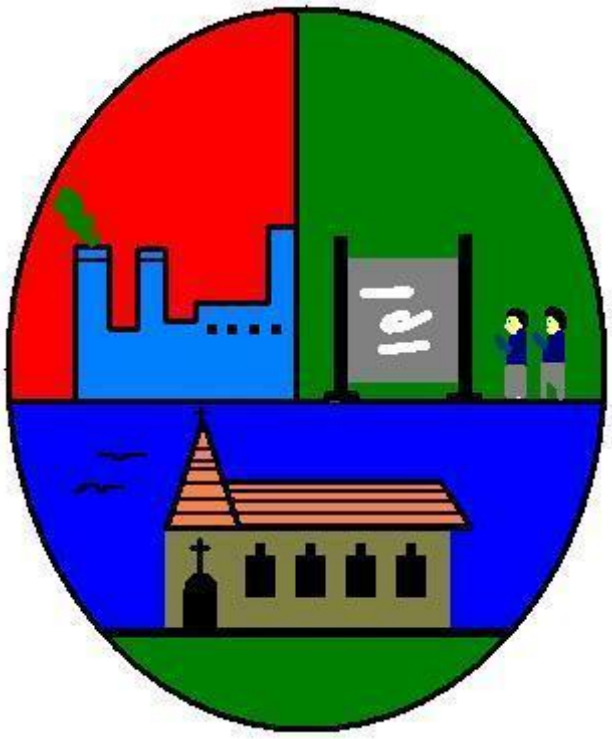
St Mary's CIW VA Primary School



Substance Misuse Policy

Approvals	
Approved by Governing Body on	Spring 2026
Review and Update	3 years from date above
Model Policy Implementation	
Signed: Chair	
Signed : Headteacher	

Substance Misuse Policy

Primary

Review Governor:

Subject Leader:

Signed by Chair of Governors:

Date policy adopted by Governing Body:

Review date:
(Subject to latest guidance)

Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 14 as standard.

Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request.

To request a copy of this document in an accessible format contact St. Mary's school by phone – 01978 722970 or email – mail@stmarysbrymbo.co.uk

Note: Schools will need to make sure that they have procedures in place to deal with requests.

1. Introduction

The Welsh Government's (WG) 10-year strategy, *Working Together to Reduce Harm*, establishes the parameters of how substance misuse can be addressed. The Preventing harm priority action area within *Working Together to Reduce Harm* aims to help children, young people and adults resist or reduce substance misuse by providing education about the damage that substance misuse can cause to their health, their families and the wider community. This includes delaying the age that children and young people start drinking. It also includes action to identify people at risk of substance misuse and/or in need of support and signposting to further information, support or diversion activities.

We participate in Wrexham Healthy Schools Scheme and recognise the value of taking a whole school approach which includes curriculum, school environment, ethos, leadership and community links.

2. Definition of a Substance

The standard definition of a drug or substance used for this policy is - *'A substance is something people take to change the way they feel, think or behave'(* United Nations).

A defined range of the substances covered by the policy should include:

- alcohol,
- over the counter medicines,
- prescription only medicines such as anabolic steroids and benzodiazepines
- illegal substances such as heroin, cocaine, ecstasy, amphetamines, LSD, cannabis, magic mushrooms
- Volatile substances such as aerosol propellants, butane, solvents and glues.
- New Psychoactive Substances (NPS), legal highs

Many drugs are lawfully carried as medicines. There is a clear policy on the administration of medicines. If pupils supply prescription drugs to others in school, they are acting unlawfully and therefore this policy will apply.

Refer to Smokefree policy regarding tobacco and e-cigarettes

3. Aim

To empower children and young people to make responsible and well informed decisions about substances used and or misused within society. We aim to be sensitive and respect differences whilst enabling pupils to understand the risks associated with substance use and misuse.

4. Objectives

- To actively participate in the Wrexham Healthy School Scheme and develop St. Mary's school as a health promoting environment
- To increase pupils' knowledge, understanding, experience and attitudes towards substance misuse
- To provide consistent messages about substance misuse within and outside of the taught curriculum
- To manage substances related incidents with due regard for our legal obligations
- To protect the well being of the whole school community

5. Curriculum

Effective Substance Misuse Education will enable children and young people at St. Mary's school to make responsible informed choices about their lives. It will not be delivered in isolation; this will reflect the approach within the Health and Well Being Are of Learning and Experiences for Wales, which underpins this Policy.

	Foundation Phase	
	SME is expressed through the skills of well-being, children should be given opportunities to: ● develop an understanding about dangers in the home and the outside environment ● understand that medicines are taken to make them better, but that some drugs are dangerous	
Key Stage	**PSE Framework**	**Science**

2	*Learners should be given the opportunities to:* ● to increasing responsibility for keeping the mind and body safe and healthy *and to understand* ● harmful effects both to themselves and others of tobacco, alcohol and other legal and illegal substances	*Learners should be given the opportunities to study:* ● The effect on the human body of some drugs, e.g. alcohol, solvents, tobacco

Largely, education about Substance Misuse will take place in PSE and Science lessons but will also be delivered through other subjects including English, Welsh and Drama.

5.1 <u>Delivery</u>

At St. Mary's school, pupils will learn about Substance Misuse Education using approaches that provide:

·%1 Consistent accurate information presented simply and clearly
·%1 Informative and accessible reading material
·%1 Access to peers and credible adult experts, in addition to teachers/youth workers.
·%1 Stimulating and enjoyable tasks
·%1 Appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.

5.2 Use of outside Speakers

Where people from external agencies are invited into the school they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it. Visitors delivering Substance Misuse Education will be involved in the planning of the full programme and contribute their specific expertise where required e.g Police School Liaison Officer, Youth Worker, Healthy Schools.

6. Training

SMT will ensure that there is adequate training and resources for all staff involved in the delivery of the aims and objectives of the Substance Misuse Policy

7. Media Contact

Staff at St. Mary's will not report incidents and/or issues concerning Substance Misuse to the local press and media generally. The Head teacher, in consultation with the LEA and Governors will deal personally with all media matters. All media enquiries will need to be referred to the Wrexham Council Press Office.

8. Procedures for dealing with an incident. *(appendix 1 and 2)*

Staff who become aware of difficulties and/or incidents involving pupils and drugs will inform the responsible staff member. The responsible staff member will then notify the head teacher. The response will depend on the type and degree of risk, with some situations requiring immediate action.

<u>Immediate action</u> is needed when there is a clear risk to safety, for example:

Example	Action
An adult collecting a child or young person appears to be under the influence of drink or drugs	Apply locally agreed children and young people safeguarding procedures, involve the police if adult is aggressive
A child or young person/adult appears ill or unsafe as a result of substance misuse	Obtain medical advice, note relevant facts and inform parent/carer
Substances are being supplied on, or near premises	Contact police
There is ready access to controlled drugs	Contact police
The premise has potentially hazardous substance misuse related litter e.g. needles, syringes	Arrange safe removal of litter according to Health and Safety Policy
A child/young person discloses that they are misusing drugs or their parent or other family members are misusing drugs	Contact social services or specialist substance misuse service for advice on how to respond.

<u>Less immediate action</u> e.g. observation, interview, consultation with other agencies, continued monitoring, may be appropriate when there are:

·%1 Generalised allegations or concerns about a particular pupil or family
·%1 Refuted/inconsistent disclosures
·%1 Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances)
·%1 Concerns but no evidence of immediate risk to safety

<u>Actions requiring referral to other organisations</u> include:

·%1 Investigation of criminal activity, including searching persons or personal property
·%1 Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel
·%1 Assessment and providing support and services to vulnerable or troubled children and families are matters for social services

·%1 Counselling and drug treatment programmes require trained staff, normally accessible through social services, health or specialist substance misuse services

9. Contact with Parents

There will be a reasonable attempt to contact parents to inform them that a search will take place. Parents will be informed of any drug related incident unless:

·%1 There are child protection concerns
·%1 It would interfere with a school investigation
·%1 It would interfere with a police investigation
·%1 It could result in greater harm to the child for another reason.

10. Contact with Police

There are three main levels of response that the Police can provide when responding to incidents of substance misuse:

1. Collection and administration of any suspected substances
2. Partnership investigation;
3. Formal police investigation.

For ALL substance misuse incidents the school will involve the School Community Police Officer and not the emergency police. If they are not available and if the situation is an emergency, then a 999 call may be necessary for a quicker response.

11. Procedure for Dealing with a Pupil after an Incident

Staff who become aware of difficulties and/or incidents involving pupils and substances will inform the head teacher.

The response will depend on the type and degree of risk, with some situations requiring immediate action and others requiring time for assessment of information, seeking advice and the involvement of other agencies. In all cases the safety and security of pupils is a priority.

If a pupil is at risk because of impaired mental state, parents should be contacted and required to take control of their child. Failing that, any emergency contact will be asked to assist. Alternatively social services and police can be called for advice.

11.1 Supporting pupils after an incident

The school should have procedures in place to protect the welfare of any pupil after a substance misuse incident. They may require support in the period following a substance misuse incident or disclosure of illegal substance misuse, as they may feel extremely vulnerable at this time. Monitoring and support should be based on a behavioural contract agreed by the pupil and his or her parents/cares. Some pupils will; be attending school and also having additional specialist support or treatment provided by outside agencies. In these cases the school will need to liaise closely with social services and/or other service providers and agencies involved. The range of responses applied by the school for substances misuse incidents should be consistent with responses for other reasons.
The range of responses may include:

- Pupil assistance programmes
- School based counselling
- Youth support services (e.g. in2change)
- Behaviour contracts
- Restorative approaches
- Fixed term exclusion
- Permanent exclusion

11.2 <u>Recording of Incidences</u>

At St. Mary's the system for recording an incident will include accurate factual records of all Substance Misuse and related incidents using:

- Incident Record Form *(appendix3)*
- Interview Record Form *(appendix 4)*

The record of the incident and interview will be signed and dated by the responsible member of staff / Police, including at least one witness.

11.3 <u>Out of School Procedures</u>

The school has no role in dealing with drug incidents outside school hours and premises other than:

- On school trips and visits, when the same rules and procedures will be applied as far as is reasonable and practicable
- By passing information onto relevant agencies when the safety or well being of a pupil is threatened
- To assist police in preventing the use of land surrounding the school for drug trading.

On residential trips with sixth form students, staff will not allow pupils to consume alcohol unless there is parental consent.

12. Safeguarding and Confidentiality

Teachers will not promise confidentiality The boundaries of confidentiality will be made clear to pupils. It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it will be discussed with a senior member of staff.
Confidentiality may be broken against the wishes of the person confiding the information when necessary:

- where there is a children and young people safeguarding issue
- where the life of a person is at risk or there is risk of serious harm to others
- when criminal offences are disclosed

Every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

13. Procedure for Dealing with Incidents Involving Staff

Substance Misuse related incidents involving staff is subject to the 'Disciplinary Procedures for School Staff'

13.1 Procedure for Dealing with Adults (not staff)

St. Mary's School will not release pupils into the care of other adults where there is a possibility of harm to that pupil. Where there is evidence that parents or carers arriving at school to collect pupils are under the influence of drugs or alcohol, Social Services or Police will be contacted in line with the Child Protection Policy.

Where a parent or visitor is / or appears to be under the influence of a substance on the school premises and they will be asked to leave immediately. The parent /visitors safety will be ensured, with supervision if necessary. Where illegal substances are involved, Police will be informed.

14. Procedure for discovery of substances or substance related paraphernalia on school grounds

Where a suspected substance is found or recovered within the confines of a school, the Police School Crime Beat Policy recommends the following:

- The head teacher will be informed
- If someone is in possible danger or is likely to be at risk of harm - ring 999
- Contact the School Community Police Officer for disposal and advice re - future action
- If the School Community Police Officer is not available – the local police station should be contacted. Explain the situation and ask for an incident number
- Ensure that the seizure is witnessed in corroboration with another member of staff
- Store it in a suitable location pending police arrival
- An Incident report form will be completed, with witness signatures
- Staff should not attempt to analyse or taste any unidentified substance
- Education with pupils

<u>If needles, syringes or substance related paraphernalia are found on our school premises:</u>

- The head teacher will be informed
- The paraphernalia will be placed in a sharps box, using gloves and tweezers
- Environmental Services will be contacted to empty the box
- Inform the School Community Police Officer
- Incident report form will be completed
- Education with pupils

15. <u>Equality</u>

As an employer and provider of services, St. Mary's school will not unlawfully discriminate on grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

All pupils, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. The school will not tolerate any form of discrimination, harassment or victimisation.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

16. <u>Implementation</u>

The Head teacher and Governing Body have ultimate responsibility for the implementation of the Substance Misuse Policy and management of incidents or disciplinary procedures.

At St. Mary's school, the member of staff with responsibility for Substance Misuse is David Lloyd, Headteacher.

The school Governors will review this policy in line with the review policy timetable. Governors may also be involved in disciplinary proceedings as and when required.

The Governing Body will nominate one governor to take specific responsibility for Substance Misuse (Health & Safety).

17. Monitoring and Evaluation

- Opportunities will be provided which will enable pupils to participate and evaluate what they have learnt according to their age, needs and ability

- Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires

- School Council (if applicable)
- Progress will be monitored at regular intervals by SMT and governors: specific issues will be discussed at staff meetings as appropriate

This policy will be reviewed in accordance with the School Development Plan.

18. References

Working Together to Reduce Harm - The Substance Misuse Strategy for Wales 2008 – 2018

Guidance for Substance Misuse Education (Doc No: 107/2013)

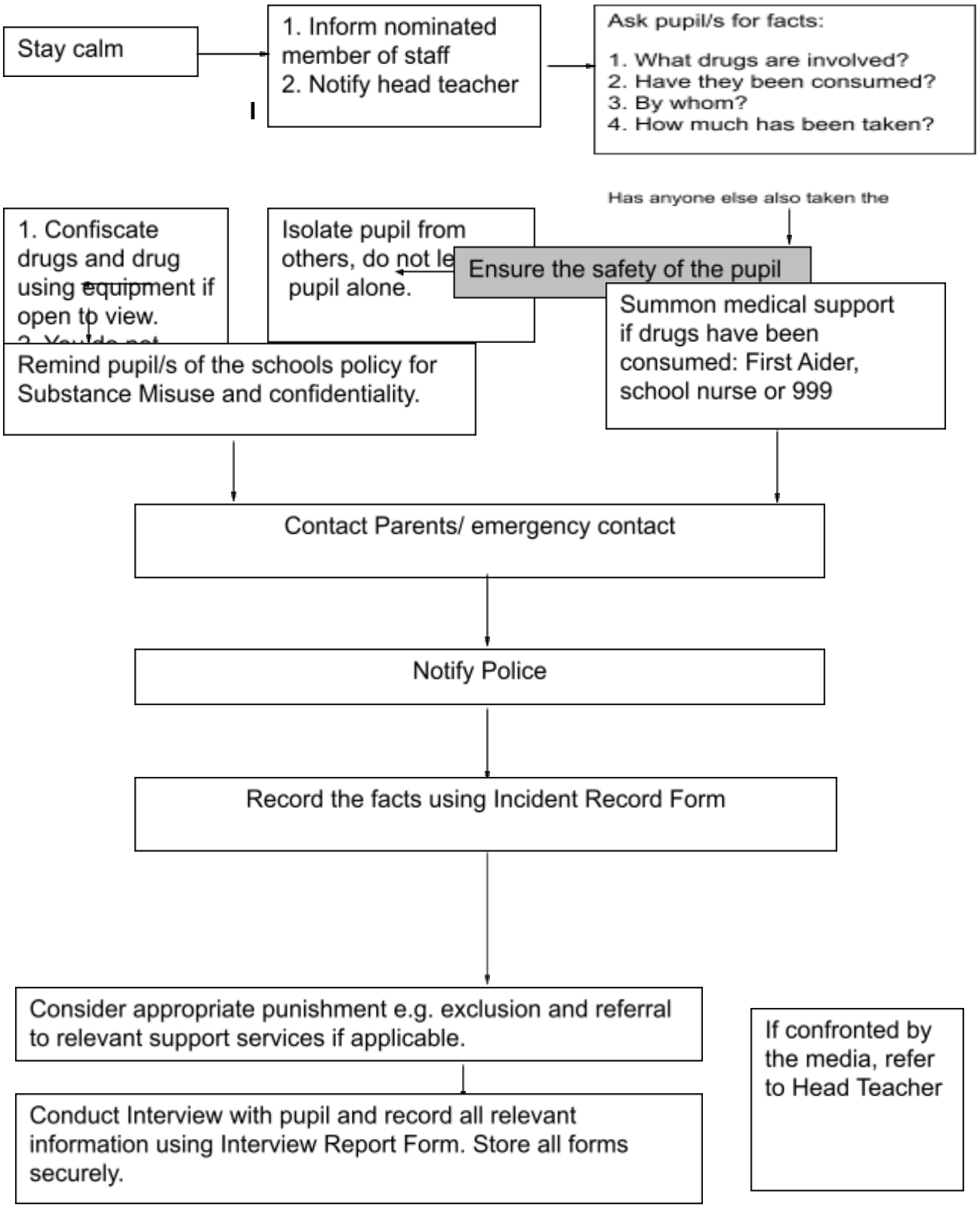
Personal and Social Education Framework (2008)

The Framework for Children's Learning for 3 to 7 Year Olds in Wales (2008)

School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School

(Appendix 1)

Procedure for managing a substance related incident involving <u>Pupils</u>

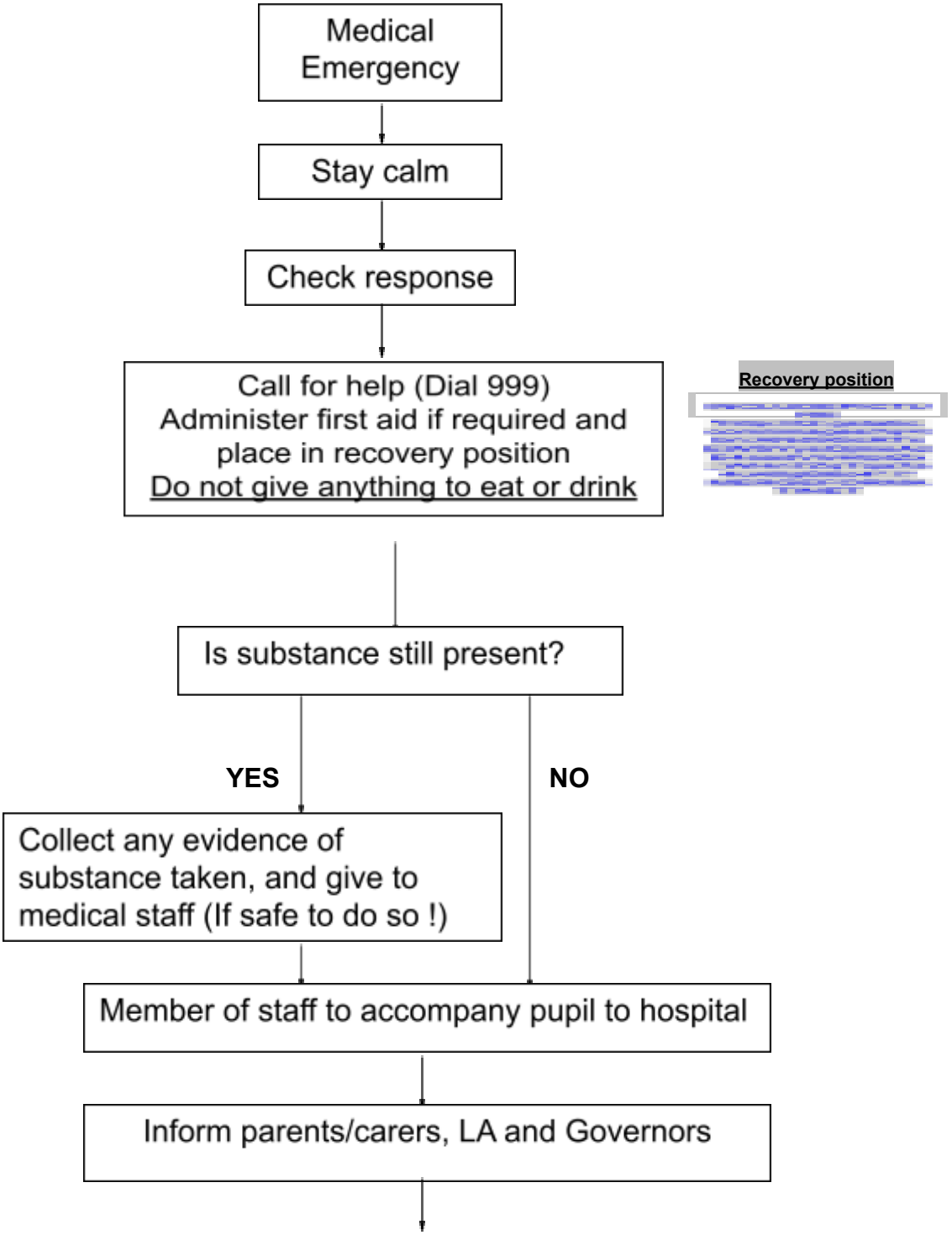


(Appendix 2)

<u>Suggested response procedure: Medical Emergencies</u>

This procedure covers both legal substances and illegal substances

If someone has lost consciousness or gone into a coma after using substances, first aid must take precedence over any other actions. Acute intoxication, unconsciousness and semi-unconsciousness should all be regarded as **Medical Emergencies**. If in doubt, always treat as a medical emergency.



(Appendix 3)

Incident Record Form

School: ……

Date & time of incident:	Date & time reported:	Reported by:

Pupils involved:	Dates of birth:	Home contact no	Parent/guardian
- - -	- - -	- - -	- - -

Description of incident:		
Immediate Action taken:	**By whom:**	**Date & time of action**

(Appendix 4)

Interview Record Form

School: ……

Date & time of interview:	Interviewed by:	Others Present:

Pupil involved:	Date of birth:	Home contact No	Parent/guardian

Home Address:

Summary of incident and action already taken:		
Action to be taken:	**By whom:**	**Date & time:**