

	<u>Bicester Learning Academy Trust</u>		<u>Written By:</u> R Hiscock – Assistant Headteacher (TCS)  F McCurdy - Assistant Headteacher (GFPS)
	<u><b>DRUGS AND SUBSTANCE MISUSE POLICY</b></u>		
<u>Applicable To:</u>  <b>ALL STAFF &amp; STUDENTS/PU PILS/  STUDENTS</b>	<u>Responsible Officer:</u>  <u>Headteachers:-</u> <b>B J Baxter (TCS)  I Elkington (GFPS)</b>	<u>Date Adopted:</u>  <b>Spring Term 2017</b>	<u>Date to be Reviewed:</u>  <b>Spring Term 2020</b>  <b>(Every 3 years)</b>

Bicester Learning Academy (BLA) is a Multi-Academy Trust which incorporates The Cooper School (TCS) and Glory Farm Primary School (GFPS). It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

## **Introduction**

The philosophy of our school is to provide a supportive and nurturing environment in which all Students/pupils and staff are encouraged to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle. Provision of drugs education at our school takes account of students'/pupils' views and opinions, so that it is both appropriate to their age and ability, and relevant to their particular circumstances.

## **Rationale**

It is acknowledged that our school community plays an important role in tackling drug misuse by providing drug education and pastoral support to all students/pupils. It is our aim to help all students/pupils to be able to take their place safely in our society 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 students/pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

## **Relationship to other school policies**

This policy is linked to other school policies, for example (but not limited to): Behaviour (including Positive Behaviour and Anti-Bullying); Health and Safety; Child Protection and Safeguarding; Educational Visits. If drugs are addressed in more than one policy then the approach needs to be consistent and include clear cross-referencing.

## **External Guidance and advice**

The school actively co-operates and seeks support with other agencies such as the Thames Valley Police, Social and Health Care Services, Local Authority (LA), Health and other appropriate Drug Agencies to deliver its commitment to drugs education and to manage incidents of drug use and misuse. In all our planning and responses to drug issues we take careful account of LA and national guidance, in particular Drugs: Guidance for Schools (DFES February 2004).

## **Definition of Drugs**

In our school a drug is defined as 'a substance people take to change the way they feel, think or behave'. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, over the counter and prescription medicines. (Drugs: Guidance for Schools (DFES February 2004) and (National Drug Strategy 2008).

## **Purpose of our School Drug Policy**

- Clarify the legal requirements and responsibilities of the school providing accurate information.
- Reinforce and safeguard the health and safety of students/pupils and others who use the school;
- Clarify the school's approach to drugs for all staff, students/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 incident that occur, with confidence and consistency, and in the best interests of these involved;
- Ensure that the response to incidents involving drugs compliment 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;

## **The aim of Drug Education in our school**

The aim of drug education is to provide opportunities for students/pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education is an important aspect of the curriculum for our school.

The intention is to increase students'/pupils' knowledge and understanding and clarify misconceptions about:

- the short- and long-term effects and risks of drugs;
- the rules and laws relating to drugs;
- the impact of drugs on individuals, families and communities;
- the prevalence and acceptability of drug use among peers;
- the complex moral, social, emotional and political issues surrounding drugs.

Develop students'/pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- assessing, avoiding and managing risk;
- communicating effectively;
- resisting pressures;
- finding information, help and advice;
- devising problem-solving and coping strategies;
- developing self-awareness and self-esteem.

Enable students/pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

## **The role of the Headteacher and Governing Body**

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, Local Authority and appropriate outside agencies, and for the appointment of a member of the Senior Leadership Team

(SLT), who will have general responsibility for handling the daily implementation of this policy. The Headteacher will ensure that all staff dealing with substance issues are adequately trained and supported.

### **Dissemination of the policy**

The policy will be distributed to all staff and governors and is available to parents/carers, students/pupils and relevant outside agencies. It is included in induction sessions for new staff, students/pupils, parents and governors and that this policy is a regular item in staff, Senior Leadership Team and governor meetings to monitor the progress of drug education.

### **Drugs on School Premises**

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

Students/pupils, staff and visitors to the premises are made aware of the school's Drugs Policy.

### **Illegal Drugs, smoking and alcohol on the School Premises**

It is understood by the whole school community that the possession, use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable.

The school is designated a "no smoking" area for staff and visitors and we look to everyone, including parents/carers to support this policy. If students/pupils are found smoking on site the SLT will be informed immediately.

Alcohol may only be consumed on the school premises for events organised by members of staff, governors or PTA, which take place after the end of the school day. Verbal permission must be obtained from the senior management team prior to the event. The organisers are responsible for ensuring that all those consuming alcohol are over the age of 18. Staff should not drink alcohol during normal school hours or whilst supervising children.

To protect the health and safety of the school community regular checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

The school will ensure that potentially hazardous substances are stored safely and students/pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Students/pupils are not permitted to be in possession of sniffable products.

## **Prescribed Drugs on the School Premises**

In our school we follow the recommendations of the Oxfordshire Health and Safety guidelines and DfEE guidance 'Supporting Students/pupils with Medical Needs' 1996. See also the BLA Supporting Pupils/Students with Medical Needs Policy – Autumn 2016.

An up to date list of children taking prescribed drugs (e.g. asthma or diabetes) will be circulated to staff. Parents must notify in writing if any medicines need to be taken during school hours. Teachers may administer prescription medicines if parents have completed the required form, but this is up to the individual teacher. It is the parents' responsibility to ensure safe administration of medicines during school hours. Medicines should not be kept in school, save for asthma inhalers, which will be kept by the child or, in the case of infants, by the class teacher.

In certain cases, prescribed emergency medicines (e.g. for anaphylactic shock) may be kept on the school premises. These are to be kept in specifically allocated places out of children's reach and are to be administered by named, trained staff only. Details of these medicines and their location are kept in the staff room and the office. Supply teachers are informed of this on the supply teachers' Information Sheet.

## **Drug Incident; where substance misuse or supply is suspected**

The first concern whilst managing drugs is the health and safety of our school community and meeting the pastoral needs of students/pupils.

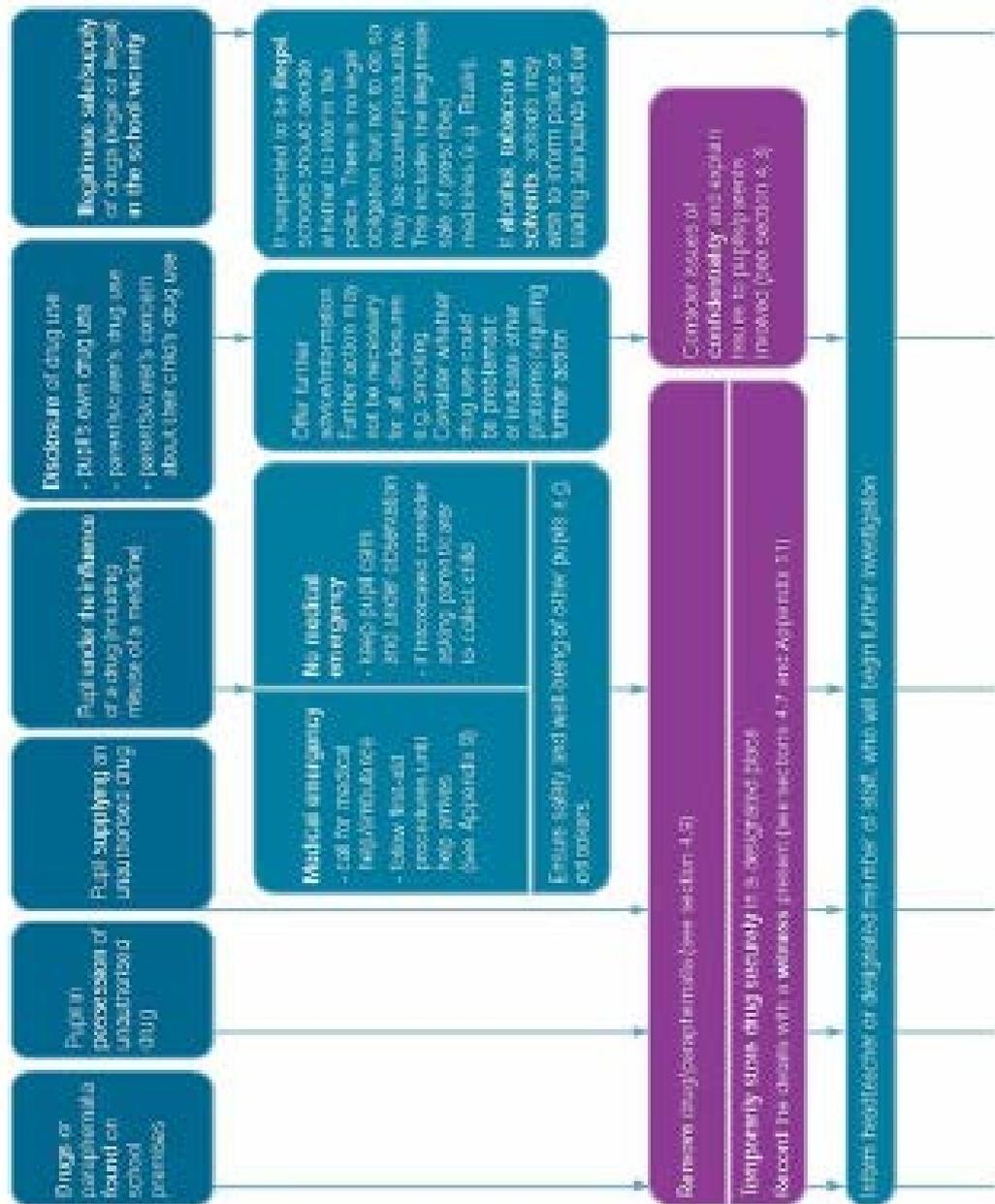
Staff will follow the flow chart Drug Situations – 'medical emergency' found in the Drugs: Guidance for Schools (DFES February 2004) pages 117 -118 (See Appendix A).

The Headteacher will then assess the school's legal requirements, this may include the involvement of appropriate outside agencies, and the proposed school response, the involvement of parents/carers, the arrangements for recording and informing other agencies, and the Health & Safety procedures (see Health & Safety Policy) including safe handling of suspect substances.

All incidents will be recorded on a school incident form.

The consequences of such incidents involving students/pupils will follow broadly the same procedures as laid down in the BLA Joint Positive Behaviour Policy – Spring 2017.

## APPENDIX A – Responding to incidents involving drugs



## APPENDIX B:

### DRUGS SITUATIONS - MEDICAL EMERGENCIES

The procedures for an emergency apply when a child or young person or others are 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

#### **IF IN DOUBT CALL MEDICAL HELP**

##### **ALWAYS:**

- ◆ assess the situation
- ◆ if it is a medical emergency, send for medical help and an ambulance

##### **BEFORE ASSISTANCE ARRIVES: If the person is conscious:**

- ◆ ask the person what has happened and to identify any drug used
- ◆ collect any drug sample and any vomit for medical analysis
- ◆ do not induce vomiting
- ◆ keep the person under observation, warm and quiet

##### **BEFORE ASSISTANCE ARRIVES: If the person is unconscious:**

- ◆ ensure that the person can breathe and place in recovery position
- ◆ do not move the person if they have fallen, as a fall may have led to spinal or other serious injury which may not be obvious
- ◆ do not give anything by mouth ◆ do not attempt to make the person sit or stand
- ◆ do not leave the person unattended or in the charge of another student/pupil

##### **WHEN MEDICAL HELP ARRIVES:**

- ◆ pass on any available information and any vomit and drug samples.

## **APPENDIX C: COLLECTION OF HYPODERMIC NEEDLES**

Schools and colleges should be vigilant in checking premises and grounds for health and safety hazards including signs of any discarded equipment, which may be drug-related. If needles or syringes are found they should not be touched.

<b>Policy/Procedure Title</b>	<b>Attendance Policy</b>
<b>Issue Date to Committee</b>	<b>Autumn Term 2016</b>
<b>Author (Name/Department)</b>	<b>R Hiscock – Assistant Headteacher (TCS)</b> <b>F McCurdy – Assistant Headteacher (GFPS)</b>
<b>Approved by Directors</b>	<b>Spring Term 2017</b>
<b>Review Date - Every 3 years</b>	<b>Spring Term 2020</b>