

Hanson Academy

**POLICY FOR  
DEALING WITH  
DRUG INCIDENTS**

**(updated 12<sup>th</sup> Feb 2013)**

## **Introduction**

This policy was produced following consultation with staff, students, parents and governors. The policy gives clear guidance to staff, governors, students and parents on the school's view of drugs, how drug-related incidents are managed and the rules relating to drugs and is reviewed annually.

## **The Need for a Policy**

This school understands that drugs play a part in the lives of every one of us and that experimentation with drugs has always been a feature of many young people's lives. It is the responsibility of schools to play a role in the prevention of drug misuse and in helping those who misuse drugs. Schools need a policy, which gives a clear view about drugs in school and the importance of drug education. This policy emphasises the school's pastoral role and its proactive approach to drug education. It provides a clear statement on how the school will respond to drug use in school.

In developing this policy the school has considered its legal responsibility and the needs of all students, teachers and governors. Information is available to parents and the community on request.

## **A Definition of Drugs**

Drugs are substances that alter the mind or the body. This policy is concerned with legal drugs such as alcohol, tobacco and solvents, over the counter and prescribed drugs such as tranquillisers and painkillers and illegal drugs such as ecstasy, cannabis, cocaine, cocaine, crack and heroin, and other drugs young people may use such as "poppers".

## **Drug Education and Drug Prevention**

This school provides a planned drug education curriculum for all students, as part of the Health Education Programme within Personal Health and Social Education. We aim to provide all students with knowledge, attitudes and skills to be able to make informed decisions about drugs.

This school acknowledges that a positive school ethos helps students to feel valued and part of the school community and in so doing, helps to foster positive self images which may help students to cope better in situations involving drug use.

## **Statement on the Use of Drugs in School**

This school believes that the possession and use of drugs in school or during the school day, unless medically prescribed, is inappropriate. All the drugs covered by this policy are not permitted to be brought to, sold, passed on or obtained on school premises or during the school day. Any breaking of these rules may result in punishment including permanent exclusion.

**Discovery/Observation**, i.e. when a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy. A **Confidentiality** of staff will be called. The person will be approached and the substance confiscated, if possible. The person(s) involved will be questioned. If the substance is illegal students about its identity, to talk to a Safer School Police Officer. And illegal substances will be handed to the Police. Parents will be informed always. A report of the incident will be written down, and key staff will decide disciplinary action will be taken and which from colleagues approach is appropriate student in relation to drugs will follow the same procedure as for other sensitive information. Staff must always inform the Pastoral Leader or a member of the leadership team who in turn will ensure the Principal is informed. Tutors will normally be kept informed about any concerns there might be about students in their group. Confidentiality will be maintained beyond certain key people.

### **Parental Involvement**

Information is available for parents in the parent handbook and a copy available on our website. Parents will be contacted if there is a concern about their child's use of or involvement with drugs or if their child breaks the rules on drugs. Information will be made available to parents so that they can obtain support and guidance concerning drugs.

### **Police Involvement**

In most cases any punishment is likely to be a school not a police matter, however, we do use our Safe School Police Officer to talk to students about the consequences of drug abuse. Where illegal substances are brought into school, the Safer School Police Officer will be involved and the substances handed over to them.

### **Managing and Responding to Drug-Related Incidents**

Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, and/or disclosure. All forms are considered in this policy.

**Emergency Situations:** i.e. where a person is unconscious perhaps as a result of drug use. A member of the Leadership Team and a First Aider will be called. The unconscious person will not be left alone. The person will be placed in the recovery position and an ambulance called. The parents will be informed. An assessment of the incident will be started including finding out whether a substance has been taken and evidence will be gathered. A report of the incident will be written down and given to the Principal and Pastoral Support Team. These key staff involved will decide appropriate disciplinary and/or counselling action.

**Intoxication from Drug Use.** If possible, the person will be removed to a quiet room. A senior member of staff and a First Aider will be called. The person will be observed will be encouraged to talk in order that the cause of the intoxication can be discovered. An ambulance will usually be called. The parents will be informed. A report of the incident will be written down and key staff involved will decide appropriate disciplinary and/or counselling action.

**Disclosure:** i.e. when a student discloses to a member of staff that s/he has been using drugs or is concerned about someone else's drug use. Please refer to section on confidentiality.

## **Responding to Drug-Related Incidents**

In all situations involving drugs the following principles apply:

All situations will be carefully considered before deciding to respond.  
The needs of the individual child will always be carefully considered and appropriate action taken.

The needs of the whole school community will receive the same careful attention.

The Pastoral system will be used to make the first response if at all possible.  
Parents/carers will be involved at an early stage and throughout any investigation.

Support agencies including the police will be involved if appropriate.

Support for students will be maintained and counselling arranged if appropriate.

### **Disciplinary Response**

Responses may include both a disciplinary and counselling response.

Situations, which include breaking of the school rules on drugs, will result in punishment. The type of punishment cannot be categorically stated, as it will depend on the exact nature and degree of the offence. The school employs a variety of sanctions related to the offence, e.g. fixed exclusions, or community service. All sanctions will be considered in relation to an incident and, in some cases, *permanent* exclusion will be used. Parents/carers and students will be informed throughout the investigations.

### **Counselling Response**

The students' welfare is paramount and in all incidents involving drugs, referral for counselling by outside agency support will be actively considered. Our Tic Tac Centre may be involved in counselling or local drug agencies that can offer some counselling and work with students as part of their drug education programme will be involved. We believe that those students who are misusing illegal drugs and volatile substances should be strongly encouraged to seek help at the earliest possible stage so that they can be helped.

### **Reporting Procedure**

The reporting procedure ensures that only a limited number of people will be involved in any incident. All incidents are reported to the appropriate Pastoral Leader or Senior Leadership link area. If a decision is taken to exclude a student then the procedure for this is put into action by the Principal involving the governors. All incidents are written down and kept in the office as confidential items.

### **Prescribed Drugs and Medicines**

In most cases, parents and students will administer prescribed medicines themselves out of school hours. Where this is not possible, parents of children in need of medication must

make appropriate arrangements with their child to self administer the prescribed dose which is to be taken during the school day and inform staff of the requirement by writing a note in the child's journal. Where a student has a long-term medical condition requiring drug treatment, special arrangements may be made for the secure storage of the drugs. In the case of asthma reliever inhalers, these are normally kept by the students for easy and immediate access. It should be noted that school staff may not administer any medicines or tablets including aspirin or paracetamol.

**EXCEPT IN THE ABOVE CIRCUMSTANCES, NEITHER PRESCRIBED OR PROPRIETARY MEDICINES NOR ANY OTHER DRUGS SHOULD BE BROUGHT INTO SCHOOL**

NB: All adults employed at Hanson School are covered by the usual Conditions of Service and Health and Safety Regulations.

## Appendix 1

### Drug Awareness Education

**Hanson Community School – All Members of our School Community are Equally Valued and Respected.** Our School will be a community which works together for the best interests of everybody, where learning is at the heart of all we do, bringing home and school together, enabling all members of our community to progress.

The purpose of this policy is to clarify the legal requirements and responsibilities of the school in relation to Drugs Education. Maintained secondary schools in England and Wales have legal responsibilities to provide Drugs Awareness and must have an up to date statement available to parents/carers.

#### Location

Copies of this policy will be placed on the Learning Gateway and school website. Hard copies will be available upon request.

#### Statement

Appropriate and responsible drug education is vital in preparing students to be responsible citizens. Sensitive and due regard must be paid to the moral, legal, religious and cultural considerations involved.

This policy should be linked in with PSHCE and Citizenship Drugs – incident.

#### Aims of Drugs Awareness Education

- Give students guidance on developing, implementing and maintaining the drugs education programme.

- Reinforce the role of Hanson in contributing to local and national drug strategies.

- Provide a framework for evaluating the effectiveness of Drugs Awareness Policy at Hanson School.

- Drug Awareness Education at Hanson School is tough.

- Mainly through PSHCE and Science, as well as throughout the National Curriculum. Each subject area has the responsibility to contribute to the well being of all, so that Hanson students can make informed and adult decisions regarding the use of drugs.

Drug Education at Hanson School is taught through PSHCE, Citizenship and Science (KS3/4) as well as through the National Curriculum. Each subject area has a responsibility to positively contribute to the personal well being of Hanson students so that they can make informed decisions regarding drugs. See PSHCE, Citizenship and Science schemes of work for details of drugs education lesson content.

#### Objectives of Drug Education

A high quality drug education programme enables students to develop knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle. It allows students to make informed choices, relating to their own and other actions.

#### Knowledge and Understanding

- Short and long term effects of drugs.

- Rules and laws relating to drugs.

- The impact of drugs on individuals, families and communities.

- Acceptability and prevalence of drug use amongst peers.

The moral, social, emotional and political issues surrounding drugs.

### **Personal and Social Skills**

- Assessing, avoiding and managing the risks of drugs.
- Resisting pressures.
- Finding information, help and advice.
- Devising problem solving and coping strategies.
- Developing self-awareness and self-esteem.
- Explore their own and others' attitudes towards drugs, drug use and drug users.
- Challenging stereotypes.
- Exploring media and social influence associated with drug use.

### **Organisation of Drug Awareness**

Hanson Approach to Drug Awareness will consist of;

- The taught National Curriculum Programme of study for PSHCE and Citizenship with KS3/4.

- The taught National Curriculum Science Programme of study.
- Pastoral support for students who experience difficulties.

### **At Key Stage 3 Students Learn about**

- Basic facts and laws, including Hanson expectations, regarding alcohol, tobacco, illegal substances and the risks of misusing prescription drugs.
- Drugs, alcohol, tobacco and the law – local, national and global.
- Why people use drugs.
- How drugs affect health.
- How the growth and reproduction of bacteria and virus' can affect health and how health can be enhanced by immunisation and medicines.
- The role of lung structure in gas exchange, including the effects of smoking.

### **At Key Stage 4 Students will learn about**

- The effects of solvent, tobacco and other drugs on bodily functions.
- Managing risk – personal/social/criminal.
- Giving and receiving support.

Drugs Awareness Education is a whole school policy. The opportunities to deliver the importance of a healthy lifestyle occur throughout the curriculum, but especially in PSHCE, Citizenship, English and PE. Hanson also use external partners to deliver aspects of the curriculum where appropriate. Details can be found in PSHCE and Citizenship schemes of work.

### **Inclusion**

Students may have varying needs regarding drugs education depending on their circumstances and backgrounds. Hanson School believes that students should have access to Drugs Education that is relevant to their particular needs. Hanson School will take account of;

- The separate needs of Boys and Girls. Considering their needs and approaches that will actually engage both girls and boys.

- Ethnic and Cultural diversity.

Varying home backgrounds.

Sexuality.

Special Needs Education – A sensitive approach to the development and use of Teaching Assistants and materials to allow all students to access Drugs Education.

### **Whole School Approach**

Hanson School will be actively involved in Drug Education. The Senior Management Team will endeavour to support the provision and development of Drug Awareness by providing leadership and adequate resources.

### **Policy Monitoring and Review**

This will be done through lesson observations, student work samples and a bi annual review of the policy

The designated **Drugs Awareness Co-ordinator** – Mrs Qadri – will maintain and overview our provision and will have responsibility for it's development, including supporting staff.

**Teaching Staff** – All teachers are involved in the school's drug awareness provision, through teaching or through support to students.

**Teaching Assistants** – They play an important pastoral role with students. They will be aware of and have training in the school drugs awareness training.

**Outside Agencies** – They may be involved in drug awareness lessons and as points of referral as support services for students. Hanson School will only work with agencies and speakers who are appropriate to students, and whose policies and values are consistent with the Drugs Awareness Policy. All outside agencies and speakers will be aware of the school's Safeguarding and Child Protection Policies.

### **Confidentiality and Informing Parents/Carers**

Students will always be encouraged to talk to their parents or carers if possible. A teacher is not required by law to inform students' parents/carers of their request for help with drugs advice, and can maintain confidentiality in accordance with Hanson School's Confidentiality Policy. If, however, the member of staff believes a student, or third party, to be at risk of abuse or harm they must immediately follow the Hanson School Safeguarding and Child Protection Policy, or inform the designated teacher. School staff cannot promise absolute confidentiality if approached by a student for help.

Designated person for Drugs Education – Nurgus Qadri

Designated person for Drugs Education with SLT – Christine Finch

Policy Written June 2006

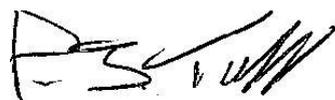
Endorsed by Senior Staff  
Governors

Implemented November 2009

Updated Annually

Last Updated February 2013

Signed by Vice Chair of Governors

A handwritten signature in black ink, appearing to be 'A. S. Williams', written over a horizontal line.

Date: 15/02/13