



Drugs Policy

School Division: Prep School

Policy Division: General

Policy Owner: Head of Preparatory School

Date: September 2019

1. Introduction

- 1.1. This policy informs practice in the Preparatory School only. See also “Drugs and Drugs Testing (Senior School) Policy”. Please also see the “behaviour Policy”, “Health and Safety Policy”, “Safeguarding Policy” and “School Trips and Visits Policy”.
- 1.2. In September 2012 the Department for Education (DfE) and ACPO updated its guidance to schools about drugs. This policy reflects that guidance, as well as the content of the QCA schemes of work.

2. Aims

- 2.1. The aims of this policy are to:
 - Clarify the school’s approach to drugs, for staff, pupils, parents or carers, and to clarify the legal requirements and responsibilities.
 - Safeguard the health and safety of pupils and staff in our school.
 - Enable staff to manage drug-related incidents properly.

3. Terminology

- 3.1. The term ‘drugs’ is used throughout the policy to refer to all drugs:
 - All illegal drugs (those controlled by the Misuse of Drugs Act 1971).
 - All legal drugs, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled).
 - New psychoactive substances (NPS).
 - All medicines, whether over-the-counter or on prescription.

4. Claremont School Statement

- 4.1. Claremont School believes that the presence of unauthorised drugs in our school is not acceptable.
- 4.2. We want our school to be a safe place for us all to work and the presence of unauthorised drugs represents a threat to our health and safety.

5. Responsibilities

- 5.1. The Head will:
 - Ensure that this 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.

6. Objectives of Drugs Education

- 6.1. Drugs education should enable pupils to develop their knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. It should:
- Build on knowledge and understanding.
 - Provide accurate information and clear up misunderstandings.
 - Explore attitudes and values and examine the risks and consequences of actions relating to drugs.
 - Develop pupils' interpersonal skills, their understanding of rules and laws and their self-awareness and self-esteem.
 - Ensure that all children are taught about certain drugs in a consistent manner.

7. Drugs Education

- 7.1. We regard drugs education as a whole-school issue and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in Science, PSHE and Citizenship, Religious Education and Physical Education. There are also opportunities in circle time.
- 7.2. Teaching about drugs will begin in Key Stage 1, when pupils are taught about seeing the doctor, visiting the chemist and the importance of medicines and their safe handling.
- 7.3. In Key Stage 2 pupils will learn that alcohol is the most widely used drug and that its dangers can be overlooked. We will ensure that our pupils are aware of the risks associated with drinking. We teach pupils that smoking is a minority habit and encourage them to consider its effects and risks.
- 7.4. We acknowledge we must help to equip pupils to handle risky situations before they actually meet them.
- 7.5. We recognise that learning is most effective when it addresses the development of knowledge, attitudes and skills together and when teaching and learning are participative and active. We use a variety of teaching styles that are characterised by active learning. We find out what the children know already, we pose dilemmas, and we get the children to discuss choices. Wherever possible the information we give is visually reinforced. We use drama, role-play or I.C.T. to demonstrate various strategies and scenarios. In short, we seek to engage our pupils. We give them the opportunity to talk to groups or to the whole class. We encourage them to listen to the views of others and we ask them to explore why drugs are such a problem for society.
- 7.6. We aim to teach all pupils about drugs, however different their attainment levels and however diverse their requirements. We recognise that pupils with special

educational needs may be more vulnerable, that different communities have different attitudes towards drug abuse and that some pupils may have drug-abusing parents.

- 7.7. Drugs education takes place during normal lesson time. Sometimes a class teacher will seek support from a health professional. Lessons that focus on drugs education form part of a sequence of lessons that are designed to promote a healthy lifestyle.

8. Drugs at School

- 8.1. When pupils need to take prescribed medication during school hours their parents must bring a written instruction to the School Office to explain the requirements. It is then stored securely and administered at the correct times. Records will be kept of all medication given. Emergency medication may be stored securely in the classroom (for anaphylaxis or asthma). Other drugs will be stored securely. See "Medicines Policy".
- 8.2. Hazardous chemicals must be stored securely to prevent inappropriate access or use by pupils. Teachers are cautious with older, solvent-based Tippex, with aerosols, glues and board-cleaning fluids.
- 8.3. So-called legal drugs are legitimately in school only when authorised by a health professional. Smoking is not permitted anywhere on the school site.
- 8.4. Alcohol to be consumed at community or parents' events will be stored securely beforehand. To sell alcohol we must be licensed under the Licensing (Occasional Permissions) Act 1983. Occasionally, members of staff may consume limited amounts of alcoholic drinks on the school site.

9. Drugs Incidents

- 9.1. Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.
- 9.2. Where the member of staff finds other substances which are not believed to be controlled drugs these can be confiscated where they believe them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.
- 9.3. An incident involving unauthorised drugs in school is most likely to involve alcohol, tobacco or volatile substances, rather than illegal drugs.
- 9.4. The first priority is safety and first aid, i.e. calling the emergency services and placing unconscious people in the recovery position. An intoxicated pupil does not represent a medical emergency, unless unconscious.
- 9.5. Pupils suspected of being intoxicated from inhaling a volatile substance will be kept calm. Chasing can place intolerable strain on the heart, thus precipitating sudden death.

- 9.6. Any drug suspected of being illegal will be confiscated and stored securely, awaiting disposal. These precautions must be witnessed and recorded. Staff should not taste unknown or confiscated substances.
- 9.7. The Head will decide if the Police need to be called or whether the school will manage the incident internally.
- 9.8. A full record will be made of any incident.
- 9.9. The Head will conduct an investigation into the nature and seriousness of any incident, in order to determine an appropriate response.

10. The Role of Parents

- 10.1. The school is well aware that the primary role in children's drugs education lies with parents. We wish to build positive and supporting relationships with the parents of our pupils, through mutual understanding, trust and co-operation. To promote this objective we will:
 - Make the school drugs policy available to parents.
 - Answer any questions parents may have about the drugs education their child receives in school.
 - Take seriously any issue which parents raise about this policy, or about arrangements for drugs education in the school.
- 10.2. When an incident concerning unauthorised drugs has occurred in school and a pupil is involved, we will inform the parents and explain how we intend to respond to the incident. However, schools are not required to inform parents before a search takes place, or to seek their consent to search their child.
- 10.3. Staff will be cautious about discharging a pupil to the care of an intoxicated parent, particularly when the parent intends driving the pupil home. Staff will suggest an alternative arrangement, such as seeking an alternative family member or friend. The police may be called if necessary. The focus will be the pupil's welfare and safety. Where the behaviour of an intoxicated parent repeatedly places a child at risk, or the parent or carer becomes abusive or violent, staff should consider whether the circumstances of the case are serious enough to invoke child protection procedures and possibly the involvement of the police.

11. Policy Owner

- 11.1. The policy owner is Head of Preparatory School.

12. Issue Date

- 12.1. Issue date: September 2019.

13. Review Date

- 13.1. This policy will be reviewed biannually. The next review is due in September 2021.