

Drugs Education Policy and Management of Drug Related Incidents



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Responsibility:

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Statement of Intent

The Governing Body of Ringwood Junior School is committed to equality for everyone across all aspects of school life. We aim to ensure that equality is incorporated into existing and future policies to eliminate unlawful discrimination, harassment and victimisation and to advance equality of opportunity between different groups with particular emphasis towards the “protected characteristics” now enshrined in the Equality Act 2010.

The School Access Action Plan has been incorporated into the Single Equality Policy to incorporate those duties provided in the Disability Discrimination Act 2005, as amended by the SEN and Disability Act 2014 (SENDA). We aim to reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils, and prospective pupils, with a disability.

Where specific duties come into force under the Equality Act 2010, these will be incorporated into the individual policies by the Governing Body’s sub-committees to ensure a cohesive framework for the benefit of our school, its staff and visitors to the school. Where appropriate, the committees will have responsibility for publishing equality information and objectives.

Description of the Setting

A description of the geography and status of the setting; the age range, sex, religious, ethnic and cultural mix of children; the family backgrounds of the children; any special educational needs of the children and the role/involvement of the governors.

The Context of the Policy and its Relationship to Other Policies

The Drugs education policy links to several other policies in school such as; behaviour, health and safety, confidentiality, pastoral support, PSHE, school visits and child protection. As a school with National Healthy School status, drugs education is an important part of keeping the school a safe and healthy environment.

How the Policy was Formulated

Responsibilities of the Headteacher:-

- *Overall responsibility for the drugs policy*
- *Implementation of drugs laws applying to premises (see section Finding Equipment)*
- *Liaison with the Governing Body, parents, LA and other appropriate agencies*

Responsibilities of the PSHE Manager:-

- *Leading and developing policies*
- *Cross phase liaison*
- *Regular reporting to SLT as appropriate*
- *Monitoring of drugs education programme*

Responsibilities of the Governors:-

- *There is a named PSHE governor with lead responsibility for drugs education.*

Parental Information:-

- *Parents were consulted at the drafting stage of the original policy. There is a copy of this policy available on request and the drugs co-ordinator is always available to discuss any concerns parents might have.*
- *Prior to reviewing the policy, parents were consulted via a PSHE questionnaire that included drugs education (July 2009) and given opportunity to discuss comments with the PSHE manager.*
- *A new Health and Wellbeing development group with staff, parent, pupil and community representatives will be discussing Drugs Education as part of our Healthy Schools program.*
- *Should a child be involved in substance misuse, the school will always inform the parents as soon as possible.*

Pupils:-

- *Pupils have been involved in the drawing up of this policy, via the school council. All pupils have been made aware of its content, as part of this school's PHSE programme, and can access copies on request. Pupil monitoring of the PSHE programme has also informed changes and additions to the policy and the year group medium term plans.*

Other People Involved in Drawing up this Policy:-

- *Headteacher*

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- *Lead PHSE Governor*
 - *Staff and HLTAs*
 - *Police Representative*
 - *Hampshire Healthy Schools Team*
 - *EWO*
 - *Caretaker*
 - *Ringwood Infant School*
 - *Ringwood School*

National Guidance

The policy was drawn up using a range of national documents including:-

Drugs: guidance for schools (DfES, 2004).

Drugs: guidance for schools (Consultation Report 2010).

NICE public health guidance 23: School-based interventions to prevent smoking. (Feb 2010)

PSHE end-of-key-stage statements – Key Stage 2: www.qca.org.uk/15315.html

The Purpose of the School Drug Policy is to:-

- *clarify the legal requirements and responsibilities of the school*
- *reinforce and safeguard the health, wellbeing 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 incidents that occur, with confidence and consistency, and in the best interests of those 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.*
- *set out the arrangements for collaboration and communication with local agencies offering targeted and specialist support for young people in need and their families*

Definitions and Terminology

“Drugs” refers to all drugs **including medicines, volatile substances, alcohol, tobacco and illegal drugs**

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 document to refer to all drugs:-

- *all illegal drugs*
- *all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), khat and alkyl nitrites (also known as poppers)*
- *all over-the-counter and prescription medicines.*

Aims and Objectives of the Policy

Our drugs education programme is underpinned by our RRE (Rights Respecting Education) approach. Ringwood Junior School encourages children to make healthy, informed choices by increasing knowledge about drugs, by challenging existing attitudes and by encouraging responsible decision-making.

Ringwood Junior School condones neither the use of illegal substances, alcohol or tobacco nor the misuse of glue, solvents, vapes, prescribed and over the counter medicines. The school is a committed Healthy School and will act to safeguard the well-being of its pupils and staff in order to promote and sustain its ethos and pastoral role. We aim to encourage and develop young people’s learning and ensure support appropriate to their needs is accessible.

Effective drug education is an essential contributor to ensuring that all children and young people are able to reach their full potential and that the school ensures that every child, regardless of their age, gender, religion or ethnicity, can be protected from harm. Education about drugs is also crucial for the school to maintain Healthy Schools status.

Education about drugs is not concerned merely with substance, but with people in their social and community settings. Therefore, drugs education <http://www3.hants.gov.uk/education/outdoor-education.htm> should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Where and to Whom the Policy Applies

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working within the school.

Content Drugs Education Programme

The programme will support the whole school aim of encouraging pupils to develop strong healthy bodies and promote their social, moral, cultural and spiritual well-being through developing attitudes that enhance their own quality and life and give them the ability to be independent people, able to make their own decisions.

Through the Personal, Social and Health Education curriculum, taught through the Coram SCARF programme delivered by all teaching staff, pupils will be:-

- *Provided with the opportunity to explore values and attitudes related to drugs and their use or misuse, and learn the information and skills required to resist drugs*
- *Be helped to remove the mystique often associated with drugs and reinforce the benefits of a healthy life style*
- *Able to clarify the law regarding drug usage*
- *Able to explore media influence*
- *Enabled to acquire and develop appropriate health related skills, preparing them for “ the opportunities, responsibilities and experiences of adult life” (Education Reform Act 1988).*

Teaching About Drugs Needs to:-

- *Be matched to the particular needs and concerns of the pupils*
- *Respond to trends in drug issues*
- *Provide a credible and consistent message*
- *Warn about the dangerous effects of drugs but not set out to shock or frighten as this may actually increase interest and encourage experimentation • Be aware that pupils’ parents or siblings may have had experience of drug misuse*

The Statutory Requirement by the end of KS2 is that Pupils Should be Taught:-

- the facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug-taking (Relationships Education, Relationships and Sex Education (RSE) and Health Education 2019)

Pupils Should Also be Taught:-

- *That all medicines are drugs but not all drugs are medicines*
- *There are over-the-counter, prescribed, legal and illegal substances and have some understanding of their effects*
- *How to make simple choices and exercise some basic techniques for resisting pressure from friends and others*
- *The important and beneficial part which drugs have played in society*

Drugs Education is taught, through PHSE, in each of the four year groups:-

Within the Keeping Safe and Being My Best units of the Coram SCARF programme. These lessons are taught in the Spring and Summer terms.

For more detail on each of these units of work, see the PSHE Medium term plans or ask the PSHE leader.

Organisation of the PSHE Programme:-

- *The PSHE Manager is responsible for co-ordinating drug's education.*
- *Each class teacher has responsibility for delivering the drugs education programme as outlined above.*

Health and Safety:-

- *recognise that there are hazards in living things, materials and physical processes, and assess risks and take action to reduce risks to themselves and others.*
- *Other visitors such as our community Police support officer, school nurse, Extended Services representative and the Life Education bus team may be used to assist in the delivery of drugs education and can bring with them resources that are not available in school to use with the children.*

Assessment, Monitoring, Evaluation and Reviewing

Teachers need to refer to the end of key stage statements for KS2 that particularly relate to drugs education:

make choices about how to develop healthy lifestyles
identify some factors that affect emotional health and well-being
make judgements and decisions
list some ways of resisting negative peer pressure around issues affecting their health and well-being
list the commonly available substances and drugs that are legal and illegal
describe some of the effects and risks of the above substances and drugs

identify and explain how to manage the risks in different familiar situations

explain how their actions have consequences for themselves and others

Teacher observations and discussions with children as well as written or group work will inform teacher assessment which is recorded with PSHE books and lessons.

Pupil questionnaires and monitoring discussions led by the PSHE co-ordinator should take place annually in order to assess the children's progress and perception of this subject.

Management of Drugs at School

School Procedures for Medication

The office will provide each class teacher with a list of children with special medical conditions and how to deal with these should the need arise. Photographs of children who need immediate medical treatment will be placed on the wall in the medical and staff rooms. Appropriate training will be given for administering particular treatments e.g. epipens

All medicines to be kept in the medical room. Parents must give written permission for medicines to be administered in school. Children with asthma are responsible for their inhalers and taking inhalers to the field, pool and on trips.

Pastoral

The Needs of Pupils

If a teacher is concerned that a pupil may be at risk from drugs misuse they will need to discuss concerns with the Children Protection Liason Officer (CPLO) . The pupil will be offered support through the school's general arrangements for pastoral care. If the school believes the child is at risk from taking drugs, the parents will be informed as per the Child protection policy.

Where there is a concern that the parents may be involved in drugs misuse, child protection procedures will be followed. Should a child disclose that they are at risk from the drug use of a parent or carer, the member of staff must record and report matters to the CPLO who will follow the procedures laid out in the Child Protection Policy.

If a pupil voluntarily discloses information about drug misuse, it is important to:-

- *Not over-react*
- *Listen to the pupil's point-of-view*
- *Not jump to conclusions*
- *Remember that the pupil may not view his or her drug use or misuse as a problem*

Confidentiality

As a general rule, the teacher or member of staff concerned will maintain a child's confidentiality.

If the teacher believes that a child is at risk or in danger they will inform the CPLO who will act in accordance with the procedures in the school's Safeguarding, Confidentiality and Child protection policies.

The child concerned will be informed that confidentiality is being breached and the reasons why. Throughout the process, the CPLO and teacher(s) concerned will support the child.

What is "In School?"

- *On school premises, including buildings and grounds*
- *When taking part in off-site activities, visits and school trips including those abroad*
- *Pupils' use of school premises and grounds beyond the school day*
- *Use of the school's facilities and grounds by the community, including pupils, out of school hours*

Hearsay

Drug use is often discovered by hearsay. Any concerns should be dealt with by the CPLO as per the Child Protection policy. A record of concern can be built up to help avoid rumour.

Suspicious Behaviour

Such behaviour should be treated in the same way as hearsay. In this way patterns of behaviour may become apparent and appropriate support offered.

Finding Substances:-

- *If a substance is discovered which is suspected of being harmful, illegal or needing investigation, it should be removed to a place of safe keeping in the presence of a witness and handed to the police as quickly as possible*
- *If the substance is known or suspected to be illegal the police should be informed*
- *A record of the find and action taken must be kept.*
- *If the substance is received or retrieved from a pupil this should be done in the presence of a witness*

The following should be recorded:-

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- *Date and time of find or retrieved*
 - *Size and appearance*
 - *The names of those concerned*
 - *Action taken*

The pupil's parents should be informed of the action taken.

Finding Equipment

The Caretaker and cleaning team will inspect the site regularly. Any equipment discovered should be handled with care. The incident must be recorded and the items disposed of in a safe way. Needles and syringes should be placed in a secure, rigid container for collection by the appropriate service.

Searching:-

- *Any search of school property may be authorised by the head teacher or her deputy where there is reasonable cause to suspect the presence of prohibited items. They should be carried out in the presence of a witness and any named pupils implicated should be present*
- *Members of staff should never carry out searches of a pupil's property or person*
- *Staff should try to persuade voluntary production of any unlawful substances*
- *If it proves necessary to search a pupil's property or person a police officer must be present and parents informed as soon as possible*
- *There must be reasonable grounds to suspect the pupil of possessing illegal substances for any police officer to carry out a search.*

Finding Drugs in Use

Schools have a duty of care to treat all drug related incidents as a medical emergency first and a disciplinary matter second. If medical help is needed, or if there is any doubt, the school's first aid procedures should be put into action.

(Responding to and preventing Drug Related incidents in Schools: Alternatives to Exclusion):-

- *If a pupil is found in possession of a substance suspected of being illegal, the school will inform the police*
- *Direct supervision will be necessary to ensure a substance is not disposed of or swallowed*
- *The sanctions and procedures to be followed when pupils are found in possession of tobacco, alcohol, glue, solvents, prescribed and over the counter medicines will be found in the section **Responses and Support***

-
- *In an emergency arising from a drug related incident the well-being of the pupil will be paramount*

The Supply of an Illegal Substance

It is an offence knowingly to permit the production or supply of any controlled drug on school premises. The police will be involved immediately in such circumstances.

Reporting Incidents:-

- *The designated member of staff will maintain an overview of all relevant information. She will report directly to the head teacher.*
- *The school has a logging procedure for keeping information relating to hearsay, suspicious behaviour and drug related incidents as stated in the Child Protection Policy.*
- *Whenever possible the school will work with parents to support pupils, through the school's pastoral support procedures.*
- *The school will usually be informed by outside agencies if the police are involved or the pupil's health or welfare is risk.*

Responses and Support

As previously stated the school will work with parents to support pupils. The school will impose a variety of responses against pupils involved in drug related activities depending on the severity of the incident. Responses might include:-

- *Informing the police directly*
- *Informing the parents directly*
- *Working with parents to support education about the use/misuse of substances within the home*
- *Provide suitable material within the school to educate the child about the use/misuse of substances*
- *Ensure the child understands the difference between prescribed and nonprescribed medicines*
- *Inter-agency education programmes*
- *Opportunities for counselling in school*
- *Counselling referrals*
- *Behaviour contracts*
- *Fixed term exclusion*
- *Permanent exclusion*

(See The Right Response – Managing and making policy for drug-related incidents in schools).

Dissemination of the Policy:-

- *Every member of staff has access to the policy through the Teacher's Pool on the school network.*
- *This policy is included in induction sessions for new staff and governors and is part of the staff handbook.*
- *Parents and carers can request access to the policy by asking at the Office or through the PSHE manager.*
- *Staff have had training cascaded by the PSHE manager during staff meeting time.*
- *There is a regular programme of Parents meetings covering aspects of the PSHE programme, including Drugs education.*

Signed:

Dated: