MOUNT HOUSE SCHOOL

SCHOOL POLICIES

SMOKING, DRUGS, ALCOHOL AND OTHER SUBSTANCES

Review	Date	By
Last Reviewed	**September 2026**	GCR
Next Review	**September 2027**	

Introduction

It is the aim of Mount House School to help all students to be able to take their place safely in a world where a wide range of drugs and other substances exist. The School recognises its duty of care to its students to promote health education, social awareness, concern for others and good standards of behaviour. In accordance with the school's Safeguarding Policy, the school undertakes to promote a safe and secure environment by taking all reasonable measures to safeguard and promote the welfare of each student in its care. All staff and volunteers are expected to share this commitment.

Mount House School recognises the risks to health from smoking (including vaping), passive smoking, alcohol consumption and the misuse of drugs and other substances and recognises its legal duty under the Health Act 2006. It also recognises its duty of care to its students from the risks to health and social issues that may arise from abuse and misuse by students of alcohol, drugs and other substances.

This policy applies to all students at the school when their welfare is affected, when the welfare of other students or staff is affected and/or where the reputation of the school is put at risk, whether or not the student is in the care of the school or off school premises at the time.

Young people face growing pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. Mount House will do all it can to reduce these pressures, to educate students about the risks of involvement with drugs and to maintain an environment free from illegal drugs and from the temptation to use illegal drugs and other harmful or potentially harmful substances.

The responsibility for the education of our students is shared with parents, and effective communication and co-operation are essential to the implementation of this policy. The school offers advice to parents and also hopes that parents will share concerns with the school should they consider their child is involved in illegal drug usage. Parents are asked to give their wholehearted support to these aims.

The aim of this Smoking, Drugs, Alcohol and Other Substances Policy is to acknowledge and clarify the school's role in drug prevention and education, and ensure it is appropriate to meet students' needs. This policy provides information about drug education, as well as procedures to respond to any drug-related incident.

The school's approach to the issue of drugs, alcohol and other substances which are detrimental to the students' welfare is a whole-school one and is part of our commitment to, and concern for, the overall health and well-being of the whole school community. Teachers, where applicable, must be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information, as well as support.

This policy should be read in conjunction with the following policies and documents:

- Safeguarding Policy
- Behaviour Policy
- Exclusion Policy
- SEND Policy
- Complaints Procedure
- Educational Trips and Visits Policy
- Health and Safety Policy
- RSE Policy
- Staff Code of Conduct

Relevant Legislation:

- KCSIE 2026
- Use of Reasonable Force: Advice for headteachers, staff and governing bodies, DfE July 2013
- Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies, DfE July 2023

Statutory Duties
Schools have a statutory duty to promote students' wellbeing and hence have a clear role in preventing drug misuse as part of their pastoral care. Although there is no statutory requirement to have a Drugs Policy, it is the advice of the DfE, and a requirement for all schools to have a clear procedure for managing any incidents related to drug and/or alcohol misuse. It is essential to protect staff, parent/guardian and children and young people.

Application
This policy applies to all students at the school when their welfare is affected, when the welfare of other students or staff is affected and/or where the reputation of the school is put at risk, whether or not the student is in the care of the school or off school premises at the time.
Any responsibilities of 'adults' refers to employees and others acting in a supervisory role with students.

Terminology
'Drugs' refers to controlled drugs and substances, illegal drugs and substances, including but not limited to cannabis, cocaine, heroin, ecstasy, LSD or amphetamines or substances intended to resemble drugs. In the appropriate context, it also refers to anabolic steroids, legal drugs obtainable on or off prescription, and/or all other substances that, when abused, may damage the health, safety and welfare of a student, including but not limited to solvents, alcohol and tobacco. It also includes New Psychoactive Substances (NPS) often referred to as 'Legal Highs'. Involvement with drugs includes the possession, use, supplying and dealing with drugs or the paraphernalia of drugs.

'Alcohol' refers to any drink that has an alcohol content of more than 1.2% alcohol by volume. No student may purchase alcohol, bring alcohol onto the School site, supply or be concerned with the supply of alcohol to other students or arrive at a School function having clearly consumed alcohol. Students will be made aware of the dangers to health, the family, school and community of the abuse and misuse of alcohol through the curriculum, including PSHE, assemblies, workshops, special events and visiting speakers.

'Smoking' refers to the possession, use and sale of tobacco and nicotine in all its forms, such as cigarettes, e-cigarettes, vapes, nicotine pouches and other similar substitutes, and related paraphernalia, such as pipes, lighters etc. No student may smoke or vape on the School site, bring cigarettes, e-cigarettes or vapes, onto the site, smoke/vape during his/her journey to and from School, smoke/vape on a School trip nor supply cigarettes, e-cigarettes or vapes to other students or School employees or visitors. If a student fails to comply with this No Smoking Policy they must expect to receive an appropriate consequences in accordance with the School's Behaviour Policy. Students should not smoke/vape anywhere whilst wearing School uniform.

The School's Stance on Drugs, Health and the Needs of Students
Possession: It is inappropriate and unacceptable for students to **bring** the above drugs, alcohol and other substances into school, have them on their person, consume them before, during and after school and on the way to or from school, including on school visits, etc. Mount House School has a strict no smoking policy (including no vaping) on the School site. The drugs/substances covered by this policy are not to be purchased, sold or otherwise exchanged during the school day or while students are on school visits.

Use: the School believes that the use of drugs, alcohol and the other substances detailed above in School, during the school day, while travelling to/from School or on school trips is inappropriate. Individual exceptions may be made for students who require prescription medicines, where appropriate and with the agreement of the Head.

This policy applies to circumstances where the student is in the care of the School or off school premises at the time. Each scenario will have a contextual based approach when determining the outcome of any investigation.

Responsibilities

- Mount House School cannot knowingly allow premises to be used for the production or supply of any controlled drug. Where it is suspected that substances are sold on the premises, details of those involved, together with as much information as possible, will be automatically passed to the police.
- The Head takes overall responsibility for the implementation and timely review of this policy, and will ensure that all staff dealing with substance issues are aware of the content of this policy and are adequately trained and supported.
- Deputy Head Pastoral – draw up, implement and ensure that this Policy is appropriately known to students.
- Assistant Head (Wellbeing) – draws up, implements and reviews the drugs education programme to respond to the needs of students and external influences.
- Heads of Department – ensure that, within their departments, where appropriate, opportunities are taken to reinforce the School's policy on drugs and to deliver the appropriate drugs education, as detailed in the drugs education programme.
- RSE / PSHE teachers – deliver the school's drugs education programme through the PSHE curriculum and give feedback to the Assistant Head Pastoral about the effectiveness of the programme. Support and advise staff and students by providing appropriate up to date information about medical issues relating to drugs.
- Subject teachers – deliver the appropriate drugs education in the classroom.
- All staff – drugs prevention and education are whole school issues. All staff, both teaching and support, must be aware of the school's policy and how it relates to them, should they have to deal with a drugs-related incident.

Implementation of this Policy

The school will adopt the procedures set out in DfE and ACPO Drug Advice for Schools (DFE-00001-2012) when dealing with incidents involving substance misuse or supply on the premises/during the school day or during school trips and visits, etc.

The Head will ensure that all staff, parents and students are reminded of these procedures on an annual basis.

Situations requiring First Aid will be dealt with immediately as per the school's agreed policies and procedures. Information about emergency help for people who have had a bad reaction to drugs can be found at http://www.talktofrank.com/emergency-help.

Education about Drugs, Alcohol and Other Substances, and Related Support

The school provides education about these matters in the following ways:

- PSHE
  - Alcohol and substance abuse.
  - Alcohol and drug awareness
  - The cost of drugs - financial and social
  - The benefits of not drinking (or delaying the age to start)
  - The facts about tobacco, e-cigarettes, e-shisha and cannabis
  - What influences people to take legal and illegal substances? (including peer influence)
  - The risks and consequences of 'experimental' and 'occasional' substance use.
- Science
  - The difference between recreational and medicinal drugs.
  - The effects of drugs on health and behaviour.
  - The effect of alcohol on health and behaviour.
  - The effect alcohol has on conception and pregnancy.
  - The effects of tobacco smoke on health and pregnancy.
  - Long- and short-term health risks of alcohol, tobacco and other drug use.
  - Alcohol and 'binge drinking'.
- Biology

- Smoking and the risk of disease.
- The effect of smoking on lung disease and lung cancer.
- The effects of smoking on cardiovascular disease.
- The effects of smoking on unborn babies.
- Carcinogens as risk factors in cancer.
- Alcohol and other carcinogens.
- The effect of alcohol on the liver and brain function.
- The effects of alcohol on unborn babies.
- Carcinogens and ionising radiation as risk factors in cancer.

The school uses guidance from the PSHE Association to deliver its drugs education programme.

Staff Support and Training

The school is committed to providing drug/alcohol/substance awareness training in the induction of all staff working at the school and on an ongoing basis for staff involved in drugs education.

The Needs of Students

The school will exercise its pastoral responsibilities and always look to support students and ensure that students have access to appropriate support and guidance.

Information Sharing

If the school has concerns about a child's safety, the school will share information with law enforcement agencies and safeguarding agencies as outlined in the Safeguarding Policy. This includes working in partnership with external agencies.

Procedures in the Event of an Incident

Management of an Incident

- In cases of substance use, misuse or supply on the premises during the school day or during school visits, medical attention will first be sought as needed.
- At an appropriate time, the case will be discussed with the young person and a written record taken (see Appendix C).
- Parents will be informed by the Head as soon as possible following an incident.
- While there is no legal obligation to inform the police of every incident (unless illegal or unlawful), they may be involved at the discretion of the Head in consultation with the Deputy Head (Pastoral). The school will consider each incident individually and will employ a range of responses to deal with individual incidents.
- Where it is suspected that substances are sold on the premises, details of those involved, together with as much information as possible, will be automatically passed to the police.
- The support of outside agencies will be sought if appropriate, including making referrals to children's social care if risk is identified for the child misusing/dealing drugs.
- The school will follow its Behaviour Policy and Exclusions Policy and may also use its power to search a student, their possessions, locker etc.
- Consequencess will be applied as outlined in the Behaviour Policy and Exclusions Policy
- See Appendix A – Drug Situations and Medical Emergencies
- See Appendix B - Responding to Incidents Involving Drugs.
- See Appendix C – Record on Incident Involving Unauthorised Drug Use
- Where it is believed that a parent or guardian is under the influence of drugs (including alcohol) on the school premises, they will be asked to leave. If they are due to collect their child, then they will be asked to make alternative arrangements and the child will be withheld to ensure their safety. If a parent or guardian refuses to leave, the Head or their representative should call the police. Where there are serious or ongoing concerns about the adult's presentation and drug use, the school may consider banning a parent from entering the school site.

Where there is suspicion or evidence pertaining to drug use in a household, the Head and Deputy Head Pastoral will discuss the most appropriate course of action (please see the 'Parental Substance Misuse' section)
In all these scenarios safeguarding the young person will be at the forefront of any decision making and given priority.

Searching, Screening and Confiscations

DfE guidance (2023) states that: school staff can search a student for any item if the student agrees, noting that the ability to give consent may be influenced by the students age or other factors. Under Section 2 of the Misuse of Drugs Act 1971, the Head, and staff authorised by them, have a statutory power to search students or their possessions without consent where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items include alcohol and illegal drugs.

The law says that the person conducting the search may not require the student to remove any clothing other than outer clothing, and may also search any school property which the student has access to/use of (students' lockers or desks), or personal property belonging to the student (a student's bag or pencil case in their possession or within a locker).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions will be carried out in the presence another member of staff to witness the search. Where a student is searched, the staff member conducting the search should be the same sex as the pupil, and it can only be an outer layer search.

Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize and retain that item and, depending on the nature of the item, may dispose of it or hand it over to the police for disposal.

In the Event of Controlled Drugs Being Found

In taking temporary possession of suspected controlled drugs, the school will:

- Ensure that a second adult witness is present throughout;
- Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present, taking steps to minimise handling to aid future forensic investigations.
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. The school WILL NOT dispose of the substance since disposal can now only be done by the police;
- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols.
- The law does not require a school to divulge to the police the name of the student(s) from whom the drugs were taken but the police advise that this is disclosed. This will be determined on a case-by-case basis.
- Record full details of the incident, including the police incident reference number if they are involved;
- Inform parents/guardians,
- Identify any safeguarding concerns and respond appropriately.

Students found to be under the influence of drugs or alcohol

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the Head where they will be assessed.

The student's parent will be contacted and asked to remove the student from the premises. The student will remain in the Head's office until their parent arrives.

Involvement of Parent/Guardian(s)

The school will inform parents and guardians of any drug related incidents, unless in the very rare

circumstances that this would heighten the risk to the child.

Staff Conduct and Drug Use

All staff are required to adhere to the Staff Code of Conduct. Staff are subject to the school's disciplinary and other HR procedures should they breach policy.

Specific Procedures

Dealing with Information and Confidentiality

Schools are an important source of support for students experiencing problems with drugs and Mount House will ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person with the duty to safeguard and promote the welfare of the young person and others. The school Safeguarding Policy and Procedures will be followed. Staff cannot and should not promise confidentiality to the student.

There are important reasons why personal and sensitive information needs to be shared in relation to child protection (e.g. when working with the police, referral to external agencies, etc.). The General Data Protection Regulation and the Data Protection Act 2018, and the Crime and Disorder Act 1998 allow personal information to be shared if there is an overriding public interest in the first instance, or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent.

If a decision is taken to share confidential information, a written record of any concerns, including the reasons for breaching a student's confidentiality, should be made. The following questions should also be considered:

- How serious is the situation?
- What immediate and significant risk does the young person face?
- What implications (both positive and negative) could keeping a confidence have?
- Could there be a transfer of risk to other children?
- Could significant harm result from keeping the young person's disclosure confidential?

If a confidence needs to be broken, the school should explain to the young person (and parents/guardians as appropriate): why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected.

Parental Substance Misuse

Parental substance misuse has the potential to impact negatively on outcomes for children and young people. 'Hidden Harm: Responding to the Needs of Children of Problem Drug Users' (ACMD: 2003) estimated that 2-3 per cent of children are affected by problematic parental substance use. This estimate only covers parents with serious dependencies on heroin and crack cocaine, and does not account for children affected by alcohol or other drug use in the household.

Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm, although it may be a contributing factor. The DSL or Head will liaise with the police and/or external agencies where required.

Legal Drugs and Prescribed Medicines

We understand that some students may require medications that have been prescribed by a doctor or other health professional. Parents have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition. Please refer to the school's First Aid Policy regarding the procedure to follow in this instance.

Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school. The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist, with the exception of over-the-counter painkillers, e.g. paracetamol, which may be taken in moderation. Medicines must be provided in the original container as

dispensed and must include the prescriber's instructions for administration and dosage.

The police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about any inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the area.

Careful Monitoring of External Input (Visitors / Visiting Speakers)

Children and young people often find visitors to school a useful and informative part of their learning, but equally, research suggests that for visits to be successful there should be a shared understanding about the nature and content of the session/s. Government guidance is that schools should exercise caution with the use of visiting speakers as there is some evidence that particular messages can have a detrimental impact on young people's intentions to resist using drugs including alcohol. Particular caution should be used when visitors have had first-hand experience of problematic drug use.

Schools should ensure that visitors are appropriately qualified and trained to deliver work with children and young people in a school setting. They should also be aware of good practice that recommends the avoidance of shocking images and inappropriate descriptions of drug use, have a clear understanding of the aims and objectives of the session and have seen and understood this policy.

Visitors must be briefed on any particular sensitivities that there may be in the student group. These may include identified drug issues by particular students or their families – as well as any broader needs within the group. Teachers should negotiate the content of the session which is linked to the broader drug education and PSHE delivered by the school and relevant to the identified needs of the students.

Visitors should be made aware of the school's protocols for dealing with any disclosures or distress shown by students during the session.

Teachers will be present at all times when such a visitor is with students, and be ready to be an active participant in these sessions. If they believe that any content is unsuitable, the member of staff will step in to stop the session. They will ensure that they reflect on the learning from particular sessions with students and visitors, assessing the learning, and building skills to support and enable students to make healthy choices and to avoid risk-taking behaviour. Teachers should follow-up any unresolved issues or concerns and extend the learning begun by the visitor.

National Support and Advice from Organisations

- Drink line: a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 0800 917 8282.
- Family Lives: a charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents: 0800 800 222.
- FRANK: national drugs awareness campaign to raise awareness among young people and their parents/carers: www.talktofrank.com. Schools can receive free resources, updates, newsletters etc.
- Smoke free: NHS stop smoking support: www.nhs.uk/smokefree.
- FRANK: advice on what to do to help someone who's having a bad reaction to drugs: www.talktofrank.com/emergency-help.
- Resuscitation Council (UK): guidelines for resuscitation procedures: www.resus.org.uk/pages/GL2010.pdf.

Appendix A : Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. *If in any doubt, call medical help.*

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

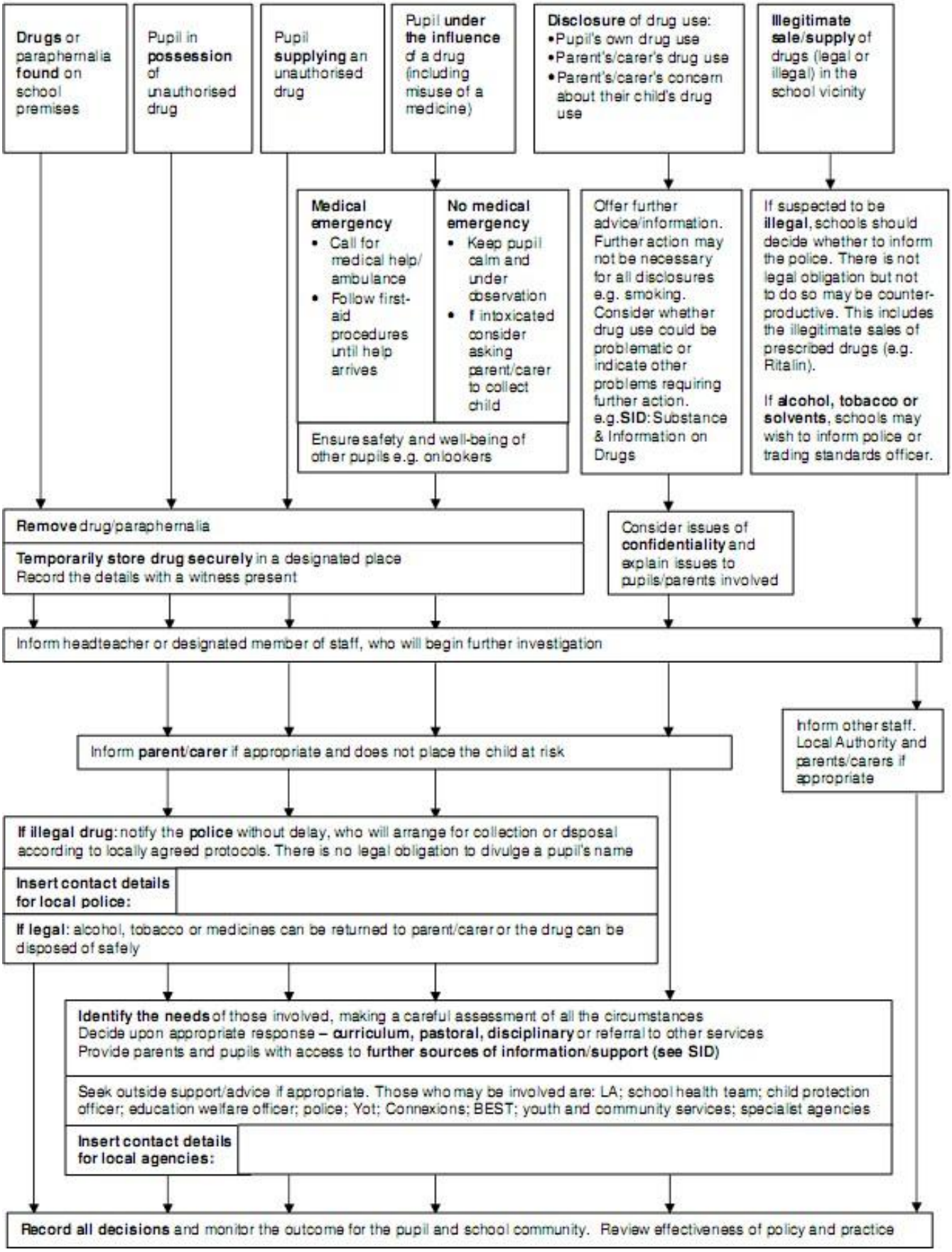
- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools.*

"Drugs" refers to **all drugs** including **medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs**

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

1 For help and advice, telephone the LA
2 Complete this form WITHOUT identifying the pupil involved
3 Copy the form
4 Send the copy within 24 hours of the incident to the LA
5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

Drug or paraphernalia found ON school premises	☐	Pupil disclosure of drug use	☐
Emergency/Intoxication	☐	Disclosure of parent/carer drug misuse	☐
Pupil in possession of unauthorised drug	☐	Parent/care expresses concern	☐
Pupil supplying unauthorised drug on school premises	☐	Incident occurring OFF school premises	☐

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident:: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

First Aid given by: .....

Ambulance/Doctor called? YES NO
(Delete as necessary)

Called by: ..... Time: .....

Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)	Drug found/removed? YES / NO Where found/seized: .....
Senior staff involved:	Name and signature of witness: .... Disposal arranged with (police/parents/other): .... At time: If police, incident reference number:

Name of parent/carer informed * :	(* for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):

Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)