Little Melton Primary School

Drugs policy

Approved by Governing Body

Date November 2018

Review November 2019

Signed .....

Chair of Governors

Drugs Policy
Little Melton Primary School

The aim of this policy is to acknowledge and clarify the schools' role in drug prevention and education and ensure it is appropriate to pupils' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, teachers, support-staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school's behaviour policy. This policy should also be read in conjunction with the PSHE policy, medicines policy, health and safety policy, SEN and discipline/behaviour policy. This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/ residentials etc.

Definition: "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc
The school believes that the possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, *or* while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.

Drug Education: The school provides a planned drug education curriculum through the following:
(i) The National Curriculum science order outlines the content of the *statutory* drugs education-

- Key Stage 1, 5-7 year olds should be taught about the role of drugs as medicines
- Key Stage 2, 7-11 year olds should be taught that tobacco, alcohol and other drugs can have harmful effects

(ii) Other discretionary topics (delivered through Circle Time, Personal, Social and Health Education and Citizenship) reflect knowledge, understanding, attitudes and social skills: this will:

- Enable pupils to make healthy, informed choices
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
- Enable young people to identify sources of appropriate advice and personal support

On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. The school actively cooperates with agencies such as the LA, police, health and drug agencies.

Statutory duty of the school: The head teacher takes overall responsibility for the policy and its implementation, for liaison with the governing body, parents, LA and appropriate outside agencies. The head teacher will ensure that all staff dealing with substance issues are adequately supported and trained.

Implementation of the policy: In incidents involving substance misuse or supply on the premises/during the school day, and following discussion with the pupil and staff, action will proceed as follows. It should be noted here that, when dealing with drug-related incidents, the school has adopted the procedures as laid out in ***Drugs: guidance for schools*** (Reference: DfES/0092/2004).

- Any medical emergencies will be dealt with as per Appendix A
- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc, the case will be discussed with the young person and a written record taken (see Appendix C); parents/carers will be informed by the head teacher a soon as possible. The support of outside agencies will be sought if appropriate
- If a young person admits to using or supplying substances off the premises, the appropriate action will be taken by the head teacher, who will inform the parents/carers (please refer to the school discipline policy)
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the head teacher in consultation with governors and staff who know the young person well
- The school will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per Appendix B: all staff, pupils, parents/carers will be informed of these issues.
- The governing body will be involved in drug-related incidents as they are concerning other matters relating to the school.
- The head teacher will take responsibility for liaison with the media, where required. Additional support and advice is available form the School Drugs Adviser and LA Communication Officer Education

All staff, parents/carers and young people will be reminded of this policy, and its procedures, on a regular basis.

APPENDIX A : Drug situation – medical emergencies
APPENDIX B : Situations involving drugs without medical authority
APPENDIX C : Record of drug-related situation (a specimen record sheet)

Policy written:
Policy reviewed:
Date of next Planned Review: } Add.

Appendix A : Drug situations – medical emergencies

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

The main responsibility is for the pupil at immediate risk, but it is important to ensure the well-being and safety of others.

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

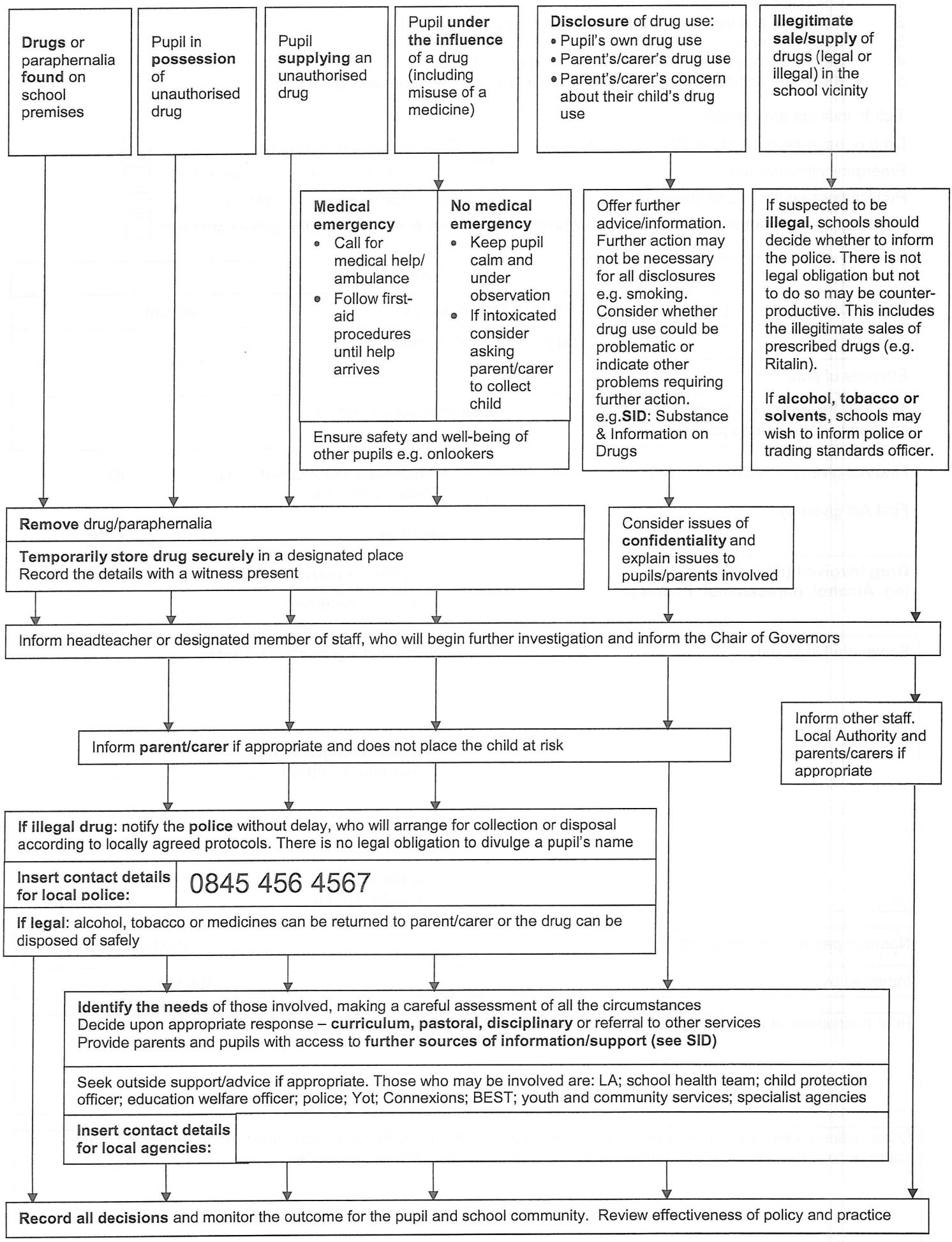
- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools.*

"Drugs" refers to **all drugs** including **medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs**

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

1 For help and advice, telephone the LA
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 LA
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	☐	Pupil disclosure of drug use	☐
Emergency/Intoxication	☐	Disclosure of parent/carer drug misuse	☐
Pupil in possession of unauthorised drug	☐	Parent/care expresses concern	☐
Pupil supplying unauthorised drug on school premises	☐	Incident occurring OFF school premises	☐

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident:: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

First Aid given by: .....

Ambulance/Doctor called? YES NO
(Delete as necessary)

Called by: ..... Time: .....

Drug involved (if known): **(eg. Alcohol, paracetamol, Ecstasy)**
Senior staff involved:

Drug found/removed? YES / NO

Where found/seized:

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Name and signature of witness:

.....

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Disposal arranged with
(police/parents/other): .....

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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, LA/GP/Police consulted)