



# Walter Infant School

## DRUGS AND SUBSTANCE MISUSE

### DOCUMENT HISTORY

Version	Action	By	Date
1	Approved	Full Governing Body	10 <sup>th</sup> July 2018

**Review Point:** Spring 2020 – or when procedures or policy changes dictate

## **Walter Infant School Drugs and Substance Misuse Policy**

### **Purpose of the policy**

- To support the school's endeavour to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education within the context of the school curriculum

### **Inclusive definition of drugs**

We define a drug as a substance that, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

### **Rationale/key principles**

It is our aim to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social status, their uses and effects.

### **Boundaries, including relevance of the policy to school trips and visits**

The legal definition of premises of the school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles or any venue managed by the school at the time of e.g. premises of a school trip or visit. The policy will also relate to pupils use of the premises and grounds beyond the school day.

## **DRUG EDUCATION**

### **Context**

We will provide all pupils with drug education as an integral part of our PSHE programme. There will also be opportunities for teachers, parents and governors to participate in drug education sessions. These sessions arise in response to need and are a result of collaboration between the school and various support agencies. This support is brokered by the Headteacher.

### **Ethos**

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. We base this on national and borough guidelines for good practice and it is appropriate to the age and experience of our pupils.

### **Content**

It is felt that drug education should start at least two to three years before the likely age of experimentation. Whilst our children are regarded as below this age many of them are exposed to substance misuse within their lives. The greater risk is from accidental use.

### **Key Stage 1**

Children are introduced to ideas about how to keep healthy and the role of drugs as medicines.

Children are introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol and other drugs.

At Walter Infant School we have our BIG curriculum; within this, the PSHE and Science curriculum encourage pupils to;

- Develop assertiveness skills.
- Consider the consequences of risk taking.
- Learn how to access sources of help and information.
- Emphasise the benefits of a healthy lifestyle.

### **Managing Drug Related Incidents**

Pupils, staff and visitors to the premises will be made aware of the school's drug policy.

### **Routine arrangements**

#### **Medicines**

The school has a procedure for the administration of medicines that must be followed for everyone's safety.

#### **Alcohol**

No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except by the permission of the Headteacher. Any adult under the effects of alcohol will be asked to leave the premises as quickly as possible for the safety of the whole school.

#### **Tobacco**

The school and its grounds are no smoking areas at all times. Parents and other adults will be challenged by staff. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated.

#### **Solvents**

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of products such as solvents and aerosols (the only exception permitted is aerosol ventolin / any other approved medicines administered in the presence of an adult and stored in a locked medicine cupboard.)

### **Illegal drugs**

No illegal drugs are allowed to be brought on to, or used on school premises. To protect the health and safety of the school community daily checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

### **Incidents**

A drug related incident may include any of the following:

- Finding drugs or related items on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about drug use
- Rumours or reports of drug possession supply or drug use.

### **Guiding principles**

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them. The School's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole.

The Headteacher will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of its pupils. Parents will be encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

### **Procedures**

#### **Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupils' safety.

#### **Hearsay/Rumour**

Drug use is often discovered by hearsay. This should be passed on to the Head Teacher/ Deputy Head Teacher who should record the matter as hearsay evidence, thus enabling a record of teacher's concerns to be compiled. Where the hearsay evidence is not supported through further reports or incidents for one school year the evidence will be removed from the records.

#### **Suspicious Behaviour**

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

#### **Finding substances**

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be

informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:

- The date and time of the find or retrieval
- The size and appearance of the substance
- The names of those concerned
- The action taken

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes they should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

### **Searching**

Storage areas within the school grounds are the property of the school, and the Head Teacher, or representative may authorise a search of these if there is reasonable suspicion. This must be carried out in the presence of a witness and the named pupil if this applies.

Staff should not search a pupil's property or person but should try to persuade the pupil to voluntarily produce the substance by asking to turn out pockets, or bags.

### **Finding Drugs**

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over the counter medicines, parents will be informed and appropriate steps taken.

### **Supply of illegal substances**

It is an offence to produce or supply any controlled drug on school premises. The police will be involved in such circumstances.

### **Returning articles which have been confiscated**

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the article to the child. It will be made clear that there is a time limit of one week for the items to be recovered or they will be disposed of by the school.

### **Recording**

All incidents will be recorded within 24 hours.

### **Confidentiality**

Complete secrecy can never be promised to a pupil, though information given in confidence will be disclosed on a need to know basis.

### **Staff Training and Support**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise.

## Drugs and Substance Misuse Policy for Walter Infant School

The Head Teacher, or other appropriate member of staff, will try to organise training related to the identified needs of staff as required.

All staff need to understand and support the rationale and aims of drug education and be aware of the legal implications and their responsibilities.

### **Policy Dissemination, Monitoring and Evaluation**

A copy of the policy is available on the school website