



School Policy

Management of Drugs Policy

April 16

AP-57

Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed: _____

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is one controlled paper copy of this document which is kept in the Junior Building in the office. An electronic version is also available on our website in the policies area.

All other copies (electronic and paper) are uncontrolled.

Document History

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1	Initial	JB		April 16

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North and South Cowton CP School

Education and Management of Drugs Policy

The purpose of the school drug policy is to:

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of pupils and others who use the school
- clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- give guidance on developing, implementing and monitoring the drug education programme
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- reinforce the role of the school in contributing to local and national strategies.

Where and to whom the policy applies

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working in North and South Cowton CP School. It includes journeys to and from school in school uniform, work experience, residential trips and college courses. Pupils must not bring controlled drugs, cigarettes or alcohol onto the school site at any time.

The school's stance towards drugs, health and the needs of pupils

North and South Cowton CP School has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the school boundaries

RESPONSES FOR MANAGING DRUG RELATED INCIDENT

The Head Teacher will decide on the appropriate action to take on each individual incidence.

The school recognises that there are instances where other non-controlled drugs may legitimately be in school.

Medicines

Some pupils may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are carried out by the office staff. School staff does not give non-prescribed medication to pupils unless supplied with written authorisation by parent/carer.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by school staff or pupils. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the school's health and safety policy.

Alcohol

Use and consumption of alcohol at school can only be authorised by the Headteacher.

In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children.

The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff is encouraged to discuss this with line managers so that support can be put in place. The school buys into the PPP healthcare helpline service from which confidential counselling can be booked. In addition, an Occupation Health Referral can be arranged in appropriate.

Tobacco

In keeping with our National Healthy School Standard, and NYCC County Council policy, North and South Cowton CP School is a non-smoking site.

The first concern in dealing with medical emergency involving drugs is the health and safety of the school community and meeting the needs of the pupils. Appropriate help/first aid should be summoned before further issues are addressed.

Staff with key responsibility for drugs

If any member of staff has concerns about any drug related incident then they should immediately inform a member of the Senior Management Team

Drug education is a major component of drug prevention and is an important aspect of the school

Drug education is delivered through a well-planned cross-curricular program, including assemblies and PSHE, drama and science lessons.

At Key Stage 2 pupils learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

Teachers may need to focus more on developing pupils' confidence and skills to manage situations, which require making decisions about drugs. This may include developing competence to manage medicines responsibly, staying safe and understanding and managing feelings. Teachers should pay particular attention to enabling pupils to seek help and support when they need it.

Methodology and resources

Drug education is delivered within a safe, secure and supportive learning environment.

Ground rules are set out, and teachers and pupils right to privacy is respected. Boundaries of discussions are made clear.

Group agreements are made to help to foster mutual respect and an environment in which pupils feel comfortable and ready to listen to and discuss each other's opinions.

Distancing techniques can be adopted through role play/anonymous question boxes.

Staff are advised to sometimes answer difficult questions on an individual basis.

External contributors include the Police, Hope UK and the Samaritans.

Staff support and training

The launch of this policy involved whole staff continued professional development training and subsequent new staff will be provided with training as part of the New Staff Induction Programme. Advice is also provided within the staff handbook and PSHCE training takes place as and when needed.

Monitoring and reviewing

The teaching of drug education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the school monitoring policy.

Management of drugs at school

Searches

The school will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

Personal Searches

When a person is suspected of concealing illegal or other unauthorised drugs staff will not carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the police will be called.

Searches of school property

Staff may search school property, for example, pupils' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the school may proceed with a search. Where consent is refused, the school will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The school will not search personal property without consent. If the school wishes to search personal property, including pupils' property stored within school property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of pupils, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving pupils, parents/carers will normally be contacted by the school, regardless of whether the result of the search is positive or negative.

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs staff will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in school safe
- **without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures
- record full details of the incident, including notes of any discussions with the pupils. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate

adult should always be present during interviews, preferably a parent/carer or duty social worker.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.

Alcohol and tobacco

Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

Disposal of drug paraphernalia

Needles or syringes found on school premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of pupils. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of Senior Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.
- Every effort will be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- Where a life is in danger.

Involvement of parents/carers/visitors

In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the school's child protection co-ordinator should be consulted and local child protection procedures followed.

Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child and the school will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

If parents/carers are suspected of being under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the school will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

The role of governors

The school governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.