Drug Awareness and Drug-Related Incidents Policy

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Rationale

At Castle Primary School we are committed to ensuring the health and well-being of our pupils and staff, and to promote healthy lifestyles.
We recognise that all children will be likely to be exposed to the effects and influences of drugs in the wider community. Many children will be exposed to opportunities to try both legal and illegal drugs.
The purpose of this policy is to clarify the legal requirements and responsibilities of the school, to define drugs and drug-related incidents, to clarify the school's approach to drugs, to provide guidance on implementing drug education, to enable staff to respond to drug related incidents with confidence and consistency, to provide a basis for evaluating the effectiveness of drug education and the management of drug related incidents and to reinforce and safeguard the health and safety of pupils and others who work in school.
The policy applies to all school pupils, staff, governors and other adults working on the school site.

Definition

Drugs are defined by the United Nations Office on Drugs and Crime as:
A substance people take to change the way they feel, act or behave.

Drugs include medicines, tobacco, alcohol, volatile substances (those giving off gases or vapour which can be inhaled) and illegal drugs. Some substances which are legal would not be acceptable for possession and use by pupils on the school premises (eg alcohol, tobacco and legal highs). Other legal substances, for example glue, solvents and over-the-counter medicines, would be acceptable for possession and use on school premises, provided this is for their proper, intended purpose.

Aims and procedures

Drug education

Provide training and support for all staff on drug awareness in school or as part of individual staff continuing professional development.
To encourage pupils to become accurately informed on the effects of drugs on health and to make healthy, informed choices.
To enable pupils to experience up to date coverage of the risks and legal aspects of drug taking.
To give children the opportunity to develop the abilities to communicate their thoughts and concerns in an open, supportive and caring environment.
Promote the importance and relevance of decision making skills and develop awareness of peer pressure.
Develop assertiveness skills.
Learn how to access sources of help, advice and information.
Promote the benefits of a healthy lifestyle.
Use a range of teaching and learning methods including drama and role play to involve all pupils in active learning.
To provide pupils with the strategies to 'say no'.
To provide pupils with information and planned learning opportunities appropriate to their age and needs.
Drug education will be delivered as part of the Getting It Right programme in school, as well as part of the PSHE/Citizenship and science curriculum.

Information leaflets and pamphlets on drugs and their effects may be distributed to pupils (particularly older pupils) on some occasions. We will invite parents/carers to view this information beforehand, communicate to them their right to withdraw their child from reading or receiving these.
At Key Stage 1, pupils learn about being safe with household substances and medicines and the basic skills for following safety rules and making healthy choices.
At Key Stage 2, pupils learn about the effects and risks of alcohol, tobacco, volatile substances and illegal drugs and how to use basic skills to manage situations. They learn how to make informed decisions about their health, how to resist pressure and to take increasing responsibility for their actions.

Medicines

Some pupils may require medicines that have been prescribed for medical conditions during the school day. All such medicines should be kept locked in the medicine cupboard, or fridge if necessary, in the first aid room and accompanied by a written form from the pupil's parent/carer. These forms are available from the school office.
Managing medicines is not part of a teacher's duties. Staff may volunteer to take on such a role but they must receive appropriate training.
Medicines must only be administered in accordance with the prescriber's instructions, displayed on the container/packaging.
Self management of pupil medicines (eg Asthma inhalers) will require pupils to have ready access to essential medicines. These must only be used by those for whom they have been prescribed.
The school will keep written records of when medicines have been administered as well as if a child has refused their medication.
For non-prescribed medicines, such as those providing relief from hay fever, pupils or parents/carers should bring the medicine in to school accompanied by a letter from a medical professional. These medicines should also be stored in the first aid room in order to ensure that they are administered only to those who require and have requested them. School staff will not be expected to give non-prescribed medicines to pupils.
Medicines will also be locked away in a suitable cupboard or room during residential visits and will administered by a qualified member of staff. Dosage and time will also be recorded.
Staff who require medication during the school day should ensure that it is locked away safely from students.

Alcohol

Where alcohol is authorised at school events, (such as parent/carer or community events organised and run by FOCS) this will be in accordance with the licence granted to the FOCS.

Management of drug related incidents

A drug related incident is defined here as a situation which involves the suspicion, observation, disclosure or discovery of possession, use or supply of illegal and other unauthorised drugs on the school premises, during school educational visits and residential trips.

As well as illegal drugs, a drug related incident may involve medicines, tobacco, alcohol, or solvents. It may relate to the use of drugs by parents/carers or the finding of drug paraphernalia.
With respect to medical emergencies, the school's priority will be safety and medical assistance will be sought immediately.
All drug related incidents occurring on the school site will be reported to and logged by the headteacher or their representative.
A form for logging and recording incidents is attached as an appendix to this policy.
All incidents will be considered with respect to the school's Confidentiality Policy.
Needles or syringes found on the school site should be placed in a secure container (eg a tin with a lid), using gloves. They should not be disposed of as domestic waste. The school will liaise with the LA to discuss the best way of disposing of needles or syringes.

Informing others

Although there is no legal obligation to report drug related incidents to the police, we will endeavour to inform and consult with the police following a drug related incident where appropriate.
The school may consult the Police School Liaison Officer for advice without divulging any names.
The LA will be informed following a drug related incident in school.

Safeguarding samples

If an illegal drug is suspected of being on the school site for the purposes of preventing an offence being committed or continued, school staff may take temporary possession of it provided all reasonable steps are taken to manage appropriately the drug or deliver it to a person lawfully entitled to take custody of it. Staff will always attempt to ensure a second adult witness is present, seal the sample in a plastic bag and record the date and time of the find and those present. It will be stored in a lockable container and the police will be notified immediately. The school will record all details of the incident and inform parents/carers if appropriate and if this would not jeopardise the safety of the pupil.

Parents/carers under the influence of drugs on school premises

If school staff have concerns about discharging a pupil into the care of a parent/carer, the school will discuss with the parent/carer if alternative arrangements can be made. The focus will always be the maintenance of the child's welfare. If behaviour of a parent/carer repeatedly places a child at risk, staff will consult with the school's Designated Safeguarding Lead, who will decide whether to invoke child protection procedure or inform the police.

Monitoring and evaluation

Pupil learning and knowledge with respect to drug education will be monitored and assessed by teaching staff. The effectiveness of the school drug education programme will be evaluated by teaching staff and the subject leader for PSHE and will take into account the views of pupils and parents/carers. Any drug related incident will be examined with respect to the drug education programme.

Reference to national guidance and schemes of work

This policy was drawn up using a range of national documents and guidance including:

- Drugs: Guidance for schools (DfES 2004),
- Sex & Relationships Education, Healthy Lifestyles and Financial Capability (QCA 2005), Drug alcohol and tobacco education (QCA 2003), Guidance to Hampshire Schools in writing a confidentiality policy – draft 3 - (HCC 2005), Report into PSHE and Citizenship in Primary Schools (HMI2349) (Ofsted Feb 05), Annual Report in curriculum and assessment in PSHE (QCA Dec 05)
- The Psychoactive Substances Act 2016

Referral to external agencies

Where the school feels it is appropriate or necessary to involve external agencies, this will be done in accordance with the school's Confidentiality Policy, and the decision will always occur after involving any pupil, parent or carer, where this will not compromise the safety of a pupil. External agencies may include:

- Police
- Police Schools Liaison Officer
- LA
- Healthy School Programme
- NHS Primary Care Trust
- Health Professionals (School Nurse and school health team)
- Other agencies providing specialist help.

There is a list of Support Agencies and other organisations as an appendix to this policy.

Role of pupils/opportunities for involvement

Pupils will be asked, through various forums for discussion such as Circle Times and the School Council, for their views on the drug education programme as part of PSHE and Science. This will help staff plan future sessions in order to make drug education as interesting, relevant and informative as possible.

Role of parents

Parents and carers will be encouraged to become involved as much as possible to ensure a successful drug education programme. Parents/carers will also be consulted on further revisions and amendments to this policy.
Parents/Carers have the right to withdraw their child from elements of the non statutory PSHE and Citizenship curriculum but not those aspects of drug education addressed as part of the Science curriculum.
Drug education is taught at various stages throughout Key Stage 1 and 2. Parents are invited to view and discuss planned activities with members of the teaching staff and the headteacher.
We will endeavour to make training opportunities and information sessions run by health professionals open to parents/carers.

Equal opportunities statement

Castle is committed to working towards equality of opportunities in all aspects of school life. All children at Castle have the same opportunity to benefit from the drug education programme regardless of age, ability, ethnicity, gender or race. Teachers

will apply the statutory requirements and guidance on inclusion in the National Curriculum and ensure lessons and activities are accessible to all pupils.

Confidentiality statement (See also Confidentiality Policy)

All pupils, parents, carers and staff must be aware that staff cannot offer pupils unconditional confidentiality when a pupil first begins to talk about something where confidentiality may become an issue.
Pupils must be reassured that their best interests will be maintained.
If a member of staff believes that a pupil may be at risk of harm they should seek advice from the designated Child Protection Liaison Officer (Justin Bartlett, Headteacher).

Responsibility

The headteacher is the member of staff responsible for the management of drug education throughout the school. All staff and governors have a responsibility to uphold the policy for Drugs Education and Drug-Related Incidents.
The context of drug education, the management of incidents, training opportunities and transition between schools will be the subjects of discussion and liaison between local schools.