



Federation of Bursledon CE (C) Infant and Bursledon Junior Schools
Long Lane Bursledon
Southampton
SO31 8BZ
Telephone: 023 8040 2869/023 8040 2738
Headteacher: Sian Smith

DRUG EDUCATION AND INCIDENT MANAGEMENT POLICY

Date approved by Governing Body:	September 2016
Date of next review:	September 2019
Committee responsible for implementation and review:	SAI

Rationale

The Federation of Bursledon Schools aims to create a safe, secure and welcoming learning environment. The Federation is committed to the health and safety of all members of the school community and will take action to secure their well being. This policy outlines the Federation's stance on drugs, the principles and aims of drugs education and outlines the procedures to be followed for drugs related incidents in school. It covers all members of the federation community as well as visitors to both schools.

Definitions

In the context of this policy the term '**drugs**', unless otherwise stated, is used to include:

- All illegal drugs
- All so-called 'legal highs'
- All legal drugs, including alcohol, tobacco and volatile substances (those giving off a gas or vapour which can be inhaled)
- All over the counter and prescription medicines.

The phrase '**in school**' is taken to mean on school premises, including the buildings and grounds. This policy also applies to off-site activities, visits and school trips.

The school stance on drugs

No drugs are acceptable in either school save for those permitted in accordance with the medicines policy. The action outlined in this policy will be taken immediately.

The school site is strictly non- smoking. All employees must be aware of this and should be aware that any infringement will result in disciplinary action.

Alcohol may be used at authorised events (namely parent/ carer, or community events). In such cases the alcohol will be stored in a secure area not accessed by the children.

Medicines will only be permitted in adherence to school guidelines (see Medicines in School Policy).

Any volatile substance used by the caretaking staff in the maintenance of the school or by other adults will be stored in a nominated locked cupboard.

Staff responsibility

The Executive Headteacher is the member of staff responsible for the management of drug education and dealing with drugs related incidents in both schools although this may be delegated to the Heads of School if the headteacher is not present on site at the time of the incident. Subject development and review will be undertaken by the PSHE curriculum leaders.

Drugs Education

Aims

- Enable children to begin to become accurately informed of the effects, good or bad of drugs on health and make healthy informed choices.
- Begin to develop the skills needed to communicate concerns, resist peer pressure and make responsible decisions.

The children will learn to:

- Know the benefits of a healthy lifestyle
- Value their bodies and monitor what they put into it
- Know the rules for and ways of keeping safe (especially in relation to medicines and household substances)
- Know about people who can help them to stay safe
- Know about medicines and begin to understand that all medicines are drugs but not all drugs are medicines
- Care about keeping themselves and others safe

Drugs education will be taught by class teachers through PSHE, Citizenship framework and science. Support may be sought from the school nurse and the Federation's PCSOs. At all times sensitivity will be shown to the needs of individual pupils (especially in relation to parents who use or misuse drugs). Staff will take into account the varying levels of maturity of the children. Active learning methods will be used in line with the school's teaching and learning policies.

MANAGING DRUGS RELATED INCIDENTS IN SCHOOL

The safety of all members of the school community will be paramount at all times.

Illegal Drugs

Where suspected illegal drugs have been found the school will take temporary possession of the substance. The Police will be contacted immediately. A second adult witness will be present whilst the procedure for the confiscation of a suspected illegal substance is followed. The sample will be sealed in a plastic bag and include details of the date and time of the seizure and the witness present. The sample will be stored in a locked cupboard in the Executive Headteacher's room until it is collected by the police. Where the incident involves a child the parents/ carers will be informed (unless it jeopardises the safety of a pupil).

Confiscation and Disposal of other unauthorised drugs

A second adult witness will be present whilst confiscation procedures are followed

Alcohol and tobacco

Alcohol and tobacco will be confiscated and stored in a cupboard in the school office that is not accessed by the children. Parents/ carers will be informed and given the opportunity to collect the alcohol or tobacco unless this would jeopardise the safety of the child.

Volatile Substance

Volatile substances will be confiscated and placed in a bin in the locked Site Manager's cupboard so that safe disposal can be arranged.

Medicines

See separate policy regarding Supporting Pupils with Medical Needs..

Disposal of drug related items

Where needles or syringes are found, the children will be immediately taken away from the area. Needles or syringes should be placed in a sturdy, secure container (for example, a tin with a lid using gloves). The police will be contacted immediately. Needles and syringes must not be disposed of in domestic waste.

Definition of a drugs related incident

Drugs related incidents are defined as the following:

- Drugs or associated paraphernalia found on school premises
- A pupil demonstrates through actions, disclosure or play an inappropriate level of knowledge of drugs for their age.
- A pupil is found in possession of drugs or associated paraphernalia
- A pupil or parent/ carer is found to be supplying drugs on school premises
- A pupil, parent/ carer or staff member is thought to be under the influence of drugs

- A pupil discloses that they or a family member/ friend are misusing drugs.

Responding to Drugs related incidents

In every case of an incident involving drugs the school will place the utmost priority on safety. Medical assistance will be immediately sought where ever needed.

All incidents involving drugs will be immediately referred to the Headteacher. The Headteacher will conduct a careful investigation to establish the nature and seriousness of the incident. A second adult witness will be present during discussions with pupils.

Parents/ carers and drugs related incidents

Parents and carers will be informed of an incident involving illegal or unauthorised drugs except where the school suspects this might put the child's safety at risk. In such cases help may be sought from other agencies and child protection procedures will be followed.

Parents and Carers under the influence of drugs or alcohol on the premises

Where a teacher has concerns about releasing a child into the care of a parent/ carer who appears incapacitated through alcohol or drugs and as a result is thought to be unable to ensure their child's safety the advice of the Executive Headteacher/Heads of School will be sought immediately. The child will remain on school premises until the matter has been resolved. The Headteacher will consider measures such as asking the parent/carer if alternative arrangements for accompanying the child home can be made. A calm atmosphere will be maintained and the safety of the child will be paramount.

Recording a drugs related incident

The Executive Headteacher will make a full record of every incident. Sensitive information will be stored securely in accordance with the requirements of the Data Protection Act 1998.

Police involvement

The school aims to work alongside the police to protect the health and safety of its children in relation to drugs. The police will be contacted immediately if illegal drugs or drugs paraphernalia are found within school or it is believed that the school premises has been used for the distribution of illegal drugs. The Executive Headteacher will consult with the police and Children's Services in cases where they believe that a child might be at risk.

Monitoring and Review

This policy will be monitored by the Executive Headteacher and senior leadership teams. The policy will be reviewed at least every three years and approved by the Federation Governing Body.