***Charitable Objects of St. Catherine's School-*** *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

# ST CATHERINE'S SCHOOL BRAMLEY

# WHOLE SCHOOL DRUGS POLICY

*'Believe… Achieve… Succeed'*

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| **Policy Holder** | Tracy Evans |
| **Date Approved** | September 2026 |
| **Approval** | Pastoral and Wellbeing Committee |
| **Date for next review** | September 2027 |

**This policy will be reviewed annually or sooner if there are statutory revisions**

## The Policy

This policy outlines the School's approach to managing drugs and drug-related incidents. It applies to all pupils, staff, parents/guardians, visitors and contractors on school premises, during school activities, and when the school is acting in loco parentis (e.g., trips, travel, boarding).

This policy should be read in conjunction with the Behaviour Policies (Prep School and Senior School) and the Safeguarding and Child Protection.

### 1. Definition of Drugs

For the purpose of this policy, "drugs" include:

- **Legal drugs**: Alcohol, tobacco, nicotine products including vapes/e-cigarettes, and solvents.
- **Illegal drugs**: Substances controlled under the Misuse of Drugs Act 1971 (e.g., cannabis, cocaine, ecstasy).
- **Medicines**: Homely remedies/over-the-counter/non-prescription medication and prescription medications.

- **Controlled drugs**: Medicines listed under the Misuse of Drugs Regulations 2001 (e.g., morphine, Ritalin).

## 2. Definition of School Boundaries included in this policy

- The school site and all buildings
- Journeys to and from school
- School transport
- All off-site educational visits and residential trips
- Any setting where a pupil is representing the school

## 3. School Stance on Legal Drugs

St Catherine's School strictly prohibits the use, possession, or distribution of legal drugs—including tobacco, vaping products, and alcohol—on school premises or during any school-related activity. This restriction applies within the boundaries outlined above and is only waived in clearly defined and authorised circumstances.

**Smoke and Vape-Free Environment**
The school is a smoke- and vape-free zone. All pupils, staff, and visitors are expected to comply with this requirement at all times.

**Alcohol**
The school holds a premises license permitting the responsible service of alcohol at designated functions.

On occasions, and only when food is served in at an informal event or with a sit-down meal, alcohol may be offered to Sixth Form students over the age of 16 as part of a supervised, school-sanctioned event. A maximum of two alcoholic drinks - two small glasses of wine (125ml per glass) or two bottles of beer (330ml per bottle) can be served. No spirits are to be made available to Sixth Form students. These occasions are carefully managed, with parental consent and staff oversight, and are intended to promote responsible attitudes toward alcohol in a safe environment.

**Alcohol Testing and Medical Care**
If a Sixth Form Boarder is considered to be under the influence of alcohol to a degree that raises concerns for their safety, health or welfare, the Health Centre may be contacted and the pupils may be required to remain under medical supervision, including an overnight stay if deemed necessary by the school nurse.

Parents and guardians will be informed as soon as reasonably practicable. Any costs associated with out-of-hours call-outs or additional medical supervision may be charged to parents.

Outside of authorised school events, St Catherine's School maintains a strict no-alcohol policy for pupils, staff, and visitors during all times and activities deemed to be work-related.

Boarding staff may consume alcohol when off duty and in designated staff areas within school property, provided this is done responsibly and does not impact their professional duties or safeguarding responsibilities.

All staff are expected to model appropriate, drug-free behaviour during working hours and in any situation where they are responsible for pupils.

## 4. Schools Stance on Illegal Drugs

St Catherine's School enforces a strict prohibition on substances regulated under UK legislation controlling illegal drugs. This policy aligns with the Misuse of Drugs Act 1971 and the Psychoactive Substances Act 2016, which make the possession, supply, and production of controlled substances illegal. The school also follows the Department for Education's Drug Advice for Schools, ensuring compliance with statutory guidance on managing drug-related incidents and safeguarding pupils welfare.

## 5. Medicines and Controlled Drugs

All medicines, including controlled drugs, must be administered by the Health Centre or a trained member of staff during term time or residential trips. Pupils may not self-administer medication unless agreed in writing and supervised. Sixth Form Boarders may self-administer homely remedies/over-the-counter/non-prescription medication, provided they do so responsibly and in accordance with school guidelines.

**Prep School**, any prescribed medication that needs to be administered during the school day should be handed to the Form Tutor or Office Staff.

**Senior School**, any prescribed medication that needs to be administered during the school day should be handed directly to the Health Centre.

All medications must be provided in its original packaging, clearly labelled with the pupil's name and dosage instructions.

Medicines brought from abroad must meet the following criteria:

- Be prescribed specifically for the pupil.
- Be licensed for use in the UK.
- Be accompanied by a translated medical report or prescription.
- Be approved by the school's medical adviser (School Doctor) before administration.

The school reserves the right to refuse administration of any medication that does not meet these requirements or poses a risk to the pupil or others. Including any medication that is brought into the Boarding House from their home country that is not written in English or is not a known drug (not identified in the British National Formulary BNF), will be confiscated and returned to the boarder when they leave to go home. It will not be dispensed by any member of staff. Every attempt is made to find an alternative medicine which is licenced in the UK to replace those confiscated.

**Controlled Drugs**

This applies to all pupils prescribed a controlled drug, including Sixth Form students.

**Storage**: All controlled drugs must be kept in a lockable container within a locked room at all times.

**Administration**: Controlled drugs should be administered by Health Centre Staff. When pupils are on trips or in boarding, a designated responsible person may administer the medication.

**Record Keeping**: Every issue of a controlled drug must be logged and signed for at the point of administration or release.

6. **Searches and Confiscation**

Searches will be conducted in line with the School Search and Confiscation Policy.

Staff authorised by the Head may search pupils and their belongings if there is reasonable suspicion.

Any searches of boarding rooms will always involve two members of staff.

Boarders designated lockable spaces will only be accessed with the pupil present.

Confiscated items will be recorded and stored securely.

**Drug paraphernalia** - Any discovered items are to be handled with protective gloves and stored securely pending disposal.

If illegal drugs are found the police will be informed and the drugs handed to them.

**Storage and disposal** - Suspected illegal substances will be sealed, labelled, and locked in the designated secure cabinet until police investigate.

For found medicines follow the School's Behaviour Policy.

7. **Responding to Drug Incidents**

If a pupil is found in possession of a legal drug:

- Disciplinary action will be taken in line with the school's Behaviour Policy.

If a pupil is found in possession of illegal drugs:

- The school will notify the police immediately.
- Parents/carers will be informed.
- Disciplinary action will be taken in line with the school's Behaviour Policy.

Support will be offered through pastoral care and external agencies where appropriate.

The School reserves the right to ask for drugs testing to take place if it suspects that an individual has used illegal drugs.

8. **Staff Responsibilities**

All staff must:

- Be familiar with this policy.
- Report any concerns or incidents to the Designated Safeguarding Lead.
- Uphold the school's drug-free ethos.

## 9. Education and Prevention

Drug education is delivered through a comprehensive programme including the school's Futures Life curriculum. These sessions are designed to be age-appropriate, engaging, and informative. The curriculum is further enriched by visiting speakers who offer specialist insights and real-world perspectives, helping pupils develop a deeper understanding of the risks, responsibilities, and societal impacts of drug use.

The School actively promotes informed decision-making, emotional resilience, and healthy lifestyle choices as part of its broader commitment to pupil wellbeing.

## 10. Monitoring and Review

This policy will be reviewed annually.

Incidents will be logged in the School's Behaviour Log and monitored to inform future practice.

## 11. References

DfE and ACPO Drug Advice for Schools

Searching, Screening and Confiscation Guidance (July 2022)

Guidance on Bringing Medicines into the UK

001/2024: The Misuse of Drugs Act 1971 (Amendment) Order 2024 and The Misuse of Drugs and Misuse of Drugs (Designation) (England and Wales and Scotland) (Amendment and Revocation) Regulations 2024 - GOV.UK