

TORMEAD

DRUG POLICY

This whole school policy also applies to the Early Years Foundation Stage

Definition of 'Drug'

In this document the word 'drug' is used to include all substances that affect the way the body functions physically, emotionally or mentally. In addition to illegal drugs, it includes legal substances such as alcohol, tobacco and e-cigarettes; volatile substances; over-the-counter and prescription medicines, where these are used inappropriately; illegal substances; and any items purporting to be drugs or drug-related paraphernalia.

The Aims of Drug Education

Drug education is a major component of drug prevention and aims to: minimise the number of young people engaging in drug use; delay or prevent the age of onset of first use; reduce the harm caused by drugs; and enable those who have concerns about drugs to seek help. The aim of drug education is to provide opportunities for girls 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.

To achieve this, Tormead's drug education programme will help the girls to:

- Gain knowledge and understanding about the effects, risks and dangers of drugs and correct myths and misunderstandings.
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs.
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness and refusal skills and helping others.
- Explore their own and other people's attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences.

Content at Each Key Stage

The drug education teaching programme is age-appropriate for each Key Stage.

Key Stage 1 focuses on medicines and how to be safe; being ill and getting better; being safe with household substances and risks.

Key Stage 2 focuses on effects and risks of smoking and alcohol; resisting peer pressure; and making safe decisions.

At KS3 & KS4 drug education is taught as part of the statutory elements of science and the non-statutory framework for PSHE and Citizenship.

Management of Authorised Drugs on School Premises

Authorised drugs including prescribed and over the counter medicines.

- In the Senior School all medication goes to the School Health Care Lead in the first instance; it is her responsibility to keep it securely in a locked cupboard and to ensure parental authority is in place to administer it. All medication should be administered by the Health Care Lead or the person providing cover in her absence. Pupils in the Senior School are responsible for their own asthma inhalers, epipens, Jext pens, anapens and insulin; however, the School Office or Medical Centre will keep spares for use in the event of emergency.
- In the Junior School all medication goes to the Junior School Office. No medication will be given without parental authority. Pupils in the Junior School may be

responsible for their own asthma inhalers and may carry their own epipen, Jext pen or anapen; when this is not appropriate due to the age of the pupil then these will be kept in the Junior School staff room, clearly labelled. The JS Office will keep spares for use in the event of emergency.

Response to Illegal or Unauthorised Drug Use on the Premises

No Tormead pupil or member of staff may bring or use illegal drugs on school premises (with the exception of the provision of alcohol to adults on social occasions).

All incidents must be reported to a member of the Senior Management Team (SMT) immediately and information shared on a need to know basis.

The Headmistress will always be informed.

Where a pupil discloses to a member of staff that she is taking illegal or unauthorised drugs, or that she has brought such drugs onto the School premises, the teacher should make clear to the pupil that the information will be shared immediately with the Headmistress.

The school will consider each incident individually. Any transgression of this policy will normally lead to permanent exclusion. The welfare of the pupil(s) will always be at the centre of any discussion but this will be balanced against the welfare of the school community. Should permanent exclusion be the sanction, the Headmistress will offer support to the pupil and her family in an attempt to keep to a minimum the detrimental effects of her action.

- Parents/carers will be involved at an early stage and throughout any investigations.
- Support agencies will be involved, if appropriate
- Appropriate counselling and support will be available to those pupils deemed to be at risk.
- The police will be contacted in any case of the use of illegal substances.

Search

For the good of the entire community, the school reserves the right to search a pupil's belongings or person if she is suspected of possessing illegal substances or any legal ones that should not be in school. The search will normally be carried out by appropriate staff with another member of staff present, but there may be reasons where, for the best interest of the whole school community, this may not be possible.

When the Headmistress has evidence to suggest there has been a drug-related incident she will inform the Chair of Governors immediately and an investigation will be initiated.

Any employee of the School taking illegal drugs on school premises or during school hours or selling or buying such drugs or under the influence of illegal drugs during school hours will be dismissed immediately. Inappropriate use of alcohol by an employee on school premises or during school hours will be treated as a disciplinary matter.

Outside School

At the discretion of the Headmistress, a sanction (including suspension and exclusion) may be given for any behaviour, either inside or outside School, which, following fair and thorough investigation, is:

- deemed inappropriate or unacceptable;
- or brings any member of the School and/ or the School itself into disrepute.

Other Policies

The School also has policies in related areas that should be read in conjunction with this one. They are:

- Behaviour Policy
- Confiscation and Search Policy
- Safeguarding Policy
- Girls' Code of Conduct
- Staff Code of Conduct (Employment Manual)

Date of Last Review: November 2016

By Resolution of the Governing Body:

MRS R HARRIS
Chair of Governors

MRS C FOORD
Headmistress

20 March 2017

