



## Greenwood School Drugs Policy

<b>Date of Policy Issue/Review</b>	September 2020	Review Date: Sept 2022
<b>Name of Responsible Manager/Headteacher</b>	Stuart Curtis	
<b>Signature of Responsible Manager/Headteacher</b>		

### 1. Rationale

This policy sets out to acknowledge and clarify the Greenwood School's role in drug prevention, education and ensuring it responds appropriately to students' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support-staff and outside agencies. Greenwood School approaches the issue of drugs as 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 policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school's behaviour policy. This policy applies at all times to the School premises, any School transport, but also and not limited to, School visits/trips/residential.

### 2. Linked Policies

The following Policies should be read in conjunction with the Drugs Policy;

Personal Development Learning and Drugs Education Policy  
 SEN Policy  
 Behaviour & Relationship Policy  
 Health & Safety Policy  
 Supporting Students at School with Medical Conditions policy  
 Child Protection / Safeguarding Policy  
 Code of Conduct

### 3. Drug Definition

Greenwood School states that "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD, Novel Psychoactive Substances (NPS) and any other substances covered by the 1971 misuse of drugs act; psychoactive substances act 2016, or that is subject to a temporary class drug order(TCDO). Greenwood School prohibits all substances having psychoactive effects on the brain: depressants, stimulants, cannabinoids, and hallucinogens.

## Greenwood School - Drugs Policy

### 4. Drug Education

#### 4.1

Greenwood School provides Drug Education through the Personal Development Learning (PDL) lessons that all students have access to. The exact topics covered can be found in the Personal Development Learning Policy. The topics covered give appropriate age related information on a wide range of Drugs plus County Lines and Exploitation. In addition the School also recognises the areas of the National Curriculum for Science, which outlines the content for statutory drugs education:

- Key Stage 3, 11-14 year olds should be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange.
- Key Stage 4, 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions.

#### 4.2

Other discretionary topics will be delivered through PDL, with and without outside agency support, and will reflect knowledge, understanding, attitudes and social skills that will:

- Enable students to make healthy, informed choices
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
- Enable young people to identify sources of appropriate advice and personal support

#### 4.3

Code of Practice for using visitors to support the delivery of Drugs Education

- Visitors are invited in to school because of their particular expertise or contribution they are able to make; invitations to visitors should be cleared with the Headteacher.
- All visitors must be appropriately qualified and trained to deliver work with children and young people in a school setting. This must be clearly determined before they deliver their sessions.
- All visitors must have a clear understanding of the aims and objectives of the session, have seen, and understood the school's drug policy.
- All input is part of a planned programme.
- All visitors must be aware of the school's protocols for dealing with any disclosures or distress shown by students during the session.
- Teachers must ensure that they reflect on the learning from sessions with students and visitors, to enable students to make healthy choices and to avoid risk-taking behaviour.
- Teachers must follow-up any unresolved issues or concerns and extend the learning begun by the visitor.
- All visitors are supervised and supported by a member of staff at all times. The input of visitors is monitored and evaluated by staff and pupils to inform future planning.
- When a visitor is acting in their professional capacity in a consultation with an individual student, they will follow their own professional code of conduct.

#### 4.4

Teachers will have access to on-going advice, support and training as part of their own professional development. Greenwood School actively cooperates with agencies such as the Local Authority, Police, Health workers, Catch 22, YOT, YCP, St Giles Trust and the Willow Team.

## **Greenwood School - Drugs Policy**

### **5. Possession of Drugs by students**

#### **5.1**

Greenwood School believes that the possession and or use of such drugs in School, during the School day or while travelling to/from School is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto School premises during the School day, or while students are on school visits.

#### **5.2**

Individual exceptions may be made for students who require prescription medicines where appropriate. However, this must be authorised through a meeting between the parent and the Headteacher. Students requiring medicines such as paracetamol and ibuprofen during the School must have handed in all medicines to reception upon arrival. Medicines will then only be given to the child following parental consent and at the appropriate amount and time scale.

#### **5.2**

A School cannot knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). Where it is suspected that substances are being sold on the premises, details regarding those involved, and as much information as possible, will be passed to the Police.

#### **5.3**

In incidents involving substance misuse or supply on the premises/during the school day, and following discussion with the student and staff, the following actions will proceed;

- Any medical emergencies will be dealt with as per Appendix A.
- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc, the case will be discussed with the student and a written record taken (see Appendix C); parents/carers will be informed by the appropriate member of staff as soon as possible so that they can come and collect the student from School. The Police will be informed and Children's Services where appropriate.
- If a student admits to using or supplying substances off the premises, the appropriate action will be to inform the Deputy Head (Behaviour & Attendance) who will inform the Headteacher, who will decide the appropriate member of staff to inform the parents/carers. Information may then be passed to the Police, Children's services or external drugs agencies where appropriate.
- While there is no legal obligation to inform the Police, Greenwood School will always inform the Police of any drug related activity, on or around the School site.
- The school will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per Appendix B: all staff, students, parents/carers will be informed of these issues.
- The Head teacher will take responsibility for liaison with the media, where required. Additional support and advice is available from the LA Communication Officer-Education

### **Smoking and Vaping**

We are a smoke free site in accordance with Hampshire County Council regulations

We provide cross curricular education regarding the health implications of smoking. We strongly advise cessation

### **6. Use of Detection Dogs as part of the Hampshire Safe program**

#### **6.1**

Greenwood School is working in partnership with 12 other local schools and colleges to ensure drugs do not come into our schools as part of the Hampshire Safe program. We have a zero tolerance to the misuse of suspected possession/misuse of either illegal or legal substances or drug paraphernalia.

## Greenwood School - Drugs Policy

### 6.2

Greenwood School will invite detection dogs into School to help educate our students on how the dogs work but also their importance in keeping the students safe. The Dogs will be brought on to site a different times during the year, some publicised and some not. Although the Students will have the opportunity to meet the dogs they will not have any direct physical contact.

### 6.3

Any student indicated by the detection dog will be searched in line with the Searching, Screening & Confiscation guidelines set out in the Behaviour and Relationship Policy.

This will also include any property belonging to a student if identified by a detection dog.

Consent for a search will always be sought but if a student refuses to give consent then the School will decide whether to proceed with the search.

If a detection dog indicates a member of staff or their property during the time on the School site then that member of staff will have a meeting with the Headteacher to discuss the situation.

If illegal substances are found to be within a student's possession then the protocol set out in Appendix B will be followed.

Any student who is abusing drugs should be referred to the Hampshire County Council approved drug service Catch 22 so that they can receive the appropriate support. Greenwood School is committed to working with students and their parents to provide the provision needed for a student to be successful.

## 7. Useful documents

APPENDIX A: Drug situation – medical emergencies

APPENDIX B: Situations involving drugs without medical authority

APPENDIX C: Record of drug-related situation (recording sheet)

APPENDIX D: Useful organisation details

## 8. Statutory duty for implementation of the Policy

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Management Committee, parents/ carers, LA and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

Date of Policy: September 2020

Date of Review: September 2022

Signed

Management Committee Chair.....

Head teacher.....

## Greenwood School - Drugs Policy

### Appendix A : Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken any harmful toxic substance, should be responded to as an emergency.

**The main responsibility is for the student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's first-aid procedures. If in any doubt, call medical help.**

#### **Always:**

- Assess the situation
- If a medical emergency, send for medical help and ambulance

#### **Before assistance arrives**

##### **If the person is conscious:**

- Ask them what has happened and to identify any drug used
- Collect any drug sample and vomit for medical analysis
- **Do not** induce vomiting
- **Do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

##### **If the person is unconscious:**

- **Ensure that they can breathe and place in the recovery position**
- **Do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **Do not** give them anything by mouth
- **Do not** attempt to make them sit or stand
- **Do not** leave them unattended or in charge of another student
- Notify parents/carers

##### **For needle stick (sharps) injuries:**

- Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
- If used/dirty needle seek advice from a doctor

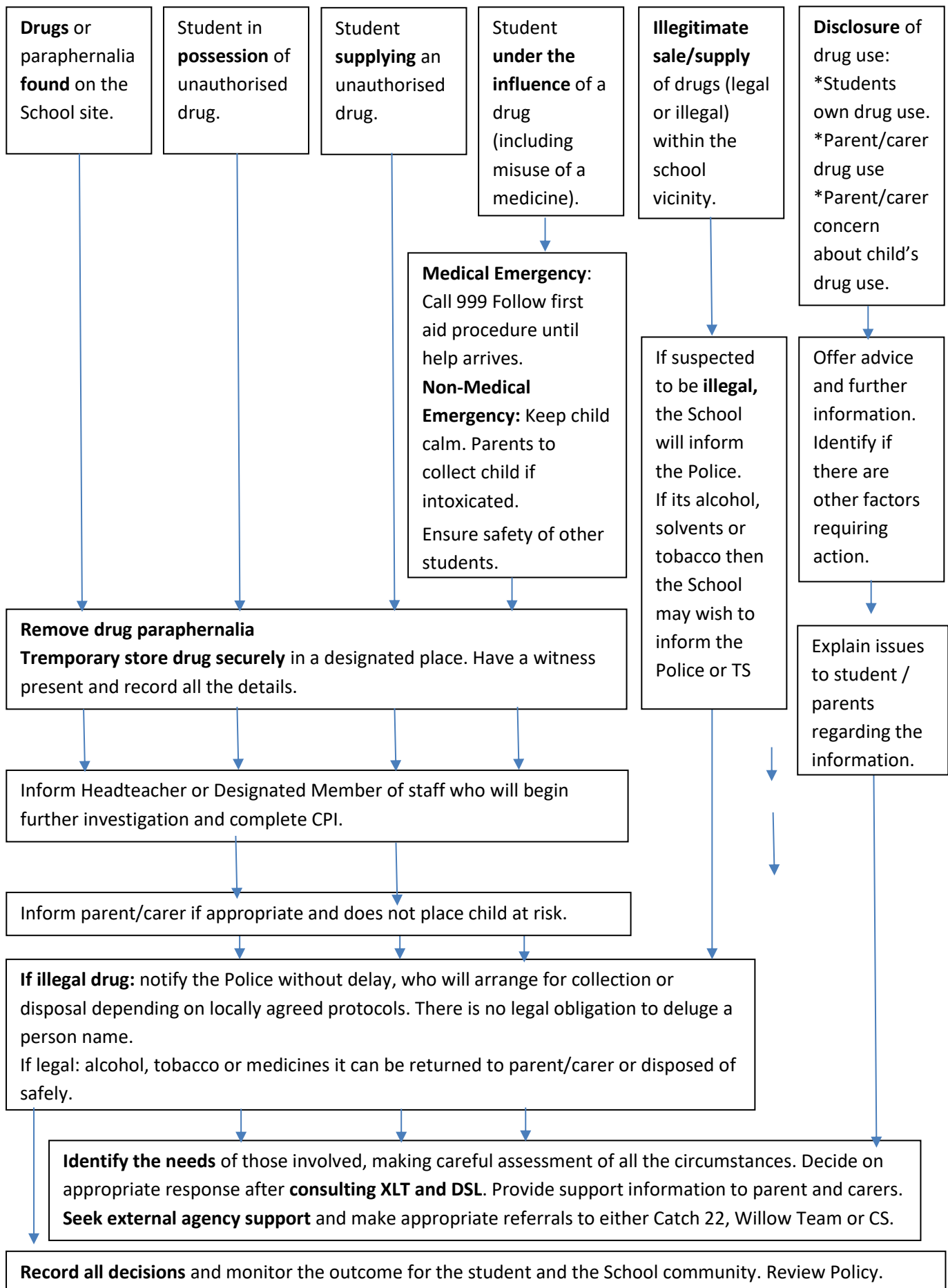
##### **When medical help arrives**

- Pass on any information available, including vomit and any drug samples. Complete a medical record form as soon as you have dealt with the emergency.

**This form is based on Appendix 9 of Drugs: guidance for schools.**

# Greenwood School - Drugs Policy

## Appendix B: Responding to incidents involving Drugs



## Greenwood School - Drugs Policy

### Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form
- 3 Copy the form and send to the LA if requested (removing name and personal details of the student).
- 4 Keep the original and place on to the students file.

Tick to indicate the category:

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON premises       | <input type="checkbox"/> | Pupil disclosure of drug use           | <input type="checkbox"/> |
| Emergency/Intoxication                        | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug      | <input type="checkbox"/> | Parent/care expresses concern          | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on premises | <input type="checkbox"/> | Incident occurring off premises        | <input type="checkbox"/> |

Name of pupil * :	Name of home school:
Area of Greenwood * : (*for school records only)	Time of incident: <span style="float: right;">am/pm</span>
Age of pupil: <span style="float: right;">MALE / FEMALE</span>	Date of incident:
Ethnicity of student:	Report completed by:
Has the student been involved with drugs before? YES / NO Give details –	

First Aid given? YES / NO

Ambulance/Doctor called? YES / NO

First Aid given by: .....

Called by: ..... Time: .....

Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)

Senior staff involved:

Drug found/removed? YES / NO

Where found/seized:

Name and signature of witness:

.....  
 .....  
 .....

Disposal arranged with (police/parents/other): .....

At time:.....

If police, incident reference number:.....

Name of parent/carer informed:.....

Informed by: ..... At time:.....

Brief description of incident (including any physical symptoms):.....

.....  
 .....

Other action taken: (e.g. School Nurse or other external agency, case conference called, students/staff informed, sanction imposed, LA/GP/Police consulted): .....

.....  
 .....

## Greenwood School - Drugs Policy

### Appendix D: Useful Organisations

**Catch 22** - Is a county-wide community engagement service offering specialist substance misuse treatment and targeted interventions for young people.

**Addaction** - Is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents.

The Skills for Life project supports young people with drug misusing parents: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** - Offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** - Works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510.

Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** - A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** - Operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email:

[clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email:

[info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – This website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**DrugScope** - Is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service.

DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** - Is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** - Is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** - Promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)



## Greenwood School - Drugs Policy

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)** - A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>  
Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>