



The Priory School, Hitchin

Educating Students for Success in Life

Name of policy	Drugs
Statutory	No
Date policy was updated	Autumn 2025
Date of next review	Autumn 2026
Governors committee	Wellbeing and Inclusion
Member of staff responsible for the policy	Lawrence Foster

Responsibility **Respect** Resilience

The Priory School

Drugs policy

This school defines the term 'drug' as any substance, which affects the way in which the body functions physically, emotionally or mentally. This includes tobacco, E-cigarette fluid, alcohol, over the counter and prescribed medicines, legal highs, nitrous oxide, solvents and gases as well as illegal drugs.

Policy rationale

- 1.1 The school believes it has a duty to inform and educate young people on the consequences of drug use and abuse. It takes the view that a non-sensationalist approach is the most effective.
- 1.2 High quality drugs education is an educational entitlement of all students. Our drugs education reflects whole school aims to provide a caring community in which young people can learn to respect themselves and others and take responsibility for their own actions.
- 1.3 The school is committed to both the health and safety of all its school community and will take action to safeguard its wellbeing.
- 1.4 The school recognises the importance of its pastoral role in the welfare of young people, and through a positive school ethos, will seek to persuade students in need of support to come forward.

2 Aims

- 2.1 To provide the opportunity for all students to be equipped with the knowledge, understanding, attitudes and skills they need to avoid the misuse of drugs.
- 2.2 To provide the opportunity for all students to gain an understanding about the risks and consequences involved in the misuse of drugs.
- 2.3 To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- 2.4 To enable all students to identify sources of appropriate support.
- 2.5 To reduce the number of people who engage in drug misuse.
- 2.6 To attempt to make the misuse of drugs less culturally acceptable through the promotion of a healthy school.

We intend to achieve these aims through:

- 2.7 A co-ordinated and consistent approach to delivering drugs education through relevant subject curriculum time, cross-curriculum opportunities and the work of the school pastoral team.
- 2.8 Content and teaching approaches, which match the needs and maturities of all our students, including those with SEN, English as an Additional Language and culturally different attitudes to drug use.
- 2.9 Involvement of key stakeholders, including colleagues, parent/carers, students, and relevant visitors.
- 2.10 Training and support for colleagues in the planning and delivery of drug education.
- 2.11 Recognising that adults act as role models for children and therefore seeking to lead by example.

3 Establishing the School Boundaries:

- 3.1 This policy applies on school premises at all times in line with the Behaviour for Learning Policy. It applies on school visits and trips out of school, study leave, work experience and other events related to the school (**Section 90 of the Education and Inspection Act 2006 to discipline students for misbehaviour outside of the school premises**). This policy applies when students are travelling to and from school in uniform as they are considered to be representing the school.
- 3.2 The school actively co-operates with other agencies such as the Police, Social Services, LEA and Health and Drug Agencies to deliver its commitment to dealing with drug incidents.

4 Procedures for Over the Counter Treatments and Prescribed Medication

- 4.1 Any over the counter treatments and prescribed medication must be stored with colleagues at the main office and must have the students name clearly written on it as well as the date

- when sent into school. Parent/carer must complete an official form which is held in the main school office and this must be returned before any medicine can be brought on site.
- 4.2 No student is to have any medication upon them unless this is accompanied with a note by the parent/carer which has then been agreed to by their Head of Year after consultation with the Head of Key Stage. Any student caught with medication upon them without a note will have the medication confiscated and the incident will then be referred to their Head of Year.
- 4.3 No member of staff is to assist a student in the taking of medicine except with a letter of consent from a parent/carer or in a First Aid Emergency who has received the appropriate First Aid training - e.g. Epipen.
- 5 **Managing Drug Related Incidents:**
- 5.1 The Priory School follows current National and LEA Guidance for schools.
- 5.2 No person is permitted to smoke anywhere on the school premises, as laid out by the legal changes of July 2007. Students smoking on the school site or within the jurisdiction of school (3.1) will be sanctioned in line with the Behaviour for Learning Policy.
- 5.3 Students consuming alcohol on the school site or within the jurisdiction of school rules (3.1) will be sanctioned in line with the Behaviour for Learning policy.
- 5.4 The possession of and or intention to supply drugs as defined by this policy will be a serious breach of the school Behaviour for Learning Policy as such actions place other students at risk. The school does not tolerate the use of illegal drugs, alcohol, tobacco, solvents or aerosols by students, nor the illegal supply of these substances. Each drug related incident will be fully investigated and any consequences will be based on the school Behaviour for Learning Policy. Supplying or intending to supply drugs may lead to a permanent exclusion.
- 5.5 We have a range of professional colleagues who can give advice and support in drug related situations. These colleagues can help with a needs assessment and support us in delivering the right response. The student(s) will always be told when information is being passed on. Students must be informed that confidentiality cannot be promised.
- 5.6 In most circumstances parent/carer and the police will be informed where any use of an illegal substance is suspected. However, the school reserves the right to withhold this information.
- 5.7 Solvents and aerosols are not to be used by any student during school hours. This applies to any school run activity including residential trips. Any deodorants should be in the form of a roll-on or stick. Such items may be abused as well as trigger asthma in those susceptible to it, and can be harmful to the environment.
- 5.8 A student who arrives at school suspected to be either under the influence of drug or smelling as if they have been in the presence of others acting in this way may be suspended and sent home.
- 6 **Procedures for substance related problems:**
- 6.1 In any incident involving the suspected use of illegal substances or the discovery of suspected illegal substances it is important that any member of staff dealing with the incident has a colleague witness to all proceedings. Do not taste, sniff or burn anything. Do not keep the substance on your person but place in a secure location. In the event of any equipment associated with substance use, especially needles and syringes, students must not be allowed to handle them. All equipment must be handled by adults with the utmost care. Colleagues must not pick up needles unless it is absolutely necessary. Materials must be placed in a secure and rigid container to wait collection by the appropriate service.
- 7 **If a student's behaviour indicates that a prohibited substance has been consumed**
- 7.1 Senior colleagues must be informed (DHT, AHT, Head of Key Stage).
- 7.2 The student should be searched in line with the Searching, Screening and Confiscation Policy.
- 7.3 Appropriate medical advice will be sought.
- 7.4 An investigation to ascertain the key facts will be co-ordinated by Head of Key Stage.
- 7.5 Parent/carer will be informed directly of the incident and where required the student taken from the school for medical examination.
- 7.6 Parent/carer will be invited in to discuss the incident, to discuss the support available and where relevant potential consequences.
- 7.7 The police will be informed where any use of an illegal substance is suspected. Any illegal or suspected illegal substances will be handed over to the police in line with the Searching, Screening and Confiscation Policy.

- 7.9 Where the substance consumed is legal (alcohol, glue etc.) the school will dispose of this material in line with the Searching, Screening and Confiscation Policy.
- 8 **If a substance which is suspected to be illegal is found/confiscated in school our procedure is as follows:**
- 8.1 If an illegal substance is found/handed in this needs to be immediately reported to a senior member of staff. The substance is placed in a sealed container, dated and signed by a senior member of staff and a witness. An official report should be completed which includes the time, place and circumstance in which the substance was found confiscated. It is then placed in the school safe and the police contacted to arrange for its safe disposal.
- 9 **If a substance which is suspected to be illegal is found/confiscated during any school-related event or trip (in the UK or abroad) our procedure is:**
- 9.1 The suspected illegal substance will be placed in a sealed container, dated and signed by the Trip Leader and a witness. The member of staff must take into consideration the laws of the country being visited and seek advice from the school Senior Leadership team. If the police of the country are involved then then Trip Leader will collaborate fully with them.
- 9.2 The SLT link will inform the parent/carers regarding the incident and what the required actions will be.
- 9.3 The Trip Leader will conduct an investigation with relevant witness statements taken.
- 9.4 On the return of the school related event or trip the parent/carers will be invited in to discuss the incident, the support available and potential consequences.
- 10 Monitoring**
- 10.1 Lessons on education on substance use and misuse will be observed in the normal programme of monitoring teaching and learning.
- 10.2 The Student Wellbeing Committee will review the provision of the policy annually to ensure it meets statutory requirements and the needs of the school.

Relevant other policies:

Restrictive Physical Intervention Policy	Screening, Searching & Confiscation Policy	Behaviour for Learning Policy
Anti-bullying Policy	Child Protection Policy	Home School Agreement
Medicine Policy	Offsite visits & LOtC Policy	