

**Introduction**

Safeguarding the wellbeing of our students is our key priority at Bradford Academy. This policy forms part of our Safeguarding Policy Portfolio, and outlines how we implement national guidance on drugs and substance misuse.

This policy describes Academy's approach to drug education and issues related to the use of drugs and substances as they affect members of the Academy community, their safety, well-being and legal and statutory responsibilities. This draft policy has been updated to reflect the latest guidance provided for the DSCF by the Advisory Group on Drug and Alcohol Education (2008); it will be subject to wider consultation detailed below.

The policy provides guidance on:

- ◆ How the Academy deals with drug related incidents
- ◆ Drug education in the curriculum

**Policy Development**

Bradford Academy is committed to involving all stakeholders in the development of this policy. This draft update has been produced in light of the new guidance, and will be used as the basis for wider consultation of student, staff and parental voice. We recognise that by involving our whole school community we will ensure:

- ◆ that their views, feelings and needs are taken into account
- ◆ that they fully understand their roles and responsibilities
- ◆ that they feel ownership of, and commitment to, the resulting policy.

We will consult with student voice groups in its development in the summer term 2010, and seek the views of parents/carers through feedback via the website and parent consultations through our Parental Involvement Coordinator (Sandra Reynolds). This policy will replace our current drugs education policy in full from September 2010.

**Location and Development**

Copies of this policy will be placed on the Learning Gateway and School Website. Hard copies will be available on request.

**The context of the policy and its relationship with other policies**

The drug and substance misuse policy at Bradford Academy reflects our mission, vision and values. Appropriate and responsible drug education, and a clear approach to the management of drugs, are crucial in preparing our students to be responsible citizens. In order to deliver high quality drug education, we need to be sensitive and pay due regard to the moral, legal, religious and cultural considerations which are involved.

This policy forms part of our Safeguarding Policy Portfolio, and should be looked at specifically in the context of the following school policies:

- ◆ Personal, Social and Health Education;
- ◆ Child Protection;
- ◆ Health and Safety;

- ◆ Positive Behaviour Policy;
- ◆ Health and Safety – Educational Visits Policy.
- ◆ Medical Needs Policy

### **Local and National Guidance**

This policy has used the guidance provided by the DCSF, Teachernet, Healthy Schools Programme and update guidance from the Advisory Group on Drugs Education. It also used the Drugs Education Guidance (2004)

### **The purpose of the Academy drug policy is to:**

- ◆ clarify the legal requirements and responsibilities of the Academy
- ◆ reinforce and safeguard the health, wellbeing and safety of students and others who use the Academy
- ◆ clarify the Academy’s approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- ◆ give guidance on developing, implementing and monitoring the drug education programme
- ◆ enable staff to manage drugs on Academy premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- ◆ ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the Academy
- ◆ provide a basis for evaluating the effectiveness of the Academy drug education programme and the management of incidents involving illegal and other unauthorised drugs
- ◆ reinforce the role of the Academy in contributing to local and national strategies.
- ◆ set out the arrangements for collaboration and communication with local agencies offering targeted and specialist support for young people in need and their families

### **Where and to whom the policy applies**

This policy applies to all students, staff, parents/carers, governors, multi-professional team and third sector partners, as well as volunteers and visitors to the Academy.

The definition of *Academy*

- ◆ the buildings and grounds within the Academy perimeter at times when students are authorised to be on the premises.
- ◆ Any location visited by students as part of an organised school visit, in and outside school hours.

### **Definitions**

The definition of a drug given by the United Nations Office on Drugs and Crime is:

**A substance people take to change the way they feel, think or behave.**

The term ‘drugs’ and ‘drug education’, unless otherwise stated, is used throughout this document to refer to all drugs:

**“Drugs”** refers to all drugs **including medicines, volatile substances, alcohol, tobacco and illegal drugs**

The term ‘*drug*’ includes:

- ◆ all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- ◆ all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), khat and alkyl nitrites (also known as poppers)
- ◆ all over-the-counter and prescription medicines.

The term ‘*supplying*’ is considered to be the ‘*passing / selling of drugs or the possession of an amount of drugs above that required for personal use*’.

## **Bradford Academy stance towards drugs, health and the needs of our students**

*Illegal and other unauthorised drugs are not acceptable within the boundaries of the Academy identified above.*

The policy gives guidance to students, parents / carers and staff on:

- ◆ what substances are authorised on Academy premises and in what circumstances;
- ◆ how the health and safety of the Academy community is safeguarded;
- ◆ what action the Academy will take if a drug-related incident should occur;
- ◆ how staff should respond to drug-related issues in different contexts.
- ◆ supporting advice and guidance in this area is clearly outlined in the appendices.
- ◆ Ensuring that the first concern in managing drugs is the health and safety of the Academy community and meeting the pastoral needs of our students.

### **Staff with responsibility for drugs and misuse of substances policy**

The senior designated person for drugs and misuse of substances is **Mr John Craig** (Assistant Principal, Support and Guidance)

The designated person for dealing with drug incidents is **Mr Phil Allen** (Lead Behaviour Director)

The designated person for drug education is **Mr Bradley Moxon** (Lead for Personal, Social, and Health Education - PSHE)

The designated Governor for Safeguarding (to include drug and substance misuse policy) is **Mr Barry Miller**

### **Responsibilities of designated people**

The **designated people for drug education and incidents** will:

- ◆ ensure that the school community is informed about the drug 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 drug education programme.
- ◆ Monitor the policy and report to governors, when requested, on the effectiveness of the policy.

The **governing body** will:

- ◆ designate a governor with specific responsibility for drug education and incidents;
- ◆ support the Principal in any case conferences, or in appeals against exclusion.

### **Drug education**

Drug education is a major component in preventing drug, alcohol, tobacco and other substance misuse, and in promoting the health and wellbeing of all children and young people. Drug education aims to minimise the number of young people engaging in drug use; to delay the onset of first use; to reduce the harm caused by drugs; and to enable those who have concerns about drugs to seek help and know how to do so.

The aim of drug education is to provide planned and structured learning opportunities for pupils to develop their **knowledge, skills, attitudes and understanding** about all drugs, including alcohol and tobacco and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

- ◆ The policy gives guidance on the role of staff in drug education, its development, delivery and monitoring.
- ◆ It provides information for students and parents / carers about the drug education students will receive.
- ◆ It provides the basis for evaluating the effectiveness of our drug education.
- ◆ It indicates how the school contributes to local and national strategies.

Drug education at Bradford Academy is taught explicitly through our PSHCE and Science programmes, as well as throughout the national curriculum. Each subject area has a responsibility to contribute to the personal well-being of all our students in order that they can make informed decisions regarding drugs. See Science and PSHE Schemes for Learning for details of drug education learning objectives and processes – an outline of drug education can be found in appendix xi of this policy

#### **Objectives of the drug education programme:**

A high quality drug education programme should enable students to develop knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle and informed choices, relating to their own and others' actions. It should:

- ◆ Increase students' **knowledge** and **understanding** and clarify misconceptions about:
  - the short and long term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - the prevalence and acceptability of drug use among peers
  - the complex moral, social, emotional and political issues surrounding drugs
- ◆ develop students' personal and social **skills** to make informed decisions and keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk
  - communicating effectively
  - resisting pressures
  - finding information, help and advice
  - devising problem-solving and coping strategies
  - developing self-awareness and self-esteem
- ◆ enable students to explore their own and other peoples' **attitudes** towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences

In addition, we will:

- ◆ actively encourage student voice in the development and review of the programme;
- ◆ build on students' prior knowledge and understanding;
- ◆ provide accurate information, and challenge misunderstandings;
- ◆ explore attitudes and values, and examine risks and consequences of actions relating to drugs;
- ◆ develop students' interpersonal skills, their understanding of rules and law, and their self-awareness and self-esteem;
- ◆ ensure that all students are taught about drugs in a consistent manner, following guidelines that have been agreed through consultation.
- ◆ involve the Academy's multi-professional team and external agencies and people in the development, delivery and review of the programme.

#### **At Key Stage 3 students learn about**

- ◆ basic facts and laws, including Academy expectations, about alcohol, tobacco, illegal substances and the risks of misusing prescribed drugs.
- ◆ drugs, alcohol, tobacco and the law – a local, national and global view.

- ◆ why people use drugs.
- ◆ how the abuse of alcohol, solvents and other drugs affects health
- ◆ how the growth and reproduction of bacteria and viruses can affect health and how the body's natural defences may be enhanced by immunisation and medicines.
- ◆ The role of lung structure in gas exchange, including the effects of smoking

#### **At Key Stage 4 students learn about:**

- ◆ the effects of solvents, alcohol, tobacco and other drugs on body functions.
- ◆ the health risks of alcohol, tobacco and other drug use, early sexual activity and pregnancy, different food choices and about safer choices they can make.
- ◆ managing risk.
- ◆ giving and receiving support.

Drug education is a whole school issue. The opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in PSHE, Science, RE, Citizenship, English and PE. In addition, we will use external partners to co-deliver aspects of the curriculum where appropriate. Details of this can be found in the PSHE Scheme for Learning.

#### **Staff support and training**

All staff are responsible for safeguarding the wellbeing of students in the Academy. They are provided with clear guidance regarding what to look for and who to go to with concerns. Training is provided for staff in their induction and as part of their membership of Bradford Academy Professional Learning Community (PLC). Briefings are provided for associate staff, who are encouraged to share any concerns they may have regarding our students. ECM issues are included annually in our PLC sessions; in addition, staff who explicitly teach about drug and substance misuse in their subjects (mainly PSHE and Science) have access to both internal and external courses and support.

Bradford Academy has strong links with other agencies, including our own Multi-professional team as well as external agencies such as health, social care and the police. Where appropriate, we encourage strong partnerships and share our knowledge, experience and practice in order to add to the quality of our drug education programme.

#### **Assessment, Monitoring, Evaluation and Review**

This policy will be reviewed annually as part of the policy review cycle. This includes:

- ◆ analysis of any drug related incidents
- ◆ lesson observations, scrutiny of student work and planning to ensure quality of drug education meets the standards set by the Academy.

#### **Management of drugs at school and dealing with drug related incidents**

- ◆ Any member of Bradford Academy staff may be required to respond to a drug related incident. It is important that all staff familiarise themselves with the following guidance in order to feel confident that they deal with any incident consistently and in line with Academy policy. We will ensure that the policy is made available to all staff and to all those who wish to see it. It will be on the school website.
- ◆ It is equally important that adults keep any incident that may arise in perspective: **most young people do not abuse drugs**. Should an incident occur, our immediate concern is for the welfare of the student involved and the Academy community. The fact that a drug or substance is involved should not cloud the decision to pursue our pastoral and / or disciplinary procedures.
- ◆ Staff should be alert to identifiable changes in a student's demeanour, appearance, and / or behaviour (for example, having large sums of money on them, falling asleep or being overactive in

class) but must bear in mind that substance misuse is only one of several possible explanations. Similarly, there may be other explanations for the possession of 'drug-related paraphernalia' such as aluminium foil, charred drinks etc. However, concerns should be passed on to the designated person for drug incidents to decide how to proceed.

- ◆ All staff new to the school will be introduced to the drugs policy as part of their induction programme.
- ◆ All staff will receive drug awareness training.
- ◆ Drug incidents will be recorded and monitored by the designated person for drug incidents – these will be logged in the Serious Incident Book kept in LML office.(see appendix ii).
- ◆ **It should be made very clear that a student who is in possession of classified drugs in the Academy with the purpose of supplying should expect to be permanently excluded (see appendix vii)**

## Medicines

### Staff should follow the guidance laid down in the Medical Needs Policy

- ◆ No member of staff may give any kind of medicine to a student. This includes painkillers.
- ◆ Students should not need to bring to the Academy medicines like painkillers and cough mixtures.
- ◆ However, if a student is likely to need a non-prescribed medicine, it is the parent / carer's responsibility to ensure that the student has only the minimum required in his or her possession, solely for his or her own use. This medicine should be handed to the Duty First Aider or the DSP Manager as appropriate, with a note from the parent/carer outlining the condition being treated, the dosage to be administered and the time(s) it is to be administered. This medicine should be locked away in the medical cabinet by the Duty First Aider or the DSP Manager as appropriate
- ◆ In exceptional circumstances, a member of staff may seek a parent / carer's permission by telephone to give a required medicine such as paracetamol.

### Prescribed medicines

- ◆ If a student is required to take prescribed medication, parents / carers should advise the Academy, either by informing the learning guide in writing or by contacting the school office. This written confirmation should be passed to the Duty First Aider or the DSP Manager on receipt, along with the medication.
- ◆ If a student is likely to suffer any effects such as drowsiness, the Academy must be informed.
- ◆ It is the parent / carer's responsibility to ensure that student only has the minimum medication required for the day in his or her possession, solely for his or her own use.
- ◆ Medicines should be handed to the duty First Aider or the DSP Manager as stated above..

## Alcohol

- ◆ No student may have alcohol in any form on the school premises. This includes bottles and canned drinks such as shandy and alcopops.
- ◆ No student should consume alcohol in any form during the school day, on or off the Academy's premises.
- ◆ Members of staff should not consume alcohol or be affected by alcohol when working with students. Staff are advised that failure to observe this may result in disciplinary action.
- ◆ The same applies if staff attend an Academy event where they are working with students.
- ◆ It does not apply if staff are invited to a social event that is not organised by the school for example, a Year 13 ball off site when Year 13 have left school, as they are classed as adults.
- ◆ Consumption of alcohol by adults at organised social events, including those organised in the Academy should be at the discretion of the Principal and / or governing body, in line with licensing laws.

## Smoking and tobacco

- ◆ In accordance with the July 2007 legislation Bradford Academy is a non smoking site (please refer to Smoking policy).

- ◆ No student should bring to school any tobacco product or associated items such as lighters or matches. Unauthorised items will be confiscated. Please refer to the Positive Behaviour policy.
- ◆ Students are not allowed to smoke on or around Academy premises, on school visits or school related social events.

### **Volatile substances (see appendix i)**

The storage of authorised volatile substances is covered in the Health and Safety policy.

- ◆ Staff are responsible for ensuring the safe use of volatile substances in the Academy.
- ◆ Students are able to bring the following to school for their specific purpose:
  - Anti-perspirant and deodorant spray;
  - Perfume / body spray;
  - Hairspray and other aerosol hair products;
  - Non toxic glues such as Pritt or UHU;
  - Non solvent based correction fluid.
- ◆ Unauthorised products will be confiscated. Please refer to the Behaviour policy.
- ◆ Staff should be made aware of the physical effects of volatile substances, particularly the possible effect on heart rhythm. It is essential that a calm atmosphere is maintained if the student is found to be intoxicated, in order to avoid shock or heart failure.

### **School property and searches**

- ◆ Members of staff are only permitted to search students' personal possessions such as bags and coats with the **consent of the student**. If a student volunteers or requests a personal search e.g. of pockets or a bag, this should be done as sensitively as possible, in the presence of an adult witness and away from public view.
- ◆ Members of staff may search school property such as a school locker if it is believed there are grounds for this. This should be conducted in the presence of the student concerned and with an adult witness in attendance.
- ◆ The student's agreement is needed to remove any personal possession. If this is not given, the property (e.g. locker) should be isolated and the school's Health & Safety policy should be followed.
- ◆ It is important that all staff understand the implication of searches in the context of drug-related incidents. Anyone who carries out or witnesses such a search may be required to give evidence should police action follow. **It is important that as few people are directly involved in the process as possible.**
- ◆ Any suspected substance should be handled as little as possible.
- ◆ The member of staff should involve the designated person for drug incidents as quickly as possible.

### **First Aid**

**Details of First Aid arrangements can be found in the Health and Safety Policy.**

- ◆ The point of contact is the Reception
- ◆ The Academy has a designated Duty First Aider based in the Medical Room near reception

### **Role of the Police**

- ◆ It will be up to the designated person for drug incidents, together with the Academy's senior leadership team, to decide whether or not police involvement is necessary. Our Safer Schools Officer will be consulted for advice on issues without giving specific details.
- ◆ There is no requirement to report any incident but it should be remembered that non-reporting at some stage may be counterproductive or hinder subsequent investigations.
- ◆ When details are given, this will mean that a crime is being reported.
- ◆ In the case of drug supplying within agreed Academy boundaries, **the police will be automatically involved.**

### **Involvement of parents and carers**

- ◆ Parents and carers have a key role to play in helping their children to develop responsible attitudes to drugs. Their views on the drug education programme and the management of drug-related incidents will form part of the process of policy review.
- ◆ Parents and carers are encouraged to approach the school at any time if they have any concerns about drug issues in relation to their child.
- ◆ If a student is found to be misusing drugs in any way in the Academy, the parent(s) or carer(s) will be informed as soon as possible unless there are indications that this would not be in the interests of the student. **It is the Academy's decision to contact parents when staff are given unsubstantiated information about drug use. The matter will be dealt with sensitively by the designated person for drug incidents, together with the Academy's Senior Leadership Team, who will offer advice about support if appropriate.**
- ◆ The Academy will actively determine ways of informing parents and carers about the Academy's approach to drugs.
- ◆ We have a responsibility to addressing the wider needs of students who are involved in drugs; we will seek, through our multi-professional team, appropriate support for such students, including access to external support if needed.

### **Children of user parents**

- ◆ It is recognised that children with user parents may be vulnerable in different ways and the Academy will provide for this within its Support system and within the drug education programme. Where appropriate, our multi-professional team will be deployed to support the family and enable them to access external support.

### **Confidentiality**

- ◆ As with all child protection issues, confidentiality cannot be promised (**see appendix iii**).
- ◆ Members of staff should make clear what the boundaries of confidentiality are so that the student understands how and why sensitive information may be passed on.
- ◆ The student's right to privacy should be respected, regardless of the gravity of the incident, so sensitive information should only be shared with relevant people and agencies.

### **Local Media**

- Contact with the local media in the context of drug-related issues will only be through the Principal.

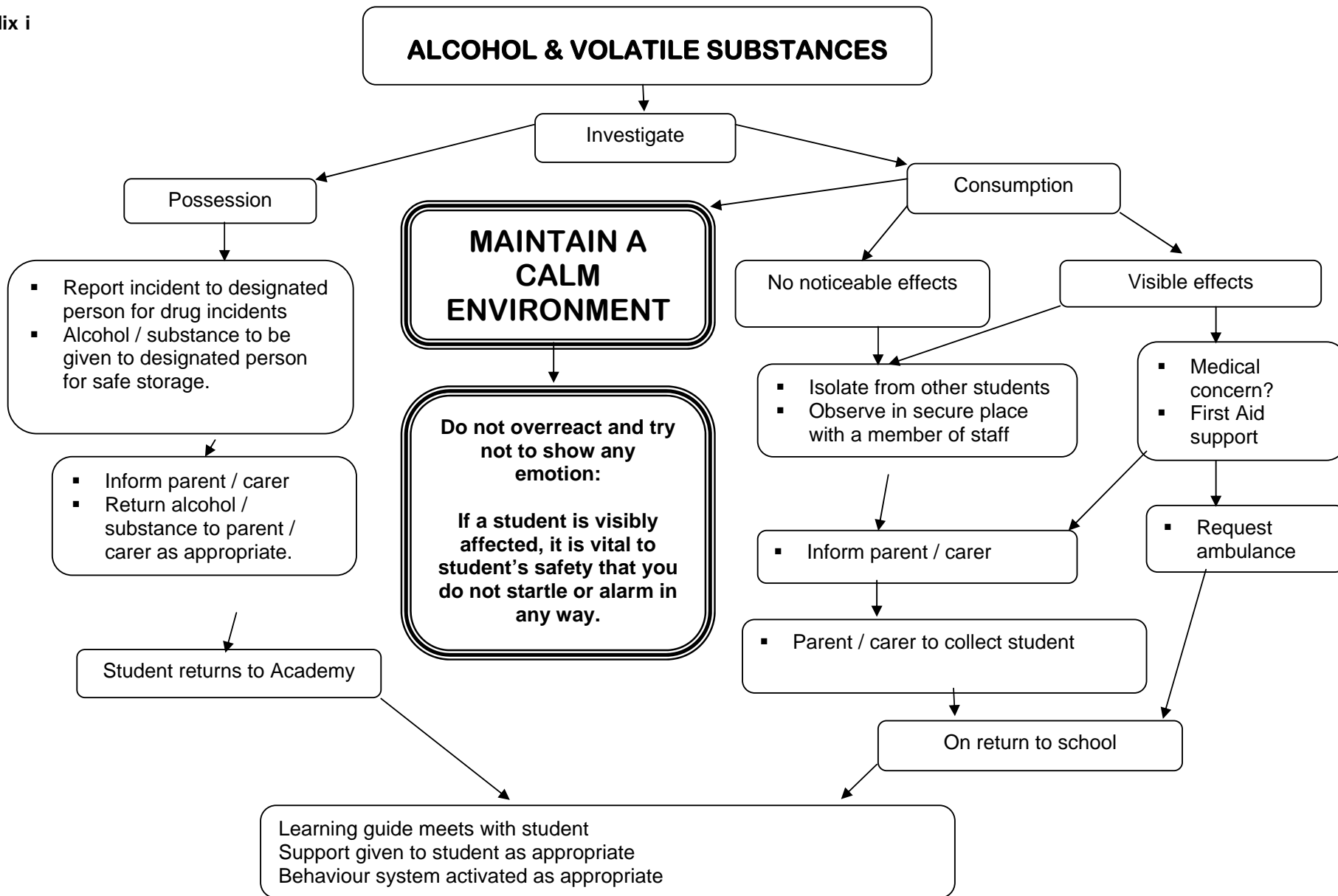
### **Support**

The following local agencies provide support for individuals with problematic or potentially problematic drug use. This information is available for all members of the Academy community – both students and staff with problematic drug use are entitled to support.

	<b>Name and Agency</b>	<b>Contact details</b>
Health issues	Suzanne Yusuf - School Nurse Primary Care Trust	01274 228993 Suzanne.yusuf@bradford.nhs.uk
Alcohol	Masood Ahmed Young Peoples Drug and Alcohol Service	08000730721

<b>Key national organisations:</b>			
Drugscope	<a href="http://www.drugscope.org.uk">www.drugscope.org.uk</a>		Information updates
Frank	<a href="http://www.talktofrank.com">www.talktofrank.com</a>	0800 77 66 00	Information, support
Adfam	<a href="http://www.adfam.org.uk">www.adfam.org.uk</a>	020 7928 8898	Information, support
NHS	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>	0845 46 47	Information, support
	<a href="http://www.drugs.gov.uk">www.drugs.gov.uk</a>		Information

<b>Designated person for drug education</b>	Bradley Moxon
<b>Designated person within the Senior Leadership Team</b>	John Craig
<b>Designated person who deals with drug related incidents</b>	Phil Allen
<b>Designated governor-</b>	Barry Miller
<b>References and acknowledgements</b>	This policy has been updated following guidance from the Advisory Group on Drugs Education (2008) as part of the consultation (13 November 2009 – 15 February 2010)
<b>Date of policy</b>	January 2010 (draft)
<b>Review date</b>	September 2010 following consultation



**Appendix ii**

**Record of Incident involving unauthorised drug**

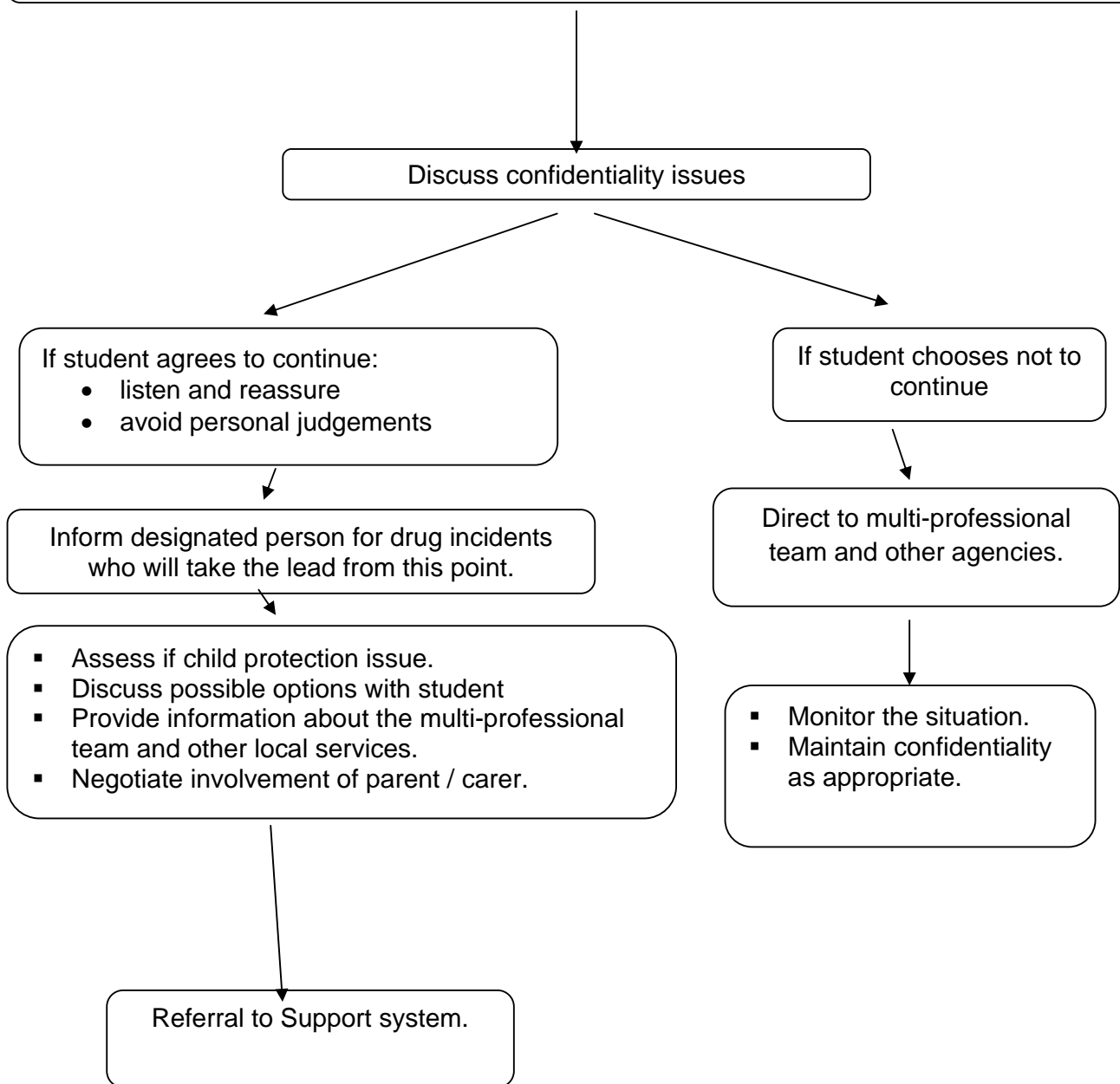
- 1) For help and advice telephone the LA
- 2) Complete this form WITHOUT identifying the student involved
- 3) Copy the form and send to LA within 24 hours of the incident to the LA
- 4) KEEP the original, adding the student's name and home team – record in the serious incident book and store securely

<b>Tick to indicate the category:</b>	
Drug or paraphernalia found ON Academy premises	Student disclosure of drug use
Emergency/Intoxication	Disclosure of parent/carer drug misuse
Student in possession of unauthorised drug	Parent/carer expresses concern
Students supplying unauthorised drug on Academy premises	Incident occurring OFF Academy premises

<b>Name of student</b>	<b>Name of School</b>
<b>Home team of student</b>	<b>Time of incident</b> <span style="float: right;">am/pm</span>
<b>Age:</b> <b>Male/Female:</b>	<b>Date of incident</b>
<b>Ethnicity of student</b>	
<b>Tick box if second or subsequent incident involving same student</b> <input type="checkbox"/>	
<b>First Aid given?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Ambulance/Doctor called?</b> (delete as necessary) Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Called by:</b> <b>Time:</b>
<b>First Aid given by:</b>	<b>Drug Found/Removed?</b>  <b>Where Found/Seized?</b>  <b>Name and Signature of Witness</b>
<b>Drug involved (if known)( e.g. alcohol, paracetamol, ecstasy)</b>	<b>Disposal arranged with (police, parents, other)</b>  <b>At time</b>  <b>If police, incident reference number:</b>
<b>Name of parents/carers informed:</b>	
<b>Informed by:</b>	<b>Time:</b>
<b>Brief Description of incident (including any physical symptoms):</b>	
<b>Has Screening been Conducted? What was the conclusion reached?</b>	
<b>Has a pre-CAF and/or a CAF been completed? What was the conclusion reached?</b>	
<b>Other action taken: (e.g. liaison with multi-agency team, Educational Psychology report, case conference, police involved, school sanction etc.)</b>	

**Continue overleaf if necessary**

# DISCLOSURE OF DRUG USE



## Appendix iv

### THE SAFE HANDLING, COLLECTION AND DISPOSAL OF DRUGS, DRUG PARAPHERNALIA, HYPODERMIC NEEDLES AND SYRINGES.

#### Drugs

- If a student finds any illegal substance, or if a member of staff confiscates or finds any illegal substance, the designated person for drug incidents should be informed immediately. This person will advise and lead on the safe disposal or storage of such materials.
- Students must be informed what procedure to follow through the drug education programme. A student must not touch the substance but inform a member of staff immediately.
- Dealing with substances must always be done with a witness and recorded immediately.
- Do NOT place substances down the toilet or the sink (revised Environment Act). It is advisable to lock the substance away and contact a police officer who can collect it and dispose of it appropriately.
- No further explanation will be requested by the Police in 'minor' incidents. If an explanation is requested, staff should liaise with the designated person for drug incidents.
- Alternatively, prescription medication can be returned to a pharmacist for disposal.

#### Drug paraphernalia

Any drug paraphernalia e.g. bongs, pipes, used tin foil and spoons etc should be destroyed and/or thrown away. The designated person for drug incidents should be informed of this and this should be recorded.

#### Hypodermic needles and syringes

The Academy has a sharps disposal bin for needles or syringes found on the premises, which is collected and disposed of by our supplier

If needles or syringes are found on public land e.g. roads, footpaths, gulleys or drains, you should not handle these yourself unless it is unavoidable:

Contact the 24 hour needle collection line ..... to be supplied. They will deal with the matter.

#### Handling needles and syringes

The following procedure must be followed when you are required to pick up or remove hypodermic needles or syringes (sharps). Careful handling will eliminate the risks of injury which could lead to infection.

- Always wear disposable gloves or if available protective gloves.
- Keep the handling of the works to a minimum wherever possible. Use a brush and shovel or tweezers.

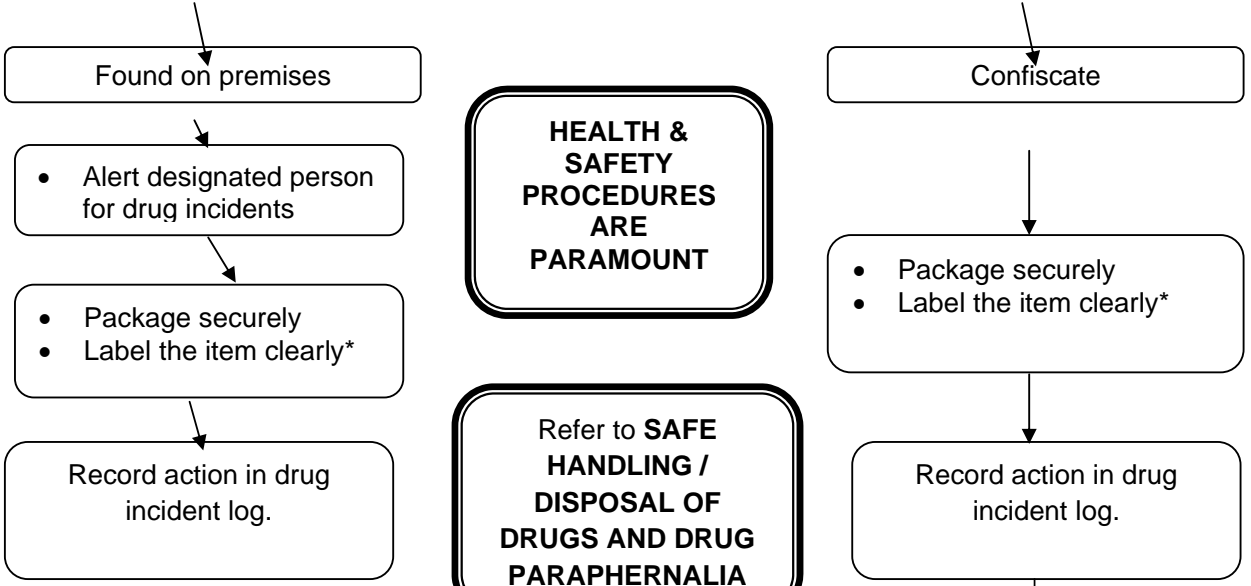
- When handling the works, always bring the sharps box/tin can to the works – do not carry the works any distance if it can be avoided.
- Always hold the works by the barrel of the syringe, never by the needle or the plunger.
- Place the works into the disposal container needle first.
- Sharps containers should always be locked away until they are collected by the Trade Waste workers.

If you are accidentally injured by a hypodermic needle it is important to follow the procedure below:

<b>BLEED</b>	Allow the wound to bleed (but do not force bleeding or suck the wound)
<b>WASH</b>	Wash the site of the injury with soap and water. Cover with a waterproof dressing.
<b>REPORT</b>	The incident should be reported to your First Aid representative and recorded.
<b>MEDICAL ADVICE</b>	Contact GP immediately or attend the Accident & Emergency Department as soon as possible.

# HANDLING DRUGS & PARAPHERNALIA

NB In case of possible future police action, drugs and paraphernalia should be handled by as FEW people as possible. **The designated person for drug incidents should do this.** However, where another staff member has handled the drug/substance initially, they should continue, under the supervision of the designated person for drug incidents.



**HEALTH & SAFETY PROCEDURES ARE PARAMOUNT**

**Refer to SAFE HANDLING / DISPOSAL OF DRUGS AND DRUG PARAPHERNALIA**

Designated person for drug incidents decides if police involvement is needed.

No Yes

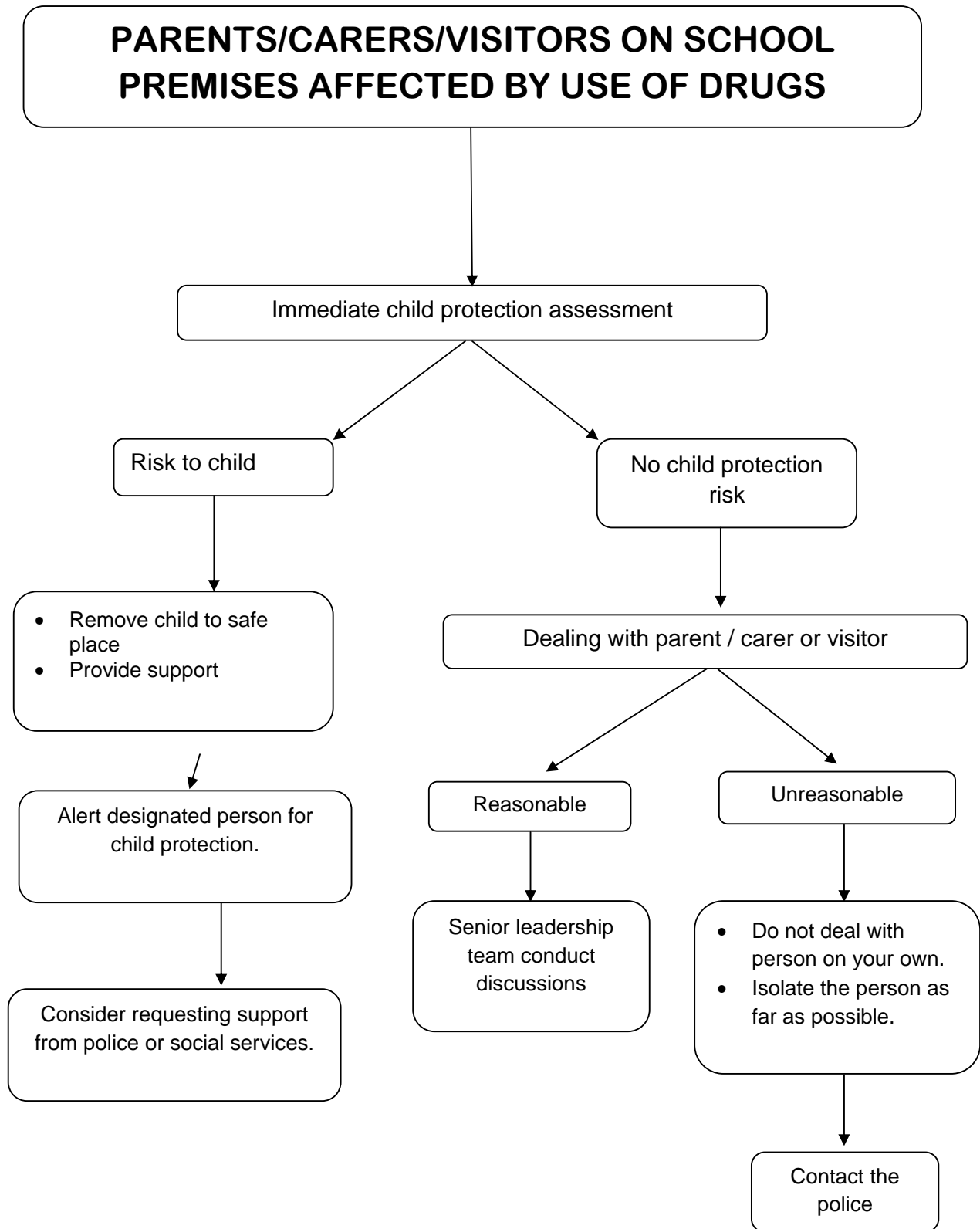
Arrange for disposal via

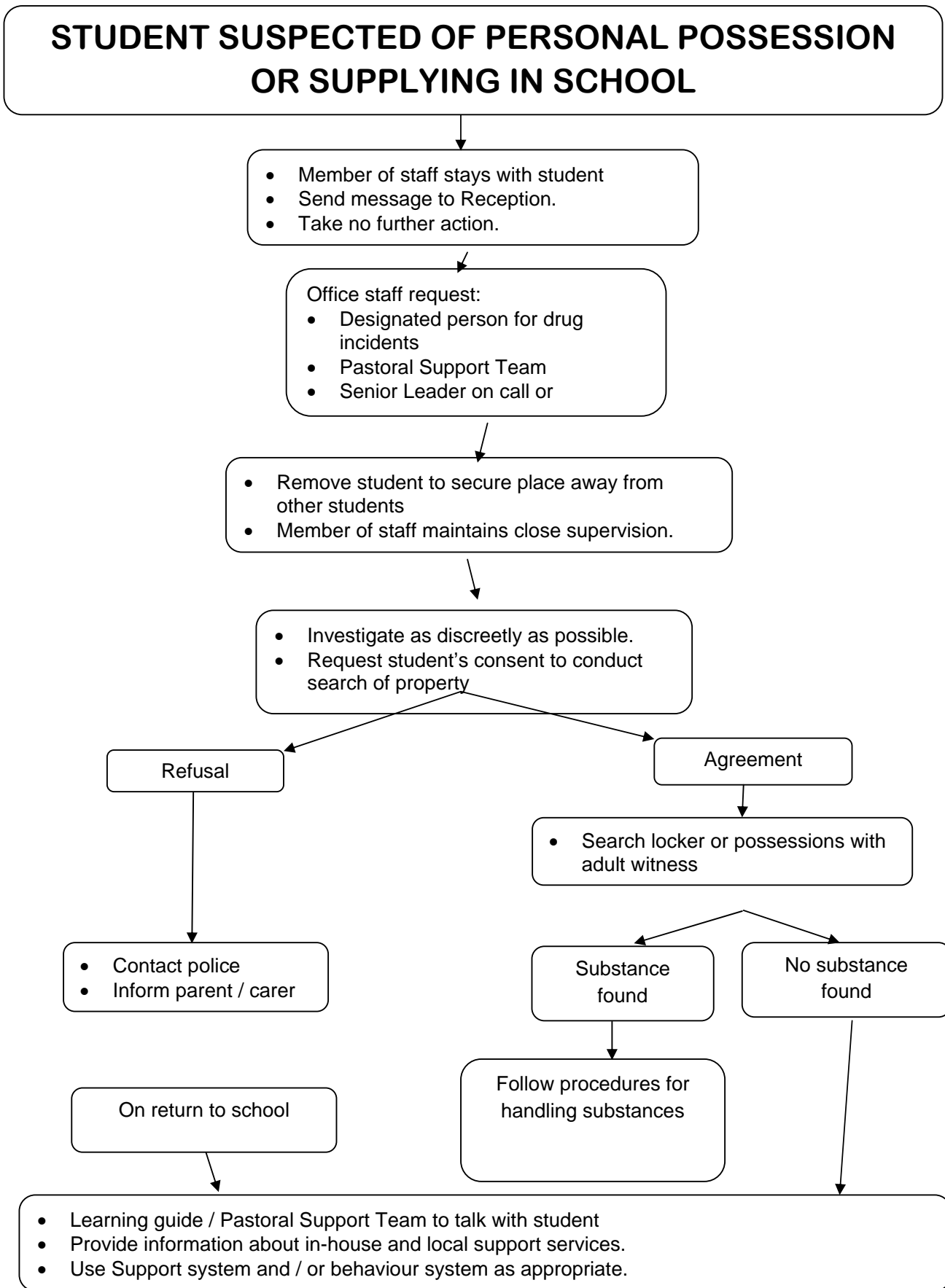
- Police or
- Medical facility

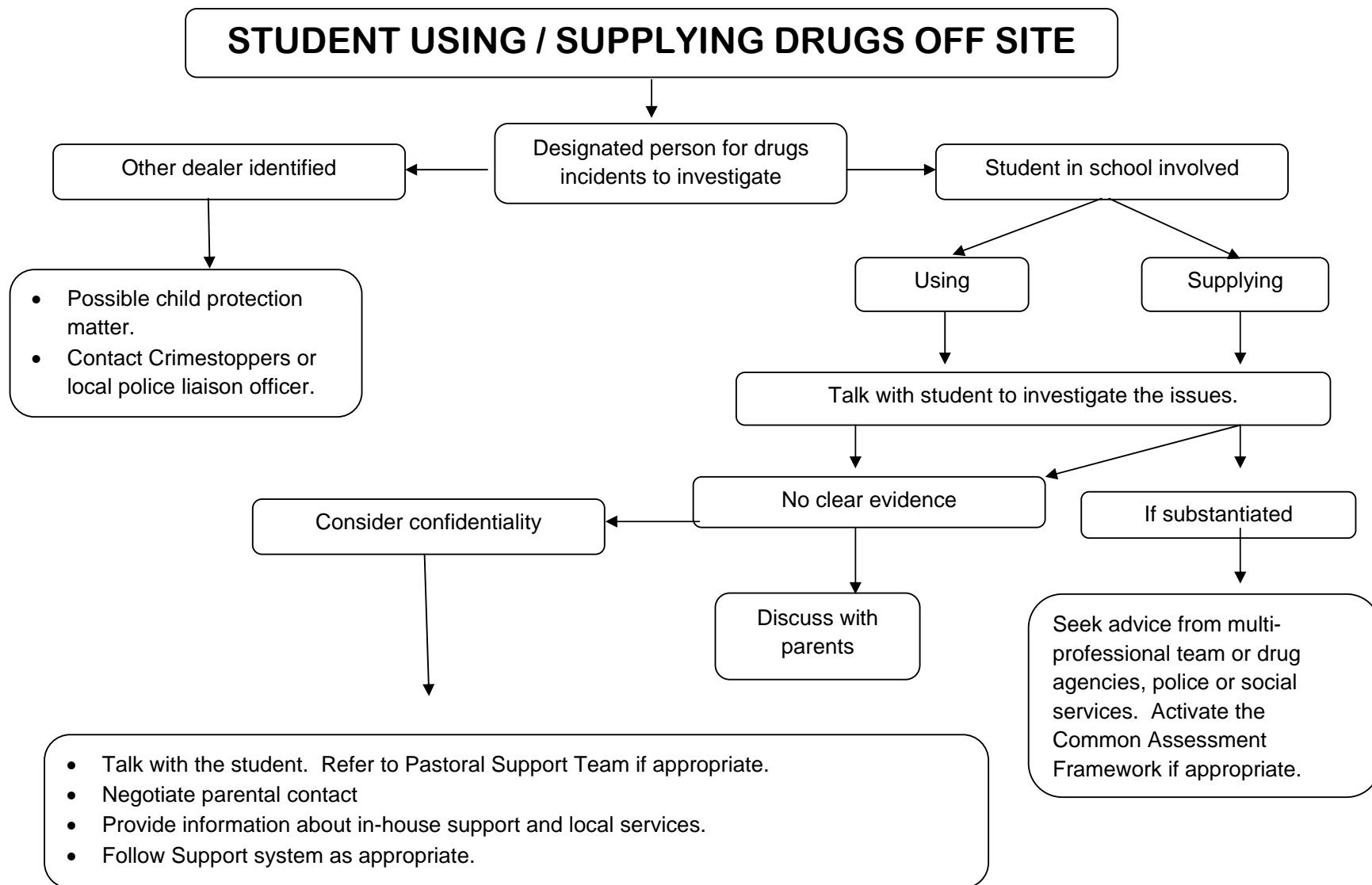
- Place in secure Academy storage in the presence of a named witness.
- Allow limited access to the storage until the evidence is removed by police or other appropriate agencies.

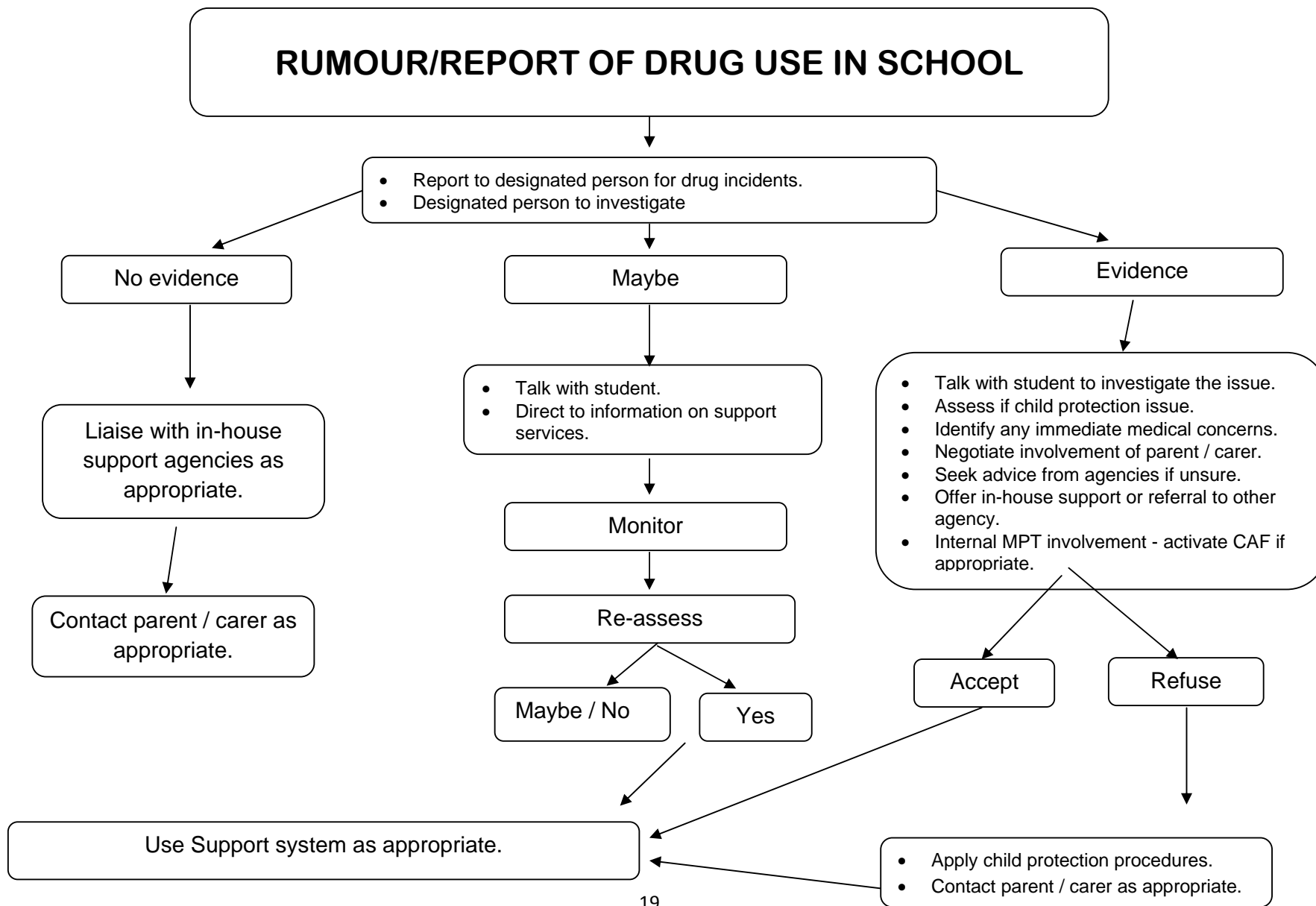
Record action taken in the drug incident log.

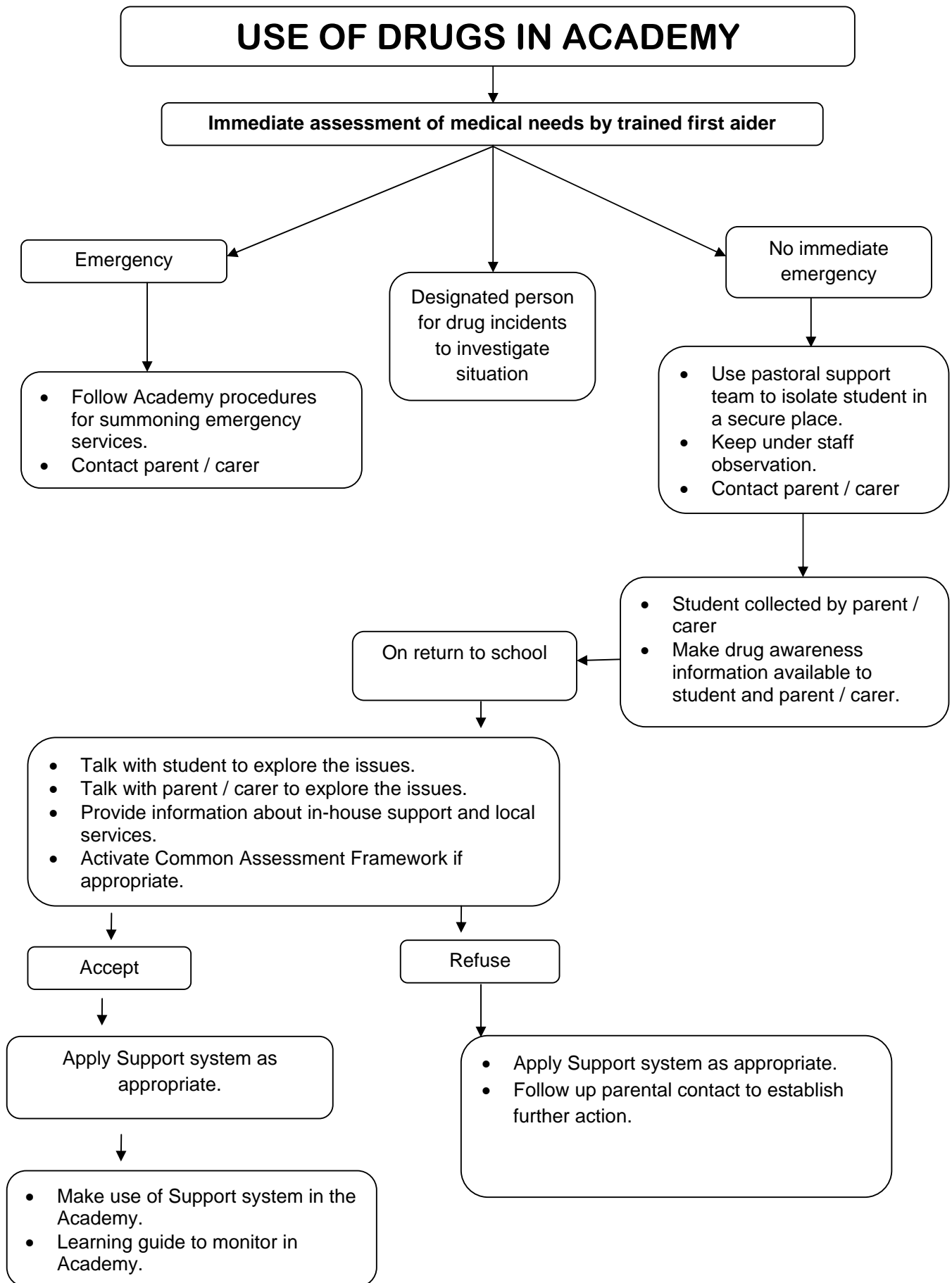
\*Label clearly: date, time, name of person, contents, cross-reference to drug incident log











## Drug Education at Bradford Academy

<b>Area of Learning</b>	<b>Name of Subject Leader/DoPL</b>
PSHEE	B.Moxon

<b>Topic</b>	<b>Year Group/When</b>
Y7: Drug/Substance abuse	Year 7 Spring Term
Y8: It's Your Body! - Smoking - Drugs and alcohol This unit also covers the concepts of choice and how to tackle peer pressure.	Year 8. Spring Term.
Y9: Emmerdale Unit - Underage drinking - Decisions, Actions and Consequences - Peer pressure	Year 9. Autumn Term
Y10: Drugs and Alcohol - Alcohol - Cannabis: Should it be legalised? - It's just something you do at the weekend: Recreational drugs - Hard drugs	Year 10. Summer Term
Y11: Preparing for Exams  This unit includes a section on reasons why you should not use drugs or alcohol as a way to relax an combat pressure during exam time.	Year 11. Autumn Term

<b>Teaching and Learning styles used</b>
<ul style="list-style-type: none"> <li>- Group work</li> <li>- Individual work</li> <li>- Paired work</li> <li>- Teacher led</li> <li>- Creative</li> <li>- DVD/Visual resources</li> <li>- Role-play</li> <li>- Visitor lead lessons</li> </ul>

<b>Other staff/external agencies involved (include time spent on the topic and staff allocated)</b>
<ul style="list-style-type: none"> <li>- Suzanne Yousaf (School Nurse)</li> </ul>

- Drugs and Alcohol Team
- FRANK tour bus

**Assessment strategies used:**

- Teacher comments, written and oral
- Self assessment
- Peer assessment

Both summative and formative

**Resources for Learning**

A variety of resources that are added to every year, including:

- Extensive use of IWB
- Interactive activities used by outside agencies
- Work booklets
- Work sheets
- Video and still cameras
- Art and craft materials
- DVD/Video/YouTube and other visual resources
- Current Media articles

Section written: January 2010

To be reviewed: January 2011

B. Moxon