

Parkstone Grammar School



DRUG EDUCATION POLICY

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DRUG EDUCATION POLICY DOCUMENT

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SECTION 1 : POLICY STATEMENT

School Drugs Policy:

Education and Incident Management

Our Drug Education Policy is based on the principles and best practice as set out in the following documents:

Drugs: Guidance for School's (DfE, 2004)

DfE and ACPO: Drug Advice for Schools (January, 2012)

Section1: Policy statement

Principles

Safeguarding - At Parkstone Grammar School we are committed to the Health and Safety of all members of the school community and we believe we have a duty to support and safeguard the well-being of all its students and staff.

Equal Opportunities – No member of our school community will be prevented from achieving their best due to difficulties with substance misuse, either by themselves or a member of their family.

At no time will the school knowingly permit or tolerate the possession, consumption or supply of any restrictive drugs on the school premises or whilst engaged in activities arranged by the school.

We recognize that effective Drug Education is an essential contributor to ensuring students are able to attain their full potential as well as their safety and well-being. The school values the importance of its pastoral role in the welfare of its students and, through the ethos of the school, we seek to encourage and develop student learning and ensure support appropriate to their needs is provided.

Education about drugs is not concerned merely with substance abuse, but with people in their social and community settings. Therefore, Drug Education should involve the development of attitudes, values and appropriate skills, as much as the acquisition of knowledge.

Families also have an important role to play in supporting the provision of Drug Education, especially in helping a young person examine their attitude to drugs. Parents/carers are provided with information about Drug Education so they can support their daughters learning at home, and have access to support and information about drugs.

Drug issues and concerns extend across socio-economic and ethnic boundaries, and students of all ages and abilities will encounter both the positive and negative effects of drugs, as used legally in medicine to aid recovery, or illegal use. Many students have some knowledge about illegal drugs through the media, 'street talk' and personal experience.

The school welcomes and encourages parents/carers and community involvement in the development of school policy and curriculum delivery in this area.



Aims of the Policy

- To provide a protective framework within which staff can teach and students can be taught
- To ensure that all students are given opportunities to develop the skills, knowledge and understanding to make healthy and informed decisions about drug use and misuse, in order that they achieve their full potential.

This policy applies to all staff, students, governors and external agencies working with the school.

Drug Definition

The definition of a drug given by the United Nations Office on Drugs and Crime is:

“A substance people take to change the way they feel, think or behave.”

The term ‘drugs’ and ‘Drug Education’, unless otherwise stated, is used throughout this document to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substance (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrates (known as poppers), New Psychoactive substances (NPS, also known as legal highs)
- All over the counter and prescription medicines

Medicines

Parents/carers should inform the school if a student needs to take medicines/pills during the school day, either on an occasional or regular basis. They should be named and be kept on the student’s person or stored by the school office staff. Medicines which need to be taken once or twice a day should be taken at home if possible. (See school’s policy on Management of Medicines in the school)

Boundaries and School Responsibility

Students are expected to adhere to this policy at all times during the school day, including to and from school, and when attending a school activity, work experience placement or school trip, both day and residential. Any student involved in a drug-related incident on such an occasion will be dealt with according to this policy. People concerned in the management of any venue hosting an event may impose additional procedures/sanctions.



Staff with key responsibilities

School Drugs Co-coordinator: Jez Graves (Assistant Head and DSL) – Drug Policy Development

Any member of Leadership Group – Incident Management
PSHE coordinator – Education

Confidentiality

Any student who wishes to disclose their own drug use or that of their peers to teaching staff must be informed that staff cannot guarantee confidentiality and that they may have to take the issue further for the student's safety. This needs to be handled sensitively but on no account should staff promise any student that they will keep the information about drug misuse as confidential. Procedures for dealing with disclosure in a lesson are dealt with in Section 2.

If a student wishes to discuss her own drug use or that of friends and family they should be referred to any of the school's partnership agencies including the School Nurse, YADAS or EDAS. Students may also be referred to the School Counsellor. There are also other local and national agencies that can provide support and guidance such as FRANK.

Section 2: The Drug Education Programme

Aims and Objectives

Following best practice, we believe that Drug Education is a vital part of the personal, social and health education of every student. Whilst we acknowledge that the number of young people who use and misuse drugs is rising, we believe that it is important to recognise that a high percentage are choosing not to do so. Through our planned Drug Education programme and the ethos of the school we aim to achieve the following objectives:

Knowledge, attitudes and skills

- To enable students to make healthy and informed choices about drug use and misuse by increasing knowledge, challenging attitudes and developing appropriate skills.
- To provide up to date and accurate information about the range of drugs used and misused.
- To increase students' understanding about the implications and possible consequences of use and misuse of drugs.
- To raise awareness of related health and social issues, such as sex, crime and risk of infection (HIV and Hepatitis, for example).
- To encourage an understanding of those experiencing or likely to experience substance use and misuse.



Behaviour

- To minimise the number of young people who ever engage in drug misuse.
- To delay the age of first use for those young people who do experiment for the first time.
- To seek to minimise the risks that users and potential users face.
- To enable young people to identify and access sources of appropriate personal support.

Drug Education in the Curriculum

Statutory elements of Drug Education will be provided within the taught curriculum either with discrete curriculum subjects or in the wider tutorial or PSHE curriculum.

The main vehicle for Drug Education will be through lessons in the Personal, Social and Health Education programme at Key Stages 3, 4 and 5 within the National Curriculum guidance. This includes:

Key Stage	Learning Objective
3	Be able to describe the main effects of, and laws relating to, alcohol, tobacco and other legal and illegal drugs.
4	Be able to identify reasons why people might use illegal drugs and explain how drug use can impact on physical, mental and economic aspects of people's lives, relationships and the wider community.

As well as specific lessons on drug topics, there are sessions in each year which focus on building of self-esteem and developing skills needed to make informed decisions about a wide range of health issues. The school seeks to assist students in their personal and emotional development and allow time for reflection with opportunities for exploration of attitudes and values.

Other subjects such as English, Drama, and Religious and Moral Philosophy may also offer opportunities to consider some aspects of Drug Education.

The wider pastoral/tutorial programme will support the welfare and personal development of all students.

Assemblies are also used to promote a healthy ethos within the whole school community.

Organisation and Teaching materials

The Drug Education programme:

- Will be delivered in a clear and honest manner that informs without encouraging experimentation;
- Will be provided at regular intervals throughout a student's school career so as to maximise its effectiveness;



- Will be backed up with access to advice, or help for students with problems or concerns;
- Will be regularly reviewed and evaluated.

Drug Education will use a wide range of teaching strategies as possible, including:

- Provision of information;
- Discussion;
- Group work;
- Role play;
- Active learning;
- Multi-media material;
- Involvement of external agencies where appropriate.

Disclosure

The main purpose of Drug Education is to explore young people's attitudes and values and not their own personal drug use. For this reason this point must be addressed during the first lesson within each year group so that personal drug use will not be discussed. Every student should have the opportunity to share their opinions and have them valued, whilst being sensitive to other students' differing opinions.

Use of partnership agencies

We aim to work in partnership with external agencies and will, when appropriate, invite agencies in to support the work done in the Drug Education programme. These agencies include YADAS, EDAS and the community police service. Whenever possible, agencies will work with the teacher, so that these sessions can be followed up and so be of maximum benefit to the students.

Resources and Teaching materials

The resources and teaching materials used will be reviewed regularly to ensure they are up to date and relevant to our students' needs. Leaflets and other information produced for young people by agencies such as the Health Education Authority will be displayed and distributed to students, and parents/carers as appropriate, when they are available.

Training and support for staff

Teachers involved in Drug Education, as well as those directly involved in pastoral welfare support systems, are encouraged to attend appropriate INSET to develop their own knowledge and skills both from an educational and pastoral support position. Extended support is also available through our partnership agencies.



Section 3: Management of Drug-related incidents

There are several incidents that would constitute a drug-related incident:

- **Emergencies:** where a student has lost consciousness or gone into a coma immediate medical assistance should be sought.
- **Intoxication:** where a student is intoxicated/high and it is difficult to communicate effectively with the student; under no circumstances should an interview take place at this stage to inform actions/sanctions. Parents should be called immediately and/or medical assistance sought as appropriate.
- **Discovery/observation:** where a student is discovered using, holding, supplying or offering to supply a substance not permitted on the school premises.
- **Disclosure:** where a student discloses to a member of staff that they have been using drugs, or that they are concerned about someone else's drug use (another student, sibling or parent).
- **Suspicion or rumour about a student:** staff need to be wary about acting simply on the basis of suspicion or rumour but the procedures outlined below should be followed.
- **Discovery:** this may be the discovery of a restricted drug or paraphernalia that is used in conjunction with its use.

Responding to concerns about student drug misuse

If a student is suspected of being involved in substance misuse, is causing concern about her substance misuse, or makes a disclosure about her own, a friend's or their family's substance misuse, the School Drugs Co-coordinator will make an assessment of the extent of the drug misuse. Following this action must be taken to safeguard the student and, if appropriate, refer the student to one of the School's partnership agencies such as YADAS or EDAS.

Communication between staff needs to happen quickly, as does the early involvement of parents/carers, and if appropriate the police to create early, supportive pastoral intervention. An assessment should take place to determine the nature of the student's needs and additional support a student might need if, for example:

- The student's knowledge about drugs is low
- The student relies upon frequent use of drugs
- The student's performance at school is being affected by drug misuse
- The student's drug use is causing problems such as conflict at home
- They feel under pressure to use, perhaps due to other problems
- The student's (or someone else's) drug use is impacting on their behavior and/or emotional health.

In addition to the Drug Education they receive through the curriculum, extra support may include any or all of the following:



- Providing information and advice in relation to specific drugs
- Developing self-esteem and skills such as strategies for seeking support
- Increasing their motivation to address their drug use
- Facilitating activities of interest to them (such as youth clubs, extra-curricular events and activities).

Procedures for Managing students suspected or found in possession of Unauthorised Drugs

All staff have a duty of care and the student's safety and care is of paramount importance.

If a student appears intoxicated by drugs or alcohol whilst at school, first aid or medical supervision must be the first consideration. If necessary the young person should be taken by ambulance to Poole Accident and Emergency department. The School Drugs Co-ordinator or a senior member of staff will contact the student's parents and request they collect the student from the school or hospital. If they are unavailable, and the student does not require treatment at the hospital, the student will be supervised in the MI room until the parent/carers are able to collect the student or other appropriate action appropriate to the student and circumstances has been taken.

If a student is suspected of bringing in drugs or alcohol to the school, the Headteacher and staff authorised by the Headteacher have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the students may have illegal drugs, alcohol or tobacco. School staff can seize any prohibited item found as a result of a search. ("Screening, searching and confiscation: Advice for head teachers, staff and governing bodies, 2012")

Where a member of staff finds other substances which are not believed to be controlled drugs these will be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include novel psychoactive or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug and the procedures outline below should be followed.

If a student brings alcohol or drugs to the school the following procedures should be followed:

- All unknown tablets, powders, and substances should be regarded as unauthorised.
- There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned upside inside out and used to pick up the suspected drug.
- In taking temporary possession and disposing of suspected controlled drugs staff must:
 - Ensure that a second adult witness is present.
 - Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
 - It should then be stored in a secure location, such as a safe or other lockable container with access limited only to the Leadership Group.



- The police should be notified without delay, who will collect it and then store or dispose of it in line with agreed protocols. The police may investigate further where appropriate.

- The incident must be recorded in full, including the police incident reference number. (see Appendix A)
- Parents/carers should be informed, unless this is not in the best interests of the student.
- Any safeguarding concerns must be identified and the appropriate support/sanctions should be put into place.

Permanent exclusions should only be considered as a last resort when the incident is extremely serious or part of a pattern of persistent behaviour. If, on the balance of probabilities, the Headteacher feels that a student was in possession of unauthorised drugs with the intent to supply then a fixed term exclusion will be applied and a permanent exclusion will be considered. If the unauthorised drugs are illegal a permanent exclusion may be imposed.

Alcohol and tobacco

Alcohol and tobacco misuse by students is a serious issue for schools. Research shows that the younger students enter into experimental alcohol and tobacco use, the more likely they are to develop an unhealthy lifestyle and problematic drug use.

Procedures for dealing with such incidents are outlined in the school's Behaviour Management Policy.

The police are not normally called to deal with students involved with alcohol and tobacco use except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to students or where there is a risk of violence or child protection concerns.

Residential and Off Site visits

Residential and off site activities must comply with the School's 'Regulations and Guidance for Offsite Activities' full risk assessment practice. Drug issues, including tobacco, alcohol and other substances including volatile substances should be discussed. Students and parents/carers must be clearly informed of the school's expectations and repatriation policy and sign the code of conduct/consent form.

If a drug related incident occurs during a foreign trip, it is advisable to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.

Staff

Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be



subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the students, therefore the Head Teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

The school site is a smoke free school, in line with national legislation.

Parents/carers and drugs incidents

This school informs parents about all aspects of its policies via the school website and directly via Email. A proactive approach is used. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and student safety issues are paramount. The school is not able to divulge any information about individual students. However, the whole school community can be reassured that every effort and precaution is taken to ensure the safe running of the school and students. The school will inform parent/carers of any local concerns/issues.

In any incident involving unauthorised drugs, the school would normally involve the student's parent/carers and would explain how the school intends to respond to the incident and to the student's needs, although this is not a legal requirement. In circumstances where the school suspects that to inform might put a student's safety at risk, caution may be exercised. In any situation where a student may need protection from the possibility of abuse, the school's DSL will be consulted and child protection procedures followed.

Where a search takes place under the suspicion of students bringing drugs into school we are not required to inform parents/carers or seek consent to search their daughter. Any complaints regarding a search should be dealt with under the school's complaints procedure.

Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their daughter. The school can refer parents/carers to other sources of help and support, such as YADAS or EDAS.

This school aims to be aware of the impact that parent/carer drug misuse can have on a student and their education. Students of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the student is experiencing difficult home circumstances. Where the help of our partnership agencies might be needed, and the student's safety is not a risk, we may liaise with the Borough of Poole Targeted Services about possible referral to other agencies. The school policy on confidentiality will be carefully followed and the student informed at every step.

When dealing with intoxicated parent/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, staff may have concerns about discharging a student into the care of a parent/carer. The focus for staff will always be the maintenance of the student's welfare, as opposed to the moderation of the parent/carer's behaviour. The school has a zero tolerance to anti-social behaviour from any member of the public.



Where the behaviour of an intoxicated parent/carer repeatedly places a student at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary. Staff with these concerns should raise them with the designated DSL or the Headteacher immediately.

Monitoring, Evaluating and Reviewing the Policy

The school reviews its policy in line with its procedures for reviewing all policies.

- There is a named coordinator and relevant Governing Body committee
- The Leadership Group is involved in monitoring and evaluation
- Students, staff, parents/carers and governors are consulted and the policy modified where appropriate 3 yearly
- There is an ongoing monitoring and evaluation of the effectiveness of the policy to ensure that needs are met
- The Drug Related Incident Management Policy is reviewed in line with current Government guidelines.



Appendix A: Recording an incident involving Unauthorised Substances

- For help and advice, call/discuss with the School Drugs Coordinator/any member of LG
- Complete one copy of this form WITHOUT identifying the student involved
- Copy the original form
- Attach a copy to bag containing any substances discovered
- Send a copy to School Drugs Coordinator/any member of LG with student name and tutor group

Concern established after following up on suspicion or allegation	Discovery OFF premises	Discovery ON premises	Student disclosure	Parent/carer use	Parent/carer expresses concern
Name of Student:			Time of incident:		
Tutor Group			Date of Incident		
Age of student			Report completed by:		
First Aid given? Yes/No		First Aid given by:			
Ambulance/Doctor called? (delete as necessary)		Yes/No			
Drug involved (if known): (e.g. Alcohol, Paracetamol, Ecstasy)		Sample found? Yes/No			
		Where retained?			
		Witness name:			
		Disposal arranged with:			
		When:			
Senior Staff involved:					
Name of parent/carer:					
Informed: Yes/No					
How:					
When:					
Brief description of symptoms:					
Other action taken: (e.g. Educational psychologist,; case conference; EDAS; YADAS; sanctions: police etc.)					



Appendix B: the safe retrieval and disposal of Used Hypodermic Needles and Syringes

- **Risk Assessment**

It is important to assess the risk of removal of any found objects when considering what action to be taken.

Decide if it is safe for you to attempt removal. There is a sharps disposal kit kept in the MI room. ***You must not take avoidable risks. If you are unsure what action to take discuss with a member of the LG.***

The area where the object is found must be safeguarded to protect others from injury. If the discovery is made when you are alone and students or others are nearby, summon help by asking someone to get the sharps disposal kit, while you 'stand guard'. The incident must be recorded in the appropriate Health and Safety incident book.

- **Removal procedure**

Close and safeguard the area until the sharps disposal kit arrives. Follow the procedure outlined in the kit.

If the kit is unavailable, **NEVER** place a needle in a bin without it being placed in a hard protective container to avoid injury. Upon discovery an appropriate search should be conducted of the surrounding area, but **DO NOT COMB THE GRASS WITH YOUR HANDS.**

The incident should be reported to the local police.

- **First Aid Treatment**

IF an accident occurs where a needle or other sharp object has punctured the skin, then the following advice is recommended:

- Encourage the wound to bleed gently
- Wash well with soap under running water
- Cover the wound with a waterproof dressing
- Seek medical attention as soon as possible
- Complete the accident book as soon as possible after the event
- Inform the Occupational Health department

An immediate response by the injured person can help reduce the risk of infections occurring.

- **Litter picks**

Where completing a litter pick is used as a sanction, it is important that the student is provided with the correct equipment. This must include rubber/plastic gloves, a sack and above all a litter claw.