	North Wootton Academy **Priory Lane** **North Wootton** **Kings Lynn** **Norfolk** **PE30 3PT**
Name of policy:	**Drug and Substance Misuse Policy**
Lead member of staff with responsibility for this policy:	Michele Buschman
Date of implementation:	**September 2025**
Details of dissemination:	The policy is available for all staff, visitors, pupils and parents on the school website.
Linked Policies:	- Positive Behaviour Policy - Staff Code of Conduct - Health and Safety - Safeguarding - Managing Medicines - First Aid - RSHE
Frequency for review:	Annually - Updated Sept 2026

The purpose of the school drug policy is:

- To clarify the legal requirements and responsibilities of the school.
- To reinforce and safeguard the health and safety of pupils and others who use the school.
- To clarify the school's approach to drugs for all the staff, pupils, governors, parents/carers, external agencies and the wider community.
- To give guidance on developing, implementing and monitoring the drug education programme.
- To enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- To ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school.

Definition

The definition of a drug given by the United Nations Office on Drugs and Crime is: 'A substance people take to change the way they feel, think or behave.' This includes:-

- All illegal drugs.
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off gas or vapour which can be inhaled), and nitrous oxide.
- All over-the-counter and prescription medicines.

Roles and Responsibilities

Principal

The Principal 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, Trust, LA and appropriate outside agencies in the event of a drug-related incident.

Pupils who are suspected of being at risk from drugs, and in particular truanting, pupils will be supported and monitored with assistance from relevant agencies such as Child Protection Officers and the Police.

The Principal, or in his absence, a member of the Senior Leadership Team is the first point of contact for advice/support in dealing with a drug related incident.

Pastoral Lead

The leader, together with the Principal, has a general responsibility for supporting other members of staff in the implementation of this policy. They will provide a lead in the dissemination of information relating to drug education. **Parents and Carer**

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. 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 will be handled with care and consideration. However, Children Services (Children's Social Care or another agency) may be contacted in the first instance and advice sought.

School Staff

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes lunchtime supervisors, the site manager and the cleaning staff. If they have any queries or training requirements these should be made known to the Pastoral Lead or Principal. The site officer regularly checks the school premises- any substances of drug paraphernalia found will be recorded and reported to the Principal and dealt with in accordance with this policy.

Confidentiality

If a child discloses information relating to misuse of drugs then absolute confidentiality cannot be guaranteed. Disclosure by pupils of information relating to misuse of drugs will be reported to the Principal, or in his absence, a member of the Senior Leadership Team. Pupils should be reminded of this with the establishment of clear ground rules that cover issues such as the teachers' and pupils' right to privacy and respect. Similarly, teachers should be aware that they are unable to offer confidentiality in discussions. If a pupil discloses information which is not generally known and which the pupil requests is not passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child protection
- Co-operating with police investigation
- Referral to external services However, health care professionals (such as the school nurse) are able, under certain circumstances, to maintain confidentiality except in circumstances where they have Child Protection concerns.

<u>Aims of Drug Education</u>

The main aims of our drug education are:

- To enhance children's decision making skills to enable children to make positive healthy choices.
- To raise pupils awareness of the world of drugs so they can make informed decisions about their own drug use.
- To enable pupils to explore their own and other's feelings, views, attitude and values towards drugs and drug issues.
- To help the children distinguish between different drug substances and consider their use, misuse, benefit and harm.
- To recognise medicines are drugs and can help people but that misuse can be harmful to health. • To correct any misconceptions about the effect of drugs.
- To enable each pupil to develop confidence and self-esteem.

PHSE/RSHE Education

Children will cover the following objectives throughout Primary school:

- That medicines (including vaccinations and immunisations and those that support allergic reactions) can help people to stay healthy.
- How medicines, when used responsibly, contribute to health; that some diseases can be prevented by vaccinations and immunisations; how allergies can be managed.
- About the risks and effects of legal drugs common to everyday life (e.g. cigarettes, ecigarettes/vaping, alcohol and medicines) and their impact on health; recognise that drug use can become a habit which can be difficult to break.
- To recognise that there are laws surrounding the use of legal drugs and that some drugs are illegal to own, use and give to others.
- About why people choose to use or not use drugs (including nicotine, alcohol and medicines) • About the mixed messages in the media about drugs, including alcohol and smoking/vaping.
- About the organisations that can support people concerning alcohol, tobacco and nicotine or other drug use; people they can talk to if they have concerns.

Drug education is delivered by the class teacher in whole class or group situations using a variety of teaching and learning strategies to encompass the broad aims of the curriculum. We aim to create a classroom atmosphere in which the children feel comfortable, trusted and are able to contribute; where they can feel supported and support each other as they express their feelings. Discussion time is also used to support drug education, especially in the developing of self-esteem and equipping children with skills for life.

Resources

The teaching of this content starts in Years 1 and 2 discussing how to keep safe around medicines. Pupils go on to learn age-appropriate facts in Years 3 and 4 about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug taking. In Years 5 and 6, this is revisited and explored further to understand the laws that relate to drinking alcohol, smoking and taking drugs. Pupils discuss attitudes towards alcohol, including how it is portrayed in society and the media. Drug Alcohol Resilience Training (DART) is given to our Year 6s to help them make informed life choices in high school and beyond. Following a parent consultation meeting, we have now added vaping into our lessons too.

Resisting peer pressure is a theme running through our curriculum right through the school.

The main resources used are Young Citizens, Yasmine and Tom FPA.org, Anti-Bullying Alliance. Childline is also included so children know where to get help as a last resort.

Monitoring

The Pastoral Lead and Headteacher are responsible for the overall monitoring of drug education.

Dealing with Substance Related Incidents

Parents/Carers have the right to be informed of any drug-related incident that affects their child. An exception to this is when the child is deemed 'at risk' and Child Protection Services have been contacted. In this case, it is up to the CPS to decide the course of action. Staff should be aware that if they fail to take action in a drug-related incident or allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971.

It should be noted that if the preservation of a confidence enables criminal offences to be committed, or results in serious harm to the pupil's health and welfare, criminal proceedings could ensue. No substances are to be brought onto school premises unless authorised by the Headteacher or through the agreed protocol for the use of medicines

on the school premises. Pupils found in breaching this section of the school policy, on school premises, will be dealt with in the following way:

- Parents will be contacted by the Principal. Parental support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of the school rules.
- A suitable sanction will be considered in line with the behaviour policy. The severity of the sanction will depend upon various factors such as the age of the pupil, the circumstances of the incident, whether it is a pupil's first offence and whether it affected other pupils.
- The substance and associated paraphernalia, such as matches or lighters found in a pupil's possession in school, will be confiscated. They will be placed in a labelled envelope and kept securely until parents (or police) are able to collect them.

Finding a drug or illegal substance

The following procedure must be followed:

- Take possession of the drug/substance (ensuring personal safety) and inform the Principal, or, if not available, a member of the Senior Leadership Team. Inform Parents/Carers and other agencies (if this is appropriate).
- The drug/substance should then be packaged should and signed by the person who discovered it and stored in a secure place in the school office.
- Arrangements should be made to hand the package over to police. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

- Do NOT attempt to pick up the needle.
- Cover the needle with a bucket or another container.
- If possible, cordon off the area to make it safe.
- Inform the Principal or a member of the Senior Leadership team, who will safely dispose of this.

Children suspected to be under the influence of a drug or substance The following procedure must be followed:

- Always seek medical advice.
- Refer to first aid protocol.
- Stay calm, place child in a quiet area.
- Do not leave the child unsupervised whilst seeking medical advice from a First Aider.
- If the child is drowsy or unconscious place them in the recovery position, loosen tight clothing and attempt to establish what the child had taken.
- Any suspected substances should travel with the child if removed for treatment. Vomit should be safely collected where possible and also taken with the child (for analysis).

Dealing with Parents/Carers suspected to be under the influence of a drug or substance

Staff should attempt to maintain a calm atmosphere. If any staff have concerns regarding discharging a pupil into the care of a Parent/Carer, the Principal or Senior Leadership Team need to be called to discuss this with the parents in line with the Safeguarding Policy.

The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behaviour. Where the behaviour of the Parent/Carer immediately places the child at risk of significant harm or repeated behaviour places the child at risk or the Parent/Carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the relevant involvement of the police.

Police Contact

Whilst there is no legal obligation for the school to contact the police when a drug incident or offence has been discovered, and contacting the police is at the Principal's discretion, the school however, has established close liaisons with our local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug related incident in school, the school would cooperate with the police should they wish to search premises and the LA/Trust will be informed. A member of staff will accompany any search and any damage will be noted. In the event of a serious incident the police may request to interview pupil(s). Parent(s)/Carer(s) must be notified. If they refuse to give consent or prefer the interview to take place in their home the police will make arrangements. Parents/Carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

Monitoring and Reviewing

The policy will be reviewed annually by the SLT Designated Safeguarding Leader in consultation with the Headteacher, the Governors and the Chair of Governors. It will be updated, modified or amended as necessary