

# Southern Road Primary School Drug Education and Incident Policy

Updated October 2017

## Aims

- To enable pupils to make healthy informed choices by providing opportunities for pupils to acquire the knowledge, understanding and skills they need to avoid the misuse of drugs.
- To provide a supportive environment and well-structured procedure for any members of the school who require intervention for drug use\*.

*\*Drug use is drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems, although such harm may not be immediately perceptible. Drug use will require interventions such as management, education, advice and information, and prevention work to reduce the potential for harm. (The Right Approach)*

- To help young people resist drug\* misuse in order to achieve their full potential in society.

*\*Drug - a psychotropic substance – all legal drugs including alcohol and tobacco, all illegal drugs, volatile substances, and over-the counter and prescription drugs. As defined in The Right Approach: Quality Standards in Drug Education (SCODA 1999).*

## School Representatives involved in Drug Education and Incidents

### Co-ordinator – Helen Yearnshire

The co-ordinator will keep updated with local and national issues and disseminate this information to the staff when appropriate.

### Supporting senior management – Gavin MacGregor

Supporting senior management will allow the co-ordinator time and resources to remain abreast with current issue.

### Lead Governor – Bronwen Stuckey

Will meet with the co-ordinator to keep abreast of current issues and lead the governor's involvement in the review of the policy.

**Consultation** – Parents, pupils and all members of the school staff including governors will be consulted during the set up and regular review of the policy.

## Dealing with Drug Incidents at Southern Road Primary School

Southern Road's procedures are set out on a flow chart 'Incidents involving unauthorised drugs' (see appendix 8). Medical emergency procedures are set out in more detail on the chart 'Drug situations – medical emergencies' (see appendix 9).

In addition to this the school will provide a combination of the following to help support our pupils who are involved in drug incidents:

- Pastoral Support Programme
- Counselling through appropriate agencies
- Mentoring in school
- Supervised break times
- Involvement in extra curricular activities
- Family conferences
- Research project on the drug or related topics

The following is a list of the sanctions that will be initiated when a pupil is involved in a drug incident:

- Loss of privileges
- School community service
- Supervised break times
- Specific reporting times with Child Protection Officer to monitor progress in class

Sanctions will always be used along side the support and will be used in proportion with the offence.

When dealing with a drug incident the relevant policies will be taken into account. These include:

- Confidentiality Policy
- Behaviour Policy
- Child Protection Policy
- Health and Safety Policy

This will be especially important if there is concern for a child's health and safety and/or progress in school due to parents or caregivers drug dependency. In such cases the school will endeavour to provide extra support for the child such as:

- Involvement in after-school clubs
- Mentoring
- Counselling
- Pastoral Support Programme
- Providing appropriate literature for children of drug using parents and for the parent/caregiver. This may be done through:
  - Suggested involvement in a parent support group.
  - Providing appropriate literature
  - Keeping open communication between the school and the parent/caregiver on the child's progress.

## **Permanent exclusion**

Permanent exclusion will be used only as a last resort once all other support and sanctions have been tried without the pupil responding and the health and safety of staff and pupils are at risk from the continued presence of the pupil involved. Evidence suggests that exclusion can leave a pupil at more risk of involvement with drugs and only a minority make a successful transition to another school. Therefore if this final step is taken the school will inform appropriate agencies that can give ongoing support to the pupil.

## **Recording Drug Incidents at Southern Road**

Every incident will be recorded on a Record of Drug-Related Situation Card (appendix 11). These records will be kept with other Safeguarding and Child Protection records. They will be treated as confidential records and only accessible by designated staff.

It's generally good practice to investigate **suspected** drug use by a pupil by looking at factors such as:

- the pupil's attendance to school,
- behavioural patterns,
- change in academic attainment,
- personal relationships with other pupils and staff,
- physical appearance,
- things happening outside of school such as possible family issues.

## **In the event of having concerns about a pupil**

- **Follow guidance in the school's Early Help, Safeguarding and Child Protection Policy and contact the school's Designated Safeguarding Lead (DSL) or the Headteacher**
- The DSL may then refer to Newham Social Care.
- The situation will be monitored and confidential, detailed notes kept.

- On a case by case approach, judge whether it is appropriate to inform the parents. It may be best to invite them in for a general discussion expressing concern about the pupil's progress or emotional wellbeing.
- Work to put in place supportive strategies for the pupil (as listed in policy)
- Always make information on confidential advice from outside agencies available to all pupils.

## **Drug Education at Southern Road Primary School**

The school is committed to providing an accurate drug education curriculum that meets the statutory requirements as set out in the Science National Curriculum (2014).

We are guided by *The 1988 Education Reform Act* that asks schools to provide a broad and balanced curriculum that:

- promotes the spiritual, moral, cultural, mental and physical development of the pupils at the school and of society
- prepares pupils for the opportunities, responsibilities and experiences of adult life

The curriculum will reflect a balance between:

- personal and social skills
- knowledge and understanding
- attitudes and values

Pupils will self-assess and evaluate alongside the teachers assessment of the progress made by individuals in this subject.

## **Budget and Resources**

The secured budget for the investment and renewal of drug education resources, staff training and use of outside visitors will be included with the annual PSHE budget from the school. Suitable resources will be selected and shared with teaching staff.

## **Training**

All teaching staff should feel confident in their knowledge and delivery of the subject. They should understand the contribution drug education makes to Science and PSHE lessons and to the personal and social development of their pupils. They also need to consider their own experience of, and attitudes to, drug use and be aware of the guidance in the Staff Code of Conduct (Safer Working Practices).

The training needs of the staff will be monitored regularly as part of the review of the Drug Education Policy in line with the local and National guidelines that are reviewed and produced. Basic training, where appropriate, will be updated on a regular basis to all teachers of PSHE.

## **Assessment and Monitoring**

The teaching and delivery of Drug Education within the school may be monitored by Senior Management and/or the Drug Education coordinator, to monitor the appropriateness of contents and to support the whole school approach to delivering lessons of a high standard. This may inform future training at a whole school or individual level.

The schools Drug education policy will be available to all staff and visitors.

## **Use of Outside Visitors**

The use of outside visitors and agencies can be highly valuable when due preparation and evaluation were given to the visit. School staff will remain present in all sessions.

## **Use of alcohol and tobacco on school premises**

Southern Road Primary School has Healthy School status. As part of this, the school has a Smoke Free Policy. A programme is also being put in place to aid those wishing to stop smoking. The Newham Smoking cessation service can be contacted on 0800 013 1673 or 020 3373 6630 or via email [stopsmokingteam@newham.gov.uk](mailto:stopsmokingteam@newham.gov.uk).

Alcohol is not permitted on site during the school day. On rare occasions at the Head teacher's discretion alcohol may be permitted on site for social events where only staff are present out of school hours.

## **Medicines**

We do not store or administer medication for short-term illness, for example, antibiotics for an infection or pain relief for a minor ailment. This would be the responsibility of the parents or carers.

Parents of children requiring an inhaler are to complete a 'Parental agreement to administer medication' form. These forms can be found in the school office/on the school website. Only inhalers which are in date and prescribed by a doctor will be accepted. Inhalers are then stored in the medical room and are administered either by the Welfare Assistant or a qualified first aider.

In accordance with our Medical policy, medication is only administered to those children who have an individual Healthcare plan created by school nurse, SENCo and parent. Healthcare plans are for children with ongoing medical conditions, such as children who suffer from Anaphylaxis and require an EpiPen. EpiPens are stored centrally in the school office and Epi-pen training takes place for staff on an annual basis.

For further guidance please see the policy for Supporting Pupils with Medical Conditions.

## **School Grounds**

The caretaker or any other staff that finds drug related paraphernalia in the school grounds should report it immediately to the Headteacher and or member of Senior Management. The incident will be investigated as appropriate. Syringe disposal can be organised through the council.

## **The Whole School Approach**

The following steps will be taken to ensure that there is a whole school approach that encourages ownership and a continued awareness amongst the school and wider community.

- Flow chart of process for dealing with drug incidents on coloured card and laminated and displayed in staffroom and/or other strategic places around the school (see appendix).
- Entering, where appropriate, into national health events such as Worlds AIDS Day, No Smoking Day, European Drug Prevention Week, drink-drive campaigns etc.
- Assembly topics
- Theatre in Education
- Health weeks within the school
- Notice board and website with current news, information, projects for local young people, and where they can get help and advice
- When appropriate, parent workshops to allow parents access to supportive information or agency representatives sensitive issues.

## **Further support**

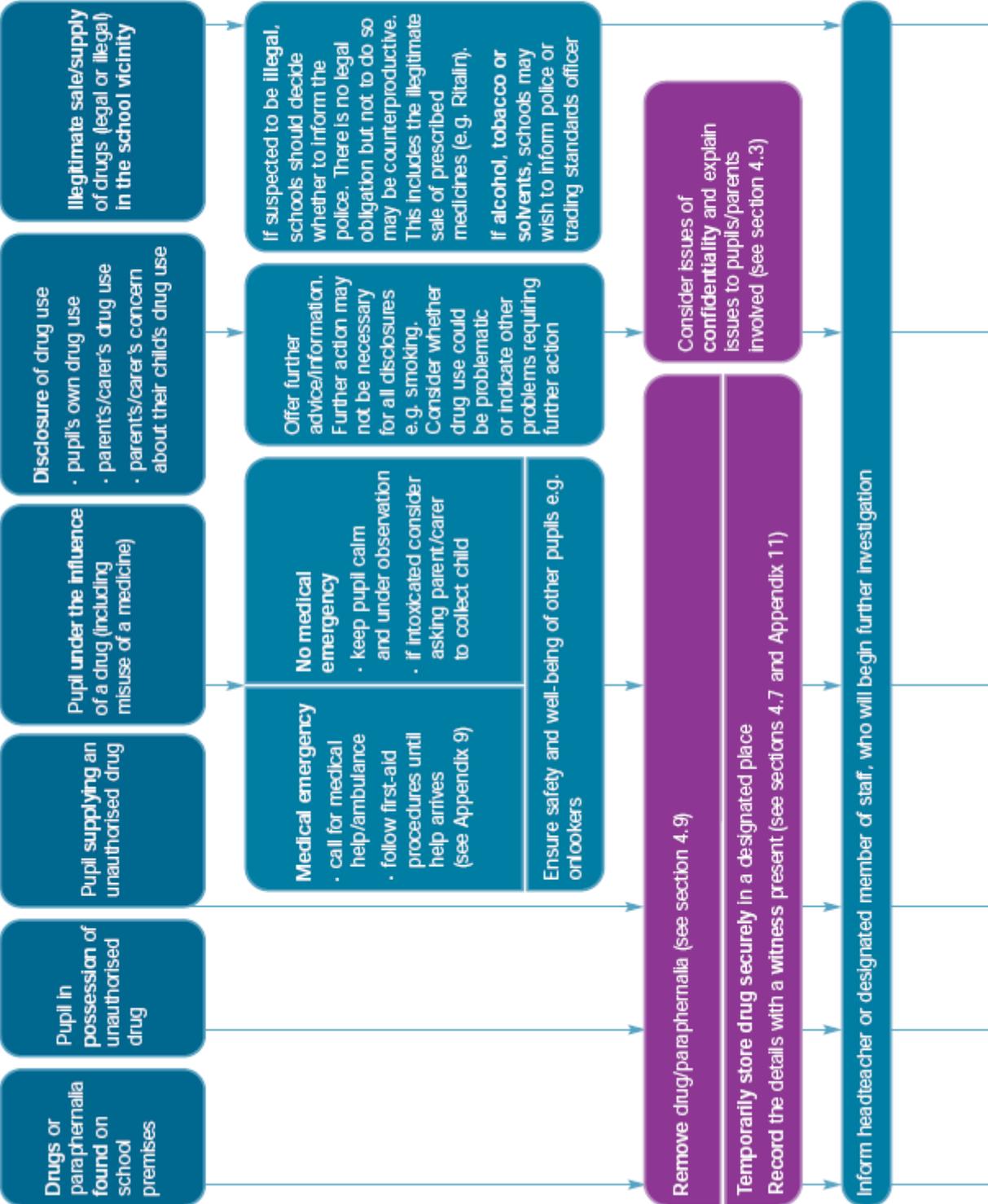
Talk to Frank: 0300 123 6600 ([www.talktofrank.com](http://www.talktofrank.com))

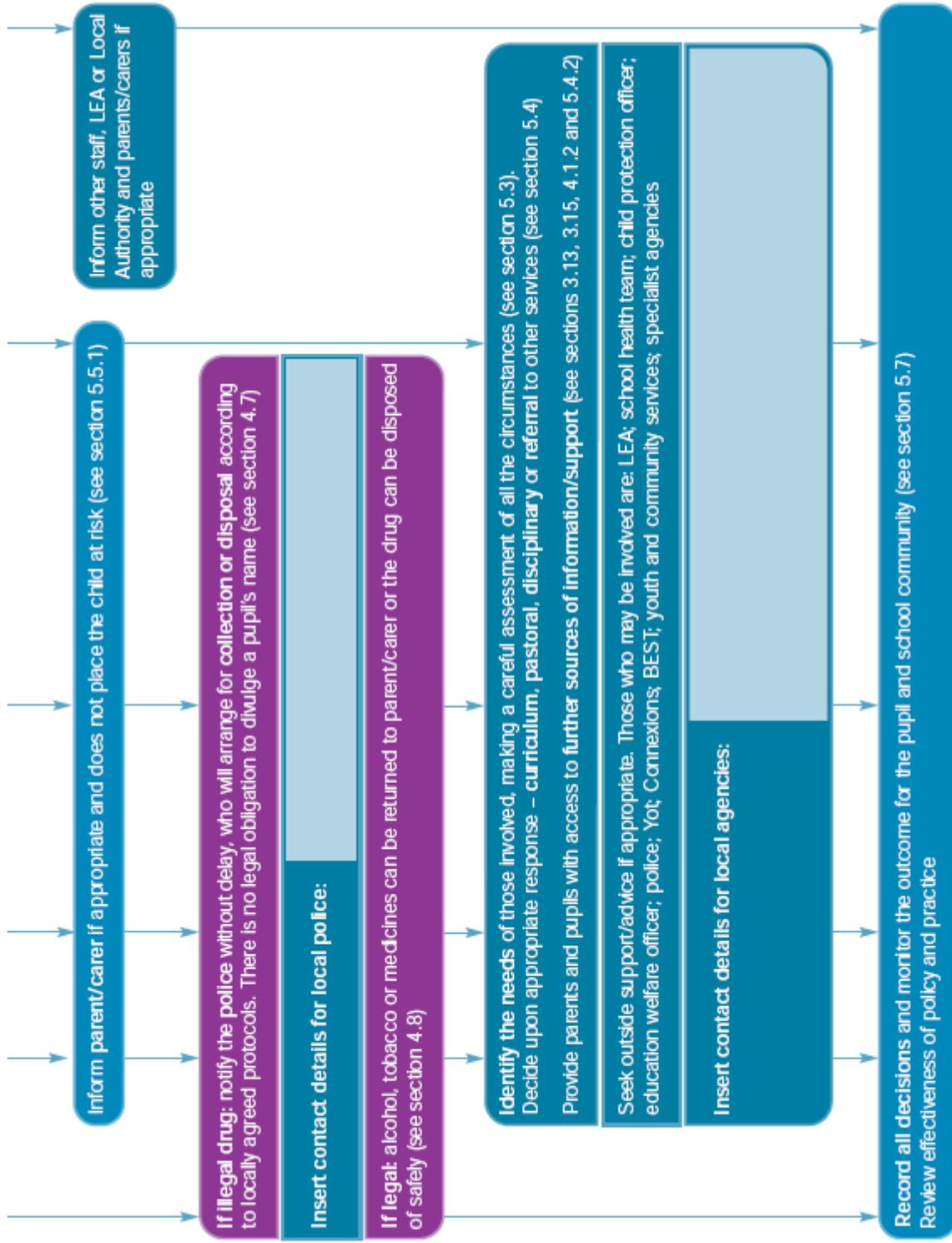
CRi (Newham RICE) – provide drug and alcohol treatment in Newham: 020 7511 3740

## **Monitor and Review**

Policies to be reviewed regularly in line with the school's policy review cycle to take account of new developments.

# Appendix 8: Responding to incidents involving drugs





## Appendix 9: Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented 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 a medical emergency, send for medical help and ambulance.

### Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and any vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet.

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in the charge of another pupil
- notify parents/carers

For needle stick (sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor.

### When medical help arrives

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

Complete a medical record form as soon as you have dealt with the emergency.

(Adapted from: *The Right Responses* [DrugScope, 1999])

# Appendix 11: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LEA.
- 2 Complete this form **WITHOUT** identifying the pupil involved.
- 3 Copy the form.
- 4 Send the copy within 24 hours of the incident to the LEA.
- 5 **KEEP** the original, adding the pupil's name and form – store securely.

Tick to indicate the category:

Drug or paraphernalia found <b>ON</b> school premises	<input type="checkbox"/>	Pupil disclosure of drug use	<input type="checkbox"/>
Emergency/intoxication	<input type="checkbox"/>	Disclosure of parent/carer drug misuse	<input type="checkbox"/>
Pupil in possession of unauthorised drug	<input type="checkbox"/>	Parent/carer expresses concern	<input type="checkbox"/>
Pupil supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring <b>OFF</b> school premises	<input type="checkbox"/>

Name of pupil*: .....	Name of school: .....
.....	.....
Pupil's form*: ..... (*For school records only)	.....
Age of pupil: ..... Male/Female	Time of incident: ..... am/pm
Ethnicity of pupil*: .....	Date of incident: .....
Tick box if second or subsequent incident involving same pupil	<input type="checkbox"/>
Report form completed by: .....	.....

First Aid given? .....	Ambulance/Doctor called? ..... (Delete as necessary)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> Called by: .....
First aid given by: .....	No <input type="checkbox"/> Time: .....

Drug involved (if known): (e.g. Alcohol, Paracetamol, Ecstasy)	Drug found/removed? <b>YES/NO</b>
Senior staff involved:	Where found/seized: .....
.....	Name and signature of witness: .....
.....	Disposal arranged with (police/parents/other): .....
.....	At time: .....
.....	If police, incident reference number: .....

Name of parent/carer informed*: .....	..... (*For school records only)
Informed by: .....	At time: .....

Brief description of incident (including any physical symptoms):

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Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LEA/GP/Police consulted)

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(continue on blank sheet if necessary)

Adapted from: The Right Response: DrugScope, 1998

\* Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.