



DORMANSLAND PRIMARY SCHOOL

DRUGS AND MEDICINES POLICY

Nominated Lead Member of Staff:	Mark Cook
Status & Review Cycle:	Non-Statutory/annually
Next Review Date:	Spring 1 2024

Introduction:

The Education Reform Act, 1988, entitles every pupil to a broad and balanced curriculum which:

- ☞ promotes the spiritual, moral, cultural, mental and physical development of all our pupils
- ☞ prepares our pupils for the opportunities, responsibilities and experiences of adult life

Drugs education forms a part of our broad and balanced curriculum. We believe that the purpose of drug education should be to give pupils the knowledge, skills and attitudes to appreciate the benefits of a healthy life style and to relate these to their own actions, both now and in the future.

We are aware that:

- ☞ All primary school aged children have some drugs education needs
- ☞ Their needs vary according to where they live, how old they are and their experience of drug misuse
- ☞ Teachers need support and resources to be able to meet these needs

This policy aims to:

- ☞ clarify the school's approach to drugs, for staff, pupils, governors, parents or carers, and to clarify the legal requirements and responsibilities;
- ☞ safeguard the health and safety of pupils and staff in our school;
- ☞ clarify the school's approach to drugs for all staff, pupils, governors, parent/carers, outside agencies and the wider communities;
- ☞ give guidance to staff on developing, implementing and monitoring the drugs education programme;
- ☞ enable staff to manage drugs on school premises and any incidents that occur with confidence and consistency and in the best interests of those involved;
- ☞ ensure that the response to incidents involving drugs complements the overall approach to drugs education and the values and ethos of the school;
- ☞ provide a basis for evaluating the effectiveness of the school drugs education programme and the management of incidents involving illegal and other unauthorised drugs;
- ☞ reinforce the role of the school in contributing to local and national strategies.

The policy applies to all staff, pupils, parents/carers, governors and outside agencies working with the school. It also applies to groups that run activities on the school site.

Terminology and Definitions:

The term 'drugs' is used throughout this policy to refer to *all* drugs:

- ☞ all medicines, whether over-the-counter or on prescription;
- ☞ all *legal* drugs, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled);
- ☞ all *illegal* drugs (those controlled by the Misuse of Drugs Act, 1971).

We define the term 'drug' as any substance that affects the way in which the body functions physically, emotionally or mentally. This includes tobacco, alcohol, solvents, over-the-counter and prescribed medicines as well as illicit substances.

'Drug education' is about the all of the above drugs and the skills of growing up safely within a society that uses drugs for many different purposes. It does not focus solely on illegal or illegally used substances.

Responsibilities:

This policy relates to all members of the school community. All adults have a responsibility for drug education and must be fully aware of this policy and its implications for themselves and for others in the community. Whenever adults interact with children they recognise that they may be influencing attitudes and behaviour. They have a responsibility to know how they should respond to any possible drug related incidents and receive training and support in fulfilling their responsibilities.

The Head Teacher 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 Head Teacher in following these guidelines;
- ☞ inform and consult with parents about the drugs education policy;
- ☞ liaise with the LEA and health organisations, so that the school's policy is in line with the best advice available;
- ☞ support the Head Teacher in any case conferences, or in appeals against exclusions.

Dormansland School believes that the presence of unauthorised drugs in our school is wholly unacceptable.

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.

Drugs, Health and the Needs of Pupils

The possession, use or supply of illegal and other illegal and other unauthorised drugs within school boundaries is unacceptable. School boundaries include the school premises and grounds, journeys or visits in school time and residential trips. It also includes extended school activities on the school site and activities run by other groups on the school site.

The school has procedures in place for the administration of prescribed medicines. The school does not administer non-prescribed medicines. Non-prescribed medicines must not be brought into school.

Arrangements for the use and storage of volatile substances are set out in the Health and Safety policy.

Alcohol may be available at some events organised by the PTA, such as the bottle tombola at the Christmas Fayre. Alcohol is stored securely in the locked PTA shed for the shortest period of time possible.

At such fund-raising events, under 18 year olds will not be given bottles containing alcohol as a prize.






The school is smoke free and has a separate non-smoking policy which applies to all visitors to the school.

The priority in managing drugs is the health and safety of the school community and meeting the pastoral needs of pupils.

Objectives of Drugs Education:

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 in an age-appropriate way;
-  provide accurate information, and clear up misunderstandings;
-  explore attitudes and values, and examine the risks and consequences of actions relating to drugs;
-  develop children's interpersonal skills, their understanding of rules and laws, and their self-awareness and self-esteem;
-  ensure that all children are taught about drugs in a consistent manner, following guidelines that have been agreed by parents, governors and staff.

Drugs Education

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. There are also opportunities in circle time.







Teaching about drugs begins in Key Stage 1, when children are taught about seeing the doctor, visiting the chemist, and the importance of medicines and their safe handling.

In Key Stage 2 children learn that alcohol is the most widely used drug, and that its dangers can be overlooked. We ensure that our children are aware of the risks associated with drinking. We teach children that smoking is a minority habit, and encourage them to consider its effects and risks. We also teach children about the dangers of volatile-substance abuse, drawing particular attention to the high risk of accidental death, especially for first-time and occasional abusers.

We acknowledge that by the time children are in Year 6, some of them may have had some experiences with drugs already. It is our duty of care to help to equip all children to handle risky situations, before they actually meet them. This also includes supporting their emotional responses to such situations. The need for sensitivity and as full an understanding of children's own personal experiences as possible is regarded as a priority.

Drugs education takes place during normal lesson time. Sometimes a class teacher will seek support from the School Nurse or another health professional. In teaching this course we follow the DfE and LEA guidelines. Lessons that focus on drugs education form part of a sequence of lessons that are designed to promote a healthy lifestyle.

We intend to achieve our drugs education aims through:

-  a co-ordinated and consistent approach to the curriculum and possible drug-related incidents;
-  a broad, progressively constructed programme in which the subject is revisited each year;
-  a child centred approach that responds to the needs of individual children;
-  content and teaching approaches that match the needs and maturities of all pupils, including those with special educational needs;
-  clearly defined outcomes for lessons and other inputs;
-  the use of active learning and group work, focusing on role play and discussion.

The Head Teacher is required to keep a written record detailing the content and delivery of the drugs education programme taught in school.

Special Needs and Equality of Provision

We teach all children about drugs, however different their attainment levels, and however diverse their requirements. We recognise that children with special educational needs may be more vulnerable, that different communities have different attitudes towards drug abuse, and that some children may have experience of drug-abusing parents or other relatives.

Drugs at School

Prescribed Medication:

Children may not bring any medication into school, whether prescribed or otherwise. Parents may visit the school in the lunch break to bring and administer prescribed medication themselves, by prior arrangement. Alternatively, where this is difficult to organise, a nominated adult (e.g. family friend or relative) can visit the school to administer the medication. These details are recorded and signed as a shared agreement by a parent and by a member of the school office staff. Forms are stored centrally in a medical file in the school office.

Where children have on-going medical needs requiring regular medication, parents must give us details of the child's condition and medication. Parents bring the medication to school in a secure, labelled container, with clear instructions about how this is to be stored and administered. Members of school office staff are responsible for the administration and recording of these medicines, or, in the case of older children, the supervision of a child's self-administration.

Before administering any medication, staff must check:

- ☞ The identity of the child/young person;
- ☞ The written parental consent form for administration of the medicine(s);
- ☞ That the written instructions received from the parent and the medicines administration record match the instructions on the pharmacy dispensed label on the medicine container i.e. name of the medicine, formulation, strength and dose instructions;
- ☞ The name on the pharmacy dispensed label matches the name of the child that the medicine is to be administered to;
- ☞ Any additional or cautionary information on the label which may affect the times of administration, give information on how the medicine must be administered, or affect performance e.g. an hour before food, swallow whole, do not chew, or may cause drowsiness;
- ☞ The medicine administration record to ensure the medicine is due at that time and it has not already been administered;
- ☞ The expiry date of the medicine (if one is documented on the medicine container or the pharmacy dispensed label);
- ☞ All the necessary equipment required to administer the medicine is available e.g. medicine spoon, oral syringe, injecting syringe.

Records are kept of all medication received, stored and administered.

Emergency medication may be stored securely in the classroom (for asthma). Other drugs are to be stored securely in the medical room.

Where a child has a medical condition such as diabetes or epilepsy, which necessitates the administration of prescribed medicines during school hours, a member of staff may volunteer to administer such drugs. **However, all staff have the right to decline to administer medicines.** Any such volunteers will be provided with appropriate training and know the arrangements for record keeping and action to be taken in the event of emergencies. Training will be updated regularly.

An individual treatment plan will be drawn up for any pupil with known medical needs. These are reviewed annually, unless any amendments are made by parents in the intervening months.

It is the responsibility of the parents to ensure that all medical information held by the school is up to date.

Non-prescribed Drugs and Substances

Solvents and other hazardous chemicals must be stored securely, to prevent inappropriate access, or use by children. Teachers are cautious with older, solvent-based Tippex, with aerosols, with glues and with board-cleaning fluids.

Legal drugs are legitimately in school only when authorised by the Head Teacher. Members of staff who smoke must keep their tobacco and matches or lighters secure. Smoking is not permitted anywhere in the school or grounds.

Alcohol to be consumed at community or parents' events will be stored securely beforehand. To sell alcohol at a particular event, we must be licensed. Where a licence is obtained, the Head Teacher is informed of its details.

Occasionally, members of staff may consume limited amounts of alcoholic drinks in the staff room.

Drugs incidents

An incident involving unauthorised drugs in school is most likely to involve alcohol, tobacco or volatile substances, rather than illegal drugs.

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.

Pupils suspected of being intoxicated from inhaling a volatile substance will be kept calm, as stress could place intolerable strain on the heart, thus precipitating sudden death.

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.

Legal but unauthorised drugs or medicines will also be confiscated, and will be returned to parents. The school may arrange for the safe disposal of volatile substances.

Where a pupil is suspected of concealing an unauthorised drug, staff are not permitted to carry out a personal search, but may search pupils' bags, trays etc. with their permission.







The Head Teacher will decide if the police need to be called or whether the school will manage the incident internally.

A full record will be made of any incident.

The Head Teacher will conduct an investigation into the nature and seriousness of any incident, in order to determine an appropriate response.

The Role of Parents



The school is well aware that the primary role in children's drugs education lies with parents. We wish to build a positive and supporting relationship with the parents of our children, through mutual understanding, trust and co-operation. To promote this objective we will:



-  inform parents about the school drugs policy;
-  invite parents to view the materials used to teach drugs education in our school;
-  answer any questions parents may have about the drugs education their child receives in school;
-  take seriously any issue which parents raise with teachers or governors about this policy, or about arrangements for drugs education in the school;
-  encourage parents to be involved in reviewing the school policy, and making modifications to it as necessary;
-  inform parents about the best practice known with regard to drugs education, so that the parents can support the key messages being given to children at school.

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.

Staff will be cautious about discharging a pupil to the care of an intoxicated parent, particularly when the parent intends to drive the pupil home. Staff will suggest an alternative arrangement. 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 will consider whether the circumstances of the case are serious enough to invoke child protection procedures, and possibly the involvement of the police.

Links with other Policy Documents:

-  Supporting Children with Medical Conditions
-  Behaviour policy

-  Health and Safety policy
-  PSHE policy

Monitoring and Review:

The Governing Body will monitor this policy once every three years. The Governing Body takes into serious consideration any representation from parents about the drugs education programme, and comments will be recorded.