



## **Drugs Education and Incident Policy**

### **Why do we have a Drug Education Policy?**

We are committed to investing in our pupils' health and wellbeing, because we believe doing so will assist the process of raising their achievements. Drugs education is an important issue that is both essential and relevant to children in the real world. Through our approaches to drugs education we are seeking to develop and enhance life skills that can be built on and which will help them in the future.

It is acknowledged that our school community plays an important role in tackling drug misuse by providing drug education and pastoral support to all pupils. It is our aim to help all pupils to be able to take their place safely in our society where a wide range of drugs exists.

### **Definition of Drugs used in this Policy**

In our school a drug is defined as '***a substance people take to change the way they feel, think or behave***'. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, over the counter and prescription medicines. (*Drugs: Guidance for Schools (DFES February 2004)* and (*National Drug Strategy 2008*). For the purposes of this policy reference to drugs denotes illicit drugs.

### **Drugs on School Premises**

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit.

Pupils, staff and visitors to the premises are made aware of the school's drug policy.

### **The Role of the Head teacher and Governing Body**

The Head-teacher takes overall responsibility for the policy and its implementation, for liaison with the Governing body, LA and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately trained and supported.

The policy will be distributed to all staff and governors and is available to parents/carers, pupils and relevant outside agencies on the school website and from the school office.

### **Purpose of Drug Education Policy**

The purpose of this Drug Education policy document is to provide guidance on all matters relating to drugs education, the management of drugs within the school community and supporting the needs of pupils with regard to drugs. The policy is based on principles which underpin good practice in drugs education and managing drugs incidents. It is

intended to help our school formulate a planned, co-ordinated and considered response to drugs.

It includes sections on the Context for Drug Education, the Planning and Teaching of Drug Education, Good management of Drugs within the school community and responding to drugs incidents.

### **School Drug Policy Aims**

- clarify the legal requirements and responsibilities of the school providing accurate information
- reinforce and safeguard the health and safety of pupils and others who use the school
- clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- give guidance on developing, implementing and monitoring the drug education programme
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs complement the overall approach to drug education and the values and ethos of the school
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- reinforce the role of the school in contributing to local and national strategies

### **What is Drug Education?**

The aim of drug education is to provide opportunities for pupils to develop their **knowledge, skills, attitudes** and **understanding** about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

The philosophy of our school is to provide a supportive and nurturing learning environment and drug education is an important aspect of the curriculum for our school.

Provision of drugs education at our school takes account of pupils' views and opinions, so that it is both appropriate to their age and ability, and relevant to their particular circumstances.

### **Education Aims:**

- 1) To increase pupils' knowledge and understanding and clarify misconceptions about:
  - the short- and long-term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - the prevalence and acceptability of drug use among peers
  - the complex moral, social, emotional and political issues surrounding drugs
- 2) To develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk
  - communicating effectively
  - resisting pressures
  - finding information, help and advice

- devising problem-solving and coping strategies
  - developing self-awareness and self-esteem
  - learning to make informed choices
- 3) To enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences.

### **How is Drug Education Provided?**

Drug education is taught in an age appropriate context within PSHE and other curriculum areas, through collective worship (assemblies), through pastoral support for pupils who experience difficulties and through the provision of appropriate information in leaflets/presentations or visits.

Teachers will attempt to answer children's questions and concerns in a sensitive, age and development appropriate manner. Individual teachers will use their skill and discretion in these situations and if necessary refer to the PSHE Co-ordinator for advice and support.

Teachers will also follow the following guidance:

- Teachers will establish clear parameters about what is appropriate and inappropriate in a whole-class setting
- If a child's question is inappropriate to address with the whole class, the teacher should acknowledge the question and attend to it later on an individual basis
- If a question is too personal the teacher should remind the pupils of the ground rules
- Teachers will set the tone by speaking in a matter-of-fact way and ensuring that pupils discuss issues in a way that encourages positive participation
- Pupils may have opportunities to write down questions anonymously. The teacher will have time to prepare answers to questions before the next session, and can choose not to respond to any questions which are inappropriate to address in whole class lessons.

### **Illegal Drugs, smoking and alcohol on the School Premises**

It is understood by the whole school community that the possession, use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable.

The school is designated a "no smoking" area for staff and visitors and we look to everyone, including parents/carers to support this policy. If pupils are found smoking on site the Head teacher will be informed immediately.

Alcohol may only be consumed on the school premises for events organised by members of staff, governors or the Friends of Hailey School, which take place after the end of the school day. The organisers are responsible for ensuring that all those consuming alcohol are over the age of 18 and a relevant licence should be obtained. Staff are advised not to drink alcohol during normal school hours or whilst supervising children or if they go off site for any reason and return to supervise children. To do so may result in disciplinary action.

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

The school will ensure that potentially hazardous substances are stored safely and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of 'sniffable' products.

**Drug Incident; where substance misuse or supply is suspected.**

The first concern whilst managing drugs is the health and safety of our school community and meeting the pastoral needs of pupils.

Staff will follow the flow chart Drug Situations – 'medical emergency' found in the *Drugs: Guidance for Schools (DFES February 2004) pages 117 -118 (See Appendix A)*.

The Head teacher will then assess the school's legal requirements. This may include the involvement of appropriate outside agencies, and the proposed school response, the involvement of parents/carers, the arrangements for recording and informing other agencies, and the Health & Safety procedures (see Health & Safety policy) including safe handling of suspect substances.

All incidents will be recorded on a school incident form. (*See Appendix D*)

The consequences of such incidents involving pupils will follow broadly the same procedures as laid down in the school Behaviour Policy.

**This policy has been based on advice from the publications below:**

Department for Education and the Association of Chief Police Officers; Drug Advice for Schools (2012)

<https://www.education.gov.uk/publications/eOrderingDownload/DfE%20and%20ACPO%20Drug%20advice%20for%20schools.pdf>

Department for Education - Drugs: Guidance for Schools (2004)

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DfES%200092%202004>

The Association of Chief Police Officers - Drugs: Guidance for police working with schools and colleges

<http://www.drugscope.org.uk/Resources/Drugscope/Documents/PDF/Education%20and%20Prevention/acpomain.pdf>

Drug Scope (Drug Education Forum) School drug policy review process:

[http://www.drugeducationforum.com/images/dynamicImages/7715\\_684805.pdf](http://www.drugeducationforum.com/images/dynamicImages/7715_684805.pdf)

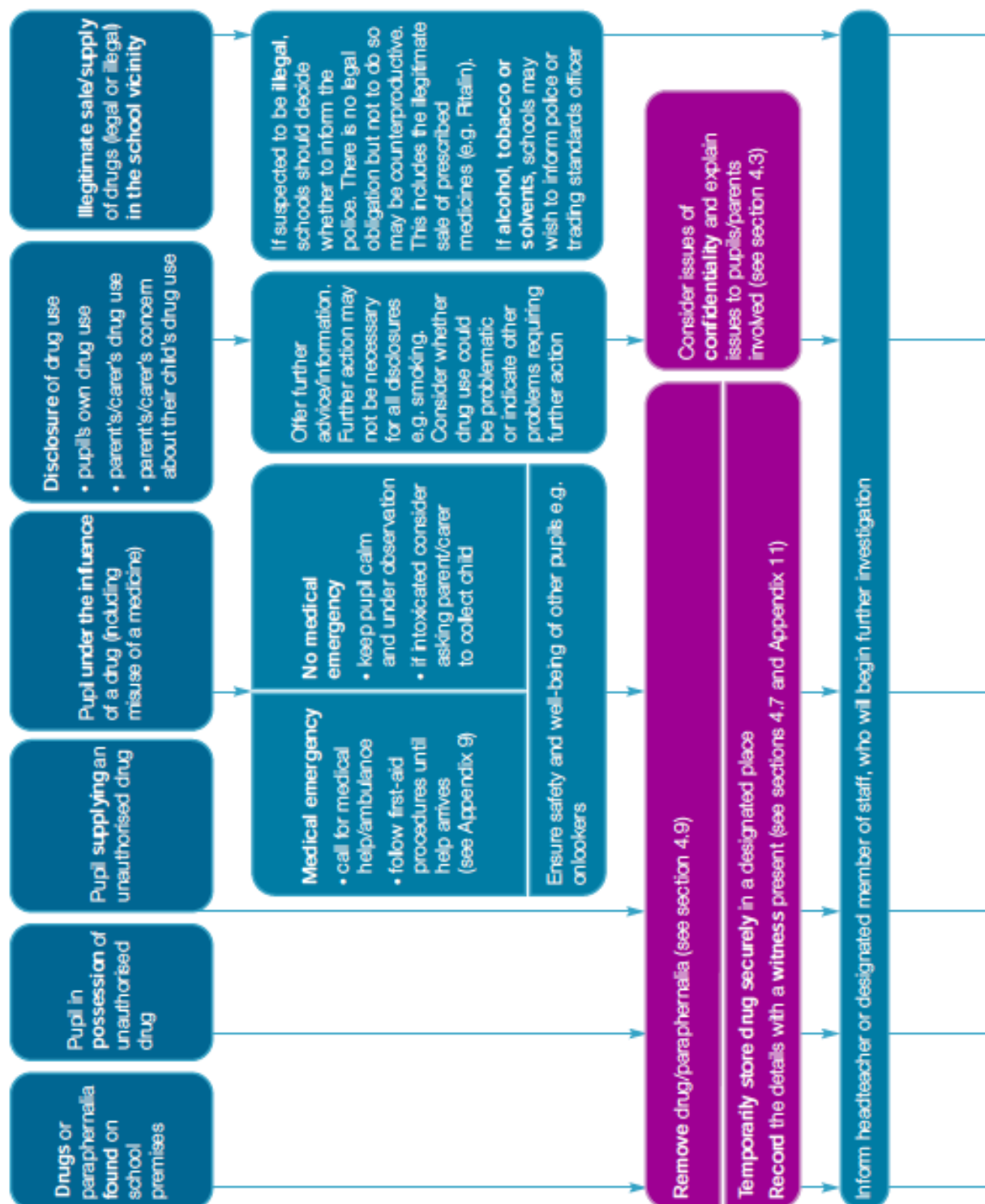
**External Guidance and advice**

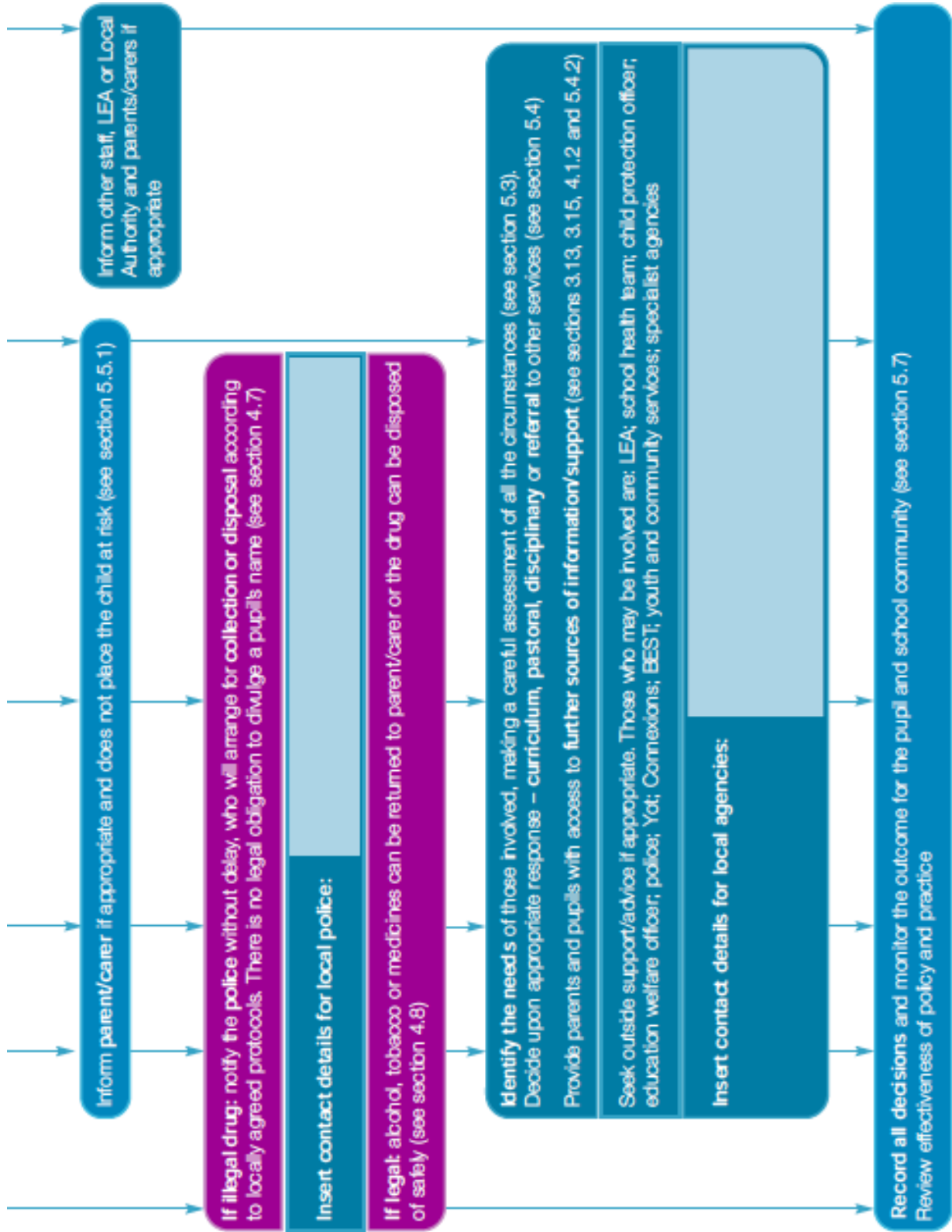
In developing our policy and programme of study we have taken full account of the DfES guidance contained in 'Guidance for schools' (2004) and the Quality Standard for Drugs Education as well as other guidance listed at the end of this document.

The school actively co-operates and seeks support with other agencies such as the Thames Valley Police, Social and Health Care Services, Local Education Authority, Health and other appropriate Drug Agencies to deliver its commitment to drugs education and to manage incidents of drug use and misuse. In all our planning and responses to drug issues we take

careful account of LEA and national guidance, in particular *Drugs: Guidance for Schools* (DFES February 2004)

## APPENDIX A: Response process for incidents involving drugs





## APPENDIX B: DRUGS SITUATIONS - MEDICAL EMERGENCIES

The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well being and safety of others. Put into practice your school's first aid procedures.

### IF IN ANY DOUBT, CALL MEDICAL HELP.

#### ALWAYS:

- assess the situation
- if it is a medical emergency, send for medical help and an ambulance

#### BEFORE ASSISTANCE ARRIVES: If the person is conscious:

- ask the person what has happened and to identify any drug used
- collect any drug sample and any vomit for medical analysis
- **do not** induce vomiting
- keep the person under observation, warm and quiet

#### BEFORE ASSISTANCE ARRIVES: If the person is unconscious:

- ensure that the person can breathe and place in recovery position
- **do not move the person** if they have fallen, as a fall may have led to spinal or other serious injury which may not be obvious
- **do not** give anything by mouth
- **do not** attempt to make the person sit or stand
- **do not** leave the person unattended or in the charge of another pupil.

#### WHEN MEDICAL HELP ARRIVES:

- pass on any available information and any vomit and drug samples.



## APPENDIX C: COLLECTION OF HYPODERMIC NEEDLES

Schools and colleges should be vigilant in checking premises and grounds for health and safety hazards including signs of any discarded equipment, which may be drug-related. If needles or syringes are found they should not be touched.

**STOP NEEDLES**

# TAKE ACTION!

If you find a needle or syringe **DO PHONE!**

- If it's in a public place **PLEASE** phone the District Council to arrange to have it picked up.
- Remember the exact location – if possible stay at the site until the Collection Team arrive.
- Tell the owner if it's on private land or in a building.
- If you want to do something at your own risk, cover with a strong box or drinks can.
- **DON'T TOUCH!**
- Don't put the needle / syringe in a litter bin, or kick it down a drain.

**DON'T TOUCH!**

Oxfordshire

### What are the hazards?

If a **skin puncture** is caused by a **hypodermic needle** the injured person is potentially infected with viruses including **Hepatitis B and C, and HIV.**

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- Remember the exact location if possible stay at the site until the Collection Team arrive.
- Tell the owner if it's on private land or in a building.
- If you want to do something at your own risk, cover with a strong box or drinks can.

**DO PHONE! DON T TOUCH!**

- Don't put the needle / syringe in a litter bin.

**If you receive a needlestick injury:**

- Encourage the injury to bleed by gently squeezing.

**DO NOT SUCK THE WOUND!**

- Wash the area with soap and running water for at least five minutes.
- Cover with a waterproof plaster.
- Immediately visit your Doctor or Accident and Emergency Department where you should enquire about the relevant immunisation.

### Collection Team Numbers

**West Oxfordshire:**  
**01993 861020**  
 (24 hours)

**Oxford City:**  
**0800 783 9957**  
 (24 hours)

**Vale of White Horse:**  
**01235 520202**  
**01235 821886**  
 (After 5pm and at weekends)

**South Oxfordshire:**  
**01491 823416**  
**01491 824033**  
 (After 5pm and at weekends)

**Cherwell:**  
**01295 221940**  
**01295 221531**  
 (After 5pm and at weekends)

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