



Hart Hill Nursery School

Drug and Alcohol Policy

Including Smoking and Prescribed Medicines

Updated Autumn Term 2023

Ratified by SLT on *K. Thompson*

Signed 12/12/24

To be updated Autumn Term 2026



Hart Hill Nursery School
Drug and Alcohol Policy,
including Smoking and Prescribed Medicines

Rationale

Hart Hill Nursery School takes a zero-tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with DfE guidelines to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol. For the purpose of this policy the term 'drug' is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes, but is not limited to all illegal substances, alcohol, tobacco, solvents, medicines and legal highs.

Aims

As a school, we aim to:

- Uphold the health and safety policy already in place at the school
- Provide a safe and healthy environment, which is conducive to education
- Provide a robust policy, which outlines our zero-tolerance approach to drugs and alcohol misuse
- Develop and improve the policy by reviewing it after any incident
- Educate children on the dangers of drug and alcohol misuse, should the need occur

Roles and Responsibilities

The governing body is responsible for implementing effective policies and procedures are in place to ensure that children are kept safe from alcohol and drugs in school. They must ensure that this policy is maintained and disseminated to all staff. They will work with the Headteacher, and in liaison with parents, children and other professionals, to ensure that the curriculum addresses the needs of children, families and the local community, as well as ensure that it is age appropriate. The governor in charge of safeguarding will include incidents or concerns in safeguarding reports or feedback to the governing body.

The Headteacher is responsible for the day to day management of this policy and ensuring a consistent approach to managing drug and alcohol incidents. They will ensure the school provides a safe environment for staff, children and visitors. The Headteacher will work with governors to ensure compliance with relevant legislation and will inform them of any issues and developments concerning drug and alcohol misuse. The Headteacher is responsibility for notifying the police of any drug or alcohol related decision, where they deem it appropriate to do so.

The Designated Safeguarding Lead is responsible for ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol, at an age appropriate level. They must ensure that staff and families experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate, aliasing with these agencies where needed. The DSL is responsible for sourcing training to enable them to successfully advise the school on drug and alcohol matters. The DSL will assist with the monitoring and review of this policy.

All school staff are responsible for reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties. They must ensure that their performance and judgement at work is never impaired by alcohol or drugs. Staff are responsible for ensuring they understand how this policy related to them and their role in drug and alcohol management. They must attend scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency in families, as well as identifying paraphernalia and how to respond to a drug related incident.

The site agent is responsible for regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to a member of the Senior Leadership Team, preferably the Designated Safeguarding Lead. The site agent must adhere to the health and safety policy linked to sharps, when handling needles found on the school premises.

Smoking and Vaping

In line with part 1 of the Health Act 2006, the school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, grass areas, car parks and sheltered areas. Parents, visitors and staff must not smoke or vape on school grounds; staff and visitors must avoid smoking in front of children who attend the school. In the interest of health and hygiene, smoking will not be permitted around the school gates.

Legal Drugs and Prescribed Medicines

We understand that some children may require medications that have been prescribed by a doctor or other health professional. Parents have primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.

Medicines should only be brought onto the school premises if it would be detrimental to the child's health if medicines were not administered during their time in school.

The school will only accept medicines, which have been prescribed by a doctor. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.

Further guidance can be found in the school's Administration of Medicines Policy.

Solvents

Children and families are not permitted to bring solvent based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.

The school will ensure that potentially hazardous solvents are stored safely. More information linked to storage can be found in the school's health and safety policy, under 'COSHH'.

Under the Influence

Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.

Visitors, including parents or family members, to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The Headteacher has the authority to ban persistent offenders from the school.

Parents who appear under the influence of drugs or alcohol will not be allowed to collect children from school. The school will follow the Safeguarding Policy if this occurs. The DSL and Class Teacher will ensure that the child remains safe at all times and a member of SLT will be notified to support, where needed.

Medical Emergencies

In all, suspected or confirmed, drug related medical emergencies, trained first aiders will be summoned immediately. A member of staff will remain with the casualty until a first aider arrives. All pupils will be removed from the immediate area as soon as is reasonably practicable.

Following an assessment by the first aider, a decision will be made as to whether an ambulance will be called. If it is a pupil who has ingested something, their next of kin will be called and told about the incident.

An unauthorised drug use reporting form will be completed by the member of staff who initially dealt with the incident. All accidents and incidents, including near misses or dangerous occurrences will be reported to the chair of governors, the LA and the HSE as soon as possible.

Threatening Behaviour

Aggressive and threatening behaviour by staff, visitors, parents or family members under the influence of drugs or alcohol will be taken very seriously. Where aggressive and/or threatening behaviour is displayed, the school will not hesitate to contact the police. Anybody displaying this behaviour will be removed from the premises, to ensure the safety of staff and children.

Controlled Substances

The school has a zero-tolerance policy on illegal drugs. Following the identification of a controlled substance a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness/witnesses present. The staff member will store the sample in a secure location.

The incident will be reported immediately to the police, who will be requested to collect the sample. Where they ask for the substance to be brought to a local police station, a senior member of staff will complete this and will ensure they carry their school ID, as well as the crime reference number. If the school know the person the substance belongs to this must be reported to the police.

All witnesses will complete a statement, stating what they saw, heard, said or do during the incident. Any further measures will be undertaken, by a senior member of staff, following the school's Safeguarding Policy.

Support

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues. Staff and families experiencing difficulties with drugs or alcohol will be provided with appropriate internal and external support as appropriate. This support will be led by the Designated Safeguarding Lead, or a member of SLT in their absence.

Unauthorised Drug Use Reporting Form

Guidance on completing this form:

- Complete the information as fully and accurately as possible
- Send a copy of this form to the Headteacher and to the Designated Safeguarding Lead within 24 hours of the incident occurring
- Ensure all witnesses complete a form and then are all attached together

What type of incident are you reporting? Tick as appropriate

- Child in possession of an unauthorised drug
- Drug Paraphernalia found on school premises
- Emergency intoxication of unknown substance
- Disclosure of parental drug misuse
- Parent expressing concern over potential drug misuse
- Incident occurring on school premises
- Incident occurring outside school premises

General Details		Family Details	
Date of Incident		Family Name	
Time of Incident		First Initial of child attending	
Previous incidents?		Age (years and months)	
Date of previous		Gender	
Incident Details			
Drug Involved (if known)		Staff Involved	
Description of Incident:			
Has any further action been taken?	Action:	By Whom?	

First Aid Details	
Was first aid given?	
If yes, who gave the first aid?	
Was an ambulance called?	
Who called them?	
What time were they called?	
What time did they arrive?	
In pupil required first aid, what time were parents called?	
What time did parents arrive?	
Drug Details	
Were any drugs found/removed?	
Where were they found?	
Name of witness	
Signature of witness	
Disposal arrangements	
Police incident number	
Administrative details	
Form completed by	
Job Title	
Signature	
Follow up action taken	