

Harlington Upper School



Drug Policy

Policy No: HUS012

Edition 3 : December 2016

Approved By: Full Governing Body (Edition 1)

Document Control		
Edition	Issued	Changes from previous
1	Nov 2012	Replaces the School Drug policy
2	Nov 2015	Internal Review - Changes to wording
3	Dec 2016	Minor changes to wording

Policies/Documents referred to in this policy	Persons named in this policy
Behaviour Personal Development (incorporating Personal, Social, Health and Economic Education and Citizenship) Medical and Health Needs Confidentiality	

Review Frequency: Annual

Review Date: December 2017

HARLINGTON UPPER SCHOOL

DRUG POLICY

Context:

The Harlington Upper School drug policy is reviewed in response to the Department for Education (DFE) and Association of Chief Police Officers (ACPO) circular 'Drug Advice for Schools' (January 2012) and the Department for Education (DFE) Guidance on 'Searching, Screening and Confiscation' (February 2014) and t the Central Bedfordshire Council Health in Education Scheme.

The policy incorporates guidance on the management of medical conditions and the administration of medicines to students. The policy must be read in conjunction with the school's PSHE & Citizenship Education Programme plus the school's Equality Policy.

The policy is contained in the main school handbook and T drive, with excerpts published to parents, students and staff and has been written after consultation with feeder middle schools, parents, students and the county advisor for drug and alcohol education.

Purpose:

The purpose of the policy is to:

- Clarify the legal requirements and responsibilities of the school
- Set out the school's approach to drug education
- Reinforce and safeguard the health and safety of students and others who use the school
- Clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Enable staff to manage drugs on school premises and any incidents that occur, with confidence and consistency and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Complement other whole school policies, including behaviour, health & safety and child protection.

Definition:

Drug - 'A substance people take to change the way they feel, think or behave.'

This will include:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, "legal highs", volatile substances (those giving off a gas or vapour which can be inhaled).
- all over-the-counter and prescription medicines

The possession, use or supply of illegal and other unauthorised drugs (as designated by the headteacher) within school boundaries will not be accepted, nor will being under the influence of drugs.

School boundaries extend beyond school premises and perimeters to include journeys in school time, residential trips, work experience and on school transport.

STATEMENT ON DRUG USE AND MISUSE

The school condones neither the misuse of drugs, cigarettes (including e-cigarettes) and alcohol by members of the school nor the illegal supply of these substances. The school is committed to the health and safety of its members and will take action to safeguard their well-being, holding prescribed medicines in a safe locked area. The school acknowledges the importance of its pastoral role in the welfare of young people.

Staff Responsibility:

Governing Body	<ul style="list-style-type: none">• ensuring compliance with statutory requirements and DfES guidance• monitoring and implementation of policy
Headteacher	<ul style="list-style-type: none">• monitoring of policy, advice and consultation• whole school compliance with policy
Deputy Headteacher	<ul style="list-style-type: none">• management of day-to-day implementation• oversight of all drug-related incidents
Personal Development Leader	<ul style="list-style-type: none">• formulation and delivery of drug education programme in line with this policy
House Leaders/Pastoral Support	<ul style="list-style-type: none">• assist in management of drug related concerns• refer to external agencies as appropriate when concerns arise
Teachers	<ul style="list-style-type: none">• all aspects of policy implementation within own lessons including curriculum delivery• Support for activities and interaction with students out of lessons

Drug Education:

As part of its care for the welfare of its students, the school believes it has a duty to inform and educate young people on the consequences of drug use and misuse. The school takes a pro-active stance on this matter, believing it to be a vital part of the Personal Development education of every student.

Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

Aims of Drug Education:

- To enable students to make healthy, informed choices by increasing their knowledge and challenging their attitudes.
- To provide accurate, up-to-date information
- To increase understanding about the health and legal implications and possible consequences of use and misuse of drugs
- To enable young people to identify sources of appropriate personal support
- To provide information sessions for parents to help inform and raise awareness

These aims are fulfilled through a PD programme and the normal school curriculum delivered by subject leaders, tutors and outside agencies. The content of drugs education builds on and develops the programmes begun at middle school. Knowledge about drugs and drug-related matters will be aimed at encouraging the acquisition of skills and attitudes to help students manage their lives in a responsible and healthy way.

Management of Drugs at School

Students with medical needs – including prescription medicines: Where a student has medical needs, how best to meet these needs will be considered after consultation with parents, medical experts, advisory staff, school nurse, special needs staff and/or trained first-aid staff. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role and support staff with specific duties to provide medical assistance have received appropriate first aid training. In addition, the school nurse will offer voluntary training for staff to support students who may require urgent assistance (e.g. epi-pen).

Teachers and other school staff in charge of students 'have a common law duty to act as any reasonably prudent parent would do to make sure that students are healthy and safe on school premises'. In exceptional circumstances, this may extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off school site, such as educational visits.

If a student requires non-prescription medicines (e.g. painkillers) during the school day, parents should ensure that the child brings sufficient for one day only and that these are only taken with the permission of a member of first aid staff. Schools are not permitted to administer Ibuprofen unless provided via prescription. No student under 16 should be given medication without his or her parent's consent. If a student suffers regularly from acute pain the parents should authorise and supply appropriate pain killers for their child's use to be held by Student Support, with written instructions about when the child should take the medication. A member of first aid staff should supervise the student taking the medication. In all cases a first aid member of staff will contact parents for consent to provide pain killers to ensure no child accidentally over-doses. If medical needs are likely to interfere with a student's ability to cope with normal examination conditions and expectations, the exams office must be informed so that invigilators can be made aware or an application for special consideration to the examination board can be submitted if appropriate.

Students who require prescription medicines during the school day should leave these with Student Support for safe-keeping (unless this is for asthma inhalers or epi-pens which a student should also carry with them). Wherever possible, parents are requested to ask for medicines to be prescribed in dose frequencies which enable it to be taken outside school hours. Parents of students requiring long-term medication should contact Student Support for a 'request for school to administer medication' form and should also contact the school nurse who will complete a care plan. Emergency contact information must be confirmed. Parents are responsible for supplying information about medicines that their child needs to take at school and all medicines must be provided in the original pharmacy container and clearly labelled. The school must be advised of any changes to the prescription or the support needed. Parents are responsible for recording the expiry date of medications and replacing them accordingly when necessary. Parents are also responsible for disposing of expired medication.

All medicines will be stored in a safe, non-portable, locked place in Student Support with the exception of adrenaline pens and inhalers which are stored in an unlocked cupboard for instant access. Students with a known medical condition will have a care plan, regularly updated by the school nurse. If a student refuses to take medication, school staff should not force them to do so. Parents should be informed as a matter of urgency and if necessary, the school should call the emergency services.

Students involved in consuming alcohol or taking illegal drugs: any member of staff who finds or believes that a student is in any way under the influence of alcohol or illegal substances should take the student immediately to Student Support. The student must not be left alone at any time but a first-aid qualified member of staff, plus a member of the School Leadership Team or the relevant House Leader should be summoned. If there is any cause for concern, professional medical help must be called by a First Aider. Parents will be contacted and asked to report either to school or to a place of medical care. In the case of illegal substances, if confirmed, the police are likely to be informed and parents notified of this action.

The student will be removed from the school to allow investigations to be carried out. A formal exclusion from school will then be recommended. This may be a permanent exclusion, particularly if the student has been involved in supplying illegal substances on school premises or in association with a school related activity.

If such an incident occurs during a school trip or other school related activity, the member of staff with senior responsibility will be contacted immediately and advice sought. The parents of the student will be contacted and asked to collect the child. If the incident occurs during a trip overseas, the student will be closely supervised for the remainder of the trip and handed over personally to parents upon return. The sanctions for such an incident will be similar to if the incident had occurred in school.

Searching, Screening and Confiscation.

Members of the Student Welfare Team, House Leaders and Senior School staff can search a student's outer clothing, possessions and locker where they consider the student may be in possession of banned or prohibited items, in accordance to the DFE advice '*Screening, Searching and confiscation*' (February 2014).

Under most circumstances the search should be conducted in the presence of the student and a staff witness and at least one member of staff should be the same sex as the student being searched. If it is believed that there is a risk of significant harm to someone, a single adult of either sex can carry out the search.

It is good practice to inform the parents of the search and its result, and that the search is recorded on the student's behaviour record.

Searching with consent

Staff can search students with their consent for any item. Staff will ordinarily ask the student to turn out their pockets and bag. Where a student refuses to co-operate with a search, the school can apply an appropriate disciplinary penalty in line with refusal to stay in a detention or defiance (Behaviour Choice 6).

Searching without consent

A member of the Head Teacher Team (on school premises) or the school trip leader (elsewhere in England) have the statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

Possession of illegal substances: anyone caught in possession of or supplying illegal substance on the school premises must be escorted immediately to the relevant House Leader or Deputy Head. The person **must not be left unattended** and the police may be called. In the case of a student, parents will be notified of the action taken and may be asked to report to the police station. If more than one student is involved, they should be kept apart if possible and a second adult witness should be present.

It is not appropriate for a member of staff to carry out a personal search.

Where it is considered appropriate, every effort should be made to persuade the person to voluntarily hand over any drugs and/or to empty out pockets or bags. This should be done in the presence of a second adult witness. If consent is refused or the individual refuses to hand over voluntarily, the police may be called. If a search of school property is required, consent of the individual should be sought, but if it is refused, the school is entitled to proceed with the search. After any search involving students, parents/carers should be contacted by the school, regardless of whether the result of the search was positive or negative.

A student found in possession of or linked with the supply of illegal drugs may be excluded from the school to allow investigations to be carried out. This may be a permanent exclusion, particularly if the student has been involved in dealing illegal substances on school premises. If illegal substances or drug related paraphernalia are found on school premises, these will be labelled and held in a secure place for collection and disposal by police.

The Headteacher may decide that it is appropriate to use police handlers with sniffer dogs. This decision is only likely to be taken if there is reasonable evidence of possession or supply of suspected illegal drugs. If sniffer dogs are to be used for demonstration or educational purposes, the school will have procedures in place on agreed action should a dog indicate a trace on a student, member of staff or visitor to the school. Students will not be used as part of such a demonstration. Parents will be notified in advance when such a demonstration is to take place and will have the right to withdraw their child. Demonstrations/educational visits will not be used surreptitiously as a detection exercise.

Recording an incident

Every incident should be fully recorded. Sensitive information about students or staff should be secure. Notes of discussions with students must include details of time, date, place, people present and what was said, since they may be used in any subsequent court proceedings.

Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students and parents. If a student/parent passes on information which is sensitive, not generally known, and which the student/parent asks not to be passed on, the request should be honoured unless this is unavoidable in order for school staff to fulfil their professional responsibilities in relation to:

- Safeguarding
- Co-operating with a police investigation
- Referral to external services
- Where a life is in danger

Every effort should be made to secure the student's/parent's agreement to the way in which the school intends to use any sensitive information.

Dealing with the media

Staff must not discuss drug related incidents with the media. The Headteacher will decide if any incidents are to be brought to the attention of a wider audience. After consultation with the governors, the Headteacher should:

- Contact the parents/carers of the student(s) involved
- Contact the Chair of Governors
- Contact the Local Authority press office
- Agree a statement to be issued

Support Agencies

A comprehensive list of local and national helplines for use by staff, parents and students is made available to our House Support Teams. In addition, details of useful helplines are laminated for display in all tutor base classrooms. The school nurse is available for individual consultation (by students or parents) on health related matters upon request.