



# Biddick

## Academy

<i>Name of Policy</i>	<b>Drugs</b>
<i>Aims of Policy</i>	<ul style="list-style-type: none"><li>• To support the Academy's aim to maintain the safety and well-being of all students, staff and visitors</li><li>• To clarify legal responsibilities, entitlements and obligations</li><li>• To support all the members of the Academy community by providing clear guidance and procedures on drug related issues</li><li>• To develop a whole Academy approach to drug education in the context of the academic and expansive curriculum</li></ul>
<i>Date Valid</i>	July 2020 – July 2022
<i>Date of Approval</i>	June 2020 - Headteacher June 2020 - Trustee Board
<i>Next Review and Approval Date</i>	June 2022
<i>Responsibility for Review</i>	Deputy Headteacher

<b>Contents</b>	<b>Page</b>
<b>PART 1: Introduction</b>	<b>3</b>
<b>PART 2: Responsibilities</b>	<b>4</b>
2.1. Trustees	4
2.2. Head teacher and Deputy Head teachers	4
2.3. Staff	4
2.4. Parents / Carers	4
<b>PART 3: Confidentiality and Safeguarding</b>	<b>4</b>
<b>PART 4: Drug Education</b>	<b>5</b>
4.1. Aims	5
4.2. Teaching Programme, Strategies and resources	5
<b>PART 5: Dealing With Drug Incidents</b>	<b>5-8</b>
5.1. Unauthorised Substances	6
5.2. What to do in the event of finding a drug / unauthorised substance or suspected illegal substance	6
5.3. What to do in the event of finding or suspecting a student is in possession of a drug	6
5.4. Procedures for dealing with a student suspected to be under the influence of a drug or substance	7
5.5. Procedures for dealing with a parent / carer suspected to be under the influence of a drug or substance	7
5.6. When to contact the Police	7
5.7. Discipline	8
<b>PART 6: Managing Medicines on Academy Premises</b>	<b>9-13</b>
6.1. Aims	9
6.2. Managing Medicines on Academy Premises	9
6.3. Record Keeping	9

# 1.0 Introduction

The Academy's ethos 'inspiring learning, unlocking potential, achieving success' is the reflection of an uncompromising belief that every child will be equally able to secure outstanding educational outcomes and reach their full potential in a positive learning community which supports and values their achievements.

At Biddick Academy we want everyone to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

All staff believe that our Academy should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual student.

This policy set out the Academy's approach to drug education and how we will respond to drug related incidents within the responsibilities of the Academy.

For the purpose of this policy the following definition of a drug will apply:

***"a substance people take to change the way they feel, think or behave."***

This broad definition allows for the inclusion of all illegal drugs (including 'legal highs'), medication legal drugs, volatile substances and all over the counter and prescription medicines in the Academy.

This policy also covers tobacco and e-cigarettes and any paraphernalia such as lighters and matches.

Alcohol is not permitted at any time on the school site or during school visits except on special occasions at the discretion of the Head teacher or when staff are not acting in loco-parentis.

There may be exceptions for staff at the discretion of the Head teacher.

## 2.0 Responsibilities

### 2.1 Trustees

As part of their general responsibilities for the management of the school, the Trustees have agreed this policy. They will continue their involvement through regular evaluation of it. The named lead trustee with responsibility for this policy is the Chair of Trustee Board.

### 2.2 Head teacher / Senior Deputy Head / Deputy Head teachers

The Head teacher has overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy and its implementation.

Students who are suspected of being at risk from drugs, and in particular truanting students will be supported and monitored by the Pastoral and Student Support teams, with assistance from relevant agencies such as YDAP, Child Protection Officers, and police if required.

The Headteacher and / or Senior Deputy Head and Deputy Head teachers are the first point of contact for advice and support in dealing with a drug-related incident.

### 2.3 Staff

Staff will follow the guidelines in this policy in relation to students, themselves and visitors.

### 2.4 Parents and Carers

Parents and carers are encouraged to support the Academy's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed.

Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents/carers, and therefore, it will be handled with care and consideration.

The Head teacher will consider if there are any special circumstances, which may temper this right. Together for Children may be contacted in the first instance and advice sought.

## 3.0 Confidentiality and Safeguarding

If a student discloses information relating to misuse of drugs then absolute confidentiality cannot be guaranteed and disclosure by students of information relating to misuse of drugs will be reported through the Academy's safeguarding procedures.

If rumours of drug misuse are disclosed then the Deputy Head teacher (Pastoral) (safeguarding lead) should be informed and they will assess the information and decide whether further action is to be taken to ensure the safety and well being of all students.

## 4.0 Drug Education

### 4.1 Aims

"The aim of drug education is to provide opportunities for students 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". DfES 2004 p18 Drugs: Guidance for Schools.

The main aims of our drug education programme, taught within the IAG Curriculum are to:

- Enable students to develop confidence and self-esteem

- Raise students' awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use in order to reach their full potential
- Encourage a healthy respect for all substances taken into the body
- Enable students to explore their own and other's feelings, views, attitudes, and values towards drugs and drug-related issues.

## 4.2 Teaching Programme, Strategies and Resources

Drug Education is delivered through the IAG curriculum by specialist teachers in whole class or group situations using a broad variety of teaching and learning strategies. It is also taught via the Science National Curriculum.

Drug Education will be assessed in a number of ways including: -

- Student self assessment and the opportunity for reflection
- Discussion and peer group reflection
- Teacher assessment of student attainment by observation and review of student written work

Visiting facilitators can enhance the delivery of drugs education and some students do respond better if they perceive the deliverer to be an 'expert' rather than their 'normal' teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or student response which cannot be achieved by the teachers. Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drug Education. Their contribution should complement the teaching already taking place in the school.

## 5.0 Dealing with drug related incidents

The Academy does not condone the use of drugs but will endeavour to support any student with a drug problem in line with its pastoral responsibilities.

Parents / carers have the right to be informed of any drug-related incident that affects their child. An exception to this is when the student is deemed 'at risk' and Together for Children have been contacted.

Staff should be aware that if they a) fail to take action in a drug-related incident or b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the student's health and welfare, criminal proceedings could ensue.

Following any incident the pastoral teams should record the incident on CPOMS to ensure actions are recorded.

### 5.1 Unauthorised Substances

No drugs are to be brought onto the Academy premises unless authorised by the Head teacher, or through the agreed protocol for the use of medicines on the school premises.

Students found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents / carers will be contacted by the Pastoral Teams. Parents and Carers support will be sought in stressing to the student how the use of unauthorised substances on the Academy premises is a serious breach of school rules
- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the type and classification of the drug, age of the student, the circumstances of the incident, whether it is a student's first offence and whether it affected other students
- The substance and associated paraphernalia such as matches or lighters found in a student's possession in school will be confiscated and destroyed.

## 5.2 What to do in the event of finding a drug / unauthorised substance or suspected illegal substance

1. Take possession of the drug/substance and inform the Deputy Head teacher (Pastoral), or if not available a member of the Senior Leadership Team.
2. In the presence of a witness the article should be packed securely and labelled with the date, time and place of discovery.
3. The package should be signed by the person who discovered it and stored in a secure place – the school safe.
4. Police should be contacted immediately and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

### EXTREME CARE SHOULD BE TAKEN

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Send another member of staff or responsible student to the site manager and ask them to attend with above items.
5. Inform the Deputy Head teacher (Pastoral) or senior member of staff who will contact Environmental Health.

If it is considered impractical to leave the needle where it is found, a trained member of staff, using the appropriate personal protective equipment, may remove the needle from the area.

## 5.3 What to do in the event of finding or suspecting a student is in possession of a drug

- Staff member calls for the Deputy Head teacher (Pastoral) or other member of the Senior Leadership Team through on call system
- The Deputy Head teacher and a member of the Senior Leadership Team or Pastoral Team will search the student if required (See climate for learning for full procedures)
- Having taken possession of the substance / paraphernalia, the procedure should be followed as above.
- Students should be placed in isolation until the matter has been investigated.
- Parents should be contacted as quickly as possible.

## 5.4 Procedures for dealing with a student suspected to be under the influence of a drug or substance

- Staff member calls for the Deputy Head teacher (Pastoral) or other member of the Senior Leadership Team through on call system
- The student will be placed in a quiet area
- The student will not be left unsupervised and medical advice will be sought through first aiders, NHS, paramedics etc if required
- If the student is drowsy or unconscious then they will be placed in the recovery position
- The member of the Senior Leadership Team / pastoral team will attempt to establish what substances have been taken
- Any suspect substances will travel with the student
- Parents / carers will be informed as soon as practicable and asked to come to the Academy immediately to either travel with the student or to take the student and seek medical advice

## 5.5 Procedures for dealing with parents / carers under the influence of drugs on the school premises

Staff will attempt to maintain a calm atmosphere.

If staff have concern regarding the parent / carers ability to care for the student then attempts will be made to discuss alternative arrangements with the parent / carer, for example requesting another family member escort the student home.

The focus of the staff members will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's / carer's behaviour.

Where the behaviour of the parent / carer immediately places the student at risk of significant harm or repeated behaviour places the student at risk or the parent / carer becomes abusive or violent, staff will invoke child protection procedures and / or the involvement of the police.

## 5.6 When to contact the police

There is no legal obligation for the Academy to contact the police when a drug incident or offence has been discovered. Contacting the police is at the Headteacher's discretion. However, the Academy has established close liaisons with our local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug-related incident in the Academy, we will cooperate with the police should they wish to search Academy premises.

In the event of a serious incident the police may request to interview student(s). Parent(s) / carer(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make arrangements. Parents/carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

## 5.7 Discipline

In normal circumstances parents / carers will be contacted. If the Headteacher assesses that the situation is a child protection issue then Together for Children will be contacted in the first instance.

This Academy does not condone drug misuse. In deciding an appropriate sanction we will consider the interests of the student balanced against the best interests of the whole Academy community. The severity of the sanction will depend upon various factors such as the type and classification of the drug, age of the student, the circumstances of the incident, whether it is a student's first offence and whether it affected other students.

A range of responses which may be considered include:

- A targeted pastoral support programme
- Referral to an appropriate agency
- Home-School contract
- Behaviour support plans
- A managed move
- Internal exclusion
- Fixed term exclusion
- Permanent exclusion

## 6.0 Managing Medicines on Academy Premises

### 6.1 Administration of Medicines

Medicines will only be administered at the Academy when it would be detrimental to a young person's health or school attendance not to do so

- No child under 16 will be given prescription or non-prescription medicines without their parent's / carers written consent – except in exceptional circumstances where the medicine has been prescribed to the young person without the knowledge of the parents / carers. In such cases,

every effort should be made to encourage the young person to involve their parents / carers while respecting their right to confidentiality.

- Non-prescription medicines such as Paracetamol for pain relief or anti-histamines (Piriton) will be administered with parent / carer verbal consent where maximum dosages and previous dose information will be collected. Students at the Academy will never be given medicine containing aspirin unless prescribed by a doctor.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- Biddick Academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to the Academy inside an insulin pen or a pump, rather than in its original container
- All medicines will be stored safely (either in the student office or in Student support). Young People will be told by the Head of Year where their medicines are at all times and who holds the key to the cabinet. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily available to students when they are needed and not locked away either in the Academy or if on a school trip
- Biddick Academy will keep controlled drugs that have been prescribed for a student securely stored in a non-portable cabinet within the student office and will be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school
- Biddick Academy staff may administer a controlled drug to a student for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. We will keep a record of all medicines administered to individual students, stating what and how much was administered, when and by whom. Any side effects of the medication to be administered at the Academy will be noted
- When no longer required, medicines will be returned to the parent / carer to arrange for safe disposal
- Sharps boxes will always be used for the disposal of needles and other sharps

## 6.2 Staff training and support

Only relevantly trained staff (training will be carried out by recognisable and qualified providers) at Biddick Academy will support students with medical needs.

In some cases, written instructions from the parent / carer or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the Academy to decide, having taken into consideration the training requirements as specified in students' individual health care plans. A first-aid certificate does not constitute appropriate training in supporting young people with medical conditions.

## 6.3 Record keeping

Written records will be kept of all medicines administered to students. Records offer protection to staff and young people and provide evidence that agreed procedures have been followed. Parents / carers will be informed if their child has been unwell at school.