



Drug and Alcohol Education and Management Policy

Current 2009
Updated 2009

LANCASTER GIRLS' GRAMMAR SCHOOL DRUGS POLICY

Purpose of the Policy	The aim of this policy is to acknowledge and clarify Lancaster Girls' Grammar School's role in drug prevention and education and ensure it is appropriate to pupils' needs.
Teachers responsible for Policy	Gill Jackson Sue Hope
Dated	March 2009
Related Material	Drug , alcohol and tobacco education: curriculum guidance for schools QCA 2002 Drugs: guidance for Schools DfES 2004

Named staff/personnel with specific responsibility for managing drug related incidents

Academic Year	Designated Person
2008-9	Gill Jackson

B. Review dates for this policy

Review Date	Changes made	By whom
March 2011		

1. Opening Statement

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community

This drugs policy has been drawn up within the context of the school's aims in particular

- to encourage each pupil to take responsibility for her own learning, personal development and physical health throughout life
- to encourage self-esteem, self awareness and self-confidence
- to encourage pupils to practise self discipline and take responsibility for their own actions
- to encourage pupils to act with consideration for the rights and property of others.

The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, teachers, support-staff and outside agencies or individuals.

The policy reflects concerns for the health and well-being of all members of school community at a time when there is an increase of availability and range of substances. The policy follows DFES guidance and is linked to other key policies in school including PSHE, Supporting Pupils with Medical Needs and Behaviour policies.

2. Definition of Substances

For the purposes of this policy statement the word "Drugs" includes all mood and performance changing substances, both legal and illegal, and including prescribed drugs, alcohol, tobacco and solvents.

Medicines

Many drugs are lawfully carried as medicines. If pupils supply prescription drugs to others in school, they are acting unlawfully and so this policy applies.

3. Curriculum Issues

The PSHE Co-ordinator is responsible for planning, resourcing and maintaining the programme.

Our school's aims for our drug education programme are as follows:

- To improve pupils' knowledge of drugs and their effects on the human body
- To raise pupils' awareness of the consequences of drug use and misuse to the individual, the family, peers, local communities and society
- To increase awareness of ways of minimising the risks and unwanted consequences of drug use
- To enable pupils to make (or plan to make) informed and sensible decisions about their drug use
- To enable pupils to develop a range of skills and techniques appropriate for handling situations related to drugs and drug use
- To promote pupils' understanding of the reasons why drugs are used and misused

- To encourage children and young people to find satisfaction, challenge, pleasure, emotional variety, and excitement through a range of activities
- To help pupils to explore and develop their own attitudes to drug use
- To enable pupils to identify sources of information and appropriate personal support and be able to make use of these sources if they require them

4. Content of LGGS Drugs Education Curriculum

Year 7	Choices sessions delivered by Lancashire Youth Involvement Officers
Year 8	Health Day. Delivered by Hope UK – drugs and peer pressure
Year 10	Drugs topic for all students in Science Health Day - Choose Life Project
Year 11	Completion of drugs survey and discussion in PSHE

5. Resources

Year 10 – Science Schemes of work
 Year 10 – Alcohol, where’s the harm? CD
 Drugs questionnaire used in Year 11
 Schemes of work in both Biology and Citizenship

6. Visitors and Outside Agencies

Youth Involvement officers
 Youth and community workers.

7. Monitoring and Review

The Drugs education curriculum will be monitored through lesson observation. Evaluations are carried out after the Health days and Health Evenings for Parents through the use of questionnaires. The discussion and carrying out of the drugs questionnaire with Year 11 is used to inform policy.

8. Confidentiality and the Classroom

There can be no guarantee of confidentiality in the classroom. Visitors contributing to the curriculum work to the school policy. Professionals holding ‘drop-in’ clinics (i.e. school nurse) on school premises work to school policy. Professionals working with young people outside school comply with agency guidelines and boundaries.

9. LGGS’ Stance towards Drugs, Health and the Needs of Pupils

The possession, use or supply of illegal and other unauthorised drugs in school or while taking part in an off site activity such as a visit is unacceptable. Any substance related incidents will be taken seriously.

LGGS is a no smoking school. No pupil may smoke on school premises, on journeys to and from school or on school visits. Cigarettes and lighters should not be brought into school.

Alcohol is not to be brought into school by pupils. Any alcohol, cigarettes or lighters found in school will be confiscated and parents informed.

Only in exceptional circumstances will the school ask a member of staff to administer medicine to pupils. Only medications prescribed by a doctor will be administered.

In this case parents are required to make a specific request in writing. See school policy on Supporting Pupils with Medical Needs.

10. Substance – related incidents

A substance related incident is defined as

- drugs or associated paraphernalia are found on school premises
- a pupil is found in possession of drugs or associated paraphernalia
- a pupil is found to be supplying drugs on school premises
- a pupil, parent/carer or staff member is thought to be under the influence of drugs
- a pupil discloses that they or a family member/friend are misusing drugs

In dealing with a substance related incident LGGS will take into consideration

- the seriousness of the incident (see appendix A for examples of instances when immediate action is needed)
- the identified needs of the pupil and the wider school community
- consistency with published school rules, codes and expectations
- consistency with disciplinary action for breaches of other school rules

The management of drug-related situations should be co-ordinated through a senior member of staff who is the Headteacher.

If a pupil is suspected of taking any drug on school premises or is under the influence of a drug, the Headteacher or Deputy Head should be informed. The Headteacher or Deputy should contact parents and medical attention arranged. In every case of an incident involving drugs, staff should place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If staff are in doubt, they should seek medical assistance immediately.

After immediate medical needs have been addressed, the nature and circumstances of any incident should be established and an assessment made of the needs of the pupils involved. The girl should be interviewed by the head teacher or deputy in front of a witness. Accurate notes should be kept.

If during the course of its investigation the school decides that the police should be involved they are advised to cease detailed questioning and leave this to the latter.

Cases involving substance misuse or supply are considered very serious infringements of the school's code of conduct. The Headteacher will discuss the matter with the Chairman of Governors. Each incident will be considered individually based on the particular set of circumstances. LGGS will balance sanctions, support and education to ensure the well being of the school community. A range of responses / sanctions may be used including the involvement of outside agencies. A fixed term exclusion or permanent exclusion may be considered as an appropriate response although the school will seek to balance the interests of the pupils involved, the other school members and the local community. Parents will be informed of any case where a child is involved in an incident of substance misuse.

11. Searches and Confiscation

A member of staff having good reason for believing that a pupil may be in possession of a substance may ask that pupil to empty her bag or locker. If the pupil refuses the matter should be referred to the Headteacher /Deputy. In the event of another refusal, the parents should be contacted and the police may be called.

Staff should have a witness present. Any substances found should be confiscated.

In taking temporary possession and disposing of suspected illegal drugs staff are advised to:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in the school safe in the school office
- without delay notify the police, who will collect it and then store or dispose of it in line with locally agreed protocols.
- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this would jeopardise the safety of the pupil.

It is not appropriate for a member of staff to carry out a personal search.

12. Confidentiality and Pastoral Issues

Staff should never offer absolute confidentiality as they are obliged to share information relating to drug abuse in line with child protection procedures. Parents will normally be contacted and other agencies may be involved where appropriate

13. Records

It is vital that a proper record is kept of all situations, whether they are emergencies or not. All situations should be accurately recorded, including the school responses and monitoring of pupil progress

Records will be stored in a secure place

14. Training

The school Health co-ordinator has received appropriate training. Details of relevant courses will be made available to staff and relevant INSET provided. The Headteacher will ensure that all staff are adequately supported and trained.

15. Headteacher and Governing Body

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, LEA, parents and agencies.

The Headteacher is responsible for the appointment of the teacher with responsibility for drugs education.

As with other matters concerning the direction of the school, the Governing Body has been involved in the development of this policy and is actively involved in responses to this issue.

16. Parents

The school considers support of parents essential and will endeavour to ensure that parents are informed of developments in our programme.

17. Procedure for Dealing with Incidents Involving Staff

Substance misuse related incidents involving staff is subject to Lancashire County Council's Employment and Disciplinary Policy and procedures. There is a further relevant Health and Safety policy document on Alcohol in LCC establishments.

Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student, pupil or staff safety is at risk, the member of staff can be

suspended pending disciplinary action. This may include dismissal.

Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis, when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal.

Supply of illegal drugs or alcohol to school students in school or on school visits is potentially gross professional misconduct and would normally be reported to the General Teaching Council.

Appendix A

Immediate action is needed when there is a clear risk to safety. For example:

- 1 An adult collecting a child or young person appears to be under the influence of drink or drugs;
Action: apply school child protection procedures, involve the police if adult is aggressive.
- 2 A child or young person/adult appears ill or unsafe as a result of substance misuse;
Action: consider obtaining medical advice, note relevant facts and inform parent/carer.
- 3 Substances are being supplied on, or near premises;
Action: contact police.
- 4 There is ready access to controlled drugs;
Action: contact police.
- 5 The premise has potentially hazardous substance misuse related litter e.g. needles, syringes;
Action: arrange safe removal of litter according to Health and Safety policy, involve police if related to illegal substance misuse.
- 6 Substance misusers behaving aggressively;
Action: seek urgent police assistance to remove.
- 7 A child / young person discloses that they are misusing drugs or their parent or other family members are misusing drugs;
Action: Contact social services or specialist substance misuse service for advice on how to respond.