

 <p>Offley Endowed Primary School & Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Nov 2025 Next Review: Nov 2027</p>
<p>Policy Title:</p>	<h2>Drug Education Policy</h2>	<p>Users: Staff, Governors, Parents</p>

1. Content

1.1 This policy has been adopted following consultation between the head teacher, teaching staff, non-teaching staff, governors and parents. It reflects the whole school ethos and the whole school approach to health as defined by the Healthy Schools Programme.

1.2 Further guidance has come from the County PSHE / Drug Education Advisors. Hertfordshire County Council documents and national publications have been consulted including Drug, Alcohol and Tobacco Education Curriculum Guidance for Schools at key stages 1-4 (QCA, later QCDA (now abolished), 2003), "Drugs: guidance for Schools" (DfES 2004) and the Hertfordshire Healthy Schools Programme documentation.

2. Definition

This school defines the term "drug" as: "A substance people take to change the way they feel, think or behave."

This includes, but is not limited to:

- Solvents / volatile substances – e.g. industrial glues, petrol, butane gas, aerosols
- Over-the-counter (OTC) medicines – e.g. paracetamol, cough medicines
- Prescription medicines – e.g. tranquillisers, Ritalin, anabolic steroids
- Alcohol
- Tobacco
- Other legal drugs e.g. caffeine, khat, betel nut, alkyl nitrites
- Illegal drugs (controlled under the Misuse of Drugs Act) e.g. cannabis, cocaine, heroin, LSD, ecstasy, mephedrone

3. Values and Objectives

3.1 Set in the broader context of personal, social and health education and citizenship, our drugs education reflects whole school aims to provide a caring community in which children learn self-respect and respect for others whilst taking responsibility for their own actions. We are committed to the health and safety of all members of the school community and will take action to safeguard their well-being. Expected standards of behaviour apply to adults within the setting as well as children.

3.2 We aim to communicate and co-operate with parents and carers in this important aspect of children's education.

3.3 We believe that all non-medical drugs (except caffeine) on the school premises are unacceptable. However, the consumption of alcoholic beverages is permitted for adults at certain functions. The school is legally required to be smoke-free, following changes to legislation (July 2007).

3.4 This policy applies on the school premises and beyond, wherever pupils are within the care of school staff, including school trips and educational visits. It also applies to recreational events on the premises. Whilst we acknowledge that a number of young people may choose to use or misuse substances, it is important to recognise that the majority of young people are choosing not to do so. We will support their differing needs.

4. Rationale

We believe that the purpose of drug education is to educate young people to grow up safely in a society where drugs are available. We aim to provide pupils with the knowledge, understanding, skills and attitudes to appreciate the benefits of a healthy life-style and to relate these to their own actions, both now and in the future.

Approved and Adopted by Governing Body



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5. Aims

5.1 Our aims are as follows:

- to enable children to make healthy, informed choices through increasing their knowledge, challenging and exploring attitudes and developing and practising skills
- to increase understanding about the implications and possible consequences of drug use and misuse
- to listen to children's thoughts, feelings and concerns and to ensure that drug education responds to their needs
- to counter any inaccurate messages that children may receive about drugs
- to develop as a health promoting school

5.2 We intend to achieve our aims through:

- an appropriate teaching programme which responds to pupils' needs
- lessons planned with clearly defined learning objectives
- reinforcement of key messages at different ages and stages, and in different situations
- lesson content and teaching strategies which take into account the needs and maturity of all children, including those with special educational needs (see 7) and English as an additional language
- integration of drug education into the curriculum for Personal, Social and Health Education, Citizenship, and Science
- a consistent and co-ordinated approach to the curriculum and to possible drug related incidents (see Appendix A)
- involvement of the whole community, including staff, governors, parents, pupils and relevant visitors
- regular review and evaluation of policy and practice
- recognising that adults are role models for children
- working in partnership with parents and carers

4 Special Educational Needs and/or Disabilities

In planning drug education for pupils with SEND, teachers consider a range of responses, for example:

- Additional support given by staff
- Activities may be differentiated or adapted
- Programme aspects may need to be emphasised or expanded
- Revisiting knowledge and skills in different contexts
- Using strategies to increase access to drug education, such as theatre projects, ICT, school visits and specialist equipment.

7. Teaching: curriculum, materials and approaches

7.1 Opportunities for drug education will be clearly identified in the long, medium and short term plans.

7.2 Delivery will be through:

- planned elements of national curriculum subjects
- discrete PSHCE time: it is included for each year group annually in the PSHCE Scheme of Work
- assemblies
- occasional planned visits from school nurse, police officer or other appropriate people
- the use of stories, literacy lessons, Circle Time and pastoral time
- the informal curriculum and opportunities for extra curricular activities
- the use of a variety of resources e.g. TACADE – the World of Drugs, Health for Life, I Am, I Know, I Can, Project Charlie.

7.3 A wide range of teaching approaches is used, particularly active learning methods. Children are encouraged to participate fully. Ground rules will be negotiated where appropriate and the sensitivity of the work will be recognised, safeguarding the interest of the individual and the whole class.

8. Confidentiality

Some pupils may choose to mention drug use or misuse in group discussions or to an individual member of the school community. Whilst staff will want to be supportive, it has to be acknowledged that they work within child protection guidelines. Staff should state clearly that they might not be able to guarantee confidentiality.



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9. Working with visitors

We subscribe to the code of practice recommended by the Department for Education (DfE) and by the Hertfordshire Drug Education Forum. Visitors can make a valuable contribution to drug education provision but do not constitute a comprehensive programme. The rationale for bringing in a visitor must be clear. It must enhance the overall educational experience and must educate rather than sensationalise. It must fit in with the stated aims and objectives of our PSHCE, Science and drug education policy. School staff must always be present and the educational outcomes evaluated. Outside visitors should be offered a copy of the school's drug policy.

10. Liaison between schools, with parents and the wider community

When appropriate, we will work with other schools in the area to develop consistent practices to support young people. This includes paying attention to the needs of young people as they transfer from primary to secondary school. We recognise that this and other aspects of community liaison is an important area to which we can contribute with the support of colleagues throughout CSF, the Police, the local authority and other agencies. Our work is developing.

11. Roles and Responsibilities

- All staff are role models, even when not on duty
- Teachers and teaching assistants contribute to the delivery of the taught curriculum for drug education
- The head teacher has the ultimate responsibility for ensuring that policy and practice in this area are followed, including appropriate curriculum content and response to drug-related incidents
- The PSHCE co-ordinator will oversee the delivery of the curriculum and monitor and evaluate the drug education policy and practice throughout the school
- A governor will contribute to the development and review of drug education policy and practice.
- First Aid qualified personnel – All staff on roll in January 2021
- Parents are encouraged to support the school's drug education programme and have access to this policy. They are also responsible for ensuring that the guidelines relating to medicines in school are followed.

12. Links

This policy has clear links and should be considered alongside other school policies, including:

- Child Protection
- Health and Safety
- Behaviour
- Science
- PSHCE
- Confidentiality
- Equal Opportunities
- Anti-Bullying



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Appendix A Response to possible drug related incidents

Our definition of a drug includes medicines (both prescription and OTC), alcohol, tobacco and solvents, and it is therefore important that all aspects of an incident are considered. The needs and circumstances of the pupil are paramount.

We will consider each situation individually and recognise that a variety of actions in response may be necessary to drug related incidents as recommended by CSF and national guidance. (Ref.: Drugs: Guidance for Schools, DfES, Feb. 2004). If the situation leads to a medical emergency the school emergency aid procedures will be followed immediately.

In the absence of a medical emergency, the Head Teacher must be informed and an appropriate response considered. We will refer to DfE guidelines on responding to drug related incidents to determine the necessary response. The implications of any action we take will be carefully considered. **The focus of any response will be the pupil, not the substance, and we will seek to balance the interests of the individual, other members of the school community and the wider community.**

Unless there are exceptional circumstances, we will inform parents/carers at the earliest opportunity so that we can work together to support the pupil and resolve any difficulties.

We have a range of professional colleagues who can give/obtain advice, support and information on drug or alcohol related situations. These include:

- The school's Attendance Improvement Officer
- The county Drug Education Consultant
- The county PSHCE Advisor
- A Hertfordshire Healthy Schools Advisor
- The school nurse
- The local police Youth Crime Reduction Officer (YCRO) / Police Community Support Officer (PCSO)
- Local drug and alcohol agencies and counselling services
- The Chairperson of the Herts Drug Education Forum (DEF)

The pupil(s) will always be told when information is being passed on, in accordance with the school's policy on confidentiality.

Should a substance suspected of being illicit be found on the school premises, it will be handed to the Head Teacher and, in the presence of another member of staff, placed in a sealed container and both signed and dated. It should then be safely stored until it can be collected by a police officer. S/he will also be involved in advising the school on the most appropriate response to the situation. All such incidents will be recorded.

Staff are also aware of the protocols surrounding the safe disposal of drug paraphernalia which may be found on the premises. All staff are also aware of the legal constraints on gathering evidence and questioning those involved. They will not take action without involving the Head Teacher.

Reporting incidents & destroying substances

"National guidance states that schools have no legal obligation to report an incident involving drugs to the police. Nevertheless, not informing the police may prove to be counter-productive for the school and the wider community. The police should, however, be involved in the disposal of suspected illegal drugs. The disposal of any such drug should be in line with local police protocol."



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“It is strongly recommended that staff do not attempt to destroy substances they believe to be illegal drugs, for the following reasons:

- The Environment Protection Act 1990 no longer permits the flushing of drugs into the water system.
- If a person is taken ill, the medical services will need to know what has been taken.
- If the drugs are destroyed this could seriously hinder treatment.
- If parents/carers wish to appeal against school sanctions, any substance seized may be required to be sent for analysis by their legal representative.
- The substance is evidence and could be used in any future proceedings.”

“In circumstances of straight possession, the interests of the pupil should be fully taken to account. In cases of supplying controlled drugs or possessing with intent to supply, there is less discretion and teachers have responsibility to other pupils and the community in general. The police should be informed at an early stage and formal action may be the only appropriate way to deal with the circumstances.”

-Guidance for partnership working in schools’ (Herts Constabulary June 2010)

Confiscation of drugs

The school has the power to confiscate inappropriate items, including substances it believes to be legal, in line with the schools Behaviour Policy. The school does not have to return such confiscated substances. As with school discipline and pupil behaviour policies, the Drug Guidance for Schools makes clear that schools may choose not to return an item to the pupil. This includes items of value which the pupil should not have brought to school or has misused in some way and might – if the school judges this appropriate and reasonable – be stored safely at the school until a responsible family adult can come and retrieve them.

Items which the pupil should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the school to an external agency for disposal or further action as necessary. This will always be followed by a letter to the parents confirming that this has taken place and the reasons for such an action. Staff are also aware of the protocols surrounding the safe disposal of drug paraphernalia, such as needles, which may be found on the premises.

This policy will apply to staff, parents/carers and visitors to the school.



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Appendix C (see below)

Pro-forma: Record of Drug-related situation

Emergency / intoxication Suspicion, OFF premises Suspicion, ON premises Discovery, OFF premises Discovery, ON premises Pupil disclosure Parental use Parent/carer expresses concern

Tick one or more of these tabs to indicate the category

Record of drug-related situation

Name of pupil:	Report form completed by:
Form/Class:	Time of incident: am / pm
Date of incident:	

First aid given?	First aid given by:	Ambulance / Doctor called? <i>(Delete as necessary)</i>
Yes <input type="checkbox"/>		<input type="checkbox"/> No
No <input type="checkbox"/>		<input type="checkbox"/> Yes
		Called by:
		at time: am / pm

Drug involved (if known): <i>(eg alcohol, paracetamol, ecstasy)</i>	Sample found? <i>(yes/no)</i>
Senior staff involved: <i>(Insert name)</i>	Where retained <i>(or) Destroyed at time: am / pm</i>
	Witness name:

Parent/carer informed by:	at time: am / pm
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Brief description of symptoms/situation:

(continue on blank sheet if necessary)

Other action taken: *(eg other agency involved; Ed. Psych. report requested; C/Conf called; pupils/staff informed; sanction imposed; GP/Police consulted about drug)*

(continue on blank sheet if necessary)