

# SUNNYMEDE JUNIOR SCHOOL

*Learning for a Better Tomorrow*

## Drug Awareness and Incident Policy



**Date:** March 2016

**Review:** Every Two Years

This Review: April 2020

**Next Review Date:** April 2022

Headteacher's signature	Chair of Governor's signature
	

## **INTRODUCTION**

This Policy seeks to ensure:

- That young people in our school receive an education that enables them to grow up confidently, knowledgably, competently and safely in a drug using world.
- That young people get consistent messages about living a healthy lifestyle and the inappropriateness of drug misuse.
- That drug related incidents are addressed throughout our school in a consistent manner

Taking into account the age of the children in our school, there is a whole school approach, built upon a school ethos of promoting positive relationships and respect for and between, all members of the school community. These matters are handled sensitively with such young children. Drug, alcohol and tobacco education is an explicit, planned component of Personal, Social and Health Education (PSHE). Aspects of drug, alcohol and tobacco education are included in the statutory teaching requirements for science. Drug, alcohol and tobacco education in upper key stage two provides a context for enabling pupils to increase their knowledge and understanding of drugs, alcohol and tobacco, and to explore attitudes and develop skills for making healthy, informed choices.

This policy is based on Guidance for Schools (DfE and ACPO drug advice for schools 2012).

## **AIMS**

- For pupils to develop high self-esteem and interpersonal skills to stay in control and stay safe
- For pupils to develop healthy lifestyles by making informed choices
- To develop the knowledge, skills and understanding related to drugs, alcohol and tobacco use/misuse
- To develop and equip pupils with the knowledge, skills and understanding necessary to avoid peer group pressure
- To provide a safe environment where those who have concerns feel able to ask for help and advice

## **PRINCIPLES**

- Teachers deal sensitively with questions/issues that arise, which may need to be dealt with individually or referred to parents
- Drug, alcohol and tobacco education is always taught with due regard to moral and legal considerations
- Pupils are given consistent messages about living a healthy lifestyle and the correct place for the use of medicines within it
- Any incidents involving drug, alcohol or tobacco use in school are addressed in a prompt and consistent manner
- Family circumstances are dealt with sensitively
- Although our children are young, this does not mean that they cannot experience the effect of drug use/misuse through family/friends, scenes in the media or hearing adult conversations. These may include accidental exposure to a substance or equipment, inappropriate experimentation or living in a drug using family.
- Whilst every effort is made to ensure that discussions with pupils and parents are confidential, total confidentiality cannot be guaranteed as children's welfare is our primary concern; we are legally obliged to follow our child protection procedures, which may involve referral to social care.
- The school operates a non-smoking policy on the whole school site

## DEFINITIONS

We define a drug as being:

- A substance people take to change the way they feel, think or behave. (UN Office on Drugs and Crime)

In this policy, “drug” refers to all drugs:

- Illegal drugs (Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, solvents and volatile substances etc.
- Prescribed medicines
- Over-the-counter medicines
- Psychoactive Substances (These drugs mimic illegal drugs but are in fact legal although they can be unsafe to use).

We define drug misuse to be:

*...the taking of a substance which harms, or threatens to harm, the physical or mental health, or social wellbeing of an individual, or of other individuals, or society at large, or which is illegal. Within this definition can be placed the use of legal substances such as alcohol, solvents, the use of prescribed medicines and the taking of illegal drugs. (Adapted from the Royal College of Psychiatrists 1987- County Child Protection Guidelines)*

## STRATEGIES

### CURRICULUM

Young people are growing up in an increasingly drug using world. During their early childhood they are exposed to messages about drug use from the media, their peers, their families and our wider society. They may experiment with drugs while still of school age and will be confronted by opportunities to use drugs throughout their lives.

If we are to prepare pupils for life in a “drug-using world”, we need to ensure that all the children in our school receive an appropriate curriculum matched to their age and readiness. We need to ensure that all staff are adequately informed and trained so that the curriculum we teach and messages we convey are consistent and clear.

We recognise that many of the aspects of the curriculum contribute towards enabling young people to know how to stay safe from substance abuse, as well as to have the high self-esteem and interpersonal skills that enable them to stay safe and in control.

Drug, alcohol and tobacco education is an explicit, planned component of Personal, Social and Health Education (PSHE), set in the context of healthy living.

The children need to:

- know some simple rules for the school, classroom and the playground and explain how rules make us safe
- know that some medicines can be prescribed only by a doctor
- know some simple rules for using medicines safely
- identify some household products that can be harmful if not used safely and know some ways to keep safe around them
- begin to know and understand the harm that drugs, alcohol, tobacco and medicines (when not taken as prescribed) can do to our bodies
- consider feelings associated with ill health and learn to value our own health

## SCHEME OF WORK

The School uses The Jigsaw scheme of Work for PSHE. Drug education is included in each year group in the spring term, as part of the unit of work, 'Healthy Me'. The entire Scheme of Work provides for the vital development of social and individual attitudes and skills necessary for pupils to deal well with a drug using world.

Y3: What do I know about drugs?

Y4: smoking / alcohol

Y5: smoking / Alcohol

Y6: Types of Drugs / alcohol

Some drug education is also taught explicitly as part of the KS2 Science curriculum, and other subject areas support drug education from time to time.

## TEACHING METHODS

- The children work in a variety of ways, including whole school assemblies, class, individual and group activities
- The children have opportunities to take part in circle-time, drama, role play, games, listening to and discussing stories and poems, drawing, talking, writing and 'thinking time'
- The local police service and other external agencies deliver assemblies or workshops to raise awareness of drug related issues

## INTERVENTION BY THE SCHOOL

Where the school has concerns about the drug or alcohol used by an adult in a family, the Headteacher will report this to social care should there be an immediate danger to the child. If the child is not at immediate risk of harm, the Headteacher will engage with and try to support the family using Community Hidden Harm Awareness Team (01245 493311) or using other strategies.

## HEALTH & SAFETY

- Medication, such as an antibiotic, is not given by school staff **unless the parent has given written permission** or after a health care plan has been written and agreed by parents, Headteacher and school nurse (if appropriate) - See Medicine Policy
- All medication is kept in the locked medical cupboard in the first aid room, with the exception of asthma pumps
- Staff keep personal medication on high shelves in the school office
- Any items found on the school site must be handled wearing protective gloves and placed in yellow medical sacks

## RESPONSIBILITIES

**THE SENIOR LEADERSHIP TEAM** (Headteacher and senior staff) work toward the school's aims by:

- Taking lead responsibility for implementing, monitoring and evaluating the effectiveness of the policy throughout the school
- Supporting school staff in their implementation of the policy
- Being accountable for areas of responsibility

**SCHOOL STAFF** work towards the school's aims by:

- Understanding the aims and principles of the policy
- Ensuring PSHE and science lessons are delivered with consistency, in accordance with the planning
- sensitively dealing with various health issues during relevant PSHE and Science lessons

**GOVERNORS** work towards the school's aims by:

- Monitoring the implementation of this policy and actions identified in the School Development Plan, including making regular visits to school to collect evidence and information
- Writing visit notes and recording information collected
- Reporting back to the Governing Body meetings
- Reading reports/minutes produced by staff, other professionals, governors or committees

**THE SITE MANAGER** works towards the school's aims by:

- Regular checking of the school site for signs of drug or alcohol misuse Monitoring

**THE PSHE CO-ORDINATOR** works towards the school's aims by:

- Monitoring the implementation of this policy
- Ensuring consistency of approach throughout the school
- Reviewing the policy and scheme of work in consultation with staff, parents and pupils

## **DRUG RELATED INCIDENTS**

Drug related incidents in schools are rarely extreme. The majority of youngsters who use drugs are “experimental” or “recreational” users rather than “habitual” users. However, all drug use carries risks and these should neither be inappropriately exaggerated nor minimised.

Using DFES advice\*, drug incidents largely fit within the following categories:

- Drugs or associated paraphernalia are found on school premises.
- A pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age.
- A pupil is found in possession of drugs or associated paraphernalia.
- A pupil is found to be supplying drugs on school premises.
- A pupil, parent/carer or staff member is thought to be under the influence of drugs.
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A pupil discloses that they or a family member/friend are misusing drugs.

\* Drugs: DfE and ACPO drug advice for schools

We deem a drug incident to be within our boundaries of responsibility if it occurs:

- On school premises
- On a school trip
- During a residential visit
- During a work experience placement
- On the journey to or from school

## **PROCEDURES FOR DEALING WITH A DRUG OR ALCOHOL RELATED INCIDENT**

Our first priority is the safety and welfare of all pupils, so any incident involving drug/alcohol misuse that puts a pupil's safety and welfare at risk will be taken extremely seriously.

The school should be prepared for any pastoral incident where drug misuse is a significant or contributory factor in relation to the immediate or long-term safety of an individual child. Schools should also be aware of the risks posed to young people by parents, carers or staff members who misuse drugs.

At all other times, all staff still have a duty of care, and any child deemed to be at risk will be reported to the Designated Safeguarding Lead (DSL)

### School Response

- The school's response will be measured and balanced against the extent or nature of the incident.
- Our aim will always be to engage or re-engage young people with learning (we will support any child who approaches us with problems relating to drug or alcohol misuse. This will initially be considered as a request for help rather than a disciplinary matter)
- If it is thought that a young person has misused any substance by accident or intent, the school will treat the situation as a serious medical emergency. Medical advice and treatment will be swiftly sought.
- Any use of illegal drugs, the actual supply or the offer to supply illegal drugs on school premises or on school trips will always be reported to the Police.
- The use of recreational drugs (including alcohol) by pupils on school premises or on trips away from will not be tolerated.
- The school, including the grounds, is at all times a no smoking establishment, and will be regularly checked for signs of drug misuse (including discarded drug-taking equipment).
- Emergency medical assistance must be called if any pupil is thought to have misused any drug or alcohol either by intent or by accident
- Any child that is thought to be at risk of personal drug misuse, or by that of another person, must be reported to the named person for Child Protection (Headteacher)
- Staff members will Inform senior staff immediately of any drug or alcohol related incidents/issues, usually the Headteacher / Designated Safeguarding Lead or her deputy.

When dealing with any incident, in order of priority, staff will consider:

<b>Medical Support</b>	Immediate first aid/ambulance Referral to the appropriate health services Contact parents/emergency contact
<b>Safety / Welfare</b>	Is the child at risk from their own behaviour or that of others? Report to social services/police
<b>Pastoral Support</b>	Counselling and guidance Contact support services - CHHAT
<b>Discipline</b>	If appropriate, regarding the age of the pupil and the nature of the incident

## **SEE APPENDIX 1 FOR POSSIBLE SCENARIOS AND GUIDELINES ON WHAT ACTIONS SHOULD BE TAKEN**

### **Incident Management**

Staff have a professional duty to investigate and take appropriate action, either individually, or by referral, if we have reason to believe that the young person is at risk.

The school has a legal duty to ensure that illegal drug use, or the making and supply of controlled drugs does not take place on school premises or during school trips.

School staff may safely take possession of an unknown substance. The law:

*Provides that if a person took possession of a drug to prevent another committing an offence or continuing to commit an offence and then took speedy action to destroy the drug, or hand it to an authorised person, this shall be a defence to the charge of possessing a controlled drug. Sec 5 Misuse of Drugs Act 1971*

### **Involving Parents**

As a general principle, parents will always be notified of the school's concern over a drug related incident. The only exception to this is when the headteacher feels that the welfare of the young person would be placed in greater jeopardy by this action, in which case the Child Protection Team will be consulted.

### **Discipline**

The majority of young people who misuse drugs are only experimenting with them. This behaviour is still potentially dangerous, and young people must understand that the use of illegal drugs and the misuse of any substance in all circumstances are inappropriate.

Young people need to understand that the school will try to support anyone who voluntarily seeks help with drug related problems.

They also need to know clearly that bringing recreational drugs into school or onto school premises for any purpose will be dealt with severely.

As a general principle, young people who are found in possession of, or have been supplying drugs, will be excluded from school while thorough investigation can take place. During, or immediately following this exclusion, a case conference will be held to decide the most appropriate action plan.

It is our policy:

- That young people who bring recreational drugs (e.g. tobacco, alcohol or solvent) to school will be disciplined and their parents informed.
- That young people who knowingly bring illegal drugs to school will be reported to the police.
- That young people who are found in possession of illegal drugs will be reported to the police (unless in exceptional circumstances e.g. where a young person has been coerced or bullied into carrying a substance).

Once the police are involved, and if a prosecution is to follow, the school will return to a policy of counselling and supporting, with the intention of engaging the young person in learning.

The principle goal of the school will be to attempt to re-establish a working relationship with young

people who have been disciplined for drug related issues.

The school reserves the right as a last resort to exclude permanently a young person who, through persistent behaviour, is placing themselves, other pupils or staff at risk. In this case the reason for exclusion will be the endangerment to themselves or others caused by their actual behaviour, rather than their drug use.

## Drug Related Incidents

### Example Scenarios

These scenarios put some of the principle of the Drugs Education Policy into a broad context to help staff who need to make a decision in an emergency.

If you are not sure how to deal with a drug-related incident, you are advised to read this section first.

This section of the Drug Education Policy Document will be kept for reference in staff room and office)

#### **Scenario 1**

#### **DRUGS OR EQUIPMENT ARE DISCOVERED ON SCHOOL PREMISES**

Staff are required to:

- Take possession and store safely (wearing protective gloves)
- Inform a senior member of staff as soon as possible

Senior staff will:

- Seek police advice re identification of the substance and safe disposal.

In the event of a syringe being found, it will be placed in a safe container (screw top coffee jar) and placed in a safe location prior to safe disposal. Under no circumstances will a used syringe be placed in a waste bin. Senior staff will record the incident in the school incident book.

**Tel. Number for safe disposal: 01277 262728 (24hr hotline)**

#### **COLLECTION SERVICE**

#### **Sharps or Needle-stick injuries**

Some young people will encounter injecting equipment in their community. Although the curriculum includes work on safety, and emphasises the importance of not touching any suspicious sharp or dirty object, curiosity or simple accident may still result in a needle-stick injury. If this should happen, or even if it is suspected that it might have happened, it is **VITAL** that the following protocol is followed:

- Immediately encourage the wound to bleed and wash thoroughly with hot, soapy water
- Do not suck or allow the child to suck the wound
- Dress the wound as normal
- Inform a senior member of staff, who will immediately contact parents/carers
- **Medical attention should be sought as a matter of extreme urgency**

Treatment for Hepatitis B must be started within 24 hours of exposure

**NHS DIRECT (current number) 0845 46 47 can give advice.**10 Maximum Effort for Maximum Achievement

<p><b>Scenario 2</b> <b>A PUPIL IS FOUND TO BE IN POSSESSION OF A DRUG</b></p> <p>Staff are required to:</p> <ul style="list-style-type: none"> <li>• Take possession of the substance and store securely (wear protective gloves) <ul style="list-style-type: none"> <li>• Inform a senior member of staff</li> <li>• Seek advice from police re identification of substance and safe disposal/ other legal actions</li> <li>• Inform parents/carers</li> <li>• Headteacher will contact parents/ Social Care Services/Police where deemed appropriate</li> </ul> </li> </ul>
<p><b>Scenario 3</b> <b>A PUPIL IS THOUGHT TO BE IN POSSESSION OF A DRUG</b></p> <p>Staff are required to:</p> <ul style="list-style-type: none"> <li>• Isolate the pupil from peers and supervise at all times</li> <li>• Inform a senior member of staff</li> </ul> <p>Senior members of staff will:</p> <ul style="list-style-type: none"> <li>• Inform police</li> <li>• Inform parents or carers</li> </ul> <p>The school reserves the right to:</p> <p>a) search trays, lockers and desks of any pupil suspected of being in the possession of drugs b) <u>ask</u> a young person to empty their pockets or open their bags.</p> <p>If the young person refuses, under no circumstances will any member of staff attempt physically to search a young person. This will only be undertaken by a police officer.</p>
<p><b>Scenario 4</b> <b>A PUPIL DISCLOSES THAT THEY ARE USING DRUGS</b></p> <p>Staff are required to:</p> <ul style="list-style-type: none"> <li>• Inform a senior member of staff, who will:</li> <li>• Inform the Child protection Team, if the child is “at risk”</li> <li>• Inform parents</li> <li>• Seek advice from Community Drug and Alcohol Team, and if appropriate, Social Services.</li> </ul>
<p><b>Scenario 5</b> <b>A PUPIL DISCLOSES THAT PARENTS/CARERS MISUSE/SUPPLY DRUGS</b></p> <p>Staff are required to:</p> <ul style="list-style-type: none"> <li>• Inform a senior member of staff, who will:</li> <li>• Inform the Child protection Team, if the child is “at risk”</li> <li>• Retain the child and notify senior staff if a parent collecting children (especially by car) seems to be intoxicated.</li> <li>• <b>If unable to retain the child, telephone 999 and inform police</b></li> <li>• Inform Child Protection Team</li> </ul>
<p><b>Scenario 6</b> <b>THE SCHOOL DISCOVERS THAT A PUPIL IS DEALING DRUGS IN SCHOOL</b></p> <p>Staff are required to:</p> <ul style="list-style-type: none"> <li>• Inform a senior member of staff, who will</li> <li>• Inform police <ul style="list-style-type: none"> <li>• Secure as much evidence as possible</li> <li>• Work with police to construct an action plan</li> <li>• Inform parents/carers</li> </ul> </li> </ul>
<p><b>Scenario 7</b> <b>A MEMBER OF STAFF SUSPECTS A PUPIL IS UNDER THE INFLUENCE OF A DRUG</b></p> <p>Staff will never treat intoxication lightly. The effect of any drug (including alcohol) on a young person can be highly unpredictable. Intoxication or a suspected overdose (even if the young person appears fit and well) will always be deemed a medical emergency.</p> <p>Under no circumstances will an intoxicated young person be disciplined until medical advice has been sought. Intoxication from solvent can be lethal if the user is suddenly shocked or alarmed. The unpleasant (even horrific) effects of psychedelic drugs can be exacerbated by discipline, with potentially catastrophic results.</p> <p>Staff are required to:</p> <ul style="list-style-type: none"> <li>• Seek medical advice (999 if urgent)</li> <li>• Perform appropriate first aid measures</li> <li>• Keep the young person as calm as possible</li> <li>• Inform a senior member of staff</li> </ul>

- Ensure no other pupils are at risk
- Inform parents/carers
- Inform Child Protection if child is “at risk”

**Scenario 8**

**PARENTS OR CARERS APPEAR UNDER THE INFLUENCE OF DRUGS ON SCHOOL PREMISES**

The focus of action will be to maintain the welfare of the child. If a parent is violent or abusive, they will be asked to leave the premises. No member of staff will put themselves or a young person at risk. If necessary, the police will be informed.

If the parent/carer is collecting the child, and the welfare of the child is deemed to be at risk, the child will be retained on school premises, senior staff will be informed and the school will consider whether to invoke Child Protection Procedures or call the police.

**It is a criminal offence to be “drunk in charge” of a child under 7 years old.**