

Knebworth

Primary & Nursery School



Drug Education Policy

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Date of next review:

May 2019

Responsibility:

Full Governing Body

Classification:

Public

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Section 1: Principles

Policy development process

This policy was developed through consultation with the Head Teacher, governors and teaching and non-teaching staff, parents/carers, the school council and Hertfordshire's Drug Education Consultant. It links with existing PSHE (Personal, Social and Health Education). Anti-bullying and behaviour policies. Copies can be found on the school computer network.

Further guidance was also obtained from Hertfordshire county council Drug Education guidance, national guidance- DFES "Drugs: guidance for Schools' (2004) and PSHE Association.

Definition

This school defines the term "drug" as "A substance people take to change the way they feel, think or behave". It includes substances, such as tobacco, alcohol, solvents, over-the-counter and prescribed medicines as well as illegal drugs.

Aims and objectives

Set in the broader context of a programme for Personal, Social and Health Education and Science, our drug education reflects whole school aims to provide a caring community in which young people can develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle.

As a school we are committed to the health and safety of all members of the school community.

The aim of drug education is to:

- Provide accurate information
- Correct any misunderstandings
- Build on knowledge and understanding
- Explore attitudes towards drugs, drug use and drug users
- Develop pupils understanding of rules and laws
- Increase pupils knowledge of the risks and consequences of their own and other's actions relating to drugs
- Develop pupil's self awareness and self esteem so they are able to make healthy choices

Fundamental to our school's values and practice is the principle of sharing the responsibility for the education of our pupils with parents and carers. We strive for effective communication and co-operation.

This policy will apply on the school premises and beyond, wherever pupils are within the care of school staff. This includes school trips and educational visits. The school will also have an interest in the health and well-being of the pupils beyond these with parents and carers and finding ways to avoid the need for over-the-counter drugs, such as finding a quiet room or corner for headache sufferers.

Outside agencies such as, Police, Ambulance etc will be used to support the scheme when appropriate and the DEF directory of trainers will be used to find appropriate speakers.

Principles of teaching and learning

Children will be taught in specific PSHE and Citizenship lessons as well as Science and teachers will take opportunities to address issues that crop up at other times. Work will be set at an appropriate ability level for the children, differentiated where necessary and appropriate to their needs.

Teachers will use different methods of teaching, whole class, group work and individual work with children. Teachers will apply the principals of Teaching and Learning from the Teaching and Learning policy.

Circle time activities providing children with the opportunities to talk about themselves, will be incorporated into drug education to further support the work from the *Health for Life* books, SEAL (Social, Emotional Aspects of Learning) and deal with issues that arise during school life.

Not all work will be recorded. Discussion is an important part of this subject and recording is not always relevant.

Children will be set clear objectives for their work through the medium and weekly planning sheets.

Relationship with School Development Plan

Drug education will appear on the school development plan as need arises. Requests for resources are notified to the coordinator and considered alongside other development plan issues.

Section 2: Practice

Management and co-ordination

Organisation

The subject co-ordinator is responsible for needs identification, for curriculum planning, monitoring plans and management of the resources budget as described below.

The co-ordinator monitors and instigates development in consultation with staff and Head. Matters affecting curriculum practice are routinely discussed in staff meetings. Every three years the co-ordinator will lead or arrange whole staff training workshops, and as the need arises, individual support sessions.

Details are kept in the curriculum file maintained by the co-ordinator. A report on progress in this area is completed annually in the summer term and monitored termly when actions are identified in the School Improvement Plan.

Planning

Long term planning has been done through the school matrix.

Medium term plans are drawn up for half or all of one term and recorded on the school planning sheets stored on the computer network.

Weekly plans are taken from the medium term and include detailed learning objectives.

Equal opportunities

We aim to provide equal opportunities in drug education to ensure that all children are able to access the curriculum at the level appropriate to their needs, thus ensuring progression and differentiation. This covers race, gender and disability issues. Teachers will ensure that suitable resources and learning environments will be available to enable all children to achieve.

In planning drug education for pupils with SEN, our teachers consider a range of responses. For example:

- Additional support given by staff
- Differentiated or adapted activities possibly from an earlier year group
- Revisiting knowledge and skills in different contexts- role play etc
- Using strategies to increase access to drug education such as ICT, visitors and specialist equipment
- (Pupils with special educational needs: section 3.1.4)

Monitoring

The co-coordinator monitors medium term plans. Using non-contact time the co-ordinator monitors lessons and gives sample lessons when needed or observes and advises as appropriate.

Cross-curricular links

Cross-curricular links are made where appropriate, such as when a subject lends itself to including aspects of drug education in its work. For example, science work on Health and Growth in year 2 and Keeping Healthy in year 5.

Scheme of work

Our main work on drug education is delivered through PSHE which incorporates ideas from the LCP units of work and SEAL (Social, Emotional Aspects of Learning) themes; along with units from the guidelines for Citizenship. It has been written by the PSHE co-ordinator and has been selective in choosing the units of work most suited to each year group. (see appendix 1)

Separate to the above we use circle time activities which gives each child the opportunity to express their feelings and views on issues which are relevant to them.

Year six children also take part in Crucial Crew experiences each year, which deals with life skills.

Representatives from each year group in key stages 1 and 2 form the school council which meets regularly throughout the school year to discuss topical issues.

Planning for progression and continuity

By using the guidance for citizenship and LCP units of work, and Hertfordshire Programme 2005, as a base for our work we have built continuity and progression into the scheme of work.

Assessment and Recording

Children's knowledge and understanding will be assessed using end of key stage targets for PSHE and Citizenship.

Resources

A range of resources are kept in the PPA room and in Staff Resources on the Computer network.

These include copies of year specific resources related to the SEAL programme. Activity ideas for drug education and information on circle time activities.

Confidentiality

Some pupils may choose to mention instances of drug use during a class lesson or to an individual member of staff. In these instances staff will be supportive and follow our child protection policy which clearly states that they must tell the child that they may not be able to guarantee confidentiality.

Response to possible drug related incidents

We will consider each situation individually, listening to what people have to say and asking open ended rather than leading questions. We recognize that a variety of actions may be necessary depending on the drug incident.

Our definition of a drug incident is:

- Drugs or associated paraphernalia are found on the school premises.
- A pupil is found in possession of drugs or associated paraphernalia
- A pupil is found to be supplying drugs on school premises
- A pupil, parent/carer or staff member is thought to be under the influence of drugs
- A pupil discloses that they or a family member/ friend are misusing drugs
- A pupil demonstrates through actions or play, an inappropriate level of knowledge of drugs for their age

If the situation leads to a medical emergency the school emergency first aid procedures will be followed. Refer to Health and Safety Policy – Emergency procedures.

In other situations the Head Teacher and drug coordinator will be informed and an appropriate response considered. We will refer to the DFES/Children, Schools and Families guidelines on responding to drug related incidents when considering our response. The focus of any response will be the pupil not the substance.

(See appendix 3 – responding to incidents involving drugs and appendix 4 incident report form)

Responses will be cross referenced with the following school policies:

- Behaviour
- Health and Safety (this includes medicines, see form in appendix 2)
- Child Protection

Unless there are exceptional circumstances, we will inform parents/carers or guardians at the earliest opportunity so that we can work together to support the pupil and resolve any problems. Incidents should be logged using the Incident Report Form (see Appendix 3) and given to the CPO (Child Protection Officer) for follow up actions.

Appendix 1 - Request for school to administer medication

The school is not allowed to give your child medicine unless you complete and sign this form, and that the Head Teacher has agreed that school staff can administer the medication.

Details of Pupil

Surname

Forename(s):

Male/Female: Class:

Date of Birth:

Address:
.....

Condition of illness:

Medication

Name/Type of medication (as described on the medication label)

.....

For how long will your child take this medication:

Date dispensed:

Full directions for use:

Dosage and method:

Timing:

Special precautions:

Side Effects:
.....
.....

Self Administration:

Procedures to take in an emergency:

.....

Contact Details:

Name: Daytime Tel No:

Relationship to Pupil:

Address:

.....

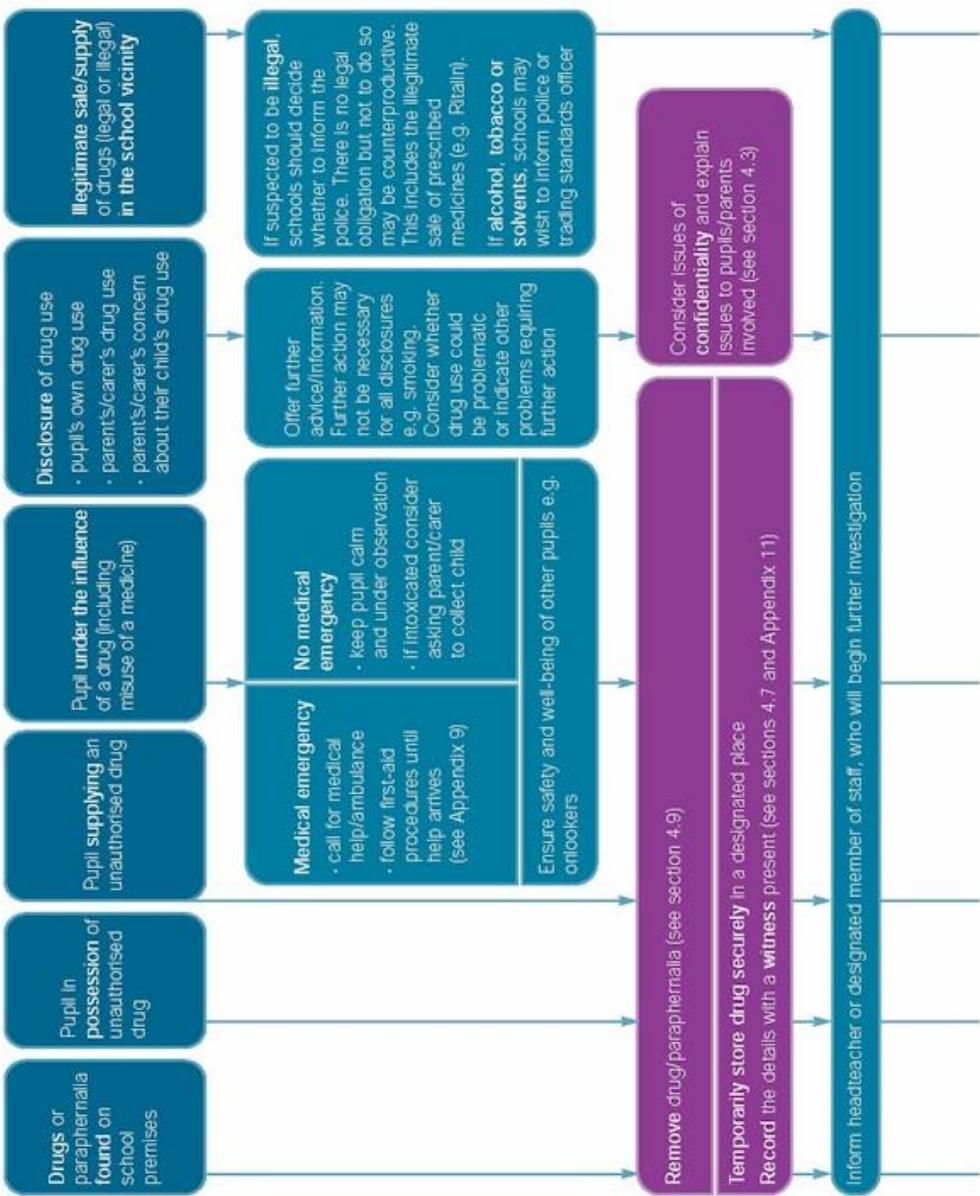
I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: Signature:

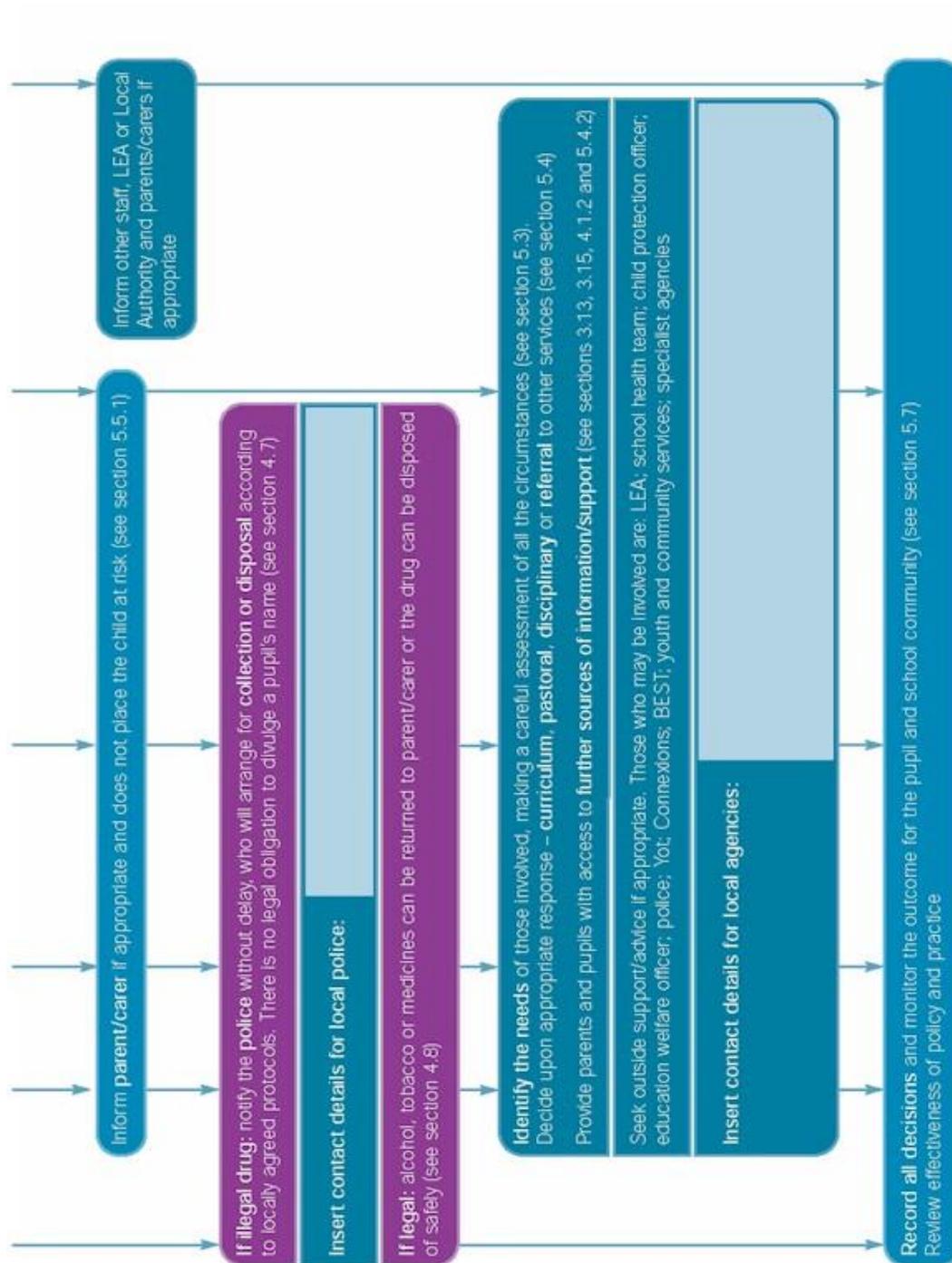
Print Name:

Relationship to pupil:

Appendix 2 – Responding to incidents involving drugs



Record of Incident Involving Unauthorised Drug



Appendix 3 – Incident Report Form

1. For help and advice, telephone the LEA
2. Complete this form
3. Copy the form
4. Send the copy within 24hours of the incident to the LEA

KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

| | |
|---|--|
| Drug or paraphernalia found ON school premises | Pupil disclosure of drug use |
| Emergency/intoxication | Disclosure of parent/carer drug misuse |
| Pupil in possession of unauthorised drug | Parent/carer expresses concern |
| Pupil supplying unauthorised drugs on school premises | Incident occurring OFF school premises |

Name of pupil:*

Name of school

Pupil's form* (*for school use only)

Age of pupil: (Male/Female) Time of incident:

Ethnicity of pupil:** Date of incident:

Tick box if second or subsequent incident involving same pupil

Report form completed by:

First Aid given: Ambulance/Doctor called? (delete as necessary)

Yes No Yes Called by:

First Aid given by: No Time:

Drug involved (if known) Where found/seized:
(eg alcohol, Paracetamol, Ecstasy)

Senior staff involved:

Name and signature of witness:

Disposal arranged with (policy/parents/other):. at time:.....

If policy, give incident number:

Name of parent/carer informed:* (for school records only)

Informed by: at time:

Brief description of incidents (including any physical symptoms):

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.....
.....
.....

Other action taken: (eg Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LEA/GP/Police consulted)

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