

Hill View Primary School

Substance Incident Policy

Adopted May 2013, Reviewed Jan 2015, Reviewed April 2017

Hill View School is committed to providing a safe and secure environment for our children to learn and achieve to their full potential.

Ethos of our school

The philosophy of our school is to provide a supportive and nurturing environment in which all pupils and staff are encouraged to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle.

Provision of drugs education at our school takes account of pupil's views and opinions, so that it is both appropriate to their age and ability, and relevant to their particular circumstances.

Rationale

It is acknowledged that our school community play an important role in tackling drug misuse by providing drug education and support to all pupils. It is our aim to help all pupils to be able to take their place safely in our society where a wide range of drugs exist. We recognise that some drugs have beneficial effects, but also that every drug has potential 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.

Relationship to other school policies

This policy is linked to other school policies, in particular, Safeguarding, Health and Safety, PSHE, Behaviour and Relationships, Whistleblowing and Administration of Medicine. If drugs are addressed in more than one policy then the approach needs to be consistent and include clear cross-referencing.

External Guidance and advice

The school actively co-operates and seeks support with other agencies such as the Thames Valley Police, Social and Health Care Services, Local Education Authority, Health and other appropriate Drug Agencies to deliver its commitment to drugs education and to manage incidents of drug use and misuse. In all our planning and responses to drug issues we take careful account of LA and national guidance, in particular *Drugs: Guidance for Schools (DFES February 2004)*

Definition of Drugs

In our school a drug is defined as '**a substance people take to change the way they feel, think or behave**'. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, over the counter and prescription medicines. (*Drugs: Guidance for Schools (DFES February 2004) and (National Drug Strategy 2008)*)

Purpose of our School Drug Policy

- clarify the legal requirements and responsibilities of the school providing accurate information
- reinforce and safeguard the health and safety of pupils and others who use the school (Appendix A details how to respond to incidents involving drugs. Appendix B details how to respond in a medical emergency. Appendix C provides information on how to collect Hypodermic Needles safely.)
- clarify the school's approach to drugs for all staff, pupils, 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 incident that occurs, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs complement 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
- reinforce the role of the school in contributing to local and national strategies

The aim of Drug Education in our school

The aim of drug education is to provide opportunities for pupils to develop their **knowledge, skills, attitudes** and **understanding** about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education is an important aspect of the curriculum for our school. The intention is to:

Increase pupils' knowledge and understanding and clarify misconceptions about:

- the short- and long-term effects and risks of drugs
- the rules and laws relating to drugs
- the impact of drugs on individuals, families and communities
- the prevalence and acceptability of drug use among peers
- the complex moral, social, emotional and political issues surrounding drugs

Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- assessing, avoiding and managing risk
- communicating effectively
- resisting pressures
- finding information, help and advice
- devising problem-solving and coping strategies
- developing self-awareness and self-esteem

Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

The role of the Headteacher and governing body

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

Dissemination of the policy

The policy is available in hard copy upon request or electronically via the school website.

Drugs on School Premises

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit.

Pupils, staff and visitors to the premises are made aware of the school's drug policy.

Illegal Drugs, smoking and alcohol on the School Premises

It is understood by the whole school community that the possession, use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable

The school is designated a "no smoking" area for staff and visitors and we look to everyone, including parents/carers to support this policy. If anyone is found smoking on site the Headteacher will be informed immediately.

Alcohol may only be consumed on the school premises for events organised by members of staff, governors or PTA, which take place after the end of the school day. Verbal permission must be obtained from the senior leadership team prior to the event. The organisers are responsible for ensuring that all those consuming alcohol are over the age of 18. Staff are discouraged from drinking alcohol during normal school hours or whilst supervising children.

To protect the health and safety of the school community regular checks will be made of the site to ensure that drug paraphernalia, particularly needles and syringes, are cleared away safely and legally.

The school will ensure that potentially hazardous substances are stored safely and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of sniffable products.

Prescribed Drugs on the School Premises

In our school we follow the recommendations of the Oxfordshire Health and Safety guidelines and DfEE guidance 'Supporting Pupils with Medical Needs' 1996. (Drug Policy – Management of Medicines)

Details of all children taking prescribed drugs (e.g. asthma or diabetes) is held on Sims and individual teachers are aware of their own classes needs. The procedures detailed in the Administration of Medicines Policy should be followed if medicines need to be administered during the school day.

In certain cases, prescribed emergency medicines (e.g. for anaphylactic shock) may be kept on the school premises. These are to be kept in specifically allocated places out of children's reach and are to be administered by named, trained staff only. Details of these medicines and their location are kept in the staff room and the office. Supply teachers are informed of this information.

Drug Incident; where substance misuse or supply is suspected.

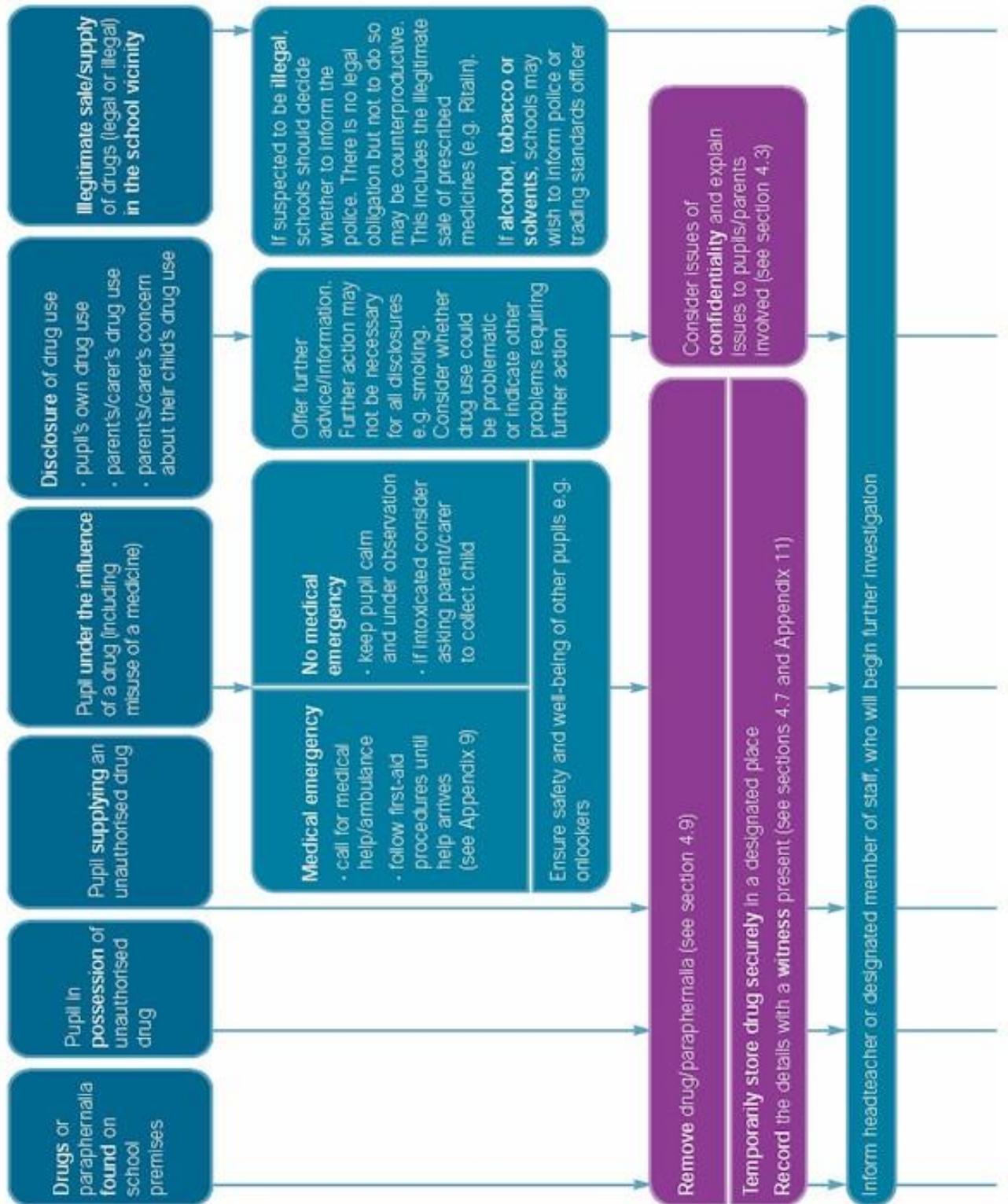
The first concern whilst managing drugs is the health and safety of our school community and meeting the pastoral needs of pupils.

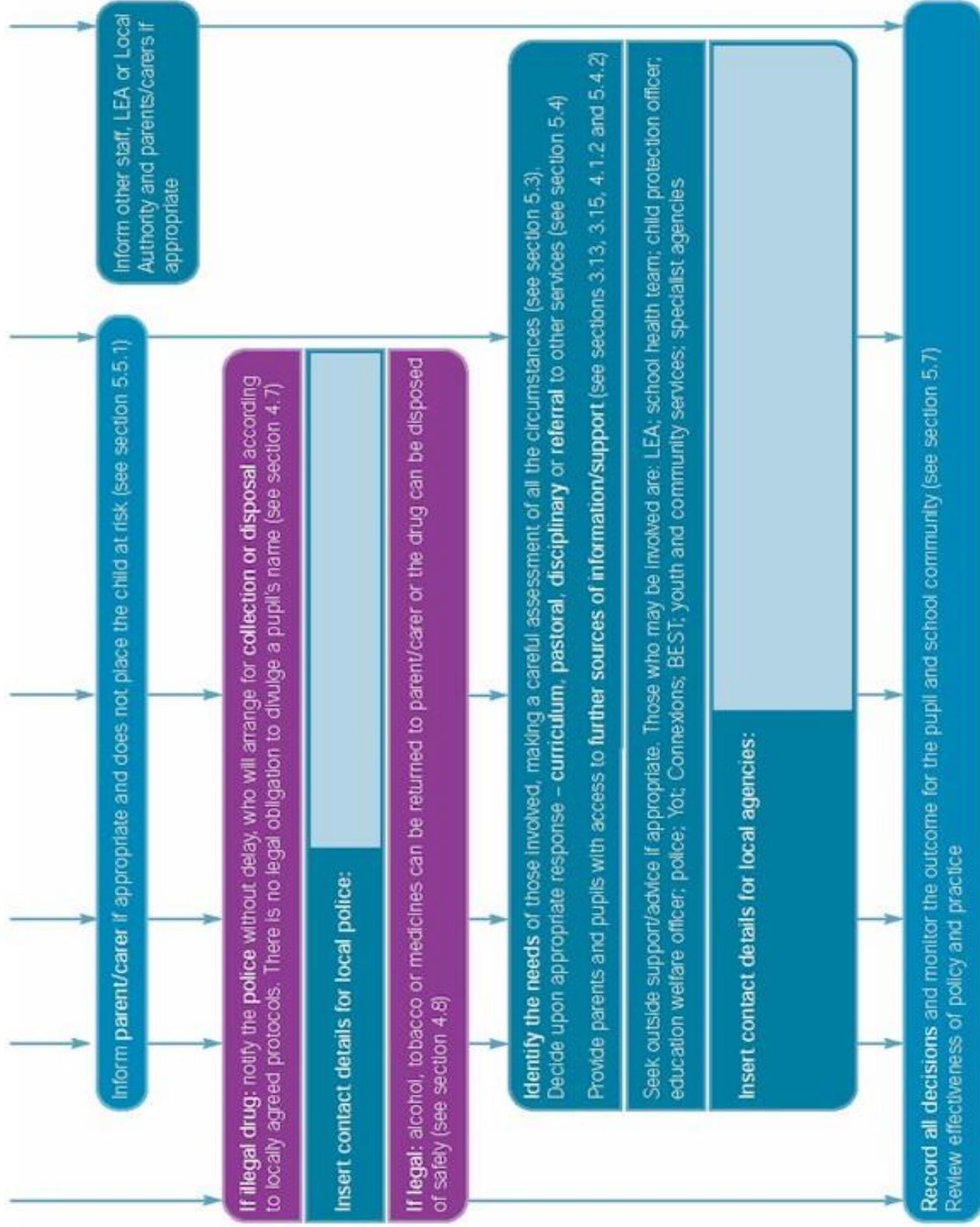
Staff will follow the flow chart Drug Situations – 'medical emergency' found in the *Drugs: Guidance for Schools (DFES February 2004) pages 117-118 (See Appendix A)*.

The Headteacher will then assess the school's legal requirements, this may include the involvement of appropriate outside agencies, and the proposed school response, the involvement of parents/carers, the arrangements for recording and informing other agencies, and the Health & Safety procedures (see Health & Safety policy) including safe handling of suspect substances.

The consequences of such incidents involving pupils will follow broadly the same procedures as laid down in the school Behaviour and Relationships Policy.

This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.





Appendix B: Drugs Situations - MEDICAL EMERGENCIES

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

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well being and safety of others. Put into practice your school's first aid procedures.

IF IN ANY DOUBT, CALL MEDICAL HELP.

ALWAYS:

- ◆ assess the situation
- ◆ if it is a medical emergency, send for medical help and an ambulance

BEFORE ASSISTANCE ARRIVES: If the person is conscious:

- ◆ ask the person what has happened and to identify any drug used
- ◆ collect any drug sample and any vomit for medical analysis
- ◆ **do not** induce vomiting
- ◆ keep the person under observation, warm and quiet

BEFORE ASSISTANCE ARRIVES: If the person is unconscious:

- ◆ ensure that the person can breathe and place in recovery position
- ◆ **do not move the person** if they have fallen, as a fall may have led to spinal or other serious injury which may not be obvious
- ◆ **do not** give anything by mouth
- ◆ **do not** attempt to make the person sit or stand
- ◆ **do not** leave the person unattended or in the charge of another pupil.

WHEN MEDICAL HELP ARRIVES:

- ◆ pass on any available information and any vomit and drug samples.

Appendix C: Collection of hypodermic needles

Schools and colleges should be vigilant in checking premises and grounds for health and safety hazards including signs of any discarded equipment, which may be drug-related. If needles or syringes are found they should not be touched.

STOP NEEDLES

TAKE ACTION!

STOP NEEDLES

If you find a needle or syringe
DO PHONE!

- If it's in a public place **PLEASE** phone the District Council to arrange to have it picked up.
- Remember the exact location – if possible stay at the site until the Collection Team arrive.
- Tell the owner if it's on private land or in a building.
- If you want to do something at your own risk, cover with a strong box or drinks can.
- **DON'T TOUCH!**
- Don't put the needle / syringe in a litter bin, or kick it down a drain.

DON'T TOUCH!

Oxfordshire

What are the hazards?

If a **skin puncture** is caused by a **hypodermic needle** the injured person is potentially infected with viruses including **Hepatitis B and C, and HIV.**

If you find a needle or syringe:
DO PHONE! DON'T TOUCH!

- If it's in a public place **PLEASE** phone the District Council to arrange to have it picked up:
- Remember the exact location if possible stay at the site until the Collection Team arrive.
- Tell the owner if it's on private land or in a building.
- If you want to do something at your own risk, cover with a strong box or drinks can.
- **DO PHONE! DON'T TOUCH!**
- Don't put the needle / syringe in a litter bin.

If you receive a needlestick injury:

- Encourage the injury to bleed by gently squeezing.
- **DO NOT SUCK THE WOUND!**
- Wash the area with soap and running water for at least five minutes.
- Cover with a waterproof plaster.
- Immediately visit your Doctor or Accident and Emergency Department where you should enquire about the relevant immunisation.

Collection Team Numbers

Cherwell:
01295 221940

Hook Norton:
01295 221531
(After 5pm and at weekends)

West Oxfordshire:
01993 861020
(24 hours)

Oxford City:
0800 783 4957
(24 hours)

Vale of White Horse:
01235 520202

South Oxfordshire:
01491 823416

01235 821886
(After 5pm and at weekends)

01491 824033
(After 5pm and at weekends)

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