



HASELBURY
PLUCKNETT
PRE-SCHOOL

Drugs and Smoking Policy

Medicines.

Supporting pupils with medical needs Policy sets out the guidelines for the administration of medicines within school including within pre-school.

Legal Drugs

Children are **not permitted** to be in possession of legal drugs, such as alcohol, tobacco, matches, lighters or volatile substances either in Pre-School, travelling to and from Pre-School or on trips. Any substance found will be confiscated and returned to parents/carers, who will normally be informed as a matter of course.

Tobacco

By law smoking is not allowed on the premises of Haselbury Plucknett First School. The no smoking policy applies to all visitors to the Pre-School.

Alcohol.

No alcohol is allowed on the premises of Haselbury Plucknett First School during normal school hours.

Alcohol that is served at special events held on the premises in to be served in accordance with current legislation.

Illegal Drugs.

If any child is found to be in possession of an illegal drug, it will be confiscated and stored in a secure office, until arrangements are made with the police for collection. Parents will normally be informed as soon as possible. Careful investigation will be undertaken and records made and kept in the office.

Rumours or suspicions will be fully and promptly investigated. The Childcare Advisor will be called if necessary.

Detailed procedure for dealing with illegal drugs.

If illegal substances are discovered on the Pre-school premises, the member of staff should, where possible, get a colleague to act as witness as she/he follows this procedure:

1. Remove the substance from the place where it was found.

2. If the substance is in possession of one or more children, remove it, acting within the bounds of professional discretion. Intimate physical searches should never be made by staff. Should a search be necessary, the police must be called to deal with the situation.
3. Having removed the substance, the place, date and time should be recorded, and preferably countersigned by the witness.
4. The substance should be placed in a sealed container, signed and dated and locked in the office. It should not be kept on the person of the member of staff.
5. The supervisor may decide to contact either the police or Childcare advisory team who will advise and arrange for collection.
6. If a pupil is directly involved when the substance misuse is found, the supervisor should notify the parents/carer concerned and investigate any further appropriate action.
7. If any equipment associated with the substance misuse is found it should be handled with extreme care because of risk of infection. Syringes and needles should be placed in a rigid container such as an empty drink's can.

Procedure for dealing with legal drugs (medicines, tobacco or alcohol) found on a child.

1. Remove the substance from the place where it was found.
2. Having removed the substance, the place date and time should be recorded on an incident form and counter signed by a witness.
3. The substance should be placed in a sealed container, signed and dated and locked in the office. It should not be kept on the person of a member of staff.
4. The parent/carer will be informed at the end of the session and informed that if the situation happens a second time the Early Years Support Officer will be informed.

Links to other documentation, policies, procedures and legislation

- Links to : Safeguarding policy.
- Every Child Matters Outcome: *Staying safe.*
- General Welfare Requirement: *Safeguarding and promoting children's welfare.*

This policy was adopted at a meeting of Haselbury Plucknett First School Governors

Held on: 25th September 2017

Signed on behalf of the Governors:

This policy is reviewed annually. The next review is November 2018 or as and when information needs to be added or amended.