

Wicklewood Primary School and Nursery



Drug and Alcohol Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every year by the raising standards committee.

Reviewed:

Signed: Peter Meacock (Chair)

Date: 4.7.18

Signed: Julia Brooks (Headteacher)

Date: 4.7.18

Next Review due: July 2019

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Statement of intent

Wicklewood Primary School and Nursery takes a zero tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at the school.
- Providing a safe and healthy environment which is conducive to the education of the children in the school.
- Providing a robust policy which outlines our zero tolerance approach to drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug and alcohol misuse.

1. Legal framework

This policy has due regard to relevant legislation and guidance, including, but not limited to the following:

- DfE (2016) 'Keeping children safe in education'
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006

This policy will be implemented in conjunction with the school's:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- PSHE Policy
- Medicines in School Policy

2. Key roles and responsibilities

The Governing Body and Headteacher are responsible for dealing with any alcohol and drug related issues within the school.

3. Definitions

Wicklewood Primary School and Nursery defines a "drug" as any substance which, when ingested alters perception and the way the body works. This definition includes, but is not limited to:

- All Illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

4. Staff training

At Wicklewood Primary School and Nursery, we recognise that early intervention can prevent drug misuse. As such, teachers and teaching assistants will receive appropriate training for pupils who may be at risk.

5. Drug education

All pupils will receive regular guidance on drugs and alcohol as part of the curriculum.

Drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies.

Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.

Where appropriate, visitors and external speakers will join us to lead classes on drug and alcohol misuse.

The school provides a planned drug education curriculum through the following:

(i) The National Curriculum science order outlines the content of the *statutory* drugs education-

- Key Stage 1, 5-7 year olds should be taught about the role of drugs as medicines
- Key Stage 2, 7-11 year olds should be taught that tobacco, alcohol and other drugs can have harmful effects

(ii) Other discretionary topics (delivered through Circle Time, Personal, Social and Health Education) reflect knowledge, understanding, attitudes and social skills: this will:

- Enable pupils to make healthy, informed choices
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
- Enable young people to identify sources of appropriate advice and personal support

6. Smoking

In accordance with part 1 of the Health Act 2006, Wicklewood Primary School and Nursery is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Parents, visitors and staff must not smoke on school grounds and will avoid smoking in front of pupils and/or encouraging pupils to smoke.

In the interest of health and hygiene, smoking will not be permitted at, or around, the school gates.

7. Legal drugs and prescribed medicines

We understand that some pupils may require medications that have been prescribed by a doctor, or other health professional.

Parents have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.

Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.

All medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.

Further guidance can be found in the school's Medicines in School Policy.

8. Solvents

Pupils are not permitted to bring solvent based products onto the premises including, but not limited to, aerosol deodorants, compressed air, and aerosol hairspray.

The school will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come into contact with them.

More information can be found in our Health and Safety Policy.

9. Persons found to be under the influence of drugs or alcohol

Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.

Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The Headteacher has the authority to ban persistent offenders from the school.

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the Headteacher's office, where they will be assessed.

The pupil's parent will be asked to remove the pupil from the premises.

The pupil will remain in the Headteacher's office until their parent arrives.

If necessary, a search will be conducted.

If necessary, a breathalyser test will be administered.

10. Medical emergencies

In drug related medical emergencies, trained first aiders will be summoned.

A teacher will remain with the casualty until the trained first aider arrives.

Other pupils will be removed from the immediate area, as soon as is reasonably practicable.

Following assessment by the first aider, a decision will be made to ascertain whether an ambulance will be called.

The pupil's parents will be telephoned and told about the incident.

If the pupil is felt to be at risk, the Safeguarding Policy will come into effect and social services will be contacted.

All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible following the school's Health and Safety Policy.

11. Threatening behaviour

Aggressive and threatening behaviour by pupils, staff or visitors under the influence of drugs or alcohol will be taken very seriously.

Where aggressive and/or threatening behaviour is displayed, Wicklewood Primary School and Nursery will not hesitate in contacting the police.

Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

In the case of pupils, parents will be contacted.

12. Searching

Staff members may use common law to search pupils with their consent for any item.

Staff members may ask any pupils to turn out their pockets.

Staff members may search any pupil's backpack or locker.

Under part 2, section 2 of the Education Act 2011, teachers are authorised by the Headteacher to search for any prohibited item including, but not limited to tobacco and cigarette papers, as well as illegal drugs and alcohol, without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.

Searches will be conducted by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff. If no same sex member of staff available a member of the governing body will be contacted to attend.

Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves.

Pupils' possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

Any staff member, except for security staff, may refuse to conduct a search.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

13. Controlled substances

Wiklewood Primary School and Nursery has a zero tolerance policy on illegal drugs.

Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and the name of any witness/witnesses present.

The staff member will store the sample in a secure location.

The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.

Wicklewood Primary School and Nursery will not hesitate in giving the police the name of the pupil, from whom the drugs were taken.

A full incident report will be completed and submitted to the Headteacher.

Any further measures will be undertaken in line with the school's Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, parents of the pupil, as well as local police, will be notified.

14. Discipline

Pupils involved in drug and/or alcohol situations on school premises will be disciplined as per the school's disciplinary procedure and, where appropriate, the police will be informed.

Teachers and staff members involved in drug and/or alcohol situations on school premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.

Visitors involved in drug and/or alcohol situations on school premises will be banned from entering school premises indefinitely and, where appropriate, the police will be informed.

15. Implementation of the policy:

In incidents involving substance misuse or supply on the premises/during the school day, and following discussion with the pupil and staff, action will proceed as follows. It should be noted here that, when dealing with drug-related incidents, the school has adopted the procedures as laid out in ***Drugs: guidance for schools*** (Reference: DFE-00001-2012) and that all staff, parents/carers and pupils will be reminded of these procedures on a regular basis.

- Any medical emergencies will be dealt with as per Appendix A
- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc, the case will be discussed with the young person and a written record taken (see Appendix C); parents/carers will be informed by the head teacher as soon as possible. The support of outside agencies will be sought if appropriate
- If a young person admits to using or supplying substances off the premises, the appropriate action will be taken by the head teacher, who will inform the parents/carers (please refer to the school discipline policy)
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the head teacher in consultation with governors and staff who know the young person well
- The school will consider each incident and will employ a range of responses to deal with it. Specific cases will be managed as per Appendix B: all staff, pupils, parents/carers will be informed of these issues.
- The governing body will be involved in drug-related incidents as they are concerning other matters relating to the school.
- The Headteacher / deputy will take sole responsibility for liaison with the media, where required. Additional support and advice is available from the School Drugs Adviser and LA Communication Officer Education

APPENDIX A: Drug situation – medical emergencies

“Drugs” refers to **all drugs** including **medicines (prescription and “over the counter”), volatile substances, alcohol, tobacco and illegal drugs**

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 disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the 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 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 them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

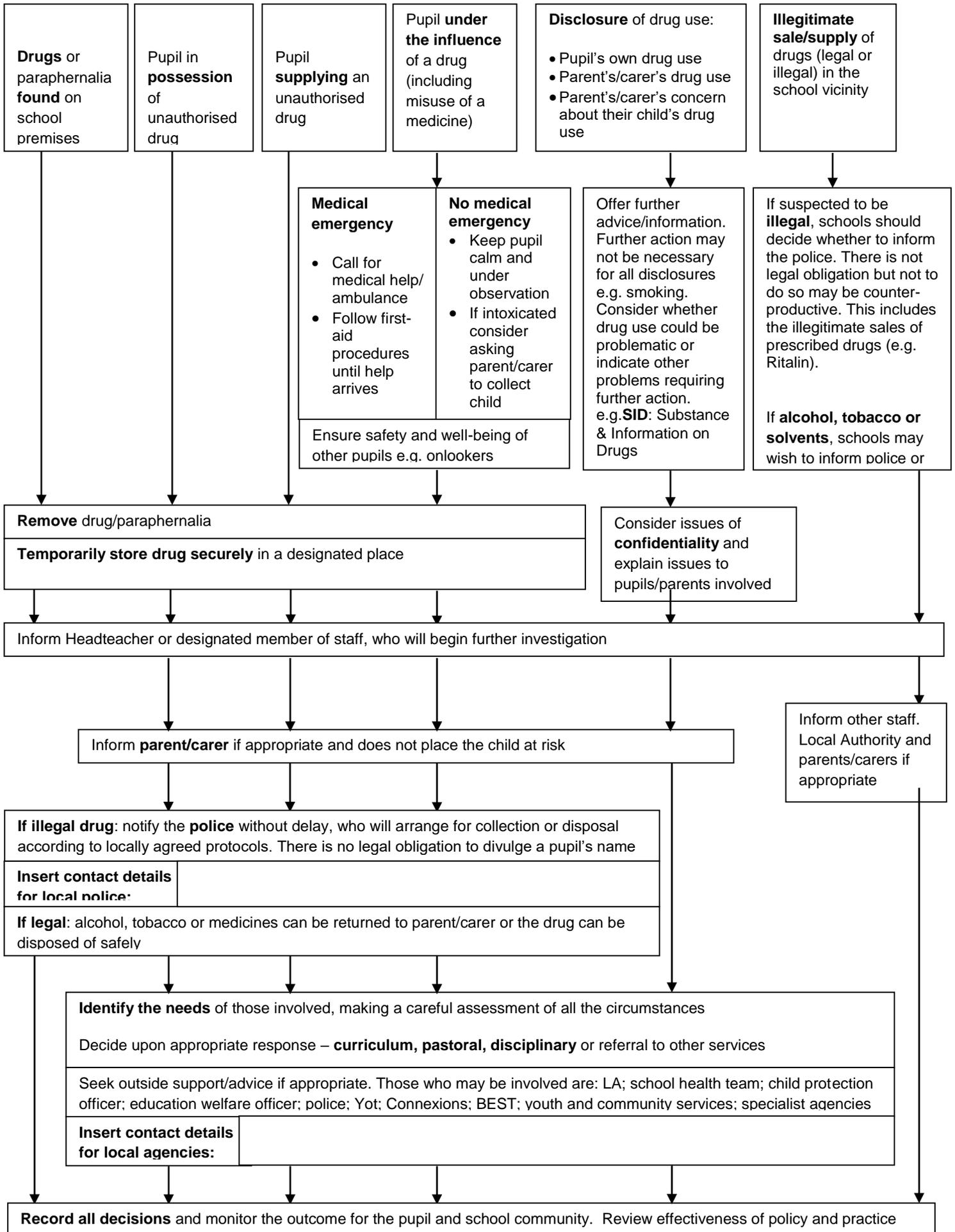
- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

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.

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 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 LA
- 5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

Drug or paraphernalia found ON 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/care expresses concern	<input type="checkbox"/>
Pupil supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring OFF school premises	<input type="checkbox"/>

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident:: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO Ambulance/Doctor called? YES NO

(Delete as necessary)

First Aid given by:

Called by: Time:

Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)
Senior staff involved:

Drug found/removed? YES / NO

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):

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