



Horspath Primary School **Drug 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.

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, equal opportunities, 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 Thames Valley Police, Social and Health Care Services, Local Education 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 of Drugs

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 and also legal substances such as: alcohol and tobacco, volatile substances, over the counter and prescription medicines. (*Drugs: Guidance for Schools (DFES February 2004)*)

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 those 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 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.

The role of the Head teacher and Governing body

The Head-teacher takes overall responsibility for the policy and its implementation, for liaison with the Governing body, LEA and appropriate outside agencies. The Head-teacher will ensure that all staff dealing with substance issues are adequately trained and supported.

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 and that this policy is a regular item in staff, SMT and governor meetings to monitor the progress of drug education.

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 the school's PTA, which take place after the end of the school day. Verbal permission must be obtained from the Head teacher 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 sniffable products.

Prescribed Drugs on the School Premises

In our school we follow the recommendations of the Oxfordshire 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 circulated to staff. Parents must notify in writing if any medicines need to be taken during school hours. Office staff or TAs on medical duty 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, which will be kept by the child or, in the case of infants, by the class teacher, and in the inclusion office or First Aid Room.

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 Head teacher 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.

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.

January 2019

Signed _____

Due for review: January 2021

January 2019

APPENDIX A

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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Person completing this form:

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Name of Pupil:
Form/Class:

Date of Incident:
Time of incident: <i>am/pm</i>

First aid given? YES/ NO

First aid given by:

Ambulance/Doctor called? YES / NO

Called by:	Time called: <i>am/pm</i>
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Type of Drug involved (if known): <i>(e.g. alcohol, paracetamol, ecstasy)</i>	Sample found? <i>(yes/no)</i> <i>Where retained</i> (or) Destroyed at time: <i>am/pm</i>
	Witness name:
Senior staff involved:	

Parent/carer informed by:	Time called: <i>am/pm</i>
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Brief description of symptoms/situation: <i>(continue on blank sheet if necessary)</i>

Other action taken: <i>(e.g. other agency involved; Ed. Psych. report requested; pupils/staff informed; sanction imposed; GP/Police consulted about drug)</i> <i>(Continue on blank sheet if necessary)</i>
