



# **DRUG EDUCATION POLICY**

## **AND**

# **PROCEDURAL GUIDELINES FOR DRUG RELATED INCIDENTS**

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
- Caffeine
- Over the counter prescribed drugs e.g. painkillers, antibiotics
- Illegal drugs e.g. ecstasy, cannabis, cocaine, crack and heroin

'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 and, therefore, it is crucial for the implementation of Every Child Matters across our school. 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 Crown Lane the purpose of having a drug education policy is to ensure that all pupils have access to consistent, clear and thoroughly planned approaches to drug education that is appropriate to the age and maturity of the pupils. This document serves to inform parents and the school community of the procedures at Crown Lane.

## **LEGAL REQUIREMENTS**

The National Curriculum Science Order requires that:

- Pupils in KS1 should be taught about the role of drugs as medicines (Sc2, 2d).
- Pupils in KS2 should be taught about the effects on the human body of tobacco, alcohol and other drugs, and how these relate to their personal health (Sc2, 2g).

## **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 Crown Lane 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.

## **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 in some cases a Learning Mentor, or other external agencies will support the delivery of lessons. 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 other than asthma inhalers 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.

## **ALCOHOL ON SCHOOL PREMISES (Optional)**

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. Alcohol will not be sold on school premises.

## **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 Child Protection 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.
- Co-ordinating external agency support for Drug Education.
- Monitoring the effectiveness of the planned and delivered curriculum for Drug Education.
- Co-ordinating 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.***

***Reviewed: March 2016***

Signed:  
Headteacher \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date: \_\_\_\_\_

## **PROCEDURAL GUIDELINES FOR DRUG RELATED INCIDENTS**

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

### **School Boundaries**

- The school boundary is the school perimeter fence.
- The school day is from 9 a.m. to 3.15 p.m. However breakfast clubs and after school clubs can extend the school.
- 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 Child Protection issues, refer to school's Child Protection Policy AND/OR Area Child Protection Committee procedural guidelines.
3. Record ALL drug related incidents. Recording sheets can be found in CP files in classrooms or on the school system.
4. Disposal of illegal substances must be witnessed.
5. Police can dispose of drugs for you.

## School Policy

What to do if...	Legal Considerations	Pastoral Considerations
<p><b>1. Drugs/alcohol/volatile substance discovered on school premises.</b></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. It is illegal to search pupils.</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><b>2. A pupil is found in possession of drugs/alcohol/volatile substance.</b></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. It is illegal to search pupils.</p>	<p>1. Ensure the Head Teacher is informed and to decide:</p> <ul style="list-style-type: none"> <li>• If, when and how parents/carers are to be informed.</li> <li>• What sanctions, if any, will be imposed on the pupil?</li> <li>• Is assessment needed to determine whether this was a one off or if there are underlying problems/issues?</li> <li>• Are there pupil/family welfare or child protection issues?</li> <li>• If Education Welfare need to be consulted.</li> </ul> <p>2. Record all incidents and action taken.</p>
<p><b>3. A teacher suspects a pupil of being under the influence of drugs/alcohol/volatile substance.</b></p>	<p>1. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p> <p>2. Are their child protection concerns? Is the child at risk of 'significant harm'? If so, Head Teacher to contact Social</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</p>

	Services (and/or Education Welfare) for advice and/or referral.	taken.
<b>4. A pupil discloses they are using drugs/alcohol/volatile substance.</b>	<p>1. Are there child protection concerns? (See above)</p> <p>2. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p>	<p>1. Head Teacher needs to decide:</p> <ul style="list-style-type: none"> <li>• Whether to inform parents/carers.</li> <li>• Are there pupil/family welfare or child protection issues? (see above)</li> <li>• If there is a need for support from external agencies?</li> </ul>
<b>5. A pupil discloses a parent/carer/relative is misusing/selling drugs/alcohol/volatile substance.</b>	<p>1. Are there child protection concerns? (See above)</p> <p>2. There are no legal obligations to inform the police but informal advice may be useful.</p>	<p>1. Inform the Head Teacher.</p> <p>2. Are there pupil/family welfare or child protection issues? (See above)</p> <p>3. Who should be informed? (Confidentiality and trust are key issues)</p> <p>4. How will the pupil be supported? School? External agency?</p>
<b>6. A parent/carer arrives intoxicated on school premises.</b>	<p>1. Safety and well being of pupil is paramount.</p> <p>2. There are no legal obligations to contact police unless child protection concerns are raised and/or a violent incident takes place.</p> <p>3. Record all incidents and action taken.</p>	<p>1. Attempt to maintain a calm atmosphere.</p> <p>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.</p> <p>3. Are there child protection concerns? (See above)</p> <p>4. Is the parent/carer aggressive/violent? Consider contacting police.</p>
<b>7. A pupil discloses friends are misusing/selling drugs/</b>	<p>1. Are there child protection concerns? (See above)</p> <p>2. There is no legal obligation to inform</p>	<p>1. Inform Head Teacher.</p> <p>2. Verify information.</p>

<p><b>alcohol/volatile substance.</b></p>	<p>the police but informal advice might be useful.</p>	<p>3. Are there pupil/family welfare or child protection concerns?</p> <p>4. How is the issue to be approached sensitively?</p>
<p><b>8. Head Teacher becomes aware of the availability/sale of drugs/alcohol/volatile substance in the school vicinity.</b></p>	<p>1. There is no legal obligation to do so, but Head Teachers may wish to seek police advice.</p> <p>2. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>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 solvents and volatile substances to anyone under the age of 18 if they believe that the substances are going to be misused.</p>	<p>See pastoral response to no. 3.</p>
<p><b>9. A discarded syringe/needle is found in the school vicinity.</b></p>	<p>There is no legal obligation.</p>	<p>1. See pastoral response to no. 1</p> <p>2. Contact Lambeth's Sex, Drugs &amp; Paraphernalia Department for a free clean-up service:</p> <p>Tel: 020 7926 8888.</p>

**The above points are for quick reference only.**

**Key contact for drugs within the School:** PSHE Lead, Headteacher, Safeguarding Office, SENCO

**First Aid contacts within the School:** Head TA, SENCO, TA's

## USEFUL NUMBERS

<b>SERVICES FOR YOUNG PEOPLE</b>	
Child and Adolescent Mental Health Services (CAMHS)	020 3228 7370
Education Welfare	020 7926 9611
Lambeth Children & Young People's Service Referral and Assessment Team (9.00 a.m. – 5.00 p.m. Monday – Friday)	020 7926 6508
Lambeth Children & Young People's Service Emergency Service Controller (Out of office hours)	020 7926 1000
<b>HELPLINES</b>	
Drinkline	0800 828282
FRANK (National Drugs Helpline)	0800 77 66 00
Family Lives	0808 800 2222
Re-Solv (Solvents/Volatile substances)	01785 817885