



# HALE CE

PRIMARY SCHOOL

## DRUGS POLICY

*H*ear of the community

*A*ccepting everyone

*L*ove of God and neighbour

*E*xcellence for all

Signed -----

Date-----

Signed -----

Date-----

## **Introductory Statement**

The involvement of young people in drug misuse has increased in recent years, as a wider range of substances are readily available in the youth culture at prices, which are within the reach of school-age pupils and students. This policy recognises the need to manage drug-related incidents and to provide drug education for all our children.

### **Rationale**

This policy is needed so that all who are involved with the education and care of our children are clear about our approach to drugs education and drug-related incidents.

### **Purpose**

To define how and in what ways we intend to address the quite complex issues that arise from the use of drugs in our society in a way that reflects and enhances the spirit of the school.

### **Broad Guidelines**

The school will: -

- Seek to develop a policy, which responds to the needs of its children as well as to the understanding and expectations of its wider community
- At all times respond to the legal obligations of the Governing Body
- Have a Health and Safety policy that addresses the relevant issues relating to drug use
- Seek ways in which to help parents to develop their own understanding and awareness of the issues
- Develop and implement appropriate responses to drug-related incidents.
- Provide training and support for all school staff
- Establish links with external agencies
- Ensure that the policy complements other relevant school policies

## **POLICY FOR DRUG INCIDENTS**

These guidelines refer to children throughout but apply equally to any person who might be working at or visiting the school.

### **Staff Responsibilities**

The school drug co-ordinator is Mrs M Mowatt. The lead governor responsible for this area is Canon J Collier

This policy will be reviewed on a bi-annual basis or in light of an incident or changes to legislation in this area.

### **Moral and Values Framework**

See the Aims of the school which are in prospectus.

### **The School Boundaries/Educational Visits**

The school defines its boundaries as the school premises and grounds during the school day. Expectations of behaviour are placed on its pupils when engaged on a school visit, leaving the school during school time or during a residential trip including trips abroad. Further details can be found in the school's policy regarding educational visits. Drug-related incidents that occur whilst on a school trip will be dealt with according to this policy.

The school acknowledges its shared responsibility with parents for encouraging appropriate behaviour of pupils when travelling to and from school. We will inform parents of any behaviour which may reflect badly on the pupil and the school.

### **Defining Substances**

The school will consider its responses to the misuse of illegal drugs, alcohol, tobacco, medicines, solvents and volatile substances. The term "misuse" is used to refer to illicit drugs and socially acceptable drugs e.g. alcohol and tobacco which may be used in a harmful and/or socially unacceptable way.

For the purpose of this policy the term drugs include 'over-the-counter' medicines, prescribed medication, tobacco, alcohol, solvents and other substances which may have harmful effects on the body and mind as well as illegal drugs if they are misused.

### **Confidentiality and Disclosure**

See the Child Protection guidelines and policy.

Where a young person discloses to a member of staff that he or she is taking drugs, the member of staff must make clear to the young person that he or she can offer no

guarantee of confidentiality given the serious nature of drug misuse. The young person should always be told what information is going to be passed on and to whom. Efforts should be made to explain to them that whoever is told will be on the basis of 'need to know' and within this that the young person's welfare is paramount.

The school will seek to inform young people through its drug education programme of the agencies that are available to help with drug-related problems and ensure that young people know which services give confidential advice.

### **Procedures for Dealing with a Drug-Related Incident**

#### **Medicines: -**

See the school policy on Administration of Medicines

Information about children who have specific medical problems are held on file. Staff will be made aware of the medical history of children as and when necessary in order to enable them to react in an appropriate manner if the need arises e.g. asthma, diabetes, epilepsy, heart complaints, etc.

Children who suffer from asthma have access to their inhalers in the classroom at all times.

The school will not administer medicines to children unless they have written parental consent. In this case the medicines needed will be kept in the main office. In such cases an appropriate member of staff will take on this responsibility and a record will be kept.

#### **Tobacco: -**

The school is a non-smoking site. Smoking is therefore prohibited on school premises including the school grounds at all times by staff, visitors, parents and children.

If a child is found in possession of tobacco this should be confiscated and given to the Drugs Co-ordinator who will interview the young person and inform parents. Support will be offered to the young person.

An incident form will need to be completed (see attached form).

#### **Alcohol: -**

Through a programme of education the school will seek to promote a healthy and responsible attitude to the use of alcohol in socially accepted situations for both staff and young people.

If a child is found with alcohol it should be taken to the Drugs Co-ordinator who will interview the young person, inform parents and take further action if necessary.

An incident form will need to be completed (see attached form).

**Solvents and Volatile Substances: -**

See the Health and Safety Policy - COSHH guidelines

Many products in everyday use contain solvents. These products must be used under the direction of a member of staff and as they are intended.

If a child is found to be misusing these products they will be taken from them and given to the Drug Co-ordinator who will interview the child and decide on further action. Support will be offered to the young person.

An incident form will need to be completed (see attached form)

**Illegal Drugs: -**

The school does not support the misuse of drugs or the illegal supply of these substances and will take appropriate action when dealing with situations which may arise from their misuse.

If a child is using or misusing an illegal drug, the individual and the substance should be taken to the Drugs Co-ordinator as soon as possible.

If this is not possible the substance must be placed in a locked cupboard in the main office and a witness will verify this. Substances should be placed in an envelope and details recorded on the slip provided (See sample).

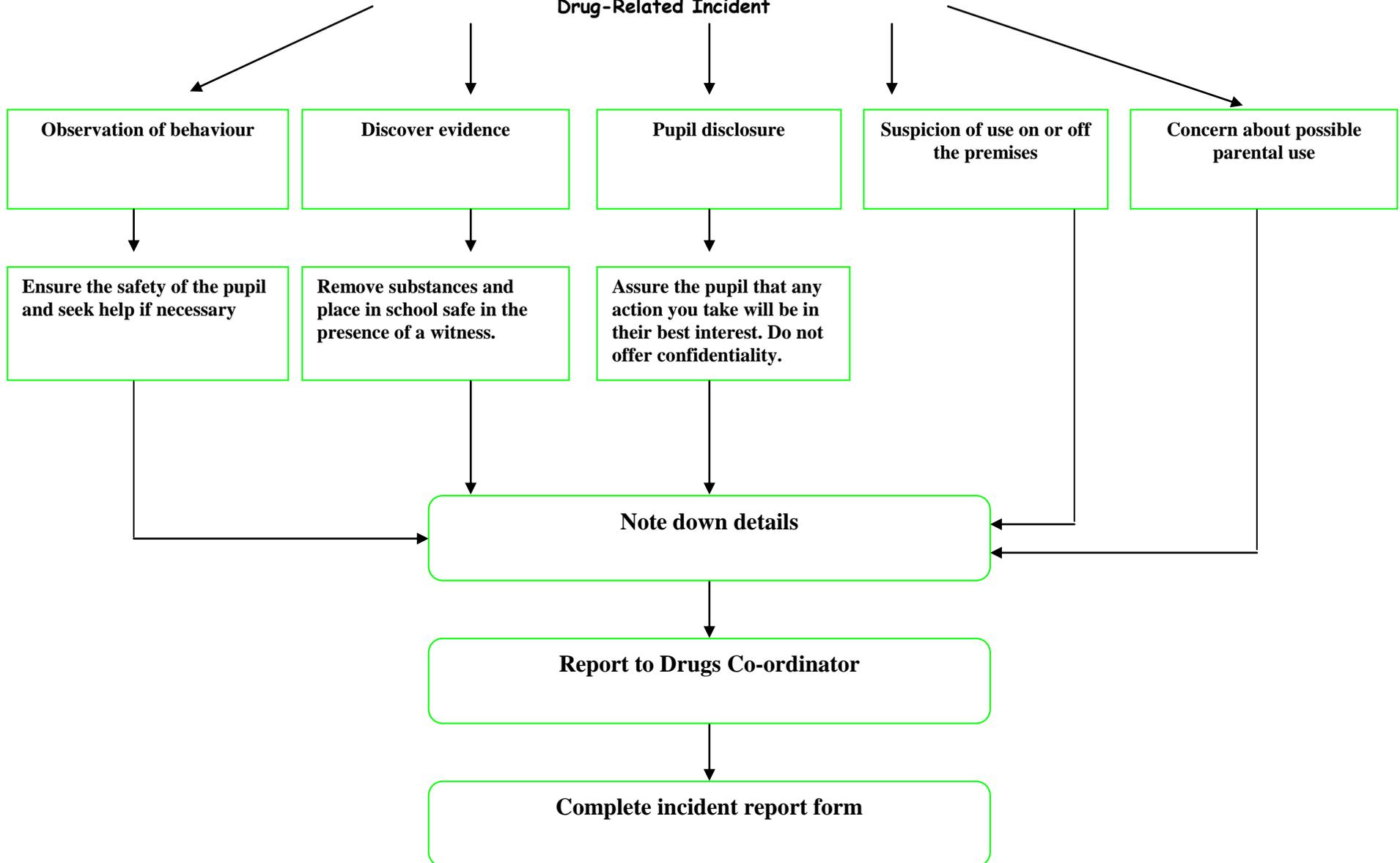
Under no circumstances should staff try to identify the substance by sniffing or tasting it. A label should be fixed in position over the seal of the envelope. An incident report will need to be completed and the Drugs Co-ordinator informed. The Drug Co-ordinator will decide further action.

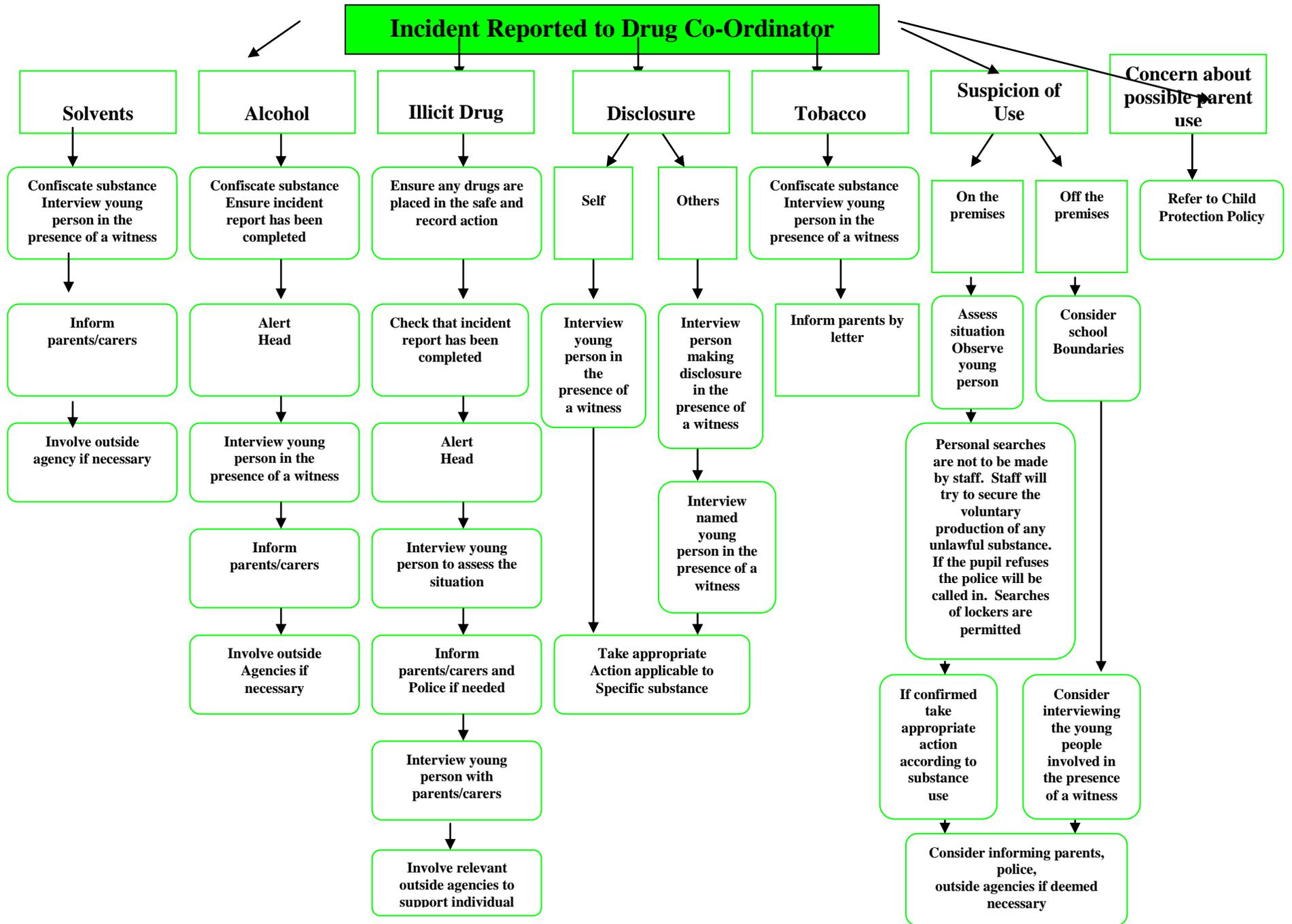
**Critical Incidents**

The school will follow the LEA guidelines 'Managing Critical Incidents' in the event of a serious injury or death arising from a drug-related incident.

### TACKLING DRUG MISUSE

#### Drug-Related Incident





### **Drug Co-ordinator Guidance**

The Drug Co-ordinator will take responsibility along with the Headteacher or appropriate Assistant Head to follow up any drug/substance misuse incidents which are reported to them. The action will depend upon: -

- The physical state of the individual
- The substance used and its legal status
- The stage of use
- If the young person is using the substance or is dealing

### **The Stage of Use/Reasons for Use**

The Drug Co-ordinator and/or relevant Head/Assistant Head will ascertain through sensitive questioning which of the following stages of use the young person is at to determine what help if any is needed from outside agencies: -

- **Experimental Use** - trying a substance once
- **Recreational use** - use substance only at certain times
- **Dependent Use** - the substance has become more central in the persons life.  
There may be physical or psychological dependence

To assess the stage of use the following questions may be appropriate to ask: -

- What is being used?
- How frequently?
- How is it being obtained?
- Where is the money coming from?

Establishing why a substance is being used may help to identify alternative coping strategies.

- Is there any relationship difficulties?
- Is the substance taken for enjoyment?
- What interests do they have?
- Do they have friends/family to talk to?

Depending upon the nature/seriousness of the incident some or all of the above questions may need to be addressed by a professional counsellor.

**Recording Incidents**

<b>DRUG-RELATED INCIDENT REPORT FORM</b>			
Please indicate type of incident:			
Emergency/ intoxication <input type="checkbox"/>	<input type="checkbox"/>	Suspicion OFF premises <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Discovery OFF premises	<input type="checkbox"/> Parental use	<input type="checkbox"/>	<input type="checkbox"/>
Pupil disclosure	Discovery ON premises	Suspicion ON premises	Concern by Parent
or carer			

Name of young person: Form: Date of incident:	Report form completed by: Position: Time of incident:
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<b>MEDICAL ASSISTANCE</b>	
<p style="text-align: center;"><b>First Aid</b></p> <p>First Aid given? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>By Whom:</p>	<p style="text-align: center;"><b>Ambulance/Doctor</b></p> <p>Ambulance called: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Doctor called: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Called by:</p> <p>Time:</p>

<b>DRUG INFORMATION</b>	
<p>Drug type (if known): <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sample found? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Senior Staff involved:</p> <p>Parent/Carer informed by:</p>	<p>Destroyed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Retained? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Where retained?</p> <p>Witness Name:</p>

<b>CIRCUMSTANCES</b>
Brief description of symptoms/situation:

**OTHER/ FURTHER INFORMATION**

E.g. Agencies involved, sanctions imposed:

**CONFIDENTIALITY**

Details on this form should only be read by authorised persons.  
When the form is completed it should be given to the Drugs Co-ordinator or Headteacher in a sealed envelope.

To be attached to any substance/s found:

Date:	Time:	Place:
Appearance of substance:		
Quantity of substance (if applicable number of packages):		
Individuals involved:		
Placed in locked cupboard by:  Signed:  Position:		

In the presence of:	
Signed:	
Position:	
Arrangements made for disposal of the substance (destruction of substance or handing into police or pharmacist)	
Arrangements made by:	
Have you notified the Drug Co-ordinator or Senior Management?	
Details of senior management to whom notification has been given:	

### Discipline and Sanctions

See the school policy on Behaviour.

The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school's response will include both sanctions and support to reflect the individual nature and/or level of the offence and consider carefully the implications of any action it may take. Action will be at the discretion of the Headteacher or Assistant Head in consultation with parents. This may involve support from outside agencies when/if appropriate. The school seeks to balance the interests of the child involved, the other school members and the local community.

Possible responses may include: -

- Involving parents at an appropriate stage
- Isolating pupils from their peer group
- Using monitoring programmes
- Establishing a behavioural contract
- Enlisting help and guidance from outside agencies- i.e. H.I.T.S.
- Fixed term exclusion
- Establishing a Pastoral Support Programme
- Permanent exclusion

### **Parental Involvement**

This policy will be available for inspection by parents on request.

The school will seek to support parents if their child becomes involved in drug misuse and will keep them appropriately informed of any action it may take.

If the police or medical professionals are informed/called parents will be informed immediately.

If a young person is excluded from school for his/her part in drug misuse parents will be informed of the exclusion and the reason for it in accordance with Section 65 of The School Standards and Framework Act 1998.

### **The Use of Outside Agencies/Pastoral Care and Support for Pupils at Risk**

Depending on the seriousness/nature of the incident help may be needed from outside agencies. Details of organisations/agencies are listed on the attached sheet.

The school wishes to support the individual alongside parents and other professionals from outside agencies. The nature of this support will be specific to the individual and will be negotiated between the young person/school, parents and outside agencies. The school will balance the interests of the young person involved, the other school members and the local community.

### **Health and Safety of Pupils**

See Health and Safety Policy.

The school acknowledges that we have a duty to ensure that we reduce the opportunity for substance misuse within the school.

We aim to do this by: -

- Active supervision of children
- Placing a responsibility on all staff to ensure that chemicals and substances are securely locked away and their use by pupils in the learning environment is carefully supervised.
- Checking the grounds for used syringes.
- Provision of trained First Aiders.

### **Emergency Action**

Whenever possible a member of staff dealing with an emergency situation should enlist the help of a qualified First Aider and call for professional medical help.

The following members of staff have current First Aid Certificates:

Mrs Sandra Mew, Mrs Tracey Gledhill, Mrs Suzanne Mullarkey

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First Aid boxes are available in the following locations:

School office, KS1 area, Staff room

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School procedures for responding to an incident requiring First Aid will be undertaken.

### **Roles of the Headteacher and Governing Body**

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and the LEA and appropriate outside agencies and for the appointment within the school of a Drugs Co-ordinator, who will have general responsibility for handling the daily implementation of the policy. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

The Governing Body will be involved in this area and will support the Headteacher in this role.

### **Contacting the Police**

The school will always have due regard to its legal obligations and will inform the police of any illegal drug dealing which it either has evidence of or suspects is taking place on its premises.

The school may also inform the police if they discover illegal drugs on the premises being taken by a pupil if they deem it necessary, although we are aware that, in certain circumstances there is no legal requirement to do so.

### **Monitoring Pupils where Parents are Substance Mis-users**

The school recognises that some of our young people may have parents who are substance misusers and acknowledges this on its own is not a reason for removing a young person from its parents.

Where the school feels that a young person is at risk the usual child protection criteria should be applied. (See Child Protection). Opportunities will be provided for the young person to talk through their concerns and be given the appropriate support.

### **Staff Welfare**

Regarding the welfare of staff the school will follow the LEA Policy on Drug and Alcohol Misuse as part of its Health and Safety Policy which is designed to reduce to a minimum the possible effects of substance misuse on the user, the young people, other employees and the environment.

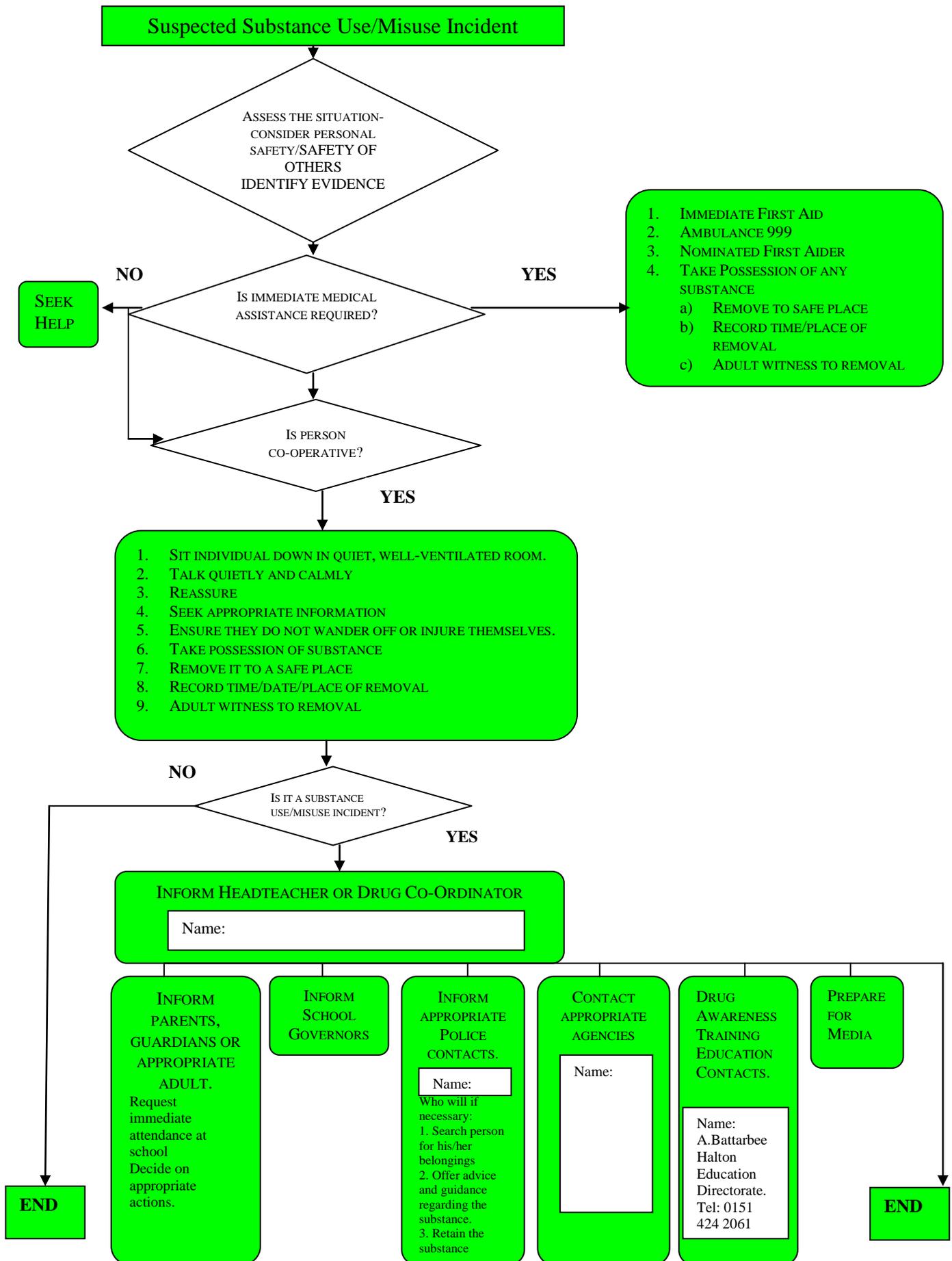
### **Dealing with the Media**

Advice on the responses to enquiries by the media is available from Halton Borough Council Public Relations Office who will handle all press contact.

Telephone Number:       0151 424 2061  
                                  (Extension 1066/1157/1156)

The Headteacher will take responsibility for liaison with the media with appropriate guidance from the LEA to ensure that any reporting of incidents remains in the best interests of the children, their families and the school.

**Tackling Substance Use/Misuse Incidents in Halton Schools**



### Talking to Young People about their Drug Use

It is important that young people are given every opportunity to talk through the incident rather than being interrogated. You may find the following useful: -

<b>YES</b>	<ul style="list-style-type: none"><li>• Ensure that the young person is comfortable talking to you</li><li>• Outline the rules of confidentiality</li><li>• Be clear about what you are trying to achieve</li><li>• Let the young person talk and listen carefully</li><li>• Keep your focus on the young person rather than the drug</li><li>• Consider the risks involved in a realistic way</li><li>• Check the facts</li><li>• Assess the situation carefully</li><li>• Get support and advice from professional agencies if you need it</li></ul>
<b>NO</b>	<ul style="list-style-type: none"><li>• Panic or overreact</li><li>• Moralise</li><li>• Lose sight of your aims</li><li>• Expect the young person to share your views</li><li>• Rush into making a decision</li></ul>

## Drugs & Alcohol Sources of Support

<b>Social Services</b>	<b>Child Protection</b>
Duty Social Services Offices Tel: 01928 704341	Child Protection Co-ordinator Tel: 01928 704454
<b>Education Welfare Officers</b>	<b>Health Services</b>
Grosvenor House Halton Lea Runcorn WA7 2WD Tel: 01928 704380	School Health Department Victoria House Holloway Runcorn WA7 7TH Tel: 01928 790404
<b>Cheshire Constabulary</b>	<b>Discarded Needles</b>
Northern Division Drug Liaison Officer Widnes: Nigel Forrest: 0151 424 3760 Drug Liaison Officer Runcorn Ian Robinson: 01244 613972	Halton Borough Council: 0151 424 2061- Ext 3102
<b>Help for Young People</b>	<b>Help for Parents</b>
<b>Lifeline:</b> (Information, advice, counselling & training) 01925 <b>653261</b> <b>H.I.T.S:</b> (Information, advice, counselling & training ) <b>01928 564663</b> <b>OASIS:</b> (Medical & non medical support for young people) 01925 <b>444497</b> <b>Youth Drink Line:</b> (Helpline) <b>0345 320202</b> <span style="float: right;">(Dial &amp; Listen)</span> <b>0990 143275</b>	<b>H.I.T.S:</b> <b>01928 564663</b> <b>PADA:</b> (Parents against Drug Abuse) National <b>0345 023867</b> <b>ADFAM:</b> (National Advice Line) <b>0171 928 8900</b>

### DRUGS AND ALCOHOL

Community Drugs Team (treatment service) Halton	<b>0151 423 5247</b>
Health Promotion Service (information, education and training-resource service)	<b>0151 420 1177</b>
Community Alcohol Team (treatment service)	<b>0151 423 5247</b>
National Drugs Helpline	<b>0800 77 66 00</b>
Drug & Sport Information Service	<b>0345 69 73 26</b>
Release - 24 hour legal helpline	<b>0171 729 9904</b>
Release - drugs and schools legal helpline	<b>0345 36 66 66</b>
SCODA (National)	<b>0171 928 9500</b>
National Alcoholics Anonymous	<b>0151 709 2900</b>
National Drinks - Helpline	<b>0345 32 02 02</b>
- Dial & Listen	<b>0500 80 18 02</b>
Alcohol Services in Cheshire	<b>01270 580 243</b>
ARCH Initiatives - Services for People Affected by Substance Misuse	

## **POLICY FOR DRUG EDUCATION**

### **Members of the Curriculum Group**

Details of those who have been responsible for the development of the schemes of work should be listed.

### **Staff Responsibilities**

The Drugs Education Co-ordinator will co-ordinate the programme and will offer advice on classroom practice and resources. Resources will be maintained and updated by the Co-ordinator. Details of available INSET can be obtained from the Co-ordinator.

### **Aims of Drugs Education**

- To enable children to make healthy, informed choices and decisions by increasing knowledge, challenging attitudes and developing and practising skills
- To increase understanding about the implications and possible consequences of use and misuse and to develop a sense of responsibility for themselves and others
- To encourage an understanding for those experiencing or likely to experience substance misuse
- To seek to minimise the risks that users and potential users face
- To enable children to identify sources of appropriate personal support
- To develop confidence and self-esteem to enable young people to cope with pressures and influences that may lead to the misuse of drugs
- To maintain and develop relationships
- To inform parents of the work of the school in drug education and to help parents to develop their own understanding of the issues
- To provide training and support for all staff

### **Curriculum Content and Organisation**

Drug education is delivered in the main by the Science scheme of work. It will be supported by a PSHE scheme which is currently being developed.

Schemes of work for Science comply with the National Curriculum requirements. Schemes of work in PSHE will follow the guidance given in the DfEE Drugs Proof document and the national framework for PSHE.

Schemes of work are available from the Headteacher.

### **Teaching and Learning Styles**

To enable children to talk openly about drugs the school will use a wide range of teaching and learning styles to provide opportunities for active participation. We recognise the need for sensitive teaching matched to the needs and maturity of our children.

### **The Use of Outside Visitors**

The school actively co-operates with outside agencies to support and enhance its teaching programme. Advice and support given by outside agencies is carefully planned to integrate with the schools programme.

### **Resource Issues**

Staff are issued with copies of the schemes of work. The Science Co-ordinator will supply pupil material and resources. Further materials can be borrowed from Health Promotion. A resource catalogue is available.

All the source materials used with the children must meet the quality standards outlined in "The Right Choice." All new materials should be approved by the Drugs Co-ordinator before being used in the classroom.

### **Staff Training**

The school will make available to staff details of courses relating to drugs education, which are available from time to time. Details can be obtained from the Drugs Education Co-ordinator.

### **Confidentiality and Disclosure**

In case of disclosure of drug use - see the drug incident policy.  
Staff are encouraged to set ground rules when dealing with drug education issues in the classroom.

### **Curriculum Evaluation**

The school will review and evaluate drugs education delivered through Science and PSHE.

Staff and children will contribute to this.

A variety of methods will be used according to the age and abilities of our pupils.