



Spixworth Infant School

Drugs and Substance Misuse Policy

Agreed by Governing Body: Spring 2018
To be reviewed: Spring 2020
Group Responsible: Full Governors

RATIONALE

Reference to 'drugs' is an emotive issue. Society as a whole is anxious about the effects of drug misuse and yet does not always clarify its understanding of the issues. Different groups in society have different perceptions of the dangers and acceptability of different drug types. In some circles drugs can be glamourised and the subject open to misunderstandings. Drugs education in primary schools can cause alarm and yet is essential if we are to equip our children with the necessary skills, understanding and knowledge to move confidently into adult life.

We have a responsibility to inform our children of the facts relating to the substances they will and do encounter in their environment. In many cases they will have already experienced the effect of drugs in the adults around them. It is important that we are sensitive to the experiences that children may have.

We will not tolerate the misuse of drugs within the schools and its grounds. This includes adults who come on to the school premises and may be intoxicated or in possession of illegal drugs. Our school is a no-smoking area and we request all adults to refrain from smoking around the premises. This has also been extended to after-school fund-raising events and includes the use of e-cigarettes.

We recognise that some of our children need a variety of medicines and appropriate arrangements are made to enable the correct distribution of these. Further information can be found in our Administration of Medication Policy.

This drugs policy is part of our overall approach to health and well-being. Through our PHSE curriculum and through circle time and school ethos and core values we aim to ensure that children recognise the importance of what they choose to eat and drink and the effect which this can have. Self-respect and a healthy lifestyle are all part of an approach which will enable our children to make the right choices for themselves and their families now and in the future.

Boundaries, including relevance of the policy to school trips and visits

The legal definition of premises of the school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles or any venue managed by the school at the time of e.g. premises of a school trip or visit. The policy will also relate to pupils use of the premises and grounds beyond the school day.

Definition of 'drugs' for the benefit of this policy

The term refers to:

- All illegal drugs
- All legal drugs, including alcohol, tobacco, volatile substances
- All over the counter and prescription medicines

Aims

- To provide the information and support for children to be able to make lifestyle choices
- To encourage a supportive ethos in which issues can be discussed and questions answered
- Ensure the safety of staff and pupils when on the school site
- Provide appropriate role models and examples to illustrate a healthy lifestyle
- Take a firm stance against illegal drugs
- Raise awareness for children of the importance of their choices in forging a healthy lifestyle
- Recognise the valuable role that medication can have
- Enable children to develop a self-awareness and realise the power they have to determine their own lives
- Provide a whole school approach to issues of healthy life style
- Draw attention to the effect which peers can have upon the decisions that we make and the need to take a considered approach to this
- Alert children to ways of seeking additional help and support where necessary
- Ensure that children have access to balanced information and views against which they can clarify their own opinions to help children establish the difference between fact, opinion and belief

The Drugs Education Curriculum

Early Years Foundation Stage

- Children talk about their own and others' behaviour, and its consequences, and know that some behaviour is unacceptable
- Children know the importance for good health of physical exercise, and a healthy diet, and talk about ways to keep healthy and safe.

Key Stage One

- Find out about and describe the basic needs of animals, including humans, for survival
- Know that that all household products, including medicines, can be harmful if not used properly

The approach at our school

There are a number of ways in which we aim to help children understand the implication of drug use and misuse. We recognise that drugs impinge on many children's lives in a variety of ways and the subject needs careful handling. We are also aware of the impact of national initiatives and publicity campaigns. We aim to involve different deliverers in providing different perspectives on the issue and to provide opportunity for children to ask questions and share their existing knowledge. There may be many misconceptions which will need to be addressed in a sensitive and factual way. Where teachers are unsure it is acceptable to refrain from answering the question until further clarification can be sought. The methods we use include:

Circle Time

These informal opportunities are taken to enable children to discuss topical issues as they arise in the media, at home and in the locality. The teacher facilitates the

discussion, handles any remarks leading to possible disclosures and establishes ground rules.

Science and PSHE lessons

These more structured lessons give children the opportunity to learn about healthy lifestyle choices and about safe use of medicines. The PSHA curriculum also encourages pupils to:

- Develop assertiveness skills.
- Consider the consequences of risk taking.
- Learn how to access sources of help and information.

School Nurse and other outside agencies

The school nurse is available for the school to speak to about any concerns/questions we have and the NHS One Number is available to all stakeholders for further support.

Using fiction

At different times picture books are used as a resource to help support the PHSE curriculum and to open up discussion in the nurture group. Using stories enables discussion about issues which can be quite sensitive without appearing to target any individual.

In the event of disclosure

There may be times during discussions about drugs when children make disclosures. Where this is the case the teacher should sensitively listen to what the child has to say whilst also avoiding further disclosure in front of the class. At the end of the lesson it might be appropriate to spend some time with the child allowing them opportunity to speak but following the safeguarding policy, not asking questions or writing down at this stage. Confidentiality cannot be promised.

As soon as is reasonable, the class teacher should pass on their own concerns to the Headteacher/DLS or alternate DSL who will follow the agreed procedure for disclosure handling. The class teacher should always ensure they remain calm and should not appear shocked by what children might have to say.

It is important that children understand the ground rules during any discussion and that they do not put pressure upon one another to reveal personal information.

Drug use on the premises

Our school makes it clear that drug use on the premises is not acceptable except in the case of prescribed medication which is known to senior management. This includes:

- Smoking on or around the school premises either during the school day or during evening or weekend events. This includes the use of e-cigarettes.
- Alcohol on the school site during the school day
- Alcohol consumed by adults in the playground
- Adults on the school premises who are evidently under the influence of alcohol or substances which impair their judgement
- Adults in known possession of alcohol or illegal substances around the school premises

Where school staff suspect that there is transgression of these guidelines senior management should be informed immediately at which point a judgement will be made as to whether they should:

- approach the individual
- call the police
- make arrangements to isolate the individual to ensure the safety of children on the school site

At all times the safety of the children remains the key factor in any decision made whilst staff should also be alert to the danger they may bring on themselves by certain courses of action. Any repeat of transgressions might be referred to the LA in order for legal action to be taken.

If there is concern that parents collecting a child may potentially place that child at risk the school can, in extreme circumstances, refuse to hand over the pupil. The appropriate services would then be notified immediately.

Procedures

• Medical emergencies

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupils' safety.

• Hearsay/Rumour

Drug use is often discovered by hearsay. This should be passed on to the Head Teacher/ Deputy Head Teacher who should record the matter as hearsay evidence, thus enabling a record of teacher's concerns to be compiled. Where the hearsay evidence is not supported through further reports or incidents for one school year the evidence will be removed from the records.

• Suspicious Behaviour

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

• Finding substances

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:

- The date and time of the find or retrieval
- The size and appearance of the substance
- The names of those concerned
- The action taken

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes they should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

• Searching

Storage areas within the school grounds are the property of the school, and the Head Teacher, or representative may authorise a search of these if there is

reasonable suspicion. This must be carried out in the presence of a witness and the named pupil if this applies.

Staff should not search a pupil's property or person but should try to persuade the pupil to voluntarily produce the substance by asking to turn out pockets, or bags.

- Finding Drugs

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over the counter medicines, parents will be informed and appropriate steps taken.

- Supply of illegal substances

It is an offence to produce or supply any controlled drug on school premises. The police will be involved in such circumstances.

- Returning articles which have been confiscated

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the article to the child. It will be made clear that there is a time limit of one week for the items to be recovered or they will be disposed of by the school.

- Recording

All incidents will be recorded within 24 hours.

- Confidentiality

Complete secrecy can never be promised to a pupil, though information given in confidence will be disclosed on a need to know basis.

Employees Responsibilities

Employees have a responsibility to ensure they comply with the principles of this policy. They are expected to present a professional, courteous and efficient image to those with whom they come into contact at all times. They therefore have a personal responsibility to adopt a responsible attitude towards the consumption of alcohol and other substances to which this policy relates. In particular they should:

1. Report for work, and remain throughout the working day, and any period of availability for duty, in a fit and safe condition to undertake their duties and not be under the influence of substances.
2. Talk to their line manager or HR and seek assistance – from their GP, their trade union representative, a friend at work, or Norfolk Support Line - if they think they may have a problem.
3. Inform their manager if they are convicted of a criminal activity, including one that is drug or alcohol related.
4. Inform their manager if they have any doubt about their fitness to carry out any aspect of their work, due to the use of any type of substances.
5. Be aware that whilst employees are not obliged to disclose any medical condition they are being treated for, they must notify their manager immediately should they be prescribed medication or plan to take over-the-counter medicine that may cause side effects that are likely to impair their ability to undertake their duties safely and effectively.

6. Similarly, if employees experience side effects as a result of taking any medicines that impair their ability to perform their duties safely and satisfactorily they must notify their line manager immediately. Where these side effects are due to prescribed medicine(s) medical suspension will be considered in line with the Improving Attendance Policy and Procedure (P313).
7. Be aware that it is recognised that an employee's off duty conduct is his or her own concern. However where such conduct affects the employee's ability to comply with this policy, or where off duty conduct may bring NCC into disrepute, it becomes the concern of NCC. Therefore employees must be aware that substances taken off duty may stay in the body for a significant period after the event, and as such conduct themselves to ensure they are no longer under the influence of substances when commencing work.
8. Be aware that employees are not permitted to possess, store, trade or sell illegal substances on NCC premises.
9. Be aware that although NCC will in most cases be supportive, there will be particular situations that may have disciplinary and criminal implications. Examples include possessing or supplying controlled drugs, or driving a vehicle for work while over the legal alcohol limit or under the influence of drugs, prescribed or otherwise. In these circumstances, disciplinary action will be taken.
10. Be aware that employees are expected to cooperate with any support and assistance provided by NCC to address an alcohol or substance misuse issue.
11. Make themselves aware of the NCC driving policy, in particular those parts relating to driving whilst under the influence and the consequences of substance related convictions on driving work vehicles
12. Not, even with the best of motives, 'cover up' for, or collude with, a colleague with an alcohol or drug related problem but instead should encourage the individual to seek help.
13. Where the individual concerned does not wish to seek help, and their colleague genuinely suspect the individual may be misusing substances or alcohol, they should seek advice from their line manager or other senior officer regarding their concerns.

Support for employees who have a substance abuse problem:

Employees who think they have a problem are encouraged to seek help. NCC will be as helpful as is practicably possible for anyone who has a problem. Norfolk Support Line (0800 169 7676) is a free and confidential service for NCC employees that offers help and support including referral to relevant organisations and groups. Managers should encourage employees to make use of this service, and may also consider referring the employee to occupational health for an assessment and guidance.

Managerial Action:

Where a manager has reasonable grounds that an employee is not complying with the principles of this policy they must:

1. Seek advice from HR Direct at the earliest opportunity. Each case will need to be judged on an individual basis, depending on the circumstances, including the balance between discipline and support.
2. Carefully monitor the situation and keep confidential records of work performance, attendance times etc, and all signs and symptoms of misuse. Obviously there may be occasions when monitoring over a period of time is not appropriate and more immediate action is necessary, such as not allowing the employee to continue working, in particular where there are health and safety concerns or risks.
3. Consider whether the employee is “under undue influence” of alcohol and/or substance use, and therefore if they need to instruct the employee to leave the workplace until they are in a fit state to properly discuss the situation. Care should be taken to ensure that the individual does not drive and they may need to be “escorted” by an appropriate manager.
4. Investigate the matter fully in order to establish whether there are sufficient grounds on which to base further action. This must involve:
 - Discussing the matter with the employee in private, with another appropriate manager present as a witness. Full notes of the meeting should be taken. The employee has a right to be accompanied/represented by a Trade Union official or other person and must be notified as such beforehand, at the earliest opportunity (see informal disciplinary procedures).
 - Interviewing any witnesses to the employee’s conduct/behaviour.
 - Where appropriate consider undertaking substance testing. Advice is available from NCC’s Occupational Health Adviser regarding how and when to access testing services.
 - In some cases it will be necessary to refer the matter to Occupational Health for advice. If so this should be done as soon as possible through the normal channels.
5. Follow the disciplinary procedures relating to capability and conduct where further action is considered necessary.
6. If a medical referral is made, it is possible that a decision about disciplinary proceedings may be deferred until the medical report has been received and considered, but this will not always be the case.
7. Apart from considering the details of the situation, factors that need to be taken into account when considering the above mentioned procedures include:
 - Whether the employee is in a role with increased safety risks.
 - If the employee is responsible for clients, school pupils, people in care or has direct contact with members of the public.
 - The impact on work performance, colleagues, use of NCC resources including computer equipment.
 - Whether the individual confides to a manager/acknowledges that they have a problem and needs help, which NCC would view as positive steps. Seeking help at an early stage may avoid the need for management to take disciplinary or related action.
8. The individual may well need support and counselling depending on the circumstances. Norfolk Support Line is available to most employees and offers an independent confidential support and counselling service. The Council may provide the individual with other appropriate support, which

- may, for example include time off for specialist or other treatment and/or specialist counseling.
9. Absence for treatment/rehabilitation will normally be in accordance with NCC's absence management policy, but there may be occasions when this is not clear – for further advice, please refer to HR Direct.
 10. For further advice and support an individual may wish to access the Trade Union if a member.
 11. There may be cases where despite evidence to the contrary the employee denies the existence of an issue and/or refuses medical referral. Sensitive efforts should be made to persuade the employee that they would seem to have a genuine issue, which unless treated, is likely to get worse. If the employee still refuses to accept the existence of an issue, this in itself will not lead to disciplinary action, but obviously this may have repercussions for how the problem is dealt with in terms of the disciplinary or unsatisfactory work performance procedure; again a medical report may be obtained. It is a condition of service that an employee shall, if required by NCC at any time, submit to an examination by a medical practitioner nominated by NCC.
 12. There may also be reasonable grounds for a witnessed search of the individual's property on NCC premises (which may include their vehicle) relating to storage and/or supply of substances.
 13. In the event of relapse after treatment, each case will be considered on its merits, taking into account medical opinion. The opportunity for further treatment may be given but this cannot be guaranteed.
 14. Ultimately, on the grounds of misconduct, or if the employee's health is so impaired that they are unable to achieve a satisfactory standard of work performance, there may be no alternative to dismissal.

Substance Testing:

Random drug and alcohol testing is not part of this policy.

Any employee may be required to undergo for cause testing where an incident or accident at work occurs, or there is evidence of abnormal or unacceptable behaviour, and alcohol or substances are suspected to be involved.

Alcohol self testing will be made available to certain groups of staff where capability is critical to the safety of themselves and others. Anyone who undertakes a self test that indicates they are intoxicated may stand down from their duties without pay. Sick pay will not be applicable in these cases, although holiday pay where available may be taken.

Testing forms one part of a capability or conduct investigation in line with the disciplinary procedure, where on reasonable grounds it may be suspected that substance abuse is involved, and confirmation of this is needed to identify the appropriate action.

In addition ongoing testing may be recommended by Occupational Health as part of a rehabilitation programme.

In cases of increased safety risk the employee may be removed from their current duties until the testing results are available, and the investigation has concluded. The disciplinary and conduct procedures will be followed with regard to suspension rules if an employee cannot be moved to other duties for the duration of the testing procedure.

NCC's Occupational Health Adviser should be contacted to arrange substance testing.

Any collection of samples for drug and alcohol testing shall be undertaken under chain-of-custody conditions, but be conducted in a manner such that:

- The dignity and health and safety of any employee being tested is protected
- Samples are collected at an appropriate time
- The employee being tested is given prior opportunity to disclose any medication they have taken
- Samples will be analysed by a UKAS approved laboratory where samples will be handled and stored in the case of challenge results
- Medical confidentiality is maintained

Employees should be aware that some prescribed or over-the-counter medication might affect their performance in their job. They should specifically tell the doctor or pharmacist the nature of their job and enquire whether the medicines are likely to affect it. It is the responsibility of employees to report to their line manager any medication where there may be an effect, and the information provided by the physician/pharmacist. The line manager will treat any such report of medication as confidential, but they may consult expert advice concerning the safety of any medication if they feel it necessary.

Positive results of substance testing

- For alcohol testing a positive value is defined as greater than 107 mg/100 ml of urine or 35 µg/ 100 ml of breath
- For other substances a detectable level of the substance will be deemed a positive value
- Refusal to undertake a test shall be considered to be equivalent to a positive test result.
- Individuals will have the right to appeal against a positive substance or alcohol test result, and have the right to have the sample retested by an independent laboratory at their expense

Definitions

- **Substances** in the context of this policy include alcohol, illegal drugs, other substances taken for their effect on the mind or body, over-the-counter and prescribed medicines
- **Intoxication** is taken to include:
 - a level of alcohol consumption that affects an employee's work,
 - the use of illegal substance
 - and the misuse of prescribed substances intentionally or otherwise
- **For Cause Testing** may be undertaken on employees in any role where an incident or accident at work occurs, or there is evidence of abnormal or unacceptable behaviour

- **Reasonable grounds** may include one or more of the following:
 - Witness evidence that the individual has recently undertaken substance abuse.
 - The individual's observed behaviour suggests impaired physical and/or mental performance. For instance a reduction of balance or co-ordination; a reduction in the ability to communicate clearly or respond to conversation; a reduction in the capability to carry out routine tasks due to impaired judgement.
 - The individual smells very strongly of alcohol.