



ST. NICHOLAS SCHOOL CHILD OKEFORD

A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

MISSION STATEMENT

Be the best you can be!

I can do all things through God who strengthens me.

Philippians 4:13

Every voice heard, every day a new chance, everyone exploring opportunities.

DRUGS POLICY

POLICY SUMMARY

We believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well being and academic achievement. We 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.

DATE ADOPTED
March 2018

REVISION NUMBER
1

LAST REVIEW

NEXT REVIEW
March 2021

1. **Introduction**

- (1) Staff responsible for drugs issues: the PSHE Co-ordinator is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff, liaising with external agencies to support the curriculum and developing, monitoring and reviewing the drugs policy.
- (2) The Headteacher is responsible for managing drug-related incidents and for liaising with external agencies to support pupils vulnerable to drug misuse.
- (3) There is also a governor with a lead on drugs issues who liaises with the school about curriculum and policy. This will be the governor responsible for Safeguarding.

2. **Background information about the school**

Child Okeford School has 6 classes. It has a socially diverse population including pupils with SEND. We are part of a network of schools in the Sturminster Newton area.

3. **Links to other policies**

This policy should be read in conjunction with following related policies: Sex and Relationships and PSHE Policy, Health and Safety, Behaviour, Administering Medicines, Child Protection and Single Equalities policies.

4. **Definition of drugs**

- (1) The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: “A substance people take to change the way they feel, think or behave”. This is also used by the DfES in its drugs guidance.
- (2) This refers to all drugs:
 - (i) legal drugs, including alcohol, tobacco and poppers;
 - (ii) over the counter and prescription medicines;
 - (iii) illegal drugs (those controlled by the Misuse of drugs Act 1971) including ecstasy, cannabis, crack/ cocaine, heroin and LSD; and
 - (iv) other drugs such as anabolic steroids and, volatile substances(solvents).
- (3) Definitions of other key words:
 - (i) “Drug use” describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.
 - (ii) “Drug misuse” is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/ or dependence

5. **Why a policy is needed?**

- (1) At Child Okeford School, our aim is to provide a safe and caring Christian environment to enable everyone to learn and grow confidently and positively to the best of their ability.
- (2) We believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well being and academic achievement. We have a crucial role to play in drug prevention and education.
- (3) 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.
- (4) We take a positive and proactive approach to the issue of drugs and this policy aims to:
 - (i) give a clear view on the use of drugs in school;
 - (ii) provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school;

- (iii) give information about what is taught, how it is taught;
- (iv) give guidance to teachers, support staff and visitors about drug education; and
- (v) give guidance on the administration of medicines.

6. **Drug education**

- (1) ***Aims of drug education:*** to give pupils age-appropriate information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drug use. To achieve this our drug education programme will help pupils:
 - (i) gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings;
 - (ii) develop skills to make informed decisions, including communication, self awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs;
 - (iii) develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others;
 - (iv) explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences.
- (2) ***What is taught*** (see Appendix):
 - (i) At Child Okeford School, drug education focuses on knowledge and understanding, skills and attitudes. The teaching programme we deliver ensures that there is progression from the Foundation Stage to Year 6 with topics and issues being included which are appropriate to the age and maturity of pupils:
 - (a) Key Stage 1 focuses on medicines and how to be safe, being ill and getting better, being safe with household substances and risks.
 - (b) Key Stage 2 focuses on effects and risks of smoking and alcohol, resisting pressure to do wrong and making safe decisions.
 - (ii) The content of the taught units reflects:
 - (a) the statutory elements of the Science National curriculum; and
 - (b) aspects of the non-statutory framework for PSHE and citizenship.
 - (iii) In order to ensure that the drug education programme reflects the views of pupils and is appropriate and relevant to them, we will be encouraging pupils take an active part in evaluating the programme through:
 - (a) consultations with pupils through the school council;
 - (b) completing end of topic evaluations; and
 - (c) assessments at the beginning of teaching drug education to establish prior knowledge and understanding.
 - (iv) The drug education curriculum is reviewed three yearly as part of the PSHE monitoring and evaluation led by the PSHE Co-ordinator and based on pupil and teacher evaluations.
- (3) ***Where it is taught in the curriculum:*** drug education is taught mainly through PSHE and citizenship and through relevant topics in Science e.g. My Body.
- (4) ***How it is taught (including involving outside contributors):***
 - (i) A wide range of active teaching methods are used that enable pupils to learn skills, discuss their views, explore their own and other peoples' attitudes and values as well as learn knowledge, practice skills to cope with drug-related situations and engage actively in their own learning. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

- (ii) 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.
- (iii) Drug education is taught by the class teacher and is sometimes involves the school nurse or in Year 6, a local drugs agency or the Police.
- (5) ***How pupils' learning is assessed:*** pupils' progress in drug education will be assessed as part of PSHE and citizenship assessment and Science assessment. Pupils' knowledge, attitudes and skills are assessed through a range of methods including end of topic self assessment and teacher assessment.
- (6) ***How it is monitored and evaluated:*** the PSHE Co-ordinator is responsible for monitoring and evaluation. A range of methods are used including lesson observations and looking at pupils' work. Teachers use the scheme of work to monitor what they are covering and record whether they make changes.

7. **Training and support for staff**

The PSHE Co-ordinator has opportunities to develop their skills in planning and co-ordinating drug education, through support from the LA and involvement in LA projects.

8. **Management of drugs in school**

- (1) ***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 (supervised or not), school journeys and at school social events. These rules apply equally to staff, pupils, parents, governors and those working and visiting the school.
- (2) ***Management of authorised drugs:*** we believe that there are circumstances, when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.
 - (i) Prescribed Medicines: details about administration of medicines can be found in the Administration of Medicines Policy. The decision to allow pupils to self administer medicines rests with the Headteacher. Asthma inhalers for pupils in all years, are kept in the teacher's cupboards for safe and easy access. Staff are aware of any serious medical conditions which affect pupils in their class.
 - (ii) Non-prescribed medicines: staff will only administer medicines where parents have given clear instructions and the Headteacher is in agreement.
 - (iii) Hazardous chemicals and volatile substances (solvents): arrangements for the secure and safe storage of chemicals e.g. for cleaning, are set out in the Health and Safety Policy.
 - (iv) Alcohol: there are occasions when alcohol is authorised at school during parent's events and staff social events.

9. **Smoking policy**

This is a no smoking school and smoking is not allowed anywhere on the premises.

10. **Management of drug-related incidents**

- (1) ***Definition of a drug-related incident:*** in this school, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the school boundaries.
- (2) In all drug-related incidents the following principles will apply:
 - (i) the Headteacher will be informed immediately;
 - (ii) all situations will be carefully considered before deciding on the response;

- (iii) the needs of the student will always come first, whilst also taking account of the needs of the school as a whole;
 - (iv) parents/ carers will be involved at an early stage and throughout any investigation;
 - (v) Support Agencies, including the Police will be involved as appropriate and in keeping with legal requirements;
 - (vi) a range of responses will be considered including disciplinary and counselling/ supportive responses.
 - (vii) if at all possible, permanent exclusion will be the final resort;
 - (viii) any action taken will be in line with the school's Behaviour Policy;
 - (ix) 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; and
 - (x) incidents will be reported to the Chair of Governors.
- (3) ***Procedures for managing incidents:***
- (i) Reporting a drug-related incident:
 - (a) All drug-related incidents are reported to the Headteacher.
 - (b) 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.
 - (ii) Recording the drug-related incident:
 - (a) All drug-related incidents are recorded using a drugs incident form. The form is given to the Headteacher and kept confidential in the school office.
 - (b) 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.
 - (c) It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.
- (4) ***Medical emergencies when a pupil is unconscious as a result of drug use:*** staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/ carers will be informed and called to the school.
- (5) ***Intoxication, when a pupil is under the influence of a drug:*** the pupil will be removed to a quiet room and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.
- (6) ***Discovery/ observation:***
- (i) When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy. The substance will be confiscated and the pupil and substance taken to the Headteacher. Parent/ carer will be informed and called to the school.
 - (ii) If the substance is legal (but unauthorised in school) it will be handed to the parent/ carer.
 - (iii) If the substance is illegal (or suspected to be illegal) it will be stored securely and the Police called immediately to dispose of the substance. The

parent/ carer will be informed and called to the school. The pupil(s) involved will be internally excluded whilst investigations are carried out.

- (iv) If a member of staff suspects that a pupil is carrying drugs on them or in their personal property, they cannot carry out personal searches but will ask pupils to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the school will consider involving the Police, parents/ carers will be informed if this happens.

(7) ***Dealing with drug-taking materials:***

- (i) 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.
- (ii) 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.

- (8) ***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 should be informed as soon as possible so that appropriate support can be found.

- (9) ***Suspicion/ rumour:*** 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 to question the pupil(s) involved.

- (10) ***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.

11. **Confidentiality**

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, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. 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 children, they must inform the Headteacher.

12. **Working with parents/ carers**

- (1) The school welcomes parents/ carers who wish to share their concerns about drugs.
- (2) 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 young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Headteacher (the designated child protection officer) with the child's welfare a priority.

13. **Involving Police**

In most cases a drug-related incident will be a school, rather than a Police matter. However the school will contact the 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.

14. **Reviewing the policy**

This policy is reviewed every three years. If an incident should occur, the policy is reviewed in the light of that incident.

Appendix: Areas of study for drugs education programmes

Key Stage 1

KNOWLEDGE AND UNDERSTANDING	SKILLS	ATTITUDES
<p>Basic information about how the body works and ways of looking after the body</p> <p>Safe and unsafe substances in the home</p> <p>Simple safety rules</p> <p>Medicines and tablets—reasons why they are used.</p> <p>School rules</p> <p>People who are involved with medicines and drugs</p> <p>People who can help pupils when they have concerns</p> <p>Introduction to the drugs pupils may encounter</p> <p>Understanding that drugs can be harmful if not used properly</p>	<p>Personal likes and dislikes</p> <p>Being friends with others</p> <p>Communicating feelings and concerns about illness and taking medicines</p> <p>Following simple instructions to keep themselves and others safe</p> <p>When and how to get help from adults</p> <p>Knowing how to say NO</p>	<p>Respect and caring for yourself and valuing the uniqueness of your own body</p> <p>Respect and caring for others</p> <p>Realising that it is sometimes appropriate and important to say “NO”</p> <p>Realising that adults or older children are not always “friends”.</p>

Key Stage 2

KNOWLEDGE AND UNDERSTANDING	SKILLS	ATTITUDES
<p>Detailed information on how the body works and how to keep it healthy</p> <p>Different types of medicines, the value of some drugs, safety when using medicine</p> <p>Effects of caffeine, alcohol and tobacco on the body and associated risks of drug taking</p>	<p>Personal strengths and weaknesses</p> <p>Handling social relationships</p> <p>Expressing and communicating feelings and concerns about drugs and their use</p>	<p>Valuing yourself and others</p> <p>Attitudes towards the use of alcohol and tobacco within the home and the wider society</p> <p>Parents’ and teachers’ reactions to drugs and their use</p>

<p>School rules relating to medicines, alcohol, tobacco, solvents and other drugs</p> <p>Consideration of why some people take drugs</p> <p>People who persuade others to take drugs: friends, known adults, peers, older children</p> <p>Identifying pressures and influences</p> <p>Dangers from handling discarded drug-related equipment</p> <p>First aid, where to get help, the law relating to legal and illegal drugs</p>	<p>Identifying risks</p> <p>Coping with peer influences</p> <p>Communicating with adults</p> <p>Making choices and knowing the consequences of actions</p> <p>Keeping safe, giving and getting help</p>	<p>Attitudes and beliefs about different drugs, the people who use/ misuse them, and why they use them</p> <p>Responses to media and advertising presentations of medicines, alcohol, tobacco and other legal drugs</p>
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