



PREP SCHOOL SUBSTANCE MISUSE POLICY

“The School is strongly committed to promoting equal opportunities for all, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.”

Policy to be reviewed annually			
Action	Responsible	Date	Completed
Reviewed	Deputy Head	Michaelmas 2025	✓
Next review	Deputy Head	Michaelmas 2026	

Aims

Through provision of a framework for support and advice we aim to develop, in our pupils, the moral courage to reject anything that is likely to be harmful to health and to nurture a respect for the law.

We aim to prevent the misuse of any substance, including drugs, alcohol or tobacco and any household substances that can be misused. We believe that this will be achieved with sound education through our PHSE programme, with more in-depth focus for our most senior pupils. This is also supported through our tutors and regular assemblies. This education includes information relating to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco and those substances giving off a gas or vapour that can be inhaled.

Protecting children in school

Medication - All medicines, whether over-the-counter or on prescription must be clearly labelled and handed to school staff. Pupils should not carry around their own medication unless an appropriate health care plan has been put in place, for things like asthma or anaphylactic reactions.

Art, DT & Engineering - Although risk assessments exist for certain chemicals/glues, in practice these are not used in lessons, but are there should the need ever arise for such a substance to be used overseen staff from the DT or Art Departments. These would be kept locked away should they need to be used.

Household Chemicals - These are stored securely in the domestic cupboards when not actually in use by a member of the domestic team. Kitchen chemicals are also stored in suitably locked cupboards.

Science - Although chemicals are used in science lessons, the lab rules state that nothing is to be taken from the lab and there are risk assessments in place. There is a locked prep-room for any chemicals and this room is only accessed by staff. Pupils are educated in the rules and expectations of the lab. The labs should always be locked when they are not fully supervised by a member of staff.

Alcohol - Prep School pupils are aged between 7-13 years old. It is forbidden for any Prep School pupil to consume or supply any alcohol at any time whilst pupils are in school or engaged in any school related activities. Any Prep School pupil consuming or supplying alcohol will face a serious sanction, usually suspension or permanent exclusion. A pupil may also be referred for sessions of Counselling (at the parent's expense) or additional sessions of re-education with members of the pastoral team.

Pupils in Year 7 & 8 will receive education around alcohol consumption through for example PSHE, assemblies, tutor sessions and visiting speakers.

Smoking & E-Cigarettes (Vaping) - Vaping and e-cigarettes come under the same law as smoking. It is illegal to sell any tobacco products including e-cigarettes (vapes) to someone under 18. It would be important for pupils to consider why they would want to try this and the potential harmful effects it might have on them. The law exists to prevent young people from

getting addicted to nicotine and to protect their health. A key feature of the policy is around the education of pupils rather than simply telling them that they should not do something. PSHE and Science lessons, tutor time and assemblies form the basis of the education. It is forbidden for any Prep School pupil to have in their possession, inhale or consume any form of nicotine or tobacco related products (including e-cigarettes). If a pupil is found to be in possession of, or thought to have inhaled or consumed, nicotine or tobacco related products (including e-cigarettes) a full investigation will be carried out. Where necessary, a key part of the outcomes of the investigation will focus on re-education of the pupil/s involved.

Action in Response to Incidents or Suspicion

Should an instance of substance abuse be uncovered it will be reported to the Deputy Head and Designated Safeguarding Lead, immediately. Each case will be dealt with on its own merits and with consideration of the particular circumstances. Appropriate support will be given to the pupil through the DSL and their team.

The same procedure will follow for any substance misuse that takes place during boarding hours.

The Deputy Head, in conjunction with the DSL, will conduct an investigation into the nature and seriousness of any incident, in order to determine an appropriate response.

The Deputy Head, in conjunction with the DSL, will inform the police of the possession, consumption or supplying of illegal drugs, since each constitutes a criminal offence.

Education

Issues surrounding substance misuse are raised in the PSHE programme and part of Science lessons in a manner appropriate to a pupil's age and understanding (refer to PSHE Policy for further guidance).

Pupils also have access to a varied assembly programme and range of visiting speakers to further support their education around any form of substance misuse.

Pupils can discuss their individual worries with their Tutor, Houseparent, Trusted Adult, Independent Listener, Reverend Jack or any other member of staff. They can also refer themselves to the Medical Staff for individual guidance, without fearing sanctions or adverse report.

Management of the Intoxicated Pupil

- If an intoxicated pupil is in the school (or on a trip) and unconscious:
 - Maintain airway
 - Call 999 if appropriate
 - Do not attempt to move as it is unsafe for pupil and staff
- If able to walk, take to the First Aid Room or Health Centre
- Health Centre staff will record base line observations if pupil cooperative:

- Blood pressure
 - Pulse
 - Respiration rate
 - Colour
 - Level of consciousness
 - Blood sugar
- Keep visual records if a pupil is uncooperative.
- Prep staff to leave when/if Health Centre staff happy to take sole responsibility, depending on the severity of intoxication.
- Provide a written account of any physical contact that has been necessary in dealing with the intoxicated pupil and give to the Deputy Head. Keep a copy.
- Parents to be informed immediately.
- Prep School Head and DSL to be informed immediately.