

# Drugs & Substances Policy

**Hanbury First  
School**

RATIFIED: October 2018

# **1 INTRODUCTION**

Our school believes that the misuse of drugs endangers not only our pupils but also affects the wider community in which we live. It is the school's responsibility to ensure the child's health and safety while in our care and we also strive to promote their personal and social wellbeing. Drug misuse undermines this and hinders the development of the young person.

The policy provides a focus for the school to consider how drugs education should be implemented and developed within the curriculum, and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for involvement in drug issues. The policy forms an integral part of our existing health education and personal and social education programmes.

## **1.1 RATIONALE**

Hanbury First School recognises that young people in today's society are exposed to the risks associated with the drug culture that exists.

The school wishes to promote the development of the 'whole person' which encompasses physical, mental, emotional, social and environmental health; by equipping pupils with the knowledge, skills, attitudes and values to handle their lives effectively in the present and prepare them for adulthood.

Drugs education should therefore form part of the school curriculum.

## **1.2 DRUGS EDUCATION IN CONTEXT**

A life skills approach to drug prevention is essential. Pupils are taught about raising self-esteem, self-confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills, attitudes and values.

This is delivered via PSHCE, Science and is reinforced through our promotion of Christian and British Values.

## 2 THE RANGE OF SUBSTANCES

*'A drug is any substance which, when taken, has the effect of altering the way a person behaves, feels sees or thinks. As well as everyday substances such as tea and coffee, drugs include:*

- *alcohol and tobacco*
- *'over the counter medicines' such as paracetamol for headaches*
- *prescribed drugs, such as antibiotics and tranquilisers*
- *volatile substances such as glues and aerosols*
- *illegal drugs such as cannabis, LSD and ecstasy*

The school recognises that this policy focuses mainly on illicit drugs.

Procedures for handling alcohol and tobacco misuse are outlined in Appendix 1 and are also covered the *Discipline Policy*. Procedures for handling prescribed medicines and volatile substances are also outlined in Appendix 1 and are in the school *Health and Safety policy*. This policy complements these policies and also the *Child Protection Policy*. It does not exist in isolation.

If the Head Teacher has reasonable grounds to suspect that drugs are being used or supplied on the school premises, they will take appropriate steps to inform the relevant bodies in order to avoid any liability as a 'manager or occupier' of premises. If staff have taken possession of a substance for the purposes of protecting a pupil from harm and from committing an offence; they should under no circumstance, try to analyse or identify it. If they suspect it to be LSD, they should wear gloves when handling it, to avoid ingestion through the skin. The drug should be immediately stored in a safe place, and the police contacted.

## 3 PROCEDURES FOR HANDLING AND REPORTING INCIDENTS

A suspected drug related incident is described as

- Suspect drugs found on the school premises
- A pupil suspected of being in possession of drugs
- A pupil found to be in possession of drugs
- A pupil suspected of being under the influence of drugs
- An adult suspected of being under the influence of drugs

When an incident occurs the member of staff involved should:

- Make the situation safe
- Send for support
- Administer first aid if necessary
- If an illegal drug is found it should be secured in a safe place until dealt with by the police
- Report the incident

The incident will be in the first incidence reported to the Head Teacher who will contact the police in this area. The parents will also be contacted and made aware of the situation. The incident will be recorded by the teacher involved and by the designated teacher.

All staff are made aware of the procedures and where necessary emergency procedures will be followed. If a search needs to be made the Head Teacher will conduct this with an appropriate witness.

### **3.1 EMERGENCY PROCEDURES**

For the purposes of this policy, an emergency is considered to be either:

- A situation in which a pupil or staff is in danger, or
- A sequence of events which require urgent attention.
- An alert triangle will be sent from the location of the incident, to inform staff to follow agreed emergency procedures. Alert triangles can be found in every classroom and the playground first aid kit.

### **3.2 CONFIDENTIALITY**

Where a pupil discloses to a teacher or other member of staff that he or she is taking drugs, they should make it clear that he or she can offer no guarantee of confidentiality. The member of staff should treat this as a safeguarding incident and follow the relevant safeguarding procedure.

## **4 THE PLACE OF DRUGS EDUCATION WITHIN THE CURRICULUM**

Drug education should not be seen as a one off topic but as a continuous process which involves the development of skills and attitudes enabling pupils to make informed choices. Effective drug education should take account of not only the individual, but also the family, their peer groups, and the wider community. Where possible, the school promotes the partnership between the parent and child, when addressing drug issues.

At Key Stages 1 and 2, the statutory curriculum for pupils includes the cross-curricular theme of Health Education. This theme provides opportunities for young people to develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances, their effects of health and lifestyle.

## **5 THE AIMS AND OBJECTIVES OF DRUGS EDUCATION**

The school's drugs education is grounded in the following aims and objectives:

### **5.1 AIMS**

- To recognize that all medicines are drugs but not all drugs are medicines.
- To promote positive attitudes towards personal health.
- To develop self-discipline and self-respect.
- To build pupils' self-esteem.
- To develop decision-making skills which may delay or prevent the onset of experimentation.
- To inform pupils of the effects of drug abuse, and the risks involved.
- To help pupils to understand how they can influence their peers.
- To develop knowledge and understanding of themselves and others as individuals.

### **5.2 OBJECTIVES**

Drugs Education should enable pupils to develop a knowledge and understanding about drugs and drug issues, as well as the skills needed to cope with challenges they will encounter.

Pupils should be able to:

- Understand their own personality, needs, abilities and interests.
- Understand the process of reasoning required to make informed choices.
- Explore their own attitudes towards drugs and drug issues.
- Develop coping strategies to deal with peer pressure.
- Develop a competence in challenging attitudes and patterns of behaviour associated with drug misuse.
- Develop self-discipline.
- Understand how some drugs affect the body.
- Be aware of the benefits of healthy lifestyles.

## **6 THE DELIVERY AND ORGANISATION OF DRUG EDUCATION**

Drugs Education is a whole staff issue. Hanbury First School ensures that staff are regularly updated with changes in the curriculum and changes to the policy, which have an effect on their delivery of the curriculum. Where possible staff received in-service training on drug issues.

### **6.1 OUTSIDE AGENCIES**

Hanbury First School may use outside agencies to help delivery the education if the teacher ensures that the following criteria are met:

- The content and delivery of the programme has been jointly agreed.
- The programme and methods of delivery are consistent with the aims and objectives outlined in this policy.
- The Head Teacher has given approval for the use of the outside agency.
- CRB disclosure will be required from any person delivering drug education.

## **7 LINKS WITH PARENTS, THE COMMUNITY AND THE POLICE**

Parents play a vital role in the prevention of drug misuse. They should be involved fully in the education of their child. This is especially so with drug education. Parents are encouraged to play an active role in homework tasks, and discuss drug issues with their child whenever relevant. Parents are also aware of the school's procedures for dealing with drug related incidents.

The school endeavours to work closely with the local community to help reduce the number of drug related incidents.

Hanbury First School has developed good working relationships with the local police. This helps to ensure that if a drug related incident is reported, it will be dealt with in a professional and discrete manner, and in keeping the best interests of the child concerned in mind.

Staff with appropriate training are permitted to administer prescribed medication to pupils as outlined in the relevant policy.

## **8 THE ROLE OF THE HEAD TEACHER FOR DRUG RELATED INCIDENTS**

The Head Teacher is responsible for the co-ordination of the arrangements to deal with individual cases of suspected or actual drug misuse. Their role includes:

- Implementing procedures as outlined in this policy for dealing with an incident
- Receiving any substance found in school
- Liaison with the appropriate authorities on any drug related incident
- Regularly updating staff on the policy and the procedures for dealing with a drug related incident
- The induction of new staff as appropriate
- Liaison with outside agencies in relation to drug related incidents
- Reviewing and updating the school drug policy, when required

## **9 MONITORING AND EVALUATING**

The school drug education policy is periodically reviewed to reflect changing circumstances and trends in drugs use. The programmes of study for drug education are continually reviewed and any changes deemed necessary are implemented.

The induction of new staff will include introduction to this policy.

The policy is available to parents if they request it.

# **APPENDIX 1**

## **PROCEDURES FOR HANDLING ALCOHOL MISUSE**

Alcohol may only be consumed on school premises during official, organised fundraising events (eg fetes). The school only allows alcohol to be brought onto school premises as donations for fundraising events or as 'one-off' end of term gifts to staff. Donations/gifts will be stored securely. Other than in these instances, the school is an alcohol free zone.

Adults breaking this rule will be referred to the Head Teacher directly.

Pupils will be dealt with under the school's discipline policy.

## **PROCEDURES FOR HANDLING TOBACCO MISUSE**

The school is a restricted environment with no one being permitted to smoke anywhere on the school premises.

Adults breaking this rule will be advised by other members of staff.

Pupils breaking this rule will be dealt with under the school's discipline policy.

## **THE MANAGEMENT OF PRESCRIBED MEDICINES**

See Medication Policy

## **THE MANAGEMENT OF SOLVENTS**

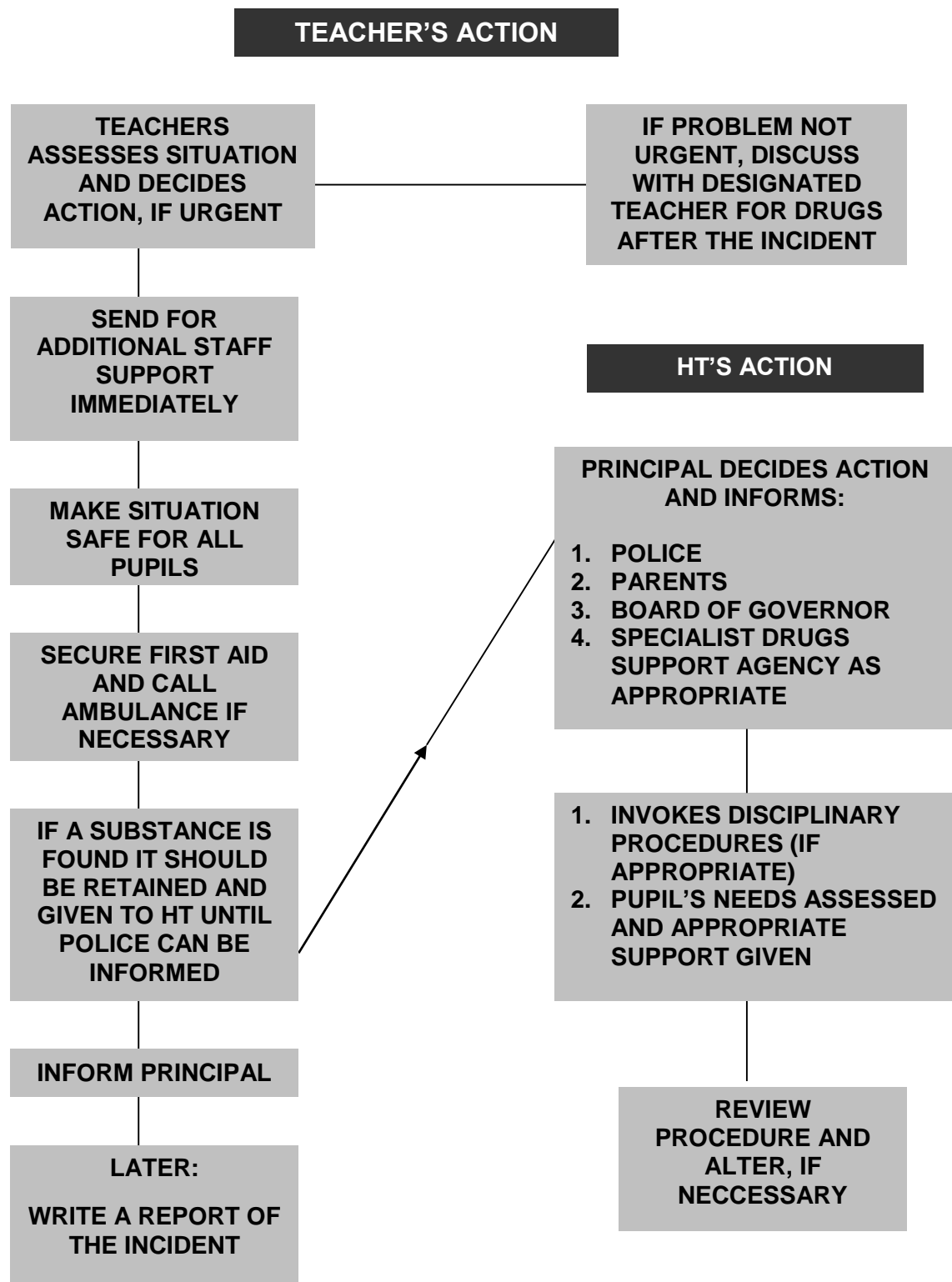
Pupils are not permitted to bring solvents or aerosols into school. This includes tippex fluid and pens, tippex thinners, glue, marker pens and spray deodorants. Pupils *are* permitted to bring felt tip pens to school.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board markers, glues and paints. The cleaners and caretakers should also ensure that their stores are locked when not in use and that solvents are held in a secure place.

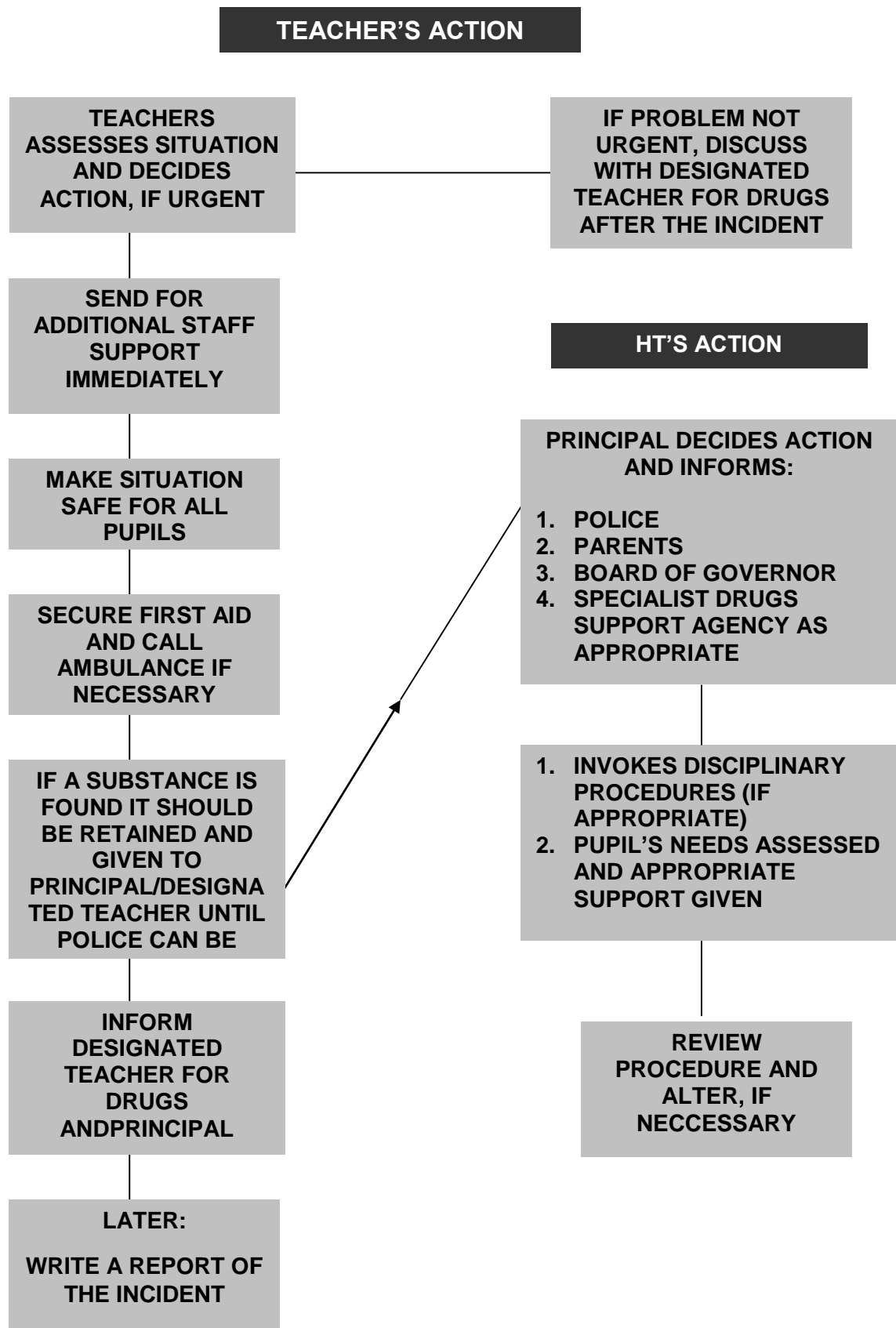


## APPENDIX 2 - HANDLING INCIDENTS

Action to be taken in the event of a suspected incident of drug misuse where the designated teacher for drug issues is the principal:



Action to be taken in the event of a suspected incident of drug misuse where the designated teacher for drug issues is not the Head Teacher:



## **APPENDIX 3 – EMERGENCY FIRST AID**

### **Emergency Action for all members of the school community:**

In the event of finding someone collapsed and unconscious, summon help and follow these procedures until help arrives:

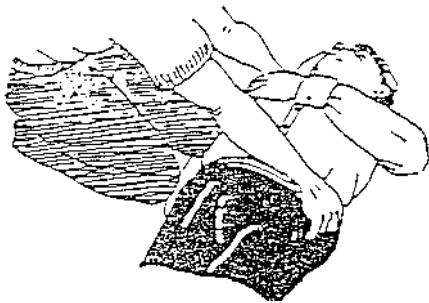
1. Check that the mouth is free of obstruction and the airway clear.
2. If necessary pull the tongue forward
3. Loosen clothing at the neck-line
4. Place the person in the recovery position with the head forward (refer to illustrations of recovery position next page)
5. Check for chest movement and colour of face, lips and tongue; if these begin to turn blue, a person qualified in first aid should resuscitate.

## THE RECOVERY POSITION



1

- Turn the face towards you
- Tilt the head backwards and move the jaw forward to ensure that the air-way remains open



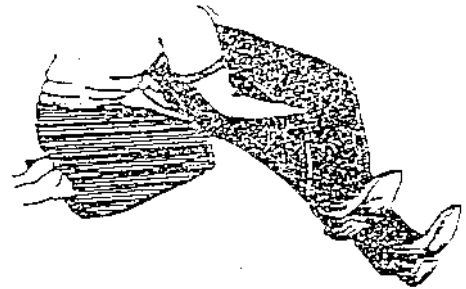
3

- Support the head and grip the clothing at the hip
- Roll the casualty towards you until he/she rests against your knees



5

- Bend the uppermost leg and bring well forward to support the body



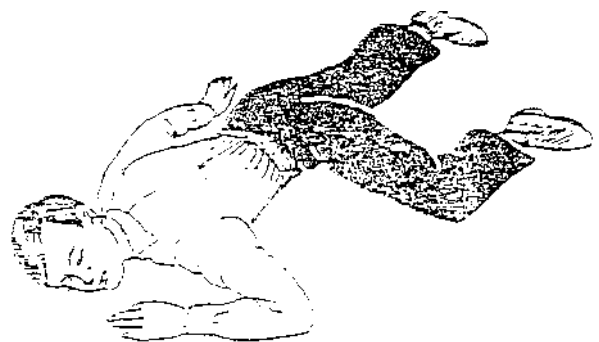
2

- Place the arm nearest to you by the casualty's side, then slide the hand, palm upwards, under the buttock.
- Bend the other arm and lay it across the chest
- Lift the far leg and bringing it towards you cross it over the leg nearest you



4

- Check that the air-way remains open
- Keeping the uppermost arm bent, move it out from the body to act as a support



6

- Free the other arm to let it lie alongside the body

## RECORD OF DRUG RELATED INCIDENT

## DESCRIPTION OF THE INCIDENT AND ACTION TAKEN

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

1.	Name of Pupil / Young person _____	DOB _____
	Address _____	
	School / Youth Club _____	
2.	Date of Incident _____	Reported by _____
	Time of Incident _____	Location of Incident _____
3.	First Aid given YES / NO	Administered by _____
	Ambulance/Doctor Called YES / NO	Time of Call _____
	Drug Involved (if known) _____	Sample Found YES / NO
4.	Parent Informed YES / NO	Date _____ Time _____
	By whom _____	
5.	Where sample retained _____	or _____
	Date Sample Destroyed _____	Time _____
	Witnessed by _____	
6.	Police Informed YES / NO	Date _____ Time _____
	By _____	Name of Station / Officer _____
7.	SEELB Drug Education Officer Informed YES / NO	Date _____
	Time _____	By whom _____
8.	Form completed by _____	Date _____
	Position _____	
	Countersigned by School Principal/Board Officer _____	
	Dated _____	