

Policy

Bradfield CE Primary School

Managing Drug Related Incidents



At Bradfield we are

LEARNING TO LIVE, inspired by Christ.

With Jesus as our model, we are **LEARNING TO LIVE** with **COURAGE, COMPASSION, RESILIENCE** and **JOY**.

(I have set an example for you, so that you will do just what I have done for you. John 13:15)

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| Policy Name | Managing Drug Related Incidents |
| Brief Description: | This policy states how the school will deal with incidents relating to drugs |
| Status: Statutory/non-statutory | Non-Statutory Policy |
| Other related policies and procedures: | Health and Relationships Education , Health and Safety, Smoke Free, Administering Medicines |
| Approval level: HT/Governors/FGB | FGB |
| Approved by the Governing Board on: | 22.04.2021 |
| Frequency to be reviewed | Every 3 years |
| Latest Date for Next Review: | Feb 2024 |
| Version + Schedule of Amendments: | Originally written March 2018 Updated Feb 2021 |
| Signed: | |
| Position: | |
| Date of Signature: | |

Guiding principles

The school is aware of its legal responsibilities with regard to drug related incidents and in responding to them. The school's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole.

The Headteacher will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies. The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of its pupils. We believe that any incidents involving drugs should be dealt with in an informed and sensitive manner. We should adopt a flexible approach and avoid any panic. A range of incidents can occur in the school environment and all aspects of each situation should be considered before any action is adopted. Parents will be encouraged to become involved as much as possible in order to achieve a successful drugs education programme.

Routine arrangements – A drug free environment

Medicines

The school has a procedure for the administration of medicines that must be followed for everyone's safety. All medicines in school are used and stored appropriately in a locked cupboard in the Office or in the medical refrigerator in the staff room. Medicines are administered by the office staff on completion of an indemnity form by the parent.

Alcohol

No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except by the permission of the Headteacher. Any adult under the effects of alcohol will be asked to leave the premises for the safety of the whole school.

Tobacco

The school and its grounds are no smoking areas at all times.

Solvents

The school ensures that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of products such as solvents and aerosols. (The only exception permitted is aerosol ventolin / or any other approved medicines administered in the presence of an adult and stored in a locked medicine cupboard.)

Illegal drugs

No illegal drugs are allowed to be brought on to, or used on school premises. To protect the health and safety of the school community regular checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

Routine arrangements – A well planned curriculum. We believe in the prevention and intervention of drug misuse, through informative drug education, and a planned curriculum appropriate to the primary school age phase.

Incidents

A drug related incident may include any of the following:

- Finding drugs, or related items on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use

- Suspicious behaviour
- Rumours or reports of drug possession supply or drug use

Procedures

There are some key principles to consider:

- Determine the precise nature of the incident and involvement of pupils, parents and/or staff before deciding on a response
- Focus on the individual rather than on the substance
- Make sure the needs of the child are considered first
- Put the school pastoral system into action as an initial response to the incident
- Be confident in the professional skills, experience and expertise of staff to address these incidents and deal with the pupils and their problems
- Involve parents/carers, police and other agencies if appropriate
- Make sure there is continuing support for the child in school
- Check disciplinary aspects, including exclusions from school, within school behaviour/discipline policy and procedures
- Be aware of the legal constraints on gathering evidence and interviewing suspects

Medical emergencies

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

Hearsay/Rumour

Drug use is often discovered by hearsay. This should be passed on to the Headteacher and PSHE co-ordinator who should record the matter as hearsay evidence, thus enabling a record of teacher's concerns to be compiled. Where the hearsay evidence is not supported through further reports or incidents for one school year the evidence will be removed from the records.

Suspicious Behaviour

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

Finding substances

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:

- the date and time of the find or retrieval
- the size and appearance of the substance
- the names of those concerned
- the action taken

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes, they should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

Searching

Storage areas within the school grounds are the property of the school, and the Headteacher, or her representative may authorise a search of these if there is reasonable suspicion. This must be carried out in the presence of a witness and the named pupil if this applies.

Staff should not search a pupil's property or person but should try to persuade the pupil to voluntarily produce the substance by asking to turn out pockets, or bags. If it is absolutely necessary to search a pupil a police officer will be required, and parents informed as soon as possible. The police officer will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

Finding Drugs

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over-the-counter medicines, parents will be informed and appropriate steps taken.

In an emergency arising from an incident involving abuse, the well-being of the pupil is paramount. In all instances:

- separate the child involved from the rest of the group.
- decide and implement the next best step in terms of the child's welfare.
- inform parents.
- Supply of illegal substances

It is an offence to produce or supply any controlled drug on school premises. The police will be involved in such circumstances.

Returning articles which have been confiscated

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the article to the child. It will be made clear that there is a time limit of one week for the items to be recovered or they will be disposed of by the school.

Recording

All incidents will be recorded within 24 hours.

Confidentiality

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information will not be used against them notwithstanding any illegal / controlled substances. However action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their information may implicate others.

Staff training and support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of **Health and Relationships Education** and dealing appropriately with incidents should they arise. The Headteacher, or other appropriate member of staff, will try to organise training related to the identified needs of staff as required.

All staff need to understand and support the rationale and aims of **Health and Relationships Education** and be aware of the legal implications and their responsibilities.