

2019

Drugs and Substance Misuse Policy



The Nebula Federation



Nebula
where stars are born

Drugs and Substance Misuse Policy

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 play 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 exists. 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.

The aim of the drugs education policy is to acknowledge and clarify the school's role in drug prevention and drug education¹ and ensure it is appropriate to pupil's needs. The policy will provide information about procedures in response to any drug-related incident and provide guidance to teachers, support staff and outside visitors.

A drugs education policy ensures that schools take a whole school approach on the issue of drugs as part of the commitment to being a healthy school. Teachers need to be confident and skilled to teach drug education and pupils, who are concerned about drugs, need to be supported.

Relationship to other school policies

This policy is linked to other school policies, for example behaviour, medicines, confidentiality, pastoral care, behaviour, anti-bullying, health and safety, child protection, outside visits and residential trips. If drugs are addressed in more than one policy then the approach needs to be consistent and include clear cross-referencing.

External Guidance and Advice

The school actively co-operates and seeks support with other agencies such as the Norfolk Police, Social and Health Care Services, Local 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 Local and National Guidance.

Definition

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 such as cannabis, ecstasy, heroin, crack/cocaine and LSD and also legal substances such as: alcohol and tobacco, volatile substances and solvents, over the counter and prescription medicines.

1. The phrase 'drug prevention' is one widely known, used and accepted to relate to *illegal drugs, alcohol and tobacco*. As it would be unreasonable to 'prevent' prescription drugs/medicines, the meaning is clear.

The school believes that the possession and use of drugs in school or during the school day is inappropriate (excluding those drugs/medicines prescribed by a Doctor). All the drugs covered by this policy are not permitted to be bought, sold, or otherwise obtained on school premises or during the school day, including when pupils are on school visits. These rules apply to adults working at and for the school. Individual exceptions may be made for pupils and staff who need to take prescribed medicines where appropriate.

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
- 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 compliment 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
- the difference between prescribed and un-prescribed medication
- 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 young people to identify sources of appropriate personal support
- 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.

Statutory Duty of School

The Executive headteacher 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.

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.

Drugs on School Premises

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields 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.

Illegal Drugs, legal highs, 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. Permission must be obtained from the Executive Headteacher prior to the event. The organisers are responsible for ensuring that all those consuming alcohol are over the age of 18. Staff are discouraged from drinking 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.

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 sniff able products.

Prescribed Drugs on the School Premises

In our school we follow the recommendations of the Norfolk County Council Health and Safety guidelines and DfEE guidance 'Supporting Pupils with a Medical Condition at School' 2014.

An up to date list of children taking prescribed drugs (e.g. asthma or diabetes) will be kept and made available to appropriate staff.

Parents must notify in writing if any medicines need to be taken during school hours. Office staff or TAs may administer prescription medicines if parents have completed the required form. It is the parents' responsibility to ensure safe administration of medicines during school hours. Medicines should not be kept in school, except for asthma inhalers.

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 on the supply teachers' Information Sheet.

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.

The Executive 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.

There is no legal obligation to inform the police, though they may be able to give relevant support and advice. However, a school cannot knowingly allow its premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium. Where it is suspected that substances are continuing to be sold on the premises, details regarding those involved, as well as much information as possible, will be passed to the Police.

All incidents will be recorded on a school incident form. (*See Appendix A*)

The consequences of such incidents involving pupils will follow broadly the same procedures as laid down in the school Behaviour Policy.

The governing body will be involved in drug education and drug-related incidents in the same manner as every other matter concerning the direction of the school.

The school will consider each substance incident individually and recognise that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it might take. It seeks to balance the interests of the pupil involved, the other school members and the local community. Permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken.

Regarding the welfare of staff, the school will follow the County Council Policy on drug and alcohol misuse as part of its health and safety policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

The Executive Headteacher will take responsibility for liaison with the media, where required. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the LA press office and the legal department to ensure that any reporting of incidents remains in the best interests in the young people, their families and the school. Where LA maintained schools are concerned, the LA should be informed as soon as possible.

Monitoring, Evaluation and Review

The Governing Body will review this policy every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the schools.

Record of drug-related situation

Emergency/ intoxication	Suspicion OFF Premises	Suspicion ON Premises	Discovery OFF Premises	Discovery ON Premises	Pupil disclosure	Parental use	Parent/carer expresses concern
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Name of person completing this form:

Name of Pupil:	Date of Incident:
School:	Time of Incident: am/pm
Class:	

First aid given? YES/NO **First aid given by:**

**Ambulance/Doctor called?
YES/NO** **Called by:**
Time called: **am/pm**

Type of Drug involved (if known):	Sample found? YES/NO
(E.g. alcohol, paracetamol, ecstasy etc.)	Where retained?
Senior staff involved:	(or) Destroyed at time: am/pm
	Witness name:

**Parent/carer
Informed by:** **Time called:** **am/pm**

Brief description of symptoms/situation:

(continue on bank sheet if necessary)

Other action taken: (e.g. other agency involved; Ed. Psych. Report requested; pupils/staff informed; sanction imposed; GP/Police consulted about drug)