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step by step
into the future

Drugs and substance misuse Policy

Member(s) of staff responsible	PCSHE SLG
Governor responsible	Chair personnel committee
Sub-Committee responsible	Personnel
Date agreed with staff	9/11/11
Date discussed with pupils	Through PCSHE lessons
Date agreed at Sub-Committee	17/11/11
Date approved at Governing Body	As above
Frequency of policy review	2 years
Date next review due	Sept 2013

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	Jan 2008	Original Issue
2.0	Sept 2011	Reviewed, no changes

Policy statement

Our responsibility as a school is for the safety, health and wellbeing of the pupils in our care. The first concern in managing drugs is the health and safety of the school community and in meeting the pastoral needs of the pupils. The head teacher has overall responsibility for the implementation of this policy supported by PSHE coordinator and Governors.

Illegal and other unauthorised drugs are not acceptable within the school boundaries within school premises and any situation where children are under supervision of staff.

This policy applies to children and all adults who come on to the school site who are within school premises and any situation where children are under supervision of staff, such as, (swimming, school trips etc.).

Definitions

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 is used throughout this document to refer to all drugs: all illegal drugs (illegal drugs are those covered by the misuse of drugs act), all legal drugs, including: alcohol, tobacco, volatile substances (a gas or a vapour which can be inhaled), all over the counter and prescription medicines.

Drug related incidents include:

- the observation of a pupil demonstrating through actions or play an inappropriate level of knowledge of drugs for their age,
- a pupil/carer, member of staff thought to be under the influence of drugs,
- a member of staff having information that the illegitimate sale of drugs is occurring in the local area.

Responsibilities

The Head Teacher (or designated senior member of staff) has overall responsibility for the management of drugs related incidents. The Headteacher will liaise with other local schools (secondary and primary) regarding the local drug situation, the content of drug education, the management of incidents, training opportunities and transitions between schools.

Drugs education

The school has a clearly set out curriculum that delivers a thorough education regarding all drugs. This delivery is through PSHCE, science and other areas of the curriculum. The issues concerning confidentiality are clearly set out in the related policy.

Procedures in responding to incidents involving drugs

When a drug related incident has been identified the school will conduct a careful investigation to judge the seriousness of each incident. The incident will be recorded.

When drugs or paraphernalia are found on school premises

- remove the items and store temporarily in a designated secure place such as the locked cupboard in the medical room
- inform headteacher
- if illegal drug : notify police without delay who will arrange for collection or disposal. There is no legal obligation to divulge a pupils name
- If suspicious substances are found they will be handed to police for disposal.

When a pupil has been identified as being under the influence of drugs including the misuse of a medicine :

- if there is no medical emergency the pupil should be kept calm and under close supervision. If the pupil is intoxicated consider asking a parent/carer to collect child.
- medical emergency call for medical help/ambulance
- follow first aid procedures until help arrives.

Procedure in the event of a disclosure

When disclosure is made of drug use by pupil/parent /carer or a parent/carer is concerned about their child's drug use:

- offer further advice/information. Further action may not be necessary for all disclosures e.g. smoking . Consider whether drug use could be problematic or indicate other problems requiring further action.
- Consider issues of confidentiality and explain issues to parents/ carers involved. (see Confidentiality policy)
- Where there is a child protection issue or where a life is in danger sensitive information may be passed on against the wishes of the child, however this must be seen as the exception and not the rule.

Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity

- if suspected to be illegal the school should decide whether to inform the police.
- If alcohol, tobacco or solvents, the school may decide to inform the police or trading standards officer

Pupil care

When investigating a drugs related incident emphasis will be on listening to what people have to say and asking open ended questions rather than closed or leading questions. Pupils involved in an incident will be separated and the school will ensure that a second adult will be present during any investigation.

If during the course of the investigation it is judged that the police should be involved detailed questioning will cease until the police arrive. Contact will be through the Community Liaison Officer.

Where a parent or carer is suspected to be under the influence of drugs on school premises and where staff are concerned about discharging the child into the parent/ carer's care, the parent or carer will be consulted as to whether alternative arrangements for getting home might be made eg. for the child to travel with another parent/carer . Where the issue raises a higher level of concern and child protection issues become apparent the school will consider invoking child protection procedures and/or the involvement of the police. The school is primarily concerned with the welfare of the pupil and not with the moderation of the parent's/carer's behaviour.

Staff Support and Training

Staff will be made aware of the first steps to be taken in managing drug incidents and in identifying and responding to pupils' needs.

Governors The head teacher will ensure that the governors are made aware of the content of the drugs policy. Governors will monitor the drugs education programme through the Pupil committee. Where possible a governor should be invited to be present when drugs related issues are being dealt with.

Management of drugs at school

- Medicines which have been authorised will be kept secure and administered according to the medicines / health and safety policies.

(inhalers required by asthma sufferers will be an exception when agreed in consultation with parents and staff).

- Managing medicines is the responsibility of a staff with their agreement and in consultation with parents or carers
- Medicines are administered in accordance with prescriber's instructions
- When appropriate and in agreement with staff and parents a pupil may manage their own medicines eg. Asthma inhalers
- A record of all administration of medicines will be kept.
- Staff will not be involved in the administration of non prescribed medicine (pain relief etc) and this issue should be dealt with on a case by case basis in agreement with the head teacher, parents and staff.

Smoking

Warden Hill School is a smoke free environment. The school has a no smoking policy which applies to all members of staff, visitors (including building maintenance) and social occasions outside school hours.

Alcohol

Alcohol will not normally be kept on school premises except when authorised for school fundraising/social events. When necessary an occasional license to sell alcohol will be obtained in accordance with Licensing Act 1993. Any necessary storage of alcoholic drink will be in a secure place.