



**ST. GEORGE & ST. MARTIN CATHOLIC ACADEMY**  
**Part of the Newman Catholic Collegiate**

**Policy for Drug Education and the Management of Drug Related Incidents**

**2024 - 26**

**Policy Aims**

At St. George & St. Martin we aim to *foster positive and caring relationships within the academy, and between all in the wider community, through our Mission Statement:*

‘Growing, Learning and Loving; United in Play, Prayer and Peace’.

The Policy for Drug Education and Managing Drug Related Incidents contributes to this by promoting physical, mental and emotional health, healthy lifestyles and actively educating our pupils to choose not to take illegal drugs. The Policy for Drug Education and Managing Drug Related Incidents contributes to the maintenance of a safe and secure environment, where pupils are able to develop their knowledge and understanding of issues relating to legal and illegal drug use and misuse, ask questions and share opinions, feeling confident that their contributions will always be respected and valued. This policy facilitates the development of children in all areas, as set out in the school’s mission statement.

The policy applies to all school related activities and events. As well as the usual school day this includes all educational visits, residential trips, sporting activities, and PSFA events. This policy applies to all areas of school property.

**Purpose of the Policy:**

The purpose of the policy is to:

- To clarify the legal requirements and responsibilities of the academy
- Reinforce and safeguard the health and safety of pupils and others who use the school
- Clarify the academy’s approach to drugs for all staff, pupils, 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 St. George and St. Martin premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall academy approach to drug education and the management of drugs incidents involving illegal and other unauthorised drug

**Policy Development**

This policy has been developed by the PSHE coordinator, in conjunction with the Head Teacher, in consultation with school staff and governors under the guidance of the Local Authority Drugs Advisor.

The policy is available to all teaching staff and governors and to support staff and parents on request.

**Definitions**

For the purpose of this policy:

A ‘drug’ is a substance people take to change the way they feel, think or behave. This includes both legal and illegal substances, volatile substances (solvents), alcohol, tobacco and prescribed drugs.

A drug incident is any incident involving:

- incorrect or inappropriate use of prescribed medication
- inappropriate possession of prescribed medication
- use of any illegal substance

- possession of any illegal substance
- use or possession of alcohol, tobacco, aerosols
- use or possession of any other substance which can be used to change the way a person thinks, feels or behaves
- suspicion, observations, disclosures or discoveries of situations involving illegal drugs and any substances which are unauthorised in school.
- intentional and accidental possession
- pupils, staff, parents and visitors

### **Drug Education**

#### **The Aims of Drug Education**

At St George and St Martin the broad aim of drug education is to educate our pupils to keep themselves safe and healthy.

Whilst PSHE education remains a non-statutory subject, St George and St Martin aim to make provision for personal, social, health and economic education (PSHE). We believe that PSHE is an important and necessary part of all pupils' education and use PSHE to build on the content of the national curriculum to provide education on drug education, financial education, sex and relationship education (SRE) and the importance of physical activity and diet for a healthy lifestyle (see policies on SRE and food for more information).

Drug education provides opportunities for pupils to explore and develop their knowledge, understanding, skills and attitudes to drugs and drug related issues to enable them to make informed decisions.

Drug education:

- ❖ Increases pupils' knowledge and understanding and clarifies misconceptions about:
  - the short and long-term effects and risks of drugs;
  - the rules and laws relating to drugs;
  - the impact of drugs on individuals, families and communities;
  - the prevalence and acceptability of drug use among peers;
  - the complex moral, social, economical and political issues surrounding drugs.
  
- ❖ develops pupils personal and social skills in order to make informed decisions to keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk
  - communicating effectively
  - resisting pressures
  - finding information, help and advice
  - devising problem-solving and coping strategies
  - developing self awareness and self esteem
  
- ❖ enables pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influence.

#### **Location of Policy**

The policy and any updates will go to staff meetings and governors. It is then readily available for all staff, governors, parents/ carers in the school office.

#### **Planning and Teaching Drug Education**

Although Drug education lends itself to being delivered through the PSHE curriculum, this is now a non-statutory subject and has no National Curriculum Programmes of Study. Therefore teachers are free to teach drug education in a way which best meets the needs of their pupils. Where opportunities to reinforce the explicit teaching arise naturally and appropriately in other areas, these are exploited.

The school uses the following documents to inform the planning and teaching of Drug Education:

- the non-statutory framework for PSHE and Citizenship at Key Stages 1 and 2
- the National Curriculum for science
- “Hugs Not Drugs”; and any other resources supported by the Local Authority recommended Scheme’s of Work

Drug Education needs to be delivered in a safe, secure and supportive learning environment. Therefore it is essential that clear ground rules are negotiated with pupils regarding confidentiality, rights to privacy and respect and boundaries.

At St George and St Martin we aim to educate all our pupils in a way which is appropriate to them and their learning needs. As with all topics covered, Drug Education should include a wide range of teaching and learning approaches to ensure that:

- every pupil/young person succeeds through the provision of an inclusive education within a culture of high expectations
- the purpose of each lesson is made clear
- time is given for pupils to reflect, consolidate and apply their learning
- pupils are encouraged to take responsibility for their own learning and to record their own progress
- prior knowledge is valued and built on
- learning is vivid and real
- learning is an enjoyable and challenging experience
- a range of learning styles are included
- natural and appropriate cross curricular learning opportunities are exploited
- assessment for learning is promoted

Consideration is given to children with Special Educational Needs and EAL, as well as children’s personal needs, experiences and circumstances and any special provision is made sensitively.

Drug Education is led by the class teacher and supported by relevant support staff. External professionals such as the School Nurse and local police can, on occasions, play a valuable role in supporting the delivery of Drug Education by sharing their specific knowledge and experiences. Where visitors are invited into school, the class teacher is responsible for liaising with the visitor to plan the session and should ensure that the content and materials are appropriate. All visitors in school should be DBS checked where possible although the class teacher remains responsible for supervising all sessions.

#### **Assessment, Monitoring, Evaluation and Reporting**

Drug Education is assessed, monitored, evaluated and reported upon in the same way as other PSHE topics, such as:

- Displays
- Individual work
- Questioning
- Observation
- Group tasks
- Discussion
- Role play
- Pupil interviews

## Drug Related Incidents

### Prescribed medication

The primary concern for St George and St Martin is the welfare and development of its pupils. The school will always seek to balance the health, safety and security of all pupils and staff. Staff's personal medication is always stored securely, well out of the reach of children. Staff are made aware of children with specific ongoing medical conditions through the distribution of the medical list at the beginning of each academic year. Parents are encouraged to keep the office informed of any changes to their child's health and any significant changes are passed on to the relevant staff members. However, the school would not usually take responsibility for administering any medication to children. Parents are encouraged to keep their child at home if he or she is unwell. If the child is well enough to be in school but requires medication, parents or carers would be asked to come into school at an appropriate time to administer the medication. Children are not allowed to keep or administer any medication themselves. Where a child requires medication during school time over a prolonged period, individual cases would be considered by the headteacher, in conjunction with the staff members concerned, the Local Authority and relevant unions. Staff must never administer any medication without the required training and support.

The only exceptions to this are detailed below:

### Cough sweets

Children are permitted to suck a small number of cough sweets in school, where it is deemed necessary and appropriate by the child's class teacher, provided parents have provided written consent. These must never be shared with other children.

### Asthma

There are a number of children in school who require inhalers and these children are encouraged to achieve their full potential in all aspects of school life. Parents are responsible for informing the school that a child is asthmatic and providing the child with the appropriate reliever inhalers. Children are encouraged to carry their own labelled reliever inhaler. Where the child is not considered mature enough to do so, inhalers are centrally stored by the class teacher. Children are allowed to take their own medication as necessary, but school staff are not required to administer asthma medication, except in an emergency. Full details of this procedure can be found in the Asthma Policy.

### Epipens

The parents of any child who requires an epipen should provide the school with at least one epipen and a signed consent form along with details of the particular allergy. Epipens are stored securely in the child's classroom or medical room. The class teacher (or group leader) must take the epipen each time that the child is taken off site for a school related activity. Teaching staff are trained in the emergency use of epipens. Parents are responsible for ensuring that the school have an epipen which is in date.

### Residential Visits

During residential visits, staff members act in Loco Parentis and as such may be required to administer prescribed medication. Where this is necessary, parents are responsible for providing a consent form, the labelled medication and full details of the condition and dosage. Medication must always be stored securely, away from the children.

### Managing Drug Related Incidents

Any drug related incident, whether it relates to prescribed medicine, illegal drug possession and use or staff concerns about individual children, should always be managed by the Headteacher, who is ultimately responsible for responding to drug related issues.

The school's response to a drug related incident varies according to many factors. Any response should balance the needs of the individual with those of the wider school community, and aim to provide pupils with the opportunity to learn from their mistakes and develop as individuals. Consideration must be given to the following:

- the age and maturity of the child or young person
- how many pupils are involved and if it is necessary to separate them
- any previous incidents of drug misuse by the child or young person
- which drug/s are being used/supplied
- is the drug legal or illegal
- how much is being used and how often
- how they take the drug, where, with whom
- how long has it been going on

- the child/young person's home circumstances
- pupil's knowledge and understanding of the school policy and rules

However all drug related incidents are:

- reported immediately to the head teacher who will seek and follow the guidance of the local police and the Local Authority
- followed up in school with a careful investigation to judge the nature and seriousness of each incident
- treated sensitively. The emphasis will be on listening to what people have to say and asking open-ended questions
- managed in accordance with the school's Child Protection Policy and Confidentiality Policy
- dealt with on an individual basis. Issues such as confidentiality, child protection, police intervention and referral to external agencies need to be given careful attention to safeguard the needs of those involved and to ensure an appropriate response is taken.

When responding to concerns about drug and alcohol use it is important to remember that drug and alcohol related problems are rarely, if ever, isolated. They are usually indicative of wider issues in a young person's life. Drug and alcohol related problems may not be caused by substance use or misuse by the child themselves but by other people's drug use. In all cases a holistic approach is essential when assessing drug/alcohol use and other factors that are impacting on a young person's life and behaviour.

More detailed guidance on managing Drug Related Incidents can be found below. Please note this guidance is not definitive as individual cases may need to be treated differently. In the event of any Drug Related Incident it is likely to be advisable to seek guidance from the Local Authority advisers. Please contact Drug, Alcohol and Tobacco Education Consultant Elizabeth Beacon at [Elizabeth.Beacon@stoke.gov.uk](mailto:Elizabeth.Beacon@stoke.gov.uk) or 07919292921. Please see Appendix 1 for a list of local services for referral and support.

**Where a pupil has possession of an unauthorised or illegal drug on school property:**

Staff members should try to persuade the student to hand over the drugs voluntarily, with parent/ carer present where possible. If pupils do so, the law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug providing that all responsible steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

However, if pupils refuse to hand over illegal drugs staff should not carry out a personal search. In this instance the police should be called.

Any substances which are confiscated should then be stored or disposed as appropriate to the individual case. Local Authority guidance will need to be sought to determine the most appropriate course of action such as a referral to the Young People's Drug Project.

**Where the incident involves finding drug paraphernalia on site without an owner:**

The school will remove the items in order to maintain the safety of the pupils and staff. Drug paraphernalia should always be removed using gloves and it should never be placed in the usual waste. It should be stored or disposed of as appropriate (see above). Syringes and needles must be placed into a Sharps Box, available from the school office. The office will then arrange professional collection of the box.

**Where the incident results in a medical or first aid emergency:**

In all cases, the safety of pupils and staff is paramount and should be considered first. Where possible, a designated first aider (Mrs Louise Maddox and Mrs Ladeira) should respond to the incident although all staff are first aid trained and able to respond in an emergency.

**Where the incident requires a personal or property search:**

If a personal search or a search of school property is required, the headteacher (or the most senior member of staff in their absence) should always be informed prior to the search. All searches should be conducted in accordance with the Child Protection Policy and two members of staff must always be present.

**Where the incident involves a concern or suspicion about a particular child:**

Staff should inform the designated Child Protection Officer (the head teacher) of their concerns. In some cases it may be agreed that targeted provision through the school's drug education programme is appropriate. If further intervention or support is necessary, the head teacher will first refer to the Duty Officer at Social Services. The Learning Mentor, School Nurse, Education Welfare and Local Authority Drugs Advisor may later be consulted. A written record of any such referrals will be kept by the head teacher.

Following this referral The Drug and Alcohol Action Team Screening Tool (available from the head teacher) may prove useful in identifying the most appropriate response to individuals' needs.

**Where drug and alcohol related problems result in behaviour problems:**

The school will always act to ensure the safety and welfare of all its pupils and staff. It is recognised that inclusion in mainstream education provides the structure and stability necessary when drug/alcohol and other problems are evident in a young person's life and contributes to reducing other vulnerabilities. The school will take all reasonable steps to improve the behaviour of the child so that he or she can remain in school. However, if the pupil presents significant risks to themselves or other pupils and staff, the school will suspend or expel pupils as appropriate. The school will try to ensure that there are adequate and appropriate care pathways available to the young people and their families/carers.

In all drug related incidents the staff involved, in conjunction with the head teacher should make a full record of unauthorised drug incidents on the school's record of incidents form. Storage of sensitive information about pupils or staff should be stored in accordance with the requirements of the Data Protection Act 1998. In all cases, information will be stored and communicated in accordance with the school Confidentiality Policy and the Data Protection Act of 1998.

**Involving parents/ carers or other agencies including the police**

The school has no legal obligation to report an incident involving drugs to the police. However, St George and St Martin recognise the need to work in partnership with the police to decide:

- when an incident can be managed internally by the school
- when the police should be informed or consulted
- when the police should be actively involved
- when a pupil's name can be withheld and when it should be divulged to the police

The head teacher will contact the police if the incident involves illegal drugs, if an incident becomes dangerous or if the school is unable to safely and effectively manage the incident.

If it is necessary to contact the Police please contact Hanley Police Station on:  
0845 330 2010

In the event of an emergency please contact 999.

The school seeks to inform and involve parents/ carers in any drug related incidents. Parents would initially be invited to a meeting at the school which may or may not involve Education Welfare, Social Services or Local Police representatives. Following this initial meeting parents / carers would be kept involved and informed by the means most appropriate to them and the particular incident.

**Confidentiality:**

Staff cannot and should not promise total confidentiality to pupils. The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Safeguarding Children and Young People
- Co-operating in a police investigation

Please see Confidentiality, Safeguarding and Child Protection Policies for more guidance [Links to other Policies](#)

Further guidance can be found in the schools:

Health and Safety Policy

Asthma Policy

Behaviour Policy

PSHCE Policy

Confidentiality Policy

Child Protection Policy

#### Policy Monitoring and Review

Policy to be reviewed every two years.

Date agreed by staff: June 2020

Date agreed by Governors:

Signed: \_\_\_\_\_

#### Appendix 1

##### **T3 Stoke on Trent Young People's Drug and Alcohol Service**

3 Canal Arm, Festival Park,

Etruria,

Stoke on Trent, ST1 5UR

Tel: 01782 221099

Text: 07507 411733

Secure email: [t3@cri.org.uk](mailto:t3@cri.org.uk)

##### **Young People's Drug Project/Dreams**

Queensbury Centre, Queensbury Road,

Normacot,

Stoke on Trent, ST3 1QZ

Tel: 01782 234195

##### **CAMHS**

North Stoke at Abbey Hulton Clinic - 01782 427920

South Stoke at Blurton Health Centre - 01782 227777

##### **Children's Social Care**

Hanley Area Office

Regent Centre

Regent Road

Hanley

Stoke-on-Trent

ST1 3TD

Tel: (01782) 235100

Fax: (01782) 235168

##### **Youth Offending Service**

Ringway House  
Bryan Street  
Hanley  
Stoke-on-Trent  
ST1 5AJ

Tel: 01782 235858

Fax: 01782 235860

email: [youth.offending.services@stoke.gov.uk](mailto:youth.offending.services@stoke.gov.uk)

[www.youthoffending.stoke.gov.uk](http://www.youthoffending.stoke.gov.uk)

**Common Assessment Framework Team**

CAF/ContactPoint Team  
Children and Young People's Services  
Floor 2  
Glebe Street  
Stoke-on-Trent  
ST4 1HH

Telephone: 01782 231969

**Re-solv**

30a High Sreet  
Stone, Staffs  
ST15 8AL

Tel: 01785 817885