



Drug Education and Managing Drug Related Incidents Policy

Committee with oversight for this policy – Behaviour & Safety	
Policy to be approved by: Headteacher	
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Policy last ratified by the Headteacher	24/11/2016
Policy / Document due for review	November 2019

Ravenor Primary School
Drug Education
and
Managing Drug Related Incidents Policy

Staff Responsible: Miss. McGrath

Staff responsible for drugs issues:

The PSHE Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum. The Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services. The DfE guidance of 2012 states that it is strongly advised to have a senior member of staff to have responsibility for this policy and for liaising with the local police and support services.

Definitions and terminology:

The United Nations Office on Drugs and Crime define drugs as '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:

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids and khat
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds include alcohol, tobacco, shisha and volatile substances (aerosols, solvents and glue).
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines
- And other drugs such legal highs / novel psychoactive substances that are illegal to sell for human consumption and e-cigarettes.

Drug use: describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse: is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence

Aims and objectives:

'Drug misuse is a major threat to individuals, families and the wider community. Drug education enables pupils to make healthy informed choices.' **HMSO 1995**

Current National Guidance states that the purpose of drug education should be:

- To give young people the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle and relate them to their own actions, both now and in their future life.
- To provide accurate and up to date information on drugs and their effects on health and on the risks and legal aspects of drug taking so that pupils are enabled to distinguish fact from myth.

This policy strives to ensure a comprehensive drug education scheme of work is provided to all children in our school, as well as ensuring staff are confident in delivering the content of this scheme of work. Through the development of this policy, we are ensuring that all staff are aware of what safeguarding routes to follow should an incident arise.

Furthermore drug education should introduce opportunities to enhance pupils' self-respect, personal competence and self-esteem by enabling them to:

- Develop skills to make informed decision, including communication, self-awareness, and negotiation, finding information, help and advice, helping others and managing situations involving drugs.
- Develop personal initiative and be able to take responsibility
- Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes
- Understand and seek advice if they are worried about themselves or others in relation to drugs and alcohol.
- Develop self-confidence so they can provide a clear view on the use of drugs in school
- Develop assertiveness in appropriate situations
- Develop the motivation to succeed

Where is it taught in the curriculum?

Teaching about drugs, alcohol and tobacco is taught through PSHE and citizenship and in Science where it is required in the National Curriculum.

Curriculum overview:

What is taught?

We reflect the requirements and guidance in the science national curriculum, the non-statutory framework for PSHE and citizenship and the content suggested in Ealing's PSHE and Citizenship scheme of work. The table below shows where Drug Education is taught at Ravenor Primary School.

<u>Year</u>	<u>Autumn 1</u>	<u>Autumn 2</u>	<u>Spring 1</u>	<u>Spring 2</u>	<u>Summer 1</u>	<u>Summer 2</u>
Year 1	We're all stars! SEAL: New Beginnings	Be friendly, Be wise SEAL: Getting on and Falling out	Living Long Living Strong SEAL: changes	Daring to be different SEAL: Good to be me	RSE	DRE
Year 2	It's Our World	Say No!	People around us	Money Matters	Who likes chocolate? Growing up SRE	DRE
Year 3	We're all stars!	Be friendly, Be wise	SRE	Dear diary	Joining in and joining up	DRE
Year 4	It's Our World SEAL: New Beginnings	DRE	People around us SEAL: Relationships	Money Matters SEAL:	RSE	Who likes Chocolate? SEAL: Good to be me
Year 5	We're all stars! SEAL: New Beginnings	Be Friendly, Be Wise SEAL: Getting on and Falling out	Joining in and Joining Up SEAL: Good to be me	Daring to be Different SEAL: Going for goals	RSE	DRE
Year 6	SRE	SAY NO! SEAL: Getting on and Falling out	Money Matters SEAL: Relationships	People around us. SEAL: Going for goals	DRE	It's our world: SEAL: New beginnings

The following scheme of work shows what is taught in each Year Group. Objectives and key learning intentions are set for each lesson. Drug education focuses on knowledge and understanding, skills and attitudes and the teaching programme ensures that there is progression from Year 1 to Year 6 with topics and issues included which are appropriate to the age and maturity of the pupils.

Year Group	Learning Intentions	Learning Outcomes
Year 1	<ol style="list-style-type: none"> To identify how to stay healthy. To explore when and how to take medicine safely. To identify who should be given us medicine. 	<ol style="list-style-type: none"> To understand how to look after our bodies. To know how medicine gets into our bodies, to know why people use medicine and to understand that some people need to take medicine all the time to stay healthy. To know when we should take medicine, who should give it to us and the rules about medicine.
Year 2	<ol style="list-style-type: none"> To explore substances and situations that are safe or unsafe. To be able to identify hazardous symbols. 	<ol style="list-style-type: none"> To know what is safe or unsafe and to know when something is too risky. To know that some things we put in our body can harm us and to know some rules about keeping safe.

	<ol style="list-style-type: none"> 3. To consider safety rules for when at home and at school. 	<ol style="list-style-type: none"> 3. To be able to follow safety instructions and rules at home and at school.
Year 3	<ol style="list-style-type: none"> 1. To know what effect smoking has on the lifestyle of a smoker. 2. To know the effects of smoking on the body and to understand its impact. 3. To understand how society responds to the impact of smoking and passive smoking. 	<ol style="list-style-type: none"> 1. To understand why people smoke and to know how smoking affects people. 2. To understand what quitting smoking does to the body. 3. To know the negative effects of smoking and to be able to make the positive choice not to smoke.
Year 4	<ol style="list-style-type: none"> 1. To understand the effect alcohol has on the body. 2. To understand the risk related to drinking alcohol. 3. To consider how society limits the drinking of alcohol. 	<ol style="list-style-type: none"> 1. To know what alcohol is, how it affects the body and that everyone is affected by alcohol differently. 2. To know there are risks to drinking alcohol. 3. To know some laws about drinking alcohol and consider ways of persuading people to drink alcohol sensibly.
Year 5	<ol style="list-style-type: none"> 1. To explore a range of legal and illegal drugs, their risks and effects. 2. To have considered the children's attitudes and beliefs about drug use and drug users. 3. To have considered strategies to resist drug use. 	<ol style="list-style-type: none"> 1. To know a range of legal and illegal drugs and have some understanding of the effects and risks of illegal drugs. 2. To explore our attitude to drug use, to understand all sorts of people may misuse drugs and to challenge myths about drug use. 3. To know a range of skills to resist peer pressure and to develop some assertiveness skills.
Year 6	<ol style="list-style-type: none"> 1. To understand the effects, risks, and law relating to cannabis. 2. To understand the risk of volatile substance abuse (VSA). 3. To be aware of the options for getting help, advice and support. 	<ol style="list-style-type: none"> 1. To know what effect cannabis can have on your health and life and to know the legal consequences of using cannabis. 2. To know the effects and risks of VSA and to know how to get and give help. 3. To have practised communicating with adults and to know how to access help and support.

The above is taken from the Christopher Wintour Scheme of work for Primary School (available of www.egfl.org.uk)

Our curriculum ensures that we are covering both the statutory requirement in science to teach Year 6 to recognise the impact of drugs on the way their bodies function and the non-statutory science guidance to teach Year 6 how some drugs and other substances can be harmful to the human body and the relationship between diet, exercise, drugs, lifestyle and health.

How it is implemented?

Each child will have access to drug education, regardless of gender, ability or race. Teachers understand they must differentiate the material given to them for drugs education as they would with any other material. Access will be matched to their particular needs or concerns of the class. Children with special education needs or who have English as an additional language will be given additional support to understand the effects and misuse of drugs.

A wide range of active teaching methods are used that enables pupils to learn skills to be safe and healthy, discuss their views, explore their own and other people's attitudes and values about drugs, as well as learn key information about the effects and risks of drug and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussion, debates, case studies, research and games. Pupils work individually to reflect on their learning, in pairs, in small groups, with the whole class and mixing up with their year group so that they can experience working with lots of different pupils. Follow-up discussions in class will endeavor to consolidate the children's understanding and learning and be an opportunity for any children to raise queries or ask further questions.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher and sometimes involves the school nurse or other professionals, including Ealing's Health Improvement Team. Where external visitors are involved a copy of this policy is given to them for reading before the session, there is also an opportunity for the external contributor to meet with the teacher to discuss expectations etc.

Ground rules

A group agreement, established and reviewed periodically through discussion with pupils, helps to foster mutual respect and an environment in which pupils feel comfortable and ready to listen to and discuss each other's opinions. Ground rules should cover issues such as teachers' and pupils' right to privacy and respect, and boundaries of discussion. Pupils and teachers should be discouraged from revealing any personal information that may incriminate them or others, or that they wish to remain confidential. Setting and agreeing ground rules is an important opportunity to remind pupils of ways to ask for help, the support available, the school's confidentiality policy and what may happen should information be disclosed.

Other strategies for teachers to manage sensitive and controversial issues

include:

- Using distancing techniques, e.g. third-person case studies, role play and theatre-in-education performances, depersonalised discussions, and anonymous question boxes
- Dealing with difficult questions on an individual basis, e.g. seeing pupils outside the classroom or referring the pupil to the school nurse or an outside agency (Place2Be). N.B. If a pupil's question raises concern that they may be at risk, the teacher should follow the school's child protection policy
- Presenting them as facilitators of pupil learning rather than 'drug experts', e.g. suggesting that the pupil or teacher or both research questions where they do not know the answer.

Training and support for staff

At Ravenor Primary School we take advantage of the support, advice and training provided by Ealing Health Improvement and other local organisations. The PSHE Lead has opportunities to develop their skills in planning drug education through support from Ealing Health Improvement Team. Staff are encouraged to seek help, advice and training if they are not confident in delivering these lessons.

Assessment

Drugs education will be assessed against the aims and objectives of each lesson. Each teacher will provide annotated planning as evidence to show how their class where their class started, what questions they asked, responses and how they progressed through the lessons. At the end of the scheme of work these lesson plans will be given to the PSHE Lead to help inform future planning.

Development process:

Ealing advises that all schools have an up to date drugs policy, which is a criteria for achieving Healthy Schools London Bronze status.

Although it is highly unlikely that illegal drugs will be in our primary school, we believe that drugs play a part in the lives of every one of us and recognize that drug use and misuse can have a serious effect on health, well-being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught, how it is taught

- Give guidance to teachers, support staff and visitors about drug education

This policy was reviewed and updated through consultation with staff, pupils, parents and governors.

We consulted with staff through staff meetings and had the opportunity to talk to pupils about their knowledge and attitude about drug use. The governors of the school were consulted during governing body meetings where this policy and its content were reviewed and discussed in detail. Finally we consulted with parents in small focus where we invited parents in to discuss planning, resources and how it is being taught.

We feel we have engaged the whole school community in the reviewing of this policy as outlined in the DfE guidance of 2012 and we feel the views of all parties is reflected in this policy

Location and dissemination:

- This policy is to be used by the whole school community (staff, pupils, parents/carers/guardians and governors).
- The policy is on the school's website and a copy can be requested from the school office.
- Any outside contributors involved in drug education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.

The context of the policy and its relationship to other policies:

As part of being a healthy school we take a whole school approach to drugs through

- A planned drug education programme through PSHE and citizenship informed by pupils, staff and parent's views, as well as science.
- Carefully considered responses to drug-related incidents informed and supported by the views of the whole school community
- Clear rules and sanctions related to drugs
- Access to specialist support and advice, if needed
- Providing training and support for staff

This policy links closely to our Child Protection policy, Safeguarding Statement, SEND Policy, Self- Harm policy and our Teaching and Learning policy. These can be found on our school website and copies can be requested from the school office.

Local and national guidance:

All young people need high quality drug and alcohol education so they have a thorough knowledge of their effects and harms and have the skills and confidence to choose not to use drugs and alcohol. Schools have a clear role to play in preventing drug and alcohol misuse as part of their pastoral responsibilities to pupils. (HM Government, 2010).

Schools are advised to have a written drugs policy to act as a central reference point for all school staff. (DfE and ACPO drug advice for schools 2012)

State where and to whom the policy applies:

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school boundaries, this includes drug paraphernalia. This covers; on or near the school premises, within the school day and during term time, on school visits, school journeys top and from school and at school social events.

These rules apply equally to staff, pupils, parents and carers, governors and those working and visiting the school.

The school's stance towards drugs, health and the needs of pupils:

Medicines

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our policy First Aid and Medical Conditions Policy. The decision to allow pupils to self-administer medicines rests with the Headteacher.

Schools are allowed to keep a salbutamol inhaler for use in emergencies. It is only for children who have written parental consent, who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication. Please see our school protocol for using the emergency inhaler as part of our supporting pupils with medical conditions policy.

Asthma inhalers, held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer. Children's personal inhalers are taken on all off-site visits and held by the accompanying school staff.

Staff are aware of any serious medical conditions which affect pupils in their class.

The School Nurse will be informed of any children attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate care plan and that school staff are trained to administer any medication required for the day to day management of their condition in school or during a medical emergency.

Hazardous chemicals and volatile substances (solvents)

Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Health and Safety Policy

In the event of a child or adult whom is required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.

Alcohol

There are occasions when alcohol is authorised at school during parent's events and staff social events. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

Smoking including e-cigarettes

We are a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school. Smoke free signage is prominent around our school grounds.

Management of drug related incidents

Definition of a drug-related incident

In this school, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the school boundaries.

Drug related incidents in a primary school rarely involve illegal substances but can involve:

Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the school keeper finding used syringes in the playground, a member of the public phoning the school to say they have seen pupils smoking in Ealing.

School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

Reporting a drug-related incident

All drug-related incidents are reported to the Headteacher or designated safe guarding lead.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

Recording the drug-related incident

All drug-related incidents are recorded using a drugs incident form. The form is given to the Headteacher and kept confidential in the school office.

In all drug-related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

Possible responses might be:

Support and counselling

If a pupil has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from our Education Social Worker and if appropriate refer to a specialist agency

Sanctions

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed

Procedures for managing incidents

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Medical emergencies when a pupil is unconscious as a result of drug use

Staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

Intoxication, when a pupil is under the influence of a drug

The pupil will be removed to a quiet room and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

Discovery/observation

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

If the substance is suspected to be illegal, staff can take temporary possession of it

- It will be confiscated, in the presence of a second member of staff as witness

- The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the head and deputy head
- The pupil will be taken to the school office and the head or deputy head called and the pupils questioned
- The police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- We will record details of the incident, including the police incident reference number
- We will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- Identify any safeguarding concerns and develop a support and sanctions response including internal exclusion whilst investigations are carried out.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

Searches

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the member of staff will discuss with the Headteacher who may decide to carry out a search in the presence of another member of staff. The Headteacher is the only person authorised to carry out a search, unless they are not the same sex as the pupil and then the Headteacher will authorise a senior member of staff. The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

Teachers can search pupils' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

Disclosure

When a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The Headteacher or Deputy should be informed as soon as possible so that appropriate support can be found.

Suspicion/rumour

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

Intoxicated parents/carers

Our schools rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.

Needs of pupils

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

Parents

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the designated child protection officer with the child's welfare a priority.

Police

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact our local police officer immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.

Confidentiality

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Headteacher.

19) Reviewing the policy:

This policy is reviewed every two years by the entire school body. This includes staff, pupils, parents/carers/guardians and governors.

If an incident should occur, the policy is reviewed in the light of that incident.

The review will include feedback from the evaluations of drug education, included in the annual review of PSHE and Citizenship.

Signed:

Headteacher: _____

Chair of governors: _____

Appendix 1:

Relevant local and national guidance

- [Drugs: Guidance for Schools & Curriculum Standards](#) KS1, KS2, KS3, KS4 (DfES, 2004)
- [Dfe and ACPO drug advice for schools](#) – advice for local authorities, headteachers, school staff and governing bodies (September 2012)
- [Mentor, reviewing your drug and alcohol policy a toolkit for schools](#) (2012)

Appendix 2:

Useful local and national contacts

There are a number of documents and sites that will help you in the writing and implementing of the policy for Drug education and dealing with drug related incidents.

- alcoholconcern.org.uk

A UK charity aiming to combat alcohol misuse and providing services for problem drinkers and their families.

- alcoholics-anonymous.org.uk

The official UK website for Alcoholics Anonymous.

- Drugwise.org.uk

DrugWise is the UK's leading centre of expertise on drugs. The site provides balanced and up-to-date drug information to professionals and the public.

- nacoa.org.uk

This website offers information, advice and support to children of problem drinkers. Also provides useful information for professionals who deal with children of problem drinkers in their everyday work – educating them as to their specific needs.

- www.nta.nhs.uk

The National Treatment Agency for Substance Misuse (NTA) (now part of Public Health England) aims to improve the availability, capacity and effectiveness of drug treatment in England

- talktofrank.com

FRANK is a national drug education service jointly established by the Department of Health and Home Office. It is intended to reduce the use of both legal and illegal drugs by providing information on drugs and alcohol.

- thesite.org.uk

The Site offers a guide to life for young adults, aged 16-25. Information on drugs, sex, housing, finance, money, careers.

- urban75.com/Drugs/

Urban75 is a UK-based e-zine aimed at young people and teens. Good unbiased drugs information.

- wreckedwd.co.uk

NHS-sponsored Wrecked and Wasted website aimed at teens/young people to be a guide post for information on drugs and alcohol

Confidentiality

In managing drugs schools need to have regard to issues of confidentiality. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child protection
- Co-operating with a police investigation
- Referral to external services

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It should be only in exceptional circumstances that sensitive information is passed on against a pupil's wishes, and even then the school should inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger