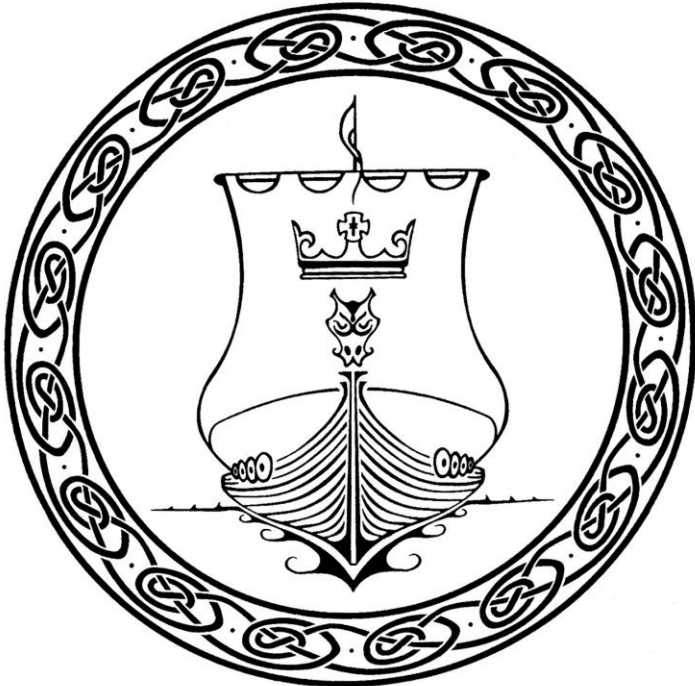




Queen Elizabeth II High School

Drugs Policy



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Rationale

It is the aim of QEII High School to help all pupils to be able to take their place safely in a world where a wide range of drugs and substances exist. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

Aims

- To support the school in safeguarding all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the school curriculum

Key roles and responsibilities

The Deputy Head is responsible for drug related issues within the school. The Head Teacher must be informed of any incidents. All adults working at the school have a duty of care and must report any concerns about misuse of drugs to the Deputy or the Head.

Inclusive definition of drugs

The school defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

Drug Education

- **Context**
We will provide pupils with drug education as an integral part of our Personal, Social and Health Education (PSHE) programme. These lessons are taught weekly to Key Stage 3 pupils and on a rotational basis in Key Stage 4.
- **Ethos**
Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practising decision-making skills. The programme we follow will be based on UK and Manx guidelines for good practice and will be appropriate to the age and experience of our pupils.
- **Content and delivery of PSHE programme**
This is subject to annual review and the most recent curriculum outlines will be published on the School website in the teaching and learning area.
It will include information about drugs, alcohol and tobacco, risk management and healthy lifestyles, signposting towards local services for help and support, peer pressure, decision-making and keeping safe.



- **Use of visitors and outside speakers**
We use visitors to support our programme of drugs and alcohol education. The class teacher is always present when visitors are working with our pupils in the classroom. Visitors may be used in assemblies directed at key stages or individual year groups.

Managing drug related incidents: routine arrangements

- **Medicines**
The school has a separate procedure for the administration of medicines that must be followed for everyone's safety. This is in line with the DESC guidelines. Medication must be kept in a locked medicine cabinet to prevent misuse.
- **Alcohol**
Pupils are not allowed to bring alcohol to the school. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. If a parent or named adult attends the school to collect a pupil, and is under the effects of substances, this will be considered as a child protection concern and child protection procedures will be followed, (report immediately to the Head Teacher, Deputy Head Teacher). If the adult attempts to drive a vehicle, the matter will immediately be referred to the Police (842208).
- **Tobacco and Nicotine**
The school is a no smoking site - indoors and outdoors, including school vehicles - at all times. Pupils are not permitted to bring to school smoking materials, including matches and lighters or electronic smoking materials (E-Cigarettes). In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated, disposed of and parents will be informed.
- **Solvents**
The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of solvent based products.
- **Illegal drugs**
No illegal drugs are permitted to be brought on to, or used on school premises. Any suspected use must be immediately reported to the Deputy or Head who will inform the police. Illegal substances must be handed immediately to the Head or Deputy to be given to the Police.
- **Off-site activities**
It is the responsibility of the trip/visit co-ordinator to ensure that any medication that is required by pupils is taken on the trip. This includes carrying spares of emergency medication such as epipens. Management of drugs related incidents that occur off school premises will follow the DEC flowchart as far as possible, with the Head Teacher informed as soon as possible. Illegal substances/paraphernalia will be confiscated and passed on to the local Police at the earliest opportunity.



Incidents

Incidents will be dealt with in accordance with the DEC flowchart for 'Response to Substance Incidences', see appendix 1. A drug related incident may include any of the following:

- A pupil or member of staff who is suspected of being under the influence of a drug/alcohol
- Finding drugs, or related paraphernalia on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours of drug possession supply or drug use
- Reports of drug possession supply or drug use

Guiding principles

- The Deputy Head is responsible for coordinating the management of drug related incidents in school, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after making an assessment of the situation and be reported to the Headteacher.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession by a student may result in suspension from school.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses that which is most appropriate.
- Members of staff will be subject to disciplinary procedures as written in the relevant terms and conditions. Alcohol and drugs related offences are usually regarded as gross misconduct (see below).

Procedures

- **Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the person's safety.

- **Individuals in possession of drugs**

If any pupil or adult on school premises is found in possession of an unauthorised drug it will be confiscated. If the drug is suspected to be illegal, the school will contact the police and immediately hand over the drug. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored in the school safe for any longer than is necessary. Parents of pupils will be informed and other professionals from the Police, School Health Service, Social Service etc may be informed or consulted as appropriate for safeguarding.

- **Recording**

All incidents will be recorded in writing within 24 hours. Records will be stored securely in the pupil's file and on SIMS. If the matter has followed Child Protection procedures, records will be kept in the secure files in the Head teacher's office, in line with Child Protection procedures.

- **Support for pupils**

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own, peers or that of their parent or carer. Such interventions may include consultation



and subsequent referral. Concerns should be passed to the Deputy Head who will consult with the pupil and decide on the most appropriate agency for referral. This will most likely include agencies such as Motiv8, DAT and school health service. Pupils can also access the Listening Service within school, via a referral from any member of staff.

Confidentiality

Complete secrecy can never be promised to a pupil, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a pupil discloses that they are using a drug without medical authorisation, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Safeguarding procedures will be followed.

Staff training and support

It is important for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The Deputy Head with support from Directors of Key Stage will organise training related to the identified needs of staff as required. A pastoral training programme will be provided and will be available to all members of staff in the school.

Links to other policies

See also the school's Behaviour policy, Anti-Bullying policy, Safeguarding Procedures, PSHE and tutorial schemes of work.

Use of substances by staff

The Department of Education and Children does not permit the use of illegal drugs within schools' sites, or the consumption of alcohol on school premises within school hours. The consumption of alcohol at events held on school premises outside of school hours is permissible, however, this is subject to certain restrictions and conditions (see Alcohol and Drug Workplace Policy for the Public Service).

Smoking, including use of e-cigarettes, is not allowed on Government-owned premises, including schools.

For members of staff, the relevant terms and conditions of service apply. Breach of the law is potentially gross misconduct. Members of staff are reminded that disciplinary action will be taken if they do not comply with the law on drugs and alcohol.

If a member of staff commits an offence out of school, they are required to inform the Head.

Support for staff members

Any member of staff who is struggling with substance or alcohol issues should seek professional help and inform the Head. Support will be provided within the limits of Terms and Conditions of Service. Staff Welfare provides a confidential listening service (Tel.687027).