



## St. Paul's Catholic School Policy on Drugs

### Mission Statement

St Paul's School is a **Catholic family,**  
**a living, breathing reflection of the**  
**love of our God and neighbour.**

**We each celebrate education through**  
**diversity, seeking mutual respect and**  
**high expectations.**

Our mission and vision is to strive to  
**fulfil our potential as disciples who**  
**grow in holiness, knowledge and**  
**dignity.**

LOVE  
tenderly

ACT  
justly

WALK  
humbly

### Rationale:

As a Catholic community we recognise the great value of all God's gifts and affirm the positive value of drugs properly used and administered. We also recognise the danger to individuals and society of harmful use of drugs, alcohol and tobacco. Accordingly we seek to educate our young people to have a proper respect for their health and the health of others and to understand the value of drugs, alcohol and tobacco. This policy sets out our approach.

### Aim:

The aim of this policy is to acknowledge and clarify the schools' role in drug education and prevention of misuse and ensure it is appropriate to students' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community.

### Statutory duty of the school:

The Principal takes overall responsibility for the policy and its implementation, for liaison with the governing body, parents, CMAT and appropriate outside agencies. The Principal will ensure that all staff dealing with substance issues are adequately supported and trained.

Teachers will need to be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information as well as support.

This policy should also be read in conjunction with the PHSE policy, medicines policy, health and safety policy, SEN and discipline/behaviour policy. As a matter of course, all staff, parents/carers and students are reminded of this policy on an annual basis. This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/residential etc.

'Drugs' are taken here to mean those that are legal, such as alcohol, tobacco, Vapour Cigarettes and over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc.

The school believes that the possession and or use of such drugs, except prescribed medicines, by students in school, during the school day, at home or while travelling to/from school is unacceptable. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while students are on school visits. Individual exceptions may be made for students who require prescription medicines where appropriate.

### **Section 1: Drugs Education:**

- (i) The school provides a planned drug education curriculum. By the end of KS4 (Year 11) students will be taught about. Those in green are delivered as part of the Science curriculum

- the facts about legal and illegal drugs and their associated risks, including the link between drug use, and the associated risks, including the link to serious mental health conditions.
- the law relating to the supply and possession of illegal substances.
- the physical and **psychological risks associated with alcohol consumption** and what constitutes low risk alcohol consumption in adulthood.
- the physical and psychological consequences of addiction, including alcohol dependency.
- awareness of the dangers of drugs which are prescribed but still present serious health risks.
- **the facts about the harms from smoking tobacco (particularly the link to lung cancer), the benefits of quitting and how to access support to do so**

- (ii) Other discretionary topics will be delivered through RE, PSHE and will reflect knowledge, understanding, attitudes and social skills that will:

- Enable students 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
- Respect for dignity of life and community life/community good

On the whole drug education will be delivered by our staff but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and have their contributions evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The school will seek to engage agencies such as the police, health and drug agencies.

### **Section 2: Medical Emergencies:**

- Any medical emergencies will be dealt with as per Appendix A.

### **Section 3: Misuse of / Supply of Drugs:**

- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc., the matter will be dealt with as a 'Safeguarding Matter' and referred in the first instance to the school's Vice Principal/Designated Safeguarding Lead for Safeguarding. The case will then be discussed with the young person and a written record taken (see Appendix C); parents/carers will be informed as soon as possible. The support of the Police and outside agencies will be sought as appropriate. Disciplinary action will be taken as appropriate (see Section 6).

- Where appropriate the matter will be reported to the Police.
- The school will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per Appendix B: staff, students, parents/carers will be informed of these issues.
- St. Paul's Catholic School will not knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). Where it is suspected that substances are being sold on the premises, details regarding those involved, as well as much information as possible, will be passed to the police.
- Disciplinary action will be taken in all incidents of the misuse or supply of alcohol or drugs. The level and severity of the sanction will be at the discretion of the Principal based on the specific circumstances and any contingent factors. However, the Principal will be expected by governors to consider whether permanent exclusion is the appropriate action in all cases.

All staff, parents/carers and young people will be reminded of this policy, and its procedures, on a regular basis.

APPENDIX A: Drug situation – medical emergencies

APPENDIX B: Situations involving drugs without medical authority

APPENDIX C: Record of drug-related situation (a specimen record sheet)

## Appendix A: Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

**The main responsibility is for the student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first aid procedures. *If in any doubt, call medical help.***

### **Always:**

- assess the situation
- send for first aider
- if a medical emergency, send for medical help and ambulance.

### **Before assistance arrives**

#### *If the person is conscious:*

- ask them what has happened and to identify any drug used
- collect any drug sample
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet.

#### *If the person is unconscious:*

- ensure that they can breathe can place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another student
- The admin team then will notify parents/carers (as with any emergency medical referral)

#### *For needle stick (sharps) injuries:*

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing.
- if used/dirty needle seek advice from a doctor.

### **When medical help arrives**

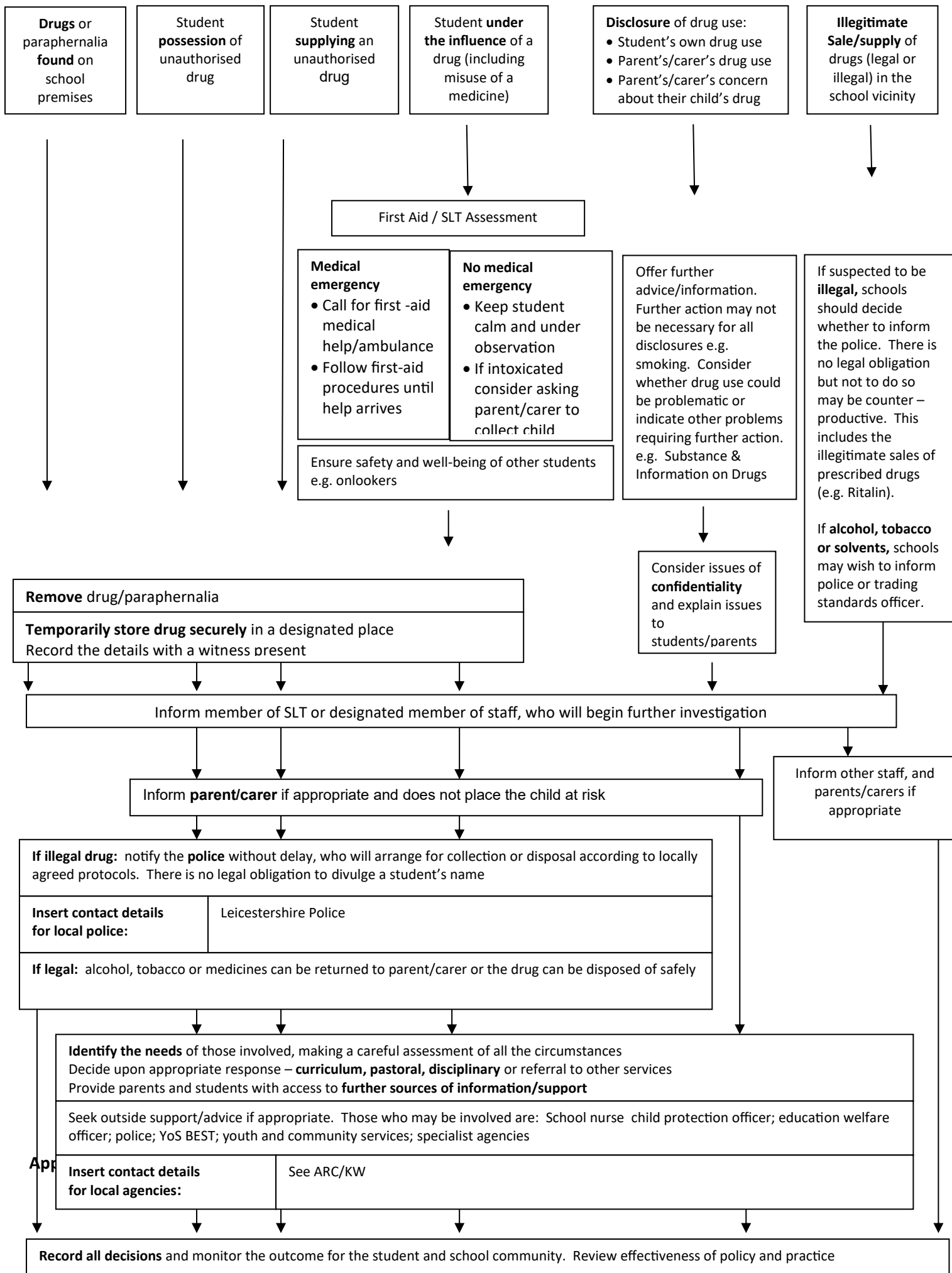
- pass on any information available, e.g any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

**This form is based on Appendix 9 of Drugs: guidance for schools.**

**“Drugs” refers to all drugs including medicines (prescription and “over the counter”), volatile substances, alcohol, tobacco and illegal drugs.**

## APPENDIX B: Responding to incidents involving drugs



- 1 For help and advice, telephone the CMAT
- 2 Complete this form WITHOUT identifying the student involved
- 3 Copy the form
- 4 KEEP the original, adding the student's name and form – store securely

Tick to indicate category:

Drug or paraphernalia found ON school premises

☐ Student disclosure of drug use

☐

Emergency/Intoxication

☐ Disclosure of parent/carer drug misuse

☐

Student in possession of unauthorised drug

☐ Parent/carer expresses concern

☐

Student supplying unauthorised drug on school premises

☐ Incident occurring OFF school premises

☐

Name of student*:	Name of school:
Student's form*: (*for school records only)	Time of incident: am/pm
Age of student: MALE/FEMALE	Date of incident:
Ethnicity of student**:	
Tick box if second or subsequent incident Involving same student	Report form completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO

First Aid given by: .....

Called by: ..... Time: .....

**Drug involved (if known):**

Drug found/removed? YES / NO

**(e.g. Alcohol, paracetamol, Ecstasy)**

Where found/seized:

.....

.....

Senior staff involved:

Name and signature of witness:

.....

.....

Disposal arranged with (police/parents/other):

.....

Time:

If police, incident reference number:

Name of parent/carer informed*:	(*for school records only)
Informed by:	Time:

Brief description of incident (including any physical symptoms):
Other action taken: ( other agency involved, e.g. SNS Educational Psychologist report requested, case conference called, students/staff informed, sanction imposed, GP/Police consulted)

## Record of Drug Related Incident

Confirmed or Suspected Drug Related Incident? (please circle)

Did the incident involve Possession? Use? Supply? (circle all that apply)

Date of incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of incident: **M T W T F S Su**

Time of incident \_\_\_\_\_ am / pm

Location (please circle) **In School Building. School Grounds. Off Premises.**

Number and ages of people involved: **Females** = \_\_\_\_ **Ages** \_\_\_\_\_  
**Males** = \_\_\_\_ **Ages** \_\_\_\_\_

Did the incident involve any non-students of the school? **Yes / No**  
(if yes give details in written report)

Types of drug involved (please circle): **Medicines, Tobacco, Alcohol, Solvents, Cannabis, Heroin, Amphetamine, Ecstasy, Cocaine, Crack, LSD, Mushrooms, Poppers. Unknown / Other** (please put details in written report).  
**Needles / Paraphernalia.**

Please answer yes or no to these questions:

**Parents contacted** ( ) **Police contacted** ( ) **Police attended** ( )

**School searched student** ( ) **LEA contacted** ( ) **Medical assistance given** ( )

**Ambulance called** ( ) **Drug confiscated** ( ) **Drug disposed of by school** ( )

**Drug given to Police** ( ) **Other Agencies involved** (Details in written report) ( )

Summary of exclusions resulting from this incident

Sex	Age	Years	Permanent	Fixed term No. of days

Have the student/s involved been told how to get further help/support? ( )

Have the parents been told how to get further help/support? ( )

## **Smoking Policy - Staff and Students**

### **Rationale**

Smoking is a major cause of illness and early death, and affects non-smokers through passive smoking. The laws prohibiting smoking made under The Health Act 2006 require that enclosed or substantially enclosed public places and workplaces are smoke-free. In addition, since October 2007, it has been illegal to sell tobacco products to anyone under the age of 18.

Accordingly the school recognises its duty to discourage smoking and to encourage a healthy lifestyle.

### **Aims**

1. To apply the law prohibiting smoking made under The Health Act 2006 by providing a no-smoking environment.
2. To make students aware of the health risks involved in smoking. To encourage students to cope with pressures on them to take up smoking and enable them to make informed, responsible choices.
3. To support the national targets for reducing the proportion of smokers in all age groups.

### **1. Introduction**

- 1.1 In line with the Health Act 2006 and subsequently, law since 1<sup>st</sup> July 2007, St. Paul's Catholic School is a designated non-smoking site. This policy identifies how we will continue to maintain a smoke free environment within the school premises for the benefit of students, staff, visitors, parents and carers as well as members of the public.
- 1.2 The Health and Safety at Work Act etc (1974) requires that the school take reasonable measures to protect the health and safety of employees and members of the public visiting the school premises.

### **2. Rationale for the Existence of School Smoking Policies**

- 2.1 Everyone has the right to breathe clean air.
- 2.2 Smoking is the single most preventable cause of premature death and ill health in our society
- 2.3 72% of the adult population do not smoke.
- 2.4 Schools are in an ideal position to influence the health of the community they serve. The school environment, smoking education programme offered and the messages given about tobacco, have key roles to play in reducing smoking amongst young people, staff and visitors.
- 2.5 Where smoking is permitted on school sites this devalues the health education input students receive on smoking and provides contradictory messages to them. Schools have an important role in modelling non-smoking as the norm.
- 2.6 Children need to receive consistent messages and require non-smoking role models within the school

### **3.**

- 3.1 St. Paul's Catholic School recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working and learning environment where health and safety of the staff, students, parents, carers and members of the public who visit the school premises are of paramount importance.
- 3.2 The purpose of the policy is to protect and improve health, safety and well-being of all staff, students, parents, carers and members of the public who visit the school premises.
- 3.3 St. Paul's Catholic School will place particular emphasis on raising awareness amongst students on the impact of smoking and second hand smoke, as part of the taught curriculum in PHSE



#### **4. Policy Strategy**

4.1 The school is designated a no-smoking site and everyone involved with the school community is expected to adhere to the Smoking Policy. Those groups are:

- Employees
- Student Teachers
- Students
- Voluntary helpers
- Governors
- Visitors/Parents/Carers
- Contractors working on site
- Individuals using the leisure facilities
- Individuals attending an outside letting
- Individuals attending a social event

4.2 In accordance with the School's Smoking Policy, the following will apply:

##### **Students**

- Students are not allowed to smoke at school or whilst engaged in any off-site activity representing the school
- Students should not smoke whilst travelling to or from school when in St. Paul's uniform.
- Students should not be present when other students are smoking, or they will face the same consequences as those who are smoking

##### **Staff**

- Staff are recognised 'role models' and as such are required not to smoke in sight of students. This will include visits, school excursions and include both teaching and non-teaching staff, near the school site.
- The spirit of this policy will also apply to employees whilst exercising direct responsibility for students on off-site activities, e.g. in the school mini-bus, school fixtures, school trips etc.

##### **Visitors**

- The Smoking Policy applies to all visitors to the school including suppliers, supply or temporary staff and contractors.

##### **Parents and Carers**

- It will be requested that Parents and Carers adhere to the Smoking Policy and refrain from smoking on the school grounds.

##### **Events**

- The school's Smoking Policy applies to all social events
- Where events are booked by outside agencies, all parties are to be made aware of the school's Smoking Policy

#### **5. Students who are found contravening the school no smoking policy.**

5.1 **When a student is found smoking or with smokers in the vicinity of the school site.**

- Parents will be notified by letter that their child has contravened the Smoking Policy and will be placed in isolation.
- The student will also have an opportunity to work through a Smoking Cessation Programme which they will do this at a designated time outside of the school day.
- Repeat offenders will face a fixed term exclusion from school and the school reserves' the right to issue a £50 penalty in line with current legislation

**Approved by Governors:**

**May 2020**

**To be reviewed:**

**May 2021**