

Hook Junior School – Drug Policy

Date reviewed:	October 2009	Date of next review:	October 2011
Committee responsible for review of policy:	Curriculum	Linked policies:	Child Protection Restrictive Physical Intervention Policy Behaviour Policy

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

The following guidance documents have been used to form the policy:

- Drugs: Guidance for Schools DFES 2004
- Drug, alcohol and tobacco education - curriculum guidance for schools at key stages 1-4 (QCA 2003)

1 INTRODUCTION

Hook Junior School (the school) believes that the misuse of drugs endangers not only our pupils but also affects the wider community in which we live. It is the school's responsibility to ensure the child's health and safety while in our care and we also strive to promote their personal and social well-being. Drug misuse undermines this and hinders the development of the young person.

The policy provides a focus for the school to consider how drugs education should be implemented and developed within the curriculum, and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for involvement in drug issues. The policy forms an integral part of our existing health education and personal and social education programmes, and the drug education programme complements this.

1.1 Rationale

The school recognises that young people in today's society are exposed to the risks associated with the drug culture that exists.

The school wishes to promote the development of the 'whole person' which encompasses physical, mental, emotional, social and environmental health; by equipping pupils with the knowledge, skills, attitudes and values to handle their lives effectively in the present and prepare them for adulthood.

Drugs education should therefore form an integral part of the school curriculum.

1.2 Drugs Education In Context

A life skills approach to drug prevention is essential and within the programme, pupils are taught about raising self-esteem, self confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills, attitudes and values.

2 THE RANGE OF SUBSTANCES

'A drug is any substance which, when taken, has the effect of altering the way a person behaves, feels sees or thinks. As well as everyday substances such as tea and coffee, drugs include:

- *alcohol and tobacco*
- *'over the counter medicines' such as paracetamol for headaches*
- *prescribed drugs, such as antibiotics and tranquilisers*
- *volatile substances such as glues and aerosols*
- *illegal drugs such as cannabis, LSD and ecstasy'*

The school recognises that this policy focuses mainly on illicit drugs.

Procedures for handling alcohol and tobacco misuse are outlined in Appendix 1. Procedures for handling prescribed medicines and volatile substances are also outlined in Appendix 1. This policy complements the linked policies as noted on Page 1; it does not exist in isolation.

If the Headteacher has reasonable grounds to suspect that drugs are being used or supplied on the school premises, they will take appropriate steps to inform the relevant bodies in order to avoid any liability as a 'manager or occupier' of premises.

If staff have taken possession of a substance for the purposes of protecting a pupil from harm and from committing an offence; they should under no circumstance, try to analyse or identify it. If they suspect it to be LSD, they should wear gloves when handling it, to avoid ingestion through the skin. The drug should be immediately stored in a safe place and the police contacted.

3 PROCEDURES FOR HANDLING AND REPORTING INCIDENTS

A suspected drug related incident is described as

- Suspect drugs found on the school premises
- A pupil suspected of being in possession of drugs
- A pupil found to be in possession of drugs
- A pupil suspected of being under the influence of drugs
- An adult suspected of being under the influence of drugs

When an incident occurs the member of staff involved should:

- Make the situation safe
- Send for support
- Administer first aid if necessary

- If an illegal drug is found it should be secured in a safe place until dealt with by the police
- Report the incident

The incident will be in the first incidence reported to the Headteacher who will contact the police in this area. The parents will also be contacted and made aware of the situation. The incident will be recorded by the teacher involved and by the designated teacher.

All staff are made aware of the procedures and where necessary emergency procedures will be followed. If a search needs to be made the Headteacher will conduct this with an appropriate witness.

3.1 Emergency Procedures

For the purposes of this policy, an emergency is considered to be either:

- A situation in which a pupil or staff is in danger, or
- A sequence of events which require urgent attention.
- An alert card will be sent to each classroom to inform staff to follow agreed emergency procedures.

3.2 Confidentiality

Where a pupil discloses to a teacher that he or she is taking drugs, the teacher should make it clear that he or she can offer no guarantee of confidentiality. However the teacher can advise the pupil of other sources of confidential information or advice. Pupils should also be encouraged to talk to their parents. A record will be made of the disclosure and the Headteacher is to be informed.

4 THE PLACE OF DRUGS EDUCATION WITHIN THE CURRICULUM

Drug education should not be seen as a one off topic but as a continuous process which involves the development of skills and attitudes enabling pupils to make informed choices. Effective drug education should take account of not only the individual, but also the family, their peer groups, and the wider community. Where possible, the school promotes the partnership between the parent and child, when addressing drug issues.

At Key Stage 2, the statutory curriculum for pupils includes the cross-curricular theme of Health Education. This theme provides opportunities for young people to develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances, their effects of health and lifestyle.

Drugs education is specifically included within PSHE and Citizenship and Science and within other subjects, such as Religious Education, English, and Physical Education, there are opportunities for considering drug-related issues from a variety of perspectives.

5 THE AIMS AND OBJECTIVES OF THE DRUGS EDUCATION PROGRAMME

The school's drugs education programme is grounded in the following aims and objectives:

5.1 Aims

- To promote positive attitudes towards personal health.
- To develop self-discipline and self-respect.
- To build pupils' self esteem.
- To develop decision-making skills which may delay or prevent the onset of experimentation.
- To inform pupils of the effects of drug abuse, and the risks involved.
- To help pupils to understand how they can influence their peers.
- To develop knowledge and understanding of themselves and others as individuals.

5.2 Objectives

Drugs Education should enable pupils to develop a knowledge and understanding about drugs and drug issues, as well as the skills needed to cope with challenges they will encounter.

Pupils should be able to:

- Understand their own personality, needs, abilities and interests.
- Understand the process of reasoning required to make informed choices.
- Explore their own attitudes towards drugs and drug issues.
- Develop coping strategies to deal with peer pressure.
- Develop a competence in challenging attitudes and patterns of behaviour associated with drug misuse.
- Develop self-discipline.
- Understand what is meant by 'a drug' and the definition of 'addiction'.
- Understand how some drugs affect the body.
- Be aware of the benefits of healthy lifestyles.
- Recognise potential drug exploitation and how to take avoiding action.
- Be aware of the current drug culture and the effect of advertising campaigns.

6 THE DELIVERY AND ORGANISATION OF THE DRUGS EDUCATION PROGRAMME

Drugs Education is a whole staff issue. The school ensures that staff are regularly updated with changes in the curriculum and changes to the policy, which have an effect on their delivery of the curriculum. Where possible staff received in-service training on drug issues.

6.1 Outside Agencies

The school may use outside agencies to help delivery the drug education programme if the teacher ensures that the following criteria are met:

- The content and delivery of the programme has been jointly agreed.

- The programme and methods of delivery are consistent with the aims and objectives outlined in this policy.
- The Headteacher has given approval for the use of the outside agency.
- CRB disclosure will be required from any person delivering drug education.

7 LINKS WITH PARENTS, THE COMMUNITY AND THE POLICE

Parents play a vital role in the prevention of drug misuse. They are involved fully in the education of their child. Parents are encouraged to play an active role in home learning tasks, and discuss drug issues with their child whenever possible. Parents are also aware of the school's procedures for dealing with drug related incidents.

The school endeavours to work closely with the local community to help reduce the number of drug related incidents.

The school has developed good working relationships with the local police. This helps to ensure that if a drug related incident is reported, it will be dealt with in a professional and discrete manner, and in keeping the best interests of the child concerned in mind.

Whilst the school aims to work closely with parents for health and safety reasons there will be no administration of drugs by staff to the pupils at the school.

8 THE ROLE OF THE HEADTEACHER FOR DRUG RELATED INCIDENTS

The Headteacher is responsible for the co-ordination of the arrangements to deal with individual cases of suspected or actual drug misuse. Her role includes:

- Implementing procedures as outlined in this policy for dealing with an incident
- Receiving any substance found in school
- Liaison with the appropriate authorities on any drug related incident
- Regularly updating staff on the policy and the procedures for dealing with a drug related incident
- The induction of new staff as appropriate
- Liaison with outside agencies in relation to drug related incidents
- Reviewing and updating the school drug policy, when required.

9 MONITORING AND EVALUATING

The school drug policy is periodically reviewed to reflect changing circumstances and trends in drugs use. The programmes of study for drug education are continually reviewed and any changes deemed necessary are implemented.

The induction of new staff will include introduction to this policy.

The policy is available on the school website and to parents if they request it.

Signed: _____ Date: _____

(to be signed by Chair of Committee or Chair of Governors, once policy has been approved)

Attached:

Appendix 1 Procedures for handling alcohol misuse
Procedures for handling tobacco misuse
The management of prescribed medicines
The management of solvents

Appendix 2 Handling incidents

Appendix 3 Emergency first aid including recovery position

Appendix 4 Areas of study for drugs education programmes including suggested outline for drugs education programme

Record of Drug Related Incident

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APPENDIX 1**PROCEDURES FOR HANDLING ALCOHOL MISUSE**

The school premises are an alcohol free zone. The school does not allow any alcohol to be consumed on school premises during the school working day. This applies to visitors, staff and pupils.

Anyone breaking this rule will be referred to the Headteacher directly.

Pupils will be dealt with under the school's behavior policy.

PROCEDURES FOR HANDLING TOBACCO MISUSE

The school is a restricted environment with no one being permitted to smoke on the school premises. There is a joint No Smoking Policy with Hook Infant School.

Anyone breaking this rule will be advised by any member of staff.

Pupils breaking this rule will be dealt with under the school's behavior discipline policy.

THE MANAGEMENT OF PRESCRIBED MEDICINES

At the start of the school year, parents must complete a medical form indicating any medical illness their child has. The parent is also advised that the school will not, as a matter of course administer medicine to a pupil. If an emergency arises, the parent will be contacted and permission sought if necessary.

If a pupil needs to bring a prescribed medicine into school, the following guidelines must be adhered to:

- A letter from the parent explaining the nature of the illness and the dosage required must be sent with the pupil
- The pupil must immediately give the medicine to their class teacher
- The class teacher must store the medicine in a secure space and ensure that only the pupil for whom the medicine is prescribed, takes the medicine.

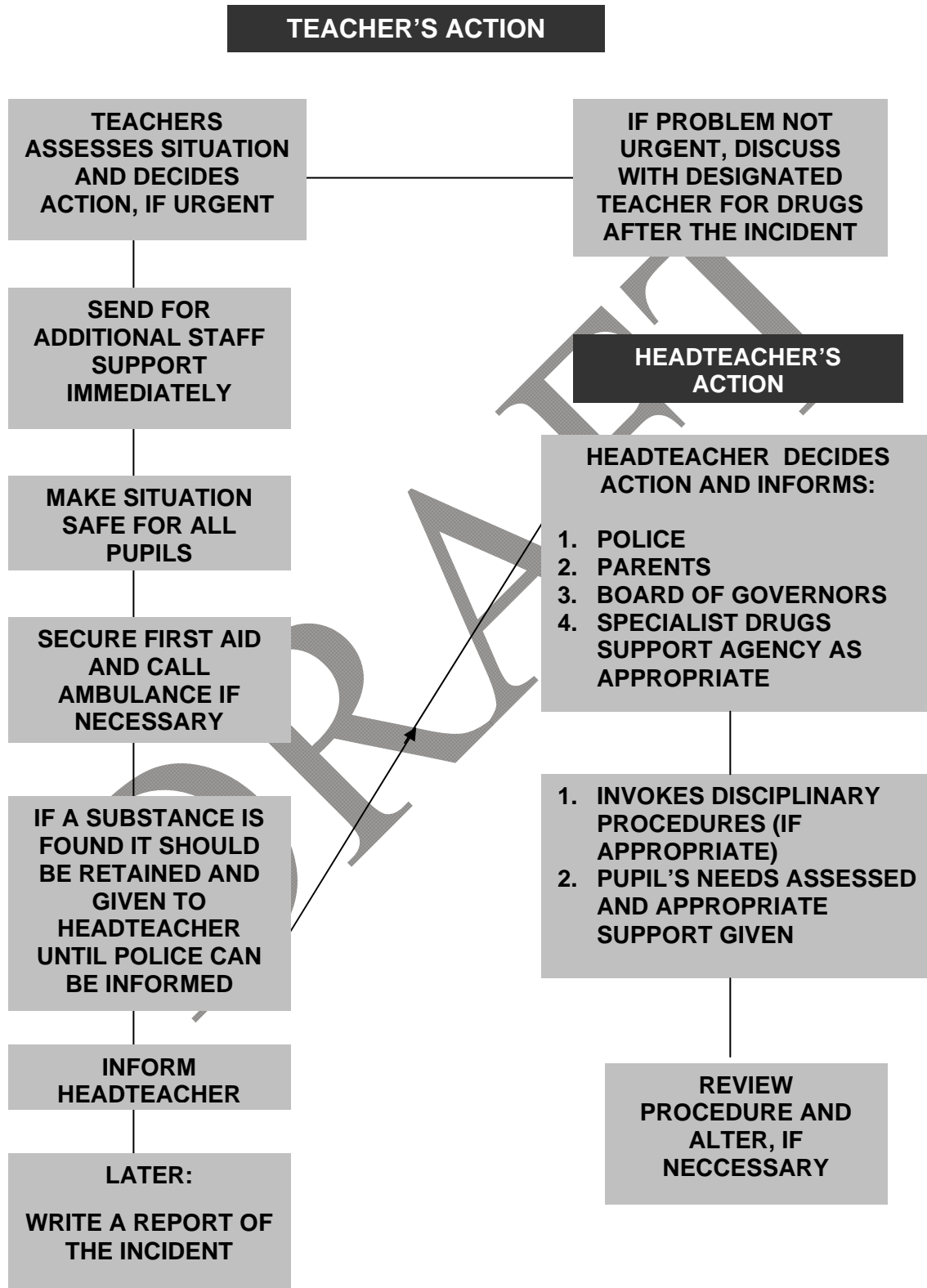
THE MANAGEMENT OF SOLVENTS

Pupils are not permitted to bring solvents or aerosols into school.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board markers, glues and paints. The cleaners and caretakers should also ensure that their stores are locked when not in use and that solvents are held in a secure place.

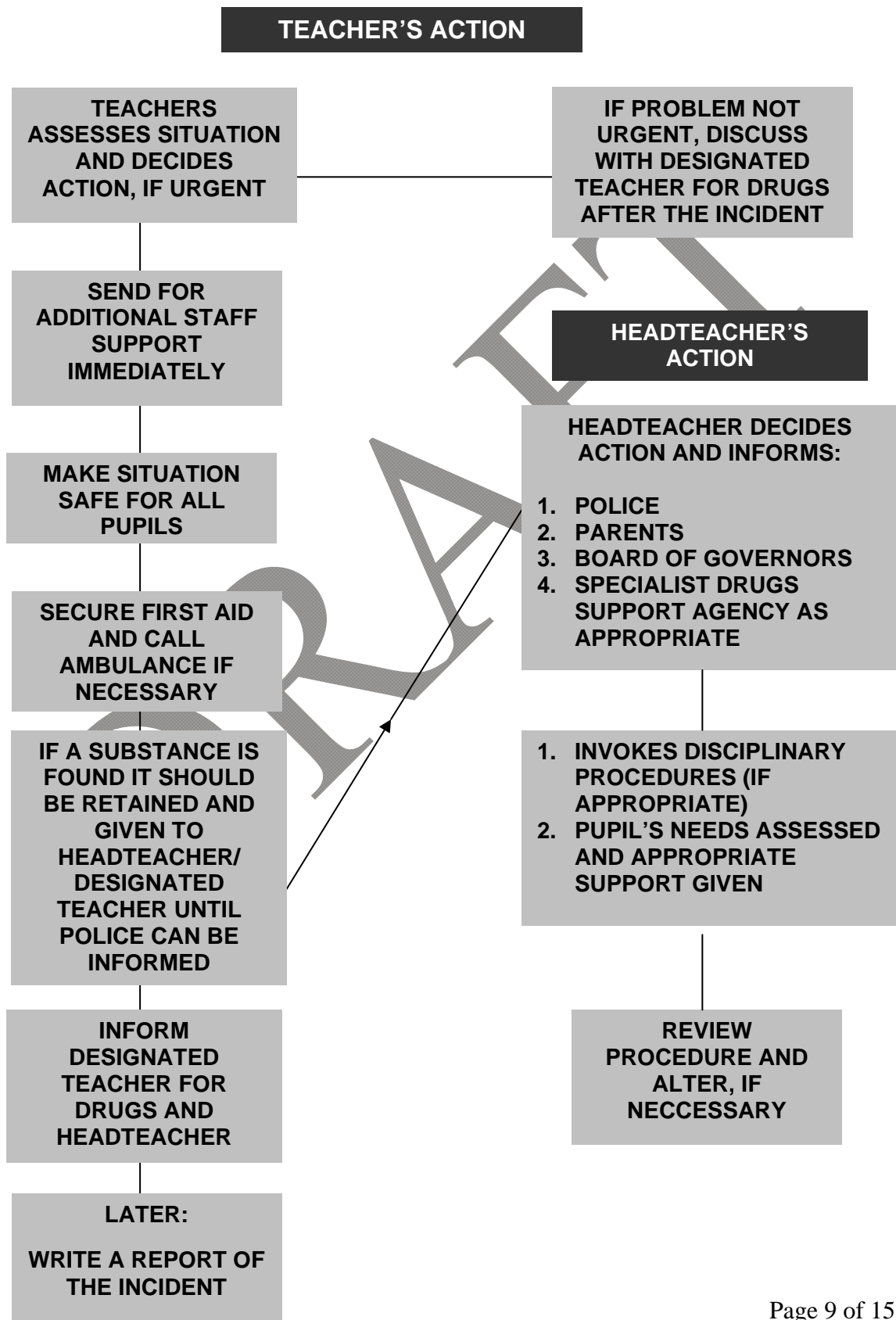
APPENDIX 2 - HANDLING INCIDENTS

Action to be taken in the event of a suspected incident of drug misuse where the designated teacher for drug issues is the Headteacher:



APPENDIX 2 - HANDLING INCIDENTS (continued)

Action to be taken in the event of a suspected incident of drug misuse where the designated teacher for drug issues is not the Headteacher:



APPENDIX 3 – EMERGENCY FIRST AID

Emergency Action for all members of the school community:

In the event of finding someone collapsed and unconscious, summon help and follow these procedures until help arrives:

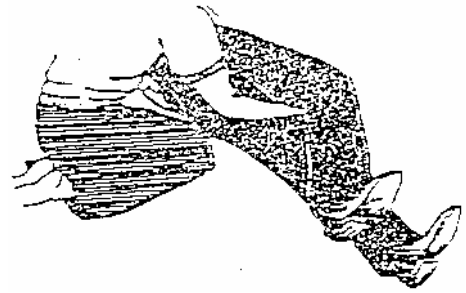
1. Check that the mouth is free of obstruction and the airway clear.
2. If necessary pull the tongue forward
3. Loosen clothing at the neck-line
4. Place the person in the recovery position with the head forward (refer to illustrations of recovery position next page)
5. Check for chest movement and colour of face, lips and tongue; if these begin to turn blue, a person qualified in first aid should resuscitate

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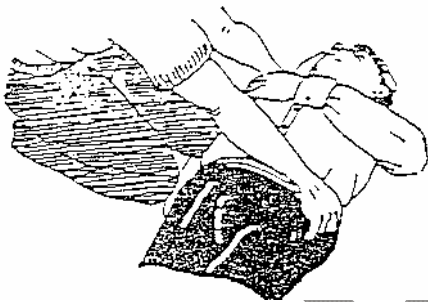
THE RECOVERY POSITION



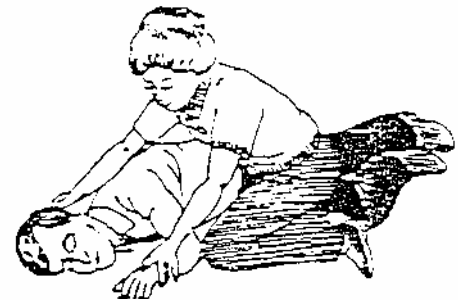
- 1**
- Turn the face towards you
 - Tilt the head backwards and move the jaw forward to ensure that the air-way remains open



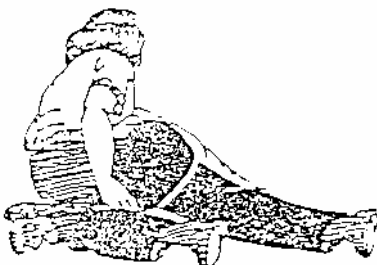
- 2**
- Place the arm nearest to you by the casualty's side, then slide the hand, palm upwards, under the buttock.
 - Bend the other arm and lay it across the chest
 - Lift the far leg and bringing it towards you cross it over the leg nearest you



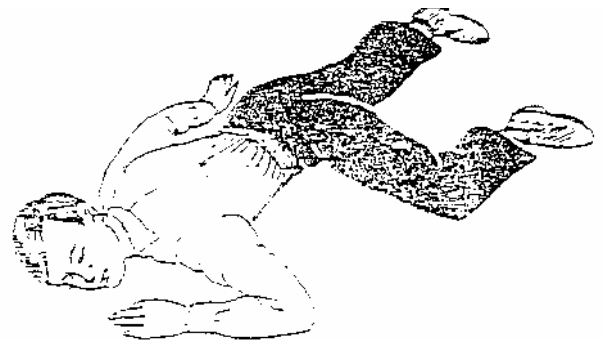
- 3**
- Support the head and grip the clothing at the hip
 - Roll the casualty towards you until he/she rests against your knees



- 4**
- Check that the air-way remains open
 - Keeping the uppermost arm bent, move it out from the body to act as a support



- 5**
- Bend the uppermost leg and bring well forward to support the body



- 6**
- Free the other arm to let it lie alongside the body

APPENDIX 4 – AREAS OF STUDY FOR DRUGS EDUCATION PROGRAMMES

KEY STAGE 2

KNOWLEDGE AND UNDERSTANDING	SKILLS	ATTITUDES
<ul style="list-style-type: none"> · Detailed information on how the body works and how to keep it healthy · Different types of medicines, the value of some drugs, safety when using medicine · Effects of caffeine, alcohol and tobacco on the body and associated risks of drug taking · School rules relating to medicines, alcohol, tobacco, solvents and other drugs · Consideration of why some people take drugs · People who persuade others to take drugs: friends, known adults, peers, older children · Identifying pressures and influences. · Dangers from handling discarded drug-related equipment · First aid, where to get help, the law relating to legal and illegal drugs 	<ul style="list-style-type: none"> · Personal strengths and weaknesses · Handling social relationships · Expressing and communicating feelings and concerns about drugs and their use · Identifying risks · Coping with peer influences · Communicating with adults · Making choices and knowing the consequences of actions · Keeping safe, giving and getting help 	<ul style="list-style-type: none"> · Valuing yourself and others · Attitudes towards the use of alcohol and tobacco within the home and the wider society · Parents’ and teachers’ reactions to drugs and their use · Attitudes and beliefs about different drugs, the people who use/misuse them, and why they use them · Responses to media and advertising presentations of medicines, alcohol, tobacco and other legal drugs

CONFIDENTIAL



RECORD OF DRUG RELATED INCIDENT

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<p>1. Name of Pupil / Young person _____ DOB _____</p> <p>Address _____</p> <p>School / Youth Club _____</p>
<p>2. Date of Incident _____ Reported by _____</p> <p>Time of Incident _____ Location of Incident _____</p>
<p>3. First Aid given YES / NO Administered by _____</p> <p>Ambulance/Doctor Called YES / NO Time of Call _____</p> <p>Drug Involved (if known) _____ Sample Found YES / NO</p>
<p>4. Parent Informed YES / NO Date _____ Time _____</p> <p>By whom _____</p>
<p>5. Where sample retained _____ or</p> <p>Date Sample Destroyed _____ Time _____</p> <p>Witnessed by _____</p>
<p>6. Police Informed YES / NO Date _____ Time _____</p> <p>By _____ Name of Station / Officer _____</p>
<p>7. SEELB Drug Education Officer Informed YES / NO Date _____</p> <p>Time _____ By whom _____</p>
<p>8. Form completed by _____ Date _____</p> <p>Position _____</p> <p>Countersigned by School Headteacher/Board Officer _____</p> <p>Dated _____</p>