



DRUGS EDUCATION
& DRUGS RELATED INCIDENT POLICY
2020- 2023

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AVENUE JUNIOR SCHOOL DRUGS EDUCATION & DRUGS RELATED INCIDENT POLICY

As part of our statutory duty to promote pupils' wellbeing Avenue Junior School has a clear role to play in preventing drug misuse as part of our pastoral responsibilities as well as our statutory duty as part of the new guidance for RHSE (June 2019)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

1. Aims and Objectives:

The aim of our Drugs Education and Drugs Related Incident Policy is to acknowledge and clarify Avenue Junior School's role in drug prevention and ensure it is appropriate to our pupils' needs. This policy will provide information about procedures in response to any drug-related incident and provide guidance to teachers, support staff and outside visitors.

Research has shown that by the age of 11 many primary school children have extensive knowledge of the world of drugs. For some, this knowledge may be inaccurate and incomplete, for others it will develop through personal experience.

This Drugs Education Policy and Drugs Related Incident Policy will help to ensure that we take a whole approach on the issue of drugs as part of our PHSE policy and our commitment to being a healthy school. Teachers are supported in feeling confident and skilled in the teaching of drug education and children are aware of the risks associated with drugs misuse and equipped with skills to make safe choices. This policy also highlights the need to be aware of pupils who are affected by family drug misuse and liaise with outside agencies to provide support and guidance for them.

2. Relevant Policies:

This policy aims to have clear procedures for responding to drug-related incidents. It relates to the Personal, Social and Health Education (PSHE) Policy, Safeguarding Policy, Administration of Medicines Policy and Health & Safety Policy. Sanctions for incidents are consistent with Avenue Junior School's Ready to Learn: Positive Behaviour and Discipline Policy and Anti-Bullying Policy.

This policy was updated with guidance from the DfE in June 2016

<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

3. Definition:

Drugs are those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine, psychoactive substances and other unauthorised substances.

Avenue Junior School believes that the possession and use of drugs in school or during the school day is unacceptable, with the exception of alcoholic beverages on the premises for gifts and events. All the drugs covered in this policy are not permitted to be bought, sold or otherwise obtained on school premises or during the school day, including when pupils are on school visits. The policy applies to all staff, pupils, parents/carers, visitors and partner agencies working in school.

Individual exceptions may be made for pupils and adults who need to take prescribed and essential medicines, where appropriate. Such medicines will be kept in a secure place, inaccessible to children.

The Headteacher must be consulted and permission obtained before arranging any functions at which alcohol may be consumed. As a rule alcohol should not be consumed during the school day at any function.

4. Drugs Education: Moral and Values Framework

Avenue Junior School provides a planned drug education curriculum as part of PSHE that reflects knowledge and understanding, attitudes and personal and social skills. Drugs education will:

- ◆ enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising skills
- ◆ promote positive attitudes towards healthy lifestyles
- ◆ provide accurate information about substances
- ◆ increase understanding about the implications and possible consequences of use and misuse of substances
- ◆ encourage an understanding for those experiencing or likely to experience substance use
- ◆ widen understanding about related health and social issues
- ◆ seek to minimise the risks that users and potential users face
- ◆ enable young people to identify sources of appropriate personal support.
- ◆ to protect pupils from the dangers of drugs and their misuse
- ◆ to place drug education and the school's opposition to the misuse of drugs within the context of the school as a caring community
- ◆ to provide drugs education for pupils, parents and staff
- ◆ to work with outside agencies to limit the risk of access to harmful substances
- ◆ to enable pupils to be in a position to make informed, health choices and decisions and prevent or reduce the harmful consequences of drug abuse.

Our Drugs Education scheme is based on the Norfolk RSHE scheme attached in Appendix A

5. Teaching and Learning:

We believe it is essential to help our young people develop confidence in talking, listening and thinking about drugs, their use and misuse. Consequently we aim to use informal and interactive teaching strategies within a safe and secure learning environment. Teaching will be delivered by the class teacher whose knowledge of individual pupils will enable sensitive handling of this subject.

Teachers will be supported by appropriate training and regularly reviewed teaching materials.

6. Involvement of Outside Speakers:

Visits will be carefully planned by both visitor and class teacher to ensure that their contribution is integral to the programme of learning, and the class teacher will be present at all times. Visitors will be aware of our school policy for Drugs Education, ensuring that their contribution is in accordance with our policy. Visitors will be aware of what is being delivered through the curriculum. Pupils will be adequately prepared for any visits.

7. Sensitive Issues & Confidentiality:

Sensitive issues may arise during the teaching of this curriculum area. Such issues will be dealt with in an open, honest manner coupled with an awareness of the level of understanding and stage of maturation of the pupils. Occasionally a teacher may consider it necessary to first discuss a child's concerns with his/her parents.

The school recognises the possibility of children making disclosures concerning inappropriate behaviour that they may be being exposed to. The teacher or member of staff involved will then follow the school's Safeguarding Policy.

8. Statutory Duty of School

Key Responsibilities

Named persons:

Executive Headteacher: Deborah Dismore.

Head of School (named in the policy as Headteacher): Mike Hooper In his absence Steve Chambers Deputy Head of School

Drugs Education Coordinator: Jake Rose-Brown

8.1 The Role of the Headteacher

The Executive Headteacher takes overall responsibility for the policy and liaises with the Governing Body. The Head of School takes responsibility for ensuring implementation and for liaison with parents, staff and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained and has the responsibility to ensure that there is a Drugs Education Coordinator who will have general responsibility for the implementation of the policy.

8.1.1 In instances involving substance misuse or supply on the premises, and following discussion between the Headteacher/Deputy Headteacher, parents will be informed at the earliest opportunity by the Headteacher. The school and parents can then work together to support the young person involved.

8.1.2 There is no legal obligation to inform the police, though they may be able to give relevant support and advice. However, a school cannot knowingly allow its premises to be used for the production or supply of any controlled drug, or the preparation or smoking of cannabis or opium. Where it is suspected that substances are continuing to be sold on the premises, details regarding those involved, as well as much information as possible may be passed to the Police Liaison Officer.

8.1.3 The Headteacher will consider each substance incident individually and recognise that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupil involved, the other school members and the local community. The school may use its powers of searching if this is deemed necessary, following guidance from the DfE (Screening, Searching and Confiscation January 2018). Two members of the Senior Management team must always be present at such times. Permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken.

8.1.4 Regarding the welfare of staff, the Headteacher will follow the County Council Policy on drug and alcohol misuse as part of its health and safety policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

8.1.5 The Headteacher will take responsibility for liaison with the media, where required. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the LA press office and legal department to ensure that any reporting of incidents remains in the best interests of the young people, their families and our school.

8.2 The Role of the Teacher and Adults working at and for the School

If a pupil admits to using or supplying substances off the premises, the adult must inform the Headteacher, and the Headteacher may inform the parents at his or her discretion. The Headteacher will inform the police.

Teachers and school staff must follow the Safeguarding Policy for any instance where a child discloses information regarding potential drug abuse of family members. The school will liaise with outside agencies. Pastoral Support would be made available where appropriate for the child and outside agencies such as the Matthew Project may be used to give support.

8.3 The Role of the Governing Body

The Governing Body will review and assess the implementation and effectiveness of this policy via the Curriculum Committee in conjunction with the TLP Committee and the staff. The G.B. will be notified about drug related incidents half-termly through 'untoward incidents' reports via the TLP committee.

8.4 The Role of the Parent/Carer

The school is well aware that the primary role in children's drugs education lies with parents. We wish to build a positive and supporting relationship with the parents of children at our school through mutual understanding, trust and cooperation.

In promoting this objective we will:

- inform parents about the school drugs education policy and practice;
- invite parents to view any materials used to teach drugs education in our school;
- answer any questions parents may have about the drugs education their child receives in school;
- take seriously any issue which parents raise with teachers or governors about this policy or the arrangements for drugs education in the school;
- encourage parents to be involved in reviewing the school policy and making modifications to it as necessary;

9. Procedures for Managing Potential Drug-Related Incidents:

Incidents are managed in the context of the school's commitment to:-

The safety and welfare of all pupils and staff
The welfare of individuals deemed to be at risk
The law concerning drugs

The Headteacher retains the responsibility for deciding how to respond to particular incidents in conjunction with the PSHE coordinator. This will take account of the individual concerned and whether they are a pupil, parent or member of staff.

All incidents are recorded in the incident monitoring log.

10. Medical Emergencies and Record of Incidents Involving Drugs:

10.1 Any medical emergency will be dealt with as per Appendix B.

10.2 All incidents will be recorded on a common form. See Appendix C.

11. Flow Chart to Determine Response to Incidents involving Drugs:

Any situation involving drugs without medical authority will be dealt with as per Appendix D.

12. Location and Dissemination of the Policy:

Copies of the appendices covering medical emergencies involving drugs, recording of drug related incidents and the flow chart detailing how to respond to incidents involving drugs, will be placed in the school office and the staff room. The policy is available to parents through the website or at the school office.

13. Monitoring, Evaluation and Review:

The policy will be reviewed by staff and governors on a three yearly basis.

Appendix A

Drugs Education Scheme of work

	Year Group	Curriculum	Statutory Guidance	Pupils should know	Learning Ojectives	Key Words
KS2	YR 3	Health Education	Drugs, alcohol and tobacco	The facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug taking.	Pupils understand that perceptions around risk taking behaviours, including drugs and alcohol can add pressure to do something that they are uncomfortable to do.	Drugs; Smoking; Alcohol; Illegal; Peer pressure
KS2	YR 4	Health Education	Drugs, alcohol and tobacco	The facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug taking.	Pupils understand that perceptions around risk taking behaviours, including drugs and alcohol can add pressure to do something that they are uncomfortable to do.	Drugs; Smoking; Alcohol; Illegal; Peer pressure
KS2	YR 5	Health Education	Drugs, alcohol and tobacco	The facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug taking.	Pupils know some key facts and risks associated with smoking, alcohol and drugs.	Drug; Alcohol; Attitudes
KS 2	YR 6	Health Education	Drugs, alcohol and tobacco	The facts about legal and illegal harmful substances and associated risks, including smoking, alcohol use and drug taking.	Pupils know some key facts and risks associated with smoking, alcohol and drugs.	Drug; Alcohol; Attitudes; Law

Appendix B : 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 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 the 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:

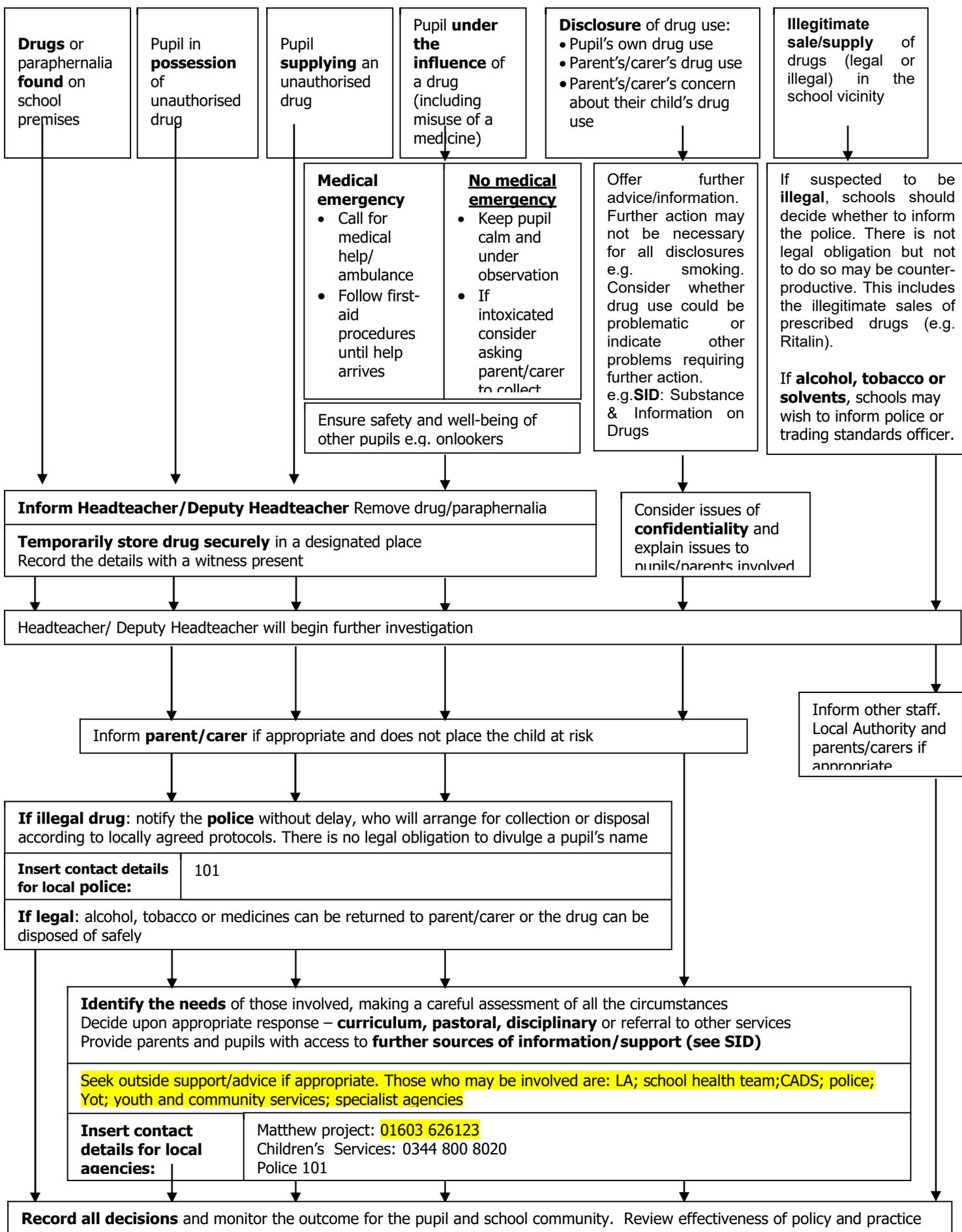
- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

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 C: Responding to incidents involving drugs



Appendix D: Record of incident involving unauthorised drugs

- 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)	Drug found/removed? YES / NO Where found/seized:
Senior staff involved:	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)