



Goring C.E. Primary School

Drug Education and Incident Policy

Policy Approved by the Safeguarding Governor on ...29 April 2019

Signed Chair of Governing Body

Review Date ...April 2021

To conform with the requirements of GDPR (General Data Protection Regulation) all data is handled according to the terms of our Privacy Notice. A copy of this is available on our school website.

Development and Review of School Drugs Policy

Purpose of Drug Education Policy

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

The policy is based on principles that underpin good practice in drugs education and managing drugs incidents. It is intended to outline 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 and responding to 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>

Date of approval and adoption of Drug Policy: 29 April 2019

Date of next major review: April 2021

Designated member of staff responsible for drug policy: Angela Wheatcroft

Designated member of staff responsible for drug education and curriculum planning: Amanda Clegg

Designated senior member of staff responsible for the management of drug-related incidents:

Angela Wheatcroft

Governor lead on drug issues: Safeguarding Governor

A reference copy of this Drug Policy can be found in the school policy file in the school office and on the school website.

Goring Church of England (Aided) School has a distinctive Christian ethos that is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish.

Ethos of our school

The philosophy 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 plays 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 exist. 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 pupil behaviour and discipline, medical needs, confidentiality, anti-bullying, health and safety, equal opportunities and safeguarding.

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, 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*)

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.
- To support the school's PSHE policy in helping to maintain the safety and well-being of pupils, staff and visitors.
- 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 these involved.

- Ensure that the response to incidents involving drugs complements 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 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.

The role of the headteacher and governing body

The headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing body, LA and appropriate outside agencies. The headteacher, therefore, should be notified immediately of any drugs related incident. Staff should make safe any evidence or the scene of such an incident including an assessment of whether it is safe to remove items or if best left to professional help. The Headteacher will ensure that all staff dealing with substance issues are adequately trained and supported.

The Safeguarding Governor is the link governor for Drugs Education.

The role of the PSHE coordinator

The PSHE coordinator is responsible for coordinating Drugs Education. These responsibilities include:

- Ensuring that the policy is regularly evaluated and reviewed;
- Implementing monitoring systems in school.
- Coordinating links with outside agencies.

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 this policy is a regular item in staff, SMT and governor meetings to monitor the progress of drug education.

Drugs on school premises

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields, swimming pool, nature garden and bike sheds, 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 as necessary.

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 Headteacher will be informed immediately.

Alcohol may only be consumed on the school premises for events organised by members of staff, governors or PTA, 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 organisers are responsible for ensuring that all those consuming alcohol are over the age of 18. Staff should not drink alcohol during normal school hours or whilst supervising children.

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

The school will ensure that potentially hazardous substances are stored safely 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 DfE 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. Staff may administer prescription medicines if parents have completed the required form, but this is at the discretion of the staff. It is the parents' responsibility to ensure safe administration of medicines during school hours. No other medicines should be kept in school. Prescription medicines will be kept either in the staffroom fridge or a locked cupboard in the office, 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.

Non-prescription drugs

Drugs that have not been prescribed will not be held on the school premises under any circumstances.

Should a parent/carer require non-prescription drugs to be issued to their child on the school premises they will need to arrange for the drug to be brought to the school by an authorised adult, administered by that adult and then immediately removed from the premises.

If the authorised adult is not the parent or legal guardian of the child, written authority from the parent or guardian will be required before the drugs can be administered.

Non-prescription medicines will not be administered by any member of staff with the exception of travel sickness medication for the return journey on a school trip. Written information, confirming the dosage, must accompany the medication.

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.

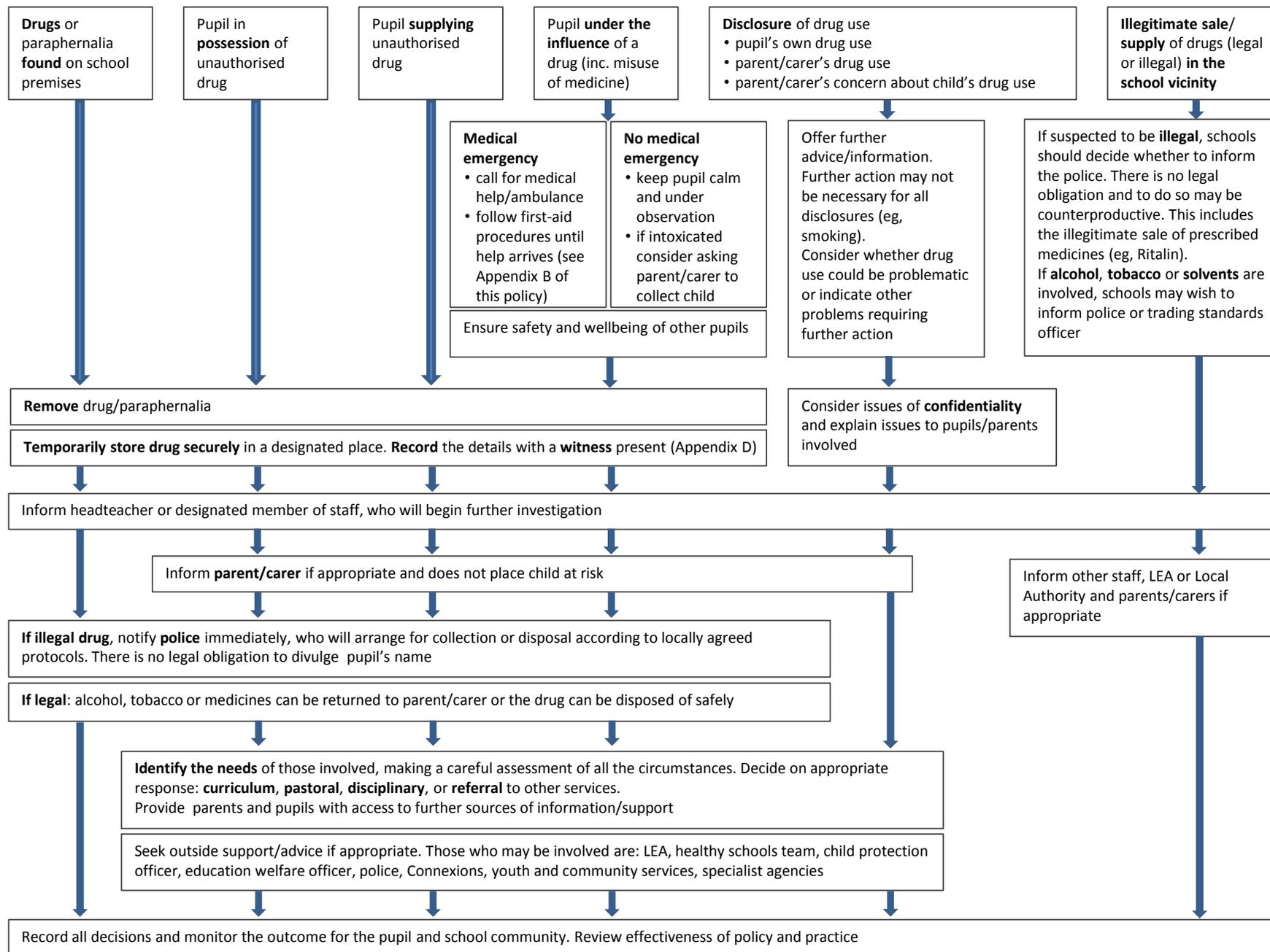
Staff will follow the flow chart in Appendix A of this policy, found in the *Drugs: Guidance for Schools* (DFES, February 2004), pages 117–118. See also Appendix B for procedures in a medical emergency.

The Headteacher 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.

Appendix A: Responding to incidents involving drugs



Source: Department for Education and Skills (2004), 'Drugs: Guidance for Schools', February, Appendix 8, pp. 117–18.

APPENDIX 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

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.

STOP NEEDLES

TAKE ACTION!

STOP NEEDLES

If you find a needle or syringe
DO PHONE!

- 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. **DON'T TOUCH!**
- Don't put the needle / syringe in a litter bin, or kick it down a drain.

DON'T TOUCH!

Oxfordshire

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

Cherwell:
01295 221940

Banbury:
01295 221531
(After 5pm and at weekends)

West Oxfordshire:
01993 861020
(24 hours)

Oxford City:
0800 783 4957
(24 hours)

Vale of White Horse:
01235 520202

South Oxfordshire:
01491 823416

01235 821886
(After 5pm and at weekends)

01491 824033
(After 5pm and at weekends)

Design: justin@inspired-graphics.co.uk Print by PrintGinger November 2004

APPENDIX D: Record of incident involving unauthorised drug use

- 1 For help and advice, contact 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 | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| Emergency/Intoxication | <input type="checkbox"/> | Disclosure of parent/carer drug use | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Parent/care expresses concern | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident OFF school premises | <input type="checkbox"/> |

| | |
|--|---------------------------|
| 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
 Called by: Time:

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

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

 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, LA/GP/Police consulted)