

Our Lady & St Edward's Catholic School Drug, Tobacco and Alcohol Policy

The school drugs coordinator is Moira Dales

Our nominated governor with responsibility for drugs issues is Patricia Donlan

Their responsibilities are:

- Overall charge of the process which forms and reviews the drugs policy.
- Responsibility for implementing monitoring systems
- Responsibility for ensuring evaluation takes place and that this informs policy review
- Ensuring co-ordination and coherence of drugs education and the management of drug related incidents
- Co-ordinating with the school first aider planned action to manage medicines in school
- Initiating or co-ordinating responses to any unplanned situation involving drugs
- Co-ordinating links with external agencies
- Cross-phase liaison with other primary or secondary schools.

Overall responsibility for the implementation of this policy lies with the Head teacher

The purpose of the policy

This policy is intended to clarify:-

- A definition of drugs
- The physical and professional boundaries of the policy
- the content and delivery of drugs education,
- what happens in relation to drug related incidents
- support for the school, the curriculum, pupils and staff in relation to drugs issues.

The school is in the St Anns Ward of Nottingham. This is an area of significant social deprivation. The area suffers from drug related gun crime and general crime. Super Output Area analysis indicates that almost 40% of pupils live in the most deprived 2% of the country, with 66% living in the most deprived 10%.

The policy applies within the school, and is applied during the hours of 8.55am to 3.15pm. In addition to this it is to be adhered to during breakfast club, sports sessions and all after school clubs taking place in school building and grounds led by school staff and outside providers. It also applies on school trips and residential.

The policy was developed in liaison with the following people and agencies:

- Governors and staff
- Pupils and parents
- The Nottinghamshire Healthy Schools Team

The policy was initially written following specific training by the coordinator and taken to staff and governors for consultation. Parents and children were then consulted to ascertain their needs and preferences in relation to drug education within the school and to inform our good practice.

This was to ensure that the whole school community was involved in developing the policy and that it is responsive to local needs.

It is valid from January 2017, having been ratified by governors and will be reviewed in line with the school policy review cycle.

Copies of this policy have been disseminated to all staff and governors and are available on request to parents.

The policy is available from the **Head Teacher**.

Other policies that relate to this policy are:

PSHE, BEHAVIOUR, CITY COUNCIL SMOKING POLICY, CHILD PROTECTION, ETC

This policy was written using the DfES Guidance 'Drugs guidance for Schools 2004', Supporting pupils with medical needs, Drugs and school exclusions - conference report. It takes account of the local data available in relation to drug

use and issues. We have chosen to use the guidelines for good practice set down by the National Healthy School Standard, The Blueprint for health document, QCA and Ofsted.

Our definition of Drugs:

We define drugs as being a substance that when taken into the body affects the way people think, feel and behave.

This policy encompasses all legal drugs (including alcohol and tobacco), all illegal drugs, volatile substances (solvents and gasses) and unauthorised over the counter medicines and any substance misused for intoxication.

The school's stance towards drugs:

It is our belief that drug misuse inhibits the potential and life chances of young people, threatens their physical and emotional health, safety and liberty. Our first concern is for the safety, health and wellbeing of the pupils as part of our commitment to supporting the 5 outcomes of Every Child Matters.

The school is therefore committed to a healthy environment in which neither the misuse of drugs (including legal substances i.e: tobacco and alcohol) by pupils, staff or visitors, nor the illegal supply of these substances is condoned. The school applies equal rigour to it's policy on the safe storage, use and administration of medicines (see section)

The school accepts that drug issues may impact on young people in a number of ways; through their own or other's use. It may be that the most vulnerable pupils are at most risk of drug misuse and that it is important to keep a view of the whole picture of a pupil's circumstances in order to ensure the best outcome for each individual, balancing adequate drug education with clear boundaries, sanctions and support. It is known that labelling young people as drug users and excluding them from society puts them at increased risk of escalating drug use.

Our first concern in managing drugs education is the health & safety of the children & the school as a whole. We will endeavour to encourage and retain the inclusion of those most vulnerable wherever possible in order to deliver the most effective interventions for that young person. We will work in partnership with external agencies and settings to achieve this where appropriate.

Drug education: Aims, Methodology and Resources

Planned drug education is taught within PSHE and Science as well as through the DARE project in year 6. We teach PSHE in individual lessons as well as through a cross curricular approach and through themed weeks. Drug education is delivered by class teachers and outside providers across both key stage 1&2 and in foundation stage as appropriate.

Aims:

Through the curriculum and a supportive school ethos, we aim to:

- provide accurate information about drugs, including medicines (over the counter and prescribed), volatile substances, alcohol, tobacco and illegal drugs
- increase understanding about the implications and possible consequences of drug use and misuse including their physical and emotional health.
- raise awareness of safety issues with regard to drugs
- explore and clarify attitudes towards drug use and misuse
- develop the skills necessary to make informed decisions
- identify sources of personal support

- to understand that certain people, with particular medical needs will use medication as part of their everyday life and that this is normal for them and that misusing medicine is dangerous.
- To enable children to find ways to enhance and maintain good self-esteem, as this may support them in making choices about their health.

In order to make learning accessible to all we use a range of teaching and learning styles including; whole class lessons, group work, paired activities, themed weeks, use of external providers and use of ICT to support learning.

Our main resources include;

QCA documents for science in years 2 & 5, QCA drug, alcohol and tobacco education guidance for key stages 1 & 2, PSHE and Citizenship framework for key stages 1 & 2 and SEALs material.

These are stored in staff resources and individual teacher's planning folders.

Support from visitors

Our planned programme is supported by .

DARE (year 6)

NSPCC (Y5/6)

Street Aware (Y6)

Life Education Team (alternate years from foundation to year 5)

Queen's Medical Centre- year 6 (first aid & IMPS)

The school appreciates the valuable contribution of outside agencies, but recognises that their contribution alone does not constitute a complete planned drug education programme. We believe it is the responsibility of the school to ensure that the contributions made by visitors to the classroom reflect our own philosophy and approach to the subject and that visitors are accompanied by a teacher when working. We will ensure that suitable preparation and follow up activities are planned to embed the visit into our planned scheme.

We will ensure that staff have the training they require to implement this policy and to deliver drug education, this will include suitable inset through the Healthy Schools Team as required for all those teaching Drug Education. The coordinator has undertaken specific training in order to develop the policy and has in turn worked with curriculum teams to plan out the drugs education curriculum. The first aider has met with lunchtime staff to discuss issues regarding medicines and delivery of first aid.

Management of drugs at School

Medicines

The school acknowledges that, parents and carers have prime responsibility for their child's health and should provide us with information about their child's medical condition when appropriate, this will be recorded on an admissions form (it is the parent's/carer's responsibility to update this information) stored in the school office. Medicines and authorised drugs are not administered by staff except in individual circumstances where the child requires support. If a child is taking prescription medicines for any period of time and needs to have them during the school day those medicines must be brought into school by the child's parent /carer and given to a member of staff. Only prescription medicines given by a doctor, specifically prescribed for and labelled with the child's name, dosage and correct date can be used in school. The parent/carer must also complete a consent for medication letter (stored in the medical file and school office) requesting that their child be allowed to self administer their medication in the presence of a member of staff with support where necessary and at what time of day this should happen and what dosage. Over the counter medicines cannot be taken in school unless administered by the parent/carer themselves. Children are not to be sent to school with or take any form of medication outside these guidelines. Parents/carers are reminded of this ruling regularly in newsletters.

Parents/carers of children requiring inhalers for asthma are required to complete an asthma register letter informing us of their child's condition and needs. This information in turn is recorded on a school asthma register. The child's inhaler will then be stored safely by their class teacher and be made available to the child upon request when necessary.

It is the parent's/carer's responsibility to check that all medicines and inhalers are in date and replace as necessary.

For children with more individualised medical needs a care plan will be drawn up in liaison with the SENCO, school first aider, parents and any specific outside agencies involved with the child.

Medication will be securely stored in the classroom of the individual child or in the staffroom fridge if necessary.

There is no legal duty, which requires teachers to administer medication; this is a voluntary role and will only be called upon in exceptional circumstances. Where exceptional circumstances exist, a contract will be agreed between the school and the parent or carer and records kept appropriately. Where necessary, school staff will receive training on specific medical conditions.

In this school Angela Cooper, Jenny Cannell, Tracy Lane, Cathy McGrath and Christine Loftus the school first aiders (or other delegated staff member if they are not available) is responsible for administering medication, its safe storage and keeping of appropriate records.

Other than an inhaler, no pupil should be in possession of medication at any time. All necessary medication is stored. Further details can be found in the school's medicines policy based on 'Supporting Pupils with Medical Needs' DFES 1996 (ref 9) and the school brochure.

Additional information will be provided by parents/ carers as necessary to cover out of school activities / visits etc

Other drugs

We will do our best to ensure that the school premises are safe and have identified safety procedures in the rare event that a syringe or needle or other drug-using equipment are found discarded in the school premises. An official sharps box is kept in the school office for disposal of any found needles/syringes.

Smoking:

A no-smoking policy has been developed and accepted by staff and governors. The policy states that smoking is prohibited on any part of the school premises. This includes e-cigarettes.

Alcohol:

The use of alcohol by all members of the school community, including visitors, is also prohibited.

Exceptions are: The occasional adult-only function held out of school hours with the permission of the SMT

Volatile substances:

As part of the schools health and safety policy no misusable solvent or aerosol / gas propellant based products are allowed in school. Any such products that may have to be used in school by staff are stored securely in the site manager's office.

The school's policy on searches is:

When there is reasonable suspicion that a drug (includes cigarettes, solvents and alcohol) may be involved, we will search pupil's tray or desks with the pupils and a witness present. We will not search pupils or their personal property but will ask them to turn out their pockets/bags etc. If they refuse we will ask parents/carers or possibly the police to come into school to carry out the search. We may need to hold bags and coats securely until they can be searched in line with policy.

Drug Related Incidents

If there is a drug related incident, the school will consider each incident individually, recognising that a variety of responses will be necessary to manage such incidents. We will consider very carefully the implications of any action taken and will seek to balance the interests of the persons involved with other school members and the local community. Any sanctions enforced will be consistent with existing school rules relating to behaviour, discipline, equal opportunities and exclusions (please see exclusions sections); and will reflect the seriousness of the incident. After immediate medical needs have been addressed the nature and circumstances of any incident will be established and assessment made of the needs of the pupils involved. We recognise that any pupil misusing drugs may be in need of our support for an extended period of time or in exceptional circumstances from an appropriate outside agency.

All staff are familiar with the recommended procedures.

Please note however that under the Misuse of Drugs Act 1971:

'It is an offence for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.' (See appendix 'The Misuse of Drugs Act - 1971')

All pupils and parents have been made aware of the school's policy.

If young people are under the influence of drugs in school -

we will firstly ensure their safety and undertake any emergency measures before any further action is taken. If pupils become violent or threatening they will be isolated for their own and others safety giving the opportunity to 'cool down' and parents or police may be contacted.

If parents are under the influence of drugs in school:

- Staff should attempt to maintain a calm atmosphere
- Seek assistance from another member of staff, preferably SMT
- If there are concerns about discharging a student into the care of the parent/carer then discuss with them if alternative arrangements can be made (eg; another parent / carer can collect)
- The focus should remain on the welfare of the pupil.

If parents present an actual or perceived threat to self or others the police will be called

Police involvement

The police will be involved:

- If illegal drug is implicated / suspected.
- If drugs need to be identified and disposed of.
- If advice is needed about the best outcome for pupil (name will initially be withheld)

However the school is an investigating agency and reserves the right to deal with minor incidents internally if this will ensure an effective outcome. This is done with the support of police and further detail can be found in the Nottinghamshire Police/LEA Drug issues protocol for schools.

The school will involve parents unless there is a specific reason not to.

The needs of pupils, referral and external support

The following internal structures are in place to support pupils with concerns about drugs:

Questions arising from discussions in drug education/teaching sessions will be dealt with within the class or on a 1:1 basis as appropriate.

Disclosures from pupils leading to concerns for child protection issues will be referred to the named child protection person in school.

Pastoral system

We also have the facility to liaise with the following external agencies to support pupils :

Compass Education Link Workers – pupil support

STARS. – pupils support if family/parents/carers are using drugs or alcohol.

Regents House Project. – parent support

Healthy Schools Team for advice, support & training for staff.

There are some mechanisms within the school, such as the School Nurse, who may be able to grant a greater degree of confidentiality to pupils. Pupils have been made aware of this.

Assessment of risk / vulnerable pupils

As part of our commitment to ensuring the safety and wellbeing of all pupils we will automatically support any pupils who has, or has given, concern in relation to their own or another's drug-use. The school will provide an initial contact with a

trained drug support worker to give them the opportunity to discuss their needs and to assess if any support is needed. This may also be included as part of a CAF.

When would a young person be assessed?

1. The CAF has been undertaken and a risk issue in relation to drugs has been identified.*
2. There is a verified incident of possession or use*
3. There is a disclosure of parental use.
4. Where the pupils requests an initial contact*

* all pupils involved in drug-related incidents or who ask for support will automatically be supported to meet with a trained worker who will create the opportunity for the young person to identify their needs in more detail.

The outcome of this session will determine if a referral is made.

If a referral is made or a care plan set out:

- Parents will be informed unless there is a reason not to do so **(see note for exceptions)**
- The school will support the pupil to receive intervention in school where possible and ensure that they work in a multi-agency team to support.

Pupils can also request initial contact sessions with the Education Link Worker by:

- Telephoning them direct
- Asking a member of staff to set it up (who.....)
- Through a drop in session (time.....where?.....)

Parental consent re. external support agencies:

Agencies and personnel will always encourage young people to inform and get support from parents and trusted adults. If there are concerns about a child's safety or welfare, information will always be shared.

We can allow pupils to see agencies for an initial contact (before referral) without parental consent and in some cases*, continue to access these services without parental consent.

***Note: Parental Consent: Exceptions**

- Where the young person is at risk of harm if parents are informed
- Where the young person may refuse to engage with appropriate support in the early phase of intervention if parents are informed
- Where there is a criminal investigation pending which may be adversely affected.

Confidentiality

Although it is important to maintain confidentiality throughout the handling of any incident or disclosure, pupils will be made aware that complete confidentiality cannot be guaranteed. This will help in retaining the trust of pupils and parents/carers and will ensure that the sharing of appropriate information is kept to a minimum.

There are some mechanisms within the school, such as the School Nurse, who may be able to grant a greater degree of confidentiality to pupils. Pupils have been made aware of this.

Participation of parents/carers

We seek to involve parents/carers in drugs policy and education through the following mechanisms:
Making our school's drug policy available to parents and through consultation with them regarding their needs in connection with our drug education curriculum. Parents are welcome to visit the life education trailer while it is in school

and buy material to use with their children at home to support our programme. Similarly our DARE officer Cathy is available to answer parent's questions and all parents are welcome at the DARE graduation. In the case of staff having concerns for individual children regarding illegal or unauthorised drugs, parents will be contacted by the class teacher immediately and the concerns will be discussed privately.

The role of governors

Governors will be kept up to date with policy and programme issues through the named governor who will be invited to any whole staff training sessions.

The school policy and programme will be taken to the governor's strategic development committee in draft form for discussion and agreement.

Information regarding the social makeup of our catchment area is updated in our school SEF.

Liaison with other agencies and bases

We will ensure that relevant information is shared in transition of pupils to ensure that they are well supported at this time.

Reviewed January 2017