



Mill Lane Community School & The Windmill Community Nursery

Growing, Thriving, Flying

Drugs and Alcohol Policy

This policy applies to Mill Lane Community Primary School and the attached Windmill Community Nursery as well as the extended services provision provided by Mill Lane.

School Ethos

The philosophy of our school is to provide a supportive and nurturing environment in which all pupils and staff are encouraged to develop their knowledge, skills, attitude and understanding about drugs and appreciate the benefits of a healthy lifestyle.

Provision of drugs and alcohol education at our school takes account of pupils' views and opinions so that it is both appropriate to their age and ability, and relevant to their particular circumstances.

Rationale

It is acknowledged that our school community plays an important role in tackling drugs misuse by providing drug & alcohol education and pastoral support to all pupils. It is our aim to help all pupils take their place safely in our society where a wide range of drugs exists. We recognise that some drugs are beneficial, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status and their uses and effects.

External Guidance and Advice

The school actively co-operates and seeks support with other agencies such as the Thames Valley Police, Social and Health Care Service, Oxfordshire County Council, Health and other appropriate Drug Agencies to deliver its commitment to drugs education and to manage incidents of drug use and misuse. In all our planning and responses to drug issues we take careful account of local and national guidance, in particular the Department for Education's Drug Advice for Schools.

Definition of Drugs

In our school a drug is defined as a 'substance people take to change the way they feel, think or behave'. This definition includes illegal substances and also legal substances such as: alcohol or tobacco, volatile substances, over the counter and prescription medicines. *DfE Drug Advice for Schools*.

Purpose of the School Drug Policy

- Clarify the legal requirements and responsibilities of the school providing accurate information.
- Reinforce and safeguard the health and safety of pupils and others who use the school.
- Clarify the school's wider approach to drugs for all staff, pupil, governors parents/carers, external agencies and the wider community.
- Give guidance on developing, implementing and monitoring the drug education programme.
- Enable staff to manage drugs on school premises, and any incident that occurs, with confidence and consistency and in the best interests of these involved.
- Ensure that the response to incidents involving drugs complement the overall approach to drug education and the values and ethos of the school.
- Provide a basis for evaluation the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs.

- Reinforce the role of the school in contributing to local and national strategies.

Drug and Alcohol Education in the School's Curriculum

The aim of drug and alcohol education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. Drug and alcohol education will be integrated into wider learning within a PSHE curriculum where prior learning is revisited, reinforced and extended in developmentally appropriate contexts.

Drug and alcohol education is referred to in both National Curriculum Science and the DfE statutory guidance for Relationships Education and Sex and Health Education.

The school's PSHE curriculum in both KS1 and KS2 includes drug and alcohol education using resources published by the PSHE association and Twinkl resources.

The Role of the Headteacher and Governing Body

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, LEA and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately trained and supported. The Headteacher will delegate responsibility for the implementation of the PSHE curriculum to the curriculum coordinator.

Drugs on School Premises

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venues managed by the school at the time e.g. premises of a school trip or visit.

Illegal Drugs, Smoking and Alcohol on the School Premises

It is understood by the whole school community that the possession, use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable.

The school is designated a 'no smoking' area including e-cigarettes for staff and visitors and we look to everyone, including parents/carers to support this policy. If pupils are found smoking on site the Headteacher will be informed immediately.

Alcohol may be consumed on the premises for events organised by members of staff, governors or PTA, which take place after the end of the school day. Verbal permission must be obtained from the Headteacher or Deputy Headteacher prior to the event. The organisers are responsible for ensuring that all those consuming alcohol are over the age of 18. Staff are prohibited from drinking alcohol during normal school hours or whilst supervising children.

To protect the health and safety of the school community regular checks will be made of the site to ensure that drugs paraphernalia, particularly needles and syringes, are cleared away safely and legally.

The school will ensure that potentially hazardous substances are stored safely and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of sniffable products.

Prescribed Drugs on the School Premises

Mill Lane Community Primary School follows the recommendations of the Oxfordshire Health and Safety Guidelines and DfE guidance 'Supporting Pupils with Medical Needs' (June 2014).

An up to date list of children taking prescribed drugs (eg asthma or diabetes) will be circulated to staff. Parents must notify in writing if any medicines need to be taken during school hours. Teachers may administer prescription medicines if parents have completed the required form, but this is up to the individual teacher. It is the parent's responsibility to ensure safe administration of medicines during school hours. Medicines should not be kept in school, save for asthma inhalers, epipens and antihistamine which will be kept by the class teacher in an out of reach secure designated place, and also a second inhaler should be kept by the child if they require it regularly.

In certain cases, prescribed emergency medicines (e.g. for anaphylactic shock) may be kept on the school premises. These are to be kept in specifically allocated places out of children's reach and are to be administered by named, trained staff only. Details of these medicines and their location are kept in the school office.

Drug incident Where Substance Misuse or Supply is Suspected

The first concern whilst managing drugs is the health and safety of our school community and meeting the pastoral needs of pupils. Teachers will report any suspicion of substance misuse to the Head Teacher.

The Headteacher will then assess the school's legal requirements; this may include the involvement of appropriate outside agencies, and the proposed school response, the involvement of parents/ carers, the arrangements for recording and informing other agencies, and the Health & Safety procedures (see Health & Safety Policy) including safe handling of suspect substances. All incidents will be recorded on a school incident form (See Appendix A).

Drug Situation – Medical Emergency

The procedures for an emergency apply when a child or young person or other are at immediate risk of harm (see Appendix B).

Collection of Hypodermic Needles

The school will be vigilant in checking premises and grounds for health and safety hazards including signs of any discarded equipment which may be drugs related. If needles or syringes are found they should not be touched (see Appendix C).

Policy Reviewed: April 2023

Next Review: April 2026

Signed on behalf of Governing Body:



APPENDIX A - 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
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(Tick one or more of these boxes to indicate category)

Person Completing this form:

**Name of
Pupil:**.....

..

**Date of
Incident:**.....

....

First Aid Given: YES/NO

**First Aid Given
by:**

Ambulance/Doctor Called?

YES/NO

Called by: **Time**
am/pm

Type of Drug Involved (if known)..... (eg alcohol, paracetamol, ecstasy)	Sample Found? YES/NO Where Retained (or) Destroyed at timeam/pm
Senior Staff Involved:	Witness Name:

Parent/Carer Informed by:.....
Date/Time Called..... am/pm

Brief Description of Symptoms/Situation:.....

Other Action Taken: (eg other agency involved/Ed Psych report requested; pupils/staff informed; sanction imposed; GP/Police consulted about drug).....
 (Continue on blank sheet if necessary)

(Continue on blank sheet if necessary)

APPENDIX B – DRUGS SITUATIONS – MEDICAL EMERGENCIES

The procedures for an emergency apply when a child or young person or other are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the wellbeing and safety of others. Put into practice your school's first aid procedures.

IF IN ANY DOUBT CALL MEDICAL HELP.

ALWAYS:

- Assess the situation.

BEFORE ASSISTANCE ARRIVES:

If the person is conscious:

- Ask the person what has happened and to identify any drug used.
- Collect any drug sample and any vomit for medical analysis.
- DO NOT induce vomiting.
- DO NOT chase or over-excite them if intoxicated from inhaling a volatile substance.
- Keep the person under observation, warm and quiet.

If the person is unconscious:

- Ensure that the person can breathe and place in recovery position
- **Do not move the person** if they have fallen, as a fall may have led to spinal injury to other serious injury which may not be obvious.
- **Do not** attempt to make the person sit or stand.
- **Do not** leave the person unattended or in charge of another pupil.
- Notify parents/carers.

WHEN MEDICAL HELP ARRIVES:

- Pass on any available information and vomit/drug samples.
- Complete an/the emergency record form as soon as you have dealt with the emergency

APPENDIX C – COLLECTION OF HYPODERMIC NEEDLES

School and colleges should be vigilant in checking premises and grounds for health and safety hazards including signs of any discarded equipment, which maybe drugs-related. If needles or syringes are found they should not be touched.

What are the hazards?

If a skin puncture is caused by a hypodermic needle the injured person is potentially infected with viruses including Hepatitis B and C and HIV.

If you find a needle or syringe **DO PHONE DON'T TOUCH!**

- If it's in a public place phone **03000 610610** during normal office hours (Mon to Fri 7am to 5pm) and **01491 824033** out of hours or e-mail admin.southoxford@biffa.co.uk to arrange to have it picked up.
- Remember the exact location - if possible stay at the site until the collection team arrives.
- Tell the owner if it's on private land or in a building.
- If you want to do something at your own risk, cover with a strong box or drinks can.
- Don't put the needle / syringe in a litter bin.

If you receive a needle stick injury:

- Encourage the injury to bleed by gently squeezing.

DO NOT SUCK THE WOUND!

- Wash the area with soap and running water for at least five minutes.
- Cover with a waterproof plaster.
- Immediately visit your GP or accident and emergency department where you should enquire about the relevant immunisation.