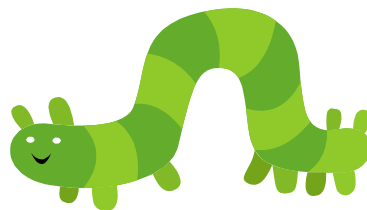




and



Abbots Farm Preschool

Drugs and Alcohol Policy

February 2026

Review by February 2027

Contents:

Statement of intent

1. [Legal framework](#)
2. [Key Role and Responsibilities](#)
3. [Drug Education](#)
4. [Curriculum](#)
5. [Staff Support and Training](#)
6. [Managing Incidents](#)
7. [Monitoring and review](#)

Appendix

[Appendix 1 – Unauthorised Drug Use Reporting Form](#)

Statement of intent

Abbots Farm Infant School and Abbots Farm Preschool take a zero-tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at the school
- Providing a safe and healthy environment which is conducive to education
- Providing a robust policy which outlines our zero-tolerance approach to drugs and alcohol misuse
- Developing and improving the policy by reviewing it after any incident
- Educating pupils on the dangers of drug and alcohol misuse

For the purposes of this policy, a “**drug**” is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Nicotine
- Solvents
- Medicines
- Legal highs
- Caffeine

Signed by:



Headteacher

Date: 20/1/26



Chair of Governors

Date: 20/1/26

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE 'DfE and ACPO drug advice for schools'
- DfE 'Keeping children safe in education 2025'
- DfE 'Mental health and behaviour in schools'
- DfE 'Searching, Screening and Confiscation'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Behaviour and Relationships Policy
- Health and Safety Policy
- Personal, Social and Health Education (PSHE) Policy (including Relationships, Sex and Health Education (RSHE))
- Safeguarding and Child Protection Policy
- Suspension and Exclusion Policy

2. Key Roles and Responsibilities

The senior leader responsible for drug-related issues is the Headteacher.

The **Governing Body** is responsible for:

- Ensuring that effective policies and procedures are in place to make sure that pupils are kept safe from alcohol and drugs at school.
- Ensuring that this policy is maintained and disseminated to all relevant stakeholders.
- Ensuring that pupils experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the headteacher, and in liaison with staff, parents, pupils, health and other professionals, to ensure that the relevant curricula, e.g. RSHE and PSHE, addresses the needs of pupils and the local community, and reflects current trends.
- Ensuring that the designated safeguarding governor submits an annual written report to the governing board concerning drug- and alcohol-related incidents and concerns.

The **Headteacher (Designated Safeguarding Lead)** is responsible for:

- The day-to-day management of this policy.
- Providing a safe environment for all staff, pupils and visitors.
- Working with governors to ensure compliance with relevant legislation.
- Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that staff and pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with pupils to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the Governing Body, via the Designated Safeguarding Governor, of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from pupils' use of drugs and alcohol.
- If appropriate, and where doing so will not place the child at risk, informing parents of any drug and alcohol-related incidents concerning their child.

- Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug or alcohol-related decision, where they deem it appropriate to do so.
- Ensuring a consistent approach to managing drug and alcohol incidents.

All **Staff (both teaching and support staff)** are responsible for:

- Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- Ensuring that their performance and judgement at work is never impaired by alcohol or drugs.
- Understanding how this policy relates to them and their role in drug and alcohol management.
- Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.

The **Caretaker** is responsible for:

- Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the Headteacher.
- Adhering to the sharps procedure at all times when handling needles found on school premises.

External Agencies are responsible for:

- Supporting the school with drug and alcohol issues as required.

3. Drug Education

The school's drug education policy is part of a whole-school approach to the health education of pupils. The overall aim is to give pupils the knowledge, understanding, skills and attitudes to take responsibility for making informed choices about their health and the use and misuse of drugs, both now and later in life, and to emphasise the benefits of a healthy lifestyle. Drug education will link to the whole-school ethos of promoting high self-esteem and being responsible.

Specific aims of the Drug Education Policy are:

- To promote and develop positive attitudes and behaviour towards good health
- To enable pupils to make healthy and informed choices
- To foster and develop self-esteem
- To provide accurate information
- To increase understanding about the implications and possible consequences of drug use and misuse
- To widen understanding about health and social issues
- To enable young people to identify sources of appropriate personal and professional support

4. Curriculum

The development of knowledge/understanding, skills and attitudes will be accomplished through the teaching of Science, PSHE (including RSHE) and PE and through our whole-school ethos.

The Drug Education Curriculum for Early Years (Foundation Stage) and Key Stage 1 includes the following elements:

Knowledge and Understanding

- Provide basic information about how the body works and ways of looking after the body
- The role medicines play (both prescribed and over the counter) in promoting health and reasons people use them
- That all drugs can be harmful if not used correctly
- Simple safety rules about medicines and other substances used in the home, including solvents
- The general effects of alcohol and tobacco on the body and behaviour
- People who are involved with medicines (e.g. health professionals, pharmacists, shop keepers)
- People who can help children when they have questions of concerns

Skills

- Communicating feelings such as concern about illness and taking medicines
- Following simple instructions-safety procedures when using medicines
- Knowing when and how to get help from adults

Attitudes

- Which value their own body and recognise its uniqueness
- Towards medicines, health professionals and hospitals
- Towards the use of alcohol, cigarettes and vapes.
- Consider their responses to media and advertising presentations of medicines, alcohol and smoking including vaping

Organisation of the Drugs Education Programme

- Those staff who plan PSHE and Science are responsible for Health Education within their year group
- Class teachers are responsible for teaching the relevant sections of the Science, PSHE and PE curricula and for developing the school ethos within their class
- All staff working with children should be aware of any worries and concerns that individuals may have, and ensure that children get appropriate support. This information remains confidential
- Class teachers are responsible for assessing pupil needs within their class in relation to drug education

Methodology and Resources

- Drug education should help pupils make informed choices and establish a healthy lifestyle, and they should be involved in active learning experiences
- A wide range of teaching methods will be used including discussions, role-play and other active, creative ways of involving pupils in understanding the issues
- Resources will be kept with the PSHE/Science resources

5. Staff Support and Training

The school recognises that early intervention can prevent drug misuse. As such, all staff will receive child protection and safeguarding training in identifying the signs that a pupil may be at risk, experiencing harm or is struggling upon induction and this will be refreshed **annually**. Staff will also receive regular and ongoing training as part of their professional development.

All staff will be particularly alert to the potential need for early help for a pupil who is misusing alcohol and other drugs themselves, or is in a family circumstance presenting challenges that includes drug and alcohol misuse.

6. Managing incidents

If a drug-related incident occurs, staff should:

- Inform **Headteacher**
- Inform parent/carer providing this does not place child at risk (on advice from Headteacher)
- Return legal substances to parent/carer, or dispose of safely
- If disclosure is made by/about a child or parent/carer, advice or information should be offered. Assess whether further action is necessary e.g. is it putting the child at risk and therefore needs a referral to the Children and Families Front Door. Consider issues of confidentiality
- Identify the needs of those involved in any incident and decide on an appropriate response – curriculum, pastoral, disciplinary or referral to other agency. Provide pupil and carer with access to further forms of support. Provide information in school, for example if a discarded syringe were to be found children should be warned of the dangers as a matter of priority
- Seek outside support if necessary e.g. LA, Connect for Health, Children and Families Front Door, police etc.
- In the case of illegitimate sale of legal or illegal drugs, the Headteacher will inform the police
- All decisions and actions should be recorded. The outcome for the pupil and school community should be monitored and the effectiveness of policy and practice assessed
- Permanent exclusion of a pupil is seen as a last resort

In the extremely unlikely event of a drug-related incident the following procedures should be followed:

- Ascertain if there is any medical emergency, and call ambulance and follow First Aid procedures if necessary
- Remove drug/paraphernalia using gloves and place in a secure container. Liaise with LA on safe disposal of matter such as needles. Temporarily store drug/paraphernalia in a secure place.

Police Involvement

Police should be involved in any incident involving the sale or use of illegal drugs, although there is no legal obligation to give a pupil's name.

Incidents where a parent/carer is behaving under the influence of drugs or alcohol on school premises will be judged on the circumstances and the Headteacher will make a decision as to whether the police should be called.

The Police will respond quickly if called to the school premises.

7. Monitoring and review

This policy will be reviewed **annually** by the **headteacher** in liaison with the **governing body**.

Any changes to this policy will be communicated to staff and all relevant stakeholders. The next scheduled review date is **February 2027**.

Appendix 1: Unauthorised Drug Use Reporting Form

Guidance on completing this form:

- Do not identify the pupil involved
- Copy the form once completed
- Send a copy of the form to the **Headteacher** within 24 hours of the incident taking place
- Record the pupil's name and class on the original form and store it securely in **the main school office**.

What type of incident are you reporting? (Tick as appropriate)

Pupil in possession of unauthorised drugs	<input type="checkbox"/>	Drug paraphernalia found on school premises	<input type="checkbox"/>
Pupil supplying unauthorised drugs on school premises	<input type="checkbox"/>	Disclosure of parental drug misuse	<input type="checkbox"/>
Pupil disclosure of drug use	<input type="checkbox"/>	Parent expressing concern over potential drug misuse	<input type="checkbox"/>
Emergency intoxication	<input type="checkbox"/>	Incident occurring outside school premises	<input type="checkbox"/>

General details		Pupil information	
Date of incident:		Class:	
Time of incident:		Age:	
Has the pupil been involved in previous incidents?		Gender:	
Incident details			
Drug involved (if known):			
Staff involved:			
Details of incident:			
<div></div>			
Has any further action been taken (e.g. contacting the police, pupils and staff informed, other agencies involved)?			
Police incident reference number (if applicable)			

First aid details	
Was first aid given?	
If yes, who gave the first aid?	
Was an ambulance or doctor called?	
Who called them?	
What time were they called?	
Drug details	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
Parental details	
Name of parent informed:	
Who informed them of the incident?	
At what time were they informed?	
Administrative details	
Form completed by:	
Job role:	
Signature:	
Follow-up action taken	