



Copnor Primary School – Health and Safety Policy

C8. Drugs Abuse / Misuse

Statements in this policy refer to all adults and children on the school site. The definition of school is to include the school buildings and grounds and may extend beyond the school perimeter when a pupil is wearing school uniform or taking part in a school organised off site activity or educational visit. The definition of drugs is as defined in the drugs awareness policy, includes alcohol.

Incidents

The school will respond to the following incidents:

- Reports of drugs being used by adults or children
- Use of drugs by children on the premises
- Children talking about the use of drugs
- Children bringing drugs into school
- Finding drugs/drug equipment in locality (school grounds)
- Children asking difficult questions about drugs
- Staff concerns about individuals

Procedures

The school will keep a record of all Drugs Related Incidents. Each entry will be dated and a clear distinction made as to the seriousness of each case. The log will be kept and reviewed by the Headteacher and any information that is no longer relevant will be destroyed. This record will be kept in accordance with the Data Protection Act.

Reporting Incidents

All drugs related incidents *must* be referred to the headteacher immediately (or if the concerns centre on the Headteacher then to the Chair of Governors.) They will:

- Record details of the incident in the School's 'Drugs Related Incidents Log'
- If appropriate contact parents and other authorities
- Deal with the member of staff through the Local Authority's disciplinary system, but also seek support for that member of staff

Finding Substances

If a harmful or illegal substance is discovered it should be removed to a place of safety, in the presence of a witness from the staff. The procedure for reporting incidents should then be followed (see above). If the substance is known or suspected to be illegal the police must be informed. If any equipment associated with drug misuse is found, then it will be handled with care. It should be placed in a secure and rigid container and handed to the appropriate member of staff. Any action taken as a result of an incident shall be reported to parents.

It is an offence to supply, possess or use illegal drugs on the school premises and as a direct result of this the police shall be notified.

Sanctions and Support

Copnor Primary School does not condone the use of illegal substances or the misuse of other substances.

If a child is involved in a drug related incident covered by this policy their parents will be involved immediately. The school will then work closely with the family relating to future behaviour, and if appropriate, outside agencies shall be involved. The sanctions of the school behaviour policy will be used. Exclusion is not automatic, although it might prove necessary as a final sanction.

Searching

If there is a reasonable suspicion, searches of storage areas on the school site may be authorised by the Headteacher/Head of School. They should be carried out in the presence of a witness and the named pupil, if there is one. Staff should not search a pupil's property or person but should try to persuade them to voluntarily produce the substance. Where a search is necessary, a police officer will be required and the pupil's parents informed as soon as possible. The police officer will only be able to carry out the search if there are reasonable grounds to suspect the pupil of being in possession of illegal substances.

Working with the Media

If the media become aware of any drug related issue connected with the school, advice will always be taken immediately from the PCC media office.

No member of staff will speak to anyone from the media prior to this and children and their parents/carers will be actively encouraged to adhere to this also.

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