



# Drug Education Policy

**Date Policy due to be reviewed:** July 2021

**Committee Responsible for Policy:** Full Governing Body Committee

**Drug and drug education in the context of this document are inclusive terms including tobacco, vapes, e-cigarettes, alcohol, illegal drugs, legal drugs / medicines and other substances such as solvents.**

**A teacher of drug education does not need to be an authority on drugs, as it is the life skills approach which is crucial to this area of learning.**

**Successful drug education should start early; the key to which is developing students' life skills.**

## **Section 1: Context of policy**

The Drugs Education policy forms part of our wider safeguarding provision designed to protect pupils and their families. It links specifically to our whole school behaviour, health and safety, safeguarding, school visits and healthy school policies.

This policy applies to all students, parents/carers, volunteers, partner agencies, visitors, governors, staff members and trainee teachers attending the school (including buildings, outbuildings, playground, field, car park) or whilst on school business including off-site visits and trips, work experience placements and interviews. In line with 'Behaviour and Discipline in Schools' (January 2018), the policy also applies to pupils travelling to and from school and taking part in any school organised or school-related activity off-site. It also affects the use of school premises after normal school hours. Organisers of any after school events will be made aware of the policy and their responsibility to implement it.

This policy will outline for staff, trainee teachers, governors, partner agencies, visitors, volunteers and parents/carers how Hillcrest School will deal with the issue of substance and alcohol use. This includes the pastoral support and education students will receive relating to this, also the response to specific drug or alcohol related incidents should they arise. The school recognises its statutory responsibility to safeguarding students, and as such the health and well-being of students is the driving force behind both this policy, and practice in school. Hillcrest School will promote responsible attitudes towards drug and alcohol use.

In addition to the circumstances outlined above, the school will impose sanctions on a pupil for misusing drugs at any time if the misuse could have repercussions for the orderly running of the school, poses a threat to another student or member of public or could adversely affect the reputation of the school. The school may also impose sanctions on students seeking to influence or glamorise drug use (legal and illegal) either in person on the school site/off-site visits or via social media (including in school and out of school hours).

Hillcrest School will implement the procedures set out in:

- DfE and ACPO Drug Advice for Schools (2012)
- DfE Searching, screening and confiscation: advice for head teachers, school staff and governing bodies (2014)
- Misuse of Drugs Act (2010)
- Bill on New Psychoactive Substances (2016)
- QCA Drug, alcohol and tobacco education curriculum guidance for academies at key stages 1-4 (2018)
- DfE 'Relationships Education, Relationships and Sex Education and Health Education' (2020).
- **Keeping Children Safe in Education (September 2020)**

The school acknowledges its legal duties under the **Equalities Act 2010** in relation to protected groups including SEND and will always take their circumstances into account when applying the policy.

### **Definitions**

A drug is a substance that affects the way in which the body functions physically, emotionally and mentally. For the purpose of this policy, by 'drugs' we are referring to illegal substances (ie - cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD) and also legal substances such as tobacco, vapes, e-cigarettes, alcohol, volatile substances, solvents/hazardous substances, over the counter prescription medicines and new psychoactive substances (NPS) often referred to as 'Legal Highs'. In addition, the definition also covers Cannibidoil (Cannabis infused products). By Drugs Paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes. Pupils wishing to assert their right to smoke, particularly in Years 12 and 13, will be made aware of this policy.

The acquisition of knowledge and understanding which enable young people to consider the effects of drugs on themselves and others is of vital importance.

## **Section 2 - Roles and responsibilities**

### **Governors**

As part of their general responsibilities for the management of the school, the governors play a key role in the development of the school's policies for drug education and prevention of misuse of drugs. They will continue their involvement through annual evaluation. The Governing Body has a responsibility to ensure all safeguarding policies are updated with current guidance and that all aspects of key policies are fully implemented by all members of the school staff.

### **Headteacher**

The Headteacher takes overall responsibility for providing a safe place of work for all staff, students and visitors and as such takes responsibility for this Policy. Implementation of the policy, and liaison with the Governing Body, Parents, and appropriate outside agencies in the event of a drug-related incident will be overseen by senior staff. Students who are suspected of being at risk from drugs, and in particular truanting students will be supported and monitored with assistance from relevant agencies such as EWOs, Children's services and the Police.

### **The Deputy Headteacher (Pastoral)**

In accordance with government guidance (ACPO Drugs Advice for Schools – 2012), the Deputy Headteacher (Pastoral) is responsible for co-ordinating the whole school drugs awareness programme.

The Deputy Headteacher (pastoral) will ensure that:

- The Drug Education policy is disseminated to all members of the school community and is thoroughly discussed and understood by all stakeholders
- Clear roles and responsibilities for policy implementation are identified
- Equality of opportunity is promoted
- Provision is made for continued professional development within the field of drugs awareness and drug education.
- Liaising with Community Police to agree a shared approach to dealing with drugs-related incidents.
- Updating the Governing Body on drugs-related incidents in the Annual Safeguarding report.
- Provision for drug education, including the personal development of pupils, is monitored, evaluated and reviewed. This will be achieved by checking whole school drug education objectives are met, standards of teaching and learning expected are achieved, there are adequate resources and lesson plans have been developed and taught appropriately.

## **Parents**

Parents are encouraged to support the school's drug education programme and have access to this Policy. Parents are responsible for ensuring that guidelines relating to medication in school are followed. Parents have the right to be informed of any incident that could result in potential harm to their child unless the school deems it inappropriate for the parent to be informed for safeguarding reasons. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The school hopes that any parent who is concerned about his/her child and drugs will contact the school for support. If specific counselling or specialist help is needed, the parent will be informed of appropriate agencies and services. We recognise our responsibility to inform our parents about the best practice known with regards to drug education so they can support the key messages being given to their children in school.

## **All Staff**

Drug prevention is a whole school issue. All staff, including support staff and volunteers, need access to professional development and support that relates to the drug education curriculum and its style of delivery. As a result, staff will be fully aware of this policy and how it relates to them should they be called upon to deal with a drug-related incident. Any substances or drug paraphernalia found will be recorded and reported to the SLT and dealt with in accordance with this Policy.

## ***Confidentiality and Handling disclosures***

In managing drugs, schools must have regard to issues confidentiality. If a pupil discloses information relating to a drugs-related incident involving themselves or other pupils, the boundary of confidentiality should be made clear to the pupil(s), especially if the pupil asks for the information not to be shared. Every effort should be made to secure the pupil's agreement to the way the disclosure will be shared with the safeguarding team.

The Hillcrest School's policy in relation to staff drinking, smoking and drug use is outlined in the staff code of conduct – all of which staff are required to have read. All members of staff have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of alcohol, illegal or unauthorised substances during the school day or when taking groups of students off-site.

## **Section 3: Principles and objectives of the policy**

The overall aim of the policy is to provide a framework for effective drug education and for dealing with drug related incidents within the school environment. We recognise that we are only one component of our students' education and that family, community and social groups all have a contribution to make to drug education.

It is inappropriate and unacceptable for young people to bring substances into school, have them on their person, consume them before, during and after school and on the way to or from school, including all school visits. Hillcrest School has a strict no smoking policy. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.

Hillcrest School is committed to the Health and Safety of all its staff and pupils and we believe that we have a duty to support and safeguard the well-being of such. As a school we are clear our view that illegal and all other unauthorised drugs are not acceptable, under any circumstances, on the school site or on occasions when students and staff engage in off-site activities.

The school values the importance of its pastoral role in the welfare of its pupils, and through the general ethos of the school, we seek to encourage and develop young people's learning and ensure support appropriate to their needs is provided.

Education about drugs is not concerned merely with substance, but with people in their social settings and therefore should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Pupils affected by their own or other's drugs misuse have early access to support through the school and other local services. Families have an important role to play in supporting the provision of drug education, especially in helping a young person examine their attitude to drugs. Our approach and rationale is explained to parents/carers to gain their understanding and support.

Drug issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, as used legally in medicine to aid recovery, or illegal use. Many pupils/students have some knowledge about illegal drugs through the media, "street talk", and personal experience. The school welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

Furthermore, staff members, parents/carers, volunteers, visitors or people representing external contractors, providers or those hiring the school facilities must not be under the influence of alcohol or other substances on the school site.

#### **Policy Aims:**

- To provide a safe, healthy environment in which pupils and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable pupils to make reasoned, informed choices.
- To minimise pupils' experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.
- To support and engage parents/carers and pupils in their own personal learning and responsibilities.
- To enable young people and staff to access support structures (including the voluntary sector), e.g. Aquarius counselling, and treatment.
- To monitor, evaluate and review learning outcomes for students.
- To work with outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. Community Drug Education Co-ordinators, other schools, Healthy Schools Schemes, Health Promotion, Primary Health Care professionals, and Community Police.

#### **Objectives for Drug Education:**

- To provide opportunities for pupils to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- To develop and equip pupils with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.

- To build pupils' decision-making skills and increased self-esteem.
- To engage parents/carers in the school community and learning process.
- To enable pupils and staff to access support if they have concerns about their own or others' drug use.

#### **Section 4: Teaching and Learning**

Hillcrest School believe that by delivering effective education, increasing knowledge and understanding with respect to drug and substance use, we will help equip our pupils to make sensible life style choices. The programme is developed within a positive climate in which pupils and adults feel able to talk openly and honestly. This delivery will be through the PSD or wider curriculum, notably Science.

The PSD curriculum at Hillcrest has been reviewed and updated to meet the requirements outlined in the DFE – 'Relationships Education, Relationships and Sex Education and Health Education' guidance - which commences in September 2020.

Drugs Education in school will:

- Help pupils to gain an understanding of drugs and appropriate drug use.
- Dispel myths.
- Provide accurate information to allow pupils to make informed choices.
- Allow pupils time to ask questions and seek further information.
- Clarify values and attitudes.

As a result, pupils at Hillcrest are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.
- To address personal well-being and emotional health by providing opportunities for pupils to learn how to manage their own personal, social and emotional development during the period of adolescent change.

In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and circle time. The use of circle time is a key strategy for developing life skills.

## **Content of the drugs education programme**

Pupils are taught in the PSD and wider curriculum:

- The facts about the harms from smoking tobacco (particularly the link to lung cancer), the benefits of quitting and how to access support to do so.
- To recognise personal responsibility for decisions about substance use.
- The law relating to the supply and possession of illegal substances.
- The facts about legal and illegal drugs and their associated risks, including the link between drug use, and the associated risks, including the link to serious mental health conditions.
- Awareness of the dangers of drugs which are prescribed but still present serious health risks.
- To address myths, misconceptions and stereotypes linked with substance use.
- How to develop techniques for coping with situations in which substance use occurs.
- The historical, cultural, political, social and economic factors relating to the production, distribution and use of drugs worldwide.
- To understand that Britain is a drug using society, and recognise the different patterns of use and their effects, such as the transmission of HIV infection through shared needles, and the detrimental effect on the foetus of all types of drug use.
- To recognise that individuals are responsible for choices they make about drug use.
- The physical and psychological risks associated with alcohol consumption and what constitutes low risk alcohol consumption in adulthood.
- The physical and psychological consequences of addiction, including alcohol dependency.
- How the media influences attitudes towards drugs, particularly smoking and alcohol.
- The local and national links between drugs cultivation, possession and supplying with County Lines, sexual exploitation, gang culture, knife crime and human trafficking.

### **Resources:**

- Teaching resources are up to date, differentiated and culturally and age appropriate.
- The school allocates adequate funding to Drug Education provision.
- Adequate staff resources, development and training are provided to address identified needs.

### **Assessment and Recording**

- The assessment, recording and reporting of drug education will take place in accordance with whole school policy.
- Understanding in drug education will be demonstrated through assessment against learning outcomes, which will be built into curriculum planning.
- A variety of assessment techniques will be used, including discussion, scrutiny of work, pupil self-assessment, peer assessment and feedback through college prefect meetings.

### **Cross-curricular links**

Drug education has many cross-curricular links, with Science making a particular contribution. However, the development of life skills is a theme throughout the curriculum, within the programme for Personal, Social, Health and Citizenship Education (PSD), and enshrined in the values, which are embodied in the schools' ethos. There are links to other subjects, such as geography and physical education, and aspects of school life, notably the spiritual, moral, social and cultural aspects of the curriculum.

### **Vulnerable pupils and Additional Educational Needs (SEND)**

The school is aware that some pupils are more vulnerable to drug misuse and other social problems. Whilst some pupils may have a fairly broad knowledge and insight into the world of drugs, there are those who have little or no knowledge at all. The table below illustrates the range of risk and protective factors associated with drug misuse:

<b>Vulnerable groups</b>	<b>Risk Factors</b>	<b>Protective Factors</b>
Homeless	Chaotic home environment	Strong family bonds
Looked After Child	Parents who misuse drugs suffer from mental illnesses	Experience of strong parental monitoring with clear family rules
Truants	Behaviour disorders	Family involvement in the lives of children
Pupils excluded from school	Lack of parental nurturing	Successful school experiences
Sexually abused	Inappropriate and aggressive behaviour	Strong bonds with local community activities
In contact with mental health and criminal justice system	Poor coping skills	A caring relationship with at least one adult
Children of parents with drug problem	Low commitment to school	Early intervention and preventative education
	Involvement in gangs, CSE, County Lines	
	Early age of first drug use	
	Social media	

In accordance with school and LA policy, a commitment to Equal Opportunities will be built into all aspects of drug education. We recognise that some pupil with learning difficulties may need more help than others in understanding what sorts of behaviour are/art not acceptable. Teachers will be sensitive to this issue and ensure lessons are planned to take account of pupils' age, culture, experience and maturity. The needs of pupils with SEND will be taken into account by the teacher who may need to provide different resources, different activities or specific support to some pupils. Where pupils' Individual Education Plans (IEP) identify targets relating to their personal development, the teacher will ensure that opportunities are planned to support pupils in achieving these.

Therefore, the school will endeavour to reduce the impact of risk factors and strength protective factors by promoting:

- Supportive and secure relationships
- Regular school attendance
- The ability to cope with the academic and social demands of school
- Good listening skills
- Realistic self-awareness and self-esteem
- A good knowledge of general health and how it can ensure good mental health
- A good knowledge of hoe to access help and information
- Work with parents/carers, particularly around communication and boundary settings



- Participation in extra-curricular activities
- Counselling, mentoring and other support mechanisms.

### **External agency input into Drugs Education**

The school values and encourages the involvement of external agencies and services in the delivery of this area of the curriculum. Drugs Education is a shared responsibility and we work closely with external agencies in providing effective and relevant drugs education for our young people. Visitors from a range of statutory and voluntary agencies support and enhance our drug education provision as part of the PSD programme. However, we recognise that they cannot be relied upon solely to deliver drugs education at Hillcrest. The use of visitors is part of a planned, coherent and integrated approach and is appropriate to the age and maturity of the pupils involved. All visitors are aware of relevant school safeguarding policies and procedures, particularly confidentiality and sharing relevant information with the safeguarding team.

### **Staff training**

As part of the staff CPD programme specific training is delivered to staff on up-to-date guidance on drugs-related issues and the types of drugs pupils may refer to in PSD lessons and the wider curriculum. The training is delivered by the Community Police Team and School Nurse Services.

In addition, staff with a responsibility for first aid in school are trained to spot and to deal with drug / alcohol related incidents.

### **Support and guidance for pupils**

As a school we ensure that pupils have access to and knowledge of up-to-date information on sources of help and support. This includes local and national helplines, youth community and drugs services. Information is displayed in 'The Zone' and 'Student Reception'.

Staff have a key role in identifying pupils who have drug related needs. The process of identifying needs aims to distinguish between those who require additional information and education, those who could benefit from targeted prevention, and those who require a more detailed assessment of their needs. Pupils may require additional support if, for example:

- Their knowledge about drugs is low
- They demonstrate an inappropriate level of knowledge of drugs for their age
- They feel under pressure to use drugs
- Drugs are commonly used in the family or social environment
- Their drug use (or someone else's) is impacting on their behaviour, attendance, progress, mental health.

In addition to the drug education they receive through the curriculum, early intervention and support may involve any or all of the following:

- Providing targeted information and advice in relation to specific drugs, perhaps in small groups or on a one-to-one basis
- Facilitating access to activities of interest to them
- Extra-curricular activities and external provision

Further support can all be accessed through referrals to the School Nurse Service. It is the right of a pupil to complete a self-referral if they feel they need support for drugs education / rehabilitation.

Should a pupil require additional support with substance misuse, a referral will be made to the local treatment agency through our safeguarding procedures. Every effort will be sought to gain parental consent for the referral, however, in some cases a referral may be made without consent and without parental knowledge in accordance with treatment procedures.

### **Section 5: Managing an incident**

A drug incident may be one of the following:

- Finding drugs, or related paraphernalia, on school premise or off-site activities
- Possession of drugs by an individual on school premises or off-site (ie – visit, work experience, interview, on the way to and from school)
- Use of drugs by an individual or group on school premises or off-site (see above)
- Supply of drugs on school premises and off-site (see above)
- Individuals disclosing information about their drugs use
- Student reports of parents, staff or students using drugs on school premises and off-site
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties)
- Glamourising or encouraging the use of drugs and other substances

If staff have reason to believe that a pupil has brought a prohibited substance into school, this information will be shared with the Headteacher or another member of the Senior Leadership Team immediately. Staff will not personally search a pupil or attempt to analyse or taste an unidentified drug. They will take temporary possession of any drug suspected of being a controlled drug for the purpose of protecting the pupil from harm or committing the offence of possession.

Although we are not legally required to inform parents / carers before a search takes place or to seek their consent to search their child, parents / carers will be called unless it is considered that doing so will put the pupil at potential risk. Pupil(s) will be questioned / searched and any suspicious or prohibited substances confiscated. All incidents will be handled immediately in a discrete, confidential and professional manner.

The 2006 Education and Inspections Act enables the Headteacher or staff authorised by them to search a pupil, without their consent, if the school is concerned the pupil is carrying, using or supplying any form of illegal substance on the school site or to and from school. At Hillcrest school we will initially encourage the pupil to surrender any suspected drugs voluntarily. If necessary, searches will normally be carried out with the consent of the pupil and after the parent / carer has been informed unless there are immediate concerns for safety of the pupil or other members of the school community.

In carrying out the investigation, it is important to note that:

- A pupil will be reminded of the importance of co-operation with the school.
- Two staff will be present (except for preliminary investigations) and careful written records kept and signed. Records will include the reason for the search, the time and place, who was present and note the outcomes and any follow up action.
- Under no circumstances will a member of staff undertake an intimate physical search.
- The pupil will be asked whether they are in possession of drugs. If they say 'no' they will be invited to co-operate by turning out their pockets and handing over their bag to be searched. Pupils may also be asked to unlock their locker. However, the school can search this without the pupil's consent if necessary.
- If the pupil refuses to co-operate, a decision will be made as to whether to release him/her or whether to ask parents to come to school and use their authority to ensure co-operation. If a personal search is unavoidable it may be appropriate to contact the police and request this. We will

always inform parents if the police are called to an incident unless we feel that doing so may put the pupil at risk of significant harm.

- Where we believe that an immediate search for prohibited items is needed, we will use such force as is reasonable. The 2006 Education and Inspections Act enables a member of staff to confiscate, retain or dispose of a pupil's property, where reasonable to do so.

If a pupil appears to be under the influence of alcohol, illegal drugs or solvents this may constitute a medical emergency. Staff must adhere to the following procedures:

- Summon a School First Aider immediately and also a member of SLT who will take any appropriate action.
- An ambulance will be called, if appropriate, and parents informed.
- The incident will be fully documented in the First Aid book.

Whether or not drugs are found, parents/carers will be informed of the outcome of the school's investigation. If parents are unhappy that their child has been searched without their consent they should register their concern through the school's complaints procedures.

If a pupil is found in possession of an illegal substance, parents will be required to collect their child from school as quickly as possible. However, if the pupil is thought to be at 'risk' or in 'harm' by handing them over to the parent, the school can, in extreme circumstances, refuse to hand the pupil over to their parents. For example, if the parent is deemed to be in no fit state to take care of the pupil. The appropriate services will be contacted immediately.

Pupils found in possession of illegal substances may be permanently excluded from school or face a lengthy fixed term exclusion at the discretion of the Headteacher and Chair of Governors. The school will consider the wider implications and taken personal circumstances into account before making a final disciplinary decision.

To support a child where drug awareness, rehabilitation or medical guidance is needed, we will refer pupils to the School Nurse or Aquarius.

Any responses to drug related incidents will seek to balance the needs of the individual student concerned with the wider school community.

### **Controlled drugs (including New Psychoactive Substances)**

After searching and confiscating an illegal substance, staff will take the following precautions if the substance is a suspected controlled drug:

- Ensure that a second adult witness is present throughout the search
- Seal the sample in a plastic bag and include details of the date and time of the seizure
- Store it in a secure location with limited access other members of staff
- Needles/syringes should be stored in a sturdy container with gloves
- Staff must not attempt to identify the exact nature of possible illegal substances themselves. Clarification of substances must be carried out by the police.
- Notify the police without delay and, as advised, provide the police with the name of the pupil(s) and relevant information on how it was seized
- Record full details of the incident, including the police reference number
- Remind pupils that complete confidentiality can never be promised
- Inform parents / carers, unless it is not in the best interests of the pupil, and seek their permission to share information with any agency that may support the pupil, if necessary.
- Refer to other appropriate external services, i.e. – CASS if the pupil is Looked After or classed as a

'Child in Need' or subject to a Child Protection Plan.

Any drugs confiscated from students will be given to the police for disposal as soon as possible.

### **Section 6 - CBD Infused Products (Cannadidoil)**

There has been a significant increase in CBD infused products in the last two years, with a 40% continued growth predicted for the next three years. CBD is one of the active ingredients found in cannabis. It is generally referred to as 'non psychoactive', whereas THC (tetrahydrocannabinol) is referred to as a 'psychoactive' ingredient. There has been an increase in the use of CBD and THC oils in vapes.

If a pupil is found in possession of a product containing CBD, on site and during off-site visits or placements, the school has the right to seize the product and request that parents provide medical evidence to confirm the reason why the pupil needs to use it. Parents must inform the school in advance, in writing with clear medical evidence, if their child is to use a CBD infused product. The Headteacher will seek further clarification from the Local Authority and School Nurse Service before authorising the use of such products in school.

If a pupil is found in possession of an infused product containing more than 0.2% THC (tetrahydrocannabinol), the school will follow the procedures outlined in section 5 as it is a criminal offence to possess or supply a product with more than 0.2% THC.

### **Section 7 - Legal drugs**

Although we are not required to contact the police regarding incidents of legal drugs (i.e. – tobacco and alcohol), we will contact the police about the inappropriate sale or supply of tobacco, alcohol and volatile substances to pupils in the local area.

The school recognises that the minimum age for smoking is 18 and we adhere to smoke free legislation, including vaping and e-cigarettes. For example, the school is smoke free site and guidance is provided for all member of the school community in helping them to quit smoking.

Young people are becoming aware of, and in some cases using, new psychoactive substances. These are designed to mimic the effect of legal drugs. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess. Such drugs are classed as 'unauthorised substances' and will be treated by the school as a controlled drug.

Pupils will receive a fixed term exclusion if they are seen using, distributing or caught in the possession of cigarettes, vapours, e-cigarettes or alcohol on the school site. Pupils will also receive a fixed term exclusion if they are seen in the presence of other pupils seen using or distributing these items on the school site.

### **Section 8: Pupils whose parents / carers or family members misuse drugs**

If a pupil discloses or we suspect that illegal substances are used in the family home, we may contact CASS to take advice on the most appropriate course of action to support their child and the family. If we feel the child is at risk of significant harm from circumstances in the family, we will follow standard safeguarding practices and make a direct referral to CASS.

Confidentiality: Standard protocols relating to confidentiality will apply if a pupil makes a disclosure based around any form of drugs-related issue.

As a school we will work with pupils and their families to access appropriate support in the local community in any drugs-related incident, i.e. – Aquarius.

### **Section 9: Managing medicines**

Some pupils require medicines that have been prescribed for their medical condition during the school day. These may be over the counter or prescribed medicines. This information is stored and updated on our 'School Medical List' and circulated to staff as it is amended throughout the year. A central copy is located in the staffroom.

Parents are required to notify the school of any medical conditions requiring medication during the school day. Written permission and details of how to administer the medication must be provided by parents. (see Appendix 1) This must be in line with the prescription details, as displayed on the container/packaging. Parent agreement for administering medicines should be completed and signed by the parent. Medication is to be brought into school by parents and stored safely in the safe in student reception. Pupils can then access medication throughout the day in a secure and safe manner from a trained first aider. Medicines prescribed for an individual pupil must only be used on them. A written record of the dose and time the medication was administered will be kept. This will also include if a pupil refuses to take their medication. If this happens, the student will not be forced to take it and the parent/carer will be informed.

Under no circumstances should pupils carry any form of medication, during the school day, that the school is not previously aware of. This poses a serious threat to the student in question and any other pupils that may either intentionally or accidentally share the medication. For example, pupils should not share aspirin with as they are unaware of the potential side effects.

Pupils found sharing such medication may face the possibility of a Fixed Term Exclusion from school for breaching health and safety guidance and potentially putting other pupils at risk.

If a pupil requiring medication goes on a school trip or visit, parents are responsible for ensuring the school has the appropriate medication required prior to the trip. Staff supervising the trip are made aware of the frequency and amount of medication needed and administer as necessary. The school will make work experience or alternative providers aware of relevant medical conditions and administering information.

Staff should never give a non-prescribed medicine to a pupil under any circumstances or without seeking prior permission from parents/carers.

### **Section 10 – National Support and Advice organisations**

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 3817 9410 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)

Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm to increase the range and quality of services available to people with alcohol-related problems.

Tel 0203 907 8480 Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk)  
Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** is a campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 0207 404 0242 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)  
Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 714650 Email: [info@coramclc.org.uk](mailto:info@coramclc.org.uk)  
Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** is a charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Tel: 020 3174 2279 Email: [info@crae.org.uk](mailto:info@crae.org.uk)  
Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** is an independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7766 9900  
Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

**Drinkline** – a free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8285 (lines are open 24 hours)

**Drug Education Forum** is a website that contains a number of useful papers and briefing sheets for use by practitioners.

Website: <https://drugeducationforum.wordpress.com>

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also host the Drug Education Practitioners Forum.

Tel: 0202 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0300 123 6600

Email: [frank@talktofrank.com](mailto:frank@talktofrank.com)  
Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 0203 963 2715 Email: [admin@mentoruk.org](mailto:admin@mentoruk.org)  
Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000  
Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** is a charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0808 800 2222

Website: <http://familylives.org.uk>

**Re-Solv** (Society for the Prevention of Solvent and Volatile Substance Abuse) is a national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information Line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org)

Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** is the NHS Smoking Helping.

Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: <https://www.addiction-ssa.org/resources/stars-national-initiative>

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 19

Website: [www.gov.uk/youthoffending-team](http://www.gov.uk/youthoffending-team)

### **Section 11: Monitoring, Evaluating and Reviewing of the school policy:**

- The Deputy Headteacher (Pastoral) is the named co-ordinator and works with the link Governor for safeguarding to develop this policy.
- Senior managers are involved in monitoring and evaluation.
- Pupils, staff, parents/carers and governors are consulted and the programme and policy is modified where appropriate.
- There is ongoing monitoring and evaluation of the programme, teaching methodologies and learning outcomes to ensure that needs are met.
- Drug education is reviewed in line with current LA and DFE guidelines.

Policy Reviewed – July 2020

Review Date – July 2021

Appendix 1



## School Medical Form

<b>Date</b>	
<b>Child's Name &amp; D.O.B</b>	
<b>Class</b>	
<b>Name &amp; strength of Medication</b>	
<b>How much to be given (i.e. dose)</b>	
<b>When to be given</b>	
<b>Route to be given (i.e. mouth)</b>	
<b>Condition being treated</b>	
<b>Any other instructions</b>	
<b>End date (if applicable)</b>	
<b>Phone number of parent or adult contact</b>	
<b>Name &amp; telephone number of Doctor</b>	





<b>Quantity Received</b>	
<b>Quantity Returned</b>	
<b>Staff Signature</b>	
<b>Print Name</b>	