



Woodlands Primary School

POLICY ON MANAGING DRUG RELATED INCIDENTS

Reviewed Nov 2018

WOODLANDS PRIMARY SCHOOL

Policy on Managing Drug Related Incidents

Rationale

Current research indicates that drug use both legal and illegal is prevalent amongst young people in and beyond Angus. As part of the school's care and welfare of its pupils, we believe we have a duty to inform and educate children about drug use. Drugs – be they medicines or legal drugs or indeed, illegal drugs - are a reality in the lives of many children and schools share responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.

We also believe that the misuse of any drugs by members of the school community cannot be condoned and will be dealt with fairly, consistently and clearly with regard to the needs of the school and the individuals concerned.

Fundamental to the school's values and practice is the principle of sharing the responsibility for the education of children with parents, keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

The staff of Woodlands Primary are committed to the health and safety of everyone here and we will work together with parents and the local community to enable pupils to make healthy, informed choices and to discourage the misuse of drugs.

Related School Aims

- **To be a responsible person**
- **To work independently and as part of a team**
- **To share our learning with families and the community.**

We will do this by:

- treating the children with respect and encouraging them to treat others with respect;
- implementing policies, systems and procedures to help staff deal with issues such as bullying, child protection and other sensitive issues;

- implementing policies and programmes and approaches which develop children's self esteem and confidence;
- ensuring early identification of learning support needs and drawing up appropriate plans to meet these needs.

Aims of this policy:

- To clarify appropriate procedures in the management of drug-related incidents.
- To develop a whole-school approach to drug education in the context of the Science outcomes and the Health and Wellbeing outcomes in which our children will explore attitudes and develop skills in making decisions about drugs (see Guidelines below).
- To have a clear and agreed understanding throughout the school community about the implications and possible consequences of drug misuse.
- To contribute towards establishing a school environment free from the misuse of any drugs.

Definition - What is a Drug?

A drug is a substance which, when taken into the body, changes the way we feel, the way we see things and the way our body works. This policy covers a range of drugs including medicines, tobacco, alcohol, solvents and illegal drugs and legal highs. It covers drugs misuse by pupils and adults.

Guidelines

Through continued implementation of the existing Curriculum for Excellence Experiences and Outcomes, all pupils will receive education about drugs that is responsive to their needs and relevant to their age, experience and maturity. It will focus on the development of self-esteem and decision making skills. Drugs education is part of our Health and Wellbeing Curriculum and the main resources for this are the 'Know the Score' programme and 'Drugwise Too'. As part of the identification of staff training needs, the continuing professional development programme for staff will provide opportunities for them to receive appropriate training to help them to deliver effective drugs education and respond to situations with consistency and sensitivity, taking account of religious, social and cultural issues.

We share responsibility for the education of pupils with parents, who will be kept informed and involved through newsletters, awareness-raising evenings and individual discussions when appropriate.

The school works with other agencies to provide relevant information and co-ordinated support, as appropriate. The school will also liaise with the school medical service and other professionals as appropriate.

Management of drug-related incidents

Suzanne Smith, Headteacher, is the designated Drugs Action Co-ordinator who will be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. Responsibility for liaising with the media lies with Angus Council Press Office.

The procedures and the roles of all concerned will be communicated to all parents and pupils.

Within Personal and Social Education, the role of pupils in supporting each other and responding safely and effectively to emergencies including drug-related incidents is made clear in a manner appropriate to the age and stage of development of each child.

Procedures

Medicines

The school policy and procedures for the administration of medicines is set out in the school health and safety/asthma policy which must be followed for the safety of all members of our school community whilst on school premises.

Responsible adults must hand in any medication to school office and complete related paperwork and medication is then be collected by responsible adult at the end of the school day/at the end of the course of treatment/when out of date.

Tobacco

The whole school and school grounds are designated No-Smoking areas.

Alcohol

No alcohol will be consumed during the course of a normal school day.

Solvents

The school will ensure that potentially harmful substances are stored safely, and pupils supervised carefully in the event of them having to be

used in the course of their work. The use of aerosol deodorants is not permitted because of the potential risks to people with asthma or other bronchial problems.

Illegal Drugs

Illegal drugs, 'legal highs' or related equipment must never be brought to school or used on school premises.

To protect the health and safety of everyone in the school, regular checks will be made of the site to ensure that, if drug-related equipment and/or litter are found, they are cleared away promptly.

Sanctions of appropriate severity will be applied to the possession, misuse or supply of any of the drugs described above by any member of the school community travelling to and from school, on the school premises or while on school activities, trips and visits.

Response to Specific Incidents

Any member of staff who discovers or suspects that a pupil or adult in school is in possession of drugs on school premises should immediately inform the Depute Head or Head Teacher. The Head or Depute will ensure that the procedures as laid out in Angus Council's Policy are put into practice.

There is a procedure for the ongoing management of drug-related incidents - developed within the school in accordance with guidance from the Scottish Executive and Angus Council People Directorate - of which all parents and pupils will be made aware. The detailed protocol for managing drug related incidents is clearly set out in paragraphs 4.1-5.3 of Angus Council Education's **Policy on the Management of Incidents Involving Illegal, Controlled and Inappropriate Substances in Angus Schools** (November 2001). This section of the Angus Policy is provided as part of school policy. Each member of the management team has a copy of the Angus Policy, which are available on the Council intranet. Any member of staff who wishes a personal copy of the full Angus Policy may have one.

If a pupil is found to be in possession of drugs or drug-related equipment on school premises, the parents/guardians will be informed immediately and will be asked to attend the school as a matter of urgency. In such a case, the school will also involve Police Scotland in line with the authority policy.

This is not just a policy for pupils but applies also to all adults working in or visiting Woodlands Primary School.

Sanctions, up to and including exclusion, will be applied for:

- possession of any drug with the suspected intention to misuse;
- misuse of drugs on school premises;
- obtaining/supplying drugs for the purposes of misuse by self or others.

Conclusion

The welfare of our pupils and staff is of paramount concern and we shall work together with everyone involved with the school to ensure the continued education and well-being of all our children.

All staff and parents will be made aware of the contents of this policy, the implications for them and the education and welfare of pupils.

This policy was drawn up by the Head Teacher in consultation with the management team.

The policy will be presented to staff and parents, held on our website and will be reviewed regularly and as a consequence of the occurrence of an actual drug-related incident.

Angus Council Protocol

Section 3 - Procedures in dealing with incidents of drug misuse

When a Head Teacher suspects (after careful consideration) that a drugs related incident could have taken place within the school, the following procedures should be implemented: (see also [Annexe 2](#))

- 1 (a) Groups/individuals to be contacted immediately:
 - (i) The Senior Education Manager for the school or in his absence another member of the Directorate
 - (ii) Police (School liaison officer or member of the Drugs Team)
 - (iii) Parents/Guardians (if there is difficulty in contacting parents/guardians directly, the School & Family Support Service may be of assistance)
 - (iv) Angus Council Press Office (see paragraph 5)
 - (v) Qualified Medical Practitioners in the case of pupils who require medical assistance
- (b) Staff from the School & Family Support Service may be contacted if in the Head Teacher's opinion their support would be appropriate at an early stage.
- (c) If the pupil suspected of being involved in a drug related incident is the subject of Social Work supervision, the Social Work and Health Department should also be contacted.
- 2 If the police wish to interview a pupil, every effort should be made to contact the parent/guardian. The police have the power to interview juveniles without parents present - in particular if a criminal offence is suspected. In such circumstances, a member of school staff should be present during the interview and the parents advised accordingly.
- 3 Any suspected illegal substances should be handed over to the-police immediately. If it is thought that a pupil has an illegal substance in their possession, the pupil should be detained in school under supervision until the police arrive. The police should then undertake any search of the pupil.
- 4 It would normally be the case that pupils involved in drugs related incidents would be excluded from school. This remains a matter for the Head Teacher's

discretion and would be decided following discussion with the Senior Education Manager. If exclusion takes place, the normal exclusion procedures apply, ie meeting with parents, rights of appeal and conditions of re-admittance.

- 5 Head Teachers should avoid speaking to the press directly on matters related to drugs incidents in schools. All contact should be directed through the Council Press Office. The Press Office should be fully briefed on details relating to exclusions, pupils involved, ages, background to incident, etc.

Section 4- Information about drugs - confidentiality

- 1 There may be occasions when information related to drugs becomes known within the school. This could arise from a discussion between a pupil and a member of staff or by some other means. Pupil Care and Support staff in secondary schools are already in possession of advice dealing with confidentiality. The main points are as follows:
 - a) The pupil should be advised that no guarantee of confidentiality can be given. A member of staff withholding information could place a pupil at risk.
 - b) The pupil and the Pupil Care and Support Teacher should consider together the possible courses of action in terms of information with regard to drugs, the people who could be of assistance and how these people should be approached.
 - c) The purpose of professional sharing of confidentiality within a school is to help the pupil. Information may be shared with the Head Teacher, a member of the School & Family Support Service or the Police.