

Merrydale Infant School



Drugs Education Policy and the management of drug related incidents

Chair's signature Mrs E Surtees

Head's signature.....Mr M Tipple-Johnson

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partner agencies working within school and should be read in conjunction with Leicester City Council's policy.

National Context

Schools have an important role to play in helping to deliver the government's Drugs Strategy 2010- Reducing Demand, Restricting Supply, Building Recovery: supporting people to live a drug free life (HO, 2010). This includes helping young people to resist drug misuse in order to achieve their full potential in society- Drug Alcohol & Tobacco Education (QCA 2003). The strategy aims to reduce the harm that drugs cause to society and to prevent today's young people from becoming tomorrow's problematic drug users.

Schools clearly have a crucial role to play in educating young people on the consequences of drug use and misuse. "All young people need high quality drug and alcohol education so they have a thorough knowledge of their effects and harms and have the skills and confidence to choose not to use drugs and alcohol" (HO Drugs Strategy, 2010).

"Initiatives such as Healthy Schools will also have a key contribution to make to improving the health and wellbeing of pupils" (HO Drugs Strategy, 2010).

Local Context

Merrydale Infant School provides a quality education for pupils between the ages of three and seven. We are a non-denominational school with a high percentage of pupils from homes where English is not the first language.

The school actively celebrates the cultural diversity of our pupils and families. Our staff are committed to develop their own skills as educators and care givers to ensure the very best of professional standards. They support 'the whole child' and go that 'extra mile' to ensure our pupil's emotional as well as educational needs are met.

We are recognised in the city for our inclusivity and are often the first choice school for many parents and external agencies. We open our doors to a range of children with emotional, physical and educational needs.

We work hard to support our community and offer parent groups for educational and emotional support. We work closely with our School Nurse, Social Services, and the Educational Welfare Service to do all we can for the health, attendance and education of our children. The school offers a Breakfast Club and a varied programme of after school provision to support our working parents and carers, including a group called Living Without Abuse.

The vast majority of our pupils transfer to Merrydale Junior School at the end of Year 2.

Our usual number on roll is around 350 children. The majority of children come from families in lower socio-economic groupings and the percentage of children eligible for pupil premium is well above national average. Most pupils enter school with some prior nursery/preschool experience, but attainment on entry is

broadly below average. Most children arrive at school ready to learn and make good and accelerated progress in the foundation stage and achieve good standards by the end of KS1. Pupil attendance at Merrydale is below national average at approximately 94%- 95%.

The school is committed to a healthy and supportive environment in which neither the misuse of drugs (including legal substances) by pupils, staff or visitors, nor the illegal supply of these substances is condoned. Unauthorised drugs in school are not acceptable and our first concern in managing drugs is to safeguard health.

We are dedicated to the continual development of a 'healthy school' and have addressed whole school needs in relation to drugs issues and education. We wish to work towards this in all aspects of school life, and provide an environment, ethos and curriculum that support and prepare pupils for making positive, healthy choices in a drug-using world.

We promote positive relationships within our school and between the school and the wider community.

Policy Development- Consultation

This policy was formulated in consultation with the whole school community with input from members of staff, governors, school nurse, health partners, police, parents/carers, pupils and other agencies.

Roles and Responsibilities

The Head Teacher has overall responsibility for the policy and its implementation; for liaison with the Governing Body, parents/carers and appropriate outside agencies and for the appointment within the school of a Drugs Coordinator, who will have general responsibility for handling the implementation of this policy.

The Drugs Coordinator in our school is:

Rachel Begnor Their responsibilities are:

- Policy development and review, involving pupils, staff, governors, parents/carers and relevant local agencies
- Implementing the policy, and monitoring and assessing its effectiveness in practice
 - o Ensuring evaluation takes place and that this informs policy review
 - o Ensuring coordination and coherence of drugs education

- Managing drug related incidents
- Ensuring the overall health, welfare and well-being of all pupils is taken into account
 - Establishing and coordinating links with external agencies
 - Cross-phase liaison with other infant or primary schools to promote a smooth transition
 - Accessing and coordinating training and support for staff

The nominated Governor with responsibility for drugs issues is: Tracey Bowen.

Their responsibilities are:

- To contribute to generating and updating this policy
- To support the Head Teacher and Drugs Coordinator in overseeing the Drug Education curriculum
- To review practice
- To contribute to any case conferences called or appeals against exclusions
- To promote pupil wellbeing

Definition of Drugs and Boundaries of the Policy

Drugs Definition

This policy encompasses all illicit drugs, volatile substances (solvents), over the counter and prescription medicines, alcohol, tobacco and other legal drugs ie caffeine. February 2013

This policy will apply to any new trends involving different drugs and substance use, which have the potential to cause harm to young people.

School Boundaries

This policy, in line with all other school rules and expectations of behaviour, applies not only within the school boundaries but on all school visits, trips and residential visits, including those made outside of normal school hours. It should be applied to the immediate vicinity of the school if appropriate.

Drug Education in the Curriculum

There is a statutory requirement for Drugs Education in the National Curriculum Science Order, 2000.

As part of its care for the welfare of its pupils this school views Drugs Education as a part of the Personal, Social and Health Education of every pupil.

Aims of Drug Education

We aim to enable our pupils to make healthy, informed decisions by increasing their understanding of drugs issues and developing the appropriate skills and attitudes to assist them in making positive choices.

Through the curriculum and a supportive school ethos, we aim to:

- Provide accurate information about drugs, including medicines (over the counter and prescribed), volatile substances, alcohol, tobacco and illegal drugs
- Understand that certain people, with particular medical needs will use medication as part of their every day life and that this is normal for them supporting their healthier lifestyle,
- Increase understanding about the implications and possible consequences of drug use and misuse, exploring the risks and consequences of their own and others' actions
- Raise awareness of safety issues with regard to drugs
- Explore and clarify attitudes towards drugs, drug use and misuse and drug users, correcting misunderstandings, promoting positive attitudes and challenging harmful ones
- Develop pupils understanding of rules and Laws
- Develop and practise the personal and social skills necessary to make informed decisions in a range of social situations and settings
- Develop pupils' self-awareness and self-esteem as this may support them in making positive choices about their health
- Ensure that all members of the school community can identify sources of appropriate personal support
- Ensure relevance for the needs of pupils and the school community.

Teaching Methods

Our teaching will be based on an understanding that a variety of approaches should be used in order to meet the needs of our pupils and will be sensitive to their age and experience.

Teaching methods adopted in the classroom:

- Offer a rich variety of opportunities for active learning

- Incorporate a range of teaching and learning styles including group discussions, debates, role play
- Ensure access to comprehensive, unbiased and accurate drug information
- Specify availability of relevant and appropriate advice and support
- Ensure continuity and progression by visiting and revisiting issues as pupils develop and their needs change
- Consider the attitudes and values of pupils and a range of other significant groups in society, towards drugs.

Due to the sensitive and sometimes controversial nature of the subject, ground rules will be discussed, negotiated and adopted. Confidentiality is achieved through setting ground-rules or a group agreement at the beginning of the session to ensure that the sharing of appropriate information is kept to a minimum.

Resources

We will provide a broad range of high quality, up to date resources to support teaching and learning in Drug Education. The school has links with the Knowledge and Resource Service that provides access to a range of up to date, appropriate resources and leaflets, education and advice:

- Life Education
- Leicestershire Healthy Schools
- School Nurse

"Through the FRANK service, everyone at any age will have accurate and reliable information on the effects and harms of drugs including new substances" (HMG Drugs Strategy, 2010).

www.talktofrank.com/drugs-a-z

Support from Visitors

The school appreciates the valuable contribution from outside agencies, but recognises that their contribution alone does not constitute a complete Drug Education Programme. We believe it is the responsibility of the school to ensure that the contributions made by visitors to the classroom reflect our own philosophy and approach to the subject. The content of visitors' contributions will be

carefully negotiated and a teacher will always be present during their input.

Our Drugs Education programme is supported by:

- Primary Care Health Professionals- school nurse
- Life Education

Assessing, Monitoring and Reviewing Drug Education

Pupils will have regular opportunities to feedback their views and reflect on what they have

successfully learned, how useful they consider this learning to be, what needs they feel they still have and what changes they would recommend.

Storage and Administration of Medicines

This section should be read in conjunction with the Merrydale Infants School

Administration of medicines and healthcare needs Policy. The school acknowledges that parents and carers have prime responsibility for their child's health and should provide us with information about their child's medical condition when appropriate. This will be recorded on the information update sheet at the start of each year, or in writing at any time throughout the year (includes inhalers).

Additional information will be provided by parents/carers to cover out of school activities/visits etc.

Where a condition is long-term or life-threatening, for example asthma (see asthma policy), a healthcare plan will be drawn up in consultation with parents/carers and school nurse as appropriate.

Where necessary, school staff will receive training on specific medical conditions eg. epi-pen, through a trained health professional.

There is no legal duty, which requires teachers to administer medication; this is a voluntary role and will be called upon in exceptional circumstances. Where exceptional circumstances exist, such as where antibiotics are required 4x daily and a parent/carer cannot get in to school to administer themselves, a form will be filled in by parents/carers giving details of the medication and written consent for administration.

(see also Merrydale Infants School Administration of medicines and healthcare needs Policy for further details.)

Medicines must be handed in to the school office by the parent/carer and returned only to the parent/carer at the end of the school day, or once the episode of treatment has concluded. Records

will be filed for future reference. Medicines must be in-date and in their original container/packaging as dispensed by the pharmacy, with the child's name and prescriber's instructions clearly stated.

Other than an inhaler, no pupil should be in possession of medication at any time. All inhalers must be clearly labelled and their content regularly checked by parents/carers. Key Stage 1 inhalers are kept by the class teacher in a place known to and visible for the child.

All necessary medication is stored in either a refrigerator or in a secure place not accessible to pupils.

Taking the above into consideration, thought will be given to the storage and administration of medication during residential visits- this will form part of the risk assessment undertaken for any offsite visits.

Smoke Free Environment

Smoking in the workplace is a health and safety issue and under no circumstances is smoking permitted on any part of school premises. This reflects the Smoke-Free Legislation (2007). Signage around school reminds pupils, staff and visitors of this policy.

All members of the school community are requested not to smoke in the vicinity of the school, outside of the school boundaries, in line with national and local smoke-free policies. Staff, as positive role models, should take a responsible attitude in promoting smoke-free lifestyles to pupils.

On no occasion should staff smoke in the company of pupils, including off-site visits and residential.

Alcohol

The use of alcohol by all members of the school community is prohibited except for occasional adult functions out of school hours, at which no children or young people are present. Functions involving the use of alcohol must be agreed in advance by Governors.

Tickets for raffles or tombolas in which alcohol has been donated as a prize will only be sold to adults over the age of 18. Under no circumstance will a person under the age of 18 years be given alcohol as a prize.

Any alcohol brought into school must be stored in a safe place that is neither visible or accessible to pupils.

Taking all of the above into consideration, it is this school's policy that if alcohol is consumed by any staff members (including helpers) on any off-site visit including residentials, a minimum of two members of staff will remain alcohol free at any given time.

Volatile Substances

In addition to health and safety regulations which keep the school environment safe from all solvents, glues or gasses (such as lighter fuel or aerosols), any potential intoxicants must not be brought onto the school premises by any pupil. Pupils are discouraged from bringing aerosols (eg. deodorants) into school or on school trips. Any confiscated volatile substances will be disposed of safely or returned to parents/carers if appropriate.

Any incidents involving the supply of solvents or solvent abuse will be dealt with as any other drug-related incident. We recognise that in the event of a medical emergency relating to volatile substances the situation may be compounded if the casualty is panicked.

Responding to Drug Related Incidents and Situations

The school will consider each drug-related incident or situation individually, recognising that a variety of responses will be necessary to manage such incidents. We will consider very carefully the implications of any action taken and will seek to balance the interests of the persons involved with other school members and the local community. Although it is important to maintain confidentiality throughout the handling of any incident or disclosure, pupils will be made aware that complete confidentiality cannot be guaranteed, in the event of perceived risk to themselves and/or others. School managers have a responsibility to prevent illegal drug use and could be liable under Section 8 of the Misuse of Drugs Act 1971 if they do not take action where illegal drug taking or supplying is knowingly permitted on the premises.

This school will not condone or tolerate the possession, use or supply of illegal drugs anywhere on the school premises. Any sanctions enforced will reflect the seriousness of the incident and will be consistent with existing school rules relating to behaviour, discipline, equal opportunities and exclusions.

After immediate medical needs have been addressed, the nature and circumstances of any incident will be established and assessment made of the needs of the pupils involved. The school will follow the procedure outlined in the responding to incidents flowchart (Appendix 1).

The school has established a link with the Community Police Officer:

The police will advise schools on drug related incidents and situations, including searches if required. Careful recording of each stage of the management of incidents will be made on the responding to incidents form (Appendix 2). Completed incident forms will be kept in the head teacher's office.

Needles and Substance Use Paraphernalia:

We will do our best to ensure that the school premises are safe and have identified safety procedures in the rare *event* that a syringe or needle or other substance-using equipment are found discarded on or close to the school premises. These procedures are:

- o Make area safe in accordance with the procedure outlined in the responding to incidents flowchart (Appendix 1).
- o Contact Leicester City Council to collect.

Where there are multiple finds or concerns about illicit drug use on the school site by members of the public, inform the local police to provide intelligence to support local strategies.

Safeguarding Children and Freedom of Information Act

In the event of concerns around safeguarding, the supporting adult will follow the school's Safeguarding/ Child Protection Policy, with which all school staff are familiar. Sensitive information is only disclosed internally or externally according to Safeguarding procedures. This will help in retaining the trust of pupils and parents/carers. Where information has to be 'shared' the reasons for this will be explained to the child/young person who will be supported throughout the process.

Under the Freedom of Information Act (2005) everyone has the right to information held by schools, however information might be withheld to protect various interests, which are allowed for by the Act. In such instances, the reasons for withholding information must be disclosed.

Inclusion and Equality Duty

This policy has been developed with regard to the needs of all individuals /stakeholders across the whole school community. The public sector Equality Duty, requires decisions which are made in the implementation of this policy to;

- eliminate unlawful discrimination, harassment, victimisation and any other

conduct prohibited by the Equalities Act (1st October 2010);

- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

- foster good relations between people who share a protected characteristic and people who do not share it.

At Merrydale Infant School we are committed to ensuring all pupils are treated with respect and are given every opportunity to achieve the highest of standards. This policy aims to ensure that this

happens for all our pupils regardless of their age, gender, ethnicity or background. Our school aims to be an inclusive school. This means that equality of opportunity must be a reality for all our children.

We make this a reality through the attention we give to the different groups of children within our school. We are committed to ensuring this policy is actively implemented and is focussed on achieving positive outcomes. The teachers of Merrydale Infant School are aware of the specific

needs of individuals and groups of children in the school and plan the curriculum so that these needs are met on a daily basis.

Vulnerable Children

We are committed to careful consideration of risk factors for vulnerable children who might be at greater or significant risk of harm and will seek alternative provisions for such pupils where

appropriate. This includes pupils whose parents/carers misuse substances, including alcohol, which impacts on the emotional health and well-being of their children.

Statement on Exclusion

This school fully endorses the view that exclusion blights the lives of thousands of children, often those most in need of education. Many pupils excluded from school never get back into mainstream education, making it more likely that they will be excluded from society later in life, at a cost to both society and the individual's concerned.

There is strong evidence to suggest that excluded pupils are at a greater risk of becoming involved in drug use. This school is therefore committed to maintaining the inclusion of all its pupils wherever possible and would only use exclusion as a last resort after a range of alternatives have been ineffective.

Support and Information

We will provide all members of the school community with opportunities to gain appropriate support information if they have worries or concerns about drugs issues. We recognise that any person misusing drugs may be in need of our support for an extended period of time or in exceptional circumstances from an appropriate outside agency. Pupils will be told where they can go for help and advice eg. GP, school nurse

Useful contacts include:

- FRANK (the national drugs helpline) 0800 776600

www.talktofrank.com

• Responding to the Media

As drug-related incidents are likely to generate media interest, all members of staff have been advised not to respond to journalists and should refer all enquiries to the Head Teacher. The

Head Teacher will make a considered response and, if necessary, seek assistance from the Local Authority Press Office.

Policy Monitoring and Evaluation

The monitoring of this policy will be ongoing to assess its workability and ensures it remains responsive to current issues.

This policy will be evaluated bi-annually involving representatives from the whole school community. The next review date is:

Related Policies

Other policies which relate to the implementation of this policy are:

- E Merrydale Infants School
- Administration of medicines and healthcare needs Policyquality Policy
- Behaviour policy
- Health & Safety policy
- PSHE and Citizenship policy
- Safeguarding/Child Protection policy
- Anti-bullying policy
- Visitors policy
- SRE Policy

Reference Documents

National Policy and Guidance:

Advisory Group on Drug and Alcohol Education

- Drug Education; an entitlement for all- the report of the Advisory Group on Drug and Alcohol Education (DCSF, 2008)
- Government Response to the Advisory Group on Drug and Alcohol Education (DCSF, 2008)
- Effective Drug Education Survey (Drug Education Forum, 2009)
- Drugs and Alcohol Education Report (Parentline Plus, 2008)

Guidance

- Drugs: Guidance for Schools (DfES, 2004)
- Managing Medicines in Schools and Early Year Settings (DfES/DH, 2005)
- Safe, Sensible, Social: Alcohol strategy local implementation toolkit (DH, 2008)

Ofsted

- Drug Education in Schools (OFSTED, 2005)

Government Strategy

- Safe, Sensible, Social- National Alcohol Strategy (DH, 2007)
- Youth Alcohol Action Plan (DfE, 2011)
- Drugs Strategy 2010- Reducing Demand, Restricting Supply, Building Recovery: supporting people to live a drug free life (HO, 2010)
- Healthy Lives, Healthy People: A Tobacco Control Plan for England (DH, 2011)

Local Policy and Guidance:

- Leicester's Children and Young People's Plan
- Leicester's Safeguarding Children's Board- Child Protection Policies, Procedures and

Practice Guidance

- Practice Guidance for all Agencies on Drug & Alcohol Using Parents 2008