum dosage of any legal drugs or prescribed medicines. Staff members will also avoid taking legal drugs and medicines in the presence of pupils.

Alcohol and illegal drugs

Staff members are not permitted to consume alcohol or illegal drugs when carrying out their duties; this includes both on and off the premises, e.g., during school trips.

Staff members are instructed that they should not carry out their duties whilst under the influence of alcohol; this includes smelling of alcohol and exhibiting alcohol-related behaviours, e.g., slurring or unsteadiness.

Every member of staff is responsible for regulating their behaviour and is aware that they may be subject to disciplinary action.

Staff members will not be searched for alcohol or drugs unless they refuse to hand over any substance reasonably suspected to be in their possession. Every effort will be made to encourage the staff member to hand over any substance suspected to be in their possession.

Where a staff member refuses to adhere to the above, the substance is believed to be illegal and it is considered appropriate to engage in formal proceedings, the school may search the employee in line with the following:

- The staff member consents to the search
- A second witness will be present
- The substance will be sealed in a plastic bag
- A record will be kept of the details of the substance, the date and time it was found, and the name of the second witness
- The police will be notified immediately
- Details of the incident, including the police incident reference number, will be included on the record

Any substances found will be stored in a secure location, the school office, before they are handed to the police.

Where the staff member does not consent, no search will be undertaken and this will be managed in line with the Disciplinary Policy and Procedures.

The police will deal with the situation in line with agreed protocols, and the staff member will be subject to an investigation and any appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure. A full incident report will be completed and submitted to the headteacher.

If a staff member has alcohol in their possession, this will not be confiscated, but they will be instructed to store this in a locked cabinet inaccessible by pupils and not retrieve this until the end of the school day, or until they have finished carrying out their duties.

Solvents

Staff members are not permitted to bring solvent-based products on to the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray if they are to be used for the purpose for which they are intended.

The school will ensure that potentially hazardous solvents are stored safely. Further information regarding solvents can be found within the school's COSHH Policy.

Threatening behaviour

Threatening or aggressive behaviour by staff members or parents/carers under the influence of drugs or alcohol will be taken very seriously.

Where threatening or aggressive behaviour is displayed, the school will not hesitate to contact the police. Any staff member displaying threatening or aggressive behaviour will be escorted from the premises, and later disciplined in line with the school's Disciplinary Policy and Procedures.

The policy will be reviewed regularly following the school procedure for policy review.

Reviewed autumn 2023
To be reviewed autumn 2027