



Benson CE Primary School

Drug Education And Incident Policy

Head Teacher: Mrs H Crolla

Reviewed by Teaching and Learning Committee

Date of Review: January 2018

Next Review: January 2020

Development and Review of School Drugs Policy

Purpose of Drug Education Policy

The purpose of this Drug Education policy document provides guidance on all matters relating to drug education, the management of drugs within the school community, supporting the needs of pupils with regard to drugs.

The policy is based on principles which underpin good practice in drugs education and managing drugs incidents. It is intended to help schools formulate a planned, co-ordinated and considered response to drugs.

It includes sections on the Context for Drug Education, the Planning and Teaching of Drug Education, Good management of Drugs within the school community responding the drugs incidents.

Department for Education and the Association of Chief Police Officers; Drug Advice for Schools (2012)

<https://www.education.gov.uk/publications/eOrderingDownload/DfE%20and%20ACPO%20drug%20advice%20for%20schools.pdf>

Department for Education - Drugs: Guidance for Schools (2004)

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DfES%200092%202004>

The Association of Chief Police Officers - Drugs: Guidance for police working with schools and colleges

<http://www.drugscope.org.uk/Resources/Drugscope/Documents/PDF/Education%20and%20Prevention/acpomain.pdf>

Drug Scope (Drug Education Forum) School drug policy review process:

http://www.drugeducationforum.com/images/dynamicImages/7715_684805.pdf

A good school drug policy will:

- clarify the school's responsibilities and the legal requirements
- give a clear view on the use of drugs in school
- reinforce and safeguard the health and safety of the school community
- support young people
- explain to the whole community the school's approach to drugs
- give curriculum guidance on developing, implementing and monitoring drug education
- support and train staff in the delivery of drug education
- provide consistency in the management of drug incidents

- ensure that the school's ethos and values are reflected in the drug education curriculum and in responses to incidents
- create a basis for evaluation

Oxford Drug and Alcohol Action Team - Local information:

<http://www.oxfordshiredaat.org/youngpeople/>

Oxfordshire Early Intervention Centres;

<http://www.oxfordshire.gov.uk/cms/content/early-intervention-service>

School Drug Policy

Designated member of staff responsible for drug policy: **Mrs Helen Crolla**

Head Teacher: **Mrs Helen Crolla**

Designated member of staff responsible for drug education and curriculum planning: **Mrs Jo Tanner, Science Co-ordinator**

Designated senior member of staff responsible for the management of drug-related incidents: **Mrs Helen Crolla Headteacher**

Mrs Lianne Reddy and Mr Andy Thorpe(Assistant Headteachers)

Governor lead on Drug issues: **Kate Hart**

A reference copy of this Drug Policy can be found in the school policy file, the school administration office, the staff room and the school website

Benson CE Primary School is committed to safeguarding children within an educational setting which is informed by Christian and British values. The school is an inclusive and supportive environment which values all individuals for their differences. All pupils and staff are encouraged to develop their knowledge, skills attitudes and understanding about drugs whilst appreciating the benefits of a healthy lifestyle.

Ethos of our school

The ethos of our school is to provide a supportive and nurturing environment in which all pupils and staff are encouraged to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle.

Provision of drugs education at our school takes account of pupil's views and opinions, so that it is both appropriate to their age and ability, and relevant to their particular circumstances.

Rationale

It is acknowledged that our school community play an important role in tackling drug misuse by providing drug education and pastoral support to all pupils. It is our aim to help all pupils to be able to take their place safely in our society where a wide range of drugs exists. We recognize that some drugs have beneficial effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to

understand the nature of drugs, their social and legal status, their uses and effects.

Relationship to other school policies

This policy is linked to other school policies, for example behaviour, medicines and first aid, confidentiality, behaviour and anti-bullying, health and safety, equal opportunities, child protection, outside visits and residential trips. If drugs are addressed in more than one policy then the approach needs to be consistent and include clear cross-referencing.

External Guidance and advice

The school actively co-operates and seeks support with other agencies such as the Thames Valley Police, Social and Health Care Services, Local Education Authority, Life Education Bus, NSPCC, Health and other appropriate Drug Agencies to deliver its commitment to drugs education and to manage incidents of drug use and misuse. In all our planning and responses to drug issues we take careful account of LEA and national guidance, in particular *Drugs: Guidance for Schools (DFES February 2004)*

Definition of Drugs

In our school a drug is defined as '***a substance people take to change the way they feel, think or behave***'. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, over the counter and prescription medicines. (*Drugs: Guidance for Schools (DFES February 2004)* and (*National Drug Strategy 2008*)

Formation and Consultation Process

This policy has been prepared following consultation with school staff, governors, parents/carers and any other group. It is shared with pupils in an appropriate way through teaching or curriculum activities.

The DFES (*Drugs: Guidance for Schools (DFES February 2004)*) has been used during the preparation together with advice from the LA School Drug Education Consultant

Purpose of our School Drug Policy

- clarify the legal requirements and responsibilities of the school providing accurate information
- reinforce and safeguard the health and safety of pupils and others who use the school
- clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community

- give guidance on developing, implementing and monitoring the drug education programme
- enable staff to manage drugs on school premises, and any incident that occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs compliment the overall approach to drug education and the values and ethos of the school
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- reinforce the role of the school in contributing to local and national strategies

The aim of Drug Education in our school

The aim of drug education is to provide opportunities for pupils to develop their **knowledge, skills, attitudes** and **understanding** about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education is an important aspect of the PSHCE curriculum for our school. The intention is to:

Increase pupils' knowledge and understanding and clarify misconceptions about:

- the short- and long-term effects and risks of drugs
- the rules and laws relating to drugs
- the impact of drugs on individuals, families and communities
- the prevalence and acceptability of drug use among peers
- the complex moral, social, emotional and political issues surrounding drugs

Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- assessing, avoiding and managing risk
- communicating effectively
- resisting pressures

- finding information, help and advice
- devising problem-solving and coping strategies
- developing self-awareness and self-esteem

Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Teaching Sequence:

Nursery and Reception: Looking after myself

Years 1 and 2 Healthy eating and healthy bodies. Medicines that help you.

Years 3 and 4 Drugs Education, healthy living, staying safe

Year 5 and 6 drugs, dangers and uses, different types, safety, healthy life, legal, illegal drugs.

The role of the Head teacher and Governing Body

The Head-teacher takes overall responsibility for the policy and its implementation, for liaison with the Governing body, LA and appropriate outside agencies, and for the appointment of a Drug Education and Incident Management co-ordinator, who will have general responsibility for handling the daily implementation of this policy. The Head-teacher will ensure that all staff dealing with substance issues are adequately trained and supported.

Dissemination of the policy

The policy will be distributed to all staff and governors and is available to parents/carers, pupils and relevant outside agencies. It is included in induction sessions for new staff, pupils, parents and governors and that this policy is a regular item in staff meetings, SLT and governor meetings to monitor the progress of drug education. Any drug related incidents are reported within the headteacher's report to the full governing body. The Teaching and Learning Committee hold the responsibility for monitoring drug education within the science and PSHCE curriculum.

Drugs on School Premises

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit.

Pupils, staff and visitors to the premises are made aware of the school's drug policy.

Illegal Drugs, smoking and alcohol on the School Premises

It is understood by the whole school community that the possession, use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable

The school is designated a "no smoking" area for staff and visitors and we look to everyone, including parents/carers to support this policy. If pupils are found smoking on site the Head teacher will be informed immediately.

Alcohol may only be consumed on the school premises for events organised by members of staff, governors or FOBs, which take place after the end of the school day. Verbal permission must be obtained from the senior management team prior to the event. The selling of alcohol must be carried out with the appropriate license on place for FOBs events. The organisers are responsible for ensuring that all those consuming alcohol are over the age of 18. Staff must not drink alcohol during normal school hours or whilst supervising children. They should report for work free from the effects of alcohol or recreational drugs.

To protect the health and safety of the school community daily checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

The school will ensure that potentially hazardous substances are stored safely, in locked cupboards, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of sniffable products.

Prescribed Drugs on the School Premises

In our school we follow the recommendations of the Oxfordshire Health and Safety guidelines and DfEE guidance 'Supporting Pupils with Medical Needs' 1996. (Drug Policy – Management of Medicines)

An up to date list of children taking prescribed drugs (e.g. asthma or diabetes) will be circulated to staff. Parents must notify in writing if any medicines need to be taken during school hours. Teachers may administer prescription medicines if parents have completed the required form, but this is up to the individual teacher. It is the parents' responsibility to ensure safe administration of medicines during school hours. Medicines should not be kept in school, save for asthma inhalers, which will be kept by the child or, in the case of infants, by the class teacher.

In certain cases, prescribed emergency medicines (e.g. for anaphylactic shock) may be kept on the school premises. These are to be kept in specifically allocated places out of children's reach and are to be administered by named, trained staff only. Details of these medicines and their location are kept in the staff room and the office. Supply teachers are informed of this on

the supply teachers' Information Sheet. Photographs of pupils who are prescribed specific medicines are located in the office and staffroom.

Drug Incident; where substance misuse or supply is suspected.

The first concern whilst managing drugs is the health and safety of our school community and meeting the pastoral needs of pupils.

Staff will follow the flow chart Drug Situations – 'medical emergency' found in the *Drugs: Guidance for Schools (DFES February 2004) pages 117 -118 (See Appendix A)*.

The Head teacher will then assess the school's legal requirements, this may include the involvement of appropriate outside agencies, and the proposed school response, the involvement of parents/carers, the arrangements for recording and informing other agencies, and the Health & Safety procedures (see Health & Safety policy) including safe handling of suspect substances.

All incidents will be recorded on a school incident form. (*See Appendix D*)

The consequences of such incidents involving pupils will follow broadly the same procedures as laid down in the school Behaviour Policy.

Our school has adopted the above drug policy

Head Teacher: Helen Crolla

Chair of Governors: Jo Chapman

Date: Reviewed 15th January 2018 review Due: January 2020

APENDIX B: DRUGS SITUATIONS - MEDICAL EMERGENCIES

The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well being and safety of others. Put into practice your school's first aid procedures.

IF IN ANY DOUBT, CALL MEDICAL HELP.

ALWAYS:

- ◆ assess the situation
- ◆ if it is a medical emergency, send for medical help and an ambulance (List of First Aiders in the Office)

BEFORE ASSISTANCE ARRIVES: If the person is conscious:

- ◆ ask the person what has happened and to identify any drug used
- ◆ collect any drug sample and any vomit for medical analysis
- ◆ **do not** induce vomiting
- ◆ keep the person under observation, warm and quiet

BEFORE ASSISTANCE ARRIVES: If the person is unconscious:

- ◆ ensure that the person can breathe and place in recovery position
- ◆ **do not move the person** if they have fallen, as a fall may have led to spinal or other serious injury which may not be obvious
- ◆ **do not** give anything by mouth

- ◆ **do not** attempt to make the person sit or stand
- ◆ **do not** leave the person unattended or in the charge of another pupil.

WHEN MEDICAL HELP ARRIVES:

- ◆ pass on any available information and any vomit and drug samples.

APPENDIX C: COLLECTION OF HYPODERMIC NEEDLES

Schools and colleges should be vigilant in checking premises and grounds for health and safety hazards including signs of any discarded equipment, which may be drug-related. If needles or syringes are found they should not be touched.



What are the hazards?

If a **skin puncture** is caused by a **hypodermic needle** the injured person is potentially infected with viruses including **Hepatitis B and C**, and **HIV**.

If you find a needle or syringe:

DO PHONE! DON T TOUCH!

- If it's in a public place **PLEASE** phone the District Council to arrange to have it picked up:
 - Remember the exact location if possible stay at the site until the Collection Team arrive.
 - Tell the owner if it's on private land or in a building.
 - If you want to do something at your own risk, cover with a strong box or drinks can.
- #### **DO PHONE! DON T TOUCH!**
- Don't put the needle / syringe in a litter bin.

If you receive a needlestick injury:

- Encourage the injury to bleed by gently squeezing.
- #### **DO NOT SUCK THE WOUND!**
- Wash the area with soap and running water for at least five minutes.
 - Cover with a waterproof plaster.
 - Immediately visit your Doctor or Accident and Emergency Department where you should enquire about the relevant immunisation.

Collection Team Numbers



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