

# English Martyrs' Catholic School



## Drugs Policy

*English Martyrs, as a community centred in Christ,  
strives to develop the talents of each person.  
'May they all be one.'*

Approved/reviewed by Governors:	
	September 2022
Date of next review	September 2023

### Rationale:

As a Catholic community we recognise the great value of all God's gifts and affirm the positive value of drugs properly used and administered. We also recognise the danger to individuals and society of harmful use of drugs, alcohol and tobacco. Accordingly we seek to educate our young people to have a proper respect for their health and the health of others and to understand the value of drugs, alcohol and tobacco. This policy sets out our approach.

### Aim:

The aim of this policy is to acknowledge and clarify the schools' role in drug education and prevention of misuse and ensure it is appropriate to students' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community.

### Statutory duty of the school:

The Principal takes overall responsibility for the policy and its implementation, for liaison with the governing body, parents, LA and appropriate outside agencies. The Principal will ensure that all staff dealing with substance issues are adequately supported and trained.

Teachers will need to be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information as well as support.

This policy should also be read in conjunction with the PHSE policy, medicines policy, health and safety/smoking policy, SEN and discipline/behaviour policy. As a matter of course, all staff, parents/carers and students are reminded of this policy on an annual basis. This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/residentials etc.

### **Definition:**

'Drugs' are taken here to mean those that are legal, such as alcohol, tobacco, Vapour Cigarettes and over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc.

The school believes that the possession and or use of such drugs, except prescribed medicines, by students in school, during the school day, at home or while travelling to/from school is unacceptable. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while students are on school visits. Individual exceptions may be made for students who require prescription medicines where appropriate.

### **Section 1: Drugs Education:**

- (i) The school provides a planned drug education curriculum throughout Keystage 3 and Keystage 4.
  - Key Stage 3, 11-14 year olds are taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange
  - Key Stage 4, 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions.
- (ii) Other discretionary topics will be delivered through RE, PSHE and Citizenship and will reflect knowledge, understanding, attitudes and social skills that will:
  - Enable students to make healthy, informed choices
  - Promote positive attitudes to healthy lifestyles
  - Provide accurate information about substances
  - Increase understanding about the implications and possible consequences of use and misuse
  - Widen understanding about related health and social issues
  - Enable young people to identify sources of appropriate advice and personal support
  - Respect for dignity of life and community life/community good

On the whole drug education will be delivered by our staff but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and have their contributions evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The school will seek to engage agencies such as the LA, police, health and drug agencies.

## **Section 2: Medical Emergencies:**

- Any medical emergencies will be dealt with as per Appendix A.

## **Section 3: Misuse of Supply of Drugs:**

- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc., the matter will be dealt with as a 'Safeguarding Matter' and referred in the first instance to the school's Deputy Headteacher for Safeguarding. The case will then be discussed with the young person and a written record taken (see Appendix C); parents/carers will be informed as soon as possible. The support of the Police and outside agencies will be sought as appropriate. Disciplinary action will be taken as appropriate (see Section 6).
- Where appropriate the matter will be reported to the Police.
- The school will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per Appendix B: staff, students, parents/carers will be informed of these issues.
- English Martyrs' School will not knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). Where it is suspected that substances are being sold on the premises, details regarding those involved, as well as much information as possible, will be passed to the police.
- Disciplinary action will be taken in all incidents of the misuse or supply of alcohol or drugs. The level and severity of the sanction will be at the discretion of the Principal based on the specific circumstances and any contingent factors. However, the Principal will be expected by governors to consider whether permanent exclusion is the appropriate action in all cases.

All staff, parents/carers and young people will be reminded of this policy, and its procedures, on a regular basis.

APPENDIX A: Drug situation – medical emergencies

APPENDIX B: Situations involving drugs without medical authority

APPENDIX C: Record of drug-related situation (a specimen record sheet)

## **Appendix A: 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 disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

**The main responsibility is for the student 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
- send for first aider
- 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 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 can 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 them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another student
- The admin team then will notify parents/carers (as with any emergency medical referral)

*For needle stick (sharps) injuries:*

- 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**

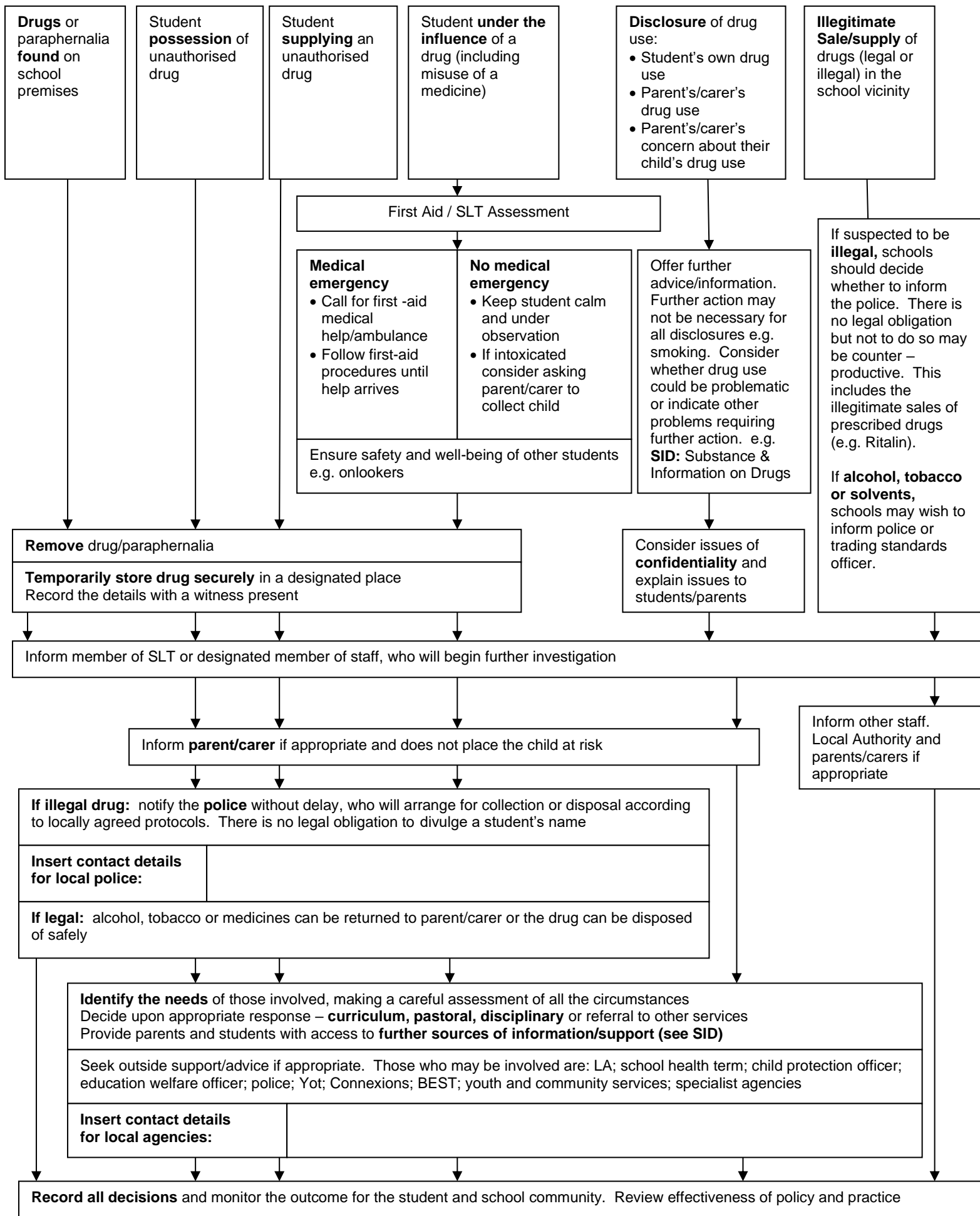
- pass on any information available, including vomit and any drug samples

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

**This form is based on Appendix 9 of Drugs: guidance for schools.**

**“Drugs”** refers to **all drugs** including **medicines** (prescription and “over the counter”), **volatile substances, alcohol, tobacco and illegal drugs.**

## APPENDIX B: Responding to incidents involving drugs



## Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the student involved
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the student's name and form – store securely

Tick to indicate category:

Drug or paraphernalia found ON school premises

Emergency/Intoxication

Student in possession of unauthorised drug

Student supplying unauthorised drug on school premises

☐ Student disclosure of drug use

☐ Disclosure of parent/carers drug misuse

☐ Parent/carers expresses concern

☐ Incident occurring OFF school premises

☐
☐
☐
☐

Name of student*:	Name of school:
Student's form*: (*for school records only)	Time of incident: am/pm
Age of student: MALE/FEMALE	Date of incident:
Ethnicity of student**:	
Tick box if second or subsequent incident Involving same student	Report form completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO

(Delete as necessary)

First Aid given by: .....

Called by: ..... Time: .....

**Drug involved (if known):**

**(e.g. Alcohol, paracetamol, Ecstasy)**

Drug found/removed? YES / NO

Where found/seized:

.....

.....

Senior staff involved:

.....

Name and signature of witness:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Name of parent/carers informed*:	(*for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):
--

Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, students/staff informed, sanction imposed, LA/GP/Police consulted)
--

## **Record of Drug Related Incident**

Confirmed or Suspected Drug Related Incident? (please circle)

Did the incident involve Possession? Use? Supply? (circle all that apply)

Date of incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of incident: **M T W T F S Su**

Time of incident \_\_\_\_\_ **am / pm**

Location (please circle) **In School Building. School Grounds. Off Premises.**

Number and ages of people involved: **Females** = \_\_\_\_\_ **Ages** \_\_\_\_\_  
**Males** = \_\_\_\_\_ **Ages** \_\_\_\_\_

Did the incident involve any non-students of the school? **Yes / No**  
(if yes give details in written report)

Types of drug involved (please circle): **Medicines, Tobacco, Alcohol, Solvents, Cannabis, Heroin, Amphetamine, Ecstasy, Cocaine, Crack, LSD, Mushrooms, Poppers. Unknown / Other** (please put details in written report).  
**Needles / Paraphernalia.**

Please answer yes or no to these questions:

**Parents contacted ( ) Police contacted ( ) Police attended ( )**

**School searched student ( ) LEA contacted ( ) Medical assistance given ( )**

**Ambulance called ( ) Drug confiscated ( ) Drug disposed of by school ( )**

**Drug given to Police ( ) Other Agencies involved** (Details in written report) ( )

Summary of exclusions resulting from this incident

<b>Sex</b>	<b>Age</b>	<b>Years</b>	<b>Permanent</b>	<b>Fixed term No. of days</b>

Have the student/s involved been told how to get further help/support? ( )

Have the parents been told how to get further help/support? ( )

# **Smoking Policy**

## **Staff and Students**

### **Rationale**

Smoking is a major cause of illness and early death, and affects non-smokers through passive smoking. The laws prohibiting smoking made under The Health Act 2006 require that enclosed or substantially enclosed public places and workplaces are smoke-free. In addition, since October 2007, it has been illegal to sell tobacco products to anyone under the age of 18.

Accordingly the school recognises its duty to discourage smoking and to encourage a healthy lifestyle.

### **Aims**

1. To apply the law prohibiting smoking made under The Health Act 2006 by providing a no-smoking environment.
2. To make students aware of the health risks involved in smoking. To encourage students to cope with pressures on them to take up smoking and enable them to make informed, responsible choices.
3. To support the national targets for reducing the proportion of smokers in all age groups.

### **1. Introduction**

- 1.1 In line with the Health Act 2006 and subsequently, law since 1<sup>st</sup> July 2007, English Martyrs Catholic School is a designated non-smoking site. This policy identifies how English Martyrs School will continue to maintain a smoke free environment within the school premises for the benefit of students, staff, visitors, parents and carers as well as members of the public.
- 1.2 English Martyrs School will continue to encourage and support students to stop smoking through PSHECE (Personal, Social, Health, Economic Wellbeing & Citizenship Education), the tutor programme, and the provision of the school based Smoking Cessation Programme run by Pastoral Support in conjunction with the local authority which occurs outside of school hours.
- 1.3 The Health and Safety at Work Act etc (1974) requires that the school take reasonable measures to protect the health and safety of employees and members of the public visiting the school premises.
- 1.4 Passive smoking is a health and safety issue for all adults in the workplace, leading to increased costs to the school through sick pay, absenteeism, loss of productivity and potential litigation.
- 1.5 Children and young people are more susceptible than adults to the effects of passive smoking. 17,000 children under the age of five are admitted to hospital every year in the UK as a result of breathing second hand smoke. Associated illnesses include bronchitis, pneumonia, asthma and other respiratory problems.

### **2. Rationale for the Existence of School Smoking Policies**

- 2.1 Everyone has the right to breathe clean air.
- 2.2 Smoking is the single most preventable cause of premature death and ill health in our society



- 2.3 72% of the adult population do not smoke.
- 2.4 Schools are in an ideal position to influence the health of the community they serve. The school environment, smoking education programme offered and the messages given about tobacco, have key roles to play in reducing smoking amongst young people, staff and visitors.
- 2.5 Where smoking is permitted on school sites this devalues the health education input students receive on smoking and provides contradictory messages to them. Schools have an important role in modelling non-smoking as the norm.
- 2.6 Children need to receive consistent messages and require non-smoking role models within the school.

### **3. English Martyrs' Catholic School Rationale**

- 3.1 English Martyrs' Catholic School recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working and learning environment where health and safety of the staff, students, parents, carers and members of the public who visit the school premises are of paramount importance.
- 3.2 The purpose of the policy is to protect and improve health, safety and well-being of all staff, students, parents, carers and members of the public who visit the school premises.
- 3.3 English Martyrs' School will place particular emphasis on raising awareness amongst students on the impact of smoking and second hand smoke, as part of the taught curriculum in Personal Social Health and Citizenship Education (PSHECE).

### **4. Policy Strategy**

- 4.1 The school is designated a no-smoking site and everyone involved with the school community is expected to adhere to the Smoking Policy. Those groups are:
- Employees
  - Student Teachers
  - Students
  - Voluntary helpers
  - Governors
  - Visitors/Parents/Carers
  - Contractors working on site
  - Individuals using the leisure facilities
  - Individuals attending an outside letting
  - Individuals attending a social event
- 4.2 In accordance with the School's Smoking Policy, the following will apply:

#### **Students**

- Students are not allowed to smoke at school or whilst engaged in any off-site activity representing the school
- Students should not smoke whilst travelling to or from school when in English Martyrs' School uniform.
- Students should not be present when other students are smoking, or they will face the same consequences as those who are smoking

#### **Staff**

- Staff are recognised `role models` and as such are required not to smoke in sight of students. This will include visits, school excursions and include both teaching and non-teaching staff, near the school site.
- The spirit of this policy will also apply to employees whilst exercising direct responsibility for students on off-site activities, e.g. in the school mini-bus, school fixtures, school trips etc.

### **Visitors**

- The Smoking Policy applies to all visitors to the school including suppliers, supply or temporary staff and contractors.

### **Parents and Carers**

- It will be requested that Parents and Carers adhere to the Smoking Policy and refrain from smoking on the school grounds.

### **Events**

- The school's Smoking Policy applies to all social events
- Where events are booked by outside agencies, all parties are to be made aware of the school's Smoking Policy

## **5. Students who are found contravening the school no smoking policy.**

### **5.1 When a student is found smoking or with smokers in the vicinity of the school site.**

- Parents will be notified by letter that their child has contravened the Smoking Policy and will be placed in isolation.
- The student will also have an opportunity to work through a Smoking Cessation Programme which they will do this at a designated time outside of the school day.
- Repeat offenders will face a fixed term exclusion from school and the school reserves' the right to issue a £50 penalty in line with current legislation