



# St Jude's Church of England Primary School

## Drug Education Policy and Procedural Guidelines for Drug Related Incidents

Our children  
Our St Jude's family  
Happy – Inspired – Loved  
The sky is not the limit  
Ready for today - prepared for tomorrow

Parents, pupils and all members of the school staff, including governors, have been consulted during the development of this policy.

### DEFINITION OF DRUGS

For the purpose of this policy, the term 'drugs' refers to substances that change the way the body or mind work, including:

- Alcohol
- Tobacco
- Volatile substances (aerosols, solvents, glue or petrol)
- Caffeine
- Over the counter prescribed drugs e.g. painkillers, antibiotics
- Illegal drugs e.g. ecstasy, cannabis, cocaine, crack and heroine
- New psychoactive substances sometimes called 'Legal' highs'

'Drugs misuse' is defined as the non-medical use of drugs that are only intended for use in medical treatment, the use of drugs that have no accepted medical purpose (DfE circular 4/95).

### RATIONALE

Drugs play a part in the lives of everyone and it is a feature of our society that young children can be exposed to legal and illegal drugs, whether in the home, the wider community or in the media.

Drug Education contributes to children's health and safety in accordance with the principles of the 'Every Child Matters' agenda. An understanding of drugs enables children to make informed decisions about their lifestyle and, as such, should occupy an important position in the primary curriculum.

At St. Jude's the purpose of having a drug education policy is to ensure that all pupils have access to consistent, clear and thoroughly planned approaches to education that is appropriate to the age and maturity of the pupils. This document serves to inform parents and the school community of procedures used at St. Jude's.

### AIMS AND OBJECTIVES

This policy aims to highlight the school's positive and proactive approach to Drug Education. It also aims to give clear and comprehensive views on drugs.

Drug Education at St. Jude's aims to:

- Enable pupils to make informed healthy and safe choices by increasing their knowledge, challenging their understanding and developing their skills.

*Drug Education Policy and Procedural Guidelines for Drug Related Incidents Policy  
agreed by the PAC Committee February 2018*

- Support children in developing their communication skills to help them to assert themselves, resist pressure and make responsible decisions.
- Provide accurate and comprehensive information about substances.

### **School Boundaries**

- The school boundary is the school perimeter fence.
- The school day is from 8.55a.m to 3.30p.m
- If a drug related incident takes place in the immediate vicinity of the school, near the start or end of the school day, at an after school club or at an evening school event, it will be dealt with at the discretion of the Head Teacher or other designated member of the senior leadership team.
- Drug related incidents occurring during school day trips or residential trips will be dealt with as if it had occurred within the school's boundaries.

### **TEACHING METHODS**

While we carry out the main teaching in our Personal, Social and Health Education (PSHE) curriculum, many national curriculum subjects can make very valuable contributions towards the teaching of drug education.

A wide range of teaching and learning approaches will be adopted to ensure that our drug education programme is thoroughly taught, starting with Needs Assessments, to ensure that teaching begins where the children's understanding and knowledge lies.

### **EXTERNAL AGENCY SUPPORT**

Children are taught by their own class teachers and on occasions by external agencies including NSPCC representatives, community police officers or LA consultants. All staff are committed to delivering the PHSE programme and, if external agencies are used, pupils will be adequately prepared through a needs assessments and class discussions.

### **MANAGING MEDICINES**

In most cases, parents/carers, not teachers, will administer medicines to their children themselves outside school hours.

Where this is not possible:

- Parents/carers of children in need of medication must ensure that the school is accurately advised in writing about the medication, its usage and administration. (See Administration of Medicines Policy).
- Primary aged children may be able to administer their own medication, under supervision, but only with the written agreement of their parents/carers.
- The decision for staff to administer medicines will be made by the Head Teacher.
- All medicines will be stored securely with access only by senior staff, such as the Head Teacher or a qualified First-Aider.
- In the case of asthma, please refer to the school policy on **Administration of Medicines**.
- It is the responsibility of the parent to ensure that medicines/Epi Pens/Asthma pumps are in date and in school.
- Herbal medication will not under any circumstances be permitted, and will not be administered by school staff.

Please refer to the Administration of Medicines Policy which is available on the school website and at the school office. This includes a form which must be completed by the parent.

## **ALCOHOL ON SCHOOL PREMISES**

Alcohol is not consumed on the school premises except for special occasions. On these occasions, the alcohol is stored in a locked cupboard away from all pupils.

## **CONFIDENTIALITY**

The welfare of children will always be central to the school's policy and practice. All pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. However, in line with Safeguarding procedures, teachers will not be able to promise complete confidentiality and information about a child in relation to drugs will follow the same procedure as for other sensitive information.

## **WORKPLACE HEALTH**

Members of staff need to be aware of procedures in relation to working and drug taking. Staff need to be clear about how they may access support, if required.

Lambethcouncil.helpeap.com, 0800 032 9857 (See appendix 1)

## **RESPONSIBILITIES OF STAFF AND GOVERNORS**

- Overall responsibility for this Policy is with the Named Governor for PSHE – Mr Jonathan Bennett.

**The governing body is responsible for:**

- Authorising the Drug Education policy and any subsequent reviews of the policy and ensuring that the terms and ethos of this policy are followed.

**The Personal Social Health Education Co-ordinator is responsible for:**

- Writing and updating the Drug Education policy and Scheme of Work in light of initiatives and change, and monitoring the development of the subject throughout the school.
- Guiding and supporting teachers in this subject, to include refresher training for Drug Education.
- Coordinating external agency support for Drug Education.
- Monitoring the effectiveness of the planned and delivered curriculum for Drug Education.
- Coordinating classroom practices and guidelines across the curriculum and ensuring the development of subject skills.
- Auditing and monitoring resources throughout the school to ensure that there are sufficient age-appropriate and ability-appropriate resources for effective teaching and learning.

**The Head Teacher is responsible for:**

- Ensuring that the terms and ethos of this policy are followed.

**Other members of the staff team are responsible for:**

- Following the terms and ethos of this policy.



## PROCEDURAL GUIDELINES FOR DRUG RELATED INCIDENTS

Health and safety of the child should always be the principal concern when responding to all incidents.

### School Boundaries

- The school boundary is the school perimeter fence.
- The school day is 8.40a.m. to 3.30p.m.
- If a drug related incident takes place in the immediate vicinity of the school, near the start or end of the school day, at an after school club or at an evening school event, it will be dealt with at the discretion of the Head Teacher or other designated member of the senior management team.
- Drug related incidents occurring during school day trips or residential trips will be dealt with as if it had occurred within the school's boundaries.

### Key Procedural Issues

1. Always inform the Head Teacher.
2. For Safeguarding issues, refer to school's Safeguarding Policy and/or Area Child Protection Committee procedural guidelines.
3. Record ALL drug related incidents. Recording sheets can be found in 'Drugs: Guidance for Schools (2004)' at [www.education.gov.uk](http://www.education.gov.uk)
4. Disposal of illegal substances must be witnessed.
5. Police can dispose of drugs for you.

Police contacts in the event of a drug related incident - (See appendix 2)

What to do if...	Legal Considerations	Pastoral Considerations
<b>1. Drugs/alcohol/volatile substance discovered on school premises.</b>	<ol style="list-style-type: none"><li>1. If drugs/alcohol are found on school premises, take possession and store securely.</li><li>2. What is the substance? Seek police advice for analysis/disposal.</li><li>3. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</li><li>4. Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</li></ol>	<ol style="list-style-type: none"><li>1. Ensure Head Teacher is informed.</li><li>2. Discuss with individual(s) or class/school as a whole.</li><li>3. Monitor the situation.</li><li>4. Record all incidents and action taken.</li><li>5. Head Teacher to decide whether to inform parents/carers</li></ol>
<b>2. A pupil is found in possession of drugs/alcohol/volatile substance.</b>	<ol style="list-style-type: none"><li>1. Confiscate drug/substance found and store securely.</li><li>2. What is the substance? Seek police advice for analysis/disposal.</li></ol>	<ol style="list-style-type: none"><li>1. Ensure the Head Teacher is informed and decide:<ul style="list-style-type: none"><li>• If, when and how parents/carers are to be informed.</li><li>• What sanctions, if any, will be imposed on the pupil?</li></ul></li></ol>

	<p>3. Check whether the pupil is legally entitled to be in possession of this drug/substance.</p> <p>4. Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, with or without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see notes below).</p>	<ul style="list-style-type: none"> <li>• Is assessment needed to determine whether this was a one off or if there are underlying problems/issues?</li> <li>• Are there pupil/family welfare or safeguarding issues?</li> <li>• If Education Welfare need to be consulted.</li> </ul> <p>2. Record all incidents and action taken.</p>
<b>3. A teacher suspects a pupil of being under the influence of drugs/alcohol/volatile substance.</b>	<p>1. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p> <p>2. Are there safeguarding concerns? Is the child at risk of 'significant harm'? If so, Head Teacher to contact Social Services (and/or Education Welfare) for advice and/or referral.</p>	<p>1. Seek medical advice.</p> <p>2. Inform Head Teacher and decide if, when and how parents/carers are informed.</p> <p>3. Record all incidents and action taken.</p>
<b>4. A pupil discloses they are using drugs/alcohol/volatile substance.</b>	<p>1. Are there safeguarding concerns? (See above)</p> <p>2. Schools have in 'loco parentis' responsibilities to individual pupils and the whole school community.</p>	<p>1. Head Teacher needs to decide:</p> <ul style="list-style-type: none"> <li>• Whether to inform parents/carers.</li> <li>• Are there pupil/family welfare or safeguarding concerns? (see above)</li> <li>• If there is a need for support from external agencies?</li> </ul>
<b>5. A pupil discloses a parent/carer/relative is misusing/selling drugs/alcohol/volatile substance.</b>	<p>1. Are there safeguarding concerns? (See above)</p> <p>2. There are no legal obligations to inform the police but informal advice may be useful.</p>	<p>1. Inform the Head Teacher.</p> <p>2. Are there pupil/family welfare or safeguarding issues? (See above)</p> <p>3. Who should be informed? (Confidentiality and trust are key issues)</p> <p>4. How will the pupil be supported? School? External agency?</p>
<b>6. A parent/carer arrives intoxicated on school premises.</b>	<p>1. Safety and well being of pupil is paramount.</p> <p>2. There are no legal obligations to contact police unless child protection concerns are raised and/or a violent incident takes place.</p> <p>3. Record all incidents and action taken.</p>	<p>1. Attempt to maintain a calm atmosphere.</p> <p>2. Are there concerns about discharging the pupil into the care of the parent/carer (e.g. they intending to drive child home)? If so, alternative arrangements may need to be made.</p> <p>3. Are there safeguarding concerns? (See above)</p> <p>4. Is the parent/carer aggressive/violent? Consider contacting police.</p>
<b>7. A pupil discloses friends are misusing/selling drugs/</b>	<p>1. Are there safeguarding concerns? (See above)</p>	<p>1. Inform Head Teacher.</p> <p>2. Verify information.</p>

alcohol/volatile substance.	2. There is no legal obligation to inform the police but informal advice might be useful.	3. Are there pupil/family welfare or child protection concerns?  4. How is the issue to be approached sensitively?
<b>8. Head Teacher becomes aware of the availability/sale of drugs/alcohol/volatile substance in the school vicinity.</b>	<p>1. There is no legal obligation to do so, but Head Teacher may wish to seek police advice.</p> <p>2. It is illegal to knowingly allow premises to be used for the consumption of some prohibited substances.</p> <p>3. It is illegal to sell alcohol to persons under the age of 18. It is illegal to sell cigarettes to anyone under the age of 18. It is illegal for shopkeepers to sell solvents and volatile substances to anyone under the age of 18 if they believe that the substances are going to be misused.</p>	See pastoral response to no. 3.
<b>9. A discarded syringe/needle is found in the school vicinity.</b>	There is no legal obligation.	<p>1. See pastoral response to no. 1</p> <p>2. Contact Lambeth's Streetcare team for clean-up service:  Tel: 020 7926 9000 and press option for Streetcare</p>

#### Key contact for drugs within the School

#### Designated Leads:

- Miss Alexandra New
- Mrs Sorina Nociar
- Ms Natalie Jones
- Mr David Winn

#### First Aid contacts within the School:

- Valerie Lambert
- Marsha Duke
- Claire Douch
- Brett Green
- Sorina Alexandru
- Siobhan Heron
- Sophie Haydon
- Isma Green
- Stefania Menin
- Eglantine Umuhoza



## Searching pupils

Head Teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item

Prohibited items are:

- Mobile phones/devices which contain inappropriate, unsafe, shared images/messages/photos
- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
  - i. to commit an offence
  - ii. to cause personal injury to, or damage to the property of, any person (including the pupil)

## USEFUL NUMBERS

SERVICES FOR YOUNG PEOPLE	
Child and Adolescent Mental Health Services (CAMHS)	020 3228 7370
MAT – Multi Agency Team	020 7926 9022 (MAT 1) or 0207 926 9604 (MAT 2)
Lambeth Children & Young People's Service Referral and Assessment Team (9.00 a.m. – 5.00 p.m. Monday – Friday)	020 7926 5555 (PRESS OPTION 2)
Lambeth Children & Young People's Service Emergency Service Controller (Out of office hours)	020 7926 1000
HELPLINES	
Drinkline	0300 123 1110
Drinkaware	www.drinkaware.co.uk
FRANK (National Drugs Helpline)	0300 123 6600 www.talktofrank.com
Family Lives General advice and support	0808 800 2222 <a href="http://www.familylives.org.uk">www.familylives.org.uk</a>

Re-Solv (Solvents/Volatile substances)	01785 817885 (Office) 01785 810 762 (Helpline) <a href="http://www.re-solv.org">www.re-solv.org</a>
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### Policy History

Date Reviewed by governors	February 2018
Next Review	February 2020

This policy has been agreed by the governing body of St Jude's School on **27th February 2018** and supersedes all previous policies relating to this area.

Chair of Governors: Mr Mark Wilkinson

Signed:



Date:

10.05.18



## Confidential support 24 hours a day, 7 days a week

### ■ How can we help you?

Emotional, practical, health and social problems affect many of us from time to time. They can cause great personal distress and affect our quality of life, both at home and at work. The London Borough of Lambeth Employee Assistance Service provides professional support and guidance for employees experiencing such issues. We understand the working environment and can provide you with the best possible guidance on maintaining good health and general wellbeing.

### ■ Help Employee Assistance Service

If you are experiencing issues either at home or at work, The London Borough of Lambeth Employee Assistance Service is on hand to provide you with expert guidance.

The team of trained wellbeing and counselling practitioners offer confidential, independent and unbiased information and guidance. We provide this in a range of ways - by telephone, in writing, on-line and through face-to-face appointments. We are available at any time of the night or day, 365 days of the year. If you are worried about any personal or work-related problems, you can contact The London Borough of Lambeth Employee Assistance Service on **0800 032 9857** or go to **[lambethcouncil.helpeap.com](http://lambethcouncil.helpeap.com)** for further information.

### Help Employee Assistance offers support and information on:

- Alcohol and drug misuse
- Bereavement
- Bullying and Harassment
- Career/Job Stress
- Childcare/Eldercare
- Debt
- Legal issues\*
- Relationships
- Retirement
- Sickness absence
- Trauma
- Work life balance.

### ■ Help Health and Wellbeing Service

The Help Health and Wellbeing Service is a unique, web-based health management resource that offers individual users a combination of personally tailored programmes and general health information and support.

- Personal training programme
- Weight management plan
- Healthy eating and nutritional advice
- Stress management solutions
- 10 minute wellness
- General advice centre
- Social message board
- Ask the expert service
- Family members can join too

Go to **[lambethcouncil.wellbeingzone.co.uk](http://lambethcouncil.wellbeingzone.co.uk)**

Click 'Sign up' and enter organisation code **LAMI**

### ■ Confidentiality

Employees can trust that The London Borough of Lambeth Employee Assistance Service treats all information confidentially whether obtained directly or indirectly. No personal information will be provided to the organisations that make up The London Borough of Lambeth The Help Employee Assistance Service is provided by an external company to The London Borough of Lambeth and is bound by the professional code of ethics of the British Association for Counselling and Psychotherapy and the Employee Assistance Professionals Association.

**Confidential support**  
24 hours a day, 7 days a week

For confidential, independent and unbiased information and guidance from a team of trained wellbeing and counselling practitioners  
**contact us on 0800 032 9857**  
or text relay 18001-0800 032 9857

**[lambethcouncil.helpeap.com](http://lambethcouncil.helpeap.com)**

## **Appendix 2 Local Community Police Contacts**

PC Simon Thompson 722LX  
Safer Schools Officer,  
Evelyn Grace Academy,  
Lambeth Police

Mobile : 07554 459560  
email: [simon.thompson5@met.police.uk](mailto:simon.thompson5@met.police.uk)

Brixton Police Station,  
367, Brixton Road  
Stockwell,  
SW9 7DD.  
METROPOLITAN POLICE SERVICE - Providing Total Policing  
Follow us on Twitter @LambethMPS

PS Richard Coss 76LX  
Lambeth Safer Schools  
R14, Kennington Police Station, 49 - 51 Kennington Road, SE1 7QA  
Telephone 0208 649 2852 Mobile 07833058795

### **Local Police Community Support**

Sargent Tom D Sincock 0208 649 2007 Mobile number: 07584 633305 Email Address:  
[thomas.sincock@met.police.uk](mailto:thomas.sincock@met.police.uk)

Marcia Reynolds 07785 485 615

Cold Harbour Lane Police Station

Alternatively dial 101 for a non – emergency

**Please also The St Jude's Disaster Recovery Plan available at the school office.**