

# THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



## DRUGS POLICY

Date Agreed: SEPTEMBER 2017

Review Date: SEPTEMBER 2018

*DMF Botlett*

Signed: \_\_\_\_\_

Chairman Board of Governors

## The Federation of Nettlestone & Newchurch Primary Schools

Revision No.	Date Issued	Prepared By	Approved	Comments
1	Sept 2017	KJH / MM	FGB	New Policy

*All the governors and staff of The Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.*

### THE FEDERATION OF NETTLESTONE AND NEWCHURCH PRIMARY SCHOOL DRUGS POLICY

#### INTRODUCTION

**Staff responsible for drugs issues:** The PSHE Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum.

The Executive Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services.

#### LINKS TO OTHER POLICIES

This policy should be read in conjunction with the following policies; PSHE, Health and Safety, Behaviour, Safeguarding, Child Protection and Supporting Children with Medical Needs

#### DEFINITION OF DRUGS

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave".

This refers to all drugs whether:

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids and khat
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines
- And other drugs such legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes that currently have no restrictions (although laws about selling to under 18s and use in public places are to be put in place)

### **Definitions of other key words**

'Drug use' describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

### **WHY A POLICY IS NEEDED**

All schools are advised to have an up to date policy which is part of being a healthy school.

Although it is highly unlikely that illegal drugs will be in either of our primary schools, we believe that drugs play a part in the lives of every one of us and recognize that drug use and misuse can have a serious effect on health, well being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught, how it is taught
- Give guidance to teachers, support staff and visitors about drug education

### **APPROACH TO TACKLING DRUGS**

As part of being a healthy federation we take a whole school approach to drugs through

- A planned drug education programme through PSHE and citizenship informed by pupils, staff and parent's views, as well as science

- Carefully considered responses to drug-related incidents informed and supported by the views of the whole school community
- Clear rules and sanctions related to drugs
- Access to specialist support and advice, if needed
- Providing training and support for staff

## DRUG EDUCATION

### Aims of drug education

To give pupils information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drugs, alcohol, tobacco and medicines

To achieve this, our drug education programme will help pupils:

- gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings
- develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others
- explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences

### Where is it taught in the curriculum?

Teaching about drugs, alcohol and tobacco is taught through PSHE and in Science where it is required in the National Curriculum.

### What is taught?

We reflect the requirements and guidance in the science national curriculum and the framework for PSHE.

The statements below show what is taught in each Year group.

	Key Content
Year 1	<ul style="list-style-type: none"> <li>- I can recognise that some substances that go into my body can be harmful.</li> <li>- I can explain that all medicines are drugs but not all drugs are medicines.</li> <li>- I know some rules for keeping safe - tablets, medicines, fire drills etc</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>- I know that some people need drugs in order to lead a normal life.</li> <li>- I can explain that some drugs prevent diseases and some diseases spread and that some are controlled by drugs.</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>- I am aware of safety rules relating to medicines, alcohol, solvents and illegal drugs.</li> </ul>

Year 4	<ul style="list-style-type: none"> <li>- I can explain the important and beneficial role that drugs have played in society.</li> <li>- I am aware that the lifestyle choices I make now and in the future may impact on my health.</li> <li>- I can identify hazards from substances at home and school.</li> <li>- I can talk about some of the legal drugs encountered in everyday life including prescribed drugs, tea, coffee, tobacco.</li> <li>- I have some understanding of the effects of drugs and associated risks and some of the costs to society of drug misuse.</li> </ul>
Year 5	<ul style="list-style-type: none"> <li>- I can explain why it is important to take a positive approach towards personal safety and risk taking</li> <li>- I can express myself and resist pressures from friends e.g. peer pressure in relation to smoking</li> <li>- I can explore attitudes about different drugs and the people that use or misuse them</li> <li>- I can identify the decisions that I may need to make</li> </ul>
Year 6	<ul style="list-style-type: none"> <li>- I can explain the term peer pressure</li> <li>- I can explain that some substances are illegal and begin to understand their effects and associated risks</li> <li>- I can take responsibility for my body and my behaviour.</li> </ul>

### **How it is taught (including involving outside contributors)**

A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher and sometimes involves the school nurse or other professionals.

<b>MANAGEMENT OF DRUGS IN SCHOOL</b>
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### **School's view about the use of drugs**

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school boundaries. This covers; on or near the school premises, within the school day and during term time, on school visits, school journeys and at school social events.

These rules apply equally to staff, pupils, parents and carers, governors and those working and visiting the school.

### **Management of authorized legal drugs**

This school has agreed that there are circumstances, when some legal drugs are authorized for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

#### ***(i) Medicines***

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our policy on supporting pupils with medical needs.

#### ***(ii) Hazardous chemicals and volatile substances (solvents)***

Arrangements for the secure and safe storage of chemicals eg for cleaning are set out in the Health and Safety Policy

In the event of a child or adult whom is required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.

#### ***(iii) Alcohol***

There are occasions when alcohol is authorised at school during parent's events and staff social events. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

## **SMOKING POLICY**

We are a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school. Smoke free signage is prominent around our school grounds.

*E-cigarettes (sometimes known as nicotine vaporisers)*

Although e-cigarettes are not covered by smoking legislation we do not allow the use of e-cigarettes by pupils, staff, parents, contractors or visitors on the school premises and strongly discourage parents using them when collecting their children from school.

## MANAGEMENT OF DRUG-RELATED INCIDENTS

### Definition of a drug-related incident

Across the Federation, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the school boundaries.

Drug related incidents in a primary school rarely involve illegal substances but can involve: Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the school keeper finding used syringes in the playground, a member of the public phoning the school to say they have seen pupils smoking.

### *School responses to drug-related incidents*

In all drug-related incidents the following principles will apply:

- the DSL will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort
- Any action taken will be in line with the federation's positive behaviour policy.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Executive Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.

Possible responses might be:

*(i) Support and counselling*

If a pupil has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from Children's Services.

#### *(ii) Sanctions*

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Executive Headteacher and consistent with the Positive Behaviour Policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

### **Procedures for managing incidents**

#### *Reporting a drug-related incident*

All drug-related incidents are reported to the Executive Headteacher and Head of School.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug.

#### *Recording the drug-related incident*

All drug-related incidents are recorded using a cause for concern form. The form is given to the Executive Headteacher and kept confidential.

It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

### **Medical emergencies when a pupil is unconscious as a result of drug use**

Staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

### **Intoxication, when a pupil is under the influence of a drug**

The pupil will be removed to a quiet room and not left alone. The first aider and Head of School called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

### **Discovery/observation**

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

If the substance is suspected to be illegal, staff can take temporary possession of it

- it will be confiscated, in the presence of a second member of staff as witness
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the Executive Head and Head of School.
- the pupil will be taken to the office and the Executive Head or Head of School called and the pupils questioned
- the police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- we will record details of the incident, including the police incident reference number
- we will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- identify any safeguarding concerns and develop a support and sanctions response including internal exclusion whilst investigations are carried out.
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If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

### *Searches*

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the member of staff will discuss with the Executive Headteacher who may decide to carry out a search in the presence of another member of staff. The Executive Headteacher is the only person authorised to carry out a search, unless they are not the same sex as the pupil and then the Executive Headteacher will authorise a senior member of staff. The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

Teachers can search pupils' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a Senior member of staff present. If consent is refused the decision to search will be taken by the Executive Headteacher.

### *Dealing with drug-taking materials*

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

**Disclosure** when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The Designated Safeguarding Lead should be informed as soon as possible so that appropriate support can be found.

**Suspicion/rumour.** Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

### **Intoxicated parents/carers**

Our Federation rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

### **Needs of pupils**

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

<b>CONFIDENTIALITY</b>
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Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and safeguarding protocols. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Designated Safeguarding Lead.

## **WORKING WITH PARENTS/CARERS**

The Federation welcomes parents/carers who wish to share with us, their concerns about drugs. We signpost up to date information about drugs and where they can get further information, help and advice.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Executive Headteacher in liaison with the Designated Safeguarding Lead with the child's welfare a priority.

## **INVOLVING POLICE**

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact our local police officer immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

## **REVIEWING THE POLICY**

This policy is reviewed every two years by the Governing Body.

If an incident should occur, the policy is reviewed in the light of that incident.

The review will include feedback from the evaluations of drug education, included in the annual review of PSHE.

## **DISSEMINATING THE POLICY**

The policy is on the school's website and a copy can be requested from the school office.

Any outside contributors involved in drug education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.