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DENBIGH SCHOOL APPROACH TO DRUGS EDUCATION



APRIL – 2005

Development process

This policy was developed during the period April 2004 to November 2004 by:

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|---|---|
| <input type="checkbox"/> <i>The school Drug Co-ordinator</i> | Andy Squires & Yvonne Ashton |
| <input type="checkbox"/> <i>Senior Management Team members</i> | Andy Squires & Yvonne Ashton |
| <input type="checkbox"/> <i>School Governor lead for drugs issues</i> | Wedgwood Swepston |
| <input type="checkbox"/> <i>School Nurse</i> | Pam Nelson |
| <input type="checkbox"/> <i>Teaching staff</i> | Whole Staff |
| <input type="checkbox"/> <i>Parent/carer representatives</i> | |
| <input type="checkbox"/> <i>Pupil representatives</i> | School Council Representatives |

In consultation with:

- | | |
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| <input type="checkbox"/> <i>Milton Keynes Schools Drugs Adviser:</i> | Terry Brown |
| <input type="checkbox"/> <i>Milton Keynes School Improvement Adviser for Healthy Schools:</i> | Terry Brown |
| <input type="checkbox"/> <i>Police School and Youth Liaison Officer:</i> | WPC Sue Furber |
| <input type="checkbox"/> <i>Connexions service:</i> | Soo Muir |
| <input type="checkbox"/> <i>Compass Young People's Substance Misuse Service</i> | Karen Black |
| <input type="checkbox"/> <i>Partner/feeder/consortium/other schools</i> | Loughton |
| | Two Mile Ash |
| | Caroline Haslet |
| <input type="checkbox"/> <i>Parent/carers:</i> | Via School website and letter |
| <input type="checkbox"/> <i>Pupils:</i> | through school councils and |
| PSHE lessons | |
| <input type="checkbox"/> <i>School Site Manager:</i> | Maurice Fisher & Ian Stewart |

It was approved and adopted on (date) and will be reviewed, refined and updated in two years, in the light of:

- national developments
- local developments
- evaluation of the drug education programme by pupils and teachers
- consideration of the number, nature, response and outcome of drug-related incidents

Signatures

Headteacher

Governor

Parent representative

Pupil representative

Consultation & Dissemination

A reference copy of this policy can be found in the Staff Workroom with other school policies and on the school website.

It has been disseminated to the whole school community in the following way:

- **Governors**
 - via the Student Matters and Curriculum Committee on,
 - Tuesday 5th October 2004,
 - Wednesday 24th November 2004,
 - Tuesday 26th April 2005
 - Full Governing Body Meeting on Wednesday 22nd June 2005.
- Teaching and other staff via publication on the school website from 24th March 2005.
- Parents' notification of the publication of the policy on the school website via newsletter.
- Pupils' notification of the publication of the policy on the school website via memo to form tutors and in consultation with the Student Council.
- Other relevant community members/organizations,
 - *Milton Keynes Schools Drugs Adviser:* **Terry Brown**
 - *Milton Keynes School Improvement Adviser for Healthy Schools:* **Terry Brown**
 - *Police School and Youth Liaison Officer:* **WPC Sue Furber**
 - *Connexions service:* **Soo Muir**
 - *Compass Young People's Substance Misuse Service* **Karen Black**
 - *Partner/feeder/consortium/other schools* **Loughton**
 - *School Site Manager:* **Two Mile Ash**
Caroline Haslet
Maurice Fisher
Ian Stewart
 - All the above have been contacted via e-mail or post with a copy of the policy.
- The policy also forms part of the induction of new staff and governors, it is included in the staff handbook.

This policy should be read in conjunction with other school policies namely,

- | | |
|-----------------------|---------------------------------|
| • Equal opportunities | • Assessment and record keeping |
| • PSHE | • Health and safety |
| • Citizenship | • Pastoral care |
| • Behaviour | • Healthy schools |
| • Child protection | • School visits |

Purpose of the drug policy

The purpose of the Denbigh school drug policy is to:

- clarify the legal requirements and responsibilities of the school.
- reinforce and safeguard the health and safety of pupils and others who use the school.
- clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community.
- give guidance on developing, implementing and monitoring the drug education programme.
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school.
- provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs.
- reinforce the role of the school in contributing to local and national strategies.

Terminology

The definition of a drug given by the United Nations Office on Drugs and Crime is:

“A substance people take to change the way the feel, think or behave”.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- all over-the-counter and prescription medicines.

(See Appendix 4: Definitions)

Boundaries

The possession or use of prohibited substances on Denbigh's School site is absolutely forbidden. The "school site" (as defined) will apply in the following situations:

- all school grounds, inside and outside the school designated buildings,
- other designated premises, if pupils are part educated at partner institutions,
- educational trips and journeys (residential and non-residential),
- work experience placements,
- journeys to and from school (where the school has a duty of care & responsibility).

The aim of Drug Education

Drug education is a major component of drug prevention. Drug prevention aims to:

- minimise the number of young people engaging in drug use
- delay the age of onset of first use; reduce the harm caused by drugs
- enable those who have concerns about drugs to seek help.

The aim of drug education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education is an important aspect of the curriculum for Denbigh. It should:

- increase pupils' knowledge and understanding and clarify misconceptions about:
 - the short and long-term effects and risks of drugs
 - the rules and laws relating to drugs
 - the impact of drugs on individuals, families and communities
 - the prevalence and acceptability of drug use among peers
 - the complex moral, social, emotional and political issues surrounding drugs.

- develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem

- enable pupils' to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

The evidence base for drug education

Research shows that certain models of drug education can achieve modest reductions in the consumption of cannabis, alcohol and tobacco, and delay the onset of their use¹. There are also indications that drug education has a role in reducing the risks associated with drug use, reducing the risks associated with drug use, reducing the amount of drugs used and helping people to stop².

Although not yet thoroughly tested in Britain³, the best available worldwide research identifies effective drug education programmes as ones which:

- address knowledge, skills and attitudes.
- provide developmentally appropriate and culturally sensitive information.
- challenge misconceptions that young people hold about the norms of their peers' behaviour and their friends' reactions to drug use. This 'normative education' is important because young people often over-estimate how many of their own age group drink, smoke or use illegal drugs.
- use interactive teaching techniques such as discussion, small-group activities and role play.
- involve parents/carers as part of a wider community approach. Parents/carers should have access to information and support in talking with their children about drugs.

Recent research demonstrates that normative education is a highly important positive influence on knowledge and behaviour change. It also provides opportunities within the curriculum to address attitude development and discuss what influences a young person's decision-making.

Drug education in the curriculum

Drug education is an entitlement for every pupil and is supported by Section 351, of the Education Act 1996 which requires every school, including PRU's, to provide a balanced curriculum which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society
- prepares pupils at the school for the opportunities, responsibilities and experiences of adult life.

¹ White d and Pitts M (1998) Educating young people about drugs: a systematic review. *Addiction*, 93(10),1475-87

² Lowden K and Powney J (1999) *Drug education in Scotland: provision, perspectives and effectiveness*. The Scottish Council for Research in Education

³ existing evidence base mainly refers to secondary age pupils, since primary-school drug education cannot be expected to have a measurable impact on drug-using behaviours for four to five years. For information on the Blueprint Research Programme see, www.drugs.gov.uk/NationalStrategy/YoungPeople/Blueprint

Drug education is delivered through a well-planned PSHE and citizenship provision. Denbigh uses PSHE at Key Stages 3 and 4, the statutory Citizenship programme of study at Key Stage 3 and 4 and the statutory requirements within the National Curriculum Science Order for all phases as the basis for developing drug education. PSHE and Citizenship provide an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

Content

The programme is based on⁴:

1. National curriculum Science programme of study
2. National curriculum Citizenship programme of study for Key Stages 3 and 4
3. National curriculum PSHE framework
4. Drug, alcohol and tobacco education, curriculum guidance for schools at Key Stages 1-4 (QCA, 2003)

Drug education in secondary schools

At Key Stage 3 pupils learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.

At Key Stage 4 pupils build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their options and attitudes in discussions and debate and considering the consequences of their decisions.

Equal Opportunities

The School's equal opportunities policy applies to drug education. Where appropriate teaching materials will reflect the cultural and ethnic diversity of British society. We do try to avoid stereotyping in terms of gender and race. In addition, pupils' progress is monitored to ensure no pupil is disadvantaged. The School makes every effort to respect and reflect pupils' religious beliefs and take community views into account when teaching drugs education. Parents are always welcome to discuss these issues with staff.

Differentiation and special education needs

Whilst some pupils may have a fairly broad knowledge and insight into the world of drugs, there are those who have little knowledge at all. Teachers need to be sensitive to this issue and lessons are planned to take account of pupils' age, experience and maturity. The needs of pupils with SEN should be taken into account by the teacher, who may need to provide different resources, different activities or specific support to some pupils. Where pupils' IEP's identify targets relating to their personal development, the teacher should ensure that opportunities are planned to support pupils in achieving these.

Breadth and balance

The contents and structure of our drugs education scheme of work represents a broad and balanced approach to the teaching of knowledge, skills and understanding attitudes and feelings. A variety of teaching strategies, use of external visitors, coupled with a wide range of pupil-centred tasks, ensures breadth and balance.

Cross-curricular links

Drugs education has many cross-curricular links, in particular in the National Curriculum science orders. However, the development of life skills is a theme throughout the school, within the programme for personal, social and health education (PSHE), and is essential in the values, which underpin the ethos of our School. Clearly there are links to other subjects, such as geography and physical education, and aspects of school life, notably the moral, social and spiritual aspects of the curriculum.

⁴ www.had-online.org.uk

Use of visitors

It is important to work closely with external agencies. Good drugs education involves partnership, often using the services of the School's attached youth crime reduction officer (police officer) and other external agencies such as the school nursing service and Connexions. Where visitors are used to support and extend classroom teaching, they are used to complement the School's scheme of work for drugs education. In particular, a teacher will always be present and retain overall responsibility in the classroom.

Staff training

We recognise that many staff are daunted by the prospect of teaching drugs education. We therefore offer staff an ongoing programme of professional development. A good teacher of drugs education does not need to be an authority on drugs. It is the life skills aspects that are so crucial to this area of the curriculum. Most pupils want to be able to discuss drugs with a caring adult, which we offer through the development of life skills. It also forms an integral part of the new teacher induction programme which is available to staff.

Parental involvement

Many parents have great concerns about drugs and, as the 'first educators' of their children, most want to develop and extend their child's awareness of the world, developing towards being a responsible citizen. Parents, like schools, need to assess when the time is right for their child to handle new ideas, concepts and knowledge. We welcome the opportunity to work with parents in drugs education. We offer parents meetings where issues can be discussed informally and where specialist input is provided.

The Milton Keynes Healthy Schools Award Scheme (MKHSAS)

Denbigh is registered for this award, and intends to complete the silver award, in the year 2006- 2007.

DRUGS POLICY⁵

Managing a drugs related incident

Some schools have in the past found a substance or drug on the premises and, in a few cases, a student has been found in possession of a drug. Such an incident would have implications for the school, the student, parents, teachers, the Headteacher and the Governing Body. If a student is found with a substance or a drug, which is thought to be illegal, the following procedure will be adopted.

Confidentiality

In managing a drugs related incident regard will be given to issues of confidentiality. **Teachers cannot and should not promise total confidentiality.** The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request will be honoured unless this is unavoidable in order for teachers to fulfill their professional responsibilities in relation to:

- co-operating with a police investigation
- referral to external services.

Every effort will be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a pupil's wishes, and even then the school will inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger

Liaison with other schools

Denbigh will endeavour to establish that the local drug situation, the content of drug education, the management of incidents, training opportunities and transitions between schools will be routine elements of liaison between local schools.

Procedure for handling a drugs related incident

All unknown tablets, powders and substances should be regarded as possibly illegal. All teachers have a duty of care and need to protect the child. It should be noted that the 1971 *Misuse of Drugs Act* allows adults to remove unknown substances or drugs from a child, in order that he/she can be protected. The substances or drug should then be handed to the Headteacher/Deputy Headteacher who is responsible for disposing of it to the appropriate authority. This will involve the Police Liaison Officer if the substance is believed to be illegal. Where possible, the drug should be removed from the child in the presence of a witness. This ensures that a student cannot accuse the adult of possession. For any suspected drug related incident, a member of the Leadership Team would be summoned.

The Headteacher would then be informed

If a student has taken a drug, or there is reasonable evidence to assume so, professional medical help will be sought.

The member of staff would then write a brief assessment, indicating the time, place and the circumstances in which the incident took place. The witness should counter-sign the statement.

The substance or drug should be sealed in a clear plastic bag and locked away until it can be handed to the police. Where it is considered that the student has been at risk, or it is thought that the drug or substance is illegal, we will contact the student's' parent or caring adult immediately. They will be asked to attend school. We

⁵ As with all school policies the Drugs Policy will be subject to regular review on no more than a 2 year cycle. The next opportunity being September 2007. As part of the schools regular monitoring and evaluation process and guidance from DfES the policy may be reviewed sooner.

will also contact our Police Liaison Officer who will give appropriate advice or attend the school. The substance or drug will be handed to the Officer as evidence and for disposal.

If necessary, we will also undertake a search of desks, drawers and lockers and other school property where students' are able to keep books, pencils and other possessions.

If a further search is required, students' privacy will be respected and the student about whom there is concern would be asked to empty their pockets and bags. Most students will comply with such a request. However, where a student is uncooperative then parents will be contacted and asked to remove them from the school premises.

The staff at Denbigh cannot guarantee confidentiality and, where a student discloses information that indicates that the student is at risk, the information needs to be immediately passed on to the appropriate person (Headteacher). The teacher should sensitively indicate to the student that confidentiality cannot be maintained.

If the student is suspected of having drugs for their own use and is not supplying other students, the school will follow the agreed procedure with Thames Valley Police and the Connexions Personal Adviser would offer them support through the Milton Keynes Drug Support Programmes. A second offence could lead to long-term exclusion. If, however, the student was found to be supplying others with classified drugs, then Denbigh's policy is to exclude that student permanently.

DRUGS – STAFF ISSUES

Any employee of Denbigh taking illegal drugs on school premises or during school hours or selling or buying such drugs or under the influence of illegal drugs or alcohol during school hours will be suspended on the grounds of potential gross misconduct and would face possible summary dismissal following a Governing Body disciplinary hearing.

Employees are warned that the effects of taking drugs can last for many days after they are taken. An employee may therefore be judged to be under the influence of drugs days after they are taken.

Appendix 1: Summary of relevant laws

□ The laws and offences relating to controlled drugs

- Changes to the law on cannabis
- The Youth Justice System
- The Medicines Act
- Tobacco laws
- Alcohol laws
- Laws relating to volatile substances
- The Road Traffic Act
- Responsibility for children.

The laws relating to controlled drugs

	Class A	Class B	Class C
Principal drugs included ⁶	<ul style="list-style-type: none"> • Opium • Heroin/Methadone • Cocaine/Crack Cocaine • LSD • Ecstasy • Magic Mushrooms (processed)⁷ • Class B drugs prepared for injection 	<ul style="list-style-type: none"> • Amphetamines • Barbiturates • Codeine • Ritalin 	<ul style="list-style-type: none"> • Cannabis resin • Cannabis herb • Anabolic steroids • Benzodiazepines (minor tranquilisers e.g. Temazepam) • GHB (gamma-hydroxybutyrate) • Some stimulant, anti-depressant and anti-obesity medicines
Maximum penalty for possession	7 years and/or fine	5 years and/or fine	2 years and/or fine
Maximum penalty for trafficking, supply or production	Life imprisonment and a fine	14 years and/or fine	14 years and/or fine

⁶ The above table refers to some commonly available drugs; it is not a complete list of controlled drugs.

⁷ is not illegal to possess or eat magic mushrooms in their raw state, but it is an offence to process them, dry them, store them or use them in tea.

Offences under the Misuse of Drugs Act

- Possession – where a person knowingly has custody or control of a controlled drug.
- Possession with intent to supply another person a controlled drug – where a person knowingly has custody or control of a controlled drug and intends to supply to others whether for payment or not. This would include packaging a drug in a way that indicates it is going to be supplied to others and where a person is 'looking after' drugs and returns them (or intends to return them) to another person. They can be charged with supply or intent to supply
- Supplying another person a controlled drug – giving or selling drugs to someone else, including friends. The law does not differentiate between supplying/giving drugs to friends and supplying for profit. Offences are considered on an individual case basis and the policy may be very unlikely to charge someone with supply when passing a cannabis joint for smoking amongst friends. However, if charged, Courts may be likely to consider a lower sentence for supply to friends compared to supply for profit.
- Supplying drug paraphernalia – this should only be provided by an authorised person or agency and includes all equipment to enable the use of a controlled drug in any form with the exception of matches and a tourniquet.
- Production, cultivation or manufacture of controlled drugs – for young people, this would most commonly be growing cannabis plants.
- Allowing premises you occupy or manage to be used for the supply, production or cultivation of a controlled drug. Also, to allow premises to be used for the smoking of cannabis or opium and the preparation of opium.

It is not illegal for someone to be in possession of a controlled drug if it is found, it is given, or if it is confiscated, and it is not for the person's own use but to prevent a crime being committed. They should hold it for as short a time as possible.

□ **Changes to the law on cannabis**

Cannabis (resin and herb) has been reclassified from a Class B to a Class C drug (with effect from 29 January 2004). Cannabis remains an illegal drug with penalties for supply and possession. A consequence of this reclassification for adults will be that the use of the retained power of arrest may not be used in all circumstances of cannabis possession.

Each case will be judged on its own merit. However, youth offenders will continue to be dealt with through the Crime and Disorder Act, which requires offenders to be dealt with at the police station. In practice, this means that persons aged 17 years or under who are in possession of cannabis for personal use will be arrested. They will then be dealt with through the Youth Justice System (see below) with options of a reprimand, final warning, and then a charge.

□ **The Young Justice System**

In normal circumstances, when a young person (under age 18) has committed a first offence he/she will be given a reprimand. For second offences he/she will be given a final warning. For subsequent offences the young person will usually be prosecuted. A further, and definitely final warning can only be issued in exceptional circumstances. For serious cases a young person can receive a final warning or be prosecuted for a first offence. In all cases the young person will be referred to the local Youth Offending Team (YOT), consisting of representatives from probation, education, social services, the health service and the police.

When a young person receives a reprimand or final warning this will be kept on the Police National Computer for five years or until the offender's eighteenth birthday, whichever is the longer, from the date given. Reprimands and warnings do not constitute a criminal record but may still have to be declared on overseas visa applications, some job applications and motor insurance. If a young person is prosecuted and subsequently convicted this constitutes a criminal record. The length of time in which some criminal convictions can be considered 'spent', and no longer need to be declared, will vary depending on the charge and sentence as outlined in the Rehabilitation of Offenders Act 1974.

□ **The Medicines Act 1968**

The Medicines Act divides medicines into three categories:

1. **restricted medicines or prescription-only medicines**, which can only be supplied from a registered pharmacy by or under the supervision of a pharmacist on receipt of a prescription from an appropriate practitioner. An appropriate practitioner is a doctor, dentist, independent nurse prescriber (within the scope of their prescribing practice) or a supplementary prescriber (who can be nurses or pharmacists prescribing within the terms of a clinical management plan for a specific patient).
2. **pharmacy medicines**, which can be sold without a prescription but only by a pharmacist (also called *over-the-counter* medicines).
3. **general sales medicines**, which can be sold without a prescription by any shop.

Possession of some prescription-only medicines, such as Temazepam and Ritalin, is illegal under the Misuse of Drugs Act if no prescription is held.

□ **Tobacco Laws**

Under Section 7 of the Children and Young Persons Act 1933 (as amended by the Children and Young Persons (Protection from Tobacco) Act 1991) it is an offence for a vendor to sell tobacco products to anyone under the age of 16. This offence currently carries a maximum fine of £2,500. Children under age 16 who purchase tobacco products are not themselves committing an offence. However, police have the power to confiscate tobacco products from under-16s who are found smoking in a public place.

□ **Alcohol Laws**

It is an offence under the Children and Young Persons Act 1933 to give alcohol to any child under the age of 5, except in a medical emergency. Children over 5 can legally consume alcohol in a private environment, although police have powers to confiscate alcohol from under-18s who are drinking in a public place. At present, at the discretion of the licence holder, children of any age may enter premises licensed for the sale of alcohol for consumption on those premises, like a public house, but only children aged over 14 or over may enter the bar area whether they are accompanied by an adult or not. It is illegal for the staff of licensed premises to knowingly sell alcohol to anyone under the age of 18 or allow them to consume alcohol in the bar area of their premises. It is also an offence for a child to buy or attempt to buy alcohol on licensed premises. It is illegal for an adult to purchase alcohol on behalf of a person under 18. However, an exception allows young people aged 16 and 17 accompanied by an adult to consume beer, porter, and cider with a meal on licensed premises.

At present it is lawful for children over the age of 4 to purchase or be supplied with alcohol in registered members clubs (such as ex-services, working men's and sports clubs).

Changes to the law on alcohol as set out in the Licensing Act 2003 are unlikely to be brought into force before May 2005. Details of the current status of these provisions can be obtained from www.culture.gov.uk.

□ **Laws relating to volatile substances**

In England and Wales it is an offence to sell solvent products to any person under 18 if the retailer has reason to suspect that the substances will be misused. Butane product sales, such as lighter refills, are further restricted under the Cigarette Lighter Refill (Safety) Regulations 1999, in recognition of the high number of butane-related deaths. The regulations make it an offence to sell them to people under the age of 18 years, in any circumstances. The penalty is up to 6 months' imprisonment or a £5,000 fine.

□ **The Road Traffic Act 1988**

It is an offence to be in charge of a motor vehicle while 'unfit to drive through drink or drugs'. This involves alcohol, illegal drugs, prescribed medicines and solvents. The legal limit for alcohol levels in the blood while driving is 80mg of alcohol per 100ml of blood.

□ **Responsibility for children**

School staff have a legal duty of care towards pupils in their care (this extends beyond the school premises and the school day). This is interpreted in case law as the duty to act as a careful parent would, if a member of staff causes injury or loss to a pupil by failing to carry out his or her responsibilities in a reasonable and careful way, that staff member could be held liable in negligence to the young person. This duty of care is interpreted as a duty to exercise adequate supervision, which will depend on the maturity and age of the pupils involved, whether they are affected by a disability, and the precise circumstances. Supervision could mean giving adequate advice and instructions rather than constantly watching a pupil, although some activities, for example while on school trips, may require greater supervision.

APPENDIX 2: Drug situations – medical emergencies

The procedures for an emergency apply when a person is 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 pupil at immediate risk, but you also need to ensure the well-being and safety of others.

Put into practice your 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 them what has happened and to identify any drug used;
- Collect any drug sample and any vomit for medical analysis;
- Do not induce vomiting;
- Do not chase or over-excite them if intoxicated from inhaling a volatile substance;
- Keep them under observation, warm and quiet.

If the person is unconscious:

- Ensure that they can breathe and place in the recovery position;
- Do not move them 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 them sit or stand;
- Do not leave them unattended or in the charge of another pupil;
- Notify parents/carers.

For needle stick (sharps) injuries (these incidents should **ONLY** be dealt with by the School Nurse).

- Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing.
- If used/dirty needle seek advice from a doctor.

When medical help arrives

- Pass on any information available, including vomit and any drug samples.

Complete a medical record form as soon as you have dealt with the emergency.

(Adapted from: *The Right Responses* (Drugscope, 1999).

Appendix 3: Definitions

What are 'drug-related incidents'?

Drug-related incidents may be connected with young people themselves, with their parents or carers, or with some other person. The drug used that is of concern may take place within the school, in the immediate neighbourhood of the school building, or in another setting where it is nevertheless having an impact on the children or young people for whom you are responsible.

Ensuring that drug-related incidents are appropriately dealt with is part of effective drug prevention, minimising the harm to young people that may arise from their use of drugs, and aiming for as positive outcome as possible from any problem situations that may occur.

What is 'dependence', 'addiction' and problem drug use'?

Experimentation with drugs is mostly short-lived, but some young people continue to use for quite some time. This doesn't necessarily mean that they are 'hooked on drugs'. When they decide to, they may be able to quit without any difficulty. But some drugs are more likely to lead to dependence than others. Nicotine, heroin, crack cocaine and caffeine can be hard to give up while LSD tends not to be used in a dependent⁸ fashion.

What is a drug?

We live in a drug-using society and there is a wide range of substances, both illegal and legal, that are of potential concern. Two very common drugs are legal: alcohol and tobacco. Illegal drugs, especially cannabis, are tried by many young people. Medicinal drugs – both over-the-counter and prescribed – can also be misused. Volatile substances (such as gases, glues and aerosols) can be deadly if misused.

What is drug education and prevention?

Drug education aims to educate people for living in a drug-using society; it is concerned with providing information, with exploring issues, and helping young people to develop their abilities to make choices. It aims to:

- Increase pupils' knowledge about drugs;
- Develop pupils' skills in handling drug-related situations;
- Help pupils to explore attitudes towards drugs.

Drug prevention aims to reduce the misuse of drugs and reduce the harm that they cause. While drug education may contribute to the aims of drug prevention by, for example, making people more aware of the dangers, this is not its focus. In practice, the drug education and drug prevention distinction will not always be maintained – a typical school lesson, or a typical interaction with a young person in an informal educational setting, might deal with both aspects.

⁸ Some people distinguish between physical dependence ('addiction') and psychological dependence, although there isn't a clear-cut line between the two. It is a complicated issue with both semantic and ideological disagreements.

The Health Advisory Service Report explained it like this –

'Drug misuse is defined as the non-medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose. Such drugs are controlled under the Misuse of Drugs Act 1971. But, it should be noted that this Act does not cover the misuse of solvents or other volatile substances.

'In 1987, The Royal College of Psychiatrists adopted the term drug misuse as "any taking of a drug which harms or threatens to harm the physical or mental health or social well-being of an individual or other individuals, or of society at large, or which is illegal". In 1982, The Advisory Council on Misuse of Drugs (ACMD) used the term, "problem drug taker", defined as "any person who experiences social, psychological, physical, or legal problems related to intoxication and/or regular excessive consumption and/or are dependent as a consequence of its own use of drugs or other chemical substances". (HAS Report, 1996, paragraphs 29-30.)

Appendix 4: Local Agencies

Contact	Telephone	Information
Clive Tompkins Mobile No.	01908 686116 07968 097986	Drugs Intelligence Officer, Milton Keynes Area.
Routine Incidents dial	01908 686000	
School/Youth Liaison Officer	01908 686095	
Turning Point Options 158 Ramsons Avenue Conniburrow Milton Keynes Buckinghamshire MK14 7BH 73 Church Street Wolverton Milton Keynes MK12 5LD	T: 01908 236226 F: 01908 397382 01908 313616	Turning Point Options is a community substance misuse service. Our aim is to reduce the harm related to substance misuse and drug related crime. Our service is available to persons 18 and over and is accessed via drop-ins using a one-to-one assessment/care planned approach. Other services available include groupwork and alternative therapies. We also work closely with other agencies who we refer people to when necessary e.g., drug prescribing treatment services and counselling. tpoptions@turning-point.co.uk Opening Times: Monday 14.30 – 16.30 Wolverton Tuesday 11:00 – 15:00 Wolverton Tuesday 14:00 – 16:00 Conniburrow Wednesday, 18:30 – 21.30 Wolverton Thursday 17:00 – 20:00 Conniburrow Friday 12:00 – 16:00 Conniburrow Saturday 12:00 – 16:00 Wolverton
CDAC Cripps Lodge Broadlands Netherfield Milton Keynes	01908 668603	Provides medical and counselling treatment for adults over 18. However, demands are high and waiting lists are currently in operation. CDAC also offers a needle exchange service.
Compass Young People's Drug Service Karen Black Cluster Manager	01908 379673	A new service being developed in Milton Keynes. The service will provide advice, information and treatment to all young people up to the age of 18, who may have substance misuse that they need help with. Information also available for parents and interested others who need some support.
Structured Day Care Programme c/o Christine Vallance	01908 254453	A new service in Milton Keynes and has been developed to meet the needs of adult drug users who may have become embroiled within the Criminal Justice System as a result of their drug use. The service offers a daily structured programme for drug users who are attempting to break the cycle and rebuild their lives.
Eileen Brownlow Youth Offending Team Drugs Worker Manor Road Centre Oakwood Drive Bletchley Milton Keynes	01908 391000	Probation service for young people who are at risk of offending.
ACT Spotlight on Office Serpentine Court Lakes Estate Bletchley Milton Keynes	07796 176135	Free confidential advice counselling service on drugs and alcohol use/needle exchange.

Appendix 5: National Agencies

National Organisations		
Contact	Telephone	Information
ADFAM Waterbrige House 32-36 Loman Street London SE1 OEE	020 7928 8898	Adfam offers information to families of drug and alcohol users, and the website has a database of local family support services. Email: admin@adfam.org.uk Website: www.adfam.org.uk
Alcohol Concern Waterbridge House 32-36 Loman Street London SE1 OEE	020 7928 7377	Works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Email: contact@alcoholconcern.org.uk Website: www.portmangroup.org.uk
Alcohol Education Resource Directory	020 7907 3700	Directory of resources and contacts for teaching about alcohol, funded by the Portman Group (an organisation funded by the UK's leading drinks products). Email: Info@portmangroup.org.uk Website: www.portmangroup.org.uk
ASH (Action on Smoking and Health) 102-108 Clifton Street London EC2A 4HW	020 7739 5902	A campaigning public health charity aiming to reduce the health problems caused by tobacco. Email: enquiries@ash.org.uk Website: www.ash.org.uk
Children's Legal Centre University of Essex Wivenhoe Park Colchester Essex CO4 3SQ	01206 873820	The Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Email: clc@essex.ac.uk Website: www.crights.org.uk
Children's Rights Alliance for England 94 White Lion Street London N1 9PF	020 7278 8222	A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crights.org.uk Website: www.crights.org.uk
Drinkline	0800 917 8282	A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. (Lines are open between 9 a.m. and 11 p.m. on Tuesdays to Thursdays and from 9 a.m. on Friday mornings to 11 p.m. on Monday evenings)
Drug Concern	0845 120 3745	This organisation provides a helpline, support groups and training for parents and carers concerned about their child's drug use.
Drug Education Forum (DEF) c/o Mentor UK, 4 th Floor, 74 Great Eastern Street London EC2A 3JG	020 7739 8494	A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do. Website: www.drugeducation.org.uk
Drugscope Waterbridge House 32-36 Loman Street London SE1 OEE	020 7928 1211	DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. Drugscope also hosts the Drug Education Practitioners Forum. Email: info@drugscope.org.uk Website: www.drugscope.org.uk
Drug and Alcohol Education and Prevention Team	020 7928 1211	A joint initiative between Drugscope and Alcohol Concern aiming to identify, develop and promote good practice in alcohol and drug education and prevention. Email: ed&prev@drugscope.org.uk

FRANK (Replaces the National Drug Helpline)	24 Hour Helpline 0800 77 66 00	FRANK is the national drug awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide details of sources of information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. Email: frank@talktofrank.com Website: www.talktofrank.com Schools can receive free FRANK resource materials, updates and newsletters by registering at www.drugs.go.uk/campaign
National Association for Children of Alcoholics	0800 358 3456	NACOA provides information, advice and support to children of alcoholics through its free, confidential helpline. Website: www.nacoa.org.uk
National Children's Bureau 8 Wakley Street London EC1V 7QE	020 7843 6000	NCB promotes the interests and well-being of all children and young people across every aspect of their lives. Website: www.ncb.org.uk
National Health Education Group		A membership group, open to professionals whose work has a primary focus of supporting health and/or drugs education with children and young people in formal and informal educational settings. Website: www.nheg.org.uk (please see the website for regional contact details)
National Tobacco Campaign (Department of Health)	NHS Smoking Helpline: 0800 169 0 169	Website: www.givingupsmoking.co.uk
Parents Against Drug Abuse (PADA)	08457 023 867	An organisation set up to support parents of drug users. A large percentage of helpline workers have experienced drug use within their own families. Website: www.btinternet.com/~adahalp/
Parentline Plus	0800 800 2222	A charity offering support and information to anyone parenting a child. It runs a freephone helpline and courses for parents, and develops innovative projects. Website: www.parentlineplus.org.uk
QUIT	0800 00 22 00	An independent charity that aims to reduce tobacco-related harm by helping smokers to stop. Email: info@quit.org.uk Website: www.quit.org.uk
RELEASE 388 Old Street London EC1V 9LT	020 7729 9904	Provides advice and referral on drug-related legal problems. Email: info@release.org.uk Website: www.release.org.uk
Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) 30A High Street Staffordshire ST15 8AW	01785 817885 Helpline: 0808 8002345	A national charity providing information for teachers, other professionals, parents and young people. Email: information@re-solv.org Website: www.re-solv.org

Young People's Websites

Contact	Telephone	Information
Connexions Direct	080 800 13219	Connexions Direct can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and learning options, money, as well as helping young people find out about activities they can get involved in. Connexions Direct advisers can be contact by phone, email, text or webchat. www.connexions-direct.com
Health Development Agency (Health information websites for young people)		Mind, Body and Soul – for young people aged 14-16 www.mindbodysoul.gov.uk

Lifeytes		For young people aged 11-14 www.lifeytes.gov.uk
Galaxy		For young people aged 7-11 www.galaxy-h.gov.uk
Welltown		For young people aged 5-7 www.welltown.gov.uk
Pupil Line		Featuring information and advice for all issues affecting school pupils. www.pupilline.net
Think About Drink (NHS site)		Informative site about alcohol aimed at young people www.wrecked.co.uk

Information for teachers including PSHE/Citizenship		
Contact	Telephone	Information
Citizenship Foundation Ferrothers House Shaftsbury Place London EC2Y 8AA	020 7367 0500	Support for teachers delivering Citizenship education. Website: www.cifou.org.uk
Drugs Education and Prevention Information Service (DEPIS)		Information for planners and providers of drug education and prevention in both school and community settings. The website lists drug education resources which have been reviewed and evaluations of drug education and prevention projects. Managed by DrugScope and funded by the Department of Health. Email: depis@drugscope.org.uk Website: www.doh.gov.uk/drugs/depis
Institute for Citizenship 62 Marylebone High Street London W1M 3AF	0207935 4777	Support for teachers delivering Citizenship education. Website: www.citizen.org.uk
National Healthy School Standard, Health Development Agency Holborn Place London WC1V 7BA	020 7061 3072	Information about the National Healthy School Standard, local healthy school partnerships and healthy schools. Website: www.wiredforhealth.gov.uk
The National PSE Association for Advisers, Inspectors and Consultants	08701 555 455	NSCoPSE is the professional organisation for LEA advisers, inspectors and advisory teachers with responsibility for all aspects of personal social and health education, including citizenship. Email: info@nscopse.org.uk Website: www.nscopse.org.uk
OfSTED 33 Kingsway London WC2B 6SE	020 7421 6800	Reports and Inspectors' guidance on all subjects including PSHE. www.ofsted.gov.uk/publications
PSHE Framework		The entire PSHE framework can be found at: www.nc.uk.net/home.html
Qualifications Curriculum Authority (QCA)	01787 884444	For updates, guidance and schemes of work: Website: www.qca.org.uk/ca/subjects/pshe
TeacherNet		TeacherNet is the Government site for teachers. Use this site to access resources, training, professional development and support. www.teachernet.gov.uk/pshe

Government		
Contact	Telephone	Information
Connexions		Information about the Connexions Service, with links to Connexions sites aimed specifically at young people and at personal advisers. Website: www.connexions.gov.uk
Department for Education and Skills (also see TeacherNet)		For Government updates and publications Website: www.dfes.gov.uk Teachers may also wish to refer parents/carers to the parents' portal Website: www.dfes.gov.uk/parents
Department of Health		This website includes drug-related information such as the annual survey on young people's drug use. Website: www.doh.gov.uk/drugs
Home Office (also see the National Drugs Strategy)		The Research Development and Statistics Directorate (RDS) of the Home Office collects data about drug use. www.homeoffice.gov.uk/rds/drugs
National Drugs Strategy		The strategy website contains information for DATs and interested individual to find out about the Government's national illegal drug strategy. Website: www.drugs.gov.uk

Appendix 6: External contribution to school drug education – feedback form

To the external contributor:

Please fill in this form and return a copy to the school as soon as practicable after the contribution is complete. Please give feedback which summarises your view of how the session(s) went, and any recommendations you can make about how the school might follow up your work with the same pupils.

Name of school:	Contributing agency:
Date(s) of sessions:	Class:

The external contribution was completed as planned Yes No

Overall I feel the session(s) went (please circle):

1	2	3	4	5
Very well	Well	Satisfactorily	Not very well	Badly

My comments on the sessions are:

To follow up this input I recommend that the school:

Signed:

Date:

Appendix 7: Record of incident involving unauthorised drug.

1. For help and advice telephone the LEA (Schools Drugs Advisor).
2. Complete this form WITHOUT identifying the pupil involved.
3. Copy the form
4. Send the copy with 24 hours of the incident to the LEA (Schools Drugs Advisor).
5. KEEP the original, adding the pupils name and form – store securely.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency / intoxication	Concern established after following up a suspicion or allegation	Discovery OFF premises	Discovery ON premises	Pupil disclosure	Parent / carer use	A parent / Carer expresses concern

Name of pupil:		Name of school:	
Form:		Time of Incident:	
Age of pupil:		Date of Incident:	
Ethnicity of pupil:		Report completed by:	
Tick box if second or subsequent incident involving same pupil:		<input type="checkbox"/>	At time:

First Aid given?	First Aid given by:	Ambulance / Doctor called? (delete as necessary)	
Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Called by:
No <input type="checkbox"/>		No <input type="checkbox"/>	Time:

Drug involved (if known): (e.g. alcohol, paracetamol, ecstasy)	Sample found?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Where retained:		
	Witness Name:		
Senior Staff involved:	Disposal arranged with (police, Env. Health):		
	At time:		

Name of Parent / Carer informed:	
Informed by:	At time:

Brief description of symptoms / situation:
--

Other action taken (e.g. Connexions or other agency involved : Ed Psych. Report requested: case conference called: pupils / staff informed: sanction imposed: LEA / Police consulted)

Appendix 8: Alcohol in the workplace – staff drinking (from Alcohol Concern/Drugscope (2001) *Alcohol: Support and Guidance for Schools*)

Alcohol is an issue for school staff in terms of:

- Laws and professional responsibilities relating to the use of alcohol in the workplace and working with children
- The welfare of staff with drinking problems
- The messages conveyed to pupils through the role model teachers provide, which has implications for their behaviour in and out of school.

Responsibilities of employers and employees

Head teachers have responsibility for the health, safety and welfare of pupils and staff at all times.

Employers have a duty to ensure:

- the health, safety and welfare at work of employees
- that employees do not injure themselves or endanger the public or colleagues.

Employers:

- have a duty to assess the risks to health and safety of their employees
- can be liable to prosecution if they knowingly allow an employee to continue working under the influence of alcohol or drugs if that employee's behaviour places themselves or other colleagues at risk.

Employees are required to take reasonable care of themselves and others at work. The 'duty of care' to pupils requires that all staff act *'in loco parentis'* to pupils entrusted to the school, including when on school trips.

The welfare of staff

Problem-drinking by staff should be regarded as a health matter rather than an immediate cause for discipline. Problems with alcohol often result from pre-existing circumstances, including stress. Employers have a responsibility to maintain a safe and healthy working environment (DfEE Circular 4/99) which will include taking action to support members of staff affected by workplace stress or other pressures. The National Healthy School Standard (DfEE 1999) lays down standards for schools to address staff professional, health and welfare needs, and for appropriate occupational health advice and support. Head teachers sometimes do not report alcohol-related staff problems to LEAs early enough where early support may improve the outcome.

Fitness to teach and discipline

Teachers' misuse of alcohol can be a disciplinary matter. Misconduct relating to alcohol use can lead to barring or restricting a person's employment, for instance if it leads to criminal activity or to behaviour that involves an abuse of the teacher's position of trust or a breach of the standards of propriety expected of the profession (DfEE Circular 11/95)

A problem-drinking teacher may be deemed unfit to teach if he or she poses a risk or potential risk to the health and safety of pupils or colleagues. The governing body or head teacher must take emergency action when they consider a teacher may have become medically incapable of performing teaching duties and is putting pupils or colleagues at risk (DfEE Circular 4/99 and DfEE 2000).

Workplace alcohol policies

Schools are required to follow the County Council Policy on Drug and Alcohol Misuse as part of its Health and Safety Policy (DfEE Circular 4/95). LEA policies will not necessarily address all issues that are of concern to schools.

Appendix 9: School based Officers

Schools' Officers as of 7th May 2004⁹

SCHOOL	OFFICER	TELEPHONE
Leon	Pc 2437 Don Christy	07971 036167
Lord Grey	Pc 1378 Andy Sheldon	07870 248330
Shenley Brook End	Pc 2469 Mark Swain (P/T)	07815 906811
Sir Frank Markham	Pc 2425 Pete Baldwin	07773 314236
St Paul's	Pc 4630 Dave Fisher (P/T)	01908 686095
Walton High	Pc 2618 Pete Skinner	01908 686452
Stantonbury	Pc 4518 Neil Taylor	07970 145308
Radcliffe	Pc 1536 Paul Newman	07967 692516
Denbigh	Wpc 4102 Sue Furber (P/T)	07968 746419
Ousedale:	to be appointed	
Safer Schools Development Officer	Pc 2673 Chris Harman	07967 692517
Schools Sergeant	Ps 3309 Neil Mitchell	01908 686095, 07800 703544

⁹ These numbers are strictly for schools staff use and other involved professional agencies only. Students and parents wishing to contact an officer should go through the Police Enquiry Centre (PECS) by calling 08458 505505 and asking for the officer by number and name.

Appendix 10: School based support and sanctions for drug-related incidents.

INCIDENT	SUPPORT	SANCTION
Smoking		
<ul style="list-style-type: none"> 1st offence 	<ul style="list-style-type: none"> Tutor informed. Information supplied in the form of leaflets / websites etc. Referred to the school nurse. 	<ul style="list-style-type: none"> Leadership detention (1 hour). Letter home.
<ul style="list-style-type: none"> 2nd offence 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. Referred to the school nurse. 	<ul style="list-style-type: none"> Internal isolation in the Quiet Room for 1 day. Letter home.
<ul style="list-style-type: none"> Repeat offences 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. Referred to the school nurse. Referred to Connexions. 	<ul style="list-style-type: none"> Exclusion (fixed term). Letter home.

INCIDENT	SUPPORT	SANCTION
Alcohol		
<ul style="list-style-type: none"> Possession <ul style="list-style-type: none"> 1st offence 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. 	<ul style="list-style-type: none"> Internal isolation in the Quiet Room for 1 day or Exclusion (fixed term). Letter home.
<ul style="list-style-type: none"> Subsequent offences 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. 	<ul style="list-style-type: none"> Exclusion (fixed term). Letter home.
<ul style="list-style-type: none"> Under the influence <ul style="list-style-type: none"> 1st offence 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. Referred to the school nurse. Referred to Connexions. 	<ul style="list-style-type: none"> Exclusion (fixed term). Letter home.
<ul style="list-style-type: none"> Subsequent offences 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. Pastoral Support Programme. Referred to the school nurse. Referred to Connexions. 	<ul style="list-style-type: none"> Exclusion (fixed term). or Permanent exclusion. Letter home.

INCIDENT	SUPPORT	SANCTION
Illegal Drugs		
<ul style="list-style-type: none"> Possession 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. Pastoral Support Programme. Referred to Connexions. 	<ul style="list-style-type: none"> Exclusion (fixed term). Letter home. Police involvement.
<ul style="list-style-type: none"> Under the influence 	<ul style="list-style-type: none"> Tutor informed. HOY informed. Re-integration meeting with parents / carers. Pastoral Support Programme. Referred to the school nurse. Referred to Connexions. 	<ul style="list-style-type: none"> Exclusion (fixed term). Letter home. Police involvement.
<ul style="list-style-type: none"> Supplying 	<ul style="list-style-type: none"> Alternative Education 	<ul style="list-style-type: none"> Permanent exclusion. Letter home. Police involvement.