



# St. Andrew's CEVA Primary School

## Drugs Education and the Management of Drugs Related Incidents Policy

At St Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development are central to the life of our school and this will be reinforced in the school's Drugs Education Policy where appropriate.

### 1. Context

1. St Andrew's CEVA Primary School has some 300 pupils, ranging from the age of 4 to 11 years. The school is situated in the Ecton Brook area of Northampton which has a culturally and socially diverse population with areas of significant economic hardship.
2. The School has a number of pupils on the Special Needs register (SEN) and who speak English as an Additional Language. (EAL) Parents and pupils have the support of a Family Support Worker, who holds session for parents and pupils, and also the support of a Learning Mentor.

### 2. Policy Development

**Date of policy:** 13.09.12 **Reviewed on:** 15.9.18 **Review date:** Sept 19  
**Approved by governors:**

2.1 Staff responsible for drugs issues: The PSHE Co-ordinator is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff, liaising with external agencies to support the curriculum and developing, monitoring and reviewing the drugs policy.

2.2 The Headteacher is responsible for managing drug-related incidents and for liaising with external agencies to support pupils vulnerable to drug misuse.

2.3 There is also a governor with a lead on drugs issues who liaises with the school about curriculum and policy.

Name of Co-ordinator: Natalie Archer / Louise Owen

Name of Headteacher: Deborah Thompson

### 3. Links to other Policies

This policy should be read in conjunction with the PSHE and Citizenship policy and the following related policies; Health and Safety, Behaviour, Administering Medicines, Child Protection and Equal Opportunities

### 4. Definition

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave". This is also used by the DfES in its drugs guidance and Northamptonshire LA.

This refers to all drugs:

Legal drugs, including alcohol, tobacco and poppers

Over the counter and prescription medicines  
Illegal drugs (those controlled by the Misuse of drugs Act 1971) including ecstasy, cannabis, crack/cocaine, heroin and LSD  
and other drugs such as anabolic steroids, volatile substances (solvents), Ketamine and Khat.

## **5. Definitions of Other Key Words**

5.1 Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.  
5.2 Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence

## **6. Why is a Policy Needed?**

6.1 At St. Andrew's CEVA Primary School our aim is for pupils to be independent and well informed decision makers.

6.2 We believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well being and academic achievement. We have a crucial role to play in drug prevention and education.

6.3 Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

6.4 We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught, how it is taught
- Give guidance to teachers, support staff and visitors about drug education
- Give guidance on the administration of medicines

## **7. How was the Policy Developed?**

7.1 This policy was drafted by the PSHE and Citizenship Co-ordinator, following advice from Northamptonshire LA and discussed at a staff INSET, which included all the teaching and non-teaching staff. Members of the school council were consulted on the drug education and responses to drug-related incidents. Parents were asked their views through questionnaires.

7.2 We have taken account of key national and local guidance including:

- Drugs: Guidance for schools DfES 2004
- Non-statutory framework for PSHE and citizenship National Curriculum 1999
- Guidance on Developing a drugs policy Northamptonshire LA 2004

## **8. Aims of Drug Education**

To give pupils information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drug use.

To achieve this, our drug education programme will help pupils:

- gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings

- develop skills to make informed decisions, including communication, self awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs

- develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others

- explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences

## **9. What is Taught?**

The attached scheme of work shows what is taught in each Year group and objectives and key learning intentions are set for each lesson, and on medium term plans. Drug education focuses on knowledge and understanding, skills and attitudes. The teaching programme ensures that there is progression from the Foundation Stage to Year 6 with topics and issues being included which are appropriate to the age and maturity of pupils.

9.1 Key Stage 1 focuses on medicines and how to be safe, being ill and getting better, being safe with household substances and risks.

9.2 Key Stage 2 focuses on effects and risks of smoking, alcohol, illegal drugs and volatile substances, resisting pressure to do wrong and making safe decisions.

9.3 The main topics of the teaching programme are attached.

9.4 The content reflects

- the statutory elements of the Science National curriculum

- aspects of the non-statutory framework for PSHE and citizenship within our Jigsaw curriculum

9.5 In order to ensure that the drug education programme reflects the views of pupils and is appropriate and relevant to them, pupils take an active part in planning the programme through:

- consultations with pupils through the school council

- completing end of topic evaluations

- assessments at the beginning of teaching drug education to establish prior knowledge and understanding

9.6 The drug education curriculum is reviewed as part of the annual PSHE and citizenship review led by the PSHE Co-ordinator and based on pupil and teacher evaluations.

## **10. Where it is Taught in the Curriculum?**

Drug education is taught mainly through PSHE and citizenship. It is covered as part of the 'Healthy me' theme in our Jigsaw scheme in Spring 2 term. It is also taught through relevant topics in science e.g. My Body. Drug education can also be delivered through opportunities in Literacy

## **11. How it is Taught? (Including Involving Outside Contributors)**

11.1 A wide range of active teaching methods are used that enable pupils to learn skills, discuss their views, explore their own and other peoples' attitudes and values as well as learn knowledge, practice skills to cope with drug-related situations and engage actively in their own learning. Such activities include role play, discussions, debates, case studies, quizzes, research and games.

11.2 Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

11.3 All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

11.4 Drug education is taught by the class teacher and is sometimes involves the school nurse or, in KS2, a local drugs agency or the Police. Solve-It run workshops with Year 5 and 6 to address the issues of volatile substance abuse.

## **12 How Pupils' Learning is Assessed**

Pupils' progress in drug education is assessed as part of PSHE and citizenship assessment and Science assessment. Pupils' knowledge, attitudes and skills are assessed through a range of methods including end of topic self assessment and teacher assessment.

## **13. How it is Monitored and Evaluated**

13.1 Monitoring and evaluation help plan future lessons and review the programme and improve the quality of teaching and learning.

13.2 The PSHE Co-ordinator is responsible for monitoring and evaluation. A range of methods are used including lesson observations and looking at pupils' work. Teachers use the scheme of work to monitor what they are covering and record whether they make changes.

13.3 Pupils and teachers evaluate the drug education programme through completing end of topic evaluations and specific evaluations of outside contributors e.g. Solve-It workshop feedback.

## **14. Staff Training and Awareness**

14.1 Staff regularly discuss the curriculum and any issues with PSHE and teaching of the subject we support each other during year team meetings, team teaching, observing other teachers, on-going support from other teachers and trialling new resources. We take advantage of the support, advice and training provided by Northamptonshire LA and other local organisations.

14.2 Staff take part in an annual training needs assessment that includes drug education.

14.3 Information and teaching strategies gained from training are shared with other staff through staff meetings and INSET

14.4 The PSHE Co-ordinator has opportunities to develop their skills in planning and co-ordinating drug education, through support from the LA and involvement in LA projects.

14.5 Any member of staff who has issues with any drugs (legal or illegal, prescribed or not) **MUST** inform the Headteacher if their ability to carry out their role within the school could be affected in any way. The Headteacher will treat this information as confidential unless they believe that the health and safety of any member of the school community, including the member of staff themselves, could be compromised. If a member of staff does not inform the Headteacher this may result in disciplinary action. As an employer, St. Andrew's CEVA Primary School has a statutory duty to inform the Department for Children, Schools and Families, if they cease to use a person's services on the grounds of their misconduct, unsuitability to work with children or where a relevant health issue is raised. (*Education Prohibition from Teaching or Working with Children Regulations 2003*)

## **15. Management of Drugs in School**

15.1 School's view about the use of drugs This school does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug), which takes place within the school boundaries. This covers; on or near the school premises, within the school day and during term time, on school visits (supervised or not), school journeys and at school social events.

15.2 These rules apply equally to staff, pupils, parents, governors and those working and visiting the school.

## **16. Management of Authorised Drugs**

We believe that there are circumstances, when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

### **16.1 Prescribed Medicines**

Staff do not administer medicines to pupils. Details about administration of medicines can be found in the Administration of Medicines Policy. The decision to allow pupils to self administer medicines rests with the Headteacher

Those pupils in Years 3 to 6 that need inhalers are responsible for their administration and carry them with them, for easy access, and parents complete a permission form. Asthma inhalers for pupils in other year groups are kept with the teacher for safe and easy access. Staff are aware of any serious medical conditions which affect pupils in their class.

### **16.2 Non-prescribed medicines**

Staff do not give any non-prescribed medicines to pupils and they are not allowed to be brought to school.

### **16.3 Hazardous chemicals and volatile substances (solvents)**

Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Health and Safety Policy

### **16.4 Alcohol**

There are occasions when alcohol is authorised at school during parent's events and staff social events. Staff accompanying pupils on residential trips must restrict alcohol intake to no more than two units per 24 hour period. The trip leader is responsible for ensuring that at least one member of staff does not drink at anytime. Trip leaders must confirm this with the Headteacher prior to the trip.

## **17. Smoking Policy**

This is a no smoking school and smoking is not allowed anywhere on the premises. Staff who want to give up smoking have access to a local smoking cessation group, details available through the Family Support Worker.

## **18. Managing Drugs Related Incidents**

18.1 Definition: In this school, a drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries.

18.2 Drug related incidents in a primary school rarely involve illegal substances but can involve:

Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local newsagents, the school keeper finding used syringes in the playground.

18.3 School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

the head teacher and deputy will be informed immediately

All situations will be carefully considered before deciding on the response

The needs of the student will always come first, whilst also taking account of the needs of the school as a whole

Parents/carers will be involved at an early stage and throughout any investigation

Support agencies, including the police will be involved as appropriate and in keeping with legal requirements

A range of responses will be considered including disciplinary and counselling/supportive responses.

If at all possible, permanent exclusion will be the final resort

Any action taken will be in line with the school's behaviour policy.

Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.

Incidents will be reported to the Chair of Governors

18.4 Possible responses might be:

Support and counselling

If a pupil had a concern about drugs or was involved in a drug related incident or was themselves at risk of drug misuse, we will seek support from our Education Social Worker and if appropriate refer to a specialist agency

## Sanctions

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

## **19. Procedures for Managing Incidents**

### 19.1 Reporting a drug-related incident

All drug-related incidents are reported to the Headteacher

19.2 Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

### 19.3 Recording the drug-related incident

All drug-related incidents are recorded using a drugs incident form. The form is given to the Headteacher and kept confidential in the school office.

19.4 In all drug-related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

19.5 It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

## **20. Medical Emergencies When a Pupil is Unconscious as a Result of Drug Use**

Staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed and called to the school.

## **21. Intoxication, When a Pupil is Under the Influence of a Drug**

The pupil will be removed to a quiet room and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

## **22. Discovery/observation**

22.1 When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

The Substance will be confiscated and the pupil and substance taken to the Headteacher. Parent/carer will be informed and called to the school.

22.2 If the substance is legal (but unauthorised in school) it will be handed to the parent/carer.

22.3 If the substance is illegal (or suspected to be illegal) it will be stored securely and the Police called immediately to dispose of the substance. The parent/carer will be informed

and called to the school. The pupil(s) involved will be internally excluded whilst investigations are carried out.

22.4 If a member of staff suspects that a pupil is carrying drugs on them or in their personal property, they cannot carry out personal searches but will ask pupils to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the school will consider involving the police, parents/carers will be informed if this happens.

### **23. The Role of the Police**

*Based on the Northamptonshire Police's 2007 policy – Dealing with Drugs Related Incidents in Schools)*

23.1 In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact the Ecton Brook Community Police Team immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

23.2 Temporary Possession: In order to prevent an offence being committed the law allows school staff to have temporary possession of a substance suspected of being an **illegal** drug provided that all reasonable steps are taken to destroy the drug or pass it to someone who is lawfully allowed to have custody of it, the Police.

23.3 To ensure our staff are protected physically and legally, should possession need to be made the following steps must be adhered to;

- Ensure a second adult witness is present throughout
- The drug should be sealed in an envelope or plastic bag within which the following details must be recorded – date, time and location of the incident and name of pupil(s), staff and witness
- All information must be recorded for schools information.
- The sample should be stored in a secure location with limited access
- Inform the Police who will dispose of or store the substance according to their own guidelines.

#### **23.4 Dealing with drug-taking materials**

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

23.5 Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

23.6 Disclosure: When a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The Headteacher or Assistant Head should be informed as soon as possible so that appropriate support can be found.

23.7 Suspicion/rumour. Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

23.8 Intoxicated parents/carers. Our schools rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

## **24. Confidentiality**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Head teacher.

## **25. Working With Parents**

25.1 The school welcomes parents/carers who wish to share with us, their concerns about drugs. We involve parents/carers when reviewing the drugs policy and hold regular sessions/workshops to explain what is taught in drug education, as well as give up to date information about drugs and where they can get further information, help and advice.

25.2 A copy of this policy is available to parents via the school office.

25.3 Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the designated child protection officer with the child's welfare a priority.

## **26. Reviewing the Policy**

This policy is reviewed every two years by a working group consisting of; the PSHE and Citizenship Co-ordinator(s), school council representatives, parents, staff, governor responsible for drugs issues and with reference to LA and National guidance.

If an incident should occur, the policy is reviewed in the light of that incident.

The review will include feedback from the evaluations of drug education, included in the annual review of PSHE and Citizenship.

## **27. Disseminating the Policy**

The full policy is available to parents/carers on request.

Copies of the full policy are in the staff policy file, the Governors' policy file and Policy reference file, in the school office.

Any outside contributors involved in drug education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.

**Reviewed:** September 2018

**Next Review:** September 2019