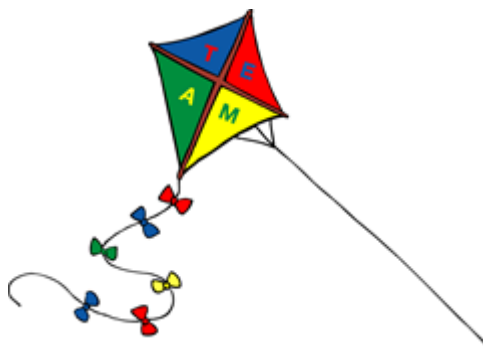


Twyford St Mary's C of E Primary School
Drug Education and Management of drugs
incidents Policy



Introductory note

In this context the term 'drug' is used to include:

I. illegal substances -

II. substances which are legal but can be misused

- Some of these substances would not be acceptable for possession and use by pupils on school premises e.g. alcohol and tobacco
- Other substances, for example, glue, solvents and the over-the-counter medicines, would be acceptable for possession and use on school premises, provided this is for their proper, intended purpose.

Scope, Aim and Rationale

This policy applies to all staff, governors, parents, and pupils. Its aim is to provide all staff with a framework for the highest quality teaching and learning in drugs education, that is taught within PSHE and guidelines for managing drug related incidents in school. This policy is linked to the TSM Teaching and Learning, PSHE, Special Educational Needs (SEN), and Confidentiality policies.

Effective learning about drugs

We acknowledge that people learn in many different ways and we recognise the need to develop strategies that allow all children to learn in ways that best suit them.

We also understand that parents have a fundamental role to play in helping their children to learn. We work hard to inform and support parents in how they can help further their children's learning and confidence in PHSE, especially regarding drugs education.

Drug Education Programme

Aims:

- To enable children to become accurately informed on the effects, good or bad, of drugs on health and make healthy informed choices.
- To enable children to experience up to date coverage of the risks and legal aspects of drug taking.
- To give children the opportunity to develop their abilities to communicate their concerns and take responsible decisions.

It is felt that drug education should start at least two to three years before the likely age of experimentation. At TSM this takes place

At TSM we offer opportunities for children to learn about drugs in different ways.

These include:

- Drama /role play
- Circle time discussion with action and reflection
- Practical information based on children discussing their experiences of medicine
- One to one discussions through Emotional Learning Support Assistant (ELSA) and talk time box
- Visiting speakers

Effective learning about drugs results in:

- understanding self-respect
- respect for others
- knowing and understanding what constitutes a healthy lifestyle
- understanding the positive effects of medicines
- understanding the negative effects of illegal drugs
- an awareness of safety issues
- informed decision making skills
- the development of assertiveness skills
- awareness of peer pressure
- knowledge of the consequences of risk taking
- the ability to access sources of help and information
- development of the ability to evaluate media messages on drug use (Y5/6)

We believe children learn drugs education effectively when the teacher provides:

- A safe environment for class discussions through circle time rules
- Other opportunities as suggested in the teaching and learning policy
- Contextual learning

Drug education Planning

- SEAL (Social and Emotional Aspects of Learning) schemes of work
- Drug education linked to Hampshire recommendations

Long Term Planning

- Most long term planning follows an overview of themes from SEAL
- Learning Objectives to be covered each phase
- Content to be covered each phase
- Discrete subjects of drugs education

Short Term Planning

- SEAL booklets
- Drugs education phase plans
- SRE phase plans
- Learning objectives – WALT
- differentiated tasks
- Outcomes / success criteria

Assessment for Learning (AfL) in Drugs education

Assessment exists to help the teacher to help the child and is often verbal in circle time activities. The principles of Assessment for Learning should be integrated into PHSE as stated in the teaching and learning policy.

Medicines

Certain prescribed medicines are allowed into the school. For information on this see administration of medicines policy.

Managing Drug Related Incidents in School

'In school' is taken to mean on school premises, including buildings and grounds. The school policy also applies to off-site activities, visits and school trips. The policy will also relate to pupils' use of the premises and grounds beyond the school day. All incidents or concerns will be logged by the headteacher or their representative. Parents will also be informed, unless linked to an abuse case, and provisions made for any outside professional help, such as police officers or health professionals. Where illegal substances are involved these outside agencies will automatically be informed.

If further support is required use will be made of the Hampshire Drug & Alcohol

Action Team (DAAT) on their website or by phoning 01962 846629

If a pupil voluntarily discloses information about drug abuse it is important to:

- Not over react
- Listen to the pupil's point of view
- Not jump to conclusions
- Staff should not guarantee confidentiality (see confidentiality and child protection policy) as they may have to inform other staff or the police

Hearsay

Drug use is often discovered by hearsay. This should be recorded and passed onto the designated member of staff (headteacher) who should record the matter as hearsay evidence. This will enable a record to be compiled of teachers' concerns and where necessary, help and support offered to the pupil. Where the hearsay evidence is not supported through further reports or incidents for one calendar year the evidence will be removed from the records.

Suspicious Behaviour

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

Finding Substances

If a harmful, illegal substance is discovered it should be removed to a place of safe-keeping in the presences of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed.

If a substance is found on a pupil or on their property (e.g. their bag) the above procedure should be followed and the incident recorded including:

- the date and time of the find or retrieval
- the size and appearance of the substance
- the names of those concerned
- the action taken

If any equipment associated with drug misuse is discovered the items should be handled with care. (See Appendix 1- Twyford St Mary's C of E Primary School Drug Incident Form) The incident should be recorded and in the case of items such as needles and syringes they should be collected following the DRUG DISPOSAL guidance.

Searching

Storage areas within the school grounds are the property of the school and the head teacher or their representative may authorise a search of these if there is a reasonable suspicion. The search must be carried out in the presence of a witness and the named pupil if this applies. Staff should not search a person but should try to persuade the pupil to voluntarily produce the substance by asking him to turn out

his/her pockets or bag. If it is absolutely necessary to search a pupil a police officer will be required and parents must be informed as soon as possible. The police officer will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

Finding Drug Misuse

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over the counter medicines, parents will be informed and appropriate steps taken. In an emergency arising from an incident involving drug abuse, the wellbeing of the pupil is paramount. In all instances:

- separate the child involved from the rest of the group
- decide and implement the next best step in terms of the child's welfare
- inform parents

Parent/carer under the influence of drugs on school premises

If a parent carer is found under the influence of / or in possession of tobacco, alcohol, glue or solvents or over the counter medicines, appropriate steps will be taken. The well-being of school pupils is paramount. In all instances:

Try to separate the adult from the rest of the group

Consider appropriate removal from school premises

If necessary refer to the designated safeguard lead (The head teacher)

If illegal substances are being used then either health care professionals or the police will be informed - needs a definite plan of action

Staff under the influence of drugs on school premises

If a staff member is found under the influence of alcohol, glue or solvents or over the counter medicines, or in possession of an illegal substance, appropriate steps will be taken. The well-being of school pupils is paramount.

In all instances:

Remove the staff member from any contact with children

Consider appropriate removal from school premises

Report to the head teacher who will refer to the manual of personnel practice for further action

If illegal substances are being used then either health care professionals or the police will be informed - needs a definite plan of action

Supplying Illegal Substances

It is an offence to produce or supply any controlled drug on school premises.

The police will be involved in such circumstances.

Returning Articles Which Have Been Confiscated

Articles confiscated not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the articles to the child. It will be made

clear that there is a time limit of one week for the items to be recovered or they will be disposed of by the school.

Staff Development

All staff need to:

- Understand and support the rationale and aims of drug education
- Be aware of the legal implications and their responsibilities

DRUG DISPOSAL

This section of the policy is primarily aimed at employees who may be expected to find, handle and dispose of sharps, blades, needles and syringes, through exposure which does not arise out of their main work activity, but is incidental to it. Employees may also be expected to find, handle and dispose of any signs of alcohol having been consumed on the premises.

If any evidence of alcohol & drug use is found on Twyford St Mary's grounds the following actions will be taken:-

- Discovered sharps, blades, syringes and needles should be removed to a safe and secure place prior to final disposal, and if considered appropriate, in a clinical waste sharps bin (**caretakers shed**)
- Avoid direct contact with discarded items e.g. use impenetrable gloves, litter pickers, or bucket and spade as appropriate. (This should be carried out by trained staff only)
- Do not attempt to dismantle syringes
- Remember the importance of personal hygiene
- The Head Teacher/Health & Safety Manager will ensure that the disposal of these hazardous items is in accordance with HCC and locally agreed arrangements
- Record the event appropriately to help with future reviews of safety procedures
- All evidence of alcohol consumption on site will be checked for on a routine basis, and disposed of in a safe manner to prevent injury.

All staff are made aware that although small, there is a risk of infection should they receive an injury when attempting to handle certain hazardous items. The following should be seriously considered prior to attempting to handle such an item:

- Used hypodermic needles and syringes must always be treated as being potentially contaminated
- Should the skin be punctured or broken by a needle through careless handling or accidental contact, there is the potential for infection to occur eg. HIV, Hepatitis B
- Serious injury from broken glass.

This policy is written with regard to 'Drug matter Guidelines', Hampshire County Council 1995 and Hampshire Primary Drug Planning document 2007.

Monitoring and Evaluation

It is hoped that, by staff, governors, parents and children themselves working together, we can safeguard the wellbeing of all pupils in our care by educating them about the dangers of drug abuse.

The PSHE and citizenship subject manager together with the Head teacher is responsible for monitoring the standards of children's work and the quality of teaching of this subject. The subject leader supports colleagues in the teaching of PSHE and citizenship, by giving them information about current developments in the subject and by providing a strategic lead and direction for the subject in the school. The subject leader is also responsible for reporting to the Head teacher - evaluating strengths and weaknesses in the subject and indicating areas for further improvement.

The Headteacher is responsible for monitoring the management of drug related incidents in school.

The Governing Body and Headteacher are responsible for ensuring the implementation and evaluation of the Drug Education and the Management of Drug Related Incidents in school Policy.

Date of Approval: November 2016

Date of Next Review: November 2019

Twyford St Mary's C of E Primary School Drug Incident Form

date and time of the find or retrieval	size and appearance of the substance	names of those concerned	the action taken

Appendix 2

Long term overview

Class	Science/ PSHE links	Examples of Overall Walts that can be linked to drugs education
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Ash	It's good to be me PSHE Topics- people who help us, waste not want not	Walt: identify medicines that can help us Walt: identify health and safety around medicine
Beech	It's good to be me Topics- People who help us Waste not want not	Walt: identify medicines that can help us Walt: identify health and safety around medicine
Oak	It's good to be me Staying healthy	Walt: identify helpful medicines Walt: identify unhelpful substances
Sycamore	It's good to be me PSHE Say No to Bullying PSHE	Walt: say no Drama through role play about standing up to bullying, standing up to peer pressure
Willow	It's good to be me PSHE Healthy bodies Science Y6 Moving on Transition Y6 Link to Sex Education and how media images present sex and drugs	Walt: identify medicines that are helpful Discuss asthma, eczma etc Allow for children's experiences to be discussed Discuss addictive nature of even helpful drugs Walt: identify the harm of illegal drugs Link to science on body organs Walt: understand peer pressure and drug taking Walt: evaluate way drugs are presented to us in the media