

Staple Hill Primary School

Drug Management Policy

At Staple Hill Primary School we recognise our moral and legal duty to provide a safe environment for all pupils, staff, governors, volunteers, visiting staff and members of the community. For the purpose of this policy, the term drug is used to define a substance which when taken in the body, changes the way we feel, the way we see things and the way the body works. This policy includes a range of drugs including prescription and non-prescription medicines, volatile substances (e.g. aerosols, solvents or glue), alcohol, tobacco, psychoactive substances ('legal highs') and illegal drugs.

Policy Aims:

The purpose of this policy is to:

- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- To contribute towards establishing a school environment free from the misuse of drugs
- Clarify the appropriate procedures in the management of drug-related incidents
- Enable staff to manage drugs on the school premises and any incidents that occur with confidence and consistency and in the best interests of those involved

This policy applies to all pupils, staff, visiting staff, governors, parents/carers, volunteers, students on placement and visiting members of the community, and should be used in conjunction with the following policies:

- Drug Education
- Managing Medical Needs
- Health and Safety
- Behaviour and Discipline
- Safeguarding (Incorporating Child Protection)
- Staff Code of Conduct

This policy covers residential/field trips and the normal working school day.

The School's view about the use of drugs

Prescribed medicines

See separate policy on 'Managing Medical Needs'.

Tobacco

Smoking is not permitted at anytime anywhere within the school building or grounds.

Alcohol

There are occasions when alcohol is authorised at school during parents' events and staff social events. Staff accompanying pupils on school journeys or field/ residential trips are not permitted to drink alcohol when responsible for pupils.

Volatile Substances

Arrangements for the safe and secure storage of volatile substances are set out in the Health and Safety Policy.

Illegal Substances

Illegal or illicit substances must not be brought into the school or used on school premises at anytime.

Guidelines on drug-related incidents

The School views a drug-related incident as any incident involving any drug that is unauthorised and therefore not permitted within the school grounds. All drug-related incidents should be reported to the Headteacher and where involving a pupil, a record kept in their school file.

Responding to Incidents involving drugs

Please refer to Appendix 1.

Management of Staff

Concerns over staff involvement in drug-related incidents will be managed by the Head teacher in line with South Gloucestershire 'Alcohol, Drugs and Substance Misuse Policy' 2008.

Allegations made against the Headteacher

Any allegations of substance misuse regarding the Headteacher should be made to the Chair of Governors, who can be contacted through the School Office. Allegations will be dealt with in line with the School's Complaints Policy. The Chair of Governors will take advice from the Local Authority as appropriate.

If any drug related incident should occur, the safety and well-being of the child(ren) will always be the overriding concern. Each incident will be considered taking into account the circumstances of the individual and the parents/carers. Confidentiality of pupils is a priority. Police and other agencies will be informed as appropriate according to the needs of the individual. The Headteacher will respond to any media interest following Local Authority guidance.

The school will contact parents/carers immediately if their child has been involved in a drug-related incident. The decision will be made by the Designated Person for Child Protection (currently the Headteacher) with the child's welfare the priority.

Monitoring

All drug-related incidents should be recorded, and brought to the attention of the Chair of Governors.

This policy will be reviewed by the Staffing and Curriculum Committee and ratified by the Full Governing Body every 3 years.

Review

Date	Notes
31 st March 2014	1 st Draft Reviewed by Staffing and Curriculum committee
15 th May 2014	Ratified by FGB
Next Review	

Appendix 1- Responding to incidents involving Drugs (Taken from the South Gloucestershire 'Alcohol, Drugs and Substance Misuse Policy 2012)

Event	Legal Position	Action		Reference to Drugs Guidance for Schools 2004	Relevant Contacts
1. Drugs or paraphernalia found on school premises	<ul style="list-style-type: none"> It is against the law knowingly to allow premises to be used for production, consumption or dealing in substances. 	<ul style="list-style-type: none"> Remove drug/paraphernalia. Temporarily store drug securely in a designated place (do not dispose of substance yourself). Record details with a witness present on the Sentinel Recording System. Inform Head teacher or designated member of staff, who will begin further Investigation. Inform LA Drug Advisor. If Illegal: Notify Police Immediately to arrange collection or disposal and the LA School Drug Advisor. If Legal: Alcohol, tobacco or medicines can be returned to the parent or carer or the drug can be disposed of safely (e.g. at a pharmacy). 	<p>Record all the decisions throughout the process and monitor the outcomes for the pupil and school effectiveness of policy and community. Review Practice.</p> <p>Section 5.7</p>	<p>Section 4.9</p> <p>Section 4.7</p> <p>Section 4.8</p>	<ul style="list-style-type: none"> Needles/syringes disposal- South Gloucestershire Council Street Care 01454 868000 Safer South Gloucestershire Young Peoples Drug and Alcohol Services A response will be undertaken within 48 hours School Drug Advisor – 01454 868764 Young Persons Drug Worker 01454 868763 Police 101 for your local community officer South Gloucestershire LA Press Office 01454 862299
2. Pupil is found in possession of and or supplying an unauthorised substance	<ul style="list-style-type: none"> There is no legal obligation to divulge a pupil's name 	<p>All of the above</p> <ul style="list-style-type: none"> Inform parent/carer if appropriate and does not place the child at risk. Identify the needs of those involved, making a careful assessment of all the circumstances. Complete a request for a single service form. Follow guidelines within Section 3 of the local LA guidance. 		<p>Section 5.5.1</p> <p>Section 5.3</p> <p>Section 5</p>	<ul style="list-style-type: none"> Department for Children and Young People 9dcyp) Young Peoples Drug and Alcohol Service. School Drug Advisor – 01454 868764 School Health Nurse 01454 616767 Education Welfare Officer 01454 863377 Social Services Child Protection Kingswood 01454 865384 Police 101 for your local community officer

Event	Legal Position	Action		Reference to Drugs Guidance for Schools 2004	Relevant Contacts
3. Pupils under the influence of a drug (including misuse of a medicine)	As detailed in point 2 above	<ul style="list-style-type: none"> • Medical emergency – call for medical help/ambulance • No medical emergency – keep pupil calm and under observation. If intoxicated consider asking parent/carer to collect child. • Ensure safety and well-being of other pupils e.g. onlookers <p>And follow all action as detailed in points 1 and 2</p>		As detailed in points 1 and 2	<ul style="list-style-type: none"> • School Health Nurse 01454 616767 • Families Plus (support for parents/carers) 0800 073 3011 • School Drug Advisor – 01454 868764 • Young Persons Drug Worker 01454 868763 • Police 101 for your local community officer • South Gloucestershire LA Press Office 01454 862299
<p>4. Disclosure of drug use:</p> <p>a. Pupils own drugs.</p> <p>b. Parent’s/carers concern about their child’s drug use</p> <p>c. Parent’s/carers ‘drug use.</p>	<ul style="list-style-type: none"> • a. and b. Schools have responsibility in loco parentis. • Follow child protection. • c. No legal obligation to inform anyone. However, child protection guidelines should be followed if there is a concern. 	<p>Consider actions within points 2 and 3 above as necessary.</p> <ul style="list-style-type: none"> • Offer further advice/information. • Further action may not be necessary for all disclosures, e.g. smoking. Consider whether drug use could be problematic or indicate other problems requiring further action. • Consider issues of confidentiality. 	<p>Record all the decisions throughout the process and monitor the outcomes for the pupil and school effectiveness of policy and community. Review Practice.</p>		
5. Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity.	<ul style="list-style-type: none"> • There is no legal obligation to inform the police but not to do so may be counterproductive. 	<ul style="list-style-type: none"> • If suspected to be illegal schools should decide whether to inform the police. • If alcohol, tobacco or solvents, inform the police and/or trading standards officers. • Inform Head teacher or designated member of staff who will begin further investigation. • Inform other staff, LA or Local Authority and parents/carers if appropriate. • Record all decisions as in points above. • Record all actions and outcomes on Sentinel. 	Section 5.7	Section 5.7	<ul style="list-style-type: none"> • Safer South Gloucestershire Young Peoples Drug and Alcohol Services • A response will be undertaken within 48 hours • School Drug Advisor – 01454 868764 • Police 101 for your local community officer