

Date	Review Date	Drawn up by	Committee Approving
Spring 2021	Spring 2024	Tanya Lorimer	Curriculum

## St Thomas Becket Catholic Primary School Drugs Policy

This policy is 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.

### **Purpose**

The purpose of the school drug policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health & safety of pupils and others who use the school
- Clarify the school's approach to drugs for staff, pupils, governors, parents/carers and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage any drug related incidents on the premises
- Ensure that the response to drug-related incidents complements the approach to drug education and values and ethos of the school
- Provide a basis for evaluating the school drug education programme and management of drug-related incidents

The drug policy applies to the school site and playing fields including pupils, staff, governors, parents/carers, and anyone else visiting the school. It also includes all pupils and staff/helpers on school trips.

### **Definition of Drugs**

The term 'drugs' includes:

All illegal drugs

All legal drugs including alcohol, tobacco, E cigarettes and volatile substances which can be inhaled

All over-the-counter and prescription medicines.

### **Statement on drugs**

St Thomas Becket Catholic School prohibits within the school premises or grounds the introduction, selling or use of illegal drugs or the misuse of legal drugs or substances.

Appropriate steps will be taken to deal with any drug-related incidents which occur.

The school's policy *Supporting pupils with medical conditions will be referred to* when necessary. The first concern in managing drugs is the health & safety of the school community and meeting the pastoral needs of pupils.

### **Responsible staff member**

The senior member of staff responsible for drug related issues is Mr Campbell (Headteacher)

The safe guarding lead is Anne Harper. (Deputy Head)

## **Drug Education at St Thomas Becket Catholic School**

The school's drug education programme is part of a whole school approach to the health education of pupils. Current National Guidance states that the purpose of drug education should be:

*To give young people the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle and relate them to their own actions, both now and in their future life.*

*To provide accurate and up to date information on drugs and their effects on health and on the risks and legal aspects of drug taking so that pupils are enabled to distinguish fact from myth.*

### **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 drugs, alcohol, tobacco and medicines

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

### **Where is it taught in the curriculum?**

Teaching about drugs, alcohol and tobacco is taught through PSHE, Life Bus, NSPCC, Citizenship and in science where it is required in the National Curriculum.

### **What is taught?**

We reflect the requirements and guidance in the science National Curriculum, the non-statutory framework for PSHE Education Programme of Study Key stages 1-5 and citizenship.

The school uses 'The Coram SCARF' materials (Life Bus) which follow the themes set out by the PSHE association.

**Key Stage1** focuses on what are safe and unsafe substances, what medicines are, why people take them and how to take them safely, being ill and getting better and what to do if someone persuades you to take something dangerous.

**Key Stage 2** focuses on what a drug is, the effects and risks of drugs including tobacco and alcohol, managing peer influences and resisting pressure to take risks and be able to make safe decisions.

Our curriculum ensures that we are covering both the statutory requirement in science to teach Year 6 to recognise the impact of drugs on the way their bodies function and the non-statutory science guidance to teach Year 6 how some drugs and other substances can be harmful to the human body and the relationship between diet, exercise, drugs, lifestyle and health.

## **Management of drugs at school**

### **School's view about the use of drugs**

This school does not permit the possession, use or supply of any illegal or 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; school journeys and at school social events.

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

### **Management of authorised legal drugs**

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

#### **(i) Medicines**

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our policy on supporting pupils with medical needs.

Schools are allowed to keep a salbutamol inhaler for use in emergencies. It is only for children who have written parental consent, who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication. ***Please refer school protocol for using the emergency inhaler as part of our supporting pupils with medical conditions policy.***

Asthma inhalers and Epinephrine auto-injector (Emerade, EpiPen, and Jext) held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer. Children's personal inhalers are taken on all off-site visits and held by the accompanying school staff.

Staff are aware of any serious medical conditions which affect pupils in their class.

Where possible the School Nurse will be informed of any children attending the school with medical conditions. Advice will be sought from medical teams involved with the pupil and

parents to ensure they have an appropriate care plan and that school staff are trained to administer any medication required for the day to day management of their condition in school or during a medical emergency.

***(ii) Hazardous chemicals and volatile substances (solvents)***

Arrangements for the secure and safe storage of chemicals eg for cleaning are set out in the Health and Safety Policy (Section 3.5)

In the event of a child or adult who is required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing) a medical sharps disposal bin will be provided. (It is the responsibility of the adult concerned to inform the school so that the appropriate disposal bin can be provided). In the event of a case, then the medical care plan procedure will be implemented. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.

***(iii) Alcohol***

There are occasions when alcohol is authorised at school during parent's events and staff social events.

**Smoking Policy**

St Thomas Becket is a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school. Smoke free signage is prominent around our school grounds.

We display information about giving up smoking on displays around the school and on parent and staff notice boards.

E-cigarettes (sometimes known as nicotine vaporisers)

The use of E-cigarettes is not permitted by anyone at any time whilst on school premises.

**Definition of a drug-related incident**

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

- 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 or giving medicines to another pupil
- A teacher with information about the illegal sale of cigarettes at a local shop
- The school keeper finding used syringes in the playground
- A member of the public phoning the school to say they have seen pupils outside school who they think may be involved in a drug related incident.

## **School responses to drug/ -related incidents**

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

- The head teacher or deputy will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will be considered 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.
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a 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 Head teacher, in consultation with key staff will decide an appropriate response.
- Incidents will be reported initially to the Chair of Governors

Possible responses might be:

### (i) Support and counselling

If a pupil has a concern about drugs or has been involved in a drug related incident or is at risk of drug misuse, we will seek support from the appropriate agencies and if appropriate refer to a specialist agency or school counsellor.

### (ii) 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.

## **Procedures for managing incidents**

### **Reporting a drug-related incident**

All drug-related incidents are reported to the Headteacher and/or Deputy Headteacher.

We will inform Police immediately any incident involving a suspected illegal drug.

### **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. (See Appendix 1)

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.

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.

### **Discovery/observation**

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.

If the substance is suspected to be illegal, staff can take temporary possession of it

- It will be confiscated, in the presence of a second member of staff as witness
- The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the Head and Deputy Head
- In case of a pupil, he/she will be removed to a safe place and supervised. Senior staff may wish to question the pupil.
- The police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- We will record details of the incident, including the police incident reference number
- We will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- Identify any safeguarding concerns and develop a support and sanctions response including internal exclusion whilst investigations are carried out.

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

### **Searches**

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.

In circumstances where a pupil refuses to do this the police will be contacted and asked to attend to carry out a search.

We will keep a record of the search and inform parents if a substance is found.

Teachers can search pupils' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a

senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher

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### **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.

Pupils 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.

**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 Deputy and the designated safeguarding officer should be informed as soon as possible..

### **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.

### **Needs of pupils**

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

### **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 designated officer.

## **Parents/Carers**

The school welcomes parents/carers who wish to share with us, their concerns about drugs. We signpost up to date information about drugs and where they can get further information, help and advice.

The following web pages may be of use:

NSPCC: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/drugs-alcohol/>

*Mind*: [https://www.mind.org.uk/information-support/types-of-mental-health-problems/drugs-recreational-drugs-alcohol/?gclid=EAlaIqobChMlt\\_W51J7w2QIVIQvTCh0r0wGbEAAAYAiAAEgl45vD\\_BwE#.WqtnfnFJdg](https://www.mind.org.uk/information-support/types-of-mental-health-problems/drugs-recreational-drugs-alcohol/?gclid=EAlaIqobChMlt_W51J7w2QIVIQvTCh0r0wGbEAAAYAiAAEgl45vD_BwE#.WqtnfnFJdg)

*Frank*: <http://www.talktofrank.com/worried-about-a-child>

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 child at risk and in these 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.

This policy is reviewed every two years by the Head Teacher and Governors.

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.

**DfE and ACPO** drug advice for schools: Advice for local authorities, headteachers, school staff and governing bodies September 2012 (latest version at March 2018)

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270169/drug\\_advice\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf))



## Appendix 1

Drug Related Incident Record Form							
Tick to indicate one or more of the following:							
Emergency Intoxication	Suspicion, on premises	Suspicion, off premises	Discovery, on premises	Discovery off premises	Pupil Disclosure	Parental Disclosure	Parent/Carer express
<b>Name:</b>			<b>Form completed by:</b>				
<b>Form/class:</b>			<b>First Aid Given</b>		<b>Yes</b>	<b>No:</b>	
<b>Date of incident:</b>			<b>If Yes Name of person/s:</b>				
<b>Time of incident:</b>			<b>Time first aid given:</b>		<b>Ambulance called: Yes/No</b>		
					<b>Time:</b>		
<b>Drug involved</b> (if known): (E.g. alcohol, prescription drug, ecstasy, cannabis etc)				<b>Sample found?</b> (yes / no) <b>Informed police / Destroyed at time:</b>			
				<b>Witness name:</b>			
				<b>Where retained:</b>			
<b>Senior staff involved:</b>							
<b>Brief description of symptoms/situation:</b>							
<b>Action taken:</b> (e.g. other agency involved; Drug Education Advisor/ Police/ drug agency consulted about the drug; referral to Healthy Schools Drug Prevention Team for assessment and or intervention or alternative to exclusion programme).							
<b>Signature:</b>							