

The Mortimer Federation of St. John's and St. Mary's

Drugs Education and Medicines Management Policy			
Committee	Curriculum and Standards	Date of Issue	March 2026
Status		Review Date	March 2029
		Issue Number	2

THE MORTIMER FEDERATION OF ST. JOHN'S AND ST. MARY'S

DRUGS EDUCATION AND MEDICINES MANAGEMENT POLICY

Introduction

The Federation follows the national curriculum PSHE education programme of study. [Personal, social, health and economic \(PSHE\) education - GOV.UK](#). The implementation is the responsibility of all the teaching staff and is monitored by the Executive Headteacher and the Governor with responsibility for Drugs Education.

The following national and local guidance documents have been used to draw up this policy: 'West Berkshire Council: School Drugs Policy and Guidance' and DfE and ACPO Drug Advice for Schools September 2012'.

The Federation's position on Drugs is that the Federation uses the word 'drug' to include all drugs whatever their legal or social status, including alcohol, tobacco, solvents and medicines. As a Federation we aim to help pupils to deal with any drug-related situation by implementing the aims within the Drugs Education Programme.

Aims

Our aims in teaching this subject are to promote a healthy lifestyle and develop an awareness of personal safety.

'All children and young people should be healthy, stay safe, enjoy and achieve and be able to make a positive contribution'.

Managing Medicines in Schools & Early Years Setting (2014)

Drugs/PSHE Co-ordinator's Role

The Drugs co-ordinator for the school is the Executive Headteacher and the PSHE co-ordinator is the Head of School (Gemma Rook). They are responsible for leading the school in the development, co-ordination and review of the drugs policy/programmes as part of the PSHE programme, for managing drug related incidents and for monitoring and reviewing the policy annually. The Lead Governor with responsibilities for drug education and practice is **Derek Spears**.

Policy Dissemination

All our parents/carers including new parents/carers are kept informed about the developments in our curriculum and this includes Drugs Education. Parents/carers are encouraged to discuss concerns with us at anytime.

The Federation website contains general information about medicine procedures and no smoking policy. Parents/carers can request a copy of our drugs policy from the school office, it is also available on The Federation website. The governing body has been involved in developing, monitoring and reviewing this policy. They are also involved in our response to drug related incidents, as appropriate to the situation.

Other Policies Relating to this Policy

This policy links closely to the following other school policies:

- Behaviour and Mental Health Policy
- Managing Medicines Policy
- Child Protection and Safeguarding Policy
- PSHE Policy

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- Confidential Reporting Code/Whistleblower Policy
- Health and Safety Policy
- Continuous Professional Development Policy

School No Smoking and No Vaping Policy

We have as a Federation agreed a No Smoking and No Vaping Policy, where all persons attending, working or visiting the school will not smoke within the school premises and grounds. We have clear signs displayed to ensure full awareness of this policy.

Specific Aims of Drug Education in Our Schools

- To provide a safe healthy environment in which pupils and staff can learn and develop.
- To help pupils recognise that they are unique and valuable individuals.
- To develop pupils' self-awareness and self-esteem.
- To develop pupils' decision making skills.
- To provide opportunities for pupils to explore their own feelings attitudes and needs.
- To create a climate in which pupils feel comfortable discussing their perceptions of drugs.
- To build on knowledge and understanding.
- To provide accurate information and correct misunderstandings.
- To develop pupils understanding of school rules and laws.
- To provide a range of opportunities for learning about drugs including risks and consequences of their own and others' action relating to drugs.
- To provide opportunities for pupils to acquire knowledge and identify between authorised and unauthorised drugs.
- To encourage pupils to take part in healthy activities.
- To help pupils to accept the increasing responsibility they have for their own health and the health of others.

Organisation and Content of Programme

Drugs Education should be appropriate to the age and maturity of the children. In our school the Drugs Education Programme will be best taught by the Class Teacher, who will be able to deliver aspects of the programme within the context of an established and continuing relationship with the pupils in the class. Contributions from visiting speakers e.g. the school nurse or other agencies will be planned into our programme.

Science

Pupils should be taught about the role of drugs as medicines.

PSHE

To develop a healthy lifestyle and keep themselves and others safe, pupils should be taught:

- How to make simple choices which improve their health and well being.
- That all household products, including medicines, can be harmful if not used properly.
- Rules for, and ways of, keeping safe including basic road safety, and about people who can help them stay safe.

Monitoring, Assessment and Record Keeping

This would take the form of observations and discussions with children on a 1: 1, or small groups or whole class situations, which may identify further needs.

The following sources of evidence will be used in monitoring and evaluating the policy: lesson observations, feedback from parents/carers, discussions with school PSHE/Drugs Co-ordinator, monitoring and evaluating staff through sampling of children's work.

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Cross Curricular Links

There are many opportunities for further cross-curricular work.

English can provide opportunities for pupils to:

- Explore relevant issues thorough literature;
- Develop communication skills for example in formulating, clarifying and expressing ideas and arguments;
- Develop inter-personal skills through drama or role-play.

Religion and World Views Education can provide opportunities for pupils to:

- Develop the skills to express their own views more clearly;
- Develop their understanding of moral issues;
- Consider the individual, social and moral consequences of actions.

Design Technology can provide opportunities for pupils to:

- Develop awareness of safety, hazards and risks when handling materials such as glues;
- Take responsibility for the consequences of their actions for themselves and others.

Physical Education can provide opportunities for pupils to:

- Develop positive attitudes to health, exercise, sport;
- Develop safety awareness.

Equal Opportunities

Skills, knowledge and understanding will be taught in ways to suit pupils' abilities. Additional support will be given to pupils who find it difficult to meet the class expectations.

PROCEDURES

Drugs on the Federation Premises

The staff are aware of all drugs that are brought into school for medical reasons (see Managing Medicines Policy). Parents/carers are aware of this procedure. If medical help is needed for any pupil it is provided or requested at once. The Drugs Co-ordinator will co-ordinate the management of incidents involving medicines or other drugs in order to protect health and reduce risk.

Defining 'School Premises'

The school premises are all areas within the fenced perimeter and include journeys taken by children and staff during the day. The school day is 8.45am to 3.10pm (Mortimer St. John's) and 9.00am to 3.30pm (Mortimer St. Mary's) and loco parentis responsibilities are for 10 minutes outside these times.

Defining a Drug Related Incident

We have defined a drug related incident as:

- Drugs or associated paraphernalia found on school premises.
- A member of the school community found in possession of drugs or associated paraphernalia.
- A member of the school community found to be supplying drugs on the school premises.
- A member of the school community thought to be under the influence of drugs on the school premises.
- A member of the school community has information that the illegitimate sale/supply of drugs is taking place in the local area.

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Child Protection, Pupil Welfare and Needs

The following local services are also referred to by the Federation if/when a child needs extra support and care: school nurse, children's services, Education Welfare Officer.

Procedure for Managing a Drug Related Incident

If illegal drugs are found or suspected at our schools, or if a pupil is possibly under the influence of an unknown drug the procedure is as follows:

1. If medical help is needed, seek or provide it at once.
2. **Confiscate** any drug (ensuring you have a witness), ask what it is, in case a doctor needs to know.
 1. Give sample to ambulance crew/hospital if required or
 2. Store substance, record carefully.
3. **Inform** the Executive Headteacher/Drugs Co-ordinator
4. **Determine** how serious the incident is: Is it an incident? A mistake? Deliberate? Does it involve possession? Taking a drug? Other pupils?
5. **Assess** the pupils' needs in terms of education, support, sanctions. What can be learned from this incident? What support is needed and what is appropriate sanction?
6. **Consider** the needs of any other pupils involved or implicated.
7. **Inform** the parents/carers (**unless** child's safety is put at risk by doing so).
8. Consider **informing** other agencies e.g. police, LA, Children's Services and complete Crest Online reporting form
9. Complete *Drug Related Incidents Form* as appropriate and send to LA.

Intoxicated Parent/Carer on the School Premises procedure

- Maintain a calm atmosphere.
- Focus on the child's welfare rather than the parent/carers behaviour
- Stall for time, if appropriate, to allow other children to leave the premises.
- Discuss alternative arrangements for the child/parent/carers to get home (e.g. if driving)

Chair of Curriculum and Standards Committee

Date

Share Your Light

John 10:10 "Life in all its fullness"