



**CYNGOR CAERDYDD
CARDIFF COUNCIL**

**Western Learning Federation
Ty Gwyn School**



Substance Misuse Policy

Date Policy Approved by Policy Committee:	28 th April 2022
Date of next Review for Approval by Policy Committee:	28 th April 2024
Date Ratified by Full Governing Body:	11 th May 2022
Date Published:	May 2022

MONOTORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: W A M Date: 25/7/22
Executive Headteacher

Signed: [Signature] Date: 25-07-22
Head of School

Signed: David Saunders Date: 27th July 22
Chair of Governors



The Western Learning Federation

Our Vision, Mission Statement, Values & Principles

Our Vision

Together we learn, grow and achieve





Our Mission Statement

Together we collaborate in all that we do

Our Values and Principles



Our vision and values have been developed using the UN Convention on the Rights of the Child (UNCRC) as our guide, to create a safe and inspiring place to learn, where children are respected, their talents are nurtured and they are able to thrive. Our vision and values also compliment the 'Four Purposes of Learning' which underpin Curriculum for Wales. The Four Purposes are the shared vision and aspiration for every child and young person in Wales and support our pupils to become; Ambitious Capable Learners Healthy Confident Individuals Enterprising Creative Contributors Ethical Informed Citizens.

<p>Ambitious Capable Learners</p> 	<p>Healthy Confident Individuals</p> 	<p>Enterprising Creative Contributors</p> 	<p>Ethical Informed Citizens</p> 
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Rationale

Due to the Profound and Multiple Learning needs of the students that attend Ty Gwyn School, substance misuse is not taught directly as part of the curriculum instead pupils are taught more generally about keeping safe and healthy. Therefore, this policy is aimed more to the education of the parents, staff and governors of the school in order to maintain the wellbeing of the pupils.

In the new curriculum for Wales 2021 Health and Wellbeing has been identified as part of the new curriculum for Wales '**Health and Wellbeing**' has been identified as a key area. This has further ensured that the more general health themes related to substance misuse are embedded in all teaching and learning at our school along with the **four purposes** as set out in the '**successful futures**' document.

"**Successful Futures**" makes it explicit that the new curriculum and assessment arrangements in Wales will be fully inclusive and,

"Easily understood by all, encompassing an entitlement to high-quality education for every child and young person and taking account of their views in the context of the United Nations Convention on the Rights of the Child (UNCRC), and those of parents, carers and wider society."

We are fully committed to developing and implementing the four purposes of the curriculum, as they will apply within a special school context. Full details of these can be found on **Pages 29-31** of "Successful Futures". In summary we want all of the pupils at Ty Gwyn School to be;

- **Ambitious**, capable learners;
- **Enterprising**, creative contributors;
- **Ethical**, informed citizens;
- **Healthy**, confident individuals.

A summary of the four purposes taken from "Successful Futures" can be found on page 21 on the following link. <https://gov.wales/docs/dcells/publications/150225-successful-futures-en.pdf>

There are links between the substance misuse policy and the following policies:
Child protection policy
Health & safety policy

The substance misuse policy complements the works being done by 'Healthy Schools'.

Aims / Objectives

- To support the right of students, employees and visitors of the school to a smoke/drug free environment.

- To educate parents, staff and governors in substance misuse.
- To ensure that all members of the school are aware of procedures when dealing with substance misuse.
- To enable all parents access to support structures within the school, e.g. counselling.
- Through collaboration between schools, health professionals, parents and other agencies, provide a suitably supportive environment for children with medical needs.
- To promote the health and safety of pupils and staff and take action to safeguard their well-being.

Definitions

For the purpose of this policy, the school refers to the term 'drugs' to mean all substances capable of being misused including alcohol, tobacco, medicines and volatile substances as well as illegal drugs.

Procedures / Practice

Smoking:

The school recognises the right of students, employees and visitors of the school to a smoke free environment. Therefore, Ty Gwyn operates a no smoking policy on the entire Ty Gwyn School site 24 hours a day and 7 days a week. This includes cigarettes and e-cigarettes.

Medicines:

Many of our students receive regular medical attention or need access to medication on a regular basis. The school has 2 full time nurses, 2 part time nurses and 1 full time nursing assistant. When pupils join the school, parents must fill in a medicines form listing any medicines they would like nurses to administer. Medication must be provided with the GP prescription clearly visible and within its use by date. No drugs or medicine of any kind should be kept in the classroom. Any medication brought into school by students must be given to the nurses who will store in a locked cupboard (which only the nursing team have access to) and administer it as necessary, with the only exception being 'Buccal Midazolom' and 'Epipen' which trained staff are allowed to administer in an emergency situation. A record is kept for safety purposes. The school does not keep or make available over the counter medicines or remedies.

There is a Sharps box kept in the nurses' room for the disposal of needles. All staff are familiar with precautions for avoiding infection and follow basic hygiene procedures. All staff have access to protective disposable gloves and take care

when dealing with bodily fluid, such as blood and dispose of equipment appropriately.

Educational visits – Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. If staff are concerned about the health and safety of a student, they should seek medical advice from the schools nursing team. In some cases, a nurse may be required to accompany a student with medical needs, or a member of staff with 'Epipen' or 'Buccal Midazolom' training to administer medication as prescribed.

School staff administering medication – Any member of staff who has agreed to accept responsibility for administering prescribed medication to a student has been given appropriate training and guidance. The type of training necessary depends on the individual case.

Home to school transport – Local Authorities should provide appropriately trained transport staff. Drivers and escorts should know what to do in the case of a medical emergency.

Information sharing – There are appropriate systems for sharing information about student's medical needs through medical reviews, individual health care plans and liaisons with the nursing team. Medical information is treated confidentially.

Incident management:

Substance misuse – If a member of staff, visitor or student's parent is suspected of being under the influence of alcohol or drugs while on the premises, concerns should be passed to a member of the senior management team to deal with the situation. The individual concerned still has a right for the issue to be dealt with in a confidential professional manner.

A parent, Taxi driver or escort who is considered to be intoxicated from the misuse of drugs will not be allowed to drive a pupil home from school. See school's child protection policy.

A counselling service is provided confidentially by the school in which support is offered to any parents who have drug and alcohol addiction. The school councillor can signpost parent to additional support services if they require it.

If medical attention is required, all classes have a trained member staff who has a First Aid qualification and we have an onsite nursing team, or in the case of an emergency call for an ambulance.

Disposing of Needles and other Drug Paraphernalia:

Students should not be allowed to handle drug paraphernalia. Extreme caution should be taken when drug paraphernalia such as a syringe or needle is found, due to the risk of a needle-stick injury. The blood residue in a used needle could be infected with viruses such as HIV, or Hepatitis B or C.

- 1 Assess the area and the risk involved. Do not put yourself in any danger.
- 2 Do not run your hands over or under surfaces that you cannot clearly see.
- 3 Check that the equipment and the container you are using to remove the paraphernalia are not defective.
- 4 Always wear pierce-proof gloves and use a pair of tongs. Make sure the container you are disposing the item(s) into is securable.
- 5 Use a disinfectant to clean contaminated surfaces. Always use papers towels, and dispose of these safely.
- 6 Ask a member of the nursing team to contract an agency to remove drug paraphernalia, they should be contacted.

Recording of incidents:

Incidents will be recorded and these records will be kept by the head teacher in a child protection file. They will be treated as confidential records and only accessible to staff on a need to know basis.

Dealing with the Media:

Substance misuse incidents receive a high level of media attention. If you receive a telephone call or visit from any media source, do not be put under any pressure.

- Tell the reporter you will get back to them. Find out their contact details; who they are working for and if there are any specific questions wanting answered.
- Inform the head teacher.
- Under no circumstances should the names of individuals be released to the media.
- The head teacher will liaise with the LEA press office and legal department to ensure that any reporting of incidents remains in the best interest of the student, their family and the school.

Responsibilities

As Healthy schools' co-ordinator, Lucy Lester is responsible for developing substance misuse action plans & will have details of the relevant details of agencies that can further advise on the issue.

Dianne Stones is the child protection officer.

The school governors have a Health & Safety committee

Staff 'duty of care'

There is no legal or contractual duty on school staff to administer medicine.

However, anyone working with children have a common law duty of care to act like any responsibly prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and / or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits or outings.

It is the employers' responsibility to make sure that staff have the appropriate training to support children with medical needs.

Equal opportunities

Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The National Curriculum Inclusion Statement 2000 emphasises the importance of providing effective learning opportunities for all pupils.

Parental involvement

Parents / guardians should provide the school with sufficient details regarding their child's medical information and General Practitioner.

Parents are also to comply with the smoke free policy while on the premises.

Monitoring, evaluation and assessment

Ty Gwyn is continually monitored through the Cardiff Healthy Schools Network Audit and are working towards achieving the following indicators as part of the Healthy Schools NQA:

1. To enhance the school's environment so that it is a safe environment which promotes good health
2. To develop and implement a coherent health education curriculum

A Healthy schools action plan is developed by Lucy Lester who monitors and evaluates this topic.

Any staff training needs should be referred to the Deputy Head Teacher, Jamie Brotherton for incorporation into the ongoing continuing professional development plan.

Further information

For further information – Welsh Assembly Government Guidance.

Substance Misuse Education and Advice Service

Cardiff Local Public Health Team

Trenewydd

5 Fairwater Road

Llandaff

Cardiff

CF5 2LD

substance.misuse2@wales.nhs.uk