



# Clacton County High School

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Higher Expectations, Raising Aspirations

## Drugs Policy 2021-22

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# Drugs Policy

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## Introduction

It is proposed that this is a working document, and, as such, should be reviewed annually and updated to ensure that the content is current and effective in practice. Feedback from both staff and students should be used to make changes to the planning and delivery of lessons. A drug incident or a change in local circumstances or the law might also prompt a review.

This policy will be available in electronic form, on the staff shared area, on the intranet, where staff can access the full policy or via the school's website; it will also be included in the Staff Handbook. Parents can access the policy via the website.

A number of national and local guidance documents have been used to support the writing of this policy. (Drugs: Guidance for schools; guidance from QCA; LEA guidance and local Healthy Schools Programme documentation.)

The purpose of this policy is to:

- Give guidelines and procedures to ensure the health and safety of the school community and meeting the physical and emotional needs of the students.
- Suggest strategies for responding competently and fairly to any incidents involving illegal and legal drugs and medications.
- Give a range of options for responding to the identified needs of those involved.
- Clarify the legal requirements and responsibilities of the school.
- Give guidance on developing, implementing and monitoring the Drug Education Programme.
- Provide a benchmark for evaluating the effectiveness of the school Drug Education Programme and the management of incidents involving drugs.
- Enable staff to manage any drug incidents with confidence and consistency, and with the best interests of those involved.
- Explain the school's approach to drugs to all staff, students, governors, parents, carers, external agencies and the wider community.
- The policy guidelines reflect the whole school approach to health and well-being and support the ethos of the school.

The policy applies to all staff, students, parent/carers, governors, partner agencies and any adult/child visitor who is working within the school boundaries or is visiting within the school boundaries.

It is proposed that the policy is also relevant on school trips, work experience, educational exchanges and residential visits.

## Terminology

In this policy, the definition of a 'drug' is that given by the United Nations Office on Drugs and Crime:

**"A substance people take to change the way they feel, think or behave".**

In this policy, the term "drugs" and "drug education" is used to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971).
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers).
- All over the counter and prescription medicines.

It is clearly understood by all staff and students (the whole school community) that ***the possession, use or supply of illegal drugs, for the purpose of monetary gain, or personal use, or to cause injury or harm to themselves or another student/staff are not permitted. The possession, use or supply of other unauthorised drugs (as designated by the executive headteacher), for personal monetary gain or to cause injury or harm to themselves, or another student/staff, is not permitted within school boundaries.***

It is important to note that when dealing with drug issues or managing drug incidents, the primary concern ***is the health and safety of the school community, meeting the immediate needs of the student and involving parents/carers/guardians.***

## Staff with Key Responsibility

The head of school, deputy headteacher, and PROUD team, will be the specific named members of staff who will oversee and co-ordinate drug issues. If the incident involves child protection issues, one of the designated CP officers will be involved.

The PROUD team will liaise with outside agencies to oversee planning of pertinent and up-to-date drug education to be included in the curriculum.

## Role of Local Governance Committee

As part of their general responsibilities for the strategic direction of the school, governors have a key role to play in the development of the policy on drugs. There is a link governor attached to behaviour & safety who monitors and evaluates the provision within school.

## Drug Education

Drug education is an entitlement for every student and is supported by Section 351 of the Education Act 1996 which requires our school to provide a balanced curriculum which:

- "Promotes spiritual, moral, cultural, mental and physical development of students at the school and of society.
- Prepares students at the school for the opportunities, responsibilities and experiences of adult life".

The school's Drug Education Programme will be delivered through well planned PROUD days and PHSEE provision. Cross-curricular opportunities may be developed to support this programme. Statutory programmes of study for PHSEE and the Science curriculum will be used, together with PROUD days, as a platform to develop the drug education curriculum.

Planning of the programme should include:

- Establishment of existing knowledge, beliefs and experiences.
- What the students want to learn.
- Establishing a baseline against which the programme can be evaluated.

A development of the current Drug Education Programme, will be to work with students to improve the content and delivery of the programme, in conjunction with Essex Young People's Drug and Alcohol Service (EYPDAS) and the local Clinical Commissioning Group (CCG).

When planning the curriculum, it is also necessary to consider the classes being taught, and who will be delivering the activity. Issues to be considered when planning the delivery should include an awareness of:

- Trends in local drug use and local health targets.
- Students' diversity.
- SEN provision.
- Students who require regular medication.
- Students whose parent/carers/close family/relatives, use or misuse drugs.
- Students who have missed substantial amounts of schooling (may have missed earlier aspects of drug education).
- Students vulnerable to drug misuse including those at risk of exclusion.

The aim of the Drug Education Programme within Clacton County High School is:

- To provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs.
- To have an understanding of the effects and consequences (both short term and long term) of drug abuse.
- To develop an understanding of what decisions the students need to make in order to lead healthy lifestyles.
- To clarify misconceptions about taking drugs (both legal/illegal).
- To increase knowledge of the rules and laws relating to drugs.
- To have an awareness of the socio-economic impact of drugs on individuals, close friends, families, communities and in the broader context of Clacton, UK and the world.
- To enable students to explore and develop their own attitudes towards drugs, drug use, drug users, including challenging stereotypes, and exploring media and social influences.

Students will also have the opportunity to develop social skills, which will enable them to make informed decisions about their current and future lifestyle, and aims to keep them safe and healthy. These skills will include the following:

- Assessing, avoiding and managing risk.
- Communicating effectively.
- Resisting pressures.

- Assertiveness.
- Finding information, help and advice.
- Devising problem-solving and coping strategies.
- Developing self-awareness and self-esteem.

Subject content and quality of provision will be reviewed with a small group of students at the end of the year. The outcomes will determine the curriculum for the following academic year.

The PROUD team will liaise with the SEND Department, with regards to meeting the needs for SEND students. Work is often adapted to allow access and basic understanding for these students.

The school has a good relationship with the school nurses, the CCG and EYPDAS, representatives visit the school annually to deliver assemblies to appropriate year groups and counsel targeted students.

Staff receive some training during form tutor meetings and are supported in the delivery of lessons where appropriate. Other training is cascaded via the Support & Guidance Team. New staff have a full induction programme, planned and monitored by senior staff. Health and Safety is covered by the site manager, whilst Safeguarding/Child Protection is led by the Head of Safeguarding & Child Protection.

**Management of Drugs at School: see Appendix 1**

Illegal drugs have no place in schools. However, there are instances where other drugs may be legitimately in school, e.g. prescribed medicines (See Appendix 1) and non-prescribed medicines (see Appendix 1).

The school and its enclosed boundaries are designated non-smoking in accordance with national policy.

Illegal drugs: whilst schools have no legal obligation to report an incident involving drugs to the police, the school will inform the appropriate authorities of all incidents involving drugs. The police will be involved in the disposal of suspected illegal drugs.

The student(s) will be removed for questioning and their possessions searched under the Misuse of Drugs Act Section 23. If the search is refused, the student will be arrested on suspicion of being in possession of an illegal substance and taken to the police station. A member of the senior leadership team may initially, question and search the student.

The law permits school staff to take temporary possession, (and disposal) of, suspected illegal drugs. This is a very rare occurrence but staff need to be familiar with the procedure.

Staff are advised to take the following precautions:

- Where possible, ensure that a second adult witness is present throughout.
- Store the sample in a secure location e.g. the school safe or another lockable container with access limited to the senior leadership team.

- Without delay notify the police who will collect, store and dispose of any substances. ***The law does not require the school to divulge the name to the police of the student from whom the drugs were taken.***
- Record full details of the incident, including the police incident reference number.
- Inform the deputy headteacher (Behaviour & Safeguarding) who will liaise with appropriate staff to contact parents/carers, unless this would jeopardise the safety of the student.

It should be made clear to parents/carers that on school trips, if a student should breach the school policy on drugs, and the student is returned home, parents/carers will need to meet the cost of these arrangements. For residential and foreign trips, the trip leader should have considered in advance how they will respond to any drugs incident.

### **Confiscation and disposal of other unauthorised drugs and equipment**

***Alcohol and Tobacco (including vape products):*** The appropriate member of staff, will contact parents who will have the opportunity to collect confiscated items, unless this would jeopardise the safety of the student, or simply dispose of these immediately.

***Volatile Substances:*** School will arrange for the safe disposal to ensure students do not have any access.

***Medicines:*** Parents/Carers should collect and dispose of unused and out-of-date prescription items. The First Aider should safely dispose of any unwanted medication.

***Drug Paraphernalia:*** The school has a ‘sharps’ container or a suitable sturdy, secure lidded container in which to deposit syringes etc. This is housed in the first aid room. When dealing with any drugs paraphernalia, staff are advised to wear gloves at all times. The school will liaise with the site manager and the facilities management company on the best way of disposing contents, when the need arises.

### **Confidentiality**

As with all incidents/disclosures in school, it is important that staff “cannot and should not promise total confidentiality”. The boundaries of confidentiality should be made very clear to students. This is particularly relevant if the disclosure/incident is related to child protection (see Child Protection Policy), co-operating with a police investigation and referral to external services. The utmost efforts will be employed to keep safe the identity of a child who disclosed that another child has any, or is under the influence of, the aforementioned substances.

Students are made aware in assemblies, during PROUD days, and during form time, of their responsibility for their own, and others safety.

## Appendix 1

### Staff administering medicine

**There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.** The only exceptions are set out in the paragraph below. Support staff may have specific duties to provide medical assistance as part of their contract. Of course, swift action needs to be taken by any member of staff to assist any child in an emergency. Employers should ensure that their insurance policies provide appropriate cover.

### Staff 'duty of care'

Anyone caring for children including teachers, other school staff and day care staff in charge of children have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

### Misuse of Drugs Act 1971 and associated regulations

The supply, administration, possession and storage of certain drugs are controlled by the Misuse of Drugs Act 1971 and associated regulations. This is of relevance to schools and settings because they may have a child that has been prescribed a controlled drug. The Misuse of Drugs Regulations 2001 allow "any person" to administer the drugs listed in the Regulations.

### Medicines Act 1968

The Medicines Act 1968 specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration. Anyone may administer a prescribed medicine, with consent, to a third party, so long as it is in accordance with the prescriber's instructions. This indicates that a medicine may only be administered to the person for whom it has been prescribed, labelled and supplied; and that no-one other than the prescriber may vary the dose and directions for administration.

The administration of prescription-only medicine by injection may be done by any person but must be in accordance with directions made available by a doctor, dentist, nurse prescriber or pharmacist prescriber.

### The Education (School Premises) Regulations 1999

The Education (School Premises) Regulations 1999 require every school to have a room appropriate and readily available for use for medical or dental examination and treatment and for the caring of sick or injured students. It **must** contain a washbasin and be reasonably near a toilet. It **must not** be teaching accommodation. If this room is used for other purposes as well as for medical accommodation, the body responsible **must** consider whether dual use is satisfactory or has unreasonable implications for its main purpose.