

Mendip Edge Federation

Drugs Policy

RATIONALE:

The Mendip Edge Federation is committed to maintaining the health, well-being and safety of all members of the school community. The purpose of this document is to support all those working within the schools, both teaching and non-teaching staff. The document will support two areas: firstly, to enable staff to manage drug related incidents within schools or those that occur when the school is responsible for pupils elsewhere, eg, educational visits and trips; and secondly, ensure that all pupils are taught about drugs in a consistent manner as part of a broader PSHE curriculum that will help pupils make informed choices about drugs and understand the consequences of their use and misuse.

A drug is defined as a chemical substance which can change the way the human body works either physiologically or psychologically. The term 'drugs' is used throughout this policy to refer to all drugs. Within this definition legal substances would include tobacco, alcohol, legal highs, prescribed or over the counter medicines and solvents, and illegal substances would include cannabis, amphetamines and ecstasy.

Within the Mendip Edge Federation schools the PSHE Programmes are concerned with the development of the whole child and focus on personal growth. Growing up is a difficult process and our pupils need help to develop their self-esteem, self awareness and interpersonal skills. The curriculum is designed to help pupils make healthy choices with confidence enabling them to take a full and active part in life, in and out of school. Our programme is, therefore, important to the whole school and does involve the whole staff and is relevant to all subjects, as a happy and healthy pupil is better equipped to learn in all areas of the curriculum.

Drug education is an important part of school life as the average age of first misuse of drugs appears to be falling and the range of drugs available is expanding. Research has shown that primary age pupils are surprisingly aware of illegal, and misuse of other, substances.

PRINCIPLES:

We aim to teach all pupils about drugs, however different their attainment levels, and however diverse their requirements. We recognise that pupils with special educational needs may be more vulnerable, that different communities have different attitudes towards drug abuse, and that some pupils may have drug-abusing parents or carers.

Within the First Schools

Opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum but especially in science, PSHE and citizenship, RE and PE Teaching about drugs will begin in Key Stage 1, when pupils are taught about seeing the doctor, visiting the chemist, and the importance of medicines and their safe handling.

Date of last review2015
Date of next review2017

In Key Stage 2 (Years 3 and 4), pupils will learn that alcohol is the most widely used drug, and that its dangers can be overlooked. We will ensure that our pupils are aware of the risks associated with drinking. We teach pupils that smoking is a minority habit, and encourage them to consider its effects and risks.

In the First Schools Drugs Education takes place during normal lesson time. Sometimes, a class teacher will seek support from the school nurse or another health professional

The Drug Education Programme within the middle school will include:

- information about drugs and health that gives accurate and up-to-date coverage of the effect of drugs, risks and legal aspects of drug taking;
- opportunity for pupils to develop their abilities to communicate, assert themselves and take responsible decisions;
- curriculum that will help the pupils to identify risks and help others, thereby enhancing their competence and self-esteem.

The Drug Education Programme is integrated into the PSHE Programme. The school will offer training and support for all staff in the planning and delivery of drug education. An update of this training will be the responsibility of the named staff.

The school will reinforce key messages relating to drug use and misuse. The curriculum will be appropriate to the needs and maturity of the pupil, including those with special educational needs, and it reflects the pupil's local circumstances and current knowledge and attitudes towards drugs.

Please note cross reference to the following may be useful:

- Fairlands Middle School PSHE document includes Drug Education Programme
- MEF Health & Safety Policy
- Behaviour Policy (containing Child Protection details)
- Fairlands Hire of premises (ref alcohol storage)
- MEF No Smoking Policy
- MEF Medical Conditions Policy

POLICY INTO PRACTICE:

Procedures Regarding substances in Schools

The Mendip Edge Federation has adopted the following guidelines produced by Somerset Local Authority.

Medicines

The following procedures have been drawn up in accordance with the Somerset LA Health and Safety Manual

Draycott & Rodney Stoke, Cheddar and Shipham First Schools

Children should not bring any medication (prescription or over the counter) into school unless their parents/carers have informed the school using the forms available from the school office. This form includes information about the timings and dose of the medication required.

All medication (with the exception of Asthma inhalers and Epi-pens) must be handed into the school office by a parent/carer. Medicines should be brought to school in the original containers, named and with the labels attached. It is the responsibility of parents/carers to collect the medication at the end of the school day. When a child attends Happy Kids Breakfast or Afterschool club, the Happy Kids staff will deliver or collect the medication.

Medication will be administered by a member of staff or self-administered by the child under the supervision of a member of staff. Staff will complete a sign a record each time medication is given.

The exception to these rules will be in cases where medication may be needed in an emergency, eg, inhalers for asthma. In such instances parents must inform the school what medication their child is carrying.

During visits away from school, a named member of staff is authorised to keep and administer medicines, following the guidance above.

Fairlands Middle School

Pupils should not bring any medication to school unless accompanied by a letter from the parent/guardian giving permission and indicating dosage. This applies to both prescribed and non-prescribed treatments. Unless needed in emergency, all medicines will be kept secure in the nominated central but accessible location (reception). No member of staff should take possession of medicine on behalf of children. Medicine containers should be labelled clearly with the dosage and pupil's name. It is the pupil's responsibility to remember to take the medication and he/she must report to the nominated central location (reception) when necessary.

The exception to these rules will be in cases where medication may be needed in an emergency, eg, inhalers for asthma. In such instances parents must inform the school what medication their child is carrying. During visits away from school, a named member of staff is authorised to keep and administer medicines (see detailed document 'Trips & Visits' in Staff Guidance).

Other medicines must never be given to pupils either by teaching or support staff.

Illegal Substances

It is important that staff and governors behave in a corporate manner, sharing concerns rather than acting independently. In assessing the nature and degree of the problem, key personnel have been identified in each school to determine the appropriate course of action.

The named governor for the Mendip Edge Federation is Mrs Sally Virgin

The named member of staff is:

Cheddar First School: Mrs Margaret Wookey

Draycott and Rodney Stoke: Mr Mike Jory

Fairlands Middle School: Mrs Helen Heffernan

Shipham First School: Mr Mike Jory

Full consultation with the Headteacher is also essential.

The school will ensure that all members of staff are aware of emergency first aid procedures when dealing with pupils under the influence of legal and illegal substances and are familiar with appropriate health and safety guidelines. For further information please see the County Council's Health and Safety Manual.

All staff need to note that:

- It is an offence under the Misuse of Drugs Act 1971 to take into one's possession illegal substances, even with the intent of preventing a student from committing or continuing to commit an offence in connection with that drug, unless the member of staff takes all reasonable steps as soon as possible to hand the illegal drugs to the Headteacher, who will then inform the police. (See detailed procedure on page 4.)
- It is also an offence to fail to cooperate with any police investigation, as such failure to cooperate may amount to obstruction.
- It would be an offence for staff to knowingly allow or condone the use of illegal drugs on school premises.

Procedures Regarding Illegal Substances

Dealing with suspicion of drug use

The matter will be referred to the member of staff named above (Helen Heffernan) for further investigation. The named person may seek advice or help from the local Drugs Intelligence Officer or other local or national agencies, before contacting parents. A written record, giving an overview of the concerns of a pupil's behaviour will be made.

If, subsequently, a suspicion is confirmed but there is no supportive evidence, the named member of staff should make available advice and support for the pupil in conjunction with the parent. There is no legal requirement for the school to contact the police; however, the school may make informal contact with the named officer for further advice and support.

In applying these procedures the school will take into account the age of the pupil, and any relevant information regarding family background.

Discovery of substances (see flowchart in Appendix 3).

If substances are discovered on school premises or elsewhere within the school's jurisdiction, eg, on a school visit, the teacher should adopt the following procedure:

- If possible, remove the substance in the presence of a witness. If this is not possible, the substance should be removed from the location where it is discovered.
- If the substance is in the possession of one or more pupils, the teacher should attempt to remove it if it is reasonably possible. Professional discretion should be exercised in such instances. If it is not possible to remove the substance, then a member of the school leadership group should be called immediately.
- Pupils should only be searched by staff if absolutely necessary. They must not be searched without their consent as such a search may amount to assault. At most, a search should only consist of outer clothing, ie, coat, gloves, personal belongings, footwear, etc. Another member of staff must be present whilst the search is carried out and the member of staff conducting the search must be of the same gender as the pupil being searched.
- If a pupil refuses to be searched, the police should be called in to deal with the situation. The school should inform parents after the police.
- Having removed the substance, the teacher should make a full written record of the situation including how the substance came into his/her possession which must include the place, date, and time. If possible this record should be countersigned.
- The substance should be taken to the Headteacher, or Deputy in his absence. The substance will be placed in a sealed envelope or container. The seal will be signed and dated. The teacher must not retain the substance, to do so may place that teacher at risk. The Headteacher must contact the local Drugs Intelligence Officer (or the local

police) who will arrange for the substance to be collected. Until that time the Headteacher is responsible for the safekeeping of the substance. The substance will be locked in the hazard cupboard in the Prep Room.

- If a pupil is directly involved when the substance is found, it is the Headteacher's responsibility to consult with the police, notify the parents concerned, and agree further appropriate action in line with the school's Behaviour Policy. The ultimate sanction could include exclusion, leading to permanent exclusion. The named governor and chair of governors will also be informed. The school is aware that, if approached by the media, advice will be sought from the LA Press Office.
- If any equipment associated with substance misuse is found, it should be handled with extreme care, particularly where equipment involves syringes, for risk of infection. Equipment should be stored in a secure and rigid container. Any syringes should be disposed of in the sharp safe. One sharp safe is held in the Prep Room, and one in the Medical Room. Disposal of sharp safes would be via the School Nurse.

Special Guidance for School Visits

(Documentation on trips and visits will be cross-referenced with this document.)

If the substance is discovered on a visit away from the school **within the UK**, the teacher should contact the Headteacher (or Deputy if the Headteacher is not available) without delay. The Headteacher (or Deputy) will then contact police local to the discovery.

If the **visit is abroad**, staff will need to be aware that the police in that country may act differently from our own police. The Headteacher (or Deputy) should be contacted without delay. In these circumstances a detailed record of events should be made and, if possible, countersigned by another member of staff. If the incident is sufficiently serious, ie, in terms of numbers of pupils or quantity of illegal drugs recovered, the Headteacher or Deputy may consider advising the teacher to consult the British Consulate in the country. In no circumstances should any attempt be made to bring the substance back into the UK. The Headteacher will decide what action, if any, should be taken on return.

Possible behaviour which may indicate substance misuse:

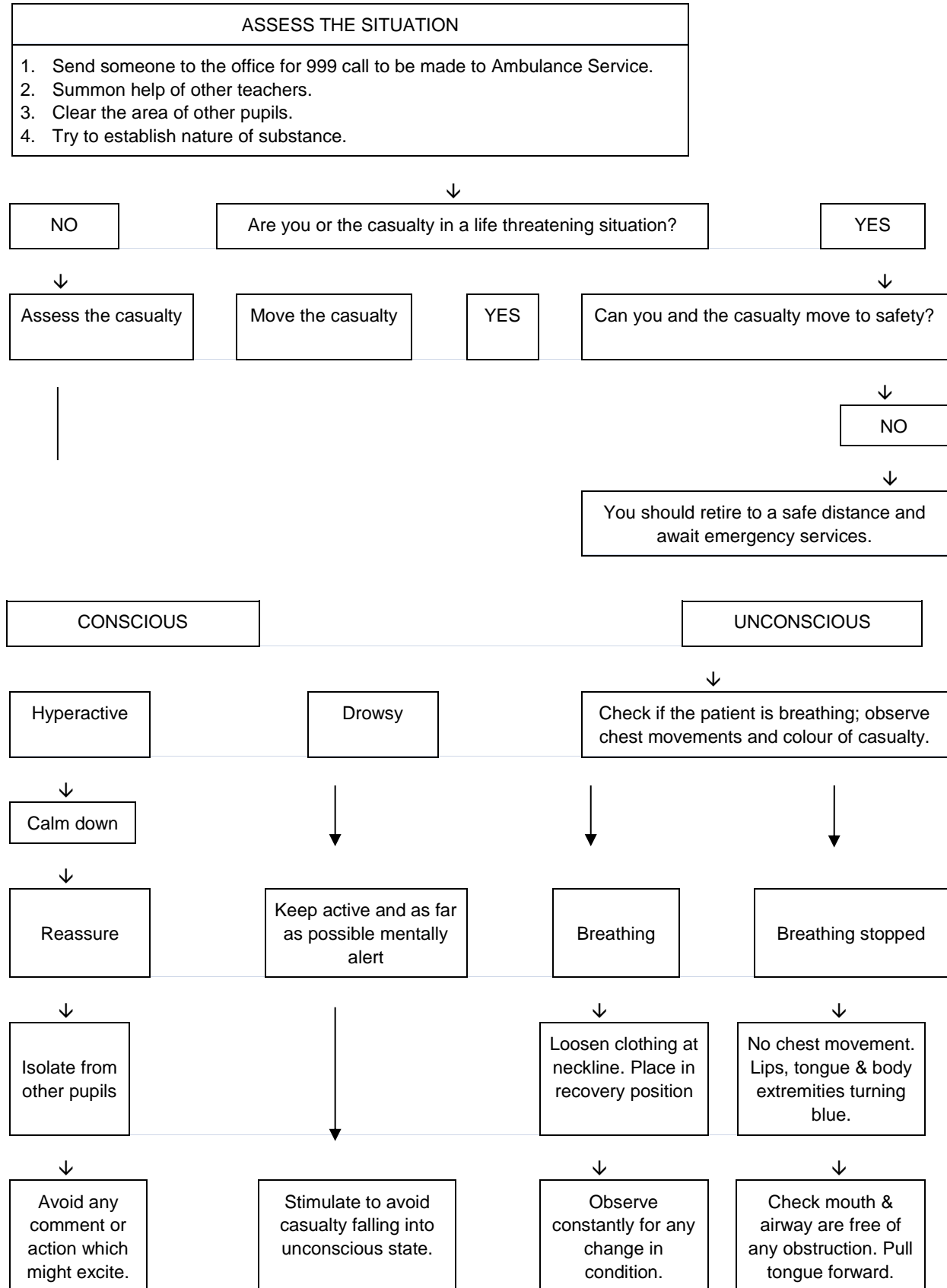
- Noticeable difference in availability of money
- Theft of money and goods
- Parental reports of more time being spent away from home
- Parental reports of radical changes in behaviour
- Changes in punctuality or attendance
- Change in willingness to participate in school activities
- Decline in performance of school work
- Unusual outbreaks of temper and other changes in character
- Boisterous and silly behaviour and uncontrolled giggling
- Disregard for physical appearance
- Inflammation of the eye and marks around the nose and mouth
- Lack of appetite
- Smells which may be indicative of solvent abuse, eg, acetone
- Heavy use of aftershave, perfume or other oils to disguise the smell of drugs
- Wearing sunglasses at inappropriate times to hide dilated or constricted pupils
- Wearing long sleeves at inappropriate times to hide injection marks
- Injection marks for which there is no known medical explanation, eg, diabetes
- Unexplained blood marks on clothes
- Unreliable statements
- Secretive behaviour
- Changes in friendship patterns
- Use of substance-oriented language and written expression
- Decline in standards of physical coordination
- Significant changes in energy - lethargy or hyperactivity
- Fluctuations in emotional state from elation to depression
- Frequenting the toilets
- Changes in behaviour after break and/or lunch
- Non-attendance at lunch

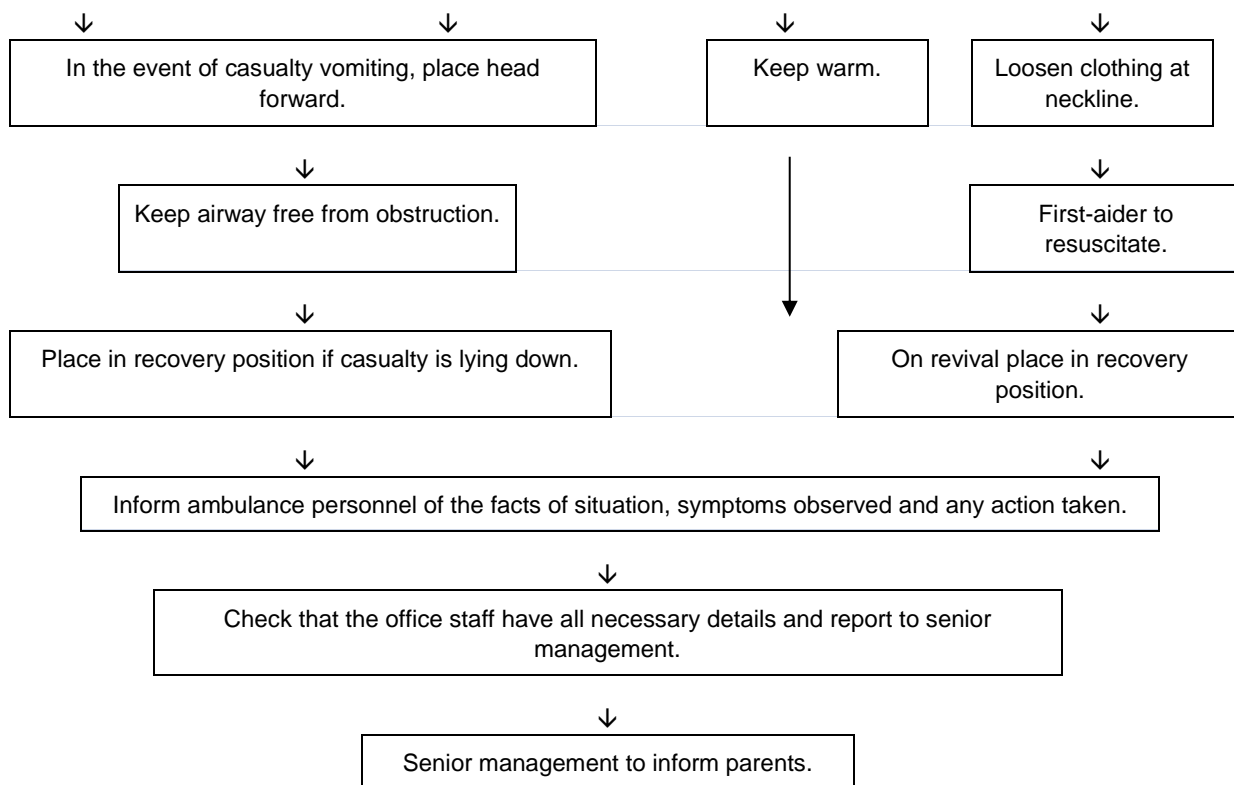
Objects that may indicate Drug Misuse

- Foil containers or cup shapes made from silver foil, perhaps discoloured by heat
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane or metal foil wrappers
- Small plastic or glass phials or bottles
- Twists of paper
- Straws
- Sugar lumps
- Syringes and needles
- Cigarette papers and lighters
- Spent matches
- Plastic bags or butane gas containers (solvent abuse)
- Cardboard or other tubes (heroin)
- Stamps, stickers, transfers or similar items
- Shredded cigarettes, home-rolled cigarettes and pipes (cannabis)
- Paper (about 2 inches square) folded to form an envelope (heroin)

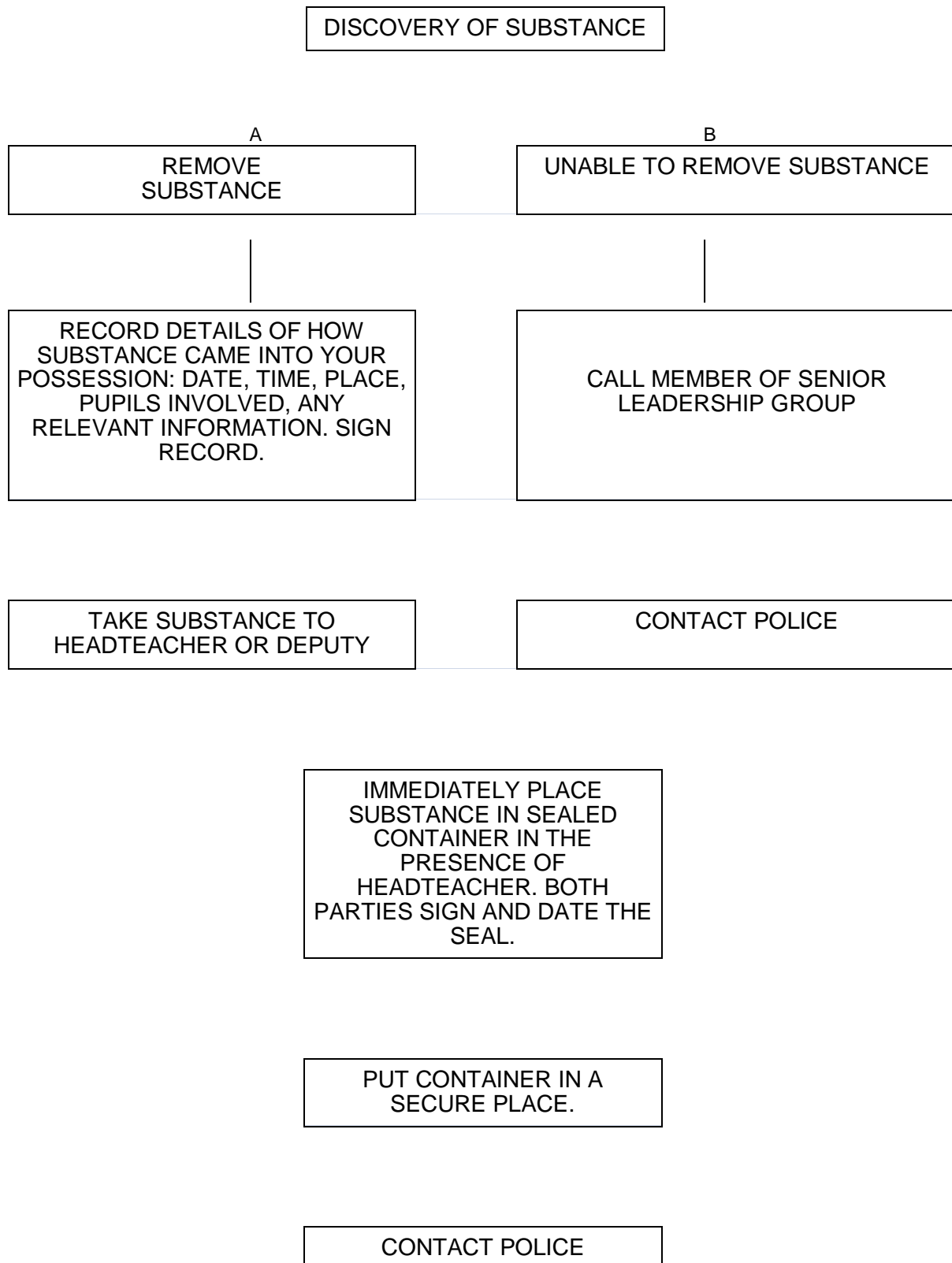
EMERGENCY ACTION

The following flow chart offers guidance in emergency action, which may be helpful in substance related incidents.





PROCEDURES FOR DEALING WITH DRUG RELATED INCIDENTS IN SCHOOLS



NOTIFY PARENTS.
INSTIGATE ANY FURTHER
APPROPRIATE ACTION.

REMEMBER
IT MAY BE APPROPRIATE TO SEEK
MEDICAL ADVICE FOR PUPILS
INVOLVED.

Drugs Education within the Curriculum

Drugs education is an important part of the school's health education curriculum. In Fairlands drugs education is addressed as described in our PSHE document.

Support from other Agencies

Through the social worker (schools), each school has a link with a Childrens Social Care office. Discussions between staff at the school and the family concerned may refer to this arrangement and a referral to Social Services for advice and support for the pupil and his/her family may be suggested.

In an emergency, the Duty Officer can be contacted.

The Somerset Probation Service have staff who are experienced in working with drugs-related issues and a referral for information and advice may be appropriate.

Turning Point offers a confidential advice and information service, and is based in Wells, Taunton, Yeovil and Bridgwater.

Contacts:

Childrens Social Care	0300 123 2224
Citizens Advice Bureau	01823 282235
Police Drugs Officer	101 or 999
FRANK (National Drugs Helpline)	0800 77 66 00
NHS Somerset	01278 432000
Samaritans	116 123 (UK)