HAWLEY PRIMARY SCHOOL

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AGREED BY GOVERNORS: Autumn 2026

LATEST REVIEW: Autumn 2026

NEXT REVIEW: Autumn 2027

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1. Rationale

At Hawley Primary School we believe that drug and alcohol education should inform our children of the choices they can make to lead healthy lives. Drug use and misuse have become increasingly common in our society. Children and young people of school age are part of society and as such the school recognises the need to:

- prepare and equip pupils for life in a drug using society;
- deal with the broad range of drug related situations and incidents which may occur in the lives of our pupils and others involved in the life of the school.

In providing this education we endeavour to equip the children with knowledge and develop attitudes and values which will assist them in making responsible decisions.

2. Definition of Terms

Drug – Any substance people take to change the way they feel, think, or behave. All legal drugs including alcohol and tobacco including vaping, all illegal drugs, volatile substances and other over the counter and prescription drugs.

Drug Use – The consumption of any drug. All drug use, including medicinal use, carries the potential for harm.

Drug Misuse – Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law or the possibility of future health problems.

Drug Abuse – Drug taking which harms health or functioning. It may be part of a wider spectrum of problematic or harmful behaviour.

3. Aims and Objectives

At Hawley Primary School we aim to equip pupils with the necessary knowledge, skills and attitudes to enable them to be able to make informed, healthy choices and decisions and to prevent or reduce the harmful consequences of drug and alcohol misuse.

Objectives

- To provide accurate information about drugs and the law relating to them.
- To increase understanding about the implications and possible consequences of use and misuse of drugs and alcohol.
- To provide opportunities to examine attitudes and values towards drug and alcohol use.

- To promote the development of personal and social skills relating to health behaviour and the opportunity to practise them.
- To enable pupils to identify sources of appropriate personal support.

4. **Curriculum Organisation**

- The school acknowledges that an overarching, positive health-promoting ethos helps pupils feel valued and a part of the school community and in doing so helps build self-esteem and self image that may enable pupils to cope more effectively in drug related situations.
- At Hawley Primary School drug and alcohol education is provided within a broader framework of Personal Social and Health Education including sex and relationship education where wider issues of promoting health, positive behaviour and social responsibility can be addressed and where drug misuse is just one component.
- Teaching about drugs, their usefulness and dangers is also carried out within the Science curriculum.

5. **Teaching and Learning Methods Used in Drug Education**

In-keeping with the school's approach to PSHE a variety of teaching and learning methods are used as appropriate to the topic and needs of the pupils e.g. role play, group discussion etc. The strategies employed enable the pupils to:

- Place new learning in the context of previous experiences;
- Explore currently held personal and cultural beliefs and values in the context of new learning;
- Apply new learning to other situations;
- Relate new knowledge to current behaviour to make and act on informed choices;
- Actively consider the implications of the learning for themselves, society and the environment.

6. **Parental Involvement**

At Hawley Primary School we believe that it is important to engage the support of Parents and Carers and the wider community for the drug education programme. Parents have the opportunity to discuss the school's programme for drug education with the Headteacher, PSHE Coordinator and /or pupils' Class Teacher.

7. **Visiting Speakers**

We believe that visiting speakers from the community e.g. health promotion specialists, drug advisors, community police officers etc. can make a valuable contribution to the school's drug and alcohol education programme. Their input is carefully planned to complement the delivery of lessons by the teacher.

8. **Special Educational Needs and Disabilities**

All pupils will receive equal access to the Drug and Alcohol Education Programme. Support may be provided for individual pupils as appropriate.

9. **Monitoring and Evaluation**

The PSHE Subject Leader will monitor the delivery of the programme through observation and discussion with teaching staff to ensure consistent curriculum provision. Evaluation of the programme's effectiveness will be conducted based on:

- Pupil and teacher evaluation of the content and learning processes;
- Staff meetings to review and share experiences;
- Assessment of pupil learning outcomes.

10. **Legally Available Substances on Site**

At Hawley Primary School we maintain the following position on:

Tobacco – The school always operates a No Smoking Policy throughout the building and school grounds. This policy applies to pupils, employees, Parents and visitors.

Vaping – The school always operates a No Vaping Policy throughout the building and school grounds. This policy applies to pupils, employees, Parents and visitors.
Alcohol – The possession and use of alcohol on school premises during the working day is prohibited for all members of the school community. The Headteacher must be consulted and permission obtained before arranging any functions at which alcohol may be consumed. Alcohol should not be consumed at any function where pupils are present unless Parents are present.
Solvents – The school recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. The school refers to COSHH regulations relating to the secure storage and safe keeping of solvent substances in classrooms. Correcting fluid is only permitted to be kept in the School Office and in the safekeeping of the Class Teachers. Aerosol sprays are not permitted in school while the children are present. Lighter fuel is not permitted in school.

Medication – Over the Counter and Prescribed Drugs

- The school adheres to the Administration of Medicines Policy for any medication required to be taken during the school day.
- Asthma reliever inhalers are kept in the classroom in an allocated box for administration as appropriate.
- Any medicines that need to be taken by children during the school day must be kept in the Medical Room, clearly labelled with the child's name and instructions for use. An Administration of Medication Form must be completed should a child be required to take medication during the school day. Staff are not obliged to administer drugs and where staff do not wish to do so the Parent/Carer must come in to school to do so.
- Special arrangements may be made for children suffering from serious medical conditions who may require urgent or specialised care. Such conditions could be Asthma, Anaphylaxis, Diabetes and Epilepsy. In such cases Parents need to agree an individual treatment plan in accordance with Pupil's Health and the Administration of Medicines Guidance for Schools.

11. School Excursions

The school's policy on drugs and alcohol applies to all school excursions.

12. Responding to Drug Related Incidents

The school acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies. The school will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with individual incidents. It will consider very carefully the implications of any action it may take. The school seeks to balance the interests of the pupils involved, the other school members and the local community.

The range of responses includes:

- Referral to outside agencies
- Devising action plans to enable pupils to receive appropriate help and support.
- Pastoral Support Programmes.
- Inter-Agency education programmes.

Possible sanctions may include fixed term exclusion. Incidents involving drugs may take the form of emergencies, intoxication, discovery or observation, disclosure, suspicion or hearsay.

13. Emergency Situations

If a pupil is deemed to be in danger i.e. collapsed, unconscious as a result of drug misuse the following course of action should be taken:

- Notify the Office Staff to call an ambulance and briefly outline the cause of emergency.
- Summon help from another member of staff
- Provide emergency aid to pupil as appropriate.
- Notify a senior staff member.

- Notify the pupil's parents.
- Remove, in the presence of an adult witness, any suspicious substances or equipment and retain in case required by the ambulance staff.
- Record the incident in the school's medical book and report incident on CPOMS.

Intoxication

- The pupil will be removed to a quiet room and be accompanied by a member of staff at all times.
- A First Aider will be called and further medical help summoned as necessary.
- Parents will be informed and called to the school to collect the pupil and advised to visit the GP.
- The incident will be recorded on CPOMS.

Discovery or Observation

- If a pupil is discovered possessing, using or dealing any substance not permitted in school he/she will be escorted to the Headteacher or another member of SLT.
- The substance will be removed from the pupil in the presence of an adult witness. Physical searches are not permitted. Any substance taken into possession will be sealed in a labelled plastic bag, signed by the witness present with the date and time added.
- The situation will be investigated immediately and thoroughly and a written record made.
- The pupil will be kept out of class, away from peers but supervised by an adult at all times.
- The pupil will be made aware of the seriousness of the matter and that Parents and Police will be informed.
- The Headteacher will sanction appropriate interim pastoral and disciplinary measures and notify the pupil's Parents.
- If the substance is illegal the Headteacher will contact the local police for appropriate advice.
- The Chair of Governors will be informed.

14. **Disclosure of Drug Use**

A pupil may disclose to a member of Staff that he or she has been using drugs or is concerned about someone else's drug use out of school hours. Concern for the pupil's welfare will be paramount, but teachers will not be able to promise complete confidentiality and should make this known to any pupil seeking such an assurance. Information about a pupil in relation to drugs will follow the same procedure as for Safeguarding or Child Protection matters. Appropriate agencies will be informed by the Headteacher.

Safeguarding considerations: Where drug or alcohol misuse is disclosed or suspected, staff will consider whether this indicates a safeguarding concern. This may include consideration of potential harm, exploitation (including financial exploitation), or modern slavery. All such concerns will be reported to the Designated Safeguarding Lead in line with our Child Protection and Safeguarding Policy.

Suspicion / Hearsay

Any hearsay or rumour about pupil drug use will be carefully evaluated in the light of the school's knowledge about the pupil and sensitively investigated before any action is taken. If Staff believe the rumour to be unfounded, steps will be taken to challenge the rumour and its effects by:

- Challenging the behaviour that may have led to the rumour;
- Challenging those responsible for circulating ill-informed information;
- Challenging the environment in which rumours have been started and spread.

If the rumour is found to be true, the same procedures will be taken as outlined for Disclosure of Drug Use. If there is suspicion of misuse of drugs the pupil will be observed and monitored over a period before appropriate action is taken. Recording of pupil observations will be carried out by a Staff member being careful to be specific, non-judgemental, objective, factual, dated and signed.

15. **Substance Misuse by Parents or Adults**

The school recognises that some of its pupils may have a parent whose drug use, legal or illegal, is problematic. The child's welfare in this case is paramount and the school will act, within the legal limits that it can, to support the child in a variety of ways, both practically and emotionally. Key Staff involved in such support have received guidance and training in this area. (Child Protection)

If a member of staff suspects that a parent collecting their child from school and intending to drive is intoxicated the police advise that efforts should be made to help the parent think of alternative, safer ways of getting home. If the parent becomes aggressive and insists on driving staff should put their own safety and security first. Staff should telephone the police with details as appropriate.

Safeguarding considerations: Where a parent or carer's substance misuse raises concerns about a child's welfare, this will be treated as a safeguarding matter and reported to the Designated Safeguarding Lead, who will consider whether a referral to children's social care or other appropriate agencies is necessary.

Data Protection
The school will handle all information relating to drug and alcohol incidents in accordance with data protection legislation, including the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and the Data (Use and Access) Act 2025. Personal information will be processed lawfully, fairly, and transparently, and will only be shared where necessary to safeguard children or comply with legal obligations.

Policy Review
This policy will be reviewed every three years and in the light of any incident that may occur relating to drugs or any new findings arising from educational research.

Other related policies and documents include:

- PSHE policy
- Relationships and Sex Education (RSE) policy
- Positive Relationships and Behaviour Management policy
- Supporting Pupils with Medical Conditions Policy
- Child Protection and Safeguarding Policy
- Smoking Policy