



## **DRUG EDUCATION POLICY - APPENDICES**

### **APPENDIX 1 - DRUG EDUCATION PROGRAMME**

The school will take a positive, open approach to our drug education programme which will contribute to the healthy lifestyle sought for our pupils. Parental support will be encouraged through opportunities at meetings and through correspondence to comment on the drug education programme and to be kept informed on its progress and development.

#### **Aim**

The aim of drug education is to enable young people to resist using illegal drugs, cigarettes and 'legal highs' and to develop a sensible approach to alcohol as they become adults. Also for staff, parents and pupils to become aware of local support services.

#### **Objectives**

- To identify pupils' existing knowledge, liaising with feeder schools, to determine a suitable starting point
- To present information in an objective, balanced and sensitive way set in a framework of moral values
- To understand the valuable role of medicines
- To explore issues relating to use and misuse of drugs including cigarettes, alcohol and solvent abuse.
- To explain and clarify the law on drug misuse
- To help pupils understand the importance of respecting themselves and others

#### **DELIVERY OF PROGRAMME**

The school is required to promote the spiritual, moral, cultural, mental and physical development of its pupils and to prepare them for the opportunities, responsibilities and experiences of adult life.

Elements of our Drug Education Programme are delivered throughout all year groups and in particular during years 8, 10 and 11. Focus Days and the Year 8 PSHE team deliver a programme; in Year 11 drug education is an integral part of Health Education lessons in the Personal Development Learning programme. Teaching about drugs is matched to the age, maturity and particular needs of pupils. The programme will include the link between drug use and other health-related issues.

Pupils will have opportunities to:

- explore attitudes and values around misuse
- become aware of peer pressure
- develop assertiveness skills
- consider the consequences of risk-taking
- emphasise the benefits of a healthy lifestyle

- evaluate media messages on drug use

In order for the programme to be successful Springfield School believes:

- Effective strategies can reduce misuse of drugs
- Co-ordination between organisations helps to promote consistency of approach
- The most vulnerable groups should be identified for appropriate early intervention
- The risk factors of drug misuse are often related and are more significant in combination

Resources are available for parents to review. In selecting resources, careful consideration is given to their suitability. There is close liaison with the LA's Health Intervention Development Team who advise the school on the use of resources.

Visitors and outside agencies, alongside the school, use a Single Assessment Framework to provide a valuable added dimension. To ensure the best experience for our pupils the lesson activities delivered by outside agencies are regularly reviewed. Teachers will be present when visitors are working with a class unless their absence has been agreed with a member of the senior leadership team.

National Curriculum Science contributes to the teaching about drugs.

Equal Opportunities - all pupils have equal access to the Drugs Education Programme. Lesson content and vocabulary will be made accessible to pupils of all abilities and support offered to those whose first language is not English.

#### PASTORAL SUPPORT

Drug prevention is seen as a whole-school issue and all staff - both teaching and non-teaching - have a part to play.

If any teacher is concerned that a pupil may be at risk from misuse of drugs, he or she must report that concern to the Deputy Headteacher (i/c Safeguarding), the DOSC or another member of SLT immediately.

Pupils need to understand that neither staff nor visitors can offer a guarantee of confidentiality, given the seriousness of drug misuse. However, a teacher or visitor will always tell the pupil what information might be passed on to either parents or the designated member of staff of any action which might be taken. This is part of the school's child protection and safeguarding procedures. Support will be offered by the Pastoral Team, Health Promotion Service and/or Drug Advisory Agencies. Pupils may access information about drugs and agencies offering support from the Head of Enterprise and Personal Development Learning, the Library and notice-boards. In all appropriate incidents, parents of pupils involved will be informed as soon as possible. Parents will also be offered support with the pupils through recommendations to voluntary drug counselling where necessary.

The school recognises the vital role that parents have to play in identifying initial misuse and in preventing re-offending and restoration of a healthy lifestyle. The active support of parents will be sought both for the individual pupils and for the school's response to any incident.

#### STAFF DEVELOPMENT

Policy documents to be made available to all staff to be kept in the Staff Handbook. Updates will be supplied in the same way. Key issues to be brought to staff meetings. New staff under the normal induction process will be briefed on the policy, programme and guidelines.

Staff may identify relevant Health Education courses of interest to them, applying in the usual way. Staff may access information through staff room notice-boards, which are kept up to date by the Head of Enterprise and PDL. Outside visitors are invited in to update staff on drug related issues.

It is our aim to provide INSET on the delivery of the programme, including:

- professional responsibilities
- legal implications
- role of visitors/outside agencies
- first aid and coping with emergencies
- an update of the current local situation

## APPENDIX 2 - MANAGING DRUG-RELATED INCIDENTS

Definition: In the context of the Drugs Policy, drug-related incidents will relate to:

- a) illegal substances, including all those listed in the Misuse of Drugs Act 1971
- b) misuse of alcohol, tobacco, e-cigarettes, glue, solvents, prescribed and over-the-counter medicines
- c) 'use' in this policy covers the possession or supply of substances in breach of the policy

### DRUG INCIDENT MANAGEMENT

In recognition of the serious nature of such incidents, a senior leader will be responsible for overseeing the management of drugs related incidents with the year teams.

### SCHOOL'S JURISDICTION

The Drugs Policy will apply in the school and to pupils during travel to and from school, while in school uniform and all members of the school community on site and on school visits.

### REGULATIONS

- Smoking: Pupils must not bring cigarettes, including electronic cigarettes, into school. Smoking is not permitted on the school site.
- Alcohol: Alcohol must not be brought into school. Pupils must not consume alcohol prior to arrival at school or a school function.
- Other Substances: Under no circumstances will the use of illegal drugs or misuse of glue, solvents, 'legal highs', prescribed or over-the-counter medicines be tolerated.

Use of any of the substances defined, in breach of this policy, will result in disciplinary proceedings in line with the school's Behaviour Policy.

### FINDING SUBSTANCES

Staff handling any substance or paraphernalia should use gloves at all times for their own protection. Any substance suspected of being illegal, harmful or deserving of investigation should be removed, in the presence of a witness, and passed to the Deputy Headteacher (i/c Safeguarding) for safe-keeping. The Police will be informed to enable the identification of the substance. If a substance is retrieved the following procedure is to be carried out:

- Date and time of find/retrieval and location
- Size and appearance of substance – take a photo if possible
- The name(s) of those concerned
- Action taken

Pupils' parents will usually be informed of such incidents and the action taken. In some cases Child Protection issues may need consideration and referral.

### PARAPHERNALIA

Any equipment or drug paraphernalia discovered must be handled with care. Incidents will be recorded as above. Needles and syringes should be placed in a rigid, secure container (yellow sharps box) for collection by the appropriate service. Staff should use plastic gloves (not suitable for needles) available from the Welfare Office, Caretaker, Year Offices and the Assistant Headteacher (Behaviour)

## SEARCHING

Storage areas, including lockers, are the property of the school. The Headteacher or a member of SLT may authorise a search of these if it is deemed necessary. Such searches will usually be carried out in the presence of a witness. Further information regarding searching is in the Behaviour Policy.

## REFERRING DRUG MISUSE

If an individual is found in possession of an illegal substance the Police will be informed. Under no circumstances should the pupil be left alone.

In emergency situations arising from a drug-related incident, the well being of the pupil is paramount, in all cases:

- Separate the pupil from the rest of the group.
- Decide and implement the next best step in terms of pupil welfare - alert the Deputy Headteacher (i/c Safeguarding) and, if required, the School Nurse.
- Staff must not discuss incident/issues with pupils who may have witnessed or been alerted.

## SANCTIONS

The school has a range of disciplinary sanctions up to and including permanent exclusion which may be used for individuals who offend against this policy. However, the policy will be applied in such a way as to support the offender where practicable, as well as to safeguard the well-being of other members of the school community. The school will co-operate with the police and will notify them when individuals are found using drugs within the definitions adopted in this policy.

- a) Evidence supporting an intention to supply will normally result in a permanent exclusion.
- b) Possession/use of a classified substance on site or in uniform will normally result in an exclusion.
- c) A repeat offence will normally result in permanent exclusion.

## CONDITIONS OF RE-ADMISSION FOLLOWING EXCLUSION FOR DRUG RELATED INCIDENT

- i. Pupil to attend Drug Advisory sessions
- ii. Pupil to agree to be searched whenever the school requires it
- iii. Pupil agrees to co-operate in any future investigation of drug related issues

## RECORDS OF INFORMATION

Any member of staff who has information relating to drug use/misuse will pass it to the Deputy Headteacher (i/c Safeguarding) or DOSC. An assessment of the quality of that information will be made to decide on the action taken. Information that is assessed as reliable, relevant and accurate, may be exchanged with other agencies, including the police.

## SMOKING

- Records of smoking offences (including e-cigarettes) should be kept by Head of Achievement
- First offence - verbal reprimand and school detention. Parents informed
- Persistent offences - suitable punishments will be administered by Head of Achievement, including a Senior Teacher's detention. Support and help will be offered by Health Education staff.
- Confiscated cigarettes and e-cigarettes will be destroyed in all cases.

## APPENDIX 3 - RESPONDING TO EMERGENCIES

An emergency requires an immediate assessment of the situation. The first priority must be to ensure the safety of the individual(s) concerned.

Drug-related incidents may result in intoxication, physical collapse or unconsciousness. An ambulance should be called in cases of acute intoxication, collapse or unconsciousness.

### Guidance

- Remain calm
- Decide if emergency help is needed - if so, send for ambulance
- Do not leave person alone – if required, seek assistance to remove other pupils from the area
- Request immediate support from the School Nurse (or trained first aider)
- There are additional staff with an Emergency Aid certificate (a list of the staff involved is kept at Reception and at Welfare) who will follow guidance (as below)
- Inform Headteacher or Deputy Headteacher
- Follow school policy for guidance on contacting parents
- Keep any substance found and ensure that it goes with the patient to hospital as necessary
- Write down details clearly and accurately as soon as possible

### First Aid

- If an individual is unconscious...
  - Put in recovery position
  - Supervise closely
  - Open windows and loosen tight clothing around neck/chest, but keep them warm
  - Send for the ambulance
- If breathing has stopped ...
  - Place individual flat on his/her back and check mouth for obstructions
  - Tilt his/her head back
  - Ensure chin is raised
  - Begin mouth to mouth resuscitation and continue until breathing restarts
  - Then put in recovery position. Observe.
  - Keep person warm. Stay until medical help arrives
- Pulse and breathing have stopped...
  - If no sign of life begin CPR (Cardio Pulmonary Resuscitation)
- If individual is high, woozy or un-coordinated...
  - Stay calm and, without confrontation, try to remove substance
  - Stay with him/her. Supervise closely
  - Protect from dangerous situations/objects
  - Speak gently and prevent from moving around
  - Avoid 'threatening' him/her - it could trigger uncharacteristic violence
  - Continually reassure
  - Try to find out what has been taken
  - Avoid discussing the drug misuse or consequences
  - If possible, keep him/her awake. Consider use of recovery position if needed