



## **Crofton School**

# **Drug Education Policy and dealing with Drug Related Issues**

### **Introduction**

Crofton School condones neither the use of illegal substances, alcohol or tobacco nor the misuse of glue, solvents, prescribed and over the counter medicines. We are committed to the health and safety of all members of the school community and will take action to safeguard their well-being. The school acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school, will seek to persuade students to adopt a healthy lifestyle and those needing support to come forward.

At Crofton we concur with the statements made in Drugs Matters Guidelines Published by Hampshire County Council that young people should '*know the risks of taking drugs*' and should '*have the knowledge and skills to resist drugs*'. We shall attempt to do this through a co-ordinated drug education programme and the consistent and effective management of drug related incidents.

The Deputy Head (CSG) is designated by the school as the co-ordinator responsible for drug education and liaison with other agencies (the co-ordinator). In his absence the Headteacher will assume this role and at all times they will be assisted by the whole staff. In all matters relating to drug education or drug related incidents staff must refer to the co-ordinator.

The school will promote opportunities for parents and the wider community to become informed of, and involved in, both our drug education programme and in understanding our approach to dealing with drug related incidents. The Governing Body of Crofton School have played a significant part in the formation of this policy.

From time to time it may be necessary to deal with the media over issues concerning drug education or dealing with drug related incidents, this will be the responsibility of the Headteacher. All other members of staff are advised to refer any enquiries or requests for information directly to the Headteacher.

## **Crofton School Drug Education Programme**

At Crofton drug education is an entitlement and is offered to all students regardless of age, sex or ability. The main vehicles for drug education are Personal Development Learning (PDL) and the Science Department. However, it is recognised and welcomed, that many other curriculum areas have a contribution to make. The programme offers education that is appropriate to the intellectual and emotional development of students and is subject to review by the co-ordinator.

The aims and objectives of this programme support the general curriculum aims and objectives of the school as described in the Crofton Teaching and Learning Policy which can be found in the Staff Handbook.

All staff involved in delivering drug education are encouraged to seek appropriate in-service training above and beyond that general staff training outlined in a later section of this document. Crofton School will, through its Staff Development Programme, support teachers seeking such training.

### **Pastoral Support**

The Deputy Head (CSG) has overall responsibility for the pastoral support offered to students and families at Crofton School. Our overriding interest is for the welfare of students, parents and staff. Along side this is a recognition that dealing with drug related incidents may involve matters of law, liaison with the police and the possibility of criminal proceedings. It is therefore essential that an appropriate and consistent approach is taken.

Tutors and Heads of Year may well be the first members of staff to become aware of, or have suspicion of, students involved with drugs. **It is essential that this information is shared with the co-ordinator, or the Headteacher, as soon as possible.**

The school will want to make the full range of pastoral support available to students and families in an effort to resolve difficulties. This will include support from our own resources and where appropriate referral to outside agencies. These agencies are likely to include, social services, educational welfare and a range from the health and voluntary sectors. A useful source of information concerning the voluntary sector is the 'Directory of Helplines and Agencies for Young People in the Portsmouth area' published by Off The Record.

### **Sanctions and Support**

The fact that certain behaviour could constitute a violation of the criminal law should not, in itself, be taken as automatically leading to the exclusion of a student.

Students at Crofton School can expect sanctions to be set in the context of their continued education and need for counselling and support. Consideration will be given to the extent to which families are able and/or willing to be involved in this support and the willingness of the student to accept help and their desire to effect change. The school may impose temporary or permanent exclusion in cases where the support offered fails to alleviate the situation or where the interests of the rest of the school community warrant it.

## Staff Training and Funding

Drug education will be funded through the training budget in the established way.

All teaching staff and appropriate non-teaching staff will receive training in drug education and managing drug related incidents through the Crofton Inservice Training. In addition staff responsible for pastoral care and staff teaching about drugs will be supported in seeking further training. Such staff should make application for training as part of the established Performance Management process.

## Managing Drug Related Incidents

The Deputy Head (CSG) is responsible for managing drug related incidents. Any member of staff who becomes aware of a drug related incident should,

- if necessary, follow the advice given in 'Coping with Emergencies' attached at page 6.
- ensure that the co-ordinator or the Headteacher is informed as a matter of urgency

## What is a drug related incident?

Drug related incidents are likely to be of a very wide range and will include those listed below. This is not a prescriptive or exhaustive list and staff should react to any situation that causes them concern.

- 1 **Hearsay rumour or suspicion** of activity concerning illegal substances, alcohol or tobacco, or the misuse of glue or solvents, prescribed and over the counter medicines.
- 2 **Possession** of any of the above.
- 3 **Use or misuse** of any of the above.
- 4 **Passing on, buying or selling** any of the above.

## Hearsay, Rumour or Suspicion

Drug use is often discovered by hearsay. Such hearsay should be passed to the co-ordinator who will record the matter as he considers appropriate given the circumstances.

## Possession

If a substance is discovered which is suspected of being harmful, illegal or deserving of investigation it should be removed to a place of safe keeping **in the presence of a witness**. Ideally the co-ordinator should be present. It is essential that in all cases the following procedure be observed and it is possible that possession of such materials could result in a fixed term or permanent exclusion.

- always act in the presence of a witness.
- inform the Headteacher as a matter of urgency.

- make a written record of;
  - date and time the substance came into your possession
  - size and appearance of substance
  - the names of those concerned
  - action taken.

The law permits school staff to take possession of a substance suspected of being a controlled drug, for the purpose of protecting a student from harm or from committing the offence of possession. At Crofton any such substance will be handed to the police as soon as is practical. Parents of any students concerned will be informed as soon as possible. The Police and Criminal Evidence Act 1984 and its Code of Practice sets out the procedures in respect of the detention, treatment and questioning of young people by police officers. These will be observed if a student is interviewed on the school premises.

### **Finding Drug Misuse (On school premises and on school business)**

Students who are discovered using or misusing tobacco, alcohol, glue, solvents, prescribed and over the counter medicines will have the items immediately confiscated and parents will be contacted. After consultation with parents the school will take action appropriate to the particular circumstances, this is likely to include a fixed term or permanent exclusion.

If a student is discovered using a controlled substance the police and parents will be informed immediately., this is likely to result in a fixed term or permanent exclusion. In such circumstances the following procedure will be followed:

- always act in the presence of a witness
- inform the co-ordinator or the Headteacher as a matter of urgency
- make a written record of:
  - date and time any substance came into your possession
  - size and appearance of substance
  - the names of those concerned
  - action taken
- the co-ordinator or the Headteacher will inform both police and parents.

### **Passing on, buying or selling**

Students who are suspected of passing on, buying or selling tobacco, alcohol, glue, solvents, prescribed and over the counter medicines will have the items immediately confiscated and parents will be contacted. After consultation with parents the school will take action appropriate to the particular circumstances, this is likely to be a fixed term or permanent exclusion.

If a student is suspected of passing on, buying or selling a controlled substance the police and parents will be informed immediately. In such circumstances the following procedure will be followed;

- always act in the presence of a witness.
- inform the co-ordinator or the Headteacher as a matter of urgency

- make a written record of:
  - date and time any substance came into your possession
  - size and appearance of substance
  - the names of those concerned
  - action taken
  
- the Headteacher will inform both police and parents.

If articles are confiscated and are not required by the police they will be kept until parents are able to come to school to collect them. Parents will be informed of this by telephone or by letter.

## **Coping with emergencies**

At Crofton staff are advised to follow the advice offered in 'Drug matters Guidelines for schools' published by Hampshire County Council.

Any emergency requires the immediate assessment of the situation. The first priority must be to ensure the safety of the individual concerned.

Drug related incidents may result in intoxication, acute intoxication, physical collapse or unconsciousness. An ambulance must be called if the person is acutely intoxicated, in a state of collapse or unconscious. In any such situation the following procedure should be adopted:

- remain calm
- decide whether emergency help is needed, if so send for an ambulance
- ensure the person is not left alone
- where possible involve a first aider
- inform the Headteacher or his/her deputy
- keep any tablets or substances found, they may need to be checked
- keep a sample of vomit if they have been sick
- write down the details of the incident clearly and accurately as soon as possible.

### **First aid measures:**

Different steps will need to be taken depending on the condition of the person. If the person is unconscious but their pulse rate and breathing are normal:

- put them in the recovery position and supervise them closely
- open windows and loosen tight clothing around their neck and chest, but keep them warm.

If the person is unconscious and their pulse and breathing have stopped:

- place him or her flat on his or her back on a hard surface with legs raised
- tilt his or her head back
- check airways are not blocked
- give mouth to mouth resuscitation until breathing restarts
- keep the person warm to prevent shock, and stay with him or her until medical help arrives

If the person is 'high', aroused, woozy or uncoordinated:

- try to take away the drugs or solvents without confrontation
- stay with him or her, and supervise closely
- protect him or her from dangerous situations or objects
- speak gently

- avoid threatening him or her: he or she could react with uncharacteristic violence
- continually reassure
- try to find out which drugs have been taken
- avoid discussing the drug misuse
- if possible keep the person awake and moving around".