



PHILIPS HIGH SCHOOL

POLICY ON

**THE MANAGEMENT OF THE USE
AND MISUSE OF SUBSTANCES**

POLICY STATEMENTS

This school will not condone the use, misuse, preparation or supply of any illegal drug or the use or misuse of legal or illicit substances including alcohol and tobacco, on any part of the school premises (see premises section 2) by any members of the school community:-

1. This School premises are a smoke free environment. See point 2 for further details of school premises and boundaries.
2. As such smoking is not allowed on any part of the school premises.
3. Pupils are therefore not permitted to bring any form of tobacco onto the school premises at any time.

Alcohol will not be consumed on school premises by any person including staff during any time during the working day, including lunchtimes, where staff are likely to be called on to assist with pupils.

Consumption of alcohol on social occasions outside school hours, on school premises, shall be the decision of the Headteacher or SLT in his absence.
Pupils may bring in unopened bottles of wine etc as prizes for charity events.

The school follows the Bury Local Authority (LA) guidelines on the management of medicines.

This policy should be used, in conjunction with the Bury LA Policy & Guidelines 'Talking Drugs' and the flow-chart Situations Involving Drugs Without Medical Authority.

The policy will also take into consideration the schools Safeguarding Procedures, Children in Need Guidelines, Life Skills Policy, Discipline /Behaviour Policy, Medicines Policy, Bullying Policy, Health & Safety Policy and External Visits Guidelines.

Aim

To provide a safe, healthy environment based on mutual respect and courtesy, to strive to minimise harm and endeavour to prevent the use and misuse of substances

To assess each incident of substance use or misuse **on an individual basis according to need and circumstances.**

To have in place a co-ordinated and consistent approach when dealing with drug related incidents

To provide up to date substance misuse education within the PHSE framework and in line with the National Curriculum and current guidance from DCFS and Drugscope

To equip pupils with the skills, knowledge and understanding to enable them to keep themselves safe in a society where drugs are readily available

1. Substances covered by this policy are:

All illegal drugs i.e. cannabis, amphetamine sulphate, heroin, cocaine crack cocaine ecstasy, L.S.D. magic mushrooms etc. Illicit substances i.e. un-prescribed medicines e.g. tranquillisers and anabolic steroids. Volatile (sniffable) substances, i.e. solvents, butane gas and poppers. Legal substances, e.g. tobacco and alcohol and caffeine.

2. Premises – School Boundaries

The Boundaries of this school constitute any area, building or other structure within the confines of the perimeter fence. These will include: outbuildings, changing rooms, bicycle sheds, playgrounds, sports centre, all weather pitch and playing fields.

The policy statement will also apply when pupils are out of school on a visit, sports trips, residential holidays, travelling on school transport or when away from school but wearing school uniform.

The Management of Drug related incidents

3. The Headteacher

The Headteacher takes overall responsibility for this policy and its implementation, for liaison with the Governing Body, parents, the LA and other appropriate outside agencies.

The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

4. The School Drugs Co-ordinator

The School Drugs Co-ordinator is Ms. T. Owen

In the event of the Drugs Co-ordinator being unavailable due to holidays or sickness etc. Mrs K. Burrow, and Mrs. J. Duxbury or any member of SLT in their absence will deputise.

The Co-ordinator will have the overall responsibility for the management of all drug related incidents. They will assess the situation and also communicate information of an incident to the pupil's head of year, governors and parents.

In the event of an emergency, the guidance at Appendix 1 will apply, this will take priority over all other assessment procedures until the pupil is safe.

After emergency situations have been dealt with, and after discussion with other staff that know the pupil well, the co-ordinator will co-ordinate a response, which may include involving another agency i.e. Early Break or the Police.

The necessity of a consistent approach and adherence to school policy are conducive with treating all incidents fairly and without prejudice.

5. Governing Body

There are a number of School Governors with responsibility for dealing with substance misuse.

Once the Drugs co-ordinator has assessed the situation, the school governor should be informed and make him or herself available to discuss any proposed action or sanctions.

The Governing Body will take an active role in the development and implementation of this policy

6. Responding to Incidents and Sanctions

Please refer to the LA Policy and Guidelines "Talking Drugs" together with the Flowchart to assist in co-ordinating a response together with information on possible sanctions.

This school reserves the right, after all other avenues and sanctions have been explored, to permanently exclude a pupil for dealing or the persistent use or misuse of substances.

7. Searching Pupils

School staff can search a pupil for any item if the pupil agrees.

Headteachers 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. **(see DFE Searching, Screening & Confiscation Document – January 2018).**

8. Drug using Equipment found on school premises.

If disposing of any drug using equipment, gloves should be worn at all times. Any drug using equipment (i.e. bongs or buckets) found on school premises should be removed immediately and disposed of in a bin well away from any young people.

Needles or syringes should be placed in a secure container (for example a container with a lid or jam jar) or a properly constructed “sharps bin” and locked in a safe place until arrangements can be made with the environmental health department to collect them.

9. Parents / Carers

In almost every drug related incident, this school will inform parents at the earliest opportunity. This contact, will be made, initially by either the Drugs co-ordinator, or their deputy, taking into account the sensitive nature of the incident.

However, if there is evidence or prior knowledge that a pupil is likely to come to some harm as a result of the parental involvement, great care should be taken as to the course of action. In these rare cases, advice should be sought from the Drugs Education Consultant or the Senior Education Advisor for the LA.

N.B. There may be cases when it is in the child’s best interest that parents are not involved, (Children’s Act 1998, Section 47) when it is felt that a child could be at risk through a violent response.

The school will also endeavour to include parents in the development and implementation of this policy

10. Parental involvement in drug or alcohol misuse

When this school becomes aware of parents or carer’s involvement in drug or alcohol misuse, which is having a detrimental effect on a pupil, they will take all necessary steps to gain support for the child and their family.

These may include discussion with the parent/carer, in an effort to rectify the situation, obtaining advice from the LA Drugs Education Consultant, the involvement of Early Break, or where it is felt that a child is at risk of significant harm, involvement of Social Services.

This school reserves the right to involve the police should any parent become violent or aggressive whilst on school premises.

11. Pupil Involvement

As a model of good practice this school will enable pupils to be involved in the development, monitoring and evaluation of this Substance Misuse Policy and in the planning of Drugs Education sessions.

12. Contacting the Police

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There is no legal obligation to inform the police regarding any drug related incident although they may be able to offer relevant support and advice.

Schools cannot knowingly allow their premises to be used for the consumption, production or supply of any controlled substance.

Where it is apparent that drugs are being sold on school premises, in accordance with Greater Manchester Police "Drugs in Schools Policy", the contact for drugs related incidents in schools should **always** be the Police Drugs Co-ordinator. Telephoning the central police number, could trigger a sequence of events which may be detrimental to the school, the pupil and their family.

In any drug related situation where pupils, staff or others are at risk of significant harm, emergency procedures should be instigated immediately and 999 should be called. Since the re-classification of cannabis, the school is aware that pupils under the age of 18 (all pupils) may be arrested for possession of a small amount of cannabis or other controlled drug. **Neither the LA nor the police in Bury are in favour of young people being arrested on school premises.** The Police Drug Co-ordinator will therefore assist schools in ensuring that any incident is dealt with promptly and sensitively. On the isolated occasion when an arrest is necessary, this will be made at the pupil's home or at a police station at a later time and with a responsible adult present.

13. The Media

The Headteacher will take responsibility for any liaison with the media.

Drug incidents involving schools are sufficiently isolated to attract local and occasionally, national media attention.

Where there is likely to be media involvement, the school will take advice from the LA to ensure that any reporting of incidents remains in the best interests of the young person, their families and the school. The LA will be informed as quickly as possible via the Drugs Education Consultant or the schools Pastoral Advisor

This school will not instigate contact with the media regarding isolated drug incidents.

14. Confidentiality

It is not possible for teachers to offer absolute confidentiality. The essence of a confidential relationship is openness and a clear understanding of what may need to be disclosed; **it is not a promise of secrecy.** It is therefore crucial that teachers assist pupils to understand the implications of any disclosure of information, which may need to be passed on to another person or agency.

Pupils also need to be made aware that the school and any other agencies involved will follow safeguarding procedures

- When there is a risk of "significant harm" to themselves, siblings or another child
- Where the life of a person is at risk

15. Drugs Education

Philips High School has a commitment to providing up to date relevant drugs education within the Life Skills Education framework, through all school years. This will take account of The National Curriculum, current guidance from DfES (now DCFS) and Drugscope and will be part of a citizenship and life skills approach.

The Drugs Education programme will be planned and co-ordinated and based on what the children already know and build on their skills and knowledge year on year. This will enable them to make informed, healthy choices and hopefully deter any involvement in drugs, alcohol or tobacco.

The school already has close links for drugs education with the Police School Liaison Officer and the Drugs Education Consultant for Bury LA. They offer extra support for drugs education in school.

From time to time the school may involve other outside speakers or agencies and this will be part of the planned and co-ordinated programme.

The school will aim to forge links with feeder primary schools to enable a seamless approach to drugs education in the transition from primary to high school, which is the time when children's knowledge increases significantly.

16. Policy Dissemination

This policy and guidelines will be made available to all teaching and ancillary staff, pupils, parents/carers and governors.

17. Monitoring and Evaluation

The policy and guidelines together with the schools drugs education programme will be constantly monitored and evaluated in line with THE DCFS and Local Guidelines. This will ensure that procedures and education practices are updated on a regular basis to cope with the constantly changing situation where drugs or alcohol are concerned.

18. Review

This policy will be reviewed on a regular basis to take account of new guidance and legislation and certainly every two years.

Appendix 1
What to do in an Emergency or if Drug Use is suspected

Always

Assess the situation

If a medical emergency, dial 999 for an ambulance and send for a first-aider.

Before assistance arrives

If someone is unconscious:

- Stay calm
- Be aware of any possible danger to yourself
- If other injuries are suspected only move the casualty if their condition is life threatening, i.e.: if resuscitation is required.
- Ensure they can breathe and put them in the recovery position
- Keep checking that casualty is breathing and keep them warm with a blanket
- Stay with casualty; do not give them anything by mouth
- Collect any evidence of what might have been taken - tablets, prescriptions, vomit and medication bottles. Also check to see if there is any equipment, or paraphernalia (cans, straws, syringes etc.) These could be vital for medical services to identify the problem.
- Check if the young person is on any form of medication
- Arrange for an adult to go to hospital with casualty
- Inform parents
- Record the incident

If someone is intoxicated but is conscious

- Deal with the situation calmly and talk to the young person in a firm but friendly manner
- Remove the young person from the situation and from other young people
- Ensure that another member of staff is informed
- Take the young person to a quiet and well-ventilated room
- Try to find out what the young person has taken, how much and when (friends will be a good source of information)
- Do not confront the young person, or attempt to counsel them whilst intoxicated
- Do not give them anything to eat or drink
- Do not induce vomiting
- Continually check that the young person remains conscious. (If they become unconscious, follow procedure above)
- Remain with them until they "come down"
- Contact parents and ensure the child is collected or taken home by an adult
- Record the incident

NB. In most cases the young person's health will not be in any great danger and they will recover with something like a hangover. However if there is any doubt as to the person's welfare, a Doctor or ambulance should be called at once and parents should be contacted.

**Appendix 2
Useful Contacts**

Name	Role	Tel:	Address:	E-mail:
Jenny Thorpe	Drugs Education Consultant	0777 589 1306		Jenny.mthorpe@sky.com
Roger Holt	Head of Quality & Advisory Service	0161 253 5690	Bury LA Athenaeum House Market St. Bury BL9 OBN	r.holt@bury.gov.uk
Early Break	Drug & Alcohol Services for Young People	0161 762 2608	P.O. Box 294 Bury BL9 OYY	info@earlybreak.co.uk
	Police Drugs Co-ordinator	0161 856 8177	Bury Police Station Irwell St. Bury BL9 OHW	
Talk to Frank	24 Hour Help Line	0800 776 600		

Useful Websites:

www.earlybreak.co.uk

www.talktofrank.co.uk

www.teachernet.co.uk

www.ofsted.co.uk

www.wiredforhealth.gov.uk

www.dfes.gov.uk

www.drugscope.org

www.qca.org.uk