

Whytemead Primary School

Drugs Policy

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Whytemead Primary School is a Rights Respecting School and the ethos of the school is based on UNICEF's Convention of the Rights of the Child (CRC). This underpins the schools policies and principles and guides our school community. The Drugs Policy links directly to CRC Article 33 in which that all Governments should use all means possible to protect children from the use of harmful drugs.

The purpose of our Drug Policy is to:

- Clarify the legal requirements and responsibilities of the school
- 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 the drug education programme
- Enable staff to manage drugs on school premises and incidents that occur
- Provide a basis for evaluating the effectiveness of the drug education programme and the management of incidents involving illegal and other unauthorised drugs.

Terminology

The definition of a drug given by the United Nations Office on Drugs and Crime is:

A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this policy to reflect all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrates (known as poppers)
- All over-the-counter and prescription medicines.

The school's stance towards drugs, health and the needs of pupils

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

Illegal drugs have no place in schools. The possession, use or supply of illegal and other unauthorised drugs (as designated by the Headteacher) within school boundaries is unacceptable.

The school boundaries are defined as the school premises and perimeters and these extend to include journeys in school time and residential trips.

Rationale

Drugs are an important part of modern life; many people require them to improve the quality of their life and use them to control disease and pain. It is important that young children recognise the positive aspects of drug use. To address the safety aspect of drug use it is essential to teach simple safety rules about medicines,

tablets, solvents and household substances. Children form attitudes about drug use from a very early age by watching adults smoking, drinking and taking medicines. The misuse of drugs continues to increase and children need to develop the skills to deal with a drug-orientated society. Children have the right to a well-informed, well-resourced drug education programme, which reflects the school's aims and values and in particular "To prepare children for the complexities of adult life, enabling them to develop skills to make choices to develop healthy life styles".

Classroom Practice and Drug Education

The content of our drug education programme is included within our PHSE and Citizenship Curriculum. This offers the opportunity to reinforce the benefits of a healthy lifestyle.

There is no single model of good practice in drug education and a wide range of teaching approaches can be used. Strategies that might be used include:

- Direct teacher input
- Small group discussion
- Circle Time
- Games
- Drama and Role Play
- Discussion
- Audio-visual material
- Visitors
- Case study materials
- Questionnaires

Our drug education programme should be age-appropriate e.g. use of 'People Who Help Us' topic in Early Years and a role play Hospital or Clinic.

Drug Education programme for Reception and Year 1:

- All about me
- Safety in the home
- Stay healthy
- My growing body
- Medicines in school

Drug Education programme for Years 2 and 3:

- Getting on and falling out, say no to bullying, how to ask for and receive help
- Community, our role in the community, people who help us, how do rules and laws affect me

- Friendships, say no to bullying, learning to respect differences between people, disabilities
- Healthy, happy people, hygiene, healthy bodies, medicines and drugs, healthy eating
- Perfect planet, caring for the environment, pollution and litter
- Out and about, home safety, people who help us

EYFS and Key Stage 1: Knowledge, Skills and Attitudes

- Know that all medicines are drugs, but not all drugs are medicines
- That all household products, including medicines, can be harmful if not used properly
- Rules for the use of medicines in school. Know simple safety rules about medicines, tablets, solvents and other household substances
- Know about different medicines and that some people need them to live a normal life
- To be able to explain their views about illness and taking medicines
- Follow simple safety instructions when taking medicines
- Basic information about the body and how the body works
- How to look after the body
- Learn how and from whom to get help
- Value one's body and recognise one's uniqueness and to feel positive about themselves
- Develop a positive attitude to medicines, health professionals and hospital.

Key Stage 2: Knowledge, Skills and Attitudes

More detailed information about the body and how it works

- Know about medicines and their effects and associated risks
- What makes a healthy lifestyle
- Communicate one's needs to adults and know how to give and get help
- Know safety procedures when using medicines
- Recognise their worth as individuals by identifying positive things about themselves and their achievements
- Take responsibility for their own safety and behaviour.
- Learn about the effects on the human body of tobacco, alcohol and other drugs.

Visitors to the school e.g. theatre groups and the use of outside agencies such as the Police or Health Authority must be aware of the school policy and practice. They must work under the clear guidance of the teacher as part of a planned programme and the teacher must take an active part in the lesson.

Reviewing the drug education provision

The school will ensure that the drug education provision is reviewed at least on an annual basis and that it will be included as part of our healthy school audit and action plan.

Medicines in School

Some pupils may require medicines that have been prescribed for their medicinal condition during the school day. This school has Administration of Medicine, Asthma and First Aid policies. The school makes direct use of 'Managing Medicines in Schools and Early Years Settings' (March 2005). Parents and carers of children with medical needs are asked to complete a health care plan with the first aider in the school office and with the school nurse. Only when a health care plan has been agreed are medicines allowed in school.

Asthma inhalers are kept in the office, accessible to named pupils. Epi-pens are also readily available for those pupils for whom they are prescribed. No other drug is allowed in school unless there is a long-term need agreed with the Headteacher and documented in a health care plan. The school maintains a confidential central record of pupils who require medicines during the school day. A parent or carer may call into school to administer a medicine to their child if it is also agreed with the Headteacher or trained first aider. The Headteacher and members of staff will remove medicines brought to school e.g. cough/throat pastilles and given back to the parent at the end of the day.

During off-site visits the asthma inhalers and Epi-pens must be carried and be available for the named pupils.

It is the responsibility of parents to inform the school about their child's medical needs. Regular reviews of the emergency medicines required to be brought to school will be made and the governors regularly briefed.

Staff Support and Training

Staff training in drugs education, first aid and the use of medicines in school will be regularly updated and governors briefed. Outside agencies will be used to supplement staff training e.g. school nurse for managing asthma and in the use of Epi-pens.

The School Site

The school operates a No Smoking policy which extends to the school grounds. Signs make visitors aware that we operate a no smoking policy. The Premises Officer is vigilant in the maintenance of a litter-free environment, which involves clearance of bottle, beer cans and cigarette packs from the playground areas. In the case of discarded syringes, needles or other drug-related paraphernalia being found, that part of the site will be cordoned off and expert advice about disposal will be sought.

An unidentified substance suspected of being a drug brought to school by a pupil would always be removed to a secure place and the parent will be contacted.

Guidance on Handling Drug-Related Incidents

Incidents are likely to involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. They could fit into the following categories:

- Drugs or associated paraphernalia are found on school premises

- A pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age
- A pupil is found in possession of drugs or associated paraphernalia
- A pupil, parent/carer or staff member is thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil discloses that they or a family member/friend are misusing drugs.

Dealing

This school places the utmost priority on safety, meeting and medical emergencies with first aid and summoning appropriate help before addressing further issues.

Establishing the nature of incidents

All incidents should be referred immediately to the Headteacher or deputy Headteacher. A careful investigation will be carried out to judge the nature and seriousness of each incident. The Headteacher or designated staff member will inform, consult and involve others as necessary.

Confidentiality

Careful attention will be given to respecting the confidentiality of those involved. However, teachers cannot and should not promise total confidentiality. It may be necessary to invoke child protection procedures if a pupil's safety is under threat or where a life is in danger.

Police Involvement

Legal Drugs

The police will not normally be involved in incidents involving legal drugs, but school may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.

Illegal Drugs

In a case of illegal drugs being found the school would inform the police.

The Management of Drugs at School

1. Headteacher must be informed before any action taken;
2. The school does not legally have to act if it has been told that a young person is using or has used an illicit drug outside of school time, or has been in possession of an illicit drug outside of school time. It would however be advisable to inform the Headteacher if made aware of any such behaviour and the final decision be left with the Headteacher;

3. If any information is received about a young person's behaviour in or outside of school time, and there is sufficient evidence for concern in relation to drugs, it is advisable to contact all relevant parties unless there is evidence that there is evidence that the young person may be placed at significant risk;
4. 'Using' means someone who is using or taking the drug(s) themselves. It does not mean that they are a drug dealer and each case should be looked at individually;
5. Money does not have to change hands for a young person to be dealing. Dealing can be defined as passing on, selling, giving away and any action that involves any type of hand-over of drugs from one young person to another;
6. The school has no legal obligation to contact the Police;
7. If Police come into school and wish to formally interview a young person, parent(s)/carer(s) must be contacted. Parent(s)/carer(s) can refuse permission for their child to be interviewed. This would change if the child were placed under arrest;
8. The Headteacher can give permission for a formal interview to take place if all possible efforts have been made to contact a parent(s)/carer(s). This should only happen in exceptional circumstances as it could lead to disciplinary action. An appropriate adult must be present if a child is interviewed. If this is anyone other than the person who has parental responsibility they should have undertaken specific training on how to fulfil this role. Without training it would not be advisable to undertake this role. The Headteacher would usually undertake this responsibility in the event of no appropriately trained staff.

Substances

1. If school finds a substance that they believe to be illegal it is recommended that they try to establish where it has come from;
2. The most important thing to remember is to have a witness to anything done if at all possible;
3. If it is decided that the drug is to be stored, the following must happen: it must be kept in a secure place (eg the safe). It must be separately packed with the time, date and place of finding/handing in - do this with a witness;
4. The school should contact the police for advice
5. The school can contact the police to collect suspected illegal substances; an officer would call as soon as practically possible;
6. Inform the Headteacher and record all you do on a Drug Related Incident Form (see Appendix 1).
- 7.

Parents/Carers and Drug Incidents

Informing Parents/Carers

The school will inform parents/carers and explain how the school intends to respond to the incident and to the pupil's needs. In any situation where a pupil may need protection from the possibility of abuse, child protection procedures should be followed. Parents/carers should be encouraged to approach the school if they are concerned about any issue related to drugs and their child. School can refer parents/carers to other sources of help.

Parents/Carers under the influence of drugs or alcohol on school premises

When dealing with parents/carers under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a pupil into the care of the parent/carer. The focus for staff must always be the maintenance of the child's welfare. Where the behaviour of a parent/carer under the influence of drugs or alcohol repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police.

Staff Conduct and Drugs

Staff are role models to pupils and during school hours staff should not drink alcohol. Whytemead is also a smoke-free school. Staff who smoke will need to go off-site. Similar conduct is also expected on school trips and includes residential trips. Teachers have a duty of care to pupils entrusted to the school. A member of staff may be deemed unfit to work if he or she poses a risk or potential risk to the health and safety of pupils of colleagues.

These expectations also apply to the conduct of school governors, parents and others who may work with pupils in school. The school will seek to address the professional, health and welfare needs of staff with a drug problem with appropriate health advice and support.

Appendix 1: Record of incident involving unauthorised drug

1. For help and advice telephone the LEA
2. Complete this form WITHOUT identifying the pupil involved
3. Copy the form
4. Send the copy within 24 hours of the incident to the LEA
5. KEEP the original, adding the pupil's name and form - store securely

Tick to indicate the category

Drug or paraphernalia found ON school premises	
Emergency/Intoxication	
Pupil in possession of unauthorised drug	
Pupil supplying unauthorised drug on school premises	
Pupil disclosure of drug use	
Disclosure of parent/carer drug misuse	
Parent/carer expresses concern	
Incident occurring OFF school premises	

Name of school: Whytemead First, Dominion Road, Worthing, West Sussex BN14 8LH

Name of pupil:

Class:Age.....Male/Female

Ethnicity:

Time of Incident:am/pm

Date of Incident:

Is this the second or subsequent incident involving the same pupil?.....YES/NO

Report form completed by:

First Aid given? YES / NO First Aid given by?.....

Ambulance/Doctor called? YES/NO Called by.....Time.....

Drug involved (if known) e.g. Alcohol, Paracetamol, Ecstasy).....

Drug found/removed? YES/NO Where found/seized.....

Senior staff involved:

Name and signature of witness:

Disposal arranged with (police/parents/other):

At time: If police, incident reference number:

Name of parent/carer informed.....(for school records only)

Informed by:At time

Brief description of incident (including any physical symptoms):

Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LEA/GP/Police consulted)