

DRUG AND SUBSTANCE MISUSE POLICY [see PSHE Section B]

DRUGS EDUCATION

Educating pupils about the risks and health implications of legal and illegal drugs and other substances is part of the PSHE curriculum, including a focus on the development of skills such as assertiveness and resisting peer pressure.

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 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

All illegal substances are forbidden on the premises.

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 pupils are found smoking on site the Headmaster must be informed immediately. This also refers to e cigarettes and vaping

Alcohol may only be consumed on the school premises for events organised by members of staff, governors or CCCSPA, which take place after the end of the school day. Verbal permission must be obtained from SMT prior to the event. The organisers are responsible for ensuring that all those consuming alcohol are over the age of 18.

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 taken 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 studies. Pupils are not permitted to be in possession of sniffable products. Pupils are not allowed unsupervised access to the Science laboratory.

Prescribed Drugs on the School Premises

CCCS follows the recommendations of the Oxfordshire Health and Safety guidelines and DfEE guidance *Supporting Pupils with Medical Needs* 1996.

An up-to-date list of children taking prescribed drugs (e.g. for asthma or diabetes) will be circulated to staff. Parents must notify in writing if any medicines need to be taken during school hours. Teachers may administer prescription medicines if parents have completed the required form, but this is up to the individual teacher. It is the parents' responsibility to ensure safe administration of medicines during school hours, although an arrangement may be made with Matron, particularly for boarders. Medicines will be kept in the safe in the linen room next to the Matrons' office. Medicines should not be kept in school by pupils, except in the case of asthma inhalers, when, for pupils in the Prep School one will be kept by matron and the other will be kept by the child. In Pre-Prep, where prescribed, asthma inhalers and spacers are kept in clearly labelled boxes in Pre-Prep and Nursery classrooms in order to facilitate instant and easy access. The boxes are kept out of the reach of children but in pre-arranged places of which staff and pupils are aware. (See First Aid Policy)

In certain cases, prescribed emergency medicines (e.g. for anaphylactic shock) may be kept on 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 on the supply teacher's information sheet.

DRUG INCIDENT: WHERE SUBSTANCE MISUSE OR SUPPLY IS SUSPECTED

For the purposes of this policy, drugs is intended to include alcohol and tobacco. Staff should follow the flow chart found in *Drugs: Guidance for schools* (DFES February 2004) as reproduced below and inform the Headmaster who will then assess the school's legal requirements; the proposed school response; the involvement of parents/carers; the arrangements for recording and informing other agencies; and health and safety procedures (see Health and Safety policy) including safe handling of suspect substances. All incidents must be recorded on an incident form (see below).

In each case, a child's record and circumstances should be taken into account, their age, the substances involved, the location of the incident, nature of the offence/incident, attitude of pupil and what help can be offered.

The consequences of such incidents involving pupils will follow the Pupil discipline and behaviour policy following the route for incidents of a more serious nature. As stated there:

Pupils who are found to be in possession or to have used alcohol and tobacco and e cigarettes will be suspended if it is their first offence. If this happens again, the likely consequence is that they will be expelled.

If incidents involve illegal drugs, the Headmaster will follow the guidance set out in *Drugs: Guidance for Schools* (DFES February 2004), but it would be normal to expel a pupil should such misuse be confirmed.

- **Rumour and Suspicion.** Evidence should be collected before confronting pupil.
- **Caution** should govern any attempt to identify symptoms or behavioural change.

- **Disclosure.** When information is passed on to staff the degree to which confidentiality can be maintained must be clear and staff must act always in the interests of the pupil.
- **Discovery.** Substances should be confiscated without confrontation, but with regard to safety and when possible in front of a witness. The School Liaison Officer or Area Beat Officer will help with advice and analysis.
- **Intoxication.** The intoxicated person should be kept from harm and under observation. Details should be recorded to help professional medical treatment.
- **Emergency.** Loss of consciousness, possibly due to drug overdose, misuse, or admitted overdose without visible symptoms. Emergency medical help will be summoned immediately upon discovery.

Members of staff responsible for the drug policy: HM

A copy of this drug policy can be found in the School Office and the Staff Handbook.

Member of staff responsible for drug education curriculum planning: PSHE
Coordinator

Member of staff responsible for the management of drug related incidents: HM

DRUGS SITUATIONS – MEDICAL EMERGENCIES

The procedure for an emergency applies 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 CCCS first aid procedures.

IF IN ANY DOUBT, CALL MEDICAL HELP.

ALWAYS:

- Assess the situation
- If it is a medical emergency, notify the School Office and member of SMT; medical help/an ambulance will be immediately requested.

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 vomit
- Keep the person under observation, warm and quiet

If the person is unconscious

- Ensure that the person can breathe and place in the recovery position
- Do not move the person if they have fallen, as a fall may have led to a 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 charge of another pupil.

WHEN MEDICAL HELP ARRIVES

Pass on any available information and any vomit and drug samples.

PLEASE COMPLETE AN EMERGENCY RECORD FORM AS SOON AS YOU HAVE DEALT WITH THE EMERGENCY

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 are found they should be handled with 9.5 inch sponge forceps in accordance with the guidelines below and put in a *sharps* box, located in the bursary.

Needles should not be retained in the plastic tamper-proof bags and the box should be given to maintenance staff for safe removal

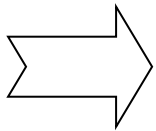
Handling used hypodermic needles incorrectly can lead to needle-stick injuries.

Two main blood-borne diseases can be contracted via injuries from infected needles, Hepatitis B and HIV.

The risk of contracting these diseases however can be lowered to negligible levels if normal hygiene precautions and this Code of Practice are followed.

- Only authorised persons are to collect needles.
- Disposable gloves must be worn (the reason for this is to prevent material from contacting the skin). **WARNING:** gloves will not prevent needle-stick injuries.
- The tongs provided must be used to uplift needles (the unaided hands must not be used).
- Needles must be placed in the sharps box provided.
- Sharp boxes can be used until approximately half full when they must be disposed of.
- Tongs that have been used for retrieving needles, must be sterilised by immersion in a 10% hypochlorite solution for a minimum of 30 minutes and the washed with clean water.

The grounds of the school should be checked regularly and a record is made of the check.



Ensure that members of the Maintenance Team are aware of the policy and the need to check the grounds regularly.

A record should be kept of searches made and any item found of this nature.

Any concerns that the premises or grounds are being used for activities which would endanger young people, should be referred to your Police Youth Affairs Officer.

Reviewed by SMT 11th November 2019

DRUG INCIDENT FORM

Emergency / intoxication	Suspicion, OFF premises	Suspicion, ON premises	Discovery, OFF premises	Discovery, ON premises	Pupil disclosure	Parental use	Parent/carer expresses concern
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(Tick one or more of these boxes to indicate the category)

Record of drug-related situation

Name of Pupil: Form

Date of incident: Time of Incident:
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First aid given? YES / NO

If yes:

First aid given by:

Ambulance/Doctor called? (delete as necessary) YES / NO

If yes:

Called by: At time:

Drug involved (if known): (e.g. alcohol, paracetamol, ecstasy)	Sample found? (yes/no) Where retained(or)
Senior staff involved (Insert name)	Destroyed at time Witness name:

Parent/carer informed by:	at time:
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Brief description of symptoms/situation: (continue on blank sheet if necessary)
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Other action taken: (e.g. other agency involved; Ed. Psych. Report requested; pupils/staff informed; sanction imposed; GP/Police consulted about drug)
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(Continue on blank sheet if necessary)

Report form completed by: