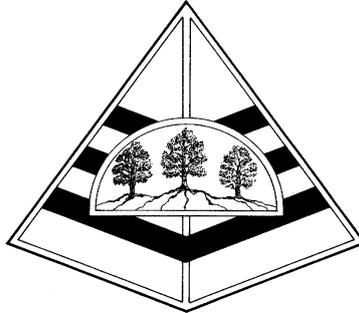


# Ferndown Middle School

## DRUG POLICY



<b>Policy to be reviewed by Governor Committee:</b>	<b>Community &amp; Curriculum Committee</b>
<b>Frequency:</b>	<b>2 Yearly</b>
Reviewed:	14/10/2015
Reviewed:	18/10/2017
Reviewed:	
Reviewed:	

*This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*

Reviewed by the Community & Curriculum  
Committee: 18/10/2017  
Ratified by the FGB 22/11/2017

## **DEVELOPMENT PROCESS**

Using the DfES Drugs: Guidance for Schools to provide a framework, this policy has been circulated to staff, governors, parents and students (via the School Council) and amendments made prior to the ratification by governors.

The intention will then be to review the policy every two years.

## **LOCATION AND DISSEMINATION**

A copy of the Drug Policy has been shared with all staff and governors, and parents will be able to request a printed copy as well as being able to access one via the schools website. A copy is also available to all staff on the school intra net Sharepoint. Parts of the policy have also been used in school publications such as the school prospectus.

## **THE CONTEXT OF THE POLICY AND ITS RELATIONSHIP TO OTHER POLICIES**

This Drug Policy should not be read in isolation as it links with many of the schools other policies e.g. Behaviour Policy, Confidentiality Policy and School Trips Policy. This Policy also links with the PSHCE POS. The Drug Education programme is only briefly referred to in this policy. Full details of the content and progression of this programme can be found in the schools' PSHCE schemes of work. The statutory requirements framework in terms of knowledge and understanding, skills and attitudes can be found in the DfES Drugs: Guidance for schools.

## **LOCAL AND NATIONAL GUIDANCE**

This Drug Policy uses the DfES Drugs: Guidance for Schools as a framework.

## **THE PURPOSE OF THE DRUG POLICY**

The purpose of the Drug Policy is to: -

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of students and others who use the school
- Clarify the schools approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug 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 drug education and the values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs

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- Reinforce the role of the school in contributing to local and national strategies

## **WHERE AND TO WHOM THE DRUG POLICY APPLIES**

The Drug Policy applies to all staff and students and all others working with staff and/or pupils at or on behalf of Ferndown Middle School. The Drugs Policy applies not only on the schools premises but also to any other place where staff, students or others outlined above are present as a result of a school-organised event, trip or visit. Specifically this includes the above as well as going on trips, either in this country or abroad, any school event or event on the school premises.

## **DEFINITIONS AND TERMINOLOGY**

The definition of a drug given by the United Nations Office on Drugs and Crime is: -

### **A SUBSTANCE PEOPLE TAKE TO CHANGE THE WAY THEY FEEL, THINK OR BEHAVE**

The term drugs and drug education, unless otherwise stated, is used throughout to refer to all drugs: -

- All illegal/controlled drugs (those controlled by the Misuse of Drugs Act 1971/amended January 2004)
- All legal drugs, including alcohol, tobacco, volatile substances (those which give off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines

A drug incident, for the purpose of this policy is one in which: -

- Drugs or associated paraphernalia are found on school premises or within the schools boundaries/authority in the event of a school trip, visit or school-organised activity
- A pupil discloses that they or a family member/friend are misusing drugs
- 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 staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age.

## THE SCHOOL'S STANCE TOWARDS DRUGS, HEALTH AND THE NEEDS OF PUPILS

The possession, use or supply of illegal/controlled or other unauthorised drugs within school boundaries is unacceptable. Likewise drug paraphernalia.

Illegal drugs are all those specified in the Misuse of Drugs Act 1971 (amended in January 2004) and include: -

<p><b>CLASS A</b></p> <ul style="list-style-type: none"><li>• Opium</li><li>• Heroin/Methadone</li><li>• Cocaine/Crack cocaine</li><li>• LSD</li><li>• Ecstasy</li><li>• Magic Mushrooms</li><li>• Class B drugs prepared for injection</li></ul> <p><b>CLASS B</b></p> <ul style="list-style-type: none"><li>• Amphetamines</li><li>• Barbiturates</li><li>• Codeine</li><li>• Ritalin</li></ul> <p><b>CLASS C</b></p> <ul style="list-style-type: none"><li>• Cannabis resin</li><li>• Cannabis herb</li><li>• Anabolic steroids</li><li>• Benzodiazepines (minor tranquillisers)</li><li>• GHB</li><li>• Some stimulant, anti-depressant and anti-obesity medicines</li></ul>	<p><b>This is not a complete list of illegal / controlled drugs but refers to some commonly available drugs</b></p>
<p><b>UNAUTHORISED DRUGS INCLUDE: -</b></p> <ul style="list-style-type: none"><li>• Alcohol</li><li>• Tobacco</li><li>• Prescription medicines without the patients name, date of prescription, dosage and name of drug</li><li>• Over the counter or other non-prescription medicines without a parental note of authorisation</li><li>• Solvents</li></ul>	

- Volatile substances

### **ANY OTHER SUBSTANCE WHICH MAY HAVE AN EFFECT OR WHICH MAY POSE A THREAT TO THE HEALTH OR SAFETY OF ANY MEMBER OF THE SCHOOL COMMUNITY**

The first concern in managing drugs or drug-related incidents in school or within the schools authority is the health and safety of the school community and meeting the pastoral needs of students. Any medical emergencies should be dealt with in accordance with the schools Health and Safety Policy. First aid and summoning appropriate help should be the initial concern before addressing further issues. If in doubt medical assistance should be summoned immediately.

### **STAFF WITH KEY RESPONSIBILITY FOR DRUGS**

The Headteacher is responsible for the formulation, monitoring, review and amendment of the Drug Policy, as well as advising of any drug-related issues in school. Staff should ensure that any concerns or information they have with regard to drugs in school are discussed initially with the Headteacher.

Mrs. Baynham is responsible for the curriculum aspects of drug education within the schools PSHCE programme.

- **DRUG EDUCATION starts from where the children are and includes:-**
- Looking at types of drug; unrestricted, restricted, prescribed and illegal.
- Alcohol, its effects on the body, evaluating when it is being used responsibly and the effect of alcohol on others.
- Tobacco including the health risks of smoking and the effects on the heart, liver and lungs.
- Identifying drugs and learning about their effects.
- Challenging stereotypes about drug takers and drug dealers.
- Looking at the impact of drugs on peoples' lives in both a positive and negative context.
- Providing information about where to seek help outside of the school environment.

**These are covered by the school's programme of study.**

## MANAGEMENT OF DRUGS AT SCHOOL

### WHERE ILLEGAL/CONTROLLED OR UNAUTHORISED DRUGS ARE CONFISCATED OR FOUND IN SCHOOL, (OR WITHIN THE SCHOOLS BOUNDARIES OR AUTHORITY e.g. ON A SCHOOL TRIP), THE DRUGS MAY BE: -

Disposed of in the presence of a second adult witness. A signed and dated note must be kept as a record of any such disposals

Handed to the Police.

In the case of tobacco or alcohol handed to parents if this is a viable option, unless to do so would jeopardise the safety of the pupil.

In school all cases of contravention of this Drug Policy should be reported to the Headteacher. Although the issue may be solely to do with drugs it is possible that **Child Protection** issues may be involved. In case of a substance suspected of being an illegal drug being found in school or suspected of being in the possession of any person within school The Headteacher should be notified immediately. The following procedure will then be put into motion:-

- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it
- In taking temporary possession and disposing of suspected illegal drugs staff should:
  - 
  - 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 a secure location, e.g. a school safe or other lockable container with access limited to two senior members of staff
  - without delay notify the police who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken. Where a student is identified the police will be required to follow set internal procedures
  - record full details of the incident, including the police incident reference number. Notes of any discussions with students may be used in any subsequent court proceedings and should, therefore, include the time, date, place and people present as well as what was said
  - inform parents/carers, unless this would jeopardise the safety of the pupil.

If such a situation occurs on a school trip or visit the trip leader or most senior member of staff should follow the procedure outlined above and give a full written report, as soon as possible, to the Headteacher or the Deputy Headteacher on return to school.

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In addition adherence to school rules relating to illegal and other unauthorised drugs should be part of the consent form signed by the student, parent/carer prior to the trip. Trip leaders may also like to insert a clause that if a pupil breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements. Trip leaders should also be aware that laws on drugs and policing arrangements vary widely in other countries and should be fully aware of these differences prior to departure, and should have considered in advance how they will respond to any drug incident.

Pupils or Staff should report the find to Reception or any member of staff who must then inform Reception immediately. The safe removal of these items will then be arranged.

## **AUTHORISED DRUGS**

- Pupils who require either regular or periodic drugs should either carry a note of authorisation from a parent or, in the case of prescription medicines, the patients name, date of prescription, dosage and name of drug. Students should ensure that all self-administered drugs are kept securely on their person and are only accessible to the individual concerned. Supplying such drugs to a third party will be considered a drug incident and dealt with accordingly
- Managing medicines is not part of a teacher's duties although some support staff may have this as part of their contract of employment. Staff may volunteer to take on such a role but must receive appropriate training
- Pupils who leave prescription drugs in the custody of the school should also ensure that the patient's name, date of prescription, dosage and name of drug are clearly visible and handed to the Practical Assistants office.
- It is important that the Practical Assistant keeping prescription drugs for pupils maintain an accurate record of when medicines have been given or if a student has refused their medication. In the latter case parents should be informed
- Drugs which are kept by the school on behalf of pupils past their expiry date - parents will be contacted so that the expired drugs can be removed by them and replaced as necessary. Drugs which are not collected within one week of notification to parents will be disposed of in accordance with Health and Safety Guidelines.

**STAFF WILL NOT ADMINISTER NON-PRESCRIBED MEDICATION TO STUDENTS. STUDENTS SUFFERING FROM SEASONAL COLDS etc. MAY BRING IN SUITABLE MEDICATION IN ACCORDANCE WITH THE GUIDELINES ABOVE**

If a pupils becomes so unwell as to require being taking home by a parent, the Practical Assistants will contact parents as appropriate.

## **SEARCHES**

- No member of staff will initiate a search. If it is thought or known that a student, member of staff or other person working on the schools authority has contravened this drug policy the Headteacher should be informed immediately. If he is not in

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school any member of the Leadership Team should be contacted. **The following procedures will only be undertaken by Head teacher and Deputy -**

- Searches of property will only be considered appropriate if it is thought that a student, member of staff or other person working on the schools authority may be in possession of an illegal/controlled, unauthorised drug or drug paraphernalia. Consent to searches will always be sought and any searches of property will be conducted with a second adult witness present. If consent is refused it may be considered necessary to call the police or, where the property is the schools e.g. a locker, as opposed to personally owned, the search may proceed. In any case, where students are involved, parents/carers would be informed unless to do so would pose a threat to the safety of the student concerned. No searches of personal property will take place without the prior consent of the person concerned but see above where consent is refused with regard to police involvement
- When a pupil, member of staff or other person working on the schools authority is suspected of, or known to be, concealing illegal/controlled, unauthorised drugs or drug paraphernalia it is **not appropriate** for any member of staff to carry out a personal search. This includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over, voluntarily, any drugs or paraphernalia in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal/controlled it may be considered necessary to call the police. In any case, where students are involved, parents/carers would be informed unless to do so would pose a threat to the safety of the pupil concerned. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest.

#### **USE OF SNIFFER DOGS**

- Only the Headteacher may decide to involve sniffer dogs in response to a belief that there is evidence of possession or supply of suspected illegal/controlled drugs in school or purely as a deterrent. This decision will not be taken lightly and will consider whether such an action is: -
  1. Consistent with the schools pastoral responsibility to create a supportive environment
  2. Culturally insensitive
  3. Likely to lead to labelling or damaging students concerned
  4. Likely to result in appropriate support for students most in need
  5. Feasible and an effective use of the schools resources

#### **RESPONSE STRATEGIES TO INCIDENTS INVOLVING STUDENTS POSSESSION OR SUPPLYING OF ILLEGAL/CONTROLLED OR UNAUTHORISED DRUGS**

- Responses will attempt to be both competent and fair whilst being mindful of the identified needs of those involved and balancing these with the needs of the rest of the school community
- A careful investigation to judge the nature and seriousness of each incident will be undertaken by the Headteacher. Careful consideration will be given to respecting the

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confidentiality of those involved and all staff should be aware of the schools protocol with regard to confidentiality as outlined in the Child Protection Policy: - Teachers and other staff must never guarantee confidentiality to a child, however much the child persists. Doing so could seriously jeopardise the child's safety and well-being and may place the teacher/other member of staff in an untenable position. **If a child asks for confidentiality the response should be: - "I cannot guarantee confidentiality and anything you tell me may have to be passed on to the Designated Safeguarding Lead or Deputy Safeguarding Lead".** In cases of drug-related incidents confidentiality may also not be able to be guaranteed if it prevents staff from fulfilling their professional responsibilities in relation to: -

1. Co-operating with a police investigation
2. Referral to external agencies

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Factors which may determine the appropriate strategy include: -

1. What the student has to say
  2. Whether it is a one-off incident or longer term situation
  3. If the drug is legal or illegal
  4. The quantity of the drug involved
  5. The pupils' motivation in connection with the incident
  6. Whether the student is mindful of their own or others safety and how the drug was being used
  7. The students home circumstances
  8. The pupils' awareness of the schools Drug Policy and Behaviour Policy
  9. Where the incident appears in terms of its seriousness
  10. If supplying of illegal drugs is suspected, the quantity involved and whether the pupil was coerced into the supply role or had a leading part
- If the police become involved detailed questioning of students by the school will cease
  - Incidents involving staff or others working on the schools authority will be dealt with by the Headteacher
  - The needs of pupils (and staff) in relation to drugs may come to light other than via an incident e.g. through the pastoral system and the Drug Policy should be seen as a vehicle for accessing support systems as well as dealing with specific incidents.
  - Although not an exhaustive list possible responses may include: -
    1. Early intervention and targeted prevention e.g. where pupils are identified at transition as being vulnerable
    2. Referral e.g. School Health, Behaviour and Education Support Team, CAMHS etc.
    3. Behaviour support plans
    4. Fixed period exclusion
    5. Pastoral support plans/programmes
    6. A managed move
    7. Permanent exclusion

## **PARENTS/CARERS**

- All parents/carers are encouraged to approach the Headteacher about any issue related to drugs and their child. Schools can refer parents/carers to other sources of help e.g. specialist drug agencies or family support groups
- When dealing with parents/carers under the influence of drugs on school premises, the focus for staff will always be the maintenance of the child's welfare. Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parent/carer becomes abusive or violent, child protection procedures will be instigated in the case of the former and involvement of the police in the case of both the former and latter situations.

## **POLICE INVOLVEMENT**

Reference to the police has already been made on a number of occasions previously.

- In the case of legal or unauthorised drug incidents police involvement would not normally occur. However the school may well inform trading standards about the inappropriate sale of tobacco, alcohol and volatile substances in the local area
- Schools have no legal obligation to involve the police in incidents involving illegal/controlled drugs. The police would, however, be involved in the collection/disposal of illegal/controlled drugs as specified earlier in this policy
- The schools police liaison officer can be contacted.

## **INVOLVING PARENTS/CARERS**

Research shows that parents/carers have a crucial role in preventing problem drug use. Young people are more likely to delay or avoid drug misuse when: -

- Family bonds are strong
- There is strong parental monitoring as well as clear family rules
- They can talk openly to parents/carers

Parents/carers also have an important role to play in supporting their child's drug education. With this in mind, parent/carers will be: -

- Made aware of the schools approach and rationale for drug education
- Involved in the planning and review of the drug education programme and policy
- Given information about their child's drug education and school rules in relation to drugs
- Encouraged to support their child's learning at home
- Able to access information about drugs and local and national sources of help

## **THE ROLE OF GOVERNORS**

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 Drug Policy.

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