

Substance and Drug Misuse Policy

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Executive summary	
Review Body	Teaching staff
Endorsed by	Governing Body
Review frequency & next review due	Annually

INTRODUCTORY STATEMENT

In September 2012 the DfE and ACPO (Association of Chief Police Officers) produced a document "Drug Advice for Schools". This guidance establishes an expectation of schools that they will have a policy that sets out the school's role in relation to all drug matters. This policy reflects the DfE guidance and that of other key reference documents including:

- "Drug, Alcohol and Tobacco Education – curriculum guidance for schools at key stages 14" (QCA, 2004)
- "School Drug Policy Review Process" (Blue Print Programme, 2004)

This policy has been developed as part of a whole school ethos to develop healthy children with high esteem who are able to take responsibility for their own learning and actions.

AIMS

‘Drug Education should enable pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating to their own and others’

‘Drugs: Guidance for Schools.’ (DfE, 2012)

The aims of this policy are to:

- clarify the school's approach to drugs for staff, pupils, governors, parents or carers and to make clear the legal requirements and responsibilities
- give guidance to staff on the school's drug education programme
- safeguard the health and safety of pupils and staff in our school
- enable staff to manage drug-related incidents consistently and confidently

Drug incidents involving staff should be dealt with following the ‘Disciplinary Policy’

TERMINOLOGY

This policy uses the definition that a drug is: “A substance people take to change the way they feel, think or behave" (United Nations Office on Drugs and Crime)

The term "Drugs' includes:

- all illegal drugs
- all legal drugs including alcohol, tobacco, volatile substances and new psychoactive substances (‘legal highs’)
- all over the counter and prescription medicines

THE DRUG EDUCATION PROGRAMME

Drugs education should enable pupils to develop their knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

The overall aims of the drug education programme at Wymondham College Prep School are to:

- Provide accurate information, and clear up misunderstandings
- Develop a range of skills to enable pupils to make informed choices and decisions about drugs
- Develop rules for, and ways of, keeping themselves safe
- Increase knowledge and understanding about legal/illegal drugs and how these relate to personal health
- Be part of a whole school approach via our Jigsaw PSHE curriculum
- Help pupils identify effective and trustworthy sources of help and support
- Enable pupils to explore attitudes and values and examine the risks and consequences of actions relating to drugs
- Develop pupils' interpersonal skills, their understanding of rules and laws and their self awareness, self-esteem and assertiveness
- Ensure that all children are taught about drugs in a consistent manner, following guidelines that have whole school agreement.

TEACHING DRUGS EDUCATION

Drugs education is an entitlement for every pupil and is supported by the Education Act 1996 which requires every school to provide a balanced curriculum which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils
- prepares pupils for the opportunities, responsibilities and experiences of adult life

Teaching about drugs will begin in the Foundation Stage with age appropriate objectives and by the end of Key Stage 1 children should:

- understand they have choices about what they do and that some choices have good effects and some have bad effects
- recognise who can best influence their choices and take responsibility for their own decisions
- understand that some substances can make you better and some can harm you
- know they can seek help and where from (eg parents, teacher)
- be aware of general safety around drugs and substances, including only taking medicines from a parent or carer.

By the end of Key Stage 2 children should:

- be able to make informed choices regarding the use of drugs including medicines, tobacco and alcohol
- be able to make choices regarding their behaviour and be aware of strategies to cope with peer pressure
- understand the differences between legal and illegal drugs and substances and personal consequences

- know that alcohol and tobacco are drugs, as are medicines, and know that some have positive effects and in which circumstances
- know where to seek help for self and family or friends
- have explored the effects and consequences of substances known to them
- understand what good health means.

Drug education shares the features of well-taught lessons in any subject area. It builds on what learners already know; develops understanding through enquiry and problem solving; makes learning enjoyable and challenging and makes children partners in their own learning. We recognise that learning is most effective when it addresses the development of knowledge, attitudes and skills together, when teaching and learning are participative and active.

The Drug and Alcohol Education programme at our school reflects the school ethos and demonstrates and encourages the following values. For example:

- Respect for self
- Respect for others
- Responsibility for their own actions
- Responsibility for their family, friends, schools and wider community

Our drugs awareness programme is a key component of our Jigsaw PSHE programme. The grid below shows specific Drug and Alcohol Education learning intentions for each year group in the 'Healthy Me' Puzzle.

Year Group	Piece Number and Name	Learning Intentions
		'Pupils will be able to...'
2	Piece 3 Medicine Safety	understand how medicines work in my body and how important it is to use them safely feel positive about caring for my body and keeping it healthy
3	Piece 3 What Do I Know About Drugs?	tell you my knowledge and attitude towards drugs identify how I feel towards drugs
4	Piece 3 Smoking	understand the facts about smoking and its effects on health, and also some of the reasons some people start to smoke can relate to feelings of shame and guilt and know how to act assertively to resist pressure from myself and others
	Piece 4 Alcohol	understand the facts about alcohol and its effects on health, particularly the liver, and also some of the reasons some people drink alcohol can relate to feelings of shame and guilt and know how to act assertively to resist pressure from myself and others

5	Piece 1 Smoking	know the health risks of smoking and can tell you how tobacco affects the lungs, liver and heart make an informed decision about whether or not I choose to smoke and know how to resist pressure
	Piece 2 Alcohol	know some of the risks with misusing alcohol, including anti-social behaviour, and how it affects the liver and heart make an informed decision about whether or not I choose to drink alcohol and know how to resist pressure
6	Piece 2 Drugs	know about different types of drugs and their uses and their effects on the body particularly the liver and heart be motivated to find ways to be happy and cope with life's situations without using drugs
	Piece 3 Alcohol	evaluate when alcohol is being used responsibly, anti-socially or being misused tell you how I feel about using alcohol when I am older and my reasons for this

STAFF SUPPORT AND TRAINING

Training for school staff will include where appropriate:

- In service training
- Attendance at relevant LA/SET courses
- Health Promotion courses

ASSESSMENT, MONITORING AND EVALUATION

The elements of drug education that form part of the science curriculum at Key Stage 1 and 2 are assessed in accordance with the requirements of the National Curriculum. The learning from the other elements of drug education is assessed as part of overall PSHE provision. The PSHE coordinator will be responsible for the monitoring and evaluation of drug education. This might include:

- Lesson observations
- Work sampling
- Scrutiny of curriculum plans
- Feedback from curriculum coordinators, class teachers and pupils

DRUGS IN SCHOOL

Administering Medicines:

- Non-prescription medicines should not be brought to school.
- Medicines prescribed by a doctor can be brought into school but must be administered by parents/carers.
- Boarders only – boarders may be given paracetamol or ibuprofen during the school day as well as during boarding time before and after school and during the weekends

Asthma Inhalers may be used and kept in the child's classroom. Teachers must ensure inhalers are accessible.

Where pupils require an Epi-pen for allergies this is to be kept in the medical cupboard in the school office and used by a staff member who has been given training. One staff member would administer the pen and another phone for an ambulance in the event of a reaction.

Where a child is known to suffer from a medical condition, a risk assessment / care plan will be prepared and agreed with parents and circulated to staff.

Staff taking medicines, should store them in a place that is inaccessible to children.

Solvents - The school ensures that potentially harmful substances are stored safely and pupils are supervised carefully in the event of them having to be used in the course of their work. The use of correction fluid and aerosols sprays by children is prohibited.

Equipment for cleaning and maintenance e.g. aerosols and paints are stored in a locked room inaccessible to children. These will also be covered by COSHH (Control of Substances Hazardous to Health) rules, regarding exposure of employees to hazardous substances.

Tobacco - The school is a smoke free site. This applies to all adults and children on the school site at all times. Cigarettes found in pupil's possession will be confiscated, locked in the school office and returned to parents. Alcohol - If alcohol is authorised at school, e.g. for a school social function, arrangements will be made for suitable storage. Any alcohol found in pupil's possession will be confiscated, locked in the school office and returned to parents.

Illegal Substances - The possession, use or illegal supply of other unauthorised drugs on the school premises is strictly prohibited. In dealing with drug related incidents the schools primary concern will be with the health and safety of those involved and the school community as a whole.

Drug incidents involving staff should be dealt with following the 'Disciplinary Policy'.

DRUGS INCIDENTS

When referring to drug related incidents, we mean any incident in which drugs both legal or illegal are involved. The school condones neither the misuse of drugs and alcohol, nor the illegal supply of these substances.

Drugs (legal or illegal) related incidents can generally be placed into one of three categories

- Rumours of use or dealing on or off the premises
- Actual use or dealing on or off the premises, including a first aid response
- Disclosures of own or others use from a student or parent and requests for help and support

The headteacher and local governing body will take the final decision on any response to an incident.

Incidents will be dealt with on an individual basis. The headteacher will take the lead in dealing with them and will involve the Chair of Governors. Other staff will only be involved on a need to know basis. The child protection/safeguarding policy will be followed in regard to all incidents. In making a decision the school

seeks to balance as far as possible the interests of the pupils involved and the interests of the school community and local community. The headteacher will decide if the police need to be informed or whether the school will manage the incident internally.

In most cases we would fully expect to involve parents at the earliest opportunities with regard to the unauthorised use of drugs and this will be made clear to pupils.

General power to confiscate - Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. This applies to all members of staff, who should, where possible refer to the most senior member of staff present at the first opportunity.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

Further information is available in:

- DfE and ACPO drug advice for schools – September 2012.
- Searching, screening and confiscation Advice for headteachers, school staff and governing bodies (DfE) – January 2018.

Schools are not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of a search.

Schools would normally inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so. Complaints about searching should be dealt with through the normal school complaints procedure.

Where a pupil has been involved in a drug related incident, the school will endeavour to secure appropriate care and support for the pupil and the family and will use sanctions where appropriate.

If the incident is linked to child protection, confidentiality will apply and our Child Protection Policy and Procedures will be followed.

Confidentiality - If a pupil discloses to a member of staff that he or she is taking drugs or is in a situation that gives cause for concern for their safety, the member of staff will make clear to the pupils that they cannot guarantee confidentiality given the seriousness of the situation.

Any disclosures will be treated with the upmost sensitivity within our Child Protection procedures, which will be followed for any pupils thought to be at risk. There are two designated Child Protection Officers in the school, the Headteacher and the EYFS class teacher.

RESPONSIBILITIES

The governors will be responsible for ensuring the aims of the policy are carried out.

The Headteacher has a responsibility for the management of drug incidents in school and will ensure that all staff and parents are informed of the school's Drug Education Policy.

The Personal Social and Health Education (PSHE) coordinator will oversee the planning and coordination of drug education, liaise with external agencies regarding the school's drug education programme and coordinate staff support and training in drugs education.

Class teachers will deliver the drug education programme with support from outside agencies where appropriate.

MONITORING AND REVIEW

Drug education is reviewed and evaluated as part of school practice by the staff and the children to ascertain what has been learned and to establish how future work may become

Appendix A - Possible Drug Incident Scenarios and likely course of action

(Note, all cases will be dealt with on an individual basis as in the policy)

Pupils found using cigarettes or alcohol	Confiscate, inform Head, contact parents
Pupils found with what looks like an illegal drug on the school premises.	Confiscate, inform Head, contact parents and Chair of Governors, contact police
Staff suspected of teaching under the influence of drugs	See Whistleblowing Policy and Disciplinary Procedures. Inform Chair of Governors
Drugs found on school premises	Contact Community Police
A pupil discloses own involvement with drugs.	Follow child protection procedures. Note confidentiality issues
A pupil discloses a parent, relative or friend is using drugs.	Listen, confidentiality, possible child protection, for friends case, more lessons in class PSHE may be appropriate
A parent is suspected of being under the influence of drugs when on school premises.	Child's Welfare is paramount. Child protection procedures may be appropriate. If child perceived to be in danger, contact Police
The school becomes aware of the availability of the sale of drugs in the school vicinity.	Inform police, talk to all classes about their safety and drugs in general

In some of the above cases, a visit/ talk from the Community Police Officer may be appropriate.