



DRUGS & MEDICATION POLICY

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

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Our school vision

We are inspired to be a vibrant, joyful community in which we know and love one another, leading together and growing together by:

- Appreciating everyone and everything around us
- Making one another feel safe
- Sharing, so no one feels left out
- Living well together in love
- Moving forward together in hope

Our vision, drugs and medication

If we are to feel safe and to live well, it is important for everyone in our community to understand the proper place for drugs and medication in society. Alongside school policies covering behaviour, discipline, health and safety, welfare, citizenship and PSHE, this policy outlines our approach to the administration of medication to pupils in school, and to age-appropriate education about the use and misuse of drugs in contemporary culture and society.

Introduction

It is a statutory requirement for state schools to have in place a Drugs Education programme. In primary schools, pupils have opportunities to learn about keeping themselves healthy and safe through PSHE and Science programmes. This policy reflects DfE guidance on drugs; it also accords with advice in the Healthy Schools Programme, guidance from the LA, and guidance from the local Drug Action team.

Aims and objectives

The aims of this policy are to:

- clarify the school's approach to drugs, for staff, pupils, governors, parents or carers, and to clarify the legal requirements and responsibilities;
- give guidance to staff on the school's drugs education programme;
- safeguard the health and safety of pupils and staff in our school;
- enable staff to manage drug-related incidents properly.

Terminology

The term 'drugs' is used throughout this policy to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- all legal drugs, including alcohol and tobacco, and also volatile substances (those giving off a gas or vapour which can be inhaled);
- all medicines, whether over-the-counter or on prescription.

Bayford School statement

Bayford School believes that the presence of unauthorised drugs in our school is not acceptable.

We want our school to be a safe place for us all to work, and the presence of unauthorised drugs represents a threat to our health and safety and to that of our pupils.

Responsibilities

The Head Teacher will:

- ensure that staff and parents/carers are informed about this drugs policy;
- ensure that the policy is implemented effectively;
- manage any drug-related incidents;
- ensure that staff are given sufficient training, so that they can teach effectively about drugs, and handle any difficult issues with sensitivity;
- liaise with external agencies regarding the school drugs education programme;
- monitor the policy on a day-to-day basis, and report to governors, when requested, on the effectiveness of the policy.

The governing body will:

- regularly review the school's Drugs Policy to ensure it is in line with the best advice available;
- remain aware of general guidelines on drugs education;
- support the Head Teacher in following these guidelines;
- inform and consult with parents and carers about the drugs education policy if required to do so;
- support the Head Teacher in any case conferences, or in appeals against exclusions.

Objectives of drugs education

Drugs education should enable pupils to develop their knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. It should:

- build on knowledge and understanding;
- provide accurate information, and clear up misunderstandings;
- explore attitudes and values, and examine the risks and consequences of actions relating to drugs;
- develop pupils' interpersonal skills, their understanding of rules and laws, and their self-awareness and self-esteem;
- ensure that all children are taught about drugs in a consistent manner, following guidelines that have been agreed by parents/carers, governors and staff.

Drugs education

We regard drugs education as a whole-school issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in science, PSHE and citizenship, RE and PE. There are also opportunities during class discussion times.

Teaching about drugs will begin in Key Stage 1, when pupils are taught about the importance of medicines, their safe handling, how they work on our body and that they can be harmful to us.

In Key Stage 2, pupils will explore their knowledge and attitudes towards drugs, smoking and alcohol, why people start smoking and why people drink alcohol. They will learn about the risks of misusing alcohol, the effects of drugs on our body and the effects of smoking on our health.

We aim to teach all pupils about drugs, however different their attainment levels, and however diverse their requirements. We recognise that pupils with special educational needs may be more vulnerable, that different communities have different attitudes towards drug abuse, and that some pupils may have drug-abusing parents or carers.

Drugs education takes place during normal lesson time as part of PSHE lessons. Sometimes, a class teacher will seek support from the school nursing service or another health professional/organisation. In teaching this course, we follow the DfE and LA guidelines. The resources and materials that we use are recommended either by the Health Authority or by the LA. Lessons that focus on drugs education form part of a sequence of lessons that are designed to promote a healthy lifestyle.

Drugs at school

Whilst at school, it may be necessary for the school to administer over-the-counter products to ease a child's illness. The medications authorised to be administered in school are:

- Paracetamol
- Ibuprofen
- Bite Relief Cream
- Antiseptic Cream
- Piriton

These can only be administered after the parent has been phoned and has given verbal permission. When a child starts the school, and every September, the form appended to this policy must be completed as either a paper copy or on Arbor.

Pupils on short term prescription drugs may have them administered by school personnel. The parents should complete the form appended to this policy and hand it in to the office. The school will only administer the dose that has been prescribed on the medication unless accompanied by a letter from the GP stating a change of dose.

Where children have long term health needs, parents and carers must give us details of the child's condition and medication. Parents and carers will bring the medication to school in a secure, labelled container. Records will be kept of all medication received and given. Emergency medication may be stored securely in the classroom (for anaphylaxis or asthma); other drugs will be stored securely in the school office. All affected pupils will have a care plan appropriate to their condition produced and stored in the office.

If medication is required by pupils whilst on a residential trip with the school, this will be handed to the designated member of staff. This will also be accompanied with the form appended to this policy and will only be administered in accordance with the prescription label unless accompanied by a GP letter. All medication must be labelled with the child's name and stored in a locked box.

Solvents and other hazardous chemicals must be stored securely, to prevent inappropriate access, or use by pupils. Teachers are cautious with older, solvent-based products, with aerosols, with glues and with board-cleaning fluids.

Legal drugs are legitimately in school only when authorised by the Head Teacher. Members of staff who smoke must keep their tobacco and matches or lighters secure. Smoking and use of e-cigarettes is not permitted anywhere in the school.

Alcohol to be consumed at community or parents' events will be stored securely beforehand. To sell alcohol we must be licensed under the Licensing (Occasional Permissions) Act 1983. Occasionally, members of staff may consume limited amounts of alcoholic drinks in the staff room if sanctioned by the Head Teacher.

Drugs incidents

An incident involving unauthorised drugs in school is most likely to involve alcohol, tobacco or volatile substances, rather than illegal drugs.

The first priority is safety and first aid, i.e. calling the emergency services and placing unconscious people in the recovery position. An intoxicated pupil does not represent a medical emergency, unless unconscious.

Pupils suspected of being intoxicated from inhaling a volatile substance will be kept calm: chasing can place intolerable strain on the heart, thus precipitating sudden death.

Any drug suspected of being illegal will be confiscated and stored securely, awaiting disposal; these precautions must be witnessed and recorded. Staff should not taste unknown or confiscated substances.

Legal but unauthorised drugs or medicines will also be confiscated, and will be returned to parents or carers; the school may arrange for the safe disposal of volatile substances.

Where a pupil is suspected of concealing an unauthorised drug, staff are not permitted to carry out a personal search, but may search pupils' bags, trays, etc.

The Head Teacher will decide whether the police need to be called or whether the school will manage the incident internally.

A full record will be made of any incident.

The Head Teacher will conduct an investigation into the nature and seriousness of any incident, in order to determine an appropriate response.

The role of parents and carers

The school is well aware that the primary role in children's drugs education lies with parents and carers. We wish to build a positive and supporting relationship with the parents/carers of our pupils, through mutual understanding, trust and cooperation. To promote this objective, we will:

- inform parents or carers about the school drugs policy by publishing it on the school website;
- invite parents and carers to view the materials used to teach drugs education in our school;
- answer any questions that parents and carers may have about the drugs education that their child receives in school;
- take seriously any issue which parents and carers raise with teachers or governors about this policy, or about arrangements for drugs education in the school;
- inform parents and carers about the best practice known with regard to drugs education, so that the parents/carers can support the key messages being given to children at school.

When an incident concerning unauthorised drugs has occurred in school, and a pupil is involved, we will inform the parents or carers, and explain how we intend to respond to the incident.

Staff will be cautious about discharging a pupil to the care of an intoxicated parent, particularly when the parent intends driving the pupil home. Staff will suggest an alternative arrangement. The focus will be the pupil's welfare and safety. Where the behaviour of an intoxicated parent repeatedly places a child at risk, or the parent or carer becomes abusive or violent, the Head Teacher should consider whether the circumstances of the case are serious enough to invoke child protection procedures, and possibly the involvement of the police.

Monitoring and Review

A member of the Governing body will review the drugs policy on a regular basis. If the policy appears to need modification, then that Governor will report their findings and recommendations to the Head Teacher and make necessary amendments. Governors will

always take into serious consideration any representation from parents and carers about the drugs education programme, and comments will be appropriately handled.

Date: October 2023

Review Date: September 2025



Parental consent for the use of medication in school

As a school we are looking to provide the best care to your child whilst in our charge. In the event that your child is unwell at school, we are able to administer over the counter medication with your parental consent.

The medicines will be administered in accordance with the dosages and age ranges on the packet and will be recorded in the school office.

You will also be informed with a phone call prior to your child being given any medication.

Our current Drugs and Medication Policy is available on the school website:

<https://bayford.herts.sch.uk/policies/#school>

Name of child.....

Child's Class.....

I(*insert your name*) give permission for the drug(s) signed for below to be administered to my child when necessary.

Name of drug/medication	Purpose of medication	Please sign below against each drug we may administer
Paracetamol: for example, Calpol	Pain relief	
Ibuprofen	Pain relief	
Piriton	Hay fever symptoms	
Bite Relief Cream: for example, Anthisan	Bite and sting relief	
Antiseptic Cream: for example, Savlon	Bite and sting relief/minor grazes	

Allergies

Please delete and/or complete as appropriate:

(a) To the best of my knowledge my child has no allergies.

(b) My child is allergic to.....

Signed.....

Date.....