

September 2015

## **GREAT BARDFIELD PRIMARY SCHOOL DRUG & ALCOHOL POLICY**

### **1. Aims and Objectives of the Policy**

*Great Bardfield Primary School exists to provide the focus for our children to develop to their full potential, both as individuals and as members of the school and wider community in a secure, caring and happy environment. Children, parents, school staff and governors work in partnership for the benefit of all.*

*As a school, we seek continually to enrich the lives of those entrusted to our care through a broad and balanced curriculum, designed to meet the needs of each child, enabling them to acquire the skills, attitudes and values necessary for life. By regular review, we evaluate progress and develop strategies on the basis of sound educational practice and moral values.*

In accordance with these values, this policy aims to set out the school's approach to teaching and learning about drugs and [school's] management of situations involving drugs. National guidance (DfES/92/2004) and the local Drug and Alcohol Education Guidance have informed the policy for Schools (2003).

A drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. (Appendix 1)

Our school operates a smoke free site and takes the matter of illegal drugs very seriously as part of our Healthy School programme. We are aware of the increasing problem of drug misuse throughout the country and within our community. Our school will play a full part in contributing to efforts across our community to reduce drug misuse. To this end, we are committed to working with our parents. We will ensure parents are informed about their children's drug education, the school rules in relation to drugs and have the opportunity to be consulted about the school's policy and teaching programme.

### **2. Drug education curriculum**

Drug education within the school is mainly delivered as part of the PSHE and citizenship programme. It also forms part of the statutory science curriculum.

The goal of drug and alcohol education is:

For pupils to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

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The learning objectives for drug and alcohol education include:

### Attitudes and Values.

- to examine own opinions and values, and those of others
- to promote a positive attitude to healthy lifestyles and keeping self safe
- to enhance self awareness and self esteem
- to value and respect self and others
- to value diversity and difference within society
- to promote a sense of responsibility towards the use of drugs

### Personal and Social Skills

- to identify risks to health
- to communicate with peers and adults, including parents/carers and professionals
- to learn how to give and secure help
- to develop decision-making, negotiation and assertiveness, particularly in situations related to drug use
- to develop an appreciation of the consequences of choices made
- to be able to cope with peer influences, and in resisting unhelpful pressures from adults and the media
- to make choices based on an understanding of difference and with an absence of prejudice
- to be able to talk, listen and think about feelings and relationships
- to develop critical thinking as part of decision-making

### Knowledge and Understanding

- to develop an understanding of drugs and of the effects and risks of using drugs
- to gain an understanding of how the body functions
- to gain an understanding of what is safe and appropriate drug use
- to gain an understanding of the role of drugs in society and the laws and rules relating to their use
- to gain knowledge of people who can help if pupils have worries and an understanding of confidentiality
- to gain an understanding of the changing nature of relationships, including families and friends, and ways of dealing positively with change.

### The organisation of the drug education curriculum.

The PSHE Coordinator is Liz Crow. Their role includes: planning the drug education curriculum via a scheme of work for PSHE, monitor its delivery, coordination of assessment and reporting to parents. In our school we deliver PSHE and citizenship following the Essex Healthy Schools SOW, both through discrete, planned lessons, as well as through coordinated cross-curricular teaching.

A variety of teaching and learning approaches are used in PSHE and citizenship together with carefully selected teaching materials. There is a place for didactic teaching, together with active learning approaches, such as role-play, small group work and problem solving, which more effectively engage pupils in the learning process.

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Ground rules are used in PSHE and citizenship to establish a safe, secure and supportive learning environment, which emphasises the promotion of relevant personal skills. Pupils are shown respect for personal privacy and time is taken to explain the implications of personal disclosures. The teaching and learning approaches also include a variety of methods and strategies that cater for the range of attainment levels of our pupils and their diverse needs (See: Race Equality Policy and Special Needs Policy).

We welcome the involvement of visitors from external agencies to complement the core delivery by teaching staff. All visitors are supported in the classroom by a teacher and are informed about the school's drug education policy and the scheme of work for PSHE and citizenship.

The Coordinator monitors the PSHE and citizenship curriculum. This will include sampling pupils' work and monitoring curriculum plans. Factual knowledge and understanding about drugs and specific personal and social skills, as identified in the scheme of work, will be assessed within PSHE and citizenship.

An up to date resource area can be found in Year 4 Shared Area, and all staff use these resources to aid teaching and learning of pupils in lessons.

### **3. Confidentiality and child protection**

Confidentiality is an important consideration with respect to drugs and the boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive and which the pupil asks not to be passed on, the request will be honored unless this is unavoidable in order for teachers to fulfill their professional responsibilities in relation to: child protection, cooperation with a police investigation or referral to an external service. Teachers cannot and should not promise total confidentiality.

It may be necessary to invoke child protection procedures if a pupil's safety is under threat. In such circumstances, the member of staff will inform the nominated child protection officer, of concerns. Relevant examples include a disclosure of illegal drug use by a pupil, and reporting of problematic substance misuse in the family home. Where there is disclosure of illegal substance use by a pupil, parents will be informed in all but the most exceptional circumstances.

### **4. Drug related situations**

A drug related situation is one where there is suspicion, disclosure or observation of the use of unauthorised drugs or the discovery of unauthorised drugs.

We do not allow anyone to possess, produce, supply or offer illegal drugs on the premises in accordance with the Misuse of Drugs Act 1971. Any suspected illegal drugs found, or confiscated, on premises will be disposed of appropriately. The designated senior member of staff for drug related situations is: Headteacher, Mrs Kerrell.

The following will guide staff's response to an incident of drug or alcohol misuse.

- Initial response and investigation;

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- Inform senior colleague – who will guide investigation, ensure written record is made and decide about any disposal;
- Consider responses, including whether to contact police – including possible disposal and further searching;
- Contact parents / carers;
- Consider contacting chair of governors, LEA and other support services;
- Consider sanctions / support needs of pupil(s) involved;
- Draw up and implement action plan.

Any tobacco, alcohol, solvents or illegal substances found on pupils will be confiscated. If necessary a pupil will be asked to turn out their own pockets or bags, with another member of staff present. A personal search can only be carried out by police officer or parent / carer.

Substance misuse at school is a serious matter. If a pupil is discovered with tobacco, alcohol, solvents or illegal drugs, then a fixed period exclusion will be a consideration. More serious disciplinary consequences will be considered, together with support needs and child protection, dependent upon individual circumstances.

The school has the powers, with police assistance if necessary, to remove anyone from the site who is causing a nuisance or disturbance. This includes being intoxicated. The safety of pupils during the journey to and from school is important. If staff have concerns about the safety of a pupil due to parent /carer intoxication then discussion will be held with the adult and consideration given to moving the pupil to a safer environment and / or alternative means of travel home.

## **5. Health and Safety and medicines**

Please see Health and Safety Policy for additional information.

The safety of the individual and of all others on the school site are the most important concern if a pupil, visitor or member of staff is thought to be under the influence of any drug or substance which adversely affects their judgement. Responding consistently within our stated Health and Safety procedures, including, where necessary, the administration of first aid, is the priority.

Should any drug related paraphernalia be discovered on the school site, most will be handled within existing health & safety procedures using safety equipment such as disposable gloves, and will be bagged up and disposed of in the rubbish. A written record will be kept of suspicious paraphernalia. Pupils will be advised to not touch suspect items, such as discarded injecting equipment, but report the matter to a member of staff. The member of staff will ensure safety is maintained, until appropriate disposal of the item(s) is undertaken.

Solvents or hazardous chemicals legitimately used carefully by school staff or pupils and are stored securely in the appropriate area and managed in a way to prevent inappropriate access or use.

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The approach to access and administration of medicines is set out in the school's Medicines Policy. The principles underlying this are to:

- Recognise individual medical needs and promote inclusion to provide an education for all pupils, supporting their medical needs.
- Undertake to contact parents/carers if a pupil is ill during the school day.

The school provides for the safe and secure storage of medicines:

- all adults are responsible for the secure storage of their own medication
- Tina Dyke, Senior First Aid Officer is the member of staff responsible for the secure storage of pupils' (prescribed) medication, both at school and on school visits
- there are first aid kits on the school site, with information about their location.

The school aims, where possible, to enable self-administration of medicines by pupils within a safe and supportive environment. Staff only administer medicines if written parental consent has been provided and agreed to by the school and the member of staff. This may involve additional training for members of staff involved in offering assistance, which may also include assistance with surgical appliances (e.g. artificial limbs) and medical aids (e.g. hearing aids).

### Emergency aid

Summoning medical help such as the qualified first aider, or an ambulance is crucial, but in the interim period emergency aid should be applied as follows:

- Move the child or young person as little as possible
- Put into the recovery position
- Ensure the mouth is open and unobstructed
- Keep them warm and quiet
- Monitor breathing, start artificial respiration if breathing stops or become shallow
- Apply chest compression if there is no heart beat

If staff have any suspicions that a pupil is intoxicated from inhaling a volatile substance, care should be taken to not chase or overexcite the pupil. Strenuous activity for volatile substance misusers can increase the risk of sudden death. The pupil should be kept calm until the effects have worn off.

## **6. Educational visit/social events**

The school's drug education policy applies during school visits and school social events.

During educational visits:

- Staff will be briefed about procedures and responsibilities before all visits, which will include the issue of consumption of alcohol and smoking by staff
- Adults should keep any personal medication in a safe place
- A nominated first aider will be responsible for the safe storage of any pupils' medicines and supervision their administration
- Pupils will be reminded about the relevant school rules in advance.

School social events:

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- At all social events organised by the school the responsibility for the conduct of the pupils present remains with the parent/carer.
- At such events the school 'No Smoking Policy' will be enforced.
- This school will not condone the use of any illegal substance by any individual during social activities connected with the school.
- Adults at designated school functions, subject to compliance with licensing law and within reasonable limits, may consume alcohol.

## **7. Staff matters including training**

All staff are expected to work within the agreed policy and their own professional and employment terms and conditions.

Training will be available to all staff on: basic awareness of drugs (including alcohol), emergency procedures, procedures in the event of an incident, confidentiality and disclosure, and awareness of the drug education teaching programme within PSHE and citizenship and its consistency with the school's values. In addition, the specific professional development needs of teachers delivering aspects of drug education within PSHE and citizenship, will be incorporated into individual and team professional development plans.

## **8. Implementation, monitoring and review**

Implementation of the policy is the responsibility of the Head and Governors. Mrs Chris Blount will act as link Governor for drug education, and other aspects of PSHE and citizenship at the school. Verbal feedback will include evaluative feedback from pupils, as well as teaching and support staff.

Opportunities will be made to inform parents about their children's drug education and about wider support and concerns about drugs, both through written information and parents events.

*Examples of agreed targets:*

- *Review of PSHE and citizenship scheme of work*
- *Provision of whole staff INSET opportunity –*
- *Consultation with school council about drug education policy*
- *Report on pupil evaluation of PSHE and citizenship – Black tracking files*
- *Child protection responses to drug related situations – if any arise*

Date of policy: September 2015

Ratified by Governors: September 2015

Date of next review of policy September 2017

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**APPENDIX**

**Support Agencies**

**National**

- **Talk To Frank** - 0800 776600  
[www.talktofrank.com](http://www.talktofrank.com)
- **Drinkline** – 0800 9178282  
[www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk),
- **ADFAM** – 020 7 928 8898  
Waterbridge House, 32-36 Loman Street, London. SE1 0EH.  
The national organisation for the families and friends of drug users  
[www.adfam.org.uk](http://www.adfam.org.uk)
- **Drugscope** – 020 7928 1211  
Waterbridge House, 32 - 36 Loman Street, London SE1 0EE.  
DrugScope is a UK charity that conducts research in the drugs field and provides drug information to professionals and the public.  
[www.drugscope.org.uk](http://www.drugscope.org.uk)
- **Release – 0207 729 5255**  
388 Old Street, London, EC1V 9LT  
Also, Drugs in Schools Helpline by RELEASE - 0345 366666  
[www.release.org.uk](http://www.release.org.uk)
- **RE-SOLV** – 0808 800 2345  
30a High Street, Stone, Staffordshire, ST15 8AW  
The Society for the Prevention of Solvent Abuse  
[www.re-solv.org/](http://www.re-solv.org/)
- **Childline** – 0800 1111.  
Studd Street, London. N1 0QW  
[www.childline.org.uk](http://www.childline.org.uk)

For Parents

[www.lifebyles.gov.uk](http://www.lifebyles.gov.uk) (help drugs/alcohol/healthy eating etc)

Sex and relationships

[www. keepkidshealthy.com](http://www.keepkidshealthy.com)

Help al-non – helps people who's lives are affected by drinking/drugs

02074 030888

## APPENDIX 1 – Definition of a drug and information about drugs of misuse.

A drug is any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. All medicines are drugs but not all drugs are medicines.

Therefore, drugs include legally controlled substances such as: Caffeine, alcohol, tobacco, solvents, amyl nitrate (poppers), as well as substances used for medical purposes, whether sold over the counter or prescribed, such as: antihistamines, antibiotics, tranquillisers and illegal substances such as: cannabis, ecstasy, heroin, cocaine, LSD

Possession of some prescription-only medicines, such as Temazepam and Ritalin, is illegal under the Misuse of Drugs Act if no prescription is held.

These lists are not definitive and there may be some overlap of the categories.

Substance	Effects	Risks	Legal Position
Tobacco	Relaxation, headache, bad breath, reduced appetite	Bad cough, cancer, heart attack, breathless	Illegal to sell to anyone under 16
Alcohol	Relaxation, lose inhibitions, loss of control, vomiting, violence, drowsiness	Liver damage, impairs decision making and judgement	Illegal to sell to anyone under 18 (as a general rule).
Cannabis / marijuana	Lack of co-ordination, related heart rate increase, happy loss of inhibitions, can cause panic	Long term may cause lung disease and psychotic illness. Loss of memory, impaired judgement	Class C. Illegal to grow or supply
Solvents / gas	Facial rash, stomach cramps, lack of co-ordination, aggressive behaviour, weird visions, headaches, light headed, relaxing	Death from asphyxiation or heart seizure. Psychological dependence. Choking on vomit. Possible damage to lungs, kidneys, liver, heart and central nervous system	Illegal to sell to under 18s knowing it will be abused
Amphetamines	Initially energetic and confident, but anxiety and restlessness can follow	High doses can produce delirium, panic, paranoia or depression, heart failure, damaged blood vessels	Class B. Illegal to possess or supply (unless prescribed)

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MDMA / Ecstasy	Increased energy and colour perception, feelings of well-being, increased thirst, head and muscle ache	Can lead to anxiety, panic, insomnia, hypothermia and dehydration. Some evidence of liver damage	Class A. Illegal to possess or supply
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Substance	Effects	Risks	Legal Position
LSD	Hallucinogenic effects, including intensified colours and sounds, or even out of body experiences. Effects are dependent on the strength of the dose.	Difficult to identify strength of dose. Experiences can be emotionally disturbing (bad trip) leading to anxiety. Flashbacks can occur.	Class A. Illegal to possess or supply.
Hallucinogenic mushrooms / magic mushrooms	Similar to LSD experience	Main risk is picking and eating a poisonous mushroom by mistake	Class A if processed - cooked, dried or made into tea
Amyl Nitrate	Blood vessels dilate causing a rushing sensation to head, lose balance, increased energy. May enhance sexual pleasure. Effects are short lived.	Vomiting, shock, unconsciousness, heart attack, dizziness, headache, palpitations	Currently no legal restrictions on use or supply
Anabolic Steroids	Increase strength, speed, aggression and competitiveness. Enables more intensive training for longer.	Restriction on growth, spinal problems, menstrual abnormalities, voice changes, increase in hair growth	Possession for personal use not illegal. Supply is illegal, with Class C penalties.
Heroin	Euphoria, reduced anxiety and pain levels. Slow heart rate and breathing. Can cause constipation. Appetite loss.	Highly addictive. Difficult to identify strength of dose and what it is mixed with. Danger of overdose. Injecting causes abscess and other infections including septicaemia and HIV	Class A. Illegal to possess or supply.

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Cocaine/ Crack	Feelings of exhilaration, strength and well being. Decreased hunger, indifference to pain and fatigue. Effects relatively short term.	Comedown can bring on depression, anxiety and fatigue. Excessive doses may cause death from respiratory or heart failure. Long term use may lead to paranoid psychosis.	Class A. Illegal to possess or supply.
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Dear Parents,

*Drug Education Policy*

This policy is being prepared in consultation with other local schools, the PSHE & Healthy Schools advisory team, governors and teaching staff, and, having read the document, parents/carers views would be greatly appreciated in writing by (insert date).

The specific aims of drug education within PSHE will match the age, maturity and experience of the young people involved, but underpinning all of them will be an understanding of the physical, psychological, social and legal aspects of drug use and misuse. The school needs to be aware of and take into consideration the parents/carers views and how this may affect its drug education objectives. The goal of our drug education is for our pupils to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

For the purposes of the policy, drugs are defined as any substance which, when taken into the body affects how it functions - including legal drugs such as caffeine, alcohol, tobacco, solvents, medicine such as pain killers, cough mixtures, as well as illegal substances.

The policy also seeks to inform all pupils/parents/carers and staff of the steps which will be taken in the event of a drugs related situation occurring.

Copies of the draft policy will be available to view on loan from the school office.

Parents/carers' responses will be discussed by the working party, and any suggestions for alterations will be given due consideration.

Yours faithfully,

Mrs Kerrell  
Headteacher.