

# Wallace Fields Infant School and Nursery



## Drugs Policy

Wallace Fields Infant School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Reviewed: Summer 2022**

**Next Review: Summer 2025**

Wallace Fields Infant School is proud to be a part of South Farnham Educational Trust

<https://southfarnhamschool.sharepoint.com/sites/SFET-WFIS/Shared Documents/Admin-Office/Policies/WFIS Master Policies/Drugs Policy.doc>



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Policy Lead	Katie Muir
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**Document History**

Date	Amended By	Comment (e.g. reason for version change)
23/5/16	Katie Muir	Tri - Annual policy review
25/5/16	Nicky Mann	Final proof read
30.05.19	Katie Muir	Tri- Annual policy review- no / minimal changes made.
25/6/19	Nicky Mann	Final proof read
13/5/22	Annabel Male	Tri- Annual policy review- no / minimal changes made.

This document is a statement of the philosophy and strategies for Drugs at Wallace Fields Infant School & Nursery. It has been written reflecting Guidelines from the DFE and APCO Drug Advice for schools document September 2012 (most recent as of 2019).

It was reviewed during the Summer Term 2022 through consultation with teaching staff and approved by the Local Governing Board. It will be reviewed again in the Summer Term 2025.

### **Aims:**

At Wallace Fields Infant School we aim to provide pupils with the knowledge and understanding, attitudes, values and skills they need in order to reach their potential as individuals and within the community. 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 are influenced, to a greater or lesser degree, by this. The school therefore recognises the importance of having a Drugs Policy.

In this context the term 'drug' is used to include:

- Illegal substances
- Substances which are legal but can be misused e.g. medicines, alcohol, tobacco, glue and solvents

At Wallace Fields Infant School & Nursery we aim to:

- Enable the children to become accurately informed on the effects, good or bad, of drugs on health and make healthy informed choices
- To give the children the opportunity to develop abilities to communicate their concerns and take responsible actions

The School's position to legally available substances on site:

### **Tobacco**

- At Wallace Fields Infant School & Nursery we operate a non-smoking policy at all times throughout the building and the grounds. This policy applies to pupils, employees parents and visitors

### **Alcohol**

- The Headteacher must be consulted and permission obtained before arranging any functions at which alcohol may be consumed. If permission is given, under no circumstances should alcohol be taken into any classrooms. At no time will alcohol be accessible to children.

### **Solvents**

- The School recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed.

### **Medicines (Please also see the first aid policy)**

- Certain prescribed medicines e.g. Epi-pens, asthma inhalers are allowed into the school when a child is on long-term medication. A trained member of staff uses a consent form to administer the medicine prescribed

We only administer medicine to children who suffer from ongoing medical condition e.g. Asthma. In this situation no medicine is given without the written consent of the parent. All medicines that are given in school should have written instructions from the parent and /or doctor specifying the type of medicine, the circumstances under which it should be given, the frequency and dosage levels.

We ask Parents/Carers where possible that medication should be prescribed in dose frequencies which will enable it to be taken outside of school hours. Medicines should be brought to the school, and handed to a member of the office staff preferably by the parent/carer. The medicine should be

in a container clearly labelled with the child's name, the type of medicine and the dosage instructions. In cases where there is doubt about the correct dosage, advice is sought from the School Nurse Team.

### **Foundation Stage**

The curriculum guidance for the Foundation Stage teaches the children to understand 'what is right, what is wrong and why'. By the end of the Foundation Stage pupils should begin to understand that:

- Medicines should not be touched at home or school
- Never touch household substances e.g. bleach
- Some people take medicine to make them well or to keep them healthy

### **Key Stage 1**

By the end of Key Stage 1 pupils should understand that:

- All medicines are drugs but not all drugs are medicines
- A medicine is a drug which people take when they are ill to make them better
- All substances can be harmful if not used properly
- That medicines and creams can affect how people feel
- Know about the different types of medicines and that some people need them to live a normal life
- Know and understand simple safety rules about medicines, tablets, solvents, household substances
- A drug can also be alcohol, tobacco

### **Pastoral Support**

At Wallace Fields Infant School & Nursery we acknowledge the importance of our pastoral role and support all people concerned in the well being of our pupils.

Any incidents or concerns are logged by the Headteacher. Parents/Carers are informed, unless lined to a child protection case, and provisions made for any outside professional help e.g. police officers or GP.

If a pupil voluntarily discloses information about drug abuse staff will endeavour to:

- Not over react
- Listen to the pupil's point of view
- Not to jump to conclusions

Staff should not guarantee confidentiality, as they will have to inform the Designated Safeguarding Lead. Any concerns regarding a child's safety should be discussed immediately with the Designated Safeguarding Lead in line with normal safeguarding procedures

### **Suspicious Behaviour**

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

### **Finding Illegal Substances**

If a harmful, illegal substance is discovered it should be removed to a place of safe keeping in the presence of the Headteacher or Deputy Headteacher. If a substance is discovered on a pupil the parents will be informed and the Headteacher will decide whether it is necessary to contact the police.

The incident should be recorded as follows:

- Date and time
- Appearance and size of substance

- Names of everyone concerned
- Actions taken

If any equipment associated with drug misuse is discovered the items should be handled with care by a senior member of staff who takes the necessary safety precautions. The incident should be recorded and in the case of items such as syringes they should be placed in a secure and rigid container.

### **Finding Legal Substances**

If children are found in possession of tobacco, alcohol, glue, solvents, prescribed or over the counter medicines, the substance will be removed and parents called.

In any emergency situation involving a legal/illegal substance the first aider should be called immediately, substance retained and the parents called (999 if necessary).

### **Staff Development**

All Wallace Fields Infant School & Nursery staff need to:

- Understand and support the rationale and aims of drug education
- Be aware of the legal implications and their responsibilities