

## THE JUNIOR & SENIOR SCHOOL DRUGS POLICY

### SCOPE OF THE POLICY

This policy is concerned with prescribed drugs, legal drugs such as alcohol and tobacco, illegal drugs and the abuse of substances and relates to students at The Junior and Senior School. The policy covers all school activities for pupils on and off school premises and encompasses behaviour during travel to and from school.

### THE USE OF PRESCRIBED DRUGS AND MEDICATION

The School adheres to a strict code of practice with regard to prescribed drugs which have to be taken by pupils during the school day. Please refer to the School document: '**Medicines Policy**' for detailed information.

The School does not dispense any drugs or medication unless (**FORMS MED 1&2**) specific written instructions are received from the doctor or paediatrician. In such cases, pupils must bring the drugs or medication to the School Nurse for safe keeping. It is a breach of school rules for a pupil to bring to school prescribed drugs or medication without presenting them in this way. The administration of the dosage of such drugs or medication is supervised by the School Nurse (**FORM MED 3**). Parents must inform the School (**FORM MED 4**) in writing if their children use inhalers to treat asthma or a similar illness. In such cases, pupils may carry their inhalers in school for their exclusive personal use.

### LEGAL, ILLEGAL DRUGS AND THE ABUSE OF SUBSTANCES

#### Aims

This policy emphasises the School's pastoral role and proactive approach to drugs education and on handling the problems of drug use by students. This policy considers the School's legal responsibility, and the needs of students, teachers, and parents.

It is the aim of The Junior and Senior School to ensure that all pupils understand the consequences of drug taking and receive advice to avoid situations where they may put themselves at risk. We aim to support students in being safe and having the confidence to make wise and responsible choices in all areas of adult life.

The school is a no-smoking site.

We work to:

1. Provide all students with the knowledge, attitudes and skills to make secure, informed and safe choices;
2. Promote a positive school ethos to help students feel valued and part of the school community and in so doing help foster positive self-images which may help pupils to cope in situations involving drug use;
3. Give students the confidence to say no to experiences that they feel unable or unwilling to accept or that they know to be wrong.
4. Provide the opportunity to discuss responses, perceptions, values and experience.

This School provides a drugs education curriculum within the Personal Social Health Education (PSHE) programme and in other curriculum areas where relevant.

This is done by group activities during PSHE lessons, outside speakers who are specialists in the field and assembly presentations. The school is in close contact with the Anti-Drugs Council which publishes regular newsletters for schools and holds meetings with teachers and is normally attended by Deputy Head Pastoral

### **Staff training and awareness**

The School recognises that the drugs culture in society is constantly changing: new substances become available, new ways to abuse existing substances develop and terminology changes. In this context, the School will undertake to provide training for staff by qualified and recognised bodies in the identification of symptoms of drug or substance abuse and to raise awareness of related moral, ethical and legal issues.

Staff are also encouraged to be vigilant to adults or young people loitering at the school gates in the school car park or trying to come onto the school site, who are not from the school community. They should report such activity to the school's management including details such as car number plates, dates and times and descriptions.

### **Confidentiality**

Students should feel able to talk in confidence to a member of staff about drug-related problems. However, teachers cannot promise complete confidentiality. Where a pupil comes to a teacher during a drugs education class or through the daily life of school and talks about drug use and the teacher feels that the student's welfare is at risk, then the teacher will consult the Designated Safeguarding Lead teacher. The passing on of such information does not necessarily result in disciplinary action. What is of paramount importance is the welfare and safety of students and in

most cases action will involve consultation with parents, followed by support and counselling (Please refer to separate Safeguarding and Child Protection Policy).

### **Experimentation with drugs**

This has increasingly become a feature of many young people's lives. It is the responsibility of schools to uphold the law as well as to:

- a. reduce the harm from drugs;
- b. play a role in the prevention of drug abuse;
- c. help those who misuse drugs;
- d. deal with incidents which pose a threat to school health and safety.

### **Use**

Students may not carry, use, sell, trade or pass legal or illegal drugs, or substances purported to be drugs or substances intended for abuse, in school, during school activities or when travelling to or from school. Pupils may not entice or subvert others to try, experiment or use drugs of any description, whether prescribed, legalised or illegal.

### **Breaking of School rules, and sanctions**

The breaking of the School's rules on drugs will result in sanctions being imposed. Although each case will be considered on its merits, the following are indicative of the School's responses:

- Pupils found smoking will be given a detention by a pastoral leader and a letter informing the parents/guardians of a first offence will be sent home. A second offence will result in a longer after school detention given by a senior member of staff and a letter will be sent home to parents/guardians. Further offences will result in meetings with parents and sanctions in line with our Behaviour Policy and may result in internal or external fixed term exclusions.
- The use of alcohol by students in or around the School or on a school trip will usually lead to a fixed term exclusion.
- The actual or intended procuring, use, or passing of illegal drugs will result in exclusion which may be permanent.
- The distribution, selling or trading of illegal drugs will result in permanent exclusion.

### **Parental Involvement**

Parents will be contacted if their child is caught breaking the rules on drugs or where there is general concern about the risk to students. We will endeavour to support and work with parents at this stage.

If we are made aware of a student's actual or possible involvement with drugs outside school then we will contact parents and inform them of our concerns.

### **Police Involvement**

In the event of a young person's arrest for a drug related incident outside the School's time and premises the Police will inform the Ministry of Education who will inform the School if the arrest leads to a court case. In such cases it is at the School's discretion how to proceed. Sanctions may range from none to permanent exclusions depending on the nature and severity of the incident and whether the young person is considered a danger to other students or not.

### **RESPONSE TO POSSIBLE DRUG RELATED INCIDENTS IN SCHOOL**

Our aim is to enable all students to fulfil their potential. We will work with students, their parents / guardians and colleagues from other agencies to remove barriers to achievement and resolve any difficulties that exist. Drug related situations will be considered alongside other circumstances in the young person's life and not in isolation.

We will consider each situation individually and recognise that a variety of actions in response to drug related incidents may be necessary. If the situation leads to a medical emergency the school emergency aid procedures will be followed.

### **Searching**

The school reserves the right to ask a pupil to empty out the contents of his/her bag or pockets after informing the parents if senior staff suspect that a theft has taken place or the pupil is in possession of alcohol, cigarettes, drugs, weapons or any other illegal or dangerous substances. If the parent objects to this then the police will be called to carry out the search. The search will be carried out by a Senior Member of Staff nominated by the Principal and one other member of staff of the same gender as the pupil. The search will be carried out in an office or room away from other pupils.

In addition, from time to time the School might require pupils to open their bags for spot checks. Parents will not be informed when general spot checks take place.

The Principal will be informed and an appropriate response considered. The implications of any action we take will be carefully considered. We balance the interests of the individual, other members of the school community and the wider community.

Should a substance suspected of being illicit be found on the school premises it will be handed to the Principal and, in the presence of another member of staff, placed in a sealed container and both signed and dated. It should then be safely stored until it can be collected by a police officer. S/he will

also be involved in advising the school on the most appropriate response to the situation. All such incidents will be recorded.

All staff will be made aware of the legal constraints on gathering evidence (including personal searches), and questioning those involved. They will not take action without involving the Principal.

Response will be cross-referenced with related school policies such as:

- Behaviour
- Health and Safety
- Child Protection & Safeguarding
- PSHE Policy

Unless there are exceptional circumstances, we will inform parents or guardians at the earliest opportunity.

The students will always be told when information is being passed on, in accordance with the school's policy on confidentiality.

The School will act in accordance with following rationale with regard to permanent exclusion:

*A decision to exclude a child permanently is a serious one. Permanent exclusion should usually be the final step in the process for dealing with disciplinary offences after a wide range of other strategies have been tried without success. Supplying an illegal drug is a serious breach of school rules and can have harmful effects on other students and put them at risk and it may be one of the exceptional circumstances where the Principal judge that it is appropriate to permanently exclude a student, even for a one-off or first-time offence.*

This policy will apply to staff, parents/guardians and other visitors to the school. If a member of staff is found to be using drugs, alcohol or cigarettes whilst at school or attending school under the influence of drugs or alcohol then the Disciplinary Policy will be applied. If a parent or visitor is found to be using drugs or alcohol or smoking on the school site they will be asked to leave immediately.

## **Appendix A**

Signs and Symptoms of Substance abuse, alcohol or nicotine addiction

## **REVIEW OF THE POLICY**

This policy will be reviewed annually.

November 2012

February 2014

January 2017

Educating since 1944

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## Appendix A

### Signs and Symptoms of Substance abuse, alcohol or nicotine addiction

#### Personal Appearance

- Messy, shows lack of caring for appearance
- Poor hygiene
- Red, flushed cheeks or face
- Track marks on arms or legs (or long sleeves in warm weather to hide marks)
- Burns or soot on fingers or lips (from “joints” or “roaches” burning down)
- Yellow fingers from nicotine
- Dilated pupils or small pupils
- Dry, palid skin or poor complexion

#### Personal Habits or Actions

- Clenching teeth
- Smell of smoke, alcohol or other unusual smells on breath or on clothes
- Chewing gum or mints to cover up breath
- Heavy use of over-the-counter preparations to reduce eye reddening, nasal irritation, or bad breath
- Avoiding eye contact
- Going out every night
- Secretive phone calls
- “Munchies” or sudden appetite
- Tremors of the hand

#### Behavioural Issues Associated with Teen Substance Abuse

- Change in relationships with family members or friends or abandoning friendship group
- Loss of inhibitions
- Mood changes or emotional instability

- Loud, obnoxious behaviour
- Laughing at nothing
- Unusually clumsy, stumbling, lack of coordination, poor balance
- Sullen, withdrawn, depressed
- Unusually tired
- Silent, uncommunicative
- Hostility, anger, uncooperative behaviour
- Deceitful or secretive
- Makes endless excuses
- Decreased Motivation
- Lethargic movement
- Unable to speak intelligibly, slurred speech, or rapid-fire speech
- Inability to focus
- Hyperactivity
- Unusually elated
- Periods of sleeplessness or high energy, followed by long periods of “catch up” sleep
- Frequent truancy or loss of interest in school work
- Loss of interest in extracurricular activities, hobbies, or sports
- Failure to fulfil responsibilities at school or work
- Theft or extortion of money from other students

#### **Health Issues Related to Teen Substance Abuse**

- Nosebleeds
- Runny nose, not caused by allergies or a cold
- Frequent sickness
- Sores, spots around mouth
- Queasy, nauseous

- Seizures
- Vomiting
- Wetting lips or excessive thirst (known as “cotton mouth”)
- Sudden or dramatic weight loss or gain
- Skin abrasions/bruises
- Accidents or injuries
- Depression
- Headaches
- Sweatiness