ST. PAUL’S R.C. SCHOOL

POLICY ON DRUG EDUCATION AND HANDLING DRUG RELATED INCIDENTS
1. **Statement of Values**

St. Paul’s believes that a healthy lifestyle should be the entitlement of everyone in the school community, students and staff. We are committed to the health and welfare of all our students in a safe environment. We acknowledge our shared responsibility with parents and the community for making sure that we play our part in meeting national and local concerns in relation to drug education and substance misuse.

To that end:

- St. Paul’s will promote the health and safety of all who work in the school community through the curriculum it offers and the day to day procedures governing the conduct of the school;

- St. Paul’s is committed to supporting the pastoral welfare of the students in its care through formal and informal pastoral structures. We will encourage young people in their confidence to use these structures when they are in need of support. The best interests of the individual as well as the needs of the whole school community will always be taken into account.

- We believe that health education has an important place to play within the PHSE and Citizenship programme of the school and that every student has an entitlement to participate in and benefit from health education opportunities. The school acknowledges the importance of its pastoral role in the welfare of young people.

- The school is committed to the health and safety of its members and will take action to safeguard their well-being.

- St. Paul’s does not condone the misuse of legal drugs nor the use of illegal substances by members of the school, nor the illegal supply of them, and we shall take appropriate steps to deal with any such incidents which may occur.

- St. Paul’s believes in the importance of the partnership with parents, with the local community and with the various specialist agencies (statutory and voluntary) in the matter of promoting a healthy lifestyle. It is our policy to ensure that effective and appropriate communication is an essential part of the procedures we adopt for managing the drugs education programme in this school and for dealing with any drugs related incident.

- Sanctions for incidents will be consistent with the school’s behaviour policy. This policy sits alongside other school policies e.g. PSHE, Medicines Policy etc and should be read alongside these.

- This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/residentials etc.
2. **Educational Aims and Objectives**

The aim of this policy is to define and share the school's approach to drug education and the management of any drug-related incidents. It is for all pupils, staff, outside agencies, parents, carers, and all individuals involved with school activities.

The policy aims to ensure that there is a whole school approach to drug education. We aim for our staff to be confident and skilled both to deal with drug-related issues and to teach drug education. We aim to provide up to date, relevant and accurate information as well as support to the whole school community.

The overall aim of the school’s drug education programme is to give students the knowledge, understanding, and skills to make informed choices about their health and the use and misuse of drugs, both now and later in life, and to emphasise the benefits of a healthy lifestyle.

Specific aims of the Drug Education Policy are:

- to promote and develop positive attitudes and behaviour towards good health
- to enable students to make healthy and informed choices
- to seek to reduce risks to young people and reduce harm
- to help students develop decision-making skills which will assist them in dealing with problems and pressures
- to provide accurate information about substances and to increase understanding about the effects of their use and misuse
- to widen understanding of related health issues e.g. crime, sex and sexuality, HIV and AIDS
- to define how and what will be taught by whom
- to detail how drug-related incidents will be handled
- to identify how student support will be provided
- to define how training and support will be provided to staff
- to determine what the involvement of other agencies will be
- to determine what the involvement of parents will be
3. **Definition of a Drug**

In this policy “Drug” means any substance that changes the way the body works and includes legal substances such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc.

4. **The School’s Drug Education Programme**

**Organisation**

The school’s Drug Education Policy Programme is co-ordinated by the Deputy (Frieda Smith)

The Governor with special interest in the Health/Drug policy is Mrs O’Brien

The content of our Drug Education Programme will be consistent with what is recommended through the National Curriculum standing orders.

It will be subject to regular review and evaluation.

It will be supported by informed advice from sources outside school.

Active student participation will be encouraged.

**Content**

The school provides a planned drug education curriculum for all our pupils through the following:

(i) Science

- In science all our pupils are taught that tobacco, alcohol and other drugs can have harmful effects – this is taught in line with the national curriculum orders for science.

(ii) PSHE and other activities including Citizenship that reflect knowledge, understanding, attitudes and social skills. These will:

- Enable pupils to make healthy, informed choices
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
Enable young people to identify sources of appropriate advice and personal support

Details of our drug education curriculum content and delivery can be found in our schemes of work for Science, PSHE and Citizenship. Other areas of the curriculum are actively encouraged to explore these issues and skills development where appropriate.

Opportunities for extending and enriching the programme will be taken across the curriculum. There will be appropriate progression to match the relevant key stage.

On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors will be used in a planned way and their contributions will be evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The school actively cooperates with agencies such as the LA, police, health and drug agencies.

5. **How we handle a drug-related incident**

The possession or use of illegal drugs on school premises will not be tolerated.

Our school is a smoke free school and we do not allow smoking on school premises by any person.

Pupils and other children of school age using the premises are not allowed to bring cigarettes or other tobacco products onto school premises

Pupils should not bring prescribed medicines or shop bought medicines to school unless a parent/carer has agreed this with the head. Any such arrangements will be in line with the school’s medicines policy.

**What happens if someone breaks the rules?**
The Headteacher is responsible for implementing this policy. Given that no two cases are exactly the same the following outlines what someone breaking the rules might reasonably expect to happen if caught. Wherever possible the school will try to avoid permanent exclusion but it should be noted that the school takes drug incidents very seriously and this action will always be considered. In making a decision the school seeks to balance the interests of the students involved, the other school members and the local community.

**Possession/Use of illegal drugs on school premises:**

**Adults** found to be in possession or thought to be in possession of illegal drugs on school premises will be asked to leave the school site. If the adult refuses to leave the site the police will be called. The incident will be logged in the school’s drug incident log book. Consideration will be given to informing the police of all such incidents and
repeated possession/use will generally result in the police being contacted. The police will always be called to deal with any incidents involving the supply of illegal drugs.

**Students** found in possession or thought to be in possession of illegal drugs, alcohol, tobacco, or medicines not agreed with the Headteacher in line with school medicines policy etc will be asked to hand over the substance to the Headteacher or other teacher dealing with the incident in the presence of another member of staff. The child will be spoken to by the Headteacher or designated teacher and parents/carers will be called as soon as possible to help decide the way forward with the school in line with the school’s behaviour policy. Wherever possible the school will seek to avoid permanent exclusion. This said the below is offered as guidance to possible actions:

*Given that no two incidents are exactly the same students might reasonably expect that for first time incidents of possession or use of drugs they will receive a short fixed term exclusion while further investigation and support, where identified as appropriate, is arranged with a warning that should they be involved in another incident they will face possible permanent exclusion.*

*Students found to be supplying substances to other students might reasonably expect to be permanently excluded.*

The school will normally inform the police of incidents involving illegal drugs and ask them to collect suspected illegal drugs. Until these are collected they will be placed in a plastic bag and locked in the school safe. They will be placed in the safe by the Headteacher or designated teacher and this will be witnessed by another member of staff – both staff will sign to say that this action has been done.

**Staff**

Staff involved with substance misuse issues (including alcohol) will receive advice and support around health related issues but might reasonably expect disciplinary action to be considered.

**Procedures**

The school can experience a variety of drug related incidents including:

Children asking questions about drugs in class.

Children talking about their use of drugs.

Children or Staff finding drug paraphernalia on the school premises.

Children bringing drugs into school.

Use of drugs by children on the school premises

Information of children, or their siblings, or parents, using drugs.
Where a member of staff encounters one of these or any other drug related incident their action should be guided by the following:

1. Remember that staff who are looking after children under the age of 16 are assumed to be acting in ‘loco parentis’ and therefore have a duty to act as a responsible and wise parent.

2. In any situation the well being of the child is of paramount importance. Administer any (emergency) first aid that is necessary. Keep any evidence that may assist in identifying substances that may have been consumed (including vomit) and ensure that this evidence is available to health professionals or accompanies the student to hospital.

3. Remove any dangerous substances or items.

4. If a student is found in possession of substances suspected of being a controlled drug the member of staff should remove the substance and in the presence of a witness, lock it away.

5. Gather any evidence that is readily available or which may not be available later.


7. Report the incident as soon as practically possible to the Headteacher or to one of the Senior Leadership Team and if requested complete part A of Drug Related

The Headteacher will determine what further action needs to be taken, including

- whether to interview students
- gather further evidence
- inform the parents
- inform the LA
- inform the police

Each case will be assessed on its own circumstances. The Headteacher or one of the Members of the Senior Leadership Team will, if further action is deemed to be Necessary, complete part B of the Drug related Incident form. An action plan may be drawn up with the student, his/her parents and any appropriate outside support agency aimed at making available the necessary help (e.g. counselling, medical help, education, discipline).

Exclusion or sanctions may be necessary. Consideration will be given to the likely consequence for the individual concerned and his/her welfare balanced against the needs of the whole school community. The police will always be told if illegal drugs or substances are sold in school.
6. **Dissemination of the Policy**

All the school’s governors and staff will be issued with a copy of the policy.

A summary of the policy will be set out in the school’s prospectus, which will indicate that a copy of the policy is available on request.

7. **Review and Evaluation of the policy**

The policy will be reviewed and evaluated on an annual basis. This exercise will be undertaken by the Deputy in charge of Drug/Health Education who, in consultation with the Governor with special interest for the programme, will present a brief report for the governing body.

All staff, parents/carers and young people will be reminded of this policy, and its procedures, on a regular basis and copies of this policy will be given to all parents when their children start school. The policy along with other school policies will be available on the school website.

Policy written: May 2010  
Policy reviewed: May 2012  
Date of next Planned Review: May 2014
Appendix 1

St. Paul’s School

DRUG RELATED INCIDENT FORM

PART A  (To be completed by the member of staff discovering, witnessing or being directly involved in a drug related incident)

Date of Incident__________________ Time of incident_____________________

Location of Incident____________________________________________________

Person(s) involved

_____________________________________________________________________

Brief description of Evidence:

Evidence of Drug Abuse (to include assessment of reliability of evidence):

Action taken:

Name___________________Signature______________________Date____________
PART B: HEADTEACHERS REPORT

Assessment of evidence so far available:

What further evidence could be collected? How?

What school rule(s) were broken?

What laws were broken?

What was the nature of the drug use?

What factors led to the drug being used?

Does the student(s) concerned have emotional or social problems?

What problems could the drug use cause the student’s:
  Health

  School work

  Home/social life?