



# Drugs & Smoke Free Policy

## Aims/Objectives

- This policy describes the school's approach to drug education and to dealing with a drug related incident.
- To allow students to make informed and sensible choices about drugs.
- To keep the school free of drugs at all times by establishing rules and procedures understood by the whole school community.

## Rationale

- The school recognises the need to provide a balanced drug education programme, containing accurate and up to date information alongside the development of life-skills.
- In response to our shared concerns at local and national level, we wish to state that as part of its care for the welfare of its students, the school believes it has a duty to inform and educate the students on the consequences of drug use and misuse. The school takes a pro-active stance on this matter, believing that health education is a vital part of the education of all students.

## Definition

- Drugs are defined in this policy as "any substance which is illegal to possess or to sell. It also includes substances which are not illegal, but which are used by young people to create mood and behaviour changes, for example alcohol, solvents, glues, aerosols and the over-the-counter and prescription drugs."

## Who it Applies to?

- This policy applies to school students, all staff, parents and other visitors on site.

## Where Does the Policy Apply?

- This policy applies at all times when staff are acting in loco parentis, this includes educational visits. The policy applies to students travelling to and from school and during break and lunchtimes.

## **Roles and Responsibilities**

- Head Teacher – The head teacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation and for liaison with the Governing body, parents, LEA and appropriate outside agencies in the event of a drug related incident. Students who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies.
- Governors – As part of their general responsibilities for the management of the school the governors play a key role in the implementation of the school's policy for drug education and prevention. They will continue their involvement through regular evaluation of the policy.
- All Staff – Drug prevention is a whole school issue. All staff, both teaching and support, should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, caretaker and cleaning staff. If they have any queries or training requirements, these should be made known to the headteacher.
- Caretaker – The caretaker regularly checks the school premises – any drugs or drug paraphernalia found will be recorded and reported to the headteacher and dealt with in accordance with this policy.
- Parents – Parents are encouraged to support the school's drug education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medication in schools are followed. The school plays its part in ensuring that parents have up to date information regarding drugs. Parents 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, and therefore, it will be handled with care and consideration. The headteacher will consider if there are any special circumstances which may temper this right.

## **Drug Education**

All students will follow an integrated drug education programme that is responsive to their needs and relevant to their age, experience and maturity. It will be delivered through the existing curriculum, mainly Science and Preparation for Life (P4L), assemblies, PHSE day and IAG lessons. It will focus on the development of self-esteem and personal and social skills. The programme will involve a wide variety of strategies.

On the whole, teachers teach drug education, but where appropriate, outside visitors may contribute and will be aware of the school's policy. Teachers have development and teaching materials are reviewed for quality and relevance. The school actively co-operates with other agencies such as the Police, Social Services, the LEA and Health and Drug agencies to deliver its commitment to drug education.

## **Managing a Drug Related Incident**

- This section of the policy provides the framework of procedures for dealing with an incident if one should occur. The primary concern of the school is the care and welfare of the students and as such will seek to balance the safety and security of the school with the needs of students.

- The members of staff responsible for co-ordinating the school's response to drug incidents are the Headteacher and Senior Assistant Head – Student Support.

**The school rules for the drugs names in this policy are:**

- Medicines – See LA guidelines on the administration of medicines.
- Tobacco – The school is a no smoking school. (See Appendix 1 Smoke Free Policy)
- Alcohol – The possession or consumption of alcohol by students is banned.
- Solvents – The school will ensure that potentially harmful substances, including aerosols, are stored safely and students supervised carefully in the event of them being used in the course of the school day.
- Illegal Substances – No illegal or illicit substances should be brought to school or used on the school premises.

**\*E-Cigarettes are not permitted to be used by either students, staff or visitors on the school premises at any time.**

**Procedures**

- In the event of a drug related incident occurring on the school premises where a Medical Emergency results, the school will follow the guidelines recommended by the LA as shown below:

**Drug Situations – Medical Emergencies**

The procedures for an emergency apply 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 disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

**Your main responsibility is for any student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's First Aid procedures:**

**If in any doubt, call medical help.**

**ALWAYS**

- Assess the situation
- If a medical emergency, send for medical help and ambulance

**BEFORE ASSISTANCE ARRIVES**

**If the person is conscious –**

- Ask the person what has happened and identify any drug used.
- Collect any drug sample for medical analysis.
- Do not induce vomiting.
- 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 a fall is likely to have led to 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 the charge of another student.

## **WHEN MEDICAL HELP ARRIVES**

- Pass on any information available including any drug samples.

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

1. If a student is suspected to be “under the influence” of a controlled drug – follow the Medical Emergency procedures above, if no immediate emergency see below.
  - Do not allow the student to draw attention to himself/herself in a crowd; the student should be kept quiet and isolated from other students.
  - The student should be kept under observation at all times.
  - The member of staff should send for the Head Teacher, Deputy Head Teacher or an Assistant Head Teacher.
  - While you are waiting for help to arrive, try to ascertain what the student has taken.
  - Should you discover any substance, it should be removed from the student, placed in a sealed envelope, signed, handed to the person deputed to help and stored safely.
  - When help has arrived, explain the salient points clearly, and when the offending student has been removed, write down all the circumstances concerning your suspicious in detail and give to the person dealing with the incident. This should be done immediately.
  - Parents should be notified immediately.
  - For the person summoned to help, the first priority must be the health of the student; if there is any danger to life, or if confirmation of drug taking (or otherwise) is required, the student should be taken to the Casualty department of Berwick Infirmary, or if this is not thought advisable, an ambulance could be called.
  - It is perfectly in order for the student to be asked to empty his/her pockets/bag etc. If this request is refused, then police help will be necessary.
2. In the event of a student being found in possession of a controlled drug.
  - The substance should immediately be handed to the Head Teacher or, in her absence, to the Deputy Head Teacher, Assistant Head or Head of Year. Any other member of staff must **NOT** under any circumstances retain it.
  - The member of staff finding the substance will inform the Head Teacher of the full circumstances preferably in the presence of the student concerned.
  - Before questioning the student regarding the substance, a parent should be summoned. If this is impractical, a same-sex member of staff unconnected with the incident should be present.
  - Where there is a substantial delay in the questioning and the student is required to wait elsewhere, the substance should be placed in a sealed signed envelope in the present of the student and a same-sex member of staff unconnected with the incident, and should remain sealed until the parent’s attendance. The student should **NOT** be left unattended and should have **NO** contact with other students.
  - The student should then be questioned as to the nature of the substance.

- There is no legal requirement to inform the police, though they may be able to give relevant support and advice.
- The senior member of staff handling the incident should decide whether or not to contact the police and/or other agencies.
- Schools should involve the police in the disposal of suspected drugs and at no time should a member of staff leave the premises with any drugs in their possession. This contact could be made through the local community police officer.
- The school will consider each substance incident individually and recognise that a variety of responses will be necessary to deal with incidents – eg *age and maturity, substance involved, intentions of student, circumstances of incident and any previous incidents etc.* The school will consider very carefully the implications of any action it may take and any action taken by the school will be in line the Behaviour and Keeping Children Safe in Education Policy. The school will seek to balance the interests of the student involved, the other school members and the local community and will identify appropriate support where drug misuse is identified.
- Permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken.
- Staff are reminded to follow the school's guidelines on confidentiality as published in the Staff Handbook. They are reminded that confidentiality cannot be guaranteed and if they suspect a student is in moral or physical danger they must pass this information on to the appropriate Head of Year.

3. 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.

- Do not attempt to pick up the needle.
- Cover the needle with a bucket or other container.
- If possible, cordon off the area to make it safe.
- Inform the Head Teacher, Deputy Head Teacher or Assistant Head Teacher, who will in turn contact the police.

Revision Record of Issued Versions				
Author	Approved date	Committee	Version	Status
Berwick Academy	Oct 2013	Full Governing Body	1.0	Final Version
Berwick Academy	12/10/2016	FGPC	1.1	Addition Keeping Children Safe in Education Ref and Deputy Head Teacher amendment. E Cigarette Ref
Changed by	Review Date			
	Sept 2019			

## Appendix 1

### Berwick Academy Smoke Free Policy

#### Introduction

Berwick Academy recognises that smoking has an adverse effect on the health of staff and students and realises the benefits of enforcing a smoke free policy. County Council recommendations this policy applies to **everyone** who is on site at Berwick Academy. It is a recognised fact that a smoke free policy is of benefit to the health of staff and students alike. The school actively promotes health-related policies and includes health-related education as part of our PSHE curriculum/science curriculum. Berwick Academy is a smoke free school and new staff and visitors are made aware of the policy through clearly displayed signs and through the school website. The site manager or his team/support staff make contractors arriving on site aware of the policy.

#### Rationale

Berwick Academy actively promotes the development of young people's self-esteem through its curriculum, including the PSHE curriculum so that they are equipped with the necessary skills to make informed choices. Berwick Academy recognises the role that it has to play in being a health promoting establishment and it is important to provide health education so that students can discuss with peers and adults various choices and their consequences. This in turn will lead them on to make informed choices about their actions and to have the knowledge to recognise the consequences of such actions.

#### Data Supporting Rationale

All medical evidence points to smoking not only being dangerous to those who smoke but also to those in the proximity of someone smoking. Passive smoking – breathing other people's smoke – has now been shown to cause lung cancer in non-smokers, as well as many other illnesses.

Section 2(2) (e) of the Health and Safety at Work Act 1974 and the 2006 Health Act ([http://www.opsi.gov.uk/acts/acts2006/pdf/ukpga\\_20060028\\_en.pdf](http://www.opsi.gov.uk/acts/acts2006/pdf/ukpga_20060028_en.pdf)) place a duty on employers to provide a working environment for employees that is: "safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work."

As passive smoking has now been shown to be linked to the chance of lung cancer in non-smokers there is a risk to the welfare of employees and students at Berwick Academy if we allow a smoking environment. This policy has therefore been developed in order to address the risks associated with such an environment.

At Berwick Academy School Smoke Free Policy goes beyond the Health Act 2006 legislation, which came into effect on the 1 July 2007, by making not only all buildings smoke free, but by making the whole school site smoke free.

#### Aims

The aim of this policy is to make all people aware that Berwick Academy operates a smoke free policy that is for the benefit of all staff and students. This policy is to inform everyone that smoking is not permitted inside the school buildings or anywhere on the school site by any person, at any time. This policy also applies to staff, students, visitors and contractors. The policy also applies to all staff, students and volunteers on educational visits. The only exceptions to this policy are the site managers' houses and gardens which lie within the school boundary.

### **Objectives**

- To provide a smoke-free environment in which no smoking is permitted either in the buildings or school grounds of Berwick Academy.
- To provide positive measures to encourage young people/adults to stop or reduce the level of smoking including the provision of information, advice and support. This is provided via the Health Service for students where regular drop-in sessions operate. Students can also gain information, advice and guidance from their Head of Year who can also signpost to further help. Staff have access to information from school as well as support from Local Authority services (Northumberland Stop Smoking Service, Telephone 01670 813135).
- To promote anti-smoking messages within the school curriculum e.g. via the science curriculum, the PSHE curriculum and awareness raising assemblies.

### **Implementation**

The policy is made available to all members of staff, parents and visitors to raise awareness of the smoke free environment (via the school website). Berwick Academy recognises the health benefits to all young people and adults alike and it is acknowledged that it must be made clear to everyone that smoking is prohibited inside the school buildings and on the school site.

The Head Teacher (Head of School or Senior Deputy Head Teacher in his absence) is responsible for the policy implementation. Signs in and around the building inform people about the policy and new staff are made aware of the policy when taking up post. New parents are informed of the smoke free policy through the school website as well as by signs around school which also serve the purpose of informing all visitors of the policy.

### **Monitoring of Smoking on the Premises**

To ensure the policy is implemented various measures have been put in place

- There are **no** areas designated as smoking areas within school.
- Surveillance cameras operate in certain areas.
- Staff duty teams are located in areas where there are risks of young people smoking.
- Parents are always informed if students are found smoking on the school premises and detentions are issued.
- Tobacco, cigarettes, lighters, matches may be confiscated if it is suspected students have such items.
- Parents will be asked to collect such items from school or request disposal.
- Whenever possible No Smoking Day activities / assemblies are organised to encourage smokers to give up with sign posting to support and to raise awareness generally regarding the risks of smoking/passive smoking.

### **Breaches of Policy**

#### **Students found smoking on the school site/in buildings**

Students are in breach of the policy if they are found smoking or there are **reasonable grounds** for **suspecting** smoking.

The following guidelines should be followed by staff if students are found to be smoking anywhere on the school site.

- Remind students that Berwick Academy has a smoke free policy and that smoking is prohibited anywhere on the school site.
- Warn students of the dangers of smoking to themselves and the others around them.
- Inform HOY asap in writing [by email / note in pigeon hole]
- HOY Records as C4 on first occasion
- Parents are contacted by HOY (letter or phone call).
- Students are placed in a HOY detention
- If there is a persistent problem then the student can be expected to do a longer detention and be required to attend a drop in session with the school nurse or other professional health practitioner.
- If the problem continues parents will be invited to discuss this breach of policy. Persistent refusal to co-operate regarding this health issue will invoke further sanctions including withdrawal of all breaks, internal exclusion and external exclusion.

Any sanctions for smoking will always be coupled with offers of support and further advice on smoking issues.

- **Northumberland Stop Smoking Service 01670 813135**
- **NHS Smoking Helpline 0800 169 0 169**
- **ASH (Action on Smoking) 020740 40242**

### **Students found smoking on educational visits**

Also note that smoking by staff or parents accompanying any visit is not permitted.

The following guidelines should be followed by staff if they come across adults smoking on site.

#### **Staff**

Remind staff that this is a smoke free site and ask them to stop.

Report to and seek support from senior staff if necessary.

#### **Parents**

Remind parents that this is a smoke free site and ask them to stop.

If they persist ask them to leave the premises. Seek support from senior staff if necessary.

#### **Contractors**

Remind contractors that this is a smoke free site and ask them to stop.

If they persist report it to the site manager or a senior member of staff who will inform the respective company.

#### **Monitoring**

Monitoring of breaches of the policy by students will be done via SIMs reports and any patterns identified.

It should be noted that support to stop smoking is available on the school site via the School Nurse.

Students will be actively encouraged to articulate any wish they have to stop smoking. Help will be made available to students who seek support to stop smoking.

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