



Substance Misuse Policy

William Fletcher School is a Rights Respecting School, this policy reflects Articles 17(access to information) 24 (access to health care) 33 (protection for harmful drugs) of the UN convention on the rights of the child.

William Fletcher Primary School is committed to the health and safety of its staff and children and will take action to safeguard their well-being.

Purpose of the policy

- To support the school's endeavour to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the school curriculum

Key roles and responsibilities

- Head teacher: Deborah Nind
- PSHE Coordinators: Karen Chambers and Sarah O'Neil

Inclusive definition of drugs

We define a drug as a substance that, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

Rationale

It is our aim to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social status, their uses and effects.

Boundaries, including relevance of the policy to school trips and visits

The legal definition of premises of the school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles or any venue managed by the school at the time of e.g. premises of a school trip or visit. The policy will also relate to pupils use of the premises and grounds beyond the school day.

Context

We will provide all pupils with drug education as an integral part of our Personal, Social and Health Education (PSHE) and Citizenship programme.

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. Drug issues will be reinforced throughout the child's education, matching their increasing understanding and maturity.

Key Stage 1

Children should be introduced to ideas about how to keep healthy and the role of drugs as medicines.

Key Stage 2

Children should be introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol and other drugs.

In line with these proposals drug education will be taught as part of the PSHE programme. This will be either within class topics or be specifically taught as and when appropriate.

The drug education programme will provide opportunities for pupils to:

- Explore attitudes and values around drug misuse.
- Practice decision-making skills.
- Become aware of peer pressure.
- Develop assertiveness skills.
- Consider the consequences of risk taking.
- Learn how to access sources of help and information.
- Emphasise the benefits of a healthy lifestyle.
- Evaluate media messages on drug use.

Use of visitors and outside speakers

Outside agencies may be involved in the planning and teaching of the drug education programme and will be asked to adhere to our school policy. We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. The class teacher is always present when visitors are working with our pupils.

Routine arrangements

- Medicines

The school has a procedure for the administration of medicines that must be followed for everyone's safety, for further information please see the school policy on administering medicine.

- 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 Head teacher. 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. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated.

- Solvents

The school will ensure 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, (only exception permitted is aerosol Ventolin / 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 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.

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
- Rumours or reports of drug possession supply or drug use.

Incidents are managed in the context of the school's commitment to:

- The safety and welfare of all pupils and staff
- The welfare of individuals deemed to be at risk
- The law concerning drugs

The Head teacher retains the responsibility for deciding how to respond to particular incidents in conjunction with the Senior Leadership Team. This will take account of the individual concerned and whether they are a pupil, parent or member of staff.

The school's policy is that "no individuals should be under the influence of drugs while on the school premises unless a doctor's note indicates that this does not affect the individuals capacity to perform their duties, take care of children in their charge, or in the case of pupils, take part in lessons.

Appendices 1-4 outline the procedures to be followed in individual circumstances.

All incidents are recorded in the incident-monitoring log.

All members of the school community are aware of these procedures and the implications for individuals.

Each incident will be dealt with on an individual basis.

Pupils who are deemed to be at risk will be treated in relation to the school's policy on Child Protection.

Staff training and support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise.

The Head teacher, 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 drug education and be aware of the legal implications and their responsibilities.

Monitoring, Evaluating and Reviewing

- Senior Leaders monitor and evaluate this policy
- There is on going monitoring of the school PSHE teaching to ensure it continues to meet the needs of all pupils.

Policy Name	Substance Misuse Policy
Frequency of review	3 years
Reviewed	December 2016
Reviewed by	Deborah Nind – Head teacher Trish Amesbury - Safeguarding Governor
Next review date	December 2019

APPENDIX 1

ILLEGAL DRUGS FOUND ON PREMISES

ADVISE HEADTEACHER / DESIGNATED TEACHER

KEEP IN SECURE PLACE

PHONE LOCAL POLICE TO COLLECT

Drugs awareness
Do not touch, sniff, handle

The LA will be notified of all reported incidents.

APPENDIX 2

PUPILS UNDER THE INFLUENCE OF DRUGS/ALCOHOL

ADVISE HEADTEACHER / DESIGNATED TEACHER

EMERGENCY MEDICAL TREATMENT AS REQUIRED

INVESTIGATE POSSESSION

CHILD IS IN A SAFE PLACE

INFORM PARENTS / CARERS

INFORM OTHER AGENCIES AS NECESSARY

Inform LA of any incident.

APPENDIX 3

PARENTS / CARERS UNDER THE INFLUENCE OF DRUGS/ALCOHOL ON SCHOOL PREMISES

ADVISE HEADTEACHER / DESIGNATED TEACHER

Decide on one of the options below dependent of the particular circumstances of each incident

- Contact the local police
- Ask to leave the premises
- Contact Social Care

Inform the LA of any incident.

Alcohol will not be permitted to be consumed by a member of staff on school premises without the prior permission of the Head teacher.

APPENDIX 4

**STAFF / GOVERNORS ON SCHOOL PREMISES UNDER THE INFLUENCE
OF DRUGS/ ALCOHOL**

ADVISE HEADTEACHER / DESIGNATED TEACHER

ARRANGE FOR THEM TO LEAVE THE PREMISES

FOLLOW DISCIPLINARY POLICY