



St Mary Magdalene C of E School  
with  
Christ Church C of E Primary School

# DRUG EDUCATION POLICY AND GUIDELINES FOR MANAGING DRUG RELATED INCIDENTS IN SCHOOL

This policy was:	Written in	
	Updated in	November 2016
	Review date	September 2017

## **Context**

The policy was written with reference to the following Government initiatives and guidance:

- Drug Strategy 2010, Reducing demand, restricting supply, building recovery, Home Office (2010)
- Circular 4/95 Drug Prevention and Schools, DFEE (1995; updated and review 2006)
- Drugs: Education, Prevention, and Policy, SCODA (2006)

The drug policy stands alone complementing the PSHE and other relevant school policies.

There are links between the drug policy and the following policies:

- Child protection policy
- Health & safety policy
- PSHE and Citizenship policy

## **Aims of the policy**

The aims of the school drug policy are:

1. To provide a support document in relation to drug issues for the whole school community, including staff, pupils & parents/carers.
2. To help our pupils acquire the knowledge, values and skills that will enable them to make informed and responsible choices about using drugs.
3. To assist in achieving consistent approaches to drug education and responding to drug-related incidents.

## **The Federation's definition on drugs**

For the purpose of this document and the understanding of the term **drug**. The school's definition and what the term includes is as follows:  
*'...a natural or synthetic substance used with the intention of bringing about a physical or physiological change in the body. The intended effect can be directed towards changes in medical perceptual or behavioural states, for either medical or recreational purposes'*

## **Consultation**

The following people were consulted about the development of the policy

- Teachers
- Parents
- Governors
- Other school staff

Consultation was carried out using the following methods:

- Copy of policy to staff for comment
- Staff meeting discussion
- Governor meeting

### **Location**

A copy of the drug policy will be located in the policy file in the Head teachers office.

### **Schools drug co-ordinator**

Name of co-ordinator: Alex Ermellino and Jade Alldis

### **Roles & duties of the school drugs co-ordinator:**

1. Co-ordinate the drug education programme (IDEALS) throughout the school as part of the PSHE and Citizenship curriculum.
2. Support staff with planning and delivery of lessons and provide them with access to training and appropriate resources.
3. Co-ordinate the monitoring and evaluation of the drug education programme.

### **Lead governor on drug issues**

Name of chair of Governors: Peter Gregory and Judith Eastaugh

### **Role & duties of the chair of Governors:**

1. To be involved in the development & review of the school drug policy.
2. To represent the Governing body with regard to drug issues within the school.
3. To play a role in ensuring the policy is made known to the whole school community.

### **Drug education in the school**

Aims of drug education:

1. To provide accurate information about substances.
2. To help all pupils acquire the knowledge, values and skills that will enable them to make informed and responsible choices about using drugs.
3. To increase understanding about the implications and possible consequences of drug use and misuse.
4. To promote positive attitudes and values about drug use in healthy lifestyle by raising children's self confidence and the ability to resist pressure to misuse drugs.

Drug education forms part of the following curriculum areas:

- PSHE and Citizenship
- Science

It is also addressed in the following subjects:

- Drama
- English

### **Outside Visitors**

Teachers lead on teaching drug education in the classroom and outside visitors are only used for support as part of an integrated programme of work.

Visitors will be advised on their integration into the drug education programme and the expectations of their input will be made clear from the beginning. A teacher will always be present in the classroom during any lesson carried out by an outside visitor.

However, it is recommended that other staff within the school be used to support the provision of drug education, such as school nurses.

### **Starting where the pupils are**

A needs assessment is carried out with pupils prior to any drug education taking place. This will ensure that any drug education is content, age and experience appropriate. This could take the form of any of the following: write & draw, questionnaires, group discussions or structured games.

### **Monitoring and evaluation**

It is vital that drug education is continually monitored and evaluated for teaching & quality. Evaluation will be done in the following way:

- Quizzes to measure knowledge levels
- Problem solving e.g. case studies
- Draw & write revisited
- Story writing
- Role play

### **Staff Training**

Any staff training needs should be referred to: Alex Ermellino and Jade Alldis

### **Incident Management**

There are a range of potential drug-related incidents that may arise within the school involving pupils, parents and staff. The school community is aware of

these and have agreed the guidelines for response. Appendix 1 contains flowcharts, which give guidance on managing situations involving drugs without medical authority. The Greenwich Drug Education Team, in partnership with the Metropolitan Police, have developed these flowcharts. These guidelines are for use in school on a day-to-day basis and on the following occasions:

- School visits
- Residential visits
- At other school events, such as parents evenings

### **Assessment**

A number of factors must be taken into consideration when carrying out an assessment of a drug-related incident.

The areas to be taken into consideration are:

- The reliability of evidence
- The state of the pupil
- Medical requirement
- The nature and quantity of the drug involved
- Legal status
- The attitude of the pupil to the discovery
- Personal needs

There are a range of responses that the school may choose to implement when a drug-related incident occurs, depending on the results of the assessment.

The following are possible responses that the school may choose to implement:

- In-school counseling services
- Pupil assistance programmes
- Counselling referrals
- Case conferences
- Inter-agency education programmes
- Fixed-term exclusion
- Permanent exclusion

The Statement of Principles on Pupil Discipline and Behaviour (attached) states 'has a zero tolerance of offensive weapons and drugs in school and the misuse of alcohol' (section f).

### **Smoking**

As a result of the law changes smoking is not permitted anywhere in the school's grounds. We are fully committed to upholding the law and our no smoking stance.

### **Recording of incidents**

All drug-related incidents must be recorded carefully and appropriately. This will take place in the following way:

- By completing the Record of Drug-Related Situation form (Appendix 2)
- This form will then be seen by the head teacher, the chair of governors and the police (if appropriate). It may also be shown to any other outside agencies on a need to know basis.

### **Confiscation & Searching**

If a pupil is suspected to be in possession of an illegal drug, then a search will take place to confiscate the drug immediately, in order to prevent an offence being committed.

If a search does take place then the pupil/s will be asked to turn out their pockets and bags. This will be done in the presence of two members of staff, one being in the Senior Management Team. If the illegal drug is not discovered and the pupil is still suspected of possession then a personal search may have to take place. In this situation the police would be called. The pupil's parents/carers would be called as soon as possible in a drug-related incident, as long as the school felt that there were no child protection concerns.

### **Storage & Disposal**

If drugs are found on the premises then the following will take place in front of a witness:

- The substance will be separately packaged and labelled with the date, time and place of finding.
- The package will then be signed and countersigned by the members of the staff dealing with the findings.
- The package will be stored in the locked safe until it is handed over to the police.

### **Adult substance use**

If an incident occurs that involves a parent/carer of a child at the school, or a member of staff, then an assessment will be made of the situation in line with that referred to above. If any members of staff have any concerns about the welfare of any child linked to substance misuse, then they will follow the procedures set out in the Federation's Child Protection Policy.

### **Confidentiality**

Teachers and learning support staff cannot offer or guarantee absolute confidentiality. Once a disclosure has been made then the Headteachers or a member of the Senior Management Team should be informed.

### **Medical Assistance**

If there is a medical emergency, the qualified first aiders in the school are:  
Christ Church: Victoria Ellis, Ellis Holliday, Maria Buckingham and Delaine Allen  
St Mary Magdalene Woolwich:  
St Mary Magdalene Greenwich Peninsula: Carolyn Shanahan

### **Medical Procedures**

Refer to our medicine policy.

### **Local and national guidance**

Local and national agencies and services are listed in appendix 3 and further copies of this list can also be obtained from the Drug Education Team.

### **Vulnerable, at-risk pupils**

The following methods are used to identify those pupils who are vulnerable to drug misuse:

- Child protection register
- Educational social worker
- Social Services involvement
- Behaviour policy
- In school activities with Home School Link Worker

Any monitoring carried out will be done in the following way:

- Child protection register
- Interviews with Educational Social Workers
- Behaviour policy
- Work with the Home School Learning Support Worker

Support offered to these pupils includes:

- Educational Psychologist involvement
- Educational Social Worker involvement
- Social Services support
- Behaviour team involvement
- Home School Learning Support Worker involvement