



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TYDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

Substance Misuse Policy

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‘Opening Doors To The Future ’
‘ Agor drysau i’r dyfodol’

**Original Completion
Date**

4/1/17

Author

K Salter

MONITORING THE POLICY

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

Signed:

Date:

Headteacher

Signed:

Date:

Chair of Governors

Review Date

Author

4/1/17

W A Murphy

Our Vision

'To open doors to the future'

Our Mission Statement

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

Aims

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

Our Values

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

Everyone has the right to:

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.

- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

Everyone is expected to:

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

Exemplar Substance Misuse Policy Checklist:

Heading	Present	Comments
1. Date of publication and review		
2. Context of policy / relationship with other police		
3. Aims of policy clearly stated		
4. School's / organisation's stance on substance misuse stated		
5. Statement of those consulted		
6. Location of policy		
7. School / organisation coordinator or deputy named and role clarified		
8. Lead governor or deputy on substance misuse issues named and role clarified		
9. Substance misuse education – planning, teacher-led, use of visitors, prior needs assessment		
10. Substance misuse education – aims stated, realistic and measurable		
11. Substance misuse resourcing, methodology adequately covered		
12. Training, monitoring, evaluation adequately covered		
13. School / organisation rules clearly stated in a form for presenting to the school community when applicable		
14. Incidents / situations defined to encompass the planned and non-planned, including parental / carer substance use		
15. Assessment of substance misuse incident on premises, recording procedures, confiscation and searching, storage and disposal		
16. Smoking – state policy on smoking in school / organisation grounds		
17. Medical assistance and procedures, e.g. first aid		
18. Local and national guidance cited		

19. Vulnerable, at risk learners are referred to, with specific provision for their needs		
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(Welsh Government Circular 107/2013)

1. Introduction

1.1 Definitions and Terminology

For the purpose of this policy, the word '*substances*' includes all mood and performance changing substances, both legal and illegal, and include:

- Tobacco and e-cigarettes;
- Alcohol;
- Illegal drugs such as heroin, cocaine, ecstasy, amphetamines, LSD and cannabis;
- New Psychoactive Substances (formerly referred to as *legal highs*);
- Prescription only medicines such as anabolic steroids and benzodiazepines;
- Over the counter medicines and preparations that contain codeine;
- Volatile substances such as aerosol propellants, butane, solvents and glues;
- Caffeine and energy related drinks;

1.2 New Psychoactive Substances

A formerly popular term for New Psychoactive Substances was 'legal highs'. However professionals should ensure that whenever the phrase 'legal high' is heard, it should be corrected to New Psychoactive Substances, as the term 'legal high' may inadvertently reinforce the perception of a less harmful or safe substance.

1.3 Principles of this Policy

At Greenfield School we are committed to the health, safety and wellbeing of the whole school and wider community. The school actively promotes and encourages healthy lifestyles through implementing a whole school community approach to substance use and misuse education throughout all key stages of the school, bringing awareness to even our youngest learners.

1.4 This Policy has been developed with reference to:

- Welsh Government Guidance for Substance Misuse Education (Welsh Government no: 107/2013)

- Merthyr Tydfil (MT) Local Authority Substance Misuse Guidelines for Schools 2012; Part 1: Developing and Maintaining Effective Policy & Substance Misuse Education (MT, Part 1; 2012)
Part 2: Responding to Substance Misuse Incidents in Schools (MT, Part 2; 2012).
- Personal and Social Education Framework for 7-19 year olds in Wales (PSE Framework), WG, 2008.
- Foundation Phase Framework , WG (Revised 2015)

1.5 Who has been involved in the consultation and development of this Policy?

This Policy was developed by a MT Working Group of Secondary school representatives, members from the Cwm Taf Healthy School Team. Consultation on this Policy also included the Senior Management Team (SMT), staff, the school Police Liaison Officer, Greenfield School PSE Co-ordinator, Governors, pupil and parental representatives, Youth Service representatives and other relevant visitors to the school.

1.6 Location and Dissemination

This policy will be located with the Headteacher, Wellbeing deputy head, the PSE Co-ordinator and on the staff shared server. Once ratified by the policy committee of the governing body, teaching staff will be emailed a copy of the policy with expectations to read and a log collected of signatures.

Aspects of this Policy will be replicated in the School Prospectus, shared areas on the school network and staff handbook. Parents may request a paper copy of the Policy from the school. Key sections for pupils are replicated in a pupil friendly style and maybe available for pupils when appropriate and need has been highlighted.

1.7 Staff with Key Responsibilities

In Greenfield school key responsibility in the implementation of the whole school SMU Policy includes the Head Teacher, identified Safeguarding officers, School Nurse, PSE Co-ordinator, Governors and the Healthy Schools Co-ordinator. Within Greenfield school we believe that the emphasis for the implementation of a substance misuse policy must be adhered to by all teachers, LSA, DRA's, Volunteers and Visitors. This will support a holistic approach to SMU.

1.8 Links to other Policies:

Other Policies and Guidance that should be read in conjunction with this Substance Use Education and Incident Policy include:

- Safeguarding Policy;
- Positive Behaviour Support Policy;
- PSE Policy;
- Health & Safety Policy;
- Sex and Relationships Policy;
- Anti-Bullying Policy;
- Anti-Smoking statement;
- Equalities/ Inclusion Policy;
- Safe Administration of Medicines Policy;
- Off site/ School Trip Policy/ Transport Policy;
- Staff and Pupil Disciplinary Policy;
- Self Harm Protocol;
- Searching Pupils Policy;
- E-Safety
- Confidentiality
- Religious Education
- School Council
- Curriculum Policy
- Science Policy
- Food and fitness
- Pastoral Care
- Equal Opportunities, Race, Equality and Diversity Policy
- Physical Education Policy

1.9 Medicines

Many drugs are lawfully carried as medicines. There is a clear Policy on the administration of medicines. If pupils supply prescription drugs to others in school, they are acting unlawfully and therefore this Policy will apply.

In response to these documents we at Greenfield School believe that the school setting is the ideal environment to convey positive messages on healthy living. We believe that in taking forward this agenda we can educate, support and encourage our children and young people by providing them with the knowledge, skills and confidence to make informed life choices.

2. Broad guidelines and scope of Policy:

- The entirety of our school site is a non-smoking venue and precludes the use of e-cigarettes, alcohol and energy drinks (***see Appendix 1 for further information from Public Health Wales regarding e-cigarettes***).
- The procedures and practices within this Substance Misuse and Incident Policy relate to all times of the school day both within the school boundaries, and beyond the school premises including off site school visits, trips and residential.
- The Policy applies to all staff, pupils, parents/ carers, agency staff, governors, partner agencies, volunteers, health care professionals, council workers or contractors attending the school during and out of school hours.
- Students working in part with other educational organisations are bound by the same procedures as if they were on the school site, as will be the case with school visits regardless of the rules/ laws of the venue or host country.

2.1 Confidentiality

An important criterion of a confidential conversation is to agree what will happen to the information disclosed. **No guarantee of confidentiality can be made, and this should be clear from the outset.** Confidentiality may be broken against the wishes of the person confiding the information when necessary:

- Where there is a child or young person's safeguarding issue;
- Where the life of a young person is at risk or there is risk of serious harm to others;
- When criminal offences are disclosed (WG, 107/2013).

2.3 Roles and responsibilities

The chair of Governors Ms Maria Rowlands with the PSE/Healthy Schools Co-ordinator will:

- Support the Headteacher in the implementation and delivery of this Policy and SME programme;
- Ensure that the Policy and SME programme meets WG guidance;
- Ensure there is a robust system in place to manage substance misuse related incidents;
- Ensure that staff are aware of the policy and procedures;
- Ensure that the policy and SME programme is effectively monitored and evaluated.

The Deputy Headteacher for Wellbeing Carole Conway will:

- Promote the policy amongst the whole school community;
- Ensure staff are aware of how to deal with incidents;
- Keep accurate records of incidents;
- Deal with media requests in conjunction with the LA guidance;
- Monitor and evaluate the effectiveness of this policy and the SME programme.
- Address staff training needs as they arise.

All Teaching and non-teaching staff will:

- Act as positive role-models;
- Follow the agreed procedures for dealing with incidents;
- Will follow safeguarding procedures and report concerns to the appropriate persons, making sure to record incidents and concerns.
- Support any vulnerable child or young person appropriately;
- Deliver effective substance misuse education as agreed in this Policy.

Parents / Carers are asked to:

- Support this Substance Misuse Education and Incident Policy;
- Contact the school immediately if they are concerned that their child is involved in substance use or misuse.
- Parents to contact Social Services if family or child receives support.

Learners will:

- Support this Substance Misuse Education and Incident Policy;
- Explore a Substance Misuse curriculum where they are able.
- Contribute to the review of the policy and SME programme, where appropriate.
- Inform a member of staff or responsible person if they are concerned about the substance use or misuse of a fellow student;
- Inform a member of staff or responsible person if they are concerned about their own substance use or misuse.

3. Curriculum:

The aim of Substance Misuse Education (SME) in Greenfield School is to empower children and young people to make responsible, well-informed decisions about substances used and/or misused within society. It is imperative that schools and youth organisations take a holistic approach to SME that is directed and supported by an up-to-date Substance Misuse Policy (WG 107/2013).

At Greenfield School, pupils will learn about Substance Misuse Education using approaches that provide:

- Appropriate cross curriculum approaches and links dependent on their Key Stage, for example, Personal and Social Development, Well-being and Cultural Diversity, Knowledge and Understanding of the World, Physical Development, IT, RE, Science, PE, PSE and SRE.
- Consistent and accurate information presented simply and clearly;
- Informative and accessible resources;
- Access to peer and credible adult experts;
- Stimulating and enjoyable tasks;
- Appropriate challenges in an atmosphere where they feel secure enough to play a full and active part.

Link with National Curriculum/ PSE Framework

Key Stage	PSE Framework	Wales National Curriculum Science Order/ Foundation Phase Framework
Foundation Phase 3-7	<p>Activities that allow them to feel safe and secure and feel that they are valued.</p> <p>Activities that contribute to their own safety.</p> <p>Activities that allow them to make healthy choices and to develop and understand their own bodies and how to keep them safe and healthy.</p>	<p>Thinking about what might happen if (K&U) become aware of dangers and safety issues in their environment (PD)</p>
2	<p>Take increasing responsibility for keeping the mind and body safe and healthy.</p> <p>To understand the harmful effects, both to themselves and others, of tobacco, alcohol and other legal and illegal substances.</p> <p>The importance of personal safety</p>	<p>The effect on the human body of some drugs, e.g. alcohol, solvents, tobacco.</p>

	What to do or to whom to go when feeling unsafe.	
3	Know the effects of and risks from use of a range of legal and illegal drugs (including alcohol and tobacco) and the laws governing their use.	Pupils should be taught that the abuse of alcohol, and other drugs affect health.
4 14-19 Learning pathways	Know the pattern of drug use (including alcohol and tobacco) in their community and beyond and where to get help, information and advice.	Pupils should be taught the dangers of contracting HIV and hepatitis by the use of intravenous drugs.

3.1 Provision for Vulnerable Groups

The Substance Misuse Educational programme will be inclusive and tailored to meet the needs of all pupils within Greenfield School. It is the responsibility of the teachers alongside the PSE Co-ordinator to differentiate the curriculum to meet the individual needs of the pupils. In doing this they will be aware of any social, emotional, cultural, medical or physical needs that may have an impact on the delivery of a SME curriculum.

3.2 Support From Outside Agencies

At our school we will seek to support all of our pupils in our caring pastoral system and good working relationships with outside agencies and professional organisations. Through our PCP approach at Greenfields we are able to build strong multi agencies links and approaches to deliver and manage our Substance Misuse Education with a consistent and holistic approach. These may include Social services, Health professionals and Police liaison officers amongst others.

Outside agencies or visitors may provide sessional learning opportunities for pupils. The school will ensure that if external personnel are delivering information in relation to substance misuse;

- The school and the visitor have agreed the aims, content and approach of inputs by the visitor.
- The school has checked that the work of the agency or visitor is known to them and considered appropriate in respect of safeguarding /child protection procedures.
- The school will make the visitor aware of any relevant school policies.
- The school will ensure that all visitors are in receipt of a CRB/DBS check.

- The school has planned for the visitor to be supervised/actively supported by a teacher at all times throughout the visit (*see Appendix 2 for PSE Visitors Checklist*).

Greenfield will work in partnership and seek support and guidance from the Healthy Schools Team, the LA, the police, Drugaid, school nurse, Safer Merthyr Tydfil, the Multi Agency Safeguarding Hub (MASH), CAMHS, School Counselling Service and the Multi Interventions Assistance Team (MIA) to establish and deliver a coherent and consistent approach to substance use and misuse.

3.3 Resources

A variety of resources are used to support the Substance Misuse Educational programme. These include;

- *DAN 24/7 – This offers an up to date resource of all substances.*
- *Interactive ‘board works’.*
- *Social & Emotional Aspects of Learning (SEAL) & the Student Assistance Programme (SAP).*
- *The Steroid and Image Enhancing drugs (SIEDS) teaching resource*
- *The All Wales School Liaison Programme*
- Jigsaw and the Welsh PSE curriculum
- Talking Health Drugs and the Primary School
- School beat
- HWB – Welsh Government

(Please see Appendix 3 for resources list)

3.4 Links with National Programmes

National programmes such as *No Smoking Day and Drink Driving Campaigns* are often used as educational platforms to address smoking and alcohol related issues. The all Wales School Liaison Core Programme has been a fundamental part of our Substance Misuse curriculum for a number of years and supports the pupils and teachers working within different key stages. Pupils within the 14-19 pathways department access appropriate units from Agored Cymru and have the opportunity to work towards accreditation in appropriate SMU (substance misuse) units.

4. Management of Incidents:

Most children and young people will go through life without being involved in any incident involving substance misuse. However, substances are readily available and accessible within communities and it is good practice for organisations to prepare for managing incidents involving legal and illegal substances.

Managing incidents of substance misuse in schools will minimise the risk of harm to the individual and the wider community in both the short and long term. A shared understanding of responsibilities and school policies, in addition to appropriate written procedures will equip this school to respond effectively to incidents of substance misuse and allow pupils to benefit from a consistently high standard of care.

The following information has been taken from the Merthyr Tydfil Local Authority Substance Misuse Guidelines for Schools 2012; Part 2: Responding to Substance Misuse Incidents in Schools (MT, Part 2; 2012).

4.1 Dealing with an incident involving children and young people

All confirmed incidents involving substance misuse will be reported to the Local Authority as per MT Local Authority guidance Part 2 'Responding to Substance Misuse Incidents in School', Paragraph 5.0; Page 8.

The School will need to distinguish between behaviour that breaks school rules and criminal behaviour. Criminal activity, such as the dealing of substances, should always be reported to the police, irrespective of whether the child is excluded from school (*see Appendix 4; Involvement of the Police*).

Suspicion and rumour

It is important that the greatest care is taken in any attempt to substantiate rumour. False accusations can lead to repercussions or breakdown in communication and trust. It is vital not to promote further rumours. Discretion and sensitivity are paramount.

Key questions to ask

Is the incident concerning a pupil at the school? If not, notify the appropriate organisation.

How did you hear about it? How reliable is the source of information?

Can the suspicion be substantiated (bearing in mind the need for confidentiality)?

- Are there any witnesses?
- Is the incident confirmed by other staff or pupils?
- Is there any physical evidence, such as the condition/ behaviour of the pupil, or substances (s) still present?

Check list for interviewing pupils over a substance misuse related incident

- Remind child/young person of the policy and procedures regarding substance misuse including the intention to contact parents/carers and police where necessary.
- Ask the child/young person to hand over any substances. If reluctant to do so, explain that the request will be repeated in the presence of parents/carers and possibly the police.
- Parents/carers should be allowed access to the child/young person with a member of staff present at all times.
- Where police involvement is necessary every attempt should be made to have parents/carers present.
- If a formal police investigation is necessary, then questioning of witnesses and offenders should be kept to a minimum.
- Once the investigation has finished, give consideration to the guidance, which has been given in terms of sanctions and the involvement of other agencies.

4.2 Incidents involving adults and staff

Incidents involving staff

Substance misuse related incidents involving staff is covered by the organisation's Employment and Disciplinary Policy and linked to the Drug and Alcohol at Work Policy. Guidance and procedures are in place to respond to allegations, concerns about, or evidence of substance misuse by staff, or supply of substances to children and young people.

These should set out the separate processes, which may be initiated in response to any allegations, concerns or evidence. The primary concern is the welfare of the children and young people. This is of greater urgency than staff disciplinary procedures.

Incidents involving adults:

When responding to situations involving adults (including visitors and parents), safety is a priority. Some situations will require action in collaboration with other agencies to ensure

the safety and protection of any children and young people. Other incidents will require observation, data collection and discussion before proceeding.

4.3 Recording of incidents

All confirmed incidents should be recorded on the Incident Recording Form (*see Appendix 5 for the Local Authority's Incident Recording Form*).

4.4 Drug and or alcohol related litter

This relates to any drug and or alcohol related litter found on or near the school premises. This could include bongs, pipes, needles, syringes, alcohol cans or burnt foil (*see Appendix 6 for Needle Disposal Flowchart*). *Further guidance is available in the MT Local Authority guidance Part 2 'Responding to Substance Misuse Incidents in School', Paragraph 6.2; Page 9.*

- Discarded needles and used syringes present health and safety implications.
- Advice will be obtained from the Local Authority's Environmental Health Department (**contact Merthyr Tydfil County Borough Council Call Centre on 01685 725377**) or the local substance misuse service providers who will be able to provide guidance, training and equipment relating to the safe disposal of needles and syringes.
- Staff will be provided training and/or guidance around these aspects of incident management.
- The flowchart for the safe disposal of discarded needles/ syringes will be displayed in the staff and Caretakers office.
- All staff are made aware of these procedures.

4.5 Confiscating substances

- A teacher may take possession of a suspected substance if that action has the purpose of preventing another person from committing or continuing to commit an offence.
- When a member of staff confiscates a suspected substance every attempt will be made to obtain an adult witness to confirm the substance has been placed in a secure place.
- Information on the above will be recorded and countersigned immediately.
- The substance should be held until a decision has been made as to the appropriate course of action unless the pupil has been admitted to hospital.

- Teachers and support staff are advised to inform the Designated member of SMT, who will inform the local police and ask advice on the action to be taken regarding destruction.

4.6 Dealing with the Media

Substance misuse incidents may receive a high level of media attention. If the school receives a telephone call or visit from any media source, the Headteacher or Designated Lead Person will refer any journalist or reporter to the following individuals in line with the Media Protocol that exists within the Local Authority.

Corporate Communications Team, Room 415, Civic Centre, Merthyr Tydfil.

PR & Marketing Officer, Tel: 01685 725166

E-mail: corporate.communications@merthyr.gov.uk

4.7 Enquires from parents and other pupils

Enquires from parents and pupils will be met with straightforward factual information and clear action taken. Names will not be disclosed to parents except to the parents of the pupil(s) concerned.

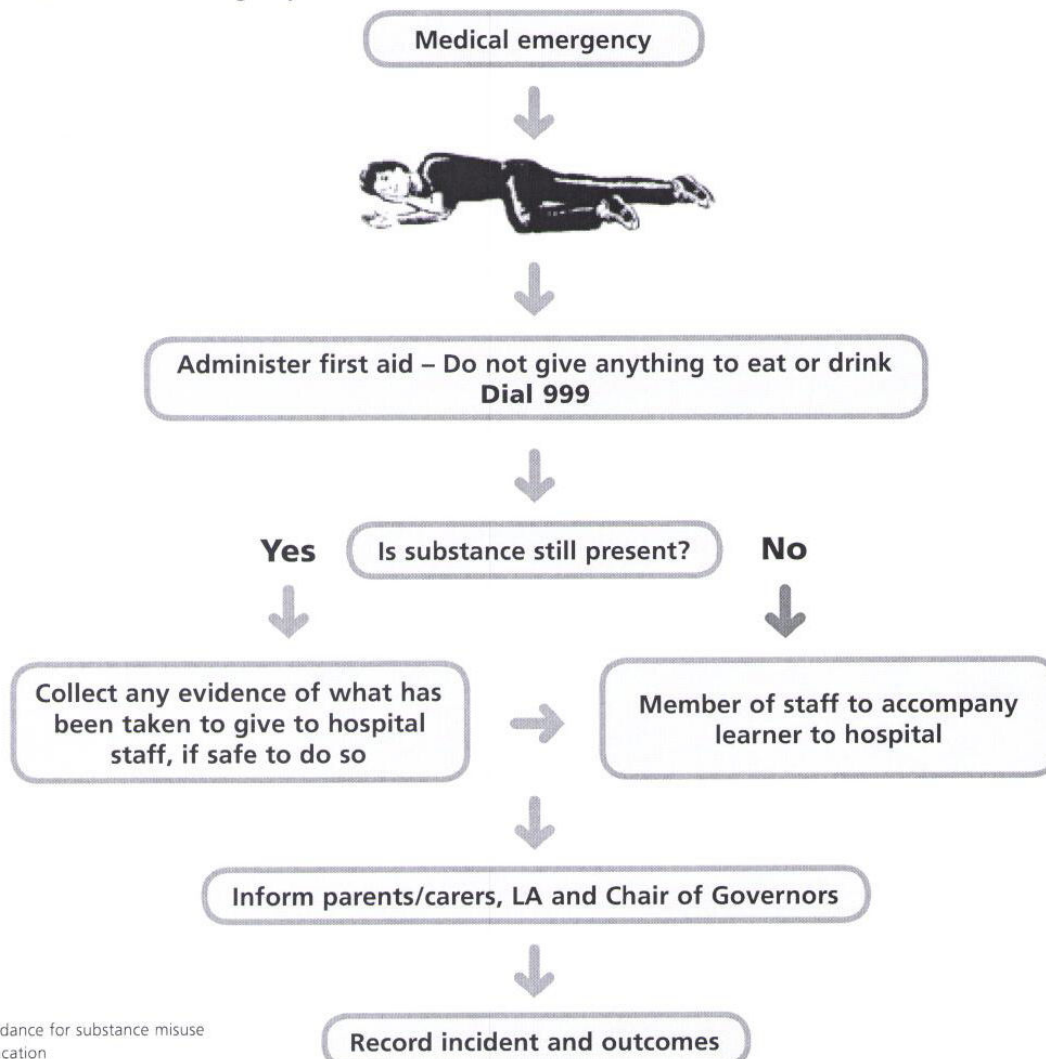
Confidentiality can be hard to uphold amongst the group as young people will often share information between themselves. The School will give a clear, brief and simple account of what has happened to all members of the group as soon as possible, omitting names to avoid rumours and misunderstandings, e.g., 'Two pupils were found last night drinking alcohol. As this is strictly against the rules, they have been sent home.'

5. Medical emergencies- Response Procedures:

Inform Headteacher or Deputy Head teacher, School Nurse or First Aider

This procedure covers both legal substances and illegal substances.

If someone has lost consciousness or gone into a coma after using substances, first aid must take precedence over any other actions. Acute intoxication, unconsciousness and semi-unconsciousness should all be regarded as medical emergencies. If in doubt, always treat as a medical emergency.

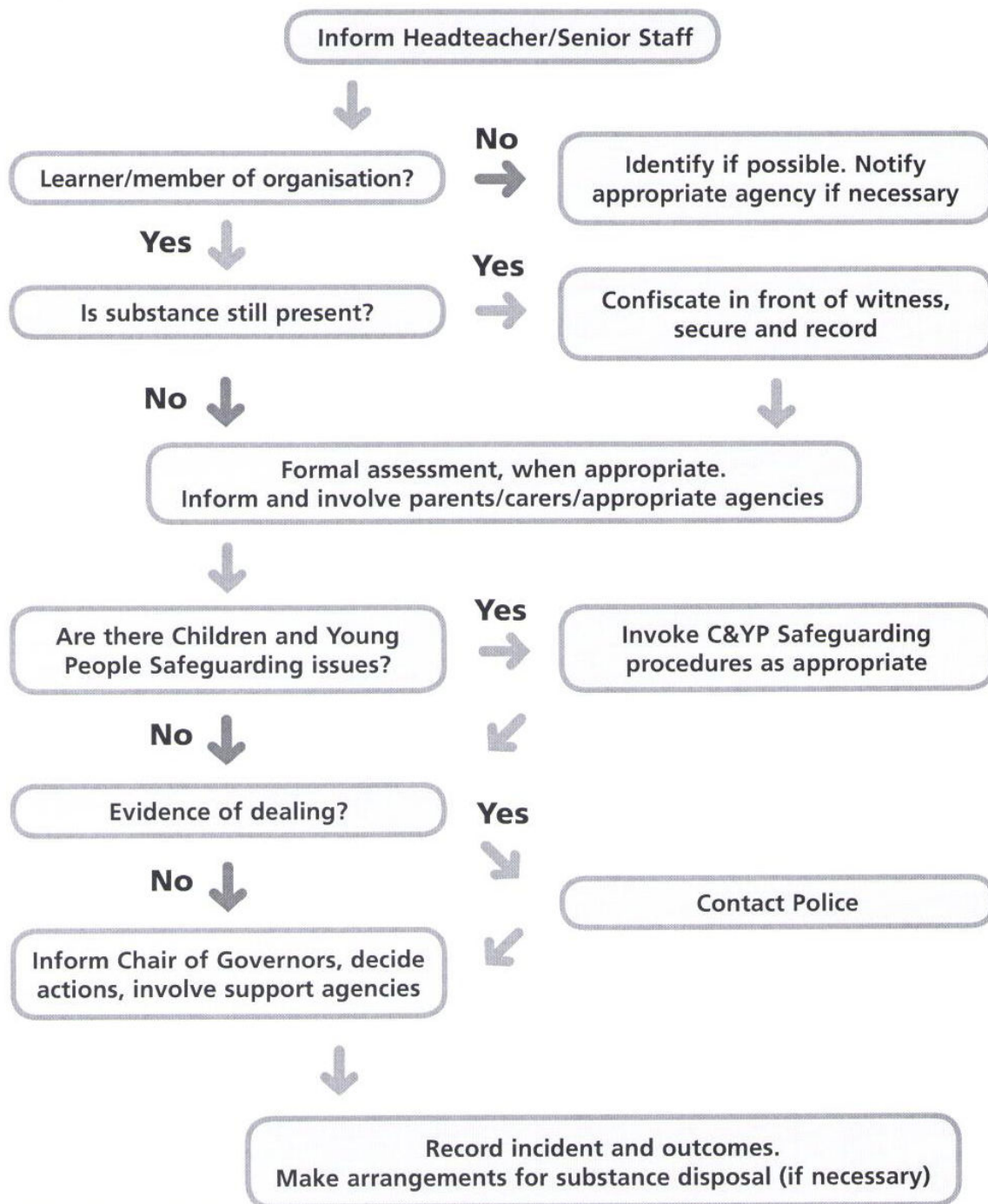


Guidance for substance misuse education
Guidance document no:
107/2013
July 2013

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5.1 Incident response (to use in conjunction with Appendix 4):

This procedure covers both legal and illegal substances.



5.2 Sanctions/ Exclusions

The Welsh Government for Wales Circular 107/2013 'Guidance for Substance Misuse Education' identifies the need for schools to have a clear procedure for the management of substance misuse related incidents within their policy documents.

In Greenfield School the Headteacher retains the responsibility for deciding how to respond to particular incidents, taking into account factors such as the age of the pupil concerned, whether the incident involves one pupil or a group of pupils and whether there is evidence of particular peer pressure. A decision will be made on seeking guidance from the Local Authority's Procedural Handbook on Exclusion of Pupils.

The Local Authority's Schools Department strongly advises that pupils involved in such incidents should not be automatically excluded from school, but where such exclusions do occur, they should be for a fixed term, and that permanent exclusion should only be warranted as a final sanction when all reasonable steps have been taken.

5.3 Child Protection/ Safeguarding concerns

The school's Safeguarding Procedures will be followed should any child protection/ safeguarding concern arise. The Designated Lead person within the school should be notified and Child Protection/ Safeguarding procedures followed.

6.0 Conclusion

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society and to enable this school to manage incidents of substance misuse efficiently and sensitively. Effective substance misuse guidance will enable our children and young people to make responsible, well informed decisions about their lives. This policy ensures that it is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales and is the agreed policy.

Appendix 1: Public Health Wales; Position Statement E-Cigarettes

Public Health Wales E-cigarette briefing for all schools in Wales

Public Health Wales April 2016

E Cigarettes also known as electronic nicotine delivery systems (ENDS).

What are e-cigarettes? Electronic cigarettes, (e-cigs) or ENDS (electronic nicotine delivery systems) are devices whose function is to vaporize and deliver to the lungs of the user a chemical mixture typically composed of nicotine, propylene glycol and other chemicals, although some products claim to contain no nicotine. Unlike cigarettes, there is no combustion (burning) involved

in ENDS so there is no smoke and no other harmful products of combustion, such as tar and carbon monoxide. This doesn't mean they are entirely safe but they are less harmful than smoking as they don't contain the tar, carbon monoxide, and other products that cause many smoking related illnesses.

Most ENDS are shaped to look like their conventional (tobacco) counterparts (e.g. cigarettes, cigars, cigarillos, pipes, hookahs or shishas). They are also sometimes made to look like everyday items such as pens and USB memory sticks, for people who wish to use the product without other people noticing. Some products are currently being marketed as **e-shisha**. E-shisha products, like e-cigarettes, consist of devices that vaporise liquid containing different types of chemical flavourings and a solvent. E-shisha are normally described as nicotine free. However, the e-liquid or 'e-juice', which is normally sold separately from the device, may or may not contain nicotine. Like e-cigarettes they are available in a range of nicotine concentrations, either rechargeable or disposable, and with a range of flavours. There is therefore no meaningful distinction between e-shisha products and e-cigarettes, other than marketing.

There has been a rapid increase in the use, availability and promotion of ENDS. There is potential for ENDS to reduce the harm of smoking if smokers of combustible tobacco switch to these devices and research into this is ongoing. **Public Health Wales E-cigarette briefing for all schools in Wales**

Public Health Wales April 2016

Why is there concern about ENDS and young people?

Nicotine is the addictive ingredient in a cigarette and is often present in ENDS. The amount of nicotine contained in e-cigarettes can vary between and within brands, from nicotine-free products through to high doses of nicotine.

The presentation of e-cigarettes as a "safe" way to smoke may provide a route to nicotine addiction for children and young people.

The appearance of some ENDS mimics smoking a cigarette and could play a role in normalising smoking behaviour. Considerable strides have been made in de-normalising smoking but there is much more to do.

There are also concerns about the effects of e-cigarette marketing on young people. Some marketing of these products appears to have been aimed at a younger adult demographic and maybe also appealing to young people. A number of ENDS are offered in flavours and colours that can be particularly attractive to adolescents.

E-cigarettes and the law

On 1 October 2015 it became illegal in Wales and England:

- for retailers to sell electronic cigarettes (e-cigarettes) or e-liquids to anyone under 18, and**
- for adults to buy (or try to buy) tobacco products or e-cigarettes for anyone under 18. This is known as a proxy purchase.**

If found guilty of an offence of selling nicotine products (tobacco or e-cig) to a child or young person under 18 years of age in a Magistrates' Court, an individual could face a fine of up to £2,500. A person or a business found to be repeatedly selling nicotine inhaling products to people under the age of 18 could receive a Restricted Sales Order or a Restricted Premises Order from the court. This prohibits a named individual, or a named retail outlet, from selling nicotine inhaling products or tobacco to anyone for a period of up to one year.

A proxy purchasing offence is committed when someone over the age of 18 purchases, or attempts to purchase, tobacco or a nicotine product (such as an e-cigarette) on behalf of a child or young person under 18 years of age. Trading Standards Officers can issue fixed penalty notices and fines for proxy purchasing. Failure to pay a fine may result in the matter being pursued in court.

From 20th May 2016 new regulations dictate that e-cigarettes will either be licensed as medicines or, if unlicensed, will be subject to new quality and safety standards, packaging and labelling requirements, and restrictions on advertising. All legitimate **Public Health Wales E-cigarette**

briefing for all schools in Wales

Public Health Wales April 2016

e-cigarette products, including e-liquids should feature the following warning on their label: "This product contains nicotine which is a highly addictive substance"

The UK Committee of Advertising Practice and the Broadcast Committee of Advertising Practice (2014) launched a new code to ensure that e-cigarettes are promoted responsibly. The rules are enforced by the Advertising Standards Authority. The CAP/BCAP rules require that END's adverts should not target children.

E-cigarettes on school site

Based on the current evidence available Public Health Wales advises the following:

- Ensure school smoke free policies clearly also prohibit the use of e-cigarettes and ENDS onsite including by pupils, staff and visitors
- Ensure pupils, staff and visitors are aware of the changes to school policy regarding use of e-cigarettes on site
- Ensure pupils and staff who wish to quit smoking are signposted to NHS stop smoking services via www.stopsmokingwales.com
- or telephone 0800 085 2219
- Pupils should be educated about e-cigarettes within the curriculum alongside other drug education

Advice for parents

If a young person wishes to quit smoking, free support and treatment is available from the NHS. This support is available from Stop Smoking Wales, GP Practices and some Pharmacies.

Children under the age of 18 should not use e-cigarettes to quit smoking.

Young people should be encouraged to access behavioural support to quit smoking from an NHS service. Those over the age of 12 may use licensed Nicotine Replacement Therapy (patches etc) alongside behavioural support where there is evidence of addiction to nicotine. It should only be used as part of a supervised regime with behavioural support from a trained health professional. (NICE Guidance 2011)

E-cigarettes and e-liquids/juice should be kept away from children, as should all products containing nicotine. Nicotine is highly poisonous to children and even a small amount can have immediate adverse health effects, especially if consumed incorrectly or in a large volume. **Public Health Wales E-**

cigarette briefing for all schools in Wales

Public Health Wales April 2016

i Behaviour Support - Involves scheduled face-to-face meetings between someone who smokes and a practitioner from the smoking cessation service trained in smoking cessation. Typically, it involves about 6 short weekly sessions.

Symptoms of nicotine poisoning may include one or more of the following:

- Burning in the mouth and throat
- Stomach pains, sickness and / or diarrhoea
- Headaches, dizziness and / or confusion
- Sweating and excessive saliva in the mouth
- In severe cases – seizures (fits) and coma

Seek medical advice immediately if you suspect a child has indigested any type of nicotine product.

Useful contacts

Stop Smoking Wales

Telephone: 0800 085 2219 **website** www.stopsmokingwales.com

ASH Wales the **Filter** offers information and advice to young people about smoking.

Email: thefilter@ashwales.org.uk **Website** www.thefilterwales.org

Sources of further information

1. World Health Organisation Convention on Tobacco Control , Electronic nicotine delivery systems, *World Health Organisation* [online] 26th August [cited 09 September 2014] http://apps.who.int/gb/fctc/PDF/cop6/FCTC_COP6_10-en.pdf?ua=1
2. World Health Organisation. Tobacco Free Initiative. *World Health Organisation*. [Online] 9 July 2013. [Cited: 8 October 2013.] http://www.who.int/tobacco/communications/statements/electronic_cigarettes/en/.
3. Medicines and Healthcare Products Regulatory Agency. Nicotine Containing Products. *MHRA*. [Online] 31 July 2013. [Cited: 8 October 2013.] <http://www.mhra.gov.uk/Safetyinformation/Generalsafetyinformationandadvice/Product-specificinformationandadvice/Product-specificinformationandadvice-M-T/NicotineContainingProducts/index.htm>.
4. European Commission. Tobacco - Revision of the tobacco products directive. *European Commission*. [Online] [Cited: 8 October 2013.] <http://ec.europa.eu/health/tobacco/products/revision/>.
5. US Food and Drug Administration. Electronic Cigarettes. *FDA*. [Online] 25 April 2013. [Cited: 8 October 2013.] <http://www.fda.gov/NewsEvents/PublicHealthFocus/ucm172906.htm>.
6. BMA. Tobacco E Cigarettes. *BMA*. [Online] January 2013. [Cited: 8 October 2013.] <http://bma.org.uk/working-for-change/improving-and-protecting-health/tobacco/e-cigarettes>.
7. ASH. ASH Briefing Electronic Cigarettes. *ASH*. [Online] June 2013. [Cited: 8 October 2013.] http://www.ash.org.uk/files/documents/ASH_715.pdf.

Appendix 2: PSE Visitors Checklist:

Planning points	
The school and the visitor have agreed the aims, content and approach of inputs by the visitor.	
The school has	
checked that the work of the agency or visitor is known to them and considered appropriate in respect of safeguarding /child protection procedures.	
made the visitor aware of and familiar with any relevant school policies.	
planned for the visitor to be supervised/actively supported by a teacher at all times throughout the visit .	
explained how the visit fits into the PSE programme e.g. any preparatory work/follow up work to be done.	
provided information on:	
<ul style="list-style-type: none"> • the number of sessions expected 	
<ul style="list-style-type: none"> • the age of the learners in each session 	
<ul style="list-style-type: none"> • the number of learners in each session(s) 	
<ul style="list-style-type: none"> • any additional learning needs of learners 	
The following have been agreed:	
<ul style="list-style-type: none"> • the date and time of the visit 	
<ul style="list-style-type: none"> • where the speaker will be met, at what time and by who 	
<ul style="list-style-type: none"> • the name of the class teacher(s) who will be present at the session(s) 	
<ul style="list-style-type: none"> • where the session(s) will take place 	
<ul style="list-style-type: none"> • the number of sessions, timings and durations for each 	
<ul style="list-style-type: none"> • relevant school timings e.g. registration, assembly, breaks, lunch etc. 	
<ul style="list-style-type: none"> • what school resources are required by the speaker 	
<ul style="list-style-type: none"> • where resources can be accessed. e.g. video, TV, DVD player 	
<ul style="list-style-type: none"> • what resources the speaker will provide 	
<ul style="list-style-type: none"> • arrangements for collecting feedback from the session(s) <ul style="list-style-type: none"> • from learners • from teaching staff 	
<ul style="list-style-type: none"> • arrangements for jointly evaluating the session(s) 	
Signed	School:
	Visitor:
Date:	

Appendix 3: List of Resources Substance Use and Misuse:

Alcohol Concern: Alcohol Concern is the national agency on alcohol misuse campaigning for effective alcohol policy and improved services for people whose lives are affected by alcohol related problems. www.alcoholconcern.org.uk

ASH Wales_Ash Wales is a voluntary organisation dedicated to tackling tobacco use in Wales and the harmful effects of second hand smoke. ASH Wales provides training on tobacco for teachers and young people. ASH Wales works with young people to develop and deliver an array of campaigning projects with young people including Kick Butts Day and Peer Health Programmes.

Enquires@ashwales.org.uk

www.ashwales.org.uk

Tel: 02920490621

Change for Life: Alcohol's hidden harms – effects on our health. Information and resources relating to alcohol.

<http://www.nhs.uk/change4life/Pages/alcohol-health-harms.aspx>

DAN 24/7: The Wales Drug & Alcohol Helpline, also known as DAN 24/7 is hosted by the [Betsi Cadwaladr University Health Board](#) with funding provided by the [Welsh Government](#).

DAN 24/7 is a free and bilingual telephone helpline providing a single point of contact for anyone in Wales wanting further information and / or help relating to drugs and / or alcohol.

The service is available 24 hours a day, 7 days a week.

<http://dan247.org.uk> Free phone: 0808 808 2234 Or text DAN to: 81066

DASPA: DASPA is a joint initiative by Cwm Taf Health Board's community drug and alcohol team, TEDS and Drug Aid. A SINGLE phone call will now ensure people seeking help for a drug or alcohol problem get the support they need.

The Drug and Alcohol Single Point of Access (DASPA) phone number is 0300 333 0000.

Drinkaware: Drinkaware highlights the dangers of alcohol misuse through innovative and challenging campaigns online, in print and in communities countrywide.

www.drinkaware.co.uk

Drugaid: 'Drugaid have their own training department whose role is to provide a comprehensive training package for staff and volunteer development as well as

pursue an excellent standard of training and education to the community we serve'. Their mission statement is 'To bring about positive and sustained change for individuals and communities in support of the aspirations and needs of those affected by their own and someone else's drug or alcohol use, by offering opportunities aimed at minimising harm and maximising resilience'.

www.drugaidcymru.com 0870 060 0310

Tel: (01685) 721991(Merthyr Tydfil Team)

FRANK: Confidential, friendly drug advice

<http://www.talktofrank.com/need-support> Telephone: 0300 123 6600

Guidance for Substance Misuse Education: The guidance for substance misuse education (SME) provides detailed information relating to the delivery of appropriate SME according to curriculum requirements and specific need, and substance misuse incident management including support, legislation and good practice.

<http://wales.gov.uk/topics/educationandskills/schoolhome/wellbeing/substance-misuse/?lang=en>

No Smoking Day resources: <http://www.nosmokingday.org.uk>

RE-SOLV - Helpline: 0808 800 2345 Founded in 1984, Re-solv is a charity solely dedicated to the prevention of solvent and volatile substance abuse. The website contains information, fact sheets, on-line training courses and other publications. Re-Solv also operates a Free-phone Helpline on **01785 810762** for anyone concerned about solvent and volatile substance misuse. www.re-solv.org

SENSE CD – Making Sense of Sex and Relationships: An interactive CD which offers an over-view of Sex and Relationships Education and the importance of keeping safe. Distributed to all schools in Wales by the Healthy Schools Scheme.

SchoolBeat: [SchoolBeat.org](http://www.schoolbeat.org) is a bilingual site from the All-Wales School Liaison Core Programme, providing information and resources for teachers, pupils and parents to follow up on the lessons provided to primary and secondary school children by our School Community Police Officers.

The website focuses on the three main themes of the Programme; drug and substance misuse, social behaviour and community and personal safety.

<http://www.schoolbeat.org>

Smokefree Movies Provides information on how films 'sell smoking' to young people and advocates to protect young people from on screen smoking.

www.smokefreemovies.ucsf.edu

Steroid and Image Enhancing Drugs (SIEDS) resource- This toolkit has been designed as a series of workshops intended to increase young peoples' (key stage 3-4) knowledge and understanding of the harms relating to SIEDs and additional associated issues e.g. concerns surrounding body image.

www.publichealthwales.org/SIEDs

Stop Smoking Wales: Stop Smoking Wales is the NHS Smoking Cessation Service. It offers free, friendly, help, information and support to enable people to quit smoking. <http://www.stopsmokingwales.com/home>

Telephone: 0800 085 2219

TEDS: 'We are a voluntary agency offering **FREE** and **CONFIDENTIAL** services to users of drugs or alcohol throughout the Rhondda Cynon Taff. Our children & young people's workers also deliver a wide range of prevention and education sessions in a variety of settings.

<http://www.teds.org.uk/>

(01685) 880090

The Filter: The Filter is a bilingual information and advice service about smoking and tobacco for 11 to 25 year olds across Wales. 'We're here to give young people the facts and filter out the myths about smoking. We have an advice line which is open Monday to Friday, 10am to 4pm and we're chatting with young people on Facebook and Twitter every day. We have a fully comprehensive website with tonnes of facts and information and we also travel across Wales to educate young people in all settings, we train volunteers as well as professionals who work with young people and we support young people who want to quit'.

<http://thefilterwales.org>

029 2029 2049 0621

The PSE Framework: *The Personal and Social Education Framework for 7 to 19-year-olds in Wales* is available from the PSE Guidance website www.wales.gov.uk/personalandsocialeducation

Welsh Government website for Substance Misuse

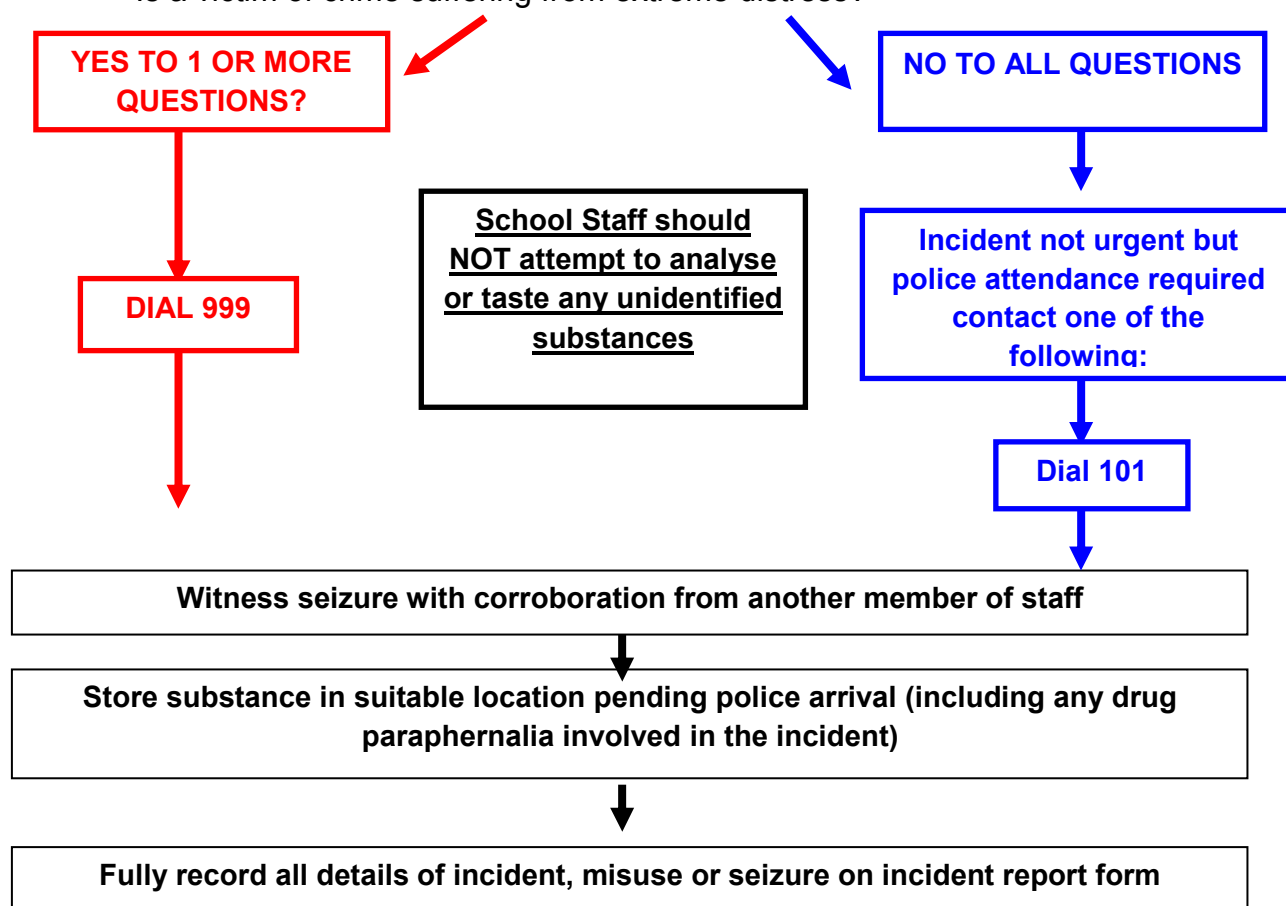
www.wales.gov.uk/substancemisuse

Appendix 4: Involvement of the Police (This information is taken from South Wales Police Protocol and may be subject to change)

In all cases criminal activity should be reported to the police. The following flowchart provides guidance for when to involve the police in an incident.

ASK THE FOLLOWING QUESTIONS:

- Is there immediate danger present?
- Has serious injury occurred or is there clear potential for injury?
- Is a crime in progress or imminent?
- Is a suspect present?
- Will a witness be lost if police do not arrive quickly?
- Is there clear potential for further crime to be committed?
- Is a victim of crime suffering from extreme distress?



YOU NEED TO COMPLY WITH THIS PROCESS TO ENSURE YOU CANNOT BE ACCUSED OF COMMITTING AN OFFENCE OF POSSESSION OR SUPPLY YOURSELF

For advice, the contact numbers for the School Police Liaison Officers:

- For Bishop Hedley, Afon Taf or Greenfield please contact PC Angela Rogers on 01685 724257.
- For Cyfarthfa, Pen Y Dre or EOTAS please contact PC Wayne Matthews on 01685 724805.

Please leave a message if you reach answer phone.

Appendix 5: Local Authority Incident Reporting Form

SCHOOL:	DATE OF INCIDENT:	DATE AND TIME REPORTED:	
		REPORTED BY:	
YOUNG PERSON(S) INVOLVED:	NAMES AND ADDRESSES:	HOME (AND MOBILE) CONTACT NUMBER:	
DESCRIPTION OF INCIDENT:			
CATEGORY OF INCIDENT (Please circle one)	ACTION TAKEN	BY WHOM	CONTACTED
Drug Related Litter Possession Supply Under Influence Other			
Drug Related Litter Possession Supply Under Influence Other			
Drug Related Litter Possession Supply Under Influence Other			

CATEGORIES: Drug Related Litter / Possession / Supply / Under Influence / Non learner			
NAME / DESCRIPTION OF SUBSTANCE:	AMOUNT / SIZE:	REMOVED BY:	WHERE RETAINED:
<p>SIGNED: _____ WITNESSED BY: _____</p> <p>TITLE: _____ TITLE: _____</p> <p>DATE: _____ DATE: _____</p>			

CONTACTS MADE (where appropriate)

CONTACTS	CONTACT NAME & NUMBER	CONTACT MADE BY	TIME & DATE CONTACT MADE	ENQUIRY / REFERRAL (APPOINTMENT TIME)
PARENTS/CARERS				
POLICE				
AMBULANCE				
OTHER HEALTH PROFESSIONAL				
SOCIAL SERVICES				

DUTY TEAM				
ENVIRONMENTAL HEALTH				
EDUCATION DEPARTMENT				
DRUG SUPPORT AGENCY				
OTHER:				

OUTCOME:

ATTACH ANY DETAILS OF ACTION / PLANS AS APPROPRIATE

SIGNED: _____

WITNESSED BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

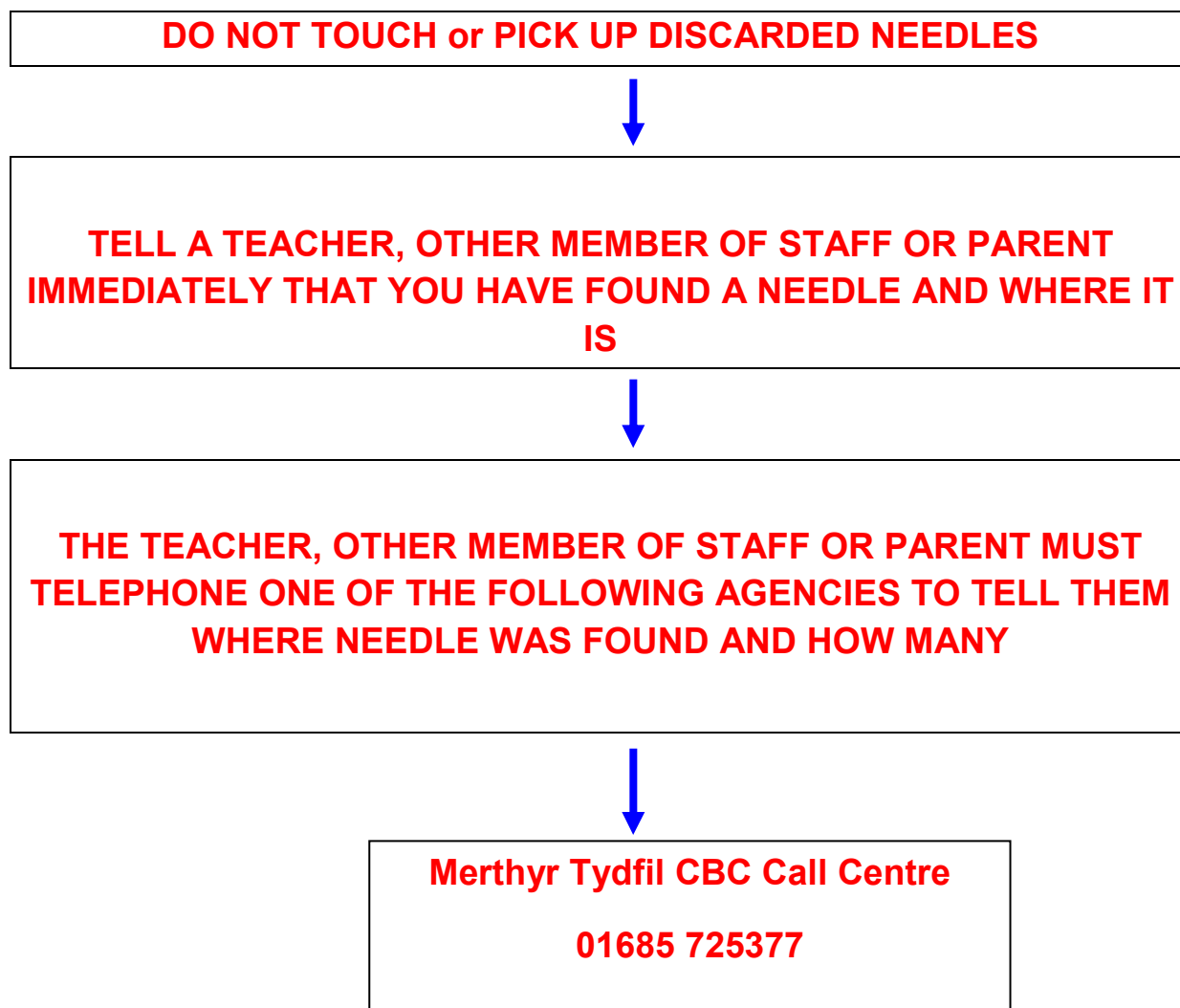
Form to be returned immediately following incident and copy to be held centrally:

Sarah Bowen, Inclusion Manager

Schools Dept, Education Office

Unit 5, Room 105

Pentrebach, Merthyr Tydfil, CF48 4TQ

Appendix 6: Flowchart for the Disposal of Discarded Needles and Syringes**REMEMBER**

IF BEFORE 9AM or AFTER 5PM TELEPHONE THE FOLLOWING NUMBER

Lifeline

01685 385231

ONLY A PERSON FROM ONE OF THE AGENCIES ABOVE MUST TOUCH OR PICK UP THE NEEDLE

IF YOU INJURE YOURSELF ON A SYRINGE – The first thing is DO NOT PANIC. Wash the wound with clean running water. Encourage bleeding. Do not suck the wound. Cover with a dressing and seek medical advice immediately from your GP or Accident and Emergency department.

