

Drug Education

And

Related Incidents

Policy

October 2003

POLICY STATEMENT: DRUG EDUCATION AND RELATED INCIDENTS

The Ridings High School

Date of Policy: October 2003

Members of Staff Responsible for Dealing with Drug Policy and Related Incidents:
Mrs Firth, Mr Lyne, Ms Ludgate

No. on Roll: 1850

WHAT IS A DRUG

A drug is a substance which, when taken into the body, changes the way we feel, the way we see things and the way the body works.

This policy covers a range of drugs including medicines, tobacco, alcohol, solvents and illegal drugs.

Rationale

Drugs are a reality in young peoples' lives. Current research indicates that drug use, both legal and illegal, is rising amongst young people. As part of the school's care and welfare of its pupils, we believe we have a duty to inform and educate young people about drug use.

Schools share responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy, informed choices by:

- increasing knowledge;
- challenging attitudes; and
- practising skills.

The school also believes that the misuse of drugs by members of the school community cannot be condoned and will be dealt with consistently and clearly with regard to the needs of the school and the individuals concerned. Parental involvement is fundamental to the school's values and practice. Effective communication and co-operation is essential to the successful implementation of this policy.

The school is committed to the health and safety of its community.

Purposes of the Policy

Our policy aims to:

- To develop a whole school approach to drug education in the context of the curriculum of the school, both formal and informal, with particular reference to Science and Personal, Social, Health and Moral Education;
- To provide accurate information about a range of drugs, including medicines, alcohol and tobacco;
- To explore attitudes and develop skills in making decisions about drugs;
- To encourage among everybody in the school community, a clear understanding of the implications of drug use/misuse;
- To establish a school environment which is free from the misuse of any drugs;
- To clarify appropriate procedures in the management of drug related incidents;
- To respond to any individual within the school community in need of support related to drug use/misuse;
- To enable pupils to identify sources of confidential advice and support, as school staff are unable to guarantee absolute confidentiality in serious cases of drug misuse.

Policy Formulation and Consultation Process

Description of the process by which the policy is formulated, including who is involved, what the time scales are and how the policy is reviewed.

1. Drug Education

Drug education in this school aims to enable all our pupils:

- to make healthy informed choices by increasing their knowledge
- to explore a range of attitudes about drug use
- to develop and practising their decision making skills.

The programme we follow will be based on national guidelines provided by the DfES and be sensitive to the age and experience to our pupils. Teaching will be based on an understanding that a variety of approaches should be used in order to meet the needs of our pupils. It will be delivered by all staff but will be based on the work of a specialist team. All staff will have access to relevant training and resources. Outside agencies such as the police, school nurses and other professionals will be used to complement the programme, following the guidelines for working with outside agencies. The programme will be evaluated on a regular basis through pupil feedback and staff discussions.

2. Guidelines

All pupils (at both Key stages) will follow an integrated drug education programme which is responsive to their needs and relevant to their age, experience and maturity. It

will be delivered through the existing curriculum, mainly Science and Personal, Social, Health and Moral Education. It will focus on:

- The physiological and psychological effects of drugs;
- A realistic account of the implications for the individual, the family and wider society;
- The law on drug misuse;
- The development of self-esteem and decision making skills;
- The development of positive attitudes towards living healthy lives which is strong enough to influence pupils' behaviour.

3. Key Stage 3 (11-14 year olds)

- Basic facts and laws, including school rules, about alcohol and tobacco, illegal substances and the risk of misusing prescribed drugs.
- How to recognise and manage risk and make safer choices about healthy lifestyles.
- How to recognise when pressure from others threatens personal safety and well-being and to develop effective ways of resisting pressures, including when and where to get help.

4. Key Stage 4 (14-16 year olds)

- The health risks of alcohol, tobacco and other drug use.
- How to think about alternatives and long and short term consequences about personal health.
- How to use assertiveness skills to resist unhelpful pressure.
- How to seek professional advice confidently.

All staff will be provided with adequate training and support to help them deliver effective drug education and respond to situations with consistency and sensitivity, taking account of religious, social and cultural issues.

There is a procedure for the management of drug-related incidents, agreed by staff and governors, of which all parents and pupils will be made aware. The school shall share responsibility for the education of pupils with parents, who will be kept informed and involved through newsletters and individual discussions when appropriate.

The school works with other agencies to provide relevant information and co-ordinated support (see list of helping agencies in Appendix 1).

The school has a policy/procedure of the administration of medicines that must be followed for everyone's safety. (See Managing Medical Needs Policy.)

The whole school is designated a No-Smoking area.

5. Management of Drug-Related Incidents

Designated members of staff will be responsible for co-ordinating the management of drug related incidents, offering sources of support and liaising with outside agencies, including the media.

6. Procedures

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| Medicines | See School Managing Medical Needs Policy |
| Tobacco | School Rules, Health & Safety Policy and UEA Policy |
| Solvents | The School will ensure that potentially harmful substances are stored safely, and pupils supervised carefully in the event of them having to be used in the course of their work. The use of aerosol deodorants will be discouraged because of the potential risks to people with asthma or other bronchial problems. |
| Illegal Substances | No illegal or illicit substances should be brought to school or used on school premises. |

Sanctions of appropriate severity will be applied to the intentional misuse of any of the substances described above by any member of the school community on the school premises or while on school trips and visits.

To protect the health and safety of everyone in the school, regular checks will be made of the site to ensure that drug paraphernalia, particularly syringes, are cleared away.

Sanctions, up to and including exclusion (as a last resort), will be applied for:

- Possession of any drug with the suspected intention to misuse;
- Misuse of drugs on school premises;
- Supplying/dealing drugs for the purposes of misuse.

Disciplinary action will be taken against staff involved in any of the above.

7. Dealing With Drug Related Incidents

This school believes we should be a drug free community. Illegal or illicit substances should not be brought into school and use or supply of drugs on the school premises will be regarded with the utmost seriousness.

The attached matrix (Appendix 1) describes how this school will deal with a range of incidents. The school will decide when and if to inform the police (in accordance with Police guidelines). A record of all drugs related incidents will be kept by our drug co-ordinator Eric Lyne. Evidence of drug use by a pupil or possession of a substance will not necessarily result in automatic exclusion. Each case will be assessed and different levels of sanctions will be used according to the seriousness of the incident and the pupil's involvement.

8. Advice And Support For Pupils

Information about local drug and support services will be provided for pupils and parents but staff of the school will not give individual advice to pupils about their personal drug use.

9. Dissemination

A summary of this policy will be included in the school prospectus and the full policy will be included in the Staff Policy Folder. Copies will be available in the school office.

10. Monitoring And Evaluation

This policy will be reviewed on an annual basis. The date for the next review is 1 October 2004

Main sources used in preparing the "Drug Policy" were:

DfEE circular 4/95. Drug Prevention and Schools

Crime & Disorder Act 1998

DfEE standard Conference on Drug Abuse (SCODA) 1999

J M Warren
Reviewed P I Firth
October 2003

APPENDIX 1

| Event | Legal Position | Initial Action | Later Actions | Possible Contacts |
|--|---|--|---|---|
| <p>1. Substance or drug taking paraphernalia discovered on school premises.</p> | <ul style="list-style-type: none"> it is illegal to search a pupil it is against the law to knowingly allow premises to be used for production, consumption or dealing in some substances | <ul style="list-style-type: none"> confiscate substance and store safely, with witness record details - what, when, who, where inform headteacher or designated person seek advice from Police about analysis and/or disposal (NB do not taste anything) disposal (see Appendix 2) | <ul style="list-style-type: none"> decide whether/when/how to tell staff/pupils decide if there is a community or welfare issue decide if, whether, when and how parents/carers are to be informed | <p>Police Drugs Education Officer or Community Police Officer Education Welfare Officer South Gloucestershire Press Office (01454-863890/1)</p> |
| <p>2. A pupil is found in possession and/or supplying a substance</p> | <ul style="list-style-type: none"> schools have responsibilities <i>in loco parentis</i> it is illegal to search a pupil follow Child Protection guidelines (see 2C) | <ul style="list-style-type: none"> confiscate substance and store safely with witness record details - what, when, who, where inform headteacher or designated person seek advice from police about analysis or disposal (NB do not taste anything) disposal (see paragraph 5.9) | <ul style="list-style-type: none"> decide whether, when and how parents/carers are to be informed assess extent of the problem of substance use consider counselling (internal or external) decide if there is a pupil/family welfare issue or whether dealing is taking place decide whether pupil(s) are deemed at significant risk (if so follow Child Protection procedures) decide what sanctions (if any) are to be imposed | <p>Education Welfare Officer School Nurse Assistant Education Officer (Schools and Community or Special Educational Needs) Police: DEO or CPO Social Services: Child Protection Pupils Referral Service/Learning Support Service Voluntary groups</p> |
| <p>3. A member of staff suspects or has evidence of a pupil being under the influence of a substance</p> | <ul style="list-style-type: none"> schools have responsibilities <i>in loco parentis</i> it is illegal to search a pupil follow Child Protection guidelines (see 2C) | <ul style="list-style-type: none"> Follow first aid procedure if necessary inform headteacher or designated person attempt to identify source and take appropriate action as in 1 and 2 above | <ul style="list-style-type: none"> consider actions as in 2 above | <p>Contacts as above In health emergency dial 999 Social services: 43 The Park, Adolescent Services Team, Kingswood, Bristol</p> |

| Event | Legal Position | Initial Action | Later Actions | Possible Contacts |
|--|--|---|---|--|
| 4. A pupil discloses that parents, carers, relatives or friends are misusing or selling substances | <ul style="list-style-type: none"> schools have responsibilities <i>in loco parentis</i> follow Child Protection guidelines - there is no legal obligation to inform anyone (see 2C) | <ul style="list-style-type: none"> inform headteacher or designated person | <ul style="list-style-type: none"> considerations as in 2 above | Education Welfare Officer School Nurse Voluntary agencies Social Services: 43 The Park Adolescent Services Team, Kingswood, Bristol |
| 5. A pupil discloses that they are using substances | <ul style="list-style-type: none"> Schools have responsibilities <i>in loco parentis</i> follow Child Protection guidelines there is no legal obligation to inform anyone (see 2C) | <ul style="list-style-type: none"> discuss disclosure and appropriate action with headteacher or designated person considerations as in 2 above | <ul style="list-style-type: none"> decide what risk is involved and to whom decide whether there is a need for support from an outside agency (eg Social Services, voluntary agency) for those involved decide whether, when and how parents/carers are to be informed decide whether, when and how to tell relevant staff. | Education Welfare Officer School Nurse Voluntary agencies Social Services: 43 The Park Adolescent Services Team, Kingswood, Bristol |
| 6. School becomes aware of availability or sale of substances in school vicinity | <ul style="list-style-type: none"> no legal obligation to inform anyone | | <ul style="list-style-type: none"> inform and seek advice from Police when relevant inform and seek advice from local Trading Standards Officer consider school rules regarding leaving school premises during school hours/lunchtime decide whether, when and how parents/carers are to be informed decide whether, how and when to tell staff/pupils | Education Welfare Officer Community Police Officer School Nurse Youth Service Trading Standards Officer |
| 7. A parent/carer approaches school about their child who is or may be using substances | <ul style="list-style-type: none"> no legal obligation to inform anyone if information is about use on the school premises, school will need to act | <ul style="list-style-type: none"> identify cause for concern offer appropriate support | <ul style="list-style-type: none"> advise parent to consider referral to voluntary or health agency | National Drugs Helpline (0800 7766600) Voluntary agencies Young Peoples Counselling Service GP |
| 8. School becomes aware that member of staff is using illegal substances or abusing legal substances | <ul style="list-style-type: none"> no legal obligation to inform anyone | <ul style="list-style-type: none"> discuss with headteacher determine impact on role in school | <ul style="list-style-type: none"> suggest referral to appropriate agency consider competence/disciplinary procedures | Occupational Health Education Personnel Manager (01454 863212) |

APPENDIX 2

Support Services / Agencies for Drug-Related Work

The following contact names/points might be of use in seeking help/advice when dealing with drug-related issues in schools. South Gloucestershire Council cannot accept responsibility for any advice offered by “outside” agencies.

South Gloucestershire Council

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| Education Service: | (01454) 863160 |
| Adviser with watching brief for PSHME – | (01454) 863271 |
| Psychology Service: | (01454) 863167 |
| Pupil Referral Service: (Behavioural Difficulties) | (01454) 863326 |
| Welfare Service: | (01454) 863377 |
| Leisure & Community Resources: Head of Youth Service | (0117) 967 3948 |
| CHATSHOP – Youth Information Service – Provides help, support, advice and counselling: | (01454) 322083 |
| Social Services: Social Worker (Drugs & Young People) | (01454) 866303 |

Social workers for individual pupils are contactable through Locality Offices or the CAteam.

Health Service

Concerns may be discussed with the School Nurse

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| Drug Strategy Unit | (01275) 816738 |
| Specialist Officers for School-related work: | (0117) 945 4127 |

PROJECTS

| | |
|---|-----------------|
| Bristol Drugs Project Detached Youth Worker Outreach Worker | (0117) 987 1500 |
| Clock Tower Project For drug using young women | (0117) 947 8776 |

OTHER AGENCIES

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|---|----------------------------------|
| A.C.A.D. For advice and counselling on alcohol and drug-related problems | (0117) 929 3082 |
| ADFAM A charity for families and friends of drug users Service users may call as often as they wish and ADFAM workers can ring back where the cost of calls might be a problem | (0117) 638 3700 |
| Avon Specialist Drug Service: | (0117) 958 4444 |
| Avon Parents' Network | (0117) 941 3999 |
| Childline: | (0800) 1111 |
| Families Anonymous A self-help group for parents – for further details ring: | (0171) 498 4680 |
| Hope UK A drug education charity providing resources, speakers and events: | (0117) 961 4454 |
| National Drugs Helpline: | (0800) 776600 |
| Off the Record: | (0117) 986 1115 |
| RELEASE A 24-hour, confidential helpline providing advice on drug use and associated legal matters: | (0171) 603 8654 |
| RELEASE 'DRUGS IN SCHOOL' HELPLINE – THE SAMARITANS: | (0345) 909090 (0117) 983 1000 |
| WADES – Western Alcohol and Drugs Education Service: | (0117) 951 2187 |

APPENDIX 3

Disposal of Substances and Paraphernalia

Recommendations for dealing with substances and paraphernalia are contained in the grid in Appendix 1. In particular, note:

- That discovery, storage and disposal of substances and paraphernalia should always be witnessed and recorded;
- That temporary storage of substances and paraphernalia should be secure. In particular the storage of syringes and other sharp objects should be in a Sharps Box;
- That the police are the appropriate authority for advice on the identification of a substance and its disposal. Schools should not attempt to analyse substances themselves and in particular substances should not be tasted. Schools should provide a receipt for all substances disposed of through them. In the unlikely event of the school being advised by the police to dispose of a substance, a clear description of the substance and the manner of its disposal should be logged and the whole process should be witnessed.