



# **Management of Drug Related Incidents Policy**

**March 2026**

**Approved by the Governing Body Strategy Group 05/03/26**

**This Policy is due for renewal in Term 4  
2027–28**

# **MANAGEMENT OF DRUG RELATED INCIDENTS POLICY OF GODINTON PRIMARY SCHOOL**

## **SECTION ONE – INTRODUCTION**

The school boundaries are defined as any area where a pupil is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil is in the charge of the school and its staff, whether this is within or outside school hours.

The school has a separate policy for drugs education within the school. This policy should be read in conjunction with the school policies for **PSHE** (Personal, Social and Health Education) and **RSE** (Relationship and Sex Education), Teaching and Learning, Equal Opportunities, Medical Needs, Smoke-Free, Inclusion, Health and Safety, Science and Child Protection (Safeguarding).

This policy is informed by the DfE guidance ‘DfE and ACPO Drug Advice for Schools’ (2012)

Support and advice on all drug related matters is available from KCC.

Drug and drug education in the context of this document are inclusive terms including tobacco, e-cigarettes / vaping, alcohol, illegal drugs, medicines and other substances such as solvents.

## **SECTION TWO – RESPONDING TO CONCERNS ABOUT PUPIL DRUG MISUSE**

2.1 The school will follow the guidance of the KCC Drug Alcohol Action Team ‘School incident management procedures’.

2.2 If a pupil is suspected of being involved in substance misuse, is causing concern about his/her substance use, or makes a disclosure about their own or their family’s substance misuse, the School Drugs Co-ordinator (Headteacher) will make an assessment of the extent of the drug misuse. Following this assessment action must be taken to safeguard the pupil and, if appropriate, refer the pupil to local Young Person’s Substance Misuse Services for further support. The Drug Use Screening Tool (DUST) will be used to help support this process. Referral to the local Drug Intervention and Support Programme may also be an option. The school’s Designated Safeguarding Lead should also be informed.

2.3 Communication between staff and early involvement of parents/carers and police should set the scene for early, supportive pastoral intervention. An appraisal should take

place to determine the nature of the pupil's needs and the additional support a pupil might need if, for example:

- their knowledge about drugs is low
- they rely upon frequent use of drugs
- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision as part of Youth Service or Kent Drug & Alcohol Action Team (DAAT) activity)

### **SECTION THREE – PROCEDURE FOR MANAGING PUPILS SUSPECTED OR FOUND IN POSSESSION OF UNAUTHORISED DRUGS**

3.1 All teachers have a duty of care towards their pupils and the pupils' safety and well-being is of paramount importance.

3.2 If a pupil/student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary, the young person should go to the local Accident & Emergency Unit. The School Drugs Co-ordinator will contact his/her parents or carers and request they collect him or her from school. If they are unavailable, the pupil will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken.

3.3 If a pupil brings alcohol or drugs to school or the school has good reason to believe they have done so, or if a pupil is found with a substance or a drug thought to be unauthorised, the following procedures should be followed and parents will be immediately informed unless this is not considered to be in the best interests of the pupil in which case Child Protection Guidelines should be followed

3.3.1 All unknown tablets, powders and substances should be regarded as unauthorised.

3.3.2 There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC's Children, Families and Education Health and Safety Unit. (01622) 694144. A document entitled "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes" is available from KCC.

3.3.3 The Police should be the first point of contact with regard to confiscation of suspected illegal drugs in schools and should be contacted in the most appropriate way (999 / 101 or local police station) so that their assistance with any search or confiscation can be obtained.

3.3.4 The police recognise that these issues will impact on the young person, their families, friends and the wider school community.

3.3.5 Substances should **NOT** be destroyed or flushed down the toilets.

3.3.6 If a pupil/student has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.

3.3.7 Staff will inform the head teacher and the School Drugs Co-ordinator as soon as possible after they have ensured the safety of the pupil/student and any other pupils/students involved.

3.3.8 The school will encourage co-operation from pupils when asked to empty their pockets/bags and hand over the suspected drugs. The school will follow DFE Guidance 'Searching, Screening and Confiscation' – 2022 which specifies the circumstances under which school staff can search a pupil for any item with and without consent where they have reasonable grounds for suspecting that the pupil may have a prohibited item including drugs and tobacco. Further information can be found in the school's Behaviour and Discipline Policy.

3.3.9 If it is established that the incident is drugs related, the head teacher will contact the Chair of Governors to inform them of the situation.

3.3.10 Teachers cannot guarantee confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information will be passed immediately to the school's child protection co-ordinator. A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.

3.3.11 Staff should record what has happened and all actions taken as soon as possible and the witness should countersign your statement.

3.3.12 If the head teacher or drugs co-ordinator is unavailable or the incident happens off site alternative arrangements should be in place. (See section 7 below)

## **SECTION FOUR – FURTHER RESPONSE, SUPPORT AND SANCTIONS**

It is important that sanctions are appropriate, justifiable, proportional and necessary and it may be that the pupil is in need of additional support and/or educational input regarding the issues surrounding drug misuse.

4.1 The police can, on request, if they consider this to be appropriate, use the Drug Use Screening Tool (DUST) to assess the most appropriate intervention and will take legal action, including arrest, if considered necessary and requested by the School Drugs Co-ordinator / Headteacher. A decision will be made in partnership with the school and with due consideration of all available information.

4.2 Pupils of primary school age will require an individual approach. Consultation with agencies will assist in supporting the school and pupils. The Designated Safeguarding Lead (DSL) has contact numbers and any referrals will be made by her.

Sanctions will be managed in line with the school's behaviour and discipline policy. Fixed term or permanent exclusion will only be considered as a last resort when the incident is extremely serious or part of a pattern of persistent behaviour.

## **SECTION FIVE ALCOHOL AND TOBACCO**

5.1 Alcohol and Tobacco (AT) misuse by pupils/students is a serious issue for schools. Research shows that the younger pupils/students enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the pupil/s and inform parents/carers as soon as possible.

5.2 The school has a separate policy for smoking (smoke-free policy) and is a smoke free site. The school adheres to the Licensing Act 1964 and other alcohol legislation.

5.3 The police are not normally called to deal with pupils/students involved with alcohol or tobacco issue except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to pupils/students or where there is a risk of violence or Child Protection concerns. There may be grounds for informing the local trading standards office of issues related to alcohol and tobacco sales.

## **SECTION SIX – RESIDENTIAL AND OFFSITE VISITS**

6.1 Residential and off site visits are fully risk assessed. Expectations of pupils and staff are also be considered and agreed.

6.2 If a drug related incident occurs during a foreign trip, it is advisable to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.

## **SECTION SEVEN – CONFIDENTIALITY AND SAFEGUARDING**

Schools must be absolutely clear about the boundaries of their legal and professional roles and responsibilities. The school has a clear and explicit confidentiality policy which ensures good practice throughout the school and which both pupils and parents/carers understand. Teachers cannot guarantee absolute confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information must be passed immediately to the appropriate person (designated child protection co-ordinator). A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.

## **SECTION EIGHT – STAFF RESPONSIBILITIES**

8.1 As an employee, Godinton Primary School has a duty under:

- The Health & Safety at Work etc. Act (1974)

to ensure, so far as reasonably practicable, the health, safety and welfare at work of our employees and to protect others who might be affected by employee actions. Employees also have a personal responsibility to take reasonable care of themselves and others.

- The Management of Health & Safety at Work Regulations (1999)

to assess and control the risks to the health and safety of our employees.

- The Road Traffic Act (1988)

states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive due to alcohol or drugs is guilty of an offence.

- The Misuse of Drugs Act (1971)

is the principal legislation for controlling drugs. Almost all drugs with the potential for dependency or misuse are covered by it. This act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances i.e. when prescribed by a doctor.

8.2 Staff are responsible for ensuring they are fit for work and remain so during the working day. They should inform their manager if they are taking prescription medication or over the counter medication that could impact on their ability to work safely and/or perform in their role. It is not acceptable for a member of staff be unable to attend work due to having a hangover. If any member of staff has a drug or alcohol problem that is having an impact on their work then they should discuss the matter with the Headteacher who will support them in seeking appropriate treatment from Occupational Health, Support Line or other agencies.

8.3 If a member of staff has had an alcohol or substance dependency in the past, this should be declared to the Headteacher. This should have been declared on staff's pre-employment health screening document, completed when the offer of employment was made.

8.4 Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils, therefore the head teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work under the expectations outlined in the school's whistleblowing policy.

8.5 This school is a smoke free school, in line with national legislation effective from 1 July 2007. Staff smoking on school premises or who bring illegal drugs on to school premises will be deemed to be in breach of their contract. All staff are expected to adhere to the school's smoke-free policy. Smoking includes the use of vaping products and e cigarettes.

8.6 The school will make every effort to support any member of staff who is having trouble with drugs or alcohol and encourage them to seek appropriate professional help.

All staff must adhere to the school's Code of Conduct, which should be read in conjunction with policy. It makes specific reference to drug and alcohol use.

## **SECTION NINE – PARENTS AND CARERS AND DRUG RELATED INCIDENTS**

9.1 Godinton Primary School informs parents about all aspects of its policies upon request; the policy is available on the school website as well. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and pupils safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school and pupils. The school informs parents/carers of any local concerns/issues.

9.2 Parents/carers should be encouraged to approach the school if they are concerned about any issue related to drugs and their child. Schools can refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups. The school's Family Liaison is also a valuable line of help and support to parents.

9.3 Godinton Primary School aims to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour that might indicate that the child is experiencing difficult home circumstances. If the behaviour of a parent / carer relating to drugs is putting a child at risk, the school will follow its usual child protection procedures.

9.4 Where the help of external services might be needed, and the child's safety is not considered at risk, we will liaise outside agencies who may be able to offer help and support.

9.5 When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.

9.6 Where the behaviour of an intoxicated parent/carer repeatedly places a pupil at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary. The school's Designated Safeguarding Lead must also be involved as circumstances could result in a child protection concern and agencies notified.

In these circumstances, It is important to gain support from other colleagues to act as a witness and/or give additional guidance when addressing parent/carers whom are intoxicated.

## **SECTION TEN – EQUALITY, DIVERSITY AND INCLUSION**

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

## **SECTION ELEVEN – CHILDREN IN CARE**

As for all our pupils, Godinton Primary School is committed to helping every Child in Care (CIC) to achieve the highest standards they can. Staff are aware that CIC can be at risk of underachieving at school because they have experienced disruption to their family life and education. Some may have low expectations, poor emotional and psychological health and a lack of family support. Godinton Primary School will support CIC with all drug related issues.

## **SECTION TWELVE – MONITORING, EVALUATION AND POLICY REVIEW**

This school will review its policy in line with current KCC and DCSF Guidance:

- There is a named co-ordinator for drug policy development, (Jill Talbot)

- Senior managers are involved in monitoring and evaluation.
- Consultation takes place and the policy is modified where appropriate.
- There is ongoing monitoring and evaluation of the effectiveness of this policy to ensure that needs are met.

## Record of Incident Involving Unauthorised Substances

- |                                                                                                                                                                                                                                                                                                                    |                        |                                                                                                                                                                        |                  |                   |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|-----------------------------------|
| Concern established after following up a suspicion or allegation                                                                                                                                                                                                                                                   | Discovery OFF premises | Discovery ON premises                                                                                                                                                  | Pupil disclosure | Parent/carers use | A parent/ carer expresses concern |
| Name of pupil*:<br><br>Pupil's form*:<br><b>(*For school records only)</b><br>Age of pupil:<br>Male/Female<br>Ethnicity of pupil:<br>(For DAT records**) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> Tick box if second or subsequent incident involving same pupil |                        | Name of school:<br><br>Time of incident <span style="float: right;">am/pm</span><br><br>Date of incident:<br><br>Report form completed by:                             |                  |                   |                                   |
| First Aid given? <span style="float: right;">Yes/No</span><br>Ambulance/Doctor called?(Delete as necessary) <span style="float: right;">Yes/No</span><br>Called by:<br>Time:                                                                                                                                       |                        | First Aid given by:                                                                                                                                                    |                  |                   |                                   |
| Drug involved (if known):<br>(e.g. Alcohol, Paracetamol, Ecstasy)                                                                                                                                                                                                                                                  |                        | Sample found? <span style="float: right;">(Yes/No)</span><br>Where retained:<br>Witness name:<br>Disposal arranged with:<br>(Police, Environmental Health)<br>At time: |                  |                   |                                   |
| Senior staff involved:                                                                                                                                                                                                                                                                                             |                        |                                                                                                                                                                        |                  |                   |                                   |
| Name of parent/carers informed:<br>Informed by:<br>At time:                                                                                                                                                                                                                                                        |                        |                                                                                                                                                                        |                  |                   |                                   |
| Brief description of symptoms/situation:                                                                                                                                                                                                                                                                           |                        |                                                                                                                                                                        |                  |                   |                                   |

Other action taken: (e.g. Connexions or other agency involved: Educational Psychologist report requested: case conference called: pupils/staff informed: sanction imposed: LEA/GP/Police consulted)

(continue on blank sheet if necessary)

(continue on blank sheet if necessary)

•• Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.