

# HARLINGTON UPPER SCHOOL

## DRUG POLICY

**Date of approval: 1st March 2005**

**Review date: March 2007**

**Context:** The Harlington Upper School Drug Policy is reviewed in response to the DfES Publication 'Drugs: Guidance for Schools' issued in February 2004, guidance from Bedfordshire LEA, QCA and the Healthy Schools Scheme.

The policy incorporates guidance on the management of medical conditions and the administration of medicines to students. The policy must be read in conjunction with the school's PSHE & Citizenship Education Programme.

The policy is contained in the main school handbook, with excerpts published to parents, students and staff and has been written after consultation with feeder middle schools, parents, students and the county advisor for drug and alcohol education.

**Purpose:** The purpose of the policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of students and others who use the school
- Clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- 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
- Complement other whole school policies, including behaviour, health & safety and child protection.

**Definition:**

Drug - 'A substance people take to change the way they feel, think or behave.'

This will include:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substance (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- all over-the-counter and prescription medicines

The possession, use or supply of illegal and other unauthorised drugs (as designated by the headteacher) within school boundaries will not be accepted, nor will being under the influence of drugs.

School boundaries extend beyond school premises and perimeters to include journeys in school time, residential trips, work experience and on school transport.

### STATEMENT ON DRUG USE AND MISUSE

The school condones neither the misuse of drugs, cigarettes and alcohol by members of the school nor the illegal supply of these substances.

The school is committed to the health and safety of its members and will take action to safeguard their well-being, holding prescribed medicines in a safe locked area.

The school acknowledges the importance of its pastoral role in the welfare of young people.

**Staff responsibility: see also appendix 1**

Governing Body	<ul style="list-style-type: none"><li>• ensuring compliance with statutory requirements and DfES guidance</li><li>• monitoring and implementation of policy</li></ul>
Headteacher	<ul style="list-style-type: none"><li>• monitoring of policy, advice and consultation</li><li>• whole school compliance with policy</li></ul>
Deputy Headteacher	<ul style="list-style-type: none"><li>• management of day-to-day implementation</li><li>• oversight of all drug-related incidents</li></ul>
Citizenship/PSHE Co-ordinator	<ul style="list-style-type: none"><li>• formulation and delivery of drug education programme in line with this policy</li><li>• peer-led education training programme</li></ul>
Teachers	<ul style="list-style-type: none"><li>• all aspects of policy implementation within own lessons including curriculum delivery</li><li>• Support for activities and interaction with students out of lessons</li></ul>

**Drug Education:**

As part of its care for the welfare of its students, the school believes it has a duty to inform and educate young people on the consequences of drug use and misuse. The school takes a pro-active stance on this matter, believing it to be a vital part of the Personal, Social and Health Education of every student.

Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

**Aims of Drug Education:**

- To enable students to make healthy, informed choices by increasing their knowledge and challenging their attitudes.
- To provide accurate, up-to-date information
- To increase understanding about the implications and possible consequences of use and misuse of drugs
- To enable young people to identify sources of appropriate personal support

These aims are fulfilled through a programme of PSHE delivered by tutors and outside agencies but also through drama, English, religious studies and science. The content of drugs education builds on and develops the programmes begun at middle school. Knowledge about drugs and drug-related matters will be aimed at encouraging the acquisition of skills and attitudes to help students manage their lives in a responsible and healthy way.

**Organisation of Drugs Education**

Drugs Education is jointly co-ordinated by the PSHE/Citizenship Co-ordinator and the relevant Head of Year. They are responsible for the overall planning, implementation and review of the programme. It is overseen by the Deputy Head with pastoral responsibility. Training and support is available to help staff cope with the delivery of the programme and to ensure that staff knowledge is updated.

As part of our peer led programme, we promote the training of students to deliver a drug and alcohol education programme to their younger peers and to middle school students.

## **Management of Drugs at School**

**Students with medical needs – including prescription medicines:** Where a student has medical needs, how best to meet these needs will be considered after consultation with parents, medical experts, advisory staff, school nurse, special needs staff and/or trained first-aid staff. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role and support staff with specific duties to provide medical assistance have received appropriate training. In addition, the school nurse will offer voluntary training for staff to support students who may require urgent assistance (e.g. epi-pen).

Teachers and other school staff in charge of students 'have a common law duty to act as any reasonably prudent parent would do to make sure that students are healthy and safe on school premises'. In exceptional circumstances, this may extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off school site, such as educational visits.

If a student requires non-prescription medicines (e.g. painkillers) during the school day, parents should ensure that the child brings sufficient for one day only and that these are only taken with the permission of a member of staff. No student under 16 should be given medication without his or her parent's consent. If a student suffers regularly from acute pain the parents should authorise and supply appropriate pain killers for their child's use to be held by the school office, with written instructions about when the child should take the medication. A member of staff should supervise the student taking the medication and notify the parents if concerns arise about the frequency that such medication is required.

Students who require prescription medicines during the school day should leave these with the school office for safe-keeping. Wherever possible, parents are requested to ask for medicines to be prescribed in dose frequencies which enable it to be taken outside school hours. Parents of students requiring long-term medication should contact the school office for a 'request for school to administer medication' form *see appendix 2*, and provide emergency contact information. Parents are responsible for supplying information about medicines that their child needs to take at school and for letting the school know of any changes to the prescription or the support needed.

All medicines will be stored in a safe locked place by the school office. Students with a known medical condition will have a care plan, regularly updated by the school nurse. If a student refuses to take medication, school staff should not force them to do so. Parents should be informed as a matter of urgency and if necessary, the school should call the emergency services.

**Students involved in consuming alcohol or taking illegal drugs:** any member of staff who finds or believes that a student is in any way under the influence of alcohol or illegal substances should take the student immediately to the sick bay. A first-aid qualified member of staff, plus a member of the School Leadership Team or the relevant Head of Year should be summoned. If there is any cause for concern, professional medical help must be called. Parents will be contacted and asked to report either to school or to a place of medical care. In the case of illegal substances, if confirmed, the police are likely to be informed and parents notified of this action.

The student will be removed from the school to allow investigations to be carried out. A formal exclusion from school will then be recommended. This may be a permanent exclusion, particularly if the student has been involved in supplying illegal substances on school premises.

If such an incident occurs during a school trip, the member of staff with senior responsibility will be contacted immediately and advice sought. The parents of the student will be contacted and asked to collect the child. If the incident occurs during a trip overseas, the student will be closely supervised for the remainder of the trip and handed over personally to parents upon return.

**Possession of illegal substances:** anyone caught in possession of or supplying illegal substance on the school premises must be escorted immediately to the relevant Head of Year or Deputy. The person **must not be left unattended** and the police will be called. In the case of a student, parents will be notified of the action taken and asked to report to the police station. If more than one student is involved, they should be kept apart if possible and a second adult witness should be present.

**It is not appropriate for a member of staff to carry out a personal search.** Where it is considered appropriate, every effort should be made to persuade the person to voluntarily hand over any drugs and/or to empty out pockets or bags. This should be done in the presence of a second adult witness. If consent is refused or the individual refuses to hand over voluntarily, the police will be called. If a search of school property is required, consent of the individual should be sought, but if it is refused, the school is entitled proceed with the search. After any search involving students, parents/carers should be contacted by the school, regardless of whether the result of the search was positive or negative.

A student found in possession of or linked with the supply of illegal drugs will be removed from the school to allow investigations to be carried out. A formal exclusion from school will then be recommended. This may be a permanent exclusion, particularly if the student has been involved in dealing illegal substances on school premises. If illegal substances or drug related paraphernalia are found on school premises, these will be labelled and held in a secure place for collection and disposal by police.

The Headteacher may decide that it is appropriate to use police handlers with sniffer dogs. This decision is only likely to be taken if there is reasonable evidence of possession or supply of suspected illegal drugs. If sniffer dogs are to be used for demonstration or educational purposes, the school will have procedures in place on agreed action should a dog indicate a trace on a student, member of staff or visitor to the school. Students will not be used as part of such a demonstration. Parents will be notified in advance when such a demonstration is to take place and will have the right to withdraw their child. Demonstrations/educational visits will not be used surreptitiously as a detection exercise.

### **Recording an incident**

Every incident should be fully recorded. Sensitive information about students or staff should be secure. Notes of discussions with students must include details of time, date, place, people present and what was said, since they may be used in any subsequent court proceedings.

## **Confidentiality**

*Teachers cannot and should not promise total confidentiality.* The boundaries of confidentiality should be made clear to students and parents. If a student/parent passes on information which is sensitive, not generally known, and which the student/ parent asks not to be passed on, the request should be honoured unless this is unavoidable in order for school staff to fulfil their professional responsibilities in relation to:

- Child protection
- Co-operating with a police investigation
- Referral to external services
- Where a life is in danger

Every effort should be made to secure the student's/parent's agreement to the way in which the school intends to use any sensitive information.

## **Dealing with the media**

Staff must not discuss drug related incidents with the media. The Headteacher will decide if any incidents are to be brought to the attention of a wider audience. After consultation with the governors, the Headteacher should:

- Contact the parents/carers of the student(s) involved
- Contact the Chairperson of the Governors
- Contact the press office at County Hall
- Agree a statement to be issued

## **Support Agencies**

A comprehensive list of local and national helplines for use by staff, parents and students is made available to all Heads of Year. In addition, details of useful helplines are laminated for display in all tutor base classrooms. The school nurse is available for individual consultation (by students or parents) on health related matters once per month and the Connexions Intensive Personal Adviser is in school twice per week.

LGS: 9/8/04

(amended 01/03/05)

## **Appendix 1: Particular Named Staff Responsibilities 2004-5**

### **Staff responsibility:**

Deputy Head with responsibility for overseeing all drugs incidents in the school: Mrs Linda Skinner

Member of Governing Body with responsibility for overseeing all drugs incidents in school: Mr Richard Holland, Chair of Governors

Member of Staff with responsibility for ensuring delivery of a drugs education programme in line with this policy: Mr John Jones

Member of Governing Body with designated responsibility for Drug Education: Dr Caroline Seddon

Other members of staff with direct responsibility for overseeing policy:

Year 9: Mrs Val Purnell (Deputy Head) & Mrs Kath Cooksey (Head of Year)

Year 10: Mrs Linda Skinner (Deputy Head) & Mr Chris Redding (Head of Year)

Year 11: Mr Graham Tilley (Deputy Head) & Mr John Jones (Head of Year)

Years 12/13: Mr Nigel Washington (Head of Sixth)

The police school liaison officer is: PC Malcolm Wherry – Tel. 01234 842567

The school nurse is: Mrs Angela Duckett – Tel. 01525 631240

The LEA advisor for drugs education is: Ms Andi Whitwham – Tel. 01525 405220

Further advice is available from Plan B: Jenni Lake – Tel. 01234 344911