

Newport Infant School

Substance Abuse Policy

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Policy Lead	Chris Pierce
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Introduction

Staff responsible for drugs issues: The PSHE Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum.

The Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services.

The Governing Body liaises with the school about curriculum and policy.

Links to Other Policies

This policy should be read in conjunction with the following policies; PSHE, Health and Safety, Behaviour, Child Protection, Safeguarding and Administration of Medicines

Management of Drugs in School

The school does not permit the possession, use or supply of any illegal or legal drug (unless authorised 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/ residential and at school social events. These rules apply equally to staff, pupils, parents and carers, governors and those working in and visiting the school.

Medicines
In most cases staff do not administer medicines at school to a pupil unless it would be detrimental to health not to administer and only with parental written consent. Details about managing medicines can be found in our policy on Supporting Pupils with Medical Conditions.

Hazardous Chemicals
Arrangements for the secure and safe storage of chemicals are set out in the Health and Safety Policy. 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 products such as solvents and aerosols (only exception permitted is a salbutamol inhaler / any other approved medicines administered in the presence of an adult and stored in the medicine cupboard).

Alcohol
No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except by the permission of the Headteacher. Any adult under the effects of alcohol will be asked to leave the premises for the safety of the whole school. There are occasions when alcohol is authorised at school during parent/ carer events and staff social events. Staff accompanying pupils on school trips and journeys are not permitted to drink when responsible for pupils.

Smoking Policy
We are a smoke free school and staff, parents and carers, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated. Although e-cigarettes are not covered by smoking legislation we do not allow the use of them by staff, parents/carers, contractors or visitors on the school premises.

Illegal drugs
No illegal drugs are allowed to be brought on to, or used on school premises. 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

Why a Policy is Needed

Although it is highly unlikely that illegal drugs will be in our primary school, we believe that drugs play a part in the lives of every one of us and recognize that drug use and misuse can have a serious effect on health, well being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school
- Give information about what is taught, how it is taught
- Give guidance to teachers, support staff and visitors about drug education

Approach to Tackling Drugs

As part of being a healthy school we take a whole school approach to drugs through
- A planned drug education programme delivered through curriculum work on keeping healthy, our school values and our focus on emotional health and well-being.
- Carefully considered responses to drug-related incidents informed and supported by the views of the whole school community
- Clear rules and sanctions related to drugs
- Access to specialist support and advice, if needed
- Providing training and support for staff

Drug Education

Pupils are taught about drugs through our science and PSHE curriculum with a focus on staying healthy, the role of medicines and the development of sound values and an understanding of right and wrong.

What is taught?
We reflect the requirements and guidance in the science national curriculum, the non-statutory framework for PSHE and the guidance from the Future In Mind project

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

Our curriculum ensures that children understand how to maintain a healthy body and mind including diet, exercise, looking after emotional health and well-being, citizenship and belonging. As part of this, our values will teach them the principles of how to keep themselves safe at home, in school and out in the community. Our ethos of speaking out if you are worried, supported by Super Sue, provides the foundation of good behaviours in seeking help, support and advice.

How it is taught (including involving outside contributors)
A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values. These take place through curriculum work in the classroom and values assemblies throughout the year. Whilst not always related to drugs, the principles of how to stay safe are embedded in our values and " I am safe when…" statements enabling pupils to develop the skills they need for a successful future.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher and focuses on things that are good for our bodies and things that are bad for us. Children are taught that they have choices to make and given strategies to help them to make the right decisions.

Training and Support for Staff

We subscribe to the Future In Mind project run by the Severn Teaching School Alliance which provides training for our lead member of staff in all areas of mental health and well-being This is then disseminated to all staff via staff meetings.

Management of Drugs in 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 (unless authorized 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 authorized legal drugs
This school has agreed that there are circumstances, when some legal drugs are authorized 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. Only trained staff will administer medicines as outlined in our Administering Medicines in School Policy and only prescribed medicines will be administered.

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 see our school protocol for using the emergency inhaler as part of our Asthma Policy**

Asthma inhalers, 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.

The school works with medical staff to support pupils with medical needs in school. Advice will be sought on ensuring 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
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. Advice will be sought from the School Nurse/appropriate health professional 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. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

Smoking Policy

We are 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.

E-cigarettes (sometimes known as nicotine vaporisers)
Although e-cigarettes are not covered by smoking legislation we do not permit the use of e-cigarettes by pupils, staff, parents, contractors or visitors on the school premises and strongly discourage parents using them when collecting their children from school.

Management of Drug-related Incidents

Definition of a drug-related incident

A drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries. These can involve a parent/carer collecting their child while under the influence of alcohol; misusing another pupil's inhaler; disclosing concern about a family member who is abusing drugs; giving medicines to another pupil and the school caretaker finding drugs, or related items, on school premises.

A drug related incident may also include any of the following:

- Finding used syringes in the school grounds
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours or reports of drug possession supply or drug use

School responses to drug-related incidents

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them. The school's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole.
The Headteacher will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies. The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the

well-being of its pupils. Parents/carers are encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

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

- The head teacher and deputy will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, 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 Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- Incidents will be reported 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 themselves at risk of drug misuse, we will seek support from our local safeguarding board and if appropriate refer to a specialist agency

(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 and used if needed

Procedures for managing incidents

Reporting a drug-related incident: all drug-related incidents are reported to the Headteacher. Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

Recording the drug-related incident: it is very rare for an Infant pupil to misuse drugs in school; however, we believe that it is important to be prepared should such an incident occur.

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.

Medical Emergencies

If an individual has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm (is unconscious, is having trouble breathing, is seriously confused or disorientated) medical help will be sought and first aid given if required. The priority will be the pupil's safety. Parents will be notified immediately.

Discovery/Observation

Suspicious Behaviour
Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

Finding substances
If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the Leadership Team. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:
• the date and time of the find or retrieval

• the size and appearance of the substance

• the names of those concerned

• the action taken

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes, should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

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.
The school will keep a record of any searches taken and inform parents/carers if a substance is found.

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.

We will keep a record of the search and inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

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.

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 are 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 should be informed as soon as possible so that appropriate support can be found.

Suspicion/Rumour
Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, behaviour that could indicate involvement with drugs should also be logged on the school's CPOMs system so that patterns of behaviour can be observed and concerns acted upon where necessary.

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.

Disclosure and Confidentiality

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 staff will be non-judgemental and caring and show concern for the pupil. Pupils know that staff cannot promise total confidentiality. The Headteacher or a DSL should be informed as soon as possible so that appropriate support can be found.
Staff should not assume use of drugs on the basis of rumours or behaviour alone; however, if there is a suspicion, evidence will be collected over a period of time before a decision is made. Our school 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 we are concerned that a pupil is at risk then we will follow the school's Child Protection procedures.

We are sensitive to the needs of pupils who live within families where there is evidence of drug abuse. Where problems are observed or suspected or if a pupil discloses, we will assess the pupil's welfare and support needs and, if needed, involve external support for the pupil and, where appropriate, for the family.

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, staff cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE programme and curriculum areas. 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 pupils they must inform the Headteacher or DSL.

Working with 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.

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.

Involving Police

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact our local police officer immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

Reviewing the Policy

This policy is reviewed every three years by the Governors' Health and Safety Committee.

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.