

Drugs Policy

This policy applies to the whole School and is published to parents and students

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Authors: Sue Baillie, Dr K Hermuzi, M. Thorniley-Walker



RGS condemns the misuse of drugs and the supply of illegal substances. In its responses to drug misuse and in the education it provides about drugs, the School broadly follows the guidance provided by the DfE in its publication: *September 2012 DfE and ACPO Drugs – guidance for schools*. It should be read in conjunction with *the School rules, the School’s policies on behaviour, health and safety, medicines, confidentiality, safeguarding and pastoral support, school visits and use of controlled drugs*.

In this policy the term *drugs* includes:

- Alcohol
- Tobacco
- Illegal drugs
- Prescribed medicines
- Psychoactive substances (*legal highs*)
- Volatile substances

Drugs education at RGS endeavours to give factual information about drugs and the consequences of their use. Through specific education in PSHE and other areas of the curriculum we aim to help students to make balanced and informed judgements about drugs and to develop the attitudes and skills they need to avoid their misuse. This includes visiting outside speakers and opportunities for parents and staff to learn more about drug use.

The School believes that all students, staff and parents have a duty to take action when they learn of the misuse of drugs.

For students and parents

Over-the-counter medication

The School Nurse is able to provide paracetamol and antihistamines to students. Therefore there is usually no need for students to bring those items into school. However, if a student requires regular over-the-counter medication, e.g. for allergies, then parents should inform the School Nurse that their child has this medication with them.

In the Junior School the class teacher and/or School Nurse should *always* be informed if a child is carrying *any* medication.

In the Senior School, if students need to take over-the-counter medication during the school day and would prefer to do this without supervision, e.g. cold/cough remedies, they should only carry the dose required for their day at school, and this should be in the original packaging and have their name on it.

Prescribed medication

If a student is taking prescription medicines during the school day, they or a parent need to inform the School Nurse. It must be in its original container and the original dispensing label must not be altered. In the Junior School all medication should be given to the class teacher or Nurse to administer. In the Senior School students may keep their medicine with them providing they have agreed this with the School Nurse who is also able to keep the medicine. Students who take medication for on-going conditions such as asthma and diabetes, are encouraged to keep their medication with them. If they use an adrenaline pen, they should keep one with them. An additional adrenaline pen should be kept in the School Office (see separate *Anaphylaxis Policy*).

Medications kept by the School Nurse are stored securely in a locked cupboard, in a locked room.

If the medication is a *controlled drug* (for example for ADHD) then the School Nurse **must** be informed and she will keep the drug securely. The School has a standard operating policy for controlled drugs which can be provided on request.

In extreme emergencies, e.g. an anaphylactic reaction, certain medications can be given or supplied without the direction of a medical practitioner or there being a patient group directive (PGD), for the purpose of saving life. For example, the administration of adrenaline by injection (1:1000) and chlorpheniramine are among those drugs listed under *Article 7 of the Prescription Only Medicines (Human Use) Order 1997* for the administration by anyone in an emergency for the purpose of saving life.

Recording and monitoring of records

All medications given to the School Nurse are recorded in the child's medical records on iSAMS.

Disposal of medicines

If unused medications are returned to the School's medical centre, the School Nurse will contact the child's parent and request that they collect the medication.

Smoking and alcohol

Students must not bring alcohol or tobacco onto school premises. Students are forbidden to smoke or drink alcohol on school premises or elsewhere when they are clearly identified with the School, except on particular Senior School occasions which are specifically approved by the Headmaster well in advance and where responsible behaviour can be guaranteed. The whole site is a **No Smoking area**. The supply of alcohol and tobacco in school is a serious matter which could lead to suspension or expulsion. Given the age-range of students at the School it is also inappropriate and forbidden to use electronic or other *fake* cigarettes.

Drugs and other substances

It is clear in the school rules that the possession and supply of drugs on the school site and its immediate environment is a serious matter which in most cases will lead to expulsion.

Notwithstanding the above, the School's primary concern is the welfare of its students and the health and safety of the school community. Any student (parent or friend acting on their behalf) genuinely seeking help on a drugs related matter will be supported in a non-disciplinary manner. Students will be given help, support and advice and staff will treat any conversation or information you may give with privacy and will not share it indiscriminately. We may need to share information on a "need to know" basis with other professionals so that they can take appropriate action. (See the section on Confidentiality in the "help" section of the student planner and on the website – Confidentiality at the RGS:guidance for students). Within School a student can approach any member of the teaching staff and the School doctor, nurses and counsellors are also able to provide specialist support.

If students are found under the influence of drugs on the school premises, our priority is to ensure their immediate safety by providing first aid and calling for further medical assistance if necessary. The School's *Safeguarding Policy* may come into effect at this point.

If the School suspects that there is illegal drug possession or misuse of drugs in school

The School will thoroughly investigate suspicions of drug possession and use in school. The Pastoral Director will oversee the investigation which is likely to involve Heads of Year and other key pastoral staff.

Investigations may include interviewing a number of students, scrutinising CCTV footage, searching students' lockers, bags and clothing with their consent (in extraordinary circumstances without their consent), screening and testing. Any drugs or drug paraphernalia which are found as a result of investigations will be immediately confiscated and held securely by the Pastoral Director or Headmaster before they are destroyed. If it is clear that the law has been broken and the matter is referred to the police, then the evidence will be handed directly to them. There will be a thorough investigation of events and personal circumstances of the students involved. The Headmaster will be informed of the outcome of investigations.

Parents will be informed if their child has been involved in an investigation and will be contacted prior to the School contacting the police.

If a search of student's belongings is required then this will be undertaken in line with the advice given to schools by ACPO and the DfE.

Parents and carers under the influence of drugs

The School will ask parents or other adults to leave the school site if their behaviour gives cause for concern and/or if they are clearly under the influence of drugs. The School's safeguarding procedures may also come into use in these circumstances.

For staff

All staff should be mindful of the potential for drug misuse by our students and the potential harm it can cause. A member of staff should report any concerns related to drug use directly to a senior manager who will then assess if any school intervention is necessary. A member of staff should never seek to deal with issues alone but always look for advice and support. If unidentified or illegal substances are found in school they should be removed to prevent harm to students and a member of SLT informed immediately. Holding on to illegal drugs can be seen as *possession* and passing illegal drugs between colleagues can be construed as *supplying* so it is important to get help as quickly as possible.

Suspected illegal or controlled drugs will be sealed in a plastic bag in the presence of a second witness (usually a member of the SLT) and logged (details of date, time of seizure and witnesses), stored in a secure location and then disposed of legally, for example by handing in to the police as soon as possible.

School rules with regards to drugs still apply on all school trips. Parents will be informed prior to the trip if senior students will be allowed access to alcohol and under what circumstances this will occur.

The School disciplinary procedures for staff make it clear that performing duties whilst under the influence of alcohol or illegal drugs is considered gross misconduct and could result in immediate dismissal.

There are numerous organisations which can give up to date information on drug and alcohol issues – good starting places include: