

Kings International College for Business & the Arts

Drugs Education Policy and the Management of Medicines and Prescribed Drugs and Medicines within the College Community

Definition:

Drugs are defined as alcohol, tobacco, volatile substances, illegal drugs & medicines.

Aims:

The College is committed to the health & safety of all its members and will take action to safeguard their wellbeing. Alcohol, cigarettes, volatile substances, illegal drugs & *non-prescription drugs are forbidden to all students on College property and during College visits. Smoking is not permitted on any part of the College site. Staff must not consume alcohol during designated duty periods on off-site activities.

* Prescribed medicines should be left with student reception staff with authorisation from the parent & clear instructions.

- To safeguard the health & safety of the students.
- To safeguard the health & safety of the staff & visitors to the school
- To provide a structure for the development, implementation & monitoring of the drugs education programme.
- To enable students to make healthy, informed choices by having access to accurate information, by challenging attitudes & by developing & practising skills.
- To increase understanding about the implications & possible consequences of use & misuse of substances
- To enable young people to identify sources of appropriate personal support
- To ensure that drugs administered for treatment purposes, on the College premises are managed in the best interests of those involved & that records are kept & maintained.
- To share the actions to be taken should a person be in possession or using illegal drugs.

The Drugs Education Programme

These aims are fulfilled through aspects of the students' experiences in the taught curriculum, informal curriculum & through opportunities for extra-curricular activities. Drugs education in the taught curriculum is delivered specifically through the Personal Development Programme and Science. Opportunities to reinforce learning will occur in other parts of the curriculum. The College actively co-operates with other agencies such as Community Police, Social Services & Health & Drug Agencies to deliver its commitment to Drugs Education.

The programme will:-

1. Provide accurate information about drugs & their effects.
2. Develop self esteem
3. Encourage responsible behaviour
4. Emphasize the impact on health
5. Challenge attitudes to illegal drugs
6. Explore social issues such as crime & damage to relationships
7. Explore health issues e.g. HIV & AIDS

Staff Support & Training

Staff involved with teaching the Drugs Education Programme will be provided with the opportunity to develop the appropriate subject knowledge & teaching methods through faculty support, involvement of PDP co-ordinator or the CPD co-ordinator as appropriate.

Appendix D (Behaviour Policy) outlines the course of action staff should take in the light of the use of drugs, alcohol, volatile substances (solvents).

Management of Medicines & Prescribed Drugs & Medicines within the College Community.

Distribution & Use

1. Parents/carers provide any specific, prescribed medicines required for use during the College day, together with necessary instructions. These are stored in the filing cabinet at student reception. All medicines must be provided in the original box from the pharmacy which shows the expiry date, name of student & required dosage. Other than epi-pens & inhalers students should not carry prescribed medicines with them around College.
2. Paracetamol is administered to Year 10 & 11 only in exceptional circumstances and only after lunch & when student reception staff have been able to contact parents/carers for permission. A record of the administration of paracetamol is kept at student reception.
3. Students may be carrying their own painkillers, of which the College has no knowledge, if a student asks permission to take one of their tablets this will be refused as parental permission has not been received. Members of teaching staff are not permitted to phone home for permission as there is no written record of administration.

Storage

Medicines are stored in the filing cabinet at student reception. It is the responsibility of parents/carers to ensure drugs are within date & replaced. This responsibility is made clear to parents/carers in written communication by the Executive Principal. Parents/Carers are encouraged to keep back up inhalers in College for emergencies.

Disposal

The disposal of out of date prescribed medicines & used syringes (as appropriate) is the responsibility of parents/carers.

Confidentiality:

Confidential notes indicating specific medical issues are provided for staff information and reflect the information provided by parents/carers. Further detail where appropriate is kept on file by the Vice Principal with responsibility for Child Protection.

Situations will arise where there is serious cause for concern regarding the safety of students, or staff are approached individually for advice regarding a drug related matter.

- Students must be reassured that their best interests are of prime consideration
- **But no guarantee of confidentiality can be given by any member of staff**
- Staff will ensure that the student knows that the information is to be shared before discussing it with Vice Principal Child Protection and provide appropriate support
- It is not appropriate for any member of staff to give advice on drugs to **individual students**.

- All suspected drug abuse cases must be reported to Vice Principal Child Protection immediately, in accordance with the College's Child Protection Policy
- Students must be encouraged to talk to their parents or carers and given support to do so
- Staff will ensure that the student is informed of the sources of help.

Media enquiries will be handled by the Executive Principal. In the absence of the Executive Principal, but in consultation with him, media enquiries will be handled by the Head of College.

Monitoring and Review:

Monitoring of the PDP programme will take the following forms:

- Lesson Observations by line managers of Science, and the Personal Development Programme
- Evaluation sheets completed with regard to the PDP Programme by the Co-ordinator.
- Reviewing the plan of provision against the requirements of legislation and the Curriculum by Vice Principal Curriculum.