



WHOLE SCHOOL POLICY FOR THE EDUCATION AND MANAGEMENT OF DRUGS AND ALCOHOL

LONG STRATTON HIGH SCHOOL

Policy Consultation & Review

This policy is available on request from the school office.

This policy will be reviewed in full by the Governing Body every three years. This policy was last reviewed and agreed by the Full Governing Body in March 2016. It is due for review in March 2019.

Signature 

Acting Headteacher

Date: March 2016

Signature

Chair of Governors

Date: March 2016

Introduction

The aim of this policy is to acknowledge and clarify the School's role in drug prevention and education and ensure it is appropriate to students' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support-staff and outside agencies or individuals. The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of the School's commitment to and concern for the health and well-being of the whole School community. Staff will need to be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the School's Behaviour Policy. This policy should also be read in conjunction with the Safeguarding Policy, and Health and Safety Policy. As a matter of course, all staff, parents/carers and students are reminded of this Policy on an annual basis via the School Newsletter. This Policy applies at all times to the School premises, School transport as well as School visits / trips /fieldwork / residential visits etc.

Definition

"Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc. The School believes that the possession and or use of such drugs in School, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto School premises during the School day, *or* while students are on school visits. Individual exceptions may be made for students who require prescription medicines where appropriate.

Drug Education

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 3: 11-14 year olds should be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation; and how smoking affects lung structure and gas exchange

■ Key Stage 4: 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions.

(ii) PSHE reflects other discretionary topics that reflect knowledge, understanding, attitudes and social skills: this will:

■ enable students 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

■ KS3 focus is on risks associated with alcohol and smoking with some mention of illegal drugs.

■ KS4 focus concentrates on the dangers associated with all drugs. The role of the media and peer pressure is also highlighted.

The content of the Drug Education programme will be based on Appendix 2 of '**Drugs: guidance for schools**'. An electronic copy of this Government document is held by the

School. On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and have their contributions evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The School actively cooperates with agencies such as the Local Authority (LA), Police, health and drug agencies.

Statutory duty of the School

The Headteacher takes overall responsibility for the Policy and its implementation, for liaison with the Governing Body, Parents/Carers, Local Authority and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

A school cannot knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). Where it is suspected that substances are being sold or traded on the premises, details regarding those involved and as much other relevant information as possible, will be passed to the Police.

Implementation of the Policy

In incidents involving substance misuse or supply on the premises/during the School day, and following discussion with the student and staff member(s), 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 current government guidance and that all staff, Parents/Carers and students will be reminded of these procedures on an annual basis.)

- any medical emergencies will be dealt with as per **Appendix A**
 - the School will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per **Appendix B**.
 - 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 student and a written record taken (**see Appendix C**); Parents/Carers will be informed by the Head Teacher as soon as possible
 - the Governing Body will be involved in drug-related incidents as they are concerning other matters relating to the School.
 - the Head Teacher will take responsibility for liaison with the media, where required. Additional support and advice is available from the School Drugs Adviser and Local Authority Communication Officer-Education.
- All staff, Parents/Carers and students will be informed and reminded of this Policy, its procedures and implications, on a regular basis via the school newsletter.

APPENDIX A: Drug situation – medical emergencies

APPENDIX B: Situations involving drugs without medical authority

APPENDIX C: Record of drug-related situation (a specimen record sheet)

Appendix A : Drug situations – medical emergencies

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 a harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the student at immediate risk, but the responder also needs to ensure the well-being and safety of others. Put into practice the School's firstaid 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 student
- notify Parent/Carer

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

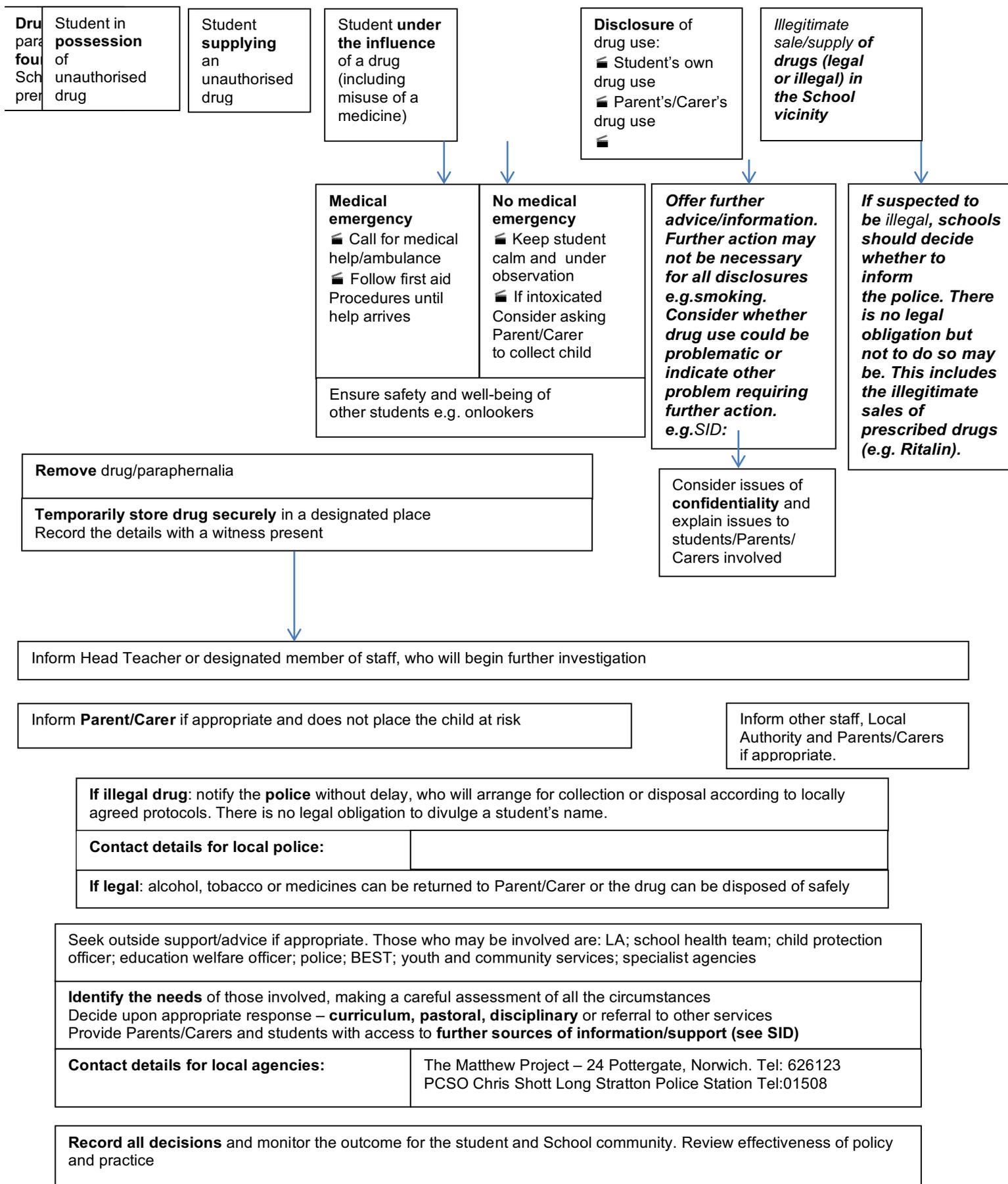
When medical help arrives

- pass on any information available, including vomit and any drug samples
- Complete a Medical Record form and Drug Incident form (**Appendix C**) as soon as you have dealt with the emergency.

Appendix C is based on Appendix 9 of *Drugs: guidance for schools*.

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

APPENDIX B: Responding to incidents involving drugs



Name of Parents / Carers Informed**	** For School Records only
Informed By:	Time.....AM / PM

Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the student involved*
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the student's name and tutor group – store securely

Tick to indicate the category:

- | | | | |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON School premises | <input type="checkbox"/> | Student disclosure of drug use | <input type="checkbox"/> |
| Emergency/Intoxication | <input type="checkbox"/> | Disclosure of Parent/Carer drug misuse | <input type="checkbox"/> |
| Student in possession of unauthorised drug | <input type="checkbox"/> | Parent/Carer expresses concern | <input type="checkbox"/> |
| Student supplying unauthorised drug on School premises | <input type="checkbox"/> | Incident occurring OFF School premises | <input type="checkbox"/> |

Name of Student:	Name of School:
Student's Tutor Group/Mentor** (for School Use only)	Time of incident: AM / PM
Age of Student:: Male / Female	Date of Incident:
Ethnicity of Student:	Tick box if second or subsequent Incident involving same student <input type="checkbox"/>
Report Form Completed By:	

First Aid Give? YES/NO ***

Ambulance / Doctor Called? YES/NO **

**Delete as app

First Aid Given By.....

Called By.....Time.....

Drug involved(if known): (eg. Alcohol, Paracetamol, Ecstasy)	Drug Found / removed? YES/NO Where Found / seized: Name of witness..... Signature of witness..... Disposal Arranged with (Police / Parents / Carer / Other)..... At time.....If Police, Incident Ref No.....
Senior staff involved:	

Brief description of incident (including any physical symptoms):

Other action taken: (eg. Connexions or other agency involved, Educational Psychologist report requested, case conference called, students / staff informed, sanctions imposed, LAG / Police consulted):