All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

Hampstead Hill School
Health and Safety Policy:
Drugs and Smoke Free Policy

Procedures for Dealing with Substance Related Incidents in School

Rationale

1.1 The aim of this document is to prepare all those working within our school, in matters to do with substance related incidents.

1.2 It is important that the school has policies and procedures that reflect the current guidance on drug prevention in schools and to ensure that Government legislation on the misuse of drugs is upheld and that staff are protected from unwitting mistakes which may bring them into conflict with the law. OFSTED will monitor school policy and practice in drug education and the management of drug related incidents as part of inspection.

1.3 A drug is defined as a chemical substance which can change the way a human body works, either physiologically or psychologically. Within this definition fall legal substances as tobacco, alcohol, prescribed medication and solvents, together with illegal substances such as cannabis, amphetamines and ecstasy.

Procedures Regarding Substances in Schools

2.1 Medicines
Pupils under 16 should not bring any medication to school unless accompanied by a letter from the parent/guardian giving permission and indicating dosage. This applies to both prescribed and non-prescribed treatments. Unless needed in emergency all medicines should be kept secure in a nominated central but accessible location, currently the staff room. No member of staff should take possession of medicine on behalf of children. Medicine containers should be labelled clearly with the dosage, time of dosage and pupil’s name. Pupils will be increasingly encouraged to take responsibility to remember to take the medication and to report to the nominated central location when necessary.

The exception to these rules will be in cases where medication may be needed in an emergency e.g. inhalers for asthma. In such instances parents must inform the school what medication their child is carrying and take full responsibility for instruction in its use and safety. They should be stored in a place of safety, inaccessible to children.

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Generally other medicines must never be given to pupils - not even aspirin - either by teaching or support staff.

**Procedures Regarding Illegal Substances**

3.1 It is important that staff behave in a corporate manner, sharing concerns rather than acting independently. Any response should be to the pupil rather than to the substance misuse itself. Teachers have a wide range of observational skills used in monitoring pupils' behaviour and academic progress. When these skills are used in cases of pupils misusing substances a supportive pastoral network will enable appropriate responses to be made. Always, if a problem occurs, the Principal should be informed.

3.2 All staff need to note that:

a) It is an offence under the Misuse of Drugs Act to take in to one's possession illegal substances even with the intent of preventing a pupil from committing or continuing to commit an offence in connection with that drug unless the member of staff takes all reasonable steps as soon as possible. [see 3.6.9].

b) It is also an offence to fail to co-operate with any police investigation as such failure to co-operate may amount to obstruction.

c) It would be an offence for staff to knowingly allow or condone the use of illegal drugs on school premises.

3.3 Dealing with suspicion of drug use. When a member of staff has a concern for a pupil's behaviour a specific non-judgemental factual record, such as would be acceptable in a Court of Law, should be made giving an over-view of the pupil's behaviour.

3.4 If subsequently a suspicion is confirmed but there is no supportive evidence, the named member of staff i.e. the Principal should make available advice and support for the pupil in conjunction with the parent. There is no legal requirement for the school to contact the police; however, it may be helpful to make informal contact with the named officer for further advice and support.

3.5 In applying these procedures the school should take into account the age of the pupil, and any relevant information regarding family background.

3.6 Discovery of substances. If substances are discovered on school premises or elsewhere within the school's jurisdiction e.g. on a school visit, the teacher should adopt the following procedure:-

3.6.1 If possible remove the substance in the presence of a witness. If this is not possible the substance should be removed from the location where it is discovered.
3.6.2 If the substance is in the possession of one or more pupils, the teacher should attempt to remove it if it is reasonably possible. Professional discretion should be exercised in such instances. If it is not possible to remove the substance, then a member of the senior management team should be called immediately.

3.6.3 Pupils should only be searched by staff if absolutely necessary. They must not be searched without their consent as such a search may amount to assault. At most a search should only consist of outer clothing i.e. coat, gloves, personal belongings, footwear etc. Another member of staff must be present whilst the search is carried out and the member of staff conducting the search must be of the same gender as the pupil being searched.

3.6.4 If a pupil refuses to be searched the Police should be called in to deal with the situation. The school should decide at which stage parents should be informed depending on the particular circumstances.

3.6.5 Having removed the substances the school should record in the school log book the place, date and time the substance was removed. If possible this record should be countersigned.

3.6.6 **THE SUBSTANCES SHOULD BE TAKEN TO THE PRINCIPAL, OR DEPUTY IN THEIR ABSENCE, PREFERABLY IN A SEALED CONTAINER. THE SEAL SHOULD BE SIGNED AND DATED. THE TEACHER MUST NOT RETAIN THE SUBSTANCE. TO DO SO MAY PLACE THAT TEACHER AT RISK.**

3.6.7 The Principal must contact the local Drugs Intelligence officer (or the local police) who will arrange for the substance to be collected. Until that time the Principal is responsible for the safekeeping of the substance.

3.6.8 If a pupil is directly involved when the substance is found it is the Principal’s responsibility to consult with the police, notify the parents concerned, and agree further appropriate action in line with the school's behaviour policy. Schools should be aware that if approached by the media advice should be sought from the LEA Press Office.

3.6.9 If any equipment associated with substance misuse is found it should be handled with extreme care, particularly where equipment involves syringes, for risk of infection. Equipment should be stored in a secure and rigid container. Schools may wish to contact the police for advice. Any syringes should be disposed of in a sharp safe, available from the Somerset Health Commission. Sharp safes should be held in a central location known to all staff who work on the site.

3.6.10 Special Guidance for School Visits

Visits in the UK
If the substance is discovered on a visit away from the school, the teacher should contact the Principal (or deputy if the Principal is not available) without delay. The Principal (or deputy) will then contact Police local to the discovery.
Notification of Principal

4.1 The Principal will notify the Principal with regard to any substance-related incident in advance of information being generally known.
4.2 If individual governors enquire about such an incident, the Principal’s reply will be short and factual, having regard for confidentiality. This will be followed by a confidential report of the incident for the chairperson, who then has to decide how such information should be disseminated to members of the governing body.

Dealing with Persons Under the Influence of Legal and Illegal Substances
If every there is an occasion when a pupil is found to be under the influence of legal or illegal substances, rapid response may be called for ---- including alerting staff with basic first aid competence.

Curriculum Teaching about Drugs and Alcohol:
The school will ensure that these issues are covered within the and Science Curriculum under the "Keeping ourselves and others safe". Details of the curriculum are attached. The teaching methods used will be in line with the PHSE Policy and will ensure that:

- Teaching approaches will develop pupils' skills, attitudes and values, as well as their knowledge
- The needs of all pupils will be taken into account
- Provision for vulnerable pupils and those with SEN and how issues of pupils 'diversity will be addressed
- External visitors may be used (the SNT for example) to add depth and variety to the curriculum. All visitors who are to be made aware of the policy and are to be fully briefed on the way that pupils should be taught in this subject and their input should be monitored and evaluated
- Monitoring and Assessment of drug education will be assessed through staff, parent and pupil feedback and surveys

Consultation: Working with Parents

Hampstead Hill School is a part of Camden's Healthy School Scheme. As participants we:

- consult with parents, staff governors on health education policy
- train all our teachers to teach SRE
- listen to the views of children regarding SRE
- participate in local initiatives to support our SRE programme

The school is committed to working in close partnership with parents and carers who are the key people in teaching their children about sex and relationships. Parents/carers are invited to
comment on this policy and have been asked for their comments and any feedback or concerns that they may have.

A parent or carer who is concerned about any element of this policy, or is unhappy about their child’s participation, should discuss their feelings with the Principal.

**Confidentiality**

‘Schools must be absolutely clear about the boundaries of their legal and professional roles and responsibilities. A clear and explicit confidentiality policy should ensure good practice throughout the school, which both pupils and parents understand. Teachers cannot offer or guarantee absolute confidentiality.’

‘It is only in the most exceptional circumstances that schools should be in the position of having to handle information without parental knowledge.’

Parents/carers will be informed of the school’s confidentiality policy. The school will be acting in loco parentis. Whenever a pupil makes a disclosure, they will be persuaded to talk to their parents or carers. Child Protection issues will be addressed if necessary; but if not necessary, the wishes of the pupil will be taken into account.

**Monitoring and Evaluation**

The SRE policy is monitored and evaluated through an annual review process involving Staff, PSHE Co-ordinator, Senior Management Team, and the Principal.

**Smoke Free School**

At our school, we take seriously our duty to promote children and young people’s wellbeing and their spiritual, moral, social and cultural development (Education and Inspection Act, 2006). We see our commitment to creating a smoke free environment and developing pupil’s knowledge, attitudes and skills in decision making around smoking as part of our work on keeping children and young people safe around drugs and managing risk. Our aim is to ensure a whole-school approach to tobacco in order to protect all members of the school community from the harms of second-hand smoke and to prevent the uptake of, and reduce the prevalence of, smoking across the school community.

- This Policy applies to students, staff, parents/carers, members of the public, contractors or others working / using the School premises or vehicles and all vehicles used to transport students.
- Smoking is not permitted in any part of the school’s premises and grounds including the entrance area to the school, on land adjacent to the School building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.) or on the school road crossing.
patrol areas. This Policy will apply equally to future premises at the construction stage of any new building and refurbishment or relocation project.

- There are no designated smoking areas provided within the School buildings or grounds.

- The Smoke Free Policy applies to all events / activities held in the School including before and after school sessions, any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events. Smoking is not permitted in any school owned/hired/leased vehicles, as well as private vehicles when used for carrying students or staff on school business. **Please note: this is a statutory requirement.** Schools also have a duty to reinforce the smoking legislation on buses used for pupil transport.

- This Policy applies when students are taken off site on school excursions/ visits/trips. Staff and accompanying helpers will be reminded that smoking is not permitted when on duty / looking after students.

**Staff**

The Schools Disciplinary Procedure will be followed for members of staff who do not comply with the School’s Smoke Free Policy.

The staff member will be offered support to help them quit smoking through linking them with appropriate support in the community.
Related Policies:

1. 10.2 Medication
2. Health and Safety Policy: Violence at Work
3. Confidentiality Policy
4. Staff Disciplinary Procedures Policy
5. PHSE Policy
6. Equality/Diversity Policy
7. Disciplinary Policy

Date adopted: September 2016

Updated September 2016

Name: Andrea Taylor

Signed:
Keeping ourselves and others safe

In this unit, children learn that rules are important for keeping ourselves and others safe. Through investigation and circle-time activities they learn about the positive role of medicines and develop an understanding of how they can be harmful if not used properly. They identify different ways medicines are used, and people who can give medicines safely. They also learn that other household products can be harmful if not used properly, and learn ways to keep safe around them. They consider feelings associated with being unwell or injured, learn to value their health and reflect on what it might be like to have a long-term or serious illness.

Consideration must be given to children or families with long-term or serious illnesses.

The activities in the unit could be linked with work in English, science, PE and RE. Some links are included in the ‘Points to note’ section.

The unit could also be linked with unit 4 ‘People who help us’ and unit 8 ‘How do rules and laws affect me?’ in the key stages 1 and 2 citizenship scheme of work and unit 1A ‘Ourselves’ and unit 2B ‘Plants and animals in the local environment’ in the key stages 1 and 2 science scheme of work.

Where the unit fits in

This unit addresses the following aspects of the key stage 1 non-statutory framework for PSHE and citizenship, and the key stage 1 programme of study for science:

PSHE and citizenship

Developing confidence and responsibility and making the most of their abilities

Pupils should be taught:

1c to recognise, name and deal with their feelings in a positive way
Preparing to play an active role as citizens

Pupils should be taught:

2a to take part in discussions with one other person and the whole class

2d to agree and follow rules for their group and classroom, and understand how rules help them

Developing a healthy, safer lifestyle

Pupils should be taught:

3c how some diseases spread and can be controlled

3f that all household products, including medicines, can be harmful if not used properly

3g rules for, and ways of, keeping safe, including basic road safety, and about people who can help them to stay safe

Developing good relationships and respecting the differences between people

Pupils should be taught:

4a to recognise how their behaviour affects other people

4b to listen to other people, and play and work cooperatively

4d that family and friends should care for each other

Breadth of opportunities

During the key stage, pupils should be taught the Knowledge, skills and understanding through opportunities to:

5c take part in discussions

5d make real choices
5h ask for help

**Science**

Pupils should be taught:

Sc2 2a to recognise and compare the main external parts of the bodies of humans and other animals

Sc2 2d about the role of drugs as medicines.

**Expectations**

Expectations should be adapted according to the needs, age, stage and maturity of the children. It is expected that by the end of this unit most children will: know some simple rules for the classroom and the playground and explain how rules help keep us safe. They identify medicines and describe different ways they are taken. They know that some medicines can be prescribed only by a doctor and know some simple rules for using medicines safely. They identify some household products that can be harmful if not used safely, and know some ways to keep safe around them.

**Resources**

Resources include:

- simple games
- stories or poems about medicines and illness
- pictures of medicines, a syringe and a needle
- Professional Association for Teachers of Science (ASE) publication

*Be safe*

- the DfES PSHE website –www.teachernet.gov.uk/PSHE (information on resources and links to other websites)
Many groups and organisations produce online resources that are relevant to drug, alcohol and tobacco education. QCA has not printed these website addresses as it recognises that they can and do change, often at short notice. So that we can monitor and maintain a reliable and useful resource, the website addresses of the following organisations can be accessed through www.qca.org.uk/pshe

- Wired for Health
- Welltown
- Drug Education and Prevention Information Service (DEPIS) (provides information on resources for drug education and prevention)

NB: care should be taken when encouraging children to access websites

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<th>Learning objectives</th>
<th>Possible teaching activities</th>
<th>Learning outcomes</th>
<th>Points to note</th>
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<tbody>
<tr>
<td><strong>Rules are important</strong></td>
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<tr>
<td>• that rules are important for keeping safe</td>
<td>lay a simple game, e.g. snakes and ladders, or use an activity from PE that has rules. The game could be played in pairs, in groups or as a class. •Use a short story illustrating the consequences of someone breaking the rules. Talk about the importance of rules for keeping safe, e.g. – discuss what rules would have kept them safe during the game or activity – discuss the consequences and impact on others if rules are not followed</td>
<td>follow simple rules •explain how rules help keep us safe •anticipate the consequences of some actions •describe their feelings, listen to others and use their imagination to understand how others might feel</td>
<td>he development of ground rules (see beginning of the next activity) may be brought forward to the start of this section. •Link with unit 1 ‘Taking part – developing skills of communication and participation’ in the key</td>
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</table>
(encouraging the children to describe their feelings)
– encourage the children to talk about times they have broken rules
• Ask the children in pairs to compare and contrast safety rules in the classroom and playground, e.g. use pictures of children cutting paper or running, and discuss why it is safer to do these only in the classroom or playground. The pairs then share what they think with the rest of the class.
• Ask the children in small groups to think of some new rules for their classroom or playground that would help keep them safe, or provide them with examples of new rules. In pairs or small groups, they discuss which rules they think would or would not work, giving reasons. They identify one rule they want to adopt for the class or school. This could be extended to a whole-class discussion, for example through circle time. The children also identify how the class or school rules are agreed, e.g. through the class/school council. They vote on which rule they want to take forward into the process.
• As a class, discuss and identify who helps to keep children safe in school, out and about, and at home.

| • participate in discussions and reach agreements with others  
• devise simple questions to ask for help in different situations  
• begin to show concern and responsibility towards others  
• know how to ask for help from adults and how to say no to pressure  |
| stages 1 and 2 citizenship scheme of work.  
• Link with English: En1 S&L3a, 3e in the key stage 1 programme of study.  
• Link with PE: 2c in the key stage 1 programme of study.  
• Homework task: children could talk with parents or carers about some rules in the home. They discuss why the rules are there and what might happen if they were broken. Children and parents or carers could draw or write a story illustrating their ideas, or agree a new rule for keeping safe at home.  
• Finger puppets can be made very simply from strips of card with a hole |
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| **Feeling unwell and the role of medicines** | • Establish and agree (or review) ground rules for talking about feelings.  
• Read a short story or poem that expresses how it feels to be fit and well.  
• In circle time the children talk about times when they have been well and when they have been ill or needed treatment. Discuss what steps were taken to make them feel better, e.g. rest, talking about it, as well as whether they took medicines. What else made them feel better and who helped them?  
• Make a class list of medicines or treatments the children have heard about and add further examples. The list could include examples from different sources. | • Understand that medicines have different uses, and describe how medicines are taken  
• Know that medicines can be harmful if they are not taken correctly  
• Know which adults can give them medicines  
• Express their feelings and discuss ideas with other children  
• Understand simple rules | For ground rules, see appendix 5 of the Teacher’s guide in the key stages 1 and 2 scheme of work for citizenship. It may be helpful if the children have done some previous work on feelings in PSHE before they do these activities.  
• Explain that taking long-term medication is part of some children’s lives |
cultures and countries. Explain that medicines have a range of functions. Ask the children to work in pairs to categorise them, e.g. whether they – prevent illness (such as vaccinations) – ease pain (such as headache pills) – help the body fight illness (such as antibiotics) – help the body work properly or better (such as insulin, inhalers)

• Discuss alternatives to taking medicines, and explain that it can be harmful to use the wrong medicines or other people’s medicines.

• With the children working in pairs, in groups or as a whole class, give them an outline of a human body. They decide whether the medicines they have discussed go inside or outside the body and then write or stick pictures of them in the appropriate place.

• The children list all the ways that medicines get into the body, e.g. swallowed, inhaled, injected, absorbed through the skin. Explain that medicines should be taken only in the way they are intended, or they could damage the body.

• Ask the children to consider who can give different types of medicine, e.g. doctor, nurse, pharmacist, school nurse, parent. Explain that some medicines about the safe use of medicines and some of the reasons why we need such rules daily life and that these children have to learn how to give themselves medicines, e.g. children with diabetes. Discuss some of the difficulties such children face, e.g. remembering to take the medicine, having other children tease them.

• The interactive website www.welltown.gov.uk can be used to explore different types of illness.

• Health professionals may be able to support these activities.

• It may be useful to prepare word banks or cards for some of the more difficult terms.

• Link with science: key stage 1 Sc2 2a in the programme of study and unit 1A in the key stages 1 and 2.
can be prescribed only by a doctor and must be obtained from a pharmacist. The children could make finger puppets of various characters (to add to those made in the earlier activity) or masks, or be given picture cards, e.g. doctor, pharmacist, nurse, teacher, parent, friend, themselves. Talk about the role each of these people has and who can give different types of medicine. Avoid stereotypes by discussing a range of people.

• The children could use their puppets, masks or pictures to role-play going to the doctor and then collecting a prescription.

• Review what the children have learnt by considering what rules apply to the safe use of medicines, e.g. which adults can give out medicine, following the instructions, not taking other people’s medicines.

• Talk about the school’s policy on medicines. Discuss why the rules are in place and what might happen if children did not follow the rules. The children could produce a poster for display, drawing attention to the school’s policy on medicines.

Extension activity: have a discussion to explore the difference between having to and choosing to take medicines.

<table>
<thead>
<tr>
<th>Science scheme of work.</th>
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<tbody>
<tr>
<td>• Homework tasks could include:</td>
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<tr>
<td>– talking with parents or carers about the medicines they have used and why they had them</td>
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<tr>
<td>– making and decorating the finger puppets or pictures of various people who can give medicines and using them to discuss with parents or carers who should give particular medicines</td>
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<tr>
<td>– writing a story or poem about what it feels like to be ill</td>
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<tr>
<td>– discussing with parents all the things someone can do to feel better when they are ill, apart from taking medicines</td>
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• Schools may have different
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<tbody>
<tr>
<td><strong>Children learn:</strong></td>
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<td><strong>Children learn:</strong></td>
<td>This activity can be linked to the literacy hour, using stories about medicines as starting points and encouraging children to write responsive statements.</td>
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<tr>
<td><strong>How medicines can be harmful</strong></td>
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<td><strong>How medicines can be harmful</strong></td>
<td>• Some parents may not want</td>
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<tr>
<td>that medicines can be harmful if not used properly</td>
<td>tell a story about a child who, not knowing any better, decided to take some of a friend’s medicine. Ask the children to explain why taking someone else’s medicine is dangerous.</td>
<td>understand that medicines must be used properly or they can be harmful</td>
<td>• Link with English: En1 S&amp;L10c in the programme of study.</td>
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<tr>
<td>• ways to stay safe around medicines</td>
<td>• The children work in pairs or small groups to discuss simple scenarios about how medicines could be misused, e.g. – forgetting to take a medicine – taking too much medicine in one go – taking medicines too often Video clips or pictures may be useful triggers</td>
<td>• explain some ways that people misuse medicines</td>
<td>• Link with English: En1 S&amp;L10c in the programme of study.</td>
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<td></td>
<td></td>
<td>• follow simple rules for keeping safe around medicines</td>
<td>• Some parents may not want</td>
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<td></td>
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<td>• show they care about keeping themselves and others safe</td>
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for the discussions.
• Each pair or group feeds back their key points about one situation.
• Discuss some key points about using medicines safely. The children design a short safety leaflet explaining what they have learnt about rules.
• The children could invite a primary care worker, e.g. a GP, a nurse, to see their work and talk in more detail about the role of medicines and of the different people who give them.
• Ask the children to find out where medicines are kept at home and to draw or write their findings.

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<tr>
<td><strong>Children learn:</strong></td>
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<td><strong>Children learn:</strong></td>
<td>some parents may not want their children to know where they keep medicines.</td>
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<tr>
<td><strong>Safety around household substances</strong></td>
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<tr>
<td>that some household substances can be harmful if not used properly</td>
<td>ask the children to report on where medicines or household substances are kept in their home, and to suggest reasons why they are there.</td>
<td>• identify some household substances that can be harmful</td>
<td></td>
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<tr>
<td>• how to recognise some basic warning symbols on packaging</td>
<td>• Explain that household substances can be just as harmful as medicines if not used properly, and that they have to be stored carefully. Show the children pictures or cleaned-out containers of a variety of substances, e.g. bleach, glue, pesticide. Talk about what these</td>
<td>• follow simple rules for keeping safe</td>
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<tr>
<td>• the importance of following rules and instructions for keeping safe</td>
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<td>• understand symbols showing that something is dangerous</td>
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<tr>
<td>• what to do when someone is hurt</td>
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<td>• know what to do when</td>
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substances are used for and how they can be harmful if not used for their proper purpose. The children could sort the containers by placing them on the floor in one of three rings, labelled ‘safe to touch’, ‘unsafe to touch’ and ‘don’t know’. Establish some simple rules for keeping safe around household substances.

- Ask the children to decide which common household substances should be locked away or used only by adults and then place the pictures or empty containers on a diagram of a shelf or locked cupboard. Include substances such as toiletries and cleaning materials.
- Show the children warning symbols and labels on containers. Explain what they mean. Explain what to do if someone accidentally swallows some of the substance or gets some on their skin.
- The children write a story or role-play a situation where a younger child has found a household substance. They describe how they would explain to the child what its purpose is, and how it can be harmful if not used properly.

Someone gets hurt

to children why containers should be clean and empty for this activity.

- Further activities can be found on internet sites with games about safety around the home, e.g. – www.welltown.gov.uk – www.teachernet.gov.uk/pshe
- An alternative focus or additional activities can be included here, e.g. activities about rules for litter. Establish and agree some simple rules for what children should do if they find litter that could be dangerous, e.g. needles or discarded medicines. Children could go on a litter hunt around the school and record on a simple map what they find.

- Link with science: Sc2 5c in
Also links with work on other hazardous materials around the home (and elsewhere). See unit 2B ‘Plants and animals in the local environment’ in the key stages 1 and 2 scheme of work.

- The Professional Association for Teachers of Science (ASE) publication Be safe contains helpful information.
- NB: Some children are allergic to some plant material, e.g. peanuts.
- Link with English: En1 S&L4a in the programme of study.
- Homework task: children work with parents or carers to identify which substances are harmful and how they
should be used safely. They record the names of substances in the home that have warning labels or symbols.

QCA Guidance acknowledged.