



### **School Vision:**

**To encourage and support thoughtful, happy and responsible children with a lifelong passion for learning, within a Christian community**

### **Stanwell Fields C of E Primary School Drug and Alcohol Policy**

**Policy first adopted by Governors:**

**Reviewed and Updated: September 2013, 10.09.14, 07.09.15, 08.09.16**

#### **Definition**

What do we mean by a drug?

*A drug is any substance taken into the body, which alters the way, the body functions emotionally, physically or mentally. This includes tobacco, alcohol, solvents, prescribed and over the counter medicines as well as illicit substances.*

This Policy has been agreed by the Staff and Governors of the school and forms part of the Policy of the school and reflects the overall aims of the school. Parents have access to this policy on request. It will be monitored and reviewed in line with our PSHE Policy.

#### **Aims**

It is our aim that all children in school, their carers and school staff should gain appropriate knowledge and understanding of the effects of substance abuse through the delivery of a programme of drugs education.

#### **Objectives**

To achieve this aim:

1. We will teach the true facts about alcohol, drugs and solvent abuse at an appropriate level (outlined in the PSHE Scheme of Work).
2. The Head Teacher and/or The Chair of Governors is the designated person to deal with drugs related issues within the school.
3. Parents will be informed of the aspects of drug education that will be taught to their children for the academic year through the curriculum guides sent out each term.
4. When possible, staff, parents and carers will be given the opportunity to meet with outside professionals that assist us with the delivery of our education programme, e.g. the Life Bus, the school nurse, NSPCC
5. Alcohol and tobacco misuse and their consequences will feature as part of the school's Health Education programme, which includes explaining the dangers of putting any unknown substance in their mouths and ingesting. Pupils will also be taught about some people's need for medication and that prescribed medicines are safe as long as they are only taken by the person they are prescribed for.

#### **The Management of Drugs Related Incidents**

Today's children are under increased influences and pressures and their knowledge

of drugs in society have been accelerated by constant media coverage and social media sites. Although we feel that drug related incidents are likely to be rare, we do realise the importance of having a policy that outlines the management of such incidents should they occur.

All adults within the school need to be aware of how to deal with such situations and their effect on the pupil, family school and themselves. The overall welfare of the children involved and their parents will be kept in mind at all times.

### **1. Suspicion/hearsay**

Any hearsay/rumour about pupil/staff drug use will be carefully evaluated in the light of the school's own knowledge about the pupil or staff member and sensitively investigated before any action is taken. If staff believe the rumour unfounded steps will be taken to challenge the rumour and its effects, e.g.:

- challenging the behaviour that might of led to the rumour
- challenging the source of the rumour

If the rumour is found to be true the Head Teacher will follow steps 3 and 4 outlined below for pupils. The Head Teacher will follow the school's disciplinary policy and the managing allegations policy for staff.

### **2. Possession**

If a child is found with or suspected of possessing a harmful substance it will be removed by the member of staff who discovered it. Ideally, another adult should witness this transfer. This is to ensure that there is no accusation of a member of staff being in possession of the substance rather than the child.

The situation will be investigated promptly and thoroughly and a written record made.

### **3. Consultation**

The Head Teacher will be informed immediately and the child will be taken to the Head's office. The Head will then explain the seriousness of the incident to the child before informing the parents, who will be asked to come to the school.

The Police will be called if the substance is believed to be an illegal one.

### **4. Contacting Parents**

Parents will always be informed when a case of substance misuse has been positively identified. A three-way discussion will occur between all parties to ascertain the best way forward. This may include the involvement of outside agencies and the Police, especially in the case of drugs and solvents.

### **5. First Aid**

Pupils deemed to need first aid at the time of the incident will be assessed by a qualified member of the office staff, who will decide if any further assistance is required.

### **5. Recording Incidents**

All drug related incidents will be recorded and kept in the confidential filing system.

### **6. Disposal of Substances**

Unprescribed drugs and solvents will be disposed of in the manner advised by the Police.

## **7. Disclosure About Substance Abuse**

The Head will follow up and deal with any information about substance abuse that is disclosed by a pupil.

### **Drug/substance abusing parents**

The school recognises that some of its pupils may have a parent whose drug use (legal or illegal) may be problematic. The pupil's welfare in this case is paramount and any information disclosed about substance abuse, within a pupil's home environment or local area, would be followed up by the Head Teacher. It may be deemed necessary to inform Social Services and/or the Police. The school will act within the legal limits that it can, to support the pupil in a variety of ways, practically and emotionally.

## **8. Background Issues**

### **Health and Safety**

The public can gain access to the site, so it is feasible that evidence of drugs misuse may be found on site. The Premises Manager and /or staff supervising playtimes check the playground and grassy area to ensure they are safe for the children. When handling any substances that are believed to be harmful or drugs related, no direct contact should be made. Syringes should be placed in a heavy plastic container until advice can be sought about their safe disposal.

### **Drugs and Alcohol in School**

#### **Use of Alcohol in School**

There may be occasions when the school may consider it appropriate to sanction the use of alcohol on the premises, i.e. an adult social function. On such occasions the following guidelines should be followed:

- the alcohol should be stored in a safe and secure location
- the Governing Body should approve functions where alcohol is served

Staff members do not take alcohol on site during the school's opening times or when they are off site leading Field Trips.

### **Under the influence of Drugs and Alcohol**

Any member of staff, parent or carers will not be allowed onto the school grounds under the influence of any substance *which alters the way, the body functions emotionally, physically or mentally.*

Teachers will immediately alert the Head or Deputy if a parent is under the influence of alcohol or drugs when attempting to collect.

If the child is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school can, in extreme circumstances, refuse to hand over the child- but this can only happen if the parent/carer is in no fit state to take charge of the child **and** the appropriate services must be notified immediately, i.e the police, who have emergency protection powers, and social care.

The schools Designated Safeguarding Lead will record both the incident and any resultant actions taken under local safeguarding procedures.

## **Tobacco**

The school is a designated non-smoking area.

## **Medication in school**

Prescribed drugs will only be administered by a 'Designated First Aider' for the benefit of a child's long-term health, i.e. asthma sufferers will be supervised in the taking of their daily inhaler.

Emergency inhalers (EpiPen's will remain in the First Aid room at all times apart from school trips) will be kept in a labelled box in the classrooms and taken on to the field for P.E., taken to the first aid room at lunch as well as to the swimming pool and on school trips. These and other medication are kept in a sealed, named box with a photograph of the child and a medical plan drawn up with the school and parents. Parents are encouraged to administer paracetamol syrups themselves if they are required to be taken during school hours. In extreme circumstances and by prior arrangement with Office Staff, we will store an antibiotic syrup in the medical refrigerator and administer it. It must be in a named plastic bag and the dosage must be clear. Parents must give permission in writing for staff to administer.

## **Monitoring and Review**

This Policy will be monitored and reviewed as part of the yearly Monitoring Programme and the ongoing programme of Curriculum Review detailed within the School Development Plan, unless County or Government initiatives require it to be done sooner.

Governors will work alongside the co-ordinator to ensure the policy is being followed to successfully deliver the planned outcomes.

## **The following policies also contain important information relating to this policy**

First Aid

Management of allegations against staff and volunteers

Health & Safety

Safeguarding & Child Protection

Staff Handbook – guidance on conduct

Safe Working Practice Policy and Agreement

Child Collection

Whistleblowing