



PRENTON HIGH SCHOOL FOR GIRLS

DRUGS EDUCATION AND DRUG RELATED INCIDENTS POLICY

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This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2013 Temporary Misuse of Drugs Act (concerning so called Legal-Highs).
- 2016 Bill on New Psychoactive Substances.

This policy was written by the Designated Safeguarding Leaders at the school.

Policy Review

This policy will be reviewed every 2 years with the next review due in March 2019.

1. THE ROLE OF THE SCHOOL

As part of the school's statutory duty to promote students' wellbeing, Prenton High School has a clear role to play in preventing drug misuse. This is recognised as an essential part of the schools safeguarding responsibility. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.

2. SCHOOL DESCRIPTION

Prenton High School all ability school with approximately 760 students on roll. The school community is committed to ensuring that students feel safe and happy. We aim to enable students to become independent, self-confident and self-motivated adults who can be successful in a changing world.

3. VALUES AND ETHOS

A high performing school that makes a positive difference to the lives of our students and sits at the heart of a thriving local community.

Making a difference through:

- Inspiring ambition in all
- Providing a broad and balanced curriculum tailored to the needs of individuals
- Delivery of consistently high quality teaching and standards
- Building resilience as leaders and learners
- Equipping students with the necessary skills for life

4. DEFINITIONS AND TERMINOLOGY

Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves.

This includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971/2010/2013 TCDO) e.g. cannabis, heroin, cocaine, LSD, ecstasy, amphetamines, magic mushrooms etc.
- New Psychoactive Drugs. NPS. (known as Legal Highs).
- All legal drugs including alcohol, tobacco, volatile substances, ketamine and amyl nitrites.
- All over the counter and prescription medicines.

5. POLICY PRODUCTION AND APPLICABILITY

This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2016 Bill on New Psychoactive Substances.

This policy links to other school policies, including Safeguarding and Health and Safety. This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers students on work experience, alternative provision placements and to all school trips, including those abroad.

DRUG EDUCATION

6. DRUG EDUCATION AIMS

Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education aims to:

- Provide accurate information.
- Correct misunderstandings.
- Build on knowledge and understanding.
- Explore attitudes and values towards drugs, drug use and drug users.
- Develop students' understanding of rules and laws.
- Develop students' interpersonal skills.
- Develop students' self-awareness and self-esteem.
- Explore the risks and consequences of their own and others' actions; and
- Be relevant to the needs of students and the school community.
- Inform students of support both within and outside of school.

7. DRUG EDUCATION CURRICULUM DELIVERY

Drug education is mandatory in accordance with the National Curriculum for Science. Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. At Prenton High School High School the Drug Education Programme is delivered through PSHE curriculum and during extended Form Time.

8. DRUG RELATED INCIDENTS

MANAGING DRUGS IN SCHOOL

School will not tolerate the use or possession of unauthorised legal or illegal controlled substances by students, staff or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience. This also extends to NPS, alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

The Senior Leaders with responsibility for drug related incidents are the Headteacher, Mrs Ayling or her Deputy Mrs Fraser and Assistant Headteacher, Miss Eastwood. All drug related incidents will be reported to Miss Eastwood who will be responsible for coordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved and the school community. In the first instance the possibility of a medical emergency will be considered.

Dealing with medical emergencies involving drugs

If a young person has lost consciousness when suspected of taking drugs:

- Stay calm - some drugs act on the central nervous system in a way which makes it potentially dangerous to induce a state of agitation by shouting or over-reacting.

- Put the young person in the recovery position.
- Loosen clothing to assist the casualty's breathing.
- Do not give anything to drink.

- Send for the First Aider and for an ambulance.
- Check the casualties breathing regularly.
- Collect any evidence of what has been taken e.g. tablets, syringes and keep any vomited material.
- Wait for the ambulance and reassure the casualty if they regain consciousness.

If a young person is 'high' or hallucinating:

- Be prepared for behaviour from depressed to very quiet to excitable and incoherent.
- Do not allow the young person to get into a dangerous situation.
- Sit the young person down in a quiet, well ventilated room.
- Talk to the young person quietly and calmly, reassure.
- Send for the First Aider.
- Use on-call to alert a member of the SLT.

Detection

At Prenton High School we will approach searching for illegal substances with sensitivity. The school reserves the right to use a variety of strategies to search for drugs as it is deemed necessary, based on a sound evidential basis for suspicion of wrong doing on school premises and in the interests of health and safety of all staff and students.

Searches of school property

Staff may search school property such as students' lockers if they believe illegal or unauthorised substances to be stored in them. This should be done only if there is reason to believe that the locker contains such a substance and with the agreement of a member of the SLT.

Personal searches and searches of personal property

When a person is suspected of concealing illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A full note of the exchange should be made by the observing member of staff.

School may not search personal property such as bags or pencil cases without consent and then it should only be in the presence of a second adult witness. Where consent is refused parents/carers may be notified and they may persuade their child to give consent. If the individual refuses, and if the substance is believed to be illegal the school may proceed along formal lines and the police may be called. The police must conduct a personal search if they believe a crime has taken place or to prevent harm to a student or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police, however, Prenton High School works in partnership with the local police, takes their advice and involves them or other relevant agencies appropriately.

Confiscation and disposal of unauthorised substances

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.**

Alcohol, Tobacco and e cigarettes

When confiscated, parents/carers should normally be informed and given the opportunity to collect items, unless this would jeopardise the safety of the child or others.

Volatile substances may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child or others.

Medicines should be held in the Main Office. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them in the appropriate manner. Medication taken in any way to replicated drug taking behaviour will be dealt with in accordance with school policy on drug related incidents.

New Psychoactive Substance found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed by members of the SLT only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. **The police may then identify whether it is an illegal drug.**

School staff must not attempt to analyse or taste unknown substances. Police can advise or analyse substances, if necessary, which may be required for prosecution or further investigation.

Responding to students involved in drug related incidents

The school will carefully investigate the nature and seriousness of any drug related incident taking account of:

Confidentiality

The need for confidentiality for those involved should be respected, however, the boundaries of such confidentiality should be made clear to students (DfES Drugs: Guidance for schools 2004). If a student discloses information to a member of staff which is of a sensitive nature the teacher must follow the school safeguarding policy, co-operate with a police investigation- if appropriate, and refer to external services – if appropriate. As such, a teacher should not discuss sensitive issues widely but must discuss drug related issues with a member of the Student Services team or the SLT.

The Data Protection Act and Crime and Disorder Act also allow personal information to be shared if there is an over-riding public interest, in the first instance, or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information more widely all efforts will be made to encourage the student to give their informed consent.

The following questions should also be considered:

- a. How serious is the situation?
- b. What immediate and significant risks does the young person face?
- c. What implications-both positive and negative-could keeping a confidence have?
- d. What significant harm could result from keeping the student's disclosure?

If a confidence needs to be broken the school will explain to the student (and parents/carers as appropriate):

- a. Why the confidence has been broken.
- b. Who will be informed?
- c. What will be disclosed?
- d. How the information will be used.
- e. That their privacy will still be respected and information is shared on a need to know basis.

Schools should also be aware of the Wirral Information Sharing Protocol. This details how and when local partner agencies (including schools) can share information about children and young people.

Open ended questions will be used to determine:

- a. What the student has to say.
- b. Was it a one off incident?
- c. Is the substance legal or illegal?
- d. What quantity of substance was involved?
- e. How was the substance being used?
- f. What are the student's home circumstances?
- g. Was the student 'in possession of a small quantity' or 'intent on supplying for profit'?
- h. Is there evidence of organised habitual supply?

Find and make of note of:

- A Who is involved?
- B What substance is allegedly involved?
- C What the young person believes the substance to be.
- D How the substance came to be in the young person's possession.

Parents/Carers will be informed about the incident at the earliest possible stage and about the school's response unless there are concerns about the child's safety as a result. In any situation where the student may need protection from the possibility of abuse, the school's Designated Safeguarding Lead will be consulted. Usual safeguarding procedures will be applied.

School recognises the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents.

'Any response should balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation; responses may need to take a holistic approach rather than focus solely on drugs.' (ref DfES Drugs: guidance to schools/0092/2004).

- As a school we will take a flexible approach whilst maintaining consistency and fairness.
- Carefully assess the situation and the options for action.
- Consider the impact of sanctions on the student involved, on other students, on the school as a whole, on parents and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and students as a whole. Other students become less likely to approach teachers if they have problems with drug use. Students need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to also offer support and care.

A range of responses will be considered. These are:

- Early intervention and targeted prevention.
- Team Around the School referral – e.g.: Student Support, School Counsellor, Health Service for Schools, Youth Offending Team, Social Services, Response.
- Behaviour Support Plans.
- Managed Moves.
- Fixed Term Exclusion.
- Permanent Exclusion.

Parents/Carers under the influence illegal substances or alcohol on school premises

Staff should maintain a calm atmosphere. If it is unsafe to discharge a child into the care of a parent/carer, the teacher should discuss with the parent/carer if an alternative arrangement could be made, e.g. with another parent/carer or appropriate family member. Consideration will be given to invoking child protection procedures.

Staff conduct and illegal or unauthorised substances

Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

If staff are away from school for an extended period with a group of students then obviously it is very important, on a daily basis, to identify nominated members of staff to take responsibility at all times. Whilst on duty, staff must not be under the influence of any illegal or unauthorised substance or alcohol.

Involving the Police

The police will be involved, where appropriate. A full record of the incident recording details and the police incident reference number must be kept.

Prenton High School works in partnership with the local police. We take their advice and involve them appropriately.

999 should only be dialed in the case of an emergency. Drug related incidents will be reported to the LA Schools Drugs Advisor

Lea Sloan Wirral school Drugs Adviser: Children and Family Centre. CH49 8HB
Tel: 0151 678 7790 or 07703380957.

101 may also be dialed to report an incident that is not deemed to be an emergency.

Handling the Press and the Media

All press enquires must be handled through the Headteacher in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall 0151 666 8088.

9. THE NEEDS OF STUDENTS/REFERRAL AND EXTERNAL SUPPORT

Students may be referred to external agencies for support.

Parents Against Substance Misuse

Birkenhead, Merseyside, CH41 1EU.

Tel: 08457 023867 (24-hour helpline) or 0151 356 1996 (admin)

E-mail: admin@pada.org

Website: www.pada.org

Health Services in School – Youth Worker, Katie Douglas.

Response

The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD.

Tel: 0151 666 4123 (answerphone service outside office hours)

A counselling, support and advice service for young people aged 13-25 years. Offers a range of advice and support including housing, benefits, health, and drugs information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13-18 years who have problems with their substance or alcohol use.

Brook Centre and Outreach Education Services

14 Whetstone Lane, Birkenhead, CH41.

Tel: 0151 670 0177 info@wirralbrook.org.uk

Free and confidential sexual health and advice for young people under the age of 25.

10. MEDICINES IN SCHOOL

Procedures for Administration of Medicines

1. Parents / carers should provide full written information about their child's medical needs.
2. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child and this should be done using the '**Request to Administer Medication Form**'.
3. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
4. Controlled medications e.g. Medikinet, Equasym and Tranquilyn must only be accepted from the parent/carer. **Students must not carry controlled medication on their person at any time.**
5. All medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instruction for administration. In all cases this should include: Name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects and expiry dates.
6. The information contained within the '**Request to Administer Medication Form**' should match the information on the container. Where any discrepancies appear, parents should be contacted for further information / written approval.
7. It is the responsibility of parents to advise of changes in medication and dosage and this should be done by submitting a revised '**Request to Administer Medication Form**'
8. Staff must **never** give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific prior written permission from the parents/carers.
9. A child under 16 must **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (as per National Guidance).
10. All medication should be kept in a locked cabinet in the Main Office.
11. A number of key staff have received training in administering medication.
12. In the unlikely event that none of the above are available and where timing of medication is essential, parents should be contacted to advise.
13. Administration of medication should be recorded in the '**Record of medicines administered to children**' form which is kept next to the medicine safe in the main office.
14. All documents relating to the above should be kept securely with the medication and accessed by authorised personnel only.

11. SMOKING IN SCHOOL

- The school is a smoke free environment, and as such smoking of cigarettes, cigars, tobacco and e-cigarettes is not permitted on the entire premises.
- The school aims to provide a supportive environment for those who wish to stop smoking.
- Students who smoke on the school premises, or in school uniform, will receive consequences in accordance with the school's Behaviour for Learning Policy. Parents will be contacted unless this puts the child at risk.
- The school promotes the health and welfare of all who work in or visit the school.

12. ALCOHOL IN SCHOOL

Alcohol related deaths total 50,000 a year and a large proportion of violent crime and anti-social

behaviour is alcohol related. Furthermore 25% of 11-15 year olds admit to drinking once a week while the figure for 15 year olds alone is 47%. It is, therefore, important that:

- Students must not drink alcohol at any time during the school day, or whilst on school activities or trips.
- Students must not bring alcohol onto the school premises for consumption.
- The school aims to provide staff or student's access to support where drinking is a problem.
- Students who drink alcohol or bring alcohol onto the school premises will receive sanction from the school's Behaviour for Learning Policy. Parents/carers will be contacted unless this puts the child at risk.

13. STAFF TRAINING

Safeguarding is delivered to all members of staff. Initial teacher training requires Newly Qualified Teachers to be familiar with the PSHE curriculum, and to be prepared for their Form Tutor responsibilities.

The school's programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students.

16. THE ROLE OF GOVERNORS

Governors contribute to the development of this policy and have ratified it.

The Governors of Prenton High School take the issue of substance misuse very seriously, and support the Headteacher and staff in maintaining Prenton High School as a 'drug free zone'. In cases where students are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Governing Body.

NAME OF STUDENT(s) WHO PROVIDED THE ITEM(s) FOR DISPOSAL _____FORM _____

APPENDIX 1: DISPOSAL OF ITEM

Item for disposal _____ Date of receipt _____

Method of disposal _____ Date of disposal _____

Staff members who witnessed disposal _____

Signatures of staff who witnessed disposal _____

ADDITIONAL NOTES: FULL NOTE OF PROCEDURES FOLLOWING RESPONSES FROM CHILD/CARER

NAME OF STUDENT(s) WHO PROVIDED THE ITEM(s) FOR DISPOSAL _____FORM _____

PARENT INFORMED: YES / NO* (*please delete as appropriate)

OUTSIDE AGENCY INFORMED: _____

ACTION PLAN:

APPENDIX 1: response to drug and alcohol misuse at Prenton High School

<p>The supplying of drugs</p>	<p>This will usually lead to a permanent exclusion.</p> <p>Our definition of supplying is providing illegal substances to others. Additionally, any person carrying large amounts of banned substances would also put themselves at risk of permanent exclusion.</p> <p>Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability, the person is believed to be supplying we will usually exclude permanently based on the need to ensure the safety of other students.</p>
<p>Under the influence of drugs</p>	<p>This will lead to Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following managed or negotiated move procedure</p> <p>Students who use illegal substances and then present themselves on school premises will be excluded. The basis of the decision will be made using the detailed signs and symptoms of substance abuse.</p>
<p>In possession of drugs</p>	<p>This will lead to a Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following managed or negotiated move procedure</p> <p><u>Please note:</u> If a student is found in possession of a controlled substance on school premises, the school has the right to take into consideration other evidence of previous poor or disruptive behaviour when considering whether a resultant exclusion is to be fixed-term or permanent. This means that a student with a history of poor behaviour who is found on school premises in possession of an illegal substance is at risk of permanent exclusion. In all cases, it is at the discretion of the Headteacher whether such behaviour shall be taken into account. On occasions in which a student is found in possession of a controlled substance;</p> <ul style="list-style-type: none"> • Drugs will be confiscated. • Police will be informed. • Support will be offered.
<p>Alcohol</p>	<p>Drinking alcohol on site/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. will result in a fixed term exclusion or permanent exclusion. Managed or negotiated move may also be appropriate dependent on the student's behavior record.</p>

