



ST STEPHEN'S C of E PRIMARY SCHOOL AND CHILDREN CENTRE DRUG EDUCATION POLICY AND PROCEDURAL GUIDELINES FOR DRUG RELATED INCIDENTS.

We build our school and our curriculum on Christian principles and practices; promoting Spiritual, Moral, Social and Cultural responsibility. At St Stephen's we encourage children to develop positive attitudes and values and to ensure that Health and Safety procedures are followed when dealing with incidents/equipment related to drug and drug use.

This policy outlines the definition of drugs, aims and objectives and the procedural guidelines for drug related incidents. The implementation of this policy is the responsibility of all members of school staff. Parents, pupils and all members of the school staff, including governors, have been consulted during the development of this policy.

DEFINITION OF DRUGS

For the purpose of this policy, the term 'drugs' refers to substances that change the way the body or mind work, including:

- Alcohol
- Tobacco
- Volatile substances (aerosols, solvents, glue or petrol)
- Caffeine
- Over the counter prescribed drugs e.g. painkillers, antibiotics
- Illegal drugs e.g. ecstasy, cannabis, cocaine, crack and heroine
- New psychoactive substances sometimes called 'Legal' highs'

'Drugs misuse' is defined as the non-medical use of drugs that are only intended for use in medical treatment, the use of drugs that have no accepted medical purpose (DfE circular 4/95).

RATIONALE

Drugs play a part in the lives of everyone and it is a feature of our society that young children can be exposed to legal and illegal drugs, whether in the home, the wider community or in the media.

Drug Education contributes to children's health and safety in accordance with the principles of the 'Every Child Matters' agenda. An understanding of drugs enables children to make informed decisions about their lifestyle and, as such, should occupy an important position in the primary curriculum.

At Stephen's the purpose of having a drug education policy is to ensure that all pupils have access to consistent, clear and thoroughly planned approaches to education that is appropriate to the age and maturity of the pupils. This document serves to inform parents and the school community of procedures used at the school.

AIMS AND OBJECTIVES

This policy aims to highlight the school's positive and proactive approach to Drug Education. It also aims to give clear and comprehensive views on drugs.

Drug Education at St Stephen's aims to:

- Enable pupils to make informed healthy and safe choices by increasing their knowledge, challenging their understanding and developing their skills.
- Support children in developing their communication skills to help them to assert themselves, resist pressure and make responsible decisions.
- Provide accurate and comprehensive information about substances.

School Boundaries

- The school boundary is the school perimeter fence.
- The school day is 9.00 am to 3.30 pm
- If a drug related incident takes place in the immediate vicinity of the school, near the start or end of the school day, at an after school club or at an evening school event, it will be dealt with at the discretion of the Head Teacher or other designated member of the senior management team.
- Drug related incidents occurring during school day trips or residential trips will be dealt with as if it had occurred within the school's boundaries.

TEACHING METHODS

While we carry out the main teaching in our Personal, Social and Health Education (PSHE) curriculum, many national curriculum subjects can make very valuable contributions towards the teaching of drug education.

A wide range of teaching and learning approaches will be adopted to ensure that our drug education programme is thoroughly taught, starting with Needs Assessments, to ensure that teaching begins where the children's understanding and knowledge lies.

EXTERNAL AGENCY SUPPORT

Children are taught by their own class teachers and on occasions by external agencies. All staff are committed to delivering the programme and, if external agencies are used, pupils will be adequately prepared.

MANAGING MEDICINES

In most cases, parents/carers, not teachers, will administer medicines to their children themselves outside school hours. Where this is not possible:

- Parents/carers of children in need of medication must ensure that the school is accurately advised in writing about the medication, its usage and administration.
- Primary aged children may be able to administer their own medication, under supervision, but only with the written agreement of their parents/carers.
- The decision for staff to administer medicines will be made by the Head Teacher.
- All medicines will be stored securely with access only by senior staff, such as the Head Teacher or a qualified First-Aider.
- In the case of asthma, please refer to the school policy on **Managing asthma reliever inhalers**.

Guidance on the use of emergency salbutamol inhalers in schools

1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler this is a discretionary power enabling schools to do this if they wish.

Schools which choose to keep an emergency inhaler should establish a policy or protocol for the use of the emergency inhaler based on this guidance.

Department of Health September 2014

ALCOHOL ON SCHOOL PREMISES

Alcohol is not consumed on the school premises except for special occasions. On these occasions, the alcohol is stored in a locked cupboard away from all pupils.

Alcohol is also allowed on the premises for some organised events.

CONFIDENTIALITY

The welfare of children will always be central to the school's policy and practice. All pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. However, in line with Safeguarding procedures, teachers will not be able to promise complete confidentiality and information about a child in relation to drugs will follow the same procedure as for other sensitive information.

WORKPLACE HEALTH

Members of staff need to be aware of procedures in relation to working and drug taking. Staff need to be clear about how they may access support, if required.

RESPONSIBILITIES OF STAFF AND GOVERNORS

- Overall responsibility for this Policy is with the Named Governor for PSHE.

The governing body is responsible for:

- Authorising the Drug Education policy and any subsequent reviews of the policy and ensuring that the terms and ethos of this policy are followed.

The Personal Social Health Education Co-ordinator is responsible for:

- Writing and updating the Drug Education policy and Scheme of Work in light of initiatives and change, and monitoring the development of the subject throughout the school.
- Guiding and supporting teachers in this subject, to include refresher training for Drug Education.
- Coordinating external agency support for Drug Education.
- Monitoring the effectiveness of the planned and delivered curriculum for Drug Education.

- Coordinating classroom practices and guidelines across the curriculum and ensuring the development of subject skills.
- Auditing and monitoring resources throughout the school to ensure that there are sufficient age-appropriate and ability-appropriate resources for effective teaching and learning.

The Head Teacher is responsible for:

- Ensuring that the terms and ethos of this policy are followed.

Other members of the staff team are responsible for:

- Following the terms and ethos of this policy.

This policy is a working document and will be reviewed every two years.

Last reviewed: Agree and record date

Signed by:

** Display in the staff room **

PROCEDURAL GUIDELINES FOR DRUG RELATED INCIDENTS

- The school boundary is the school perimeter fence.
- The school day is 9.00 a.m. to 3.30 p.m.

Health and safety of the child should always be the principal concern when responding to all incidents.

School Boundaries

- If a drug related incident takes place in the immediate vicinity of the school, near the start or end of the school day, at an after school club or at an evening school event, it will be dealt with at the discretion of the Head Teacher or other designated member of the senior management team.
- Drug related incidents occurring during school day trips or residential trips will be dealt with as if it had occurred within the school's boundaries.

Key Procedural Issues

1. Always inform the Head Teacher.
2. For Safeguarding issues, refer to school's Safeguarding Policy and/or Area Child Protection Committee procedural guidelines.
3. Record ALL drug related incidents. Recording sheets can be found in 'Drugs: Guidance for Schools (2004) at www.education.gov.uk
4. Disposal of illegal substances must be witnessed.
5. Police can dispose of drugs for you.

St Stephen's Primary School

What to do if...	Legal Considerations	Pastoral Considerations
<p>1. Drugs/alcohol/volatile substance discovered on school premises.</p>	<p>1. If drugs/alcohol are found on school premises, take possession and store securely.</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>4. Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</p>	<p>1. Ensure Head Teacher is informed.</p> <p>2. Discuss with individual(s) or class/school as a whole.</p> <p>3. Monitor the situation.</p> <p>4. Record all incidents and action taken.</p> <p>5. Head Teacher to decide whether to inform parents/carers</p>
<p>2. A pupil is found in possession of drugs/alcohol/volatile substance.</p>	<p>1. Confiscate drug/substance found and store securely.</p> <p>2. What is the substance? Seek police advice for analysis/disposal.</p> <p>3. Check whether the pupil is legally entitled to be in possession of this drug/substance.</p> <p>4. Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</p>	<p>1. Ensure the Head Teacher is informed and decide:</p> <ul style="list-style-type: none"> • If, when and how parents/carers are to be informed. • What sanctions, if any, will be imposed on the pupil? • Is assessment needed to determine whether this was a one off or if there are underlying problems/issues? • Are there pupil/family welfare or safeguarding issues? • If Education Welfare need to be consulted. <p>2. Record all incidents and action taken.</p>
<p>3. A teacher suspects a pupil of being under the influence of drugs/alcohol/volatile substance.</p>	<p>1. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p> <p>2. Are there safeguarding concerns? Is the child at risk of 'significant harm'? If so, Head Teacher to contact Social Services (and/or Education Welfare) for advice and/or referral.</p>	<p>1. Seek medical advice.</p> <p>2. Inform Head Teacher and decide if, when and how parents/carers are informed.</p> <p>3. Record all incidents and action taken.</p>
<p>4. A pupil discloses they are using</p>	<p>1. Are there safeguarding concerns? (See above)</p>	<p>1. Head Teacher needs to decide:</p> <ul style="list-style-type: none"> • Whether to inform parents/carers.

drugs/alcohol/volatile substance.	2. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.	<ul style="list-style-type: none"> • Are there pupil/family welfare or safeguarding concerns? (see above) • If there is a need for support from external agencies?
5. A pupil discloses a parent/carer/relative is misusing/selling drugs/alcohol/volatile substance.	<ol style="list-style-type: none"> 1. Are there safeguarding concerns? (See above) 2. There are no legal obligations to inform the police but informal advice may be useful. 	<ol style="list-style-type: none"> 1. Inform the Head Teacher. 2. Are there pupil/family welfare or safeguarding issues? (See above) 3. Who should be informed? (Confidentiality and trust are key issues) 4. How will the pupil be supported? School? External agency?
6. A parent/carer arrives intoxicated on school premises.	<ol style="list-style-type: none"> 1. Safety and well being of pupil is paramount. 2. There are no legal obligations to contact police unless child protection concerns are raised and/or a violent incident takes place. 3. Record all incidents and action taken. 	<ol style="list-style-type: none"> 1. Attempt to maintain a calm atmosphere. 2. Are there concerns about discharging the pupil into the care of the parent/carer (e.g. they intending to drive child home)? If so, alternative arrangements may need to be made. 3. Are there safeguarding concerns? (See above) 4. Is the parent/carer aggressive/violent? Consider contacting police.
7. A pupil discloses friends are misusing/selling drugs/alcohol/volatile substance.	<ol style="list-style-type: none"> 1. Are there safeguarding concerns? (See above) 2. There is no legal obligation to inform the police but informal advice might be useful. 	<ol style="list-style-type: none"> 1. Inform Head Teacher. 2. Verify information. 3. Are there pupil/family welfare or child protection concerns? 4. How is the issue to be approached sensitively?
8. Head Teacher becomes aware of the availability/sale of drugs/alcohol/volatile substance in the school vicinity.	<ol style="list-style-type: none"> 1. There is no legal obligation to do so, but Head Teacher may wish to seek police advice. 2. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances. 3. It is illegal to sell alcohol to persons under the age of 18. It is illegal to sell cigarettes to anyone under the age of 18. It is illegal for shopkeepers to sell 	See pastoral response to no. 3.

	solvents and volatile substances to anyone under the age of 18 if they believe that the substances are going to be misused.	
9. A discarded syringe/needle is found in the school vicinity.	There is no legal obligation.	1. See pastoral response to no. 1 2. Contact Lambeth's Streetcare team for clean-up service: Tel: 020 7926 9000 and press option for Streetcare

The above points are for quick reference only.

Key contact for drugs within the School: Linda Campbell – HT (Main School)
 Androulla Charalambous (Children Centre)

First Aid contacts within the School: Pam Curniffe – Learning Mentor
 Sarah Terry – Senior Teaching Assistant

Notes re: Searching pupils (Sections 1.4 and 2.4)

Head Teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - i. to commit an offence
 - ii. to cause personal injury to, or damage to the property of, any person (including the pupil)

USEFUL NUMBERS

SERVICES FOR YOUNG PEOPLE	
Child and Adolescent Mental Health Services (CAMHS)	020 3228 7370
MAT – Multi Agency Team	020 7926 9022 (MAT 1) or 0207 926 9604 (MAT 2)
Lambeth Children & Young People’s Service Referral and Assessment Team (9.00 a.m. – 5.00 p.m. Monday – Friday)	020 7926 5555 (PRESS OPTION 2)
Lambeth Children & Young People’s Service Emergency Service Controller (Out of office hours)	020 7926 1000
HELPLINES	
Drinkline	0300 123 1110
Drinkaware	www.drinkaware.co.uk
FRANK (National Drugs Helpline)	0300 123 6600 www.talktofrank.com
Family Lives General advice and support	0808 800 2222 www.familylives.org.uk
Re-Solv (Solvents/Volatile substances)	01785 817885 (Office) 01785 810 762 (Helpline) www.re-solv.org