

# HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



**Drug, alcohol and tobacco**

**education policy and**

**procedural guidelines for drug related  
incidents**

*Our Vision Statement*

*'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well being.'*

# Document Control

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## Change Record

Date	Author	Version	Change Reference
2007		001	
Jan 2015	CAJ	002	Updated
March 2015	PP+C	003	Minor addition and agreed
Nov 2017	CAJ	004	Reviewed and updated
Nov 2020	CAJ	005	Reviewed

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## Distribution

Reviewers	Approvers	Distribution
LAPD Committee	Full Governing Body	All staff

**Rationale:**

Hitherfield School places the health, safety and security of the children and staff as its highest priority. This policy has been put in place to ensure that all pupils have access to clearly planned drug education, appropriate to their age and maturity, which will contribute to the children's safety. In addition, it should give them an understanding of drugs in order for them to make informed decisions about their lifestyle.

This document has been written to ensure best practice and procedures are carried out at Hitherfield Primary School.

**Legal Requirements:**

The Science National Curriculum  
(September 2014):

- Pupils in Year 2 describe the importance for humans of exercise, eating the right amounts of different types of food and hygiene.
- Pupils in Year 6 recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function.

**Aims:**

This policy outlines Hitherfield's substance misuse prevention and education policy as well as the school's policy on substance misuse by staff, parents and visitors to the school.

Hitherfield Primary School aims to:

- Enable pupils to make informed healthy and safe choices by increasing their knowledge, challenging their understanding and developing their skills.
- Support children in developing their communication skills to help them to assert themselves, resist pressure and make responsible decisions.
- Provide accurate and comprehensive information about substances and promote an understanding of rules and laws.
- Outline procedures for dealing with drug related incidents in school.

**TEACHING METHODS:**

Whilst the majority of the teaching will be undertaken as part of the PSHE curriculum, other national curriculum subjects will support the teaching of drug education e.g. science. Teaching will begin from a needs assessment (to identify children's current level of knowledge and understanding) and then use a range of varied approaches to ensure the programme is thoroughly taught including using methods that are interactive and facilitative; encouraging skill development (that can be applied to many areas of PSHE not just specifically drug education e.g. joining in discussions and listening carefully); encourage the children to challenge their own and others ideas and encourage the children to explore attitudes and values. In addition to this, teachers should create a classroom climate conducive to open discussion both as a class whole class and in small groups.

Drug education should begin early and continually be revisited as children progress through the school (as experience, needs and understanding changes).

Children will be taught by their class teachers however, outside agencies will, on occasion, be used to support the teaching of drug education e.g. advisers from the Health Education Link Service or other medical professionals.

### **MANAGING MEDICINES:**

In most cases, parents/carers, not teachers, will administer medicines to their children themselves outside school hours. Where this is not possible:

- Parents/carers of children in need of medication must ensure that the school is accurately advised in writing about the medication, its usage and administration. There is a form in the main school office that parents must complete before the school can administer medicines.
- Primary aged children may be able to administer their own medication, under supervision, but only with the written agreement of their parents/carers.
- The final decision for staff to administer medicines will be made by the Executive Head Teacher or Head of School.
- All medicines will be stored securely with access only by, or with permission from the admin staff or other qualified First-Aider.

### **Confidentiality:**

The welfare of children will always be central to the school's policy and practice. All pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. However, in line with Child Protection procedures, teachers will not be able to promise complete confidentiality and information about a child in relation to drugs will follow the same procedure as for other sensitive information.

### **Workplace health:**

Members of staff need to be aware of procedures in relation to working and drug taking. Staff need to be clear about how they may access support, if required.

## **RESPONSIBILITIES OF STAFF AND GOVERNORS**

- Overall responsibility for this Policy is with the School Improvement Leader for PHSE

### **The governing body is responsible for:**

- Reviewing and approving the policy and monitoring its implementation.

### **The Personal Social Health Education Coordinator is responsible for:**

- Writing and updating this Policy and Scheme of Work in light of initiatives and change, and monitoring the development of the subject throughout the school.
- Guiding and supporting teachers in the implementation of this policy.
- Co-ordinating external agency support if and when required.
- Monitoring the effectiveness of this policy.
- Co-ordinating classroom practices and guidelines across the curriculum and ensuring the development of subject skills.
- Auditing and monitoring resources throughout the school to ensure that there are sufficient age-appropriate and ability-appropriate resources for effective teaching and learning.

**This policy is a working document and will be reviewed every three years.**

**Last reviewed:** November 2020

**Next review date:** November 2023