



Drug, Alcohol and Substance Abuse Policy

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Review Frequency:	Annually
Approved By:	Governing Board

Statement

Moss Lane Infant School is a learning environment, which recognises the need to address drugs education at a level suitable for children from age four to seven years.

We acknowledge that drugs education is a major component of drug prevention. The aim of our drugs education programme is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding of drugs and learn how to make informed decisions to keep themselves safe and healthy.

Aims

The aims of this policy are to:

- clarify the school's approach to drugs, for staff, pupils, governors, parents or carers;
- clarify the legal requirements and responsibilities;
- give guidance to staff on the school's drugs education programme;
- safeguard the health and safety of pupils and staff in our school;
- enable staff to manage drug-related incidents properly.

Introduction

Our children are growing up in a society where drug, alcohol and substance use and misuse have become increasingly common. We believe it is important to equip our children with the knowledge and skills to use drugs safely and to make healthy decisions. This policy should be read in conjunction with our Teaching and Learning, Special Educational Needs (SEN), Science, Personal, Social and Health Education (PSHE) and Equality Policies.

What are drugs?

The term refers to:

- substances used for medication, e.g. paracetamol, antibiotics
- substances intended for medical use but misused
- substances which are legal but whose possession is not acceptable in school, e.g. cigarettes, alcohol
- substances which are legal but may be misused, e.g. glue
- substances for which possession is illegal, e.g. amphetamines, cocaine.

Principles of drug education

It is important for children to:

- know that all medicines are drugs but not all drugs are medicines
- know that all substances can be harmful if not used properly
- know about different types of medicine and that some people need them to lead a normal life
- know and understand simple safety rules about medicines, tablets, solvents and household substances
- know that there are over-the-counter, prescribed, legal and illegal substances and have some understanding of their effects
- know how to make appropriate choices and practise strategies for resisting pressure from friends and others
- know the important and beneficial part that drugs play in our society
- have opportunities to examine attitudes and values relating to drugs
- identify sources of appropriate personal support

Keeping safe

Children will be taught about safe use of medicines and other substances in the home, e.g. solvents, household cleaners etc, through our drugs programme. Year R pupils will focus on thinking about when and why we need medicines, the school and class rules on medicines, who can help them when they are unwell and keeping safe with medicines. The curriculum in Years 1 and 2 will continue to build upon these areas and develop the pupils' knowledge of harmful substances in their homes. In Year 1, they will focus on what we put into and on our bodies and how it makes you feel. In Year 2, they focus on why medicine is taken, where it comes from and how to keep yourself safe around medicine. In all Year groups, the children will have the opportunity through role-play or circle time to think about making safe choices. They will be encouraged to explore ideas of good and bad, right and wrong and uncertain and recognise that their actions have consequences. Assessment opportunities are highlighted on all planning to evaluate learning.

The school leads this programme but outside visitors such as the school nurse have a significant role to play in educating our pupils. All visitors will work in partnership with teachers to ensure continuity of policy and practice. Their involvement will be monitored regularly by the PSHE co-ordinator.

Staff will take appropriate action to gauge risk management before taking any lesson incorporating the materials mentioned herein. (See Health and Safety Policy)

Due to the vulnerable nature of the subject, staff and visitors may be asked explicit questions. In order to protect privacy, it is important that all staff and pupils are aware of being confidential and that nobody should be asked a personal question or disclose any sensitive information about themselves during an open discussion. Teachers must ensure that all pupils feel confident about who to approach should they wish to make a disclosure and where to go if they need confidential help.

(See Confidentiality Policy and Child Protection Policy).

More able and talented children or those with special needs

All children, whatever their ability, are included in the drugs education programme. The programme is tailored so that all have access to the content and activities appropriate to their ability.

Monitoring and evaluation

The PSHE Leader is responsible for monitoring the impact of the teaching of drug education and for ensuring, along with the Headteacher, that drugs issues are handled in the spirit embodied in this document. This policy is considered by staff, taking advice from relevant authorities, and in the light of any incident which may occur related to drugs or any new findings from educational or health research.

Staff training

When reviewing the policy, the Headteacher may be aware of issues where staff would benefit from training, either for individuals or for the whole staff. These will be included in the staff training programme. Staff new to the school are made aware of this policy as part of their induction process.

Resources

Outside speakers/specialists or organisations may be invited to deliver aspects of drugs education as part of our PSHE scheme of work. Resources for PSHE are kept in the staffroom or resources room and are relevant to the age of the children. The school uses guidance in Surrey's "Drug and Alcohol Education Guidelines" for Key Stages 1-4, December 20016.

Links with outside agencies

Police – through Community Police Officer: Sgt Claire Sutherland and Sgt Andrew Crane
PCSO James Levy, Kimberley Oliver, Trevor Ward (101 or 01483 571212)

Surrey Education Service, Drug and Alcohol Education - 01932 569663

West Surrey Health Promotion, The Jarvis Centre, Guildford - 01483 32828

Surrey Youth Service, Runneymede Centre - 01932 570329

Drug Intervention Programme Supporting Youth (DYPSY) Coordinator, Surrey County Council

The school's position on legally available substances on site

Tobacco

The school operates a no smoking policy at all times throughout the building and grounds. This policy applies to children, staff, parents and visitors. Smoking is not permitted on the premises when the building is hired by outside persons or organisations.

Alcohol

The Headteacher must be consulted and permission obtained before arranging any functions at which alcohol may be consumed. Alcohol may not be consumed at any function where pupils are present, unless parents are also present. To sell alcohol the school must obtain a license under the Licensing (Occasional Permissions) Act, 1983.

Solvents

We recognise that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. Low odour/safe versions of school equipment such as whiteboard markers and glues are purchased where possible. Unsuitable substances brought to school by children will be confiscated and parents contacted.

Medicines and their risk management on site:

All other medicines for children such as cough sweets and throat sweets will only be permitted at the discretion of the Headteacher.

There are occasions when children require medication during the school day. We follow the guidelines as set out in Surrey's "Pupils' Health and the Administration of Medicines" file.

Office staff normally take responsibility for administering medicines, but during school trips, ancillary or teaching staff may dispense them.

- Children with asthma keep their inhalers in their classroom emergency boxes to ensure immediate access.
- Children requiring regular medication, such as Ritalin or epilepsy drugs, go to the office where the advised dose will be administered at the correct time and recorded. Parents must give written permission for the school to administer these drugs.
- Children requiring emergency medication such as an epipen or diabetic treatments are identified to all staff. Training is given to all staff on how to administer to these children and on the correct procedures for managing an incident. This involves working closely with parents and with outside agencies, such as the diabetic nurse. Medication is kept as advised by professionals in consultation with the parents, Headteacher and staff at the school.
- The school office administers drugs to children requiring temporary medication at the discretion of the Headteacher. These must be in the original packaging and named for the child, with clear guidance about dosage conditions. The drugs are stored in the office or the office fridge and a medication record is kept.
- In all cases, written permission must be given by the parent or carer.

Responding to drug related incidents in school

At Moss Lane we acknowledge pastoral responsibility and seek to work closely with families and support agencies. We consider each drug incident individually and recognise that a variety of responses are necessary to deal with incidents appropriately. We consider very carefully the implications of any action we may take and seek to balance the interests of the pupils involved, their parents, other school members and the local community. The school buildings and site are inspected regularly by the caretaker and any of the afore mentioned substances will be taken to the school office and further action will be taken as necessary. This policy applies to all staff, pupils, parents/carers, governors and partner agencies working within our school. It is forbidden for any member of staff, governor or partner agencies to take illegal substances on school premises under any circumstances. Any breach of this policy will result in appropriate action being taken.

The range of responses includes:

- parental involvement
- confidential counselling sessions
- referral to outside agencies- local police, Surrey support professionals, Education Welfare Service (EWS), Social Services
- in-school education programmes
- behaviour contracts
- sanctions which might include discussion with child and parents, fixed- term exclusion or fixed-term cessation of privileges.

The response to drug related incidents is coordinated by the Headteacher who has regard to media protocol. Incidents may take the form of emergencies, intoxication, observation, discovery or hearsay.

Emergencies

If a pupil is in danger as a result of drug misuse and is unconscious:

- a member of staff (or use of the emergency card) alerts the office
- an ambulance is called
- the Headteacher is informed
- parents are contacted
- appropriate first aid is administered
- any substance or equipment is removed in the presence of an adult witness, bagged, sealed and labelled and given to the ambulance crew
- the incident is recorded in the Accident Book
- the staff concerned write a report for the Headteacher
- the police are informed at the Headteacher's discretion
- the Headteacher reports to the governors.

Intoxication

- If a child is suspected of intoxication:
- the office is alerted by the emergency card or a member of staff
- the child is taken to the school office with an adult present at all times
- the parents are informed
- the child is taken home if appropriate and advised to see their GP or go to A&E
- the incident is recorded in the Accident Book
- the staff concerned write a report for the Headteacher
- governors are informed.

Children in possession of banned substances

- If a child is discovered in possession of substances not permitted in school:
- the Headteacher is informed
- the parents are informed
- all substances are removed in the presence of an adult, sealed, labelled, dated and timed
- the Headteacher investigates the incident
- the pupil is sent home with their parents
- staff involved write a report for the Headteacher
- governors are informed.
- items which the pupil should not have had in their possession - particularly of an unlawful or hazardous nature - may be given by the school to an external agency for disposal or further action as necessary. This should always be followed by a letter to the parents confirming that this has taken place and the reasons for such an action.
- any action will, of course depend on the age of the child and the substance brought into school, as well as the family situation.

Disclosure

If a pupil discloses to a member of staff that he/she, or a third party, is taking drugs the incident is investigated by the Headteacher. The Headteacher may seek advice from Social Services, the Local Authority (LA) or the police.

- The pupil's welfare is paramount.
- The parents are informed unless the Headteacher is advised otherwise.

Suspicion or hearsay

The alleged incident is investigated by the Headteacher who decides on the action to be taken. Where necessary, children are monitored and the notes made are specific, objective, factual, non-judgmental, signed and dated.

The school's position in relation to drug abusing parents

We recognise that some of our parents or families may have a drug or alcohol problem. In dealing with this issue the child's welfare is paramount and we would support the child in any way possible. The Headteacher would take advice about any further action especially if there was a child protection issue. Guidance is given in the Surrey's "Drug and Alcohol Education Guidelines".

Responsibilities

The Headteacher will

- ensure that staff and parents are informed about this drugs policy;
- ensure that the policy is implemented effectively;
- manage any drug-related incidents;
- ensure that staff are given sufficient training, so that they can teach effectively about drugs, and handle any difficult issues with sensitivity;
- liaise with external agencies regarding the school drugs education programme;
- monitor the policy on a day-to-day basis, and report to governors, when requested, on the effectiveness of the policy.

The governing body will

- establish general guidelines on drugs education;
- support the headteacher in following these guidelines;
- liaise with the LEA and health organisations, so that the school's policy is in line with the best advice available;
- support the headteacher in any case conferences, or in appeals against exclusions.

Linked policies

Health and Safety Policy
Confidentiality Policy
Behaviour Management Policy
Child Protection Policy
Staff Discipline Policy

Appendix

LOCAL SUPPORT SERVICES AND INFORMATION

CATCH 22 – SUBSTANCE MISUSE SERVICE FOR YOUNG PEOPLE

Surrey Young People's Substance Misuse Service is a county-wide treatment service for young people aged 11 to 21-years-old, with extra help for care leavers and those with learning difficulties up to the age of 25.

Website: <http://www.catch-22.org.uk/programmes-services/surrey-young-peoples-substance-misuse-service>

HEALTHY SURREY WEBSITE

The Healthy Surrey website acts as an online resource for Surrey's health and wellbeing information. It includes information for adults covering areas such as: Eat Well, Get Active, Alcohol, Mental Wellbeing, Drugs and Substance Misuse and Sexual Health, Advice and Clinics. Visit the website: www.healthysurrey.org.uk/

QUIT 51 – STOP SMOKING SUPPORT

Quit 51 can support anyone aged 12 and over to quit smoking. They offer free confidential, friendly, support including stop smoking medications to young people and adults. They are also available to deliver smoking prevention and training for staff. Online referral form available on Healthy Surrey Website.

Website: <https://www.healthysurrey.org.uk/smoking>

SURREY DRUG AND ALCOHOL CARE (SDAC)

SDAC provides a free 24 hour helpline for people experiencing problems with drugs and/or alcohol and their families, carers. They operate a freephone service and all calls are confidential.

Website: <http://www.surreydrugcare.org.uk/>

SURREY HEALTHY SCHOOLS PROGRAMME

The Surrey Healthy Schools Programme provides a framework to assist schools with the development and promotion of mental and physical health and wellbeing. Healthy Schools is suitable for all schools and provides a focus for work across the curriculum and school day and includes all aspects of health including Drug Education.

For further information visit: www.surreyhealthyschools.co.uk