



**ASPIRE LEARNING  
PARTNERSHIP OF SCHOOLS**

# Substance Misuse Policy

<b>Date of Approval:</b>	<b>28 January 2026</b>
<b>Date of Next Review:</b>	<b>January 2029</b>
<b>Signed: Executive Headteacher</b>	<b>M Talbot</b>
<b>Signed: Chair of Governors</b>	<b>M Hall</b>

## Document History

Date	Change Reference	Summary of Change
17/02/2023	Page 5	Change of location for the storage of asthma pumps
19/01/2026	Whole Policy	Amended to an ALPS Policy with only Substance Misuse guidance. Medicine information added to Supporting Children with Medical Needs Policy.

## **ALPS Federation of Schools - Substance Misuse**

### **Procedure for handling and reporting drug misuse incidents**

A suspected drug related incident is described as:

- Suspect drugs found on the school premises
- A person suspected of being in possession of drugs
- A person found in possession of drugs
- A person suspected of being under the influence of drugs

When an incident occurs the member of staff involved must:

- Make the situation safe
- Send for support
- Administer first aid if necessary
- If an illegal drug is found it should be secured in a safe place until dealt with by the police.
- Under no circumstances should staff try to analyse or identify it if unknown.
- Report the incident

The incident will in the first incidence be reported to the Headteacher who will implement the school's safeguarding procedures.

All staff are made aware of the procedures and where necessary emergency procedures will be followed. If a search needs to be carried out the Headteacher or a member of the Senior Leadership Team will conduct this with an appropriate witness.

### **Confidentiality**

Where a pupil discloses to a member of staff that he/she is taking drugs, it must be made clear that there can be no guarantee of confidentiality. However, the pupil may be advised of other sources of confidential information or advice. A record will be made of the disclosure and safeguarding procedures will commence.

## **The role of the Headteacher for drug related incidents**

The role of Headteacher may refer to either the executive headteacher or the head of school.

If the Headteacher has grounds to suspect that drugs are being used or supplied on the school premises, they will take appropriate steps to inform the relevant bodies in order to avoid any liability as a 'manager or occupier' of the premises. The Headteacher is responsible for co-ordinating the arrangements to deal with cases of suspected or actual drug taking. Their role includes:

- Implementing procedures as outlined in this policy
- Receiving any substance found in school and ensuring it is kept secure until handed to the police
- Liaison with the appropriate authorities/outside agencies on any drug related incident
- Regularly updating staff on the procedures for dealing with a drug related incident
- The induction of new staff as appropriate.

## **Procedures for handling alcohol misuse**

All school premises in the ALPS Federation are an alcohol free zone. The schools do not allow any alcohol to be brought onto or consumed in the school premises. This applies to visitors, staff and pupils. \*

\*Exceptions to the above may be considered (e.g. Christmas Fayre) via consent from the Governing Body.

Adults breaking this rule will be referred to the Headteacher directly. This may lead to disciplinary action being taken.

Pupils will be dealt with under the school's behaviour policy.

## **Procedures for handling tobacco/vaping misuse**

The school is a smoke free zone and no smoking or vaping is permitted on the premises.

Adults breaking this rule will be referred to the Headteacher directly.

Pupils will be dealt with under the school's behaviour policy.

## **The management of solvents**

Pupils are not permitted to bring solvents or aerosols into school. This includes correction fluid and pens, correction thinners, glue, marker pens and spray deodorants.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board marker pens, glues and paints. The cleaners and site manager should ensure that their stores are locked when not in use and that solvents are held in a secure place.

## Incident Procedure Form

Name of pupil			
Date of Birth		Class	
Date of Incident		Time of Incident	
Location of Incident		Reported by	
First Aid Administered	Yes/No*	Administered by	
Ambulance Called	Yes/No*	Time of call	
Parents informed	Yes/No*	Date	Time
By Whom			
Drug Involved (if known)			
Sample found	Yes/No*	Where Sample retained	or
Date sample destroyed/taken by Police*		Time	
By Whom		Witnessed By	
Police Informed	Yes/NO*	Date	Time
By	Name of Officer		
Form Completed by		Date	
Position			
Witnessed by		Date	
Position			

\*Delete as necessary

