A programme to support all schools to become smokefree
A NICE Word ...

In order to promote best practice, NICE – The National Institute for Health and Care excellence, the following five recommendations should be taken into account when considering introducing or modifying policy to address smoking prevention in schools.

The following guidance is for all those responsible for preventing the uptake of smoking by children and young people aged under 19. This includes those working in the NHS, local authorities, education and the wider public, private, voluntary and community sectors. It may also be of interest to children and young people, their parents or carers and other members of the public.

For the purposes of this guidance, ‘schools’ includes ‘extended schools’ (where childcare or informal education is provided outside school hours), pupil referral units, secure training and local authority secure units. It also includes further education colleges.

The five recommendations include the following advice:

- The smoking policy should support both prevention and stop smoking activities and should apply to everyone using the premises (including the grounds).

- Information on smoking should be integrated into the curriculum. For example, classroom discussions could be relevant when teaching biology, chemistry, citizenship and maths.

- Anti-smoking activities should be delivered as part of personal, social, health and economic (PHSE) and other activities related to Healthy Schools or Healthy Further Education status.

- Anti-smoking activities should aim to develop decision-making skills and include strategies for enhancing self-esteem. Parents and carers should be encouraged to get involved and students could be trained to lead some of these programmes.

- All staff involved in smoking prevention should be trained to do so.

- Educational establishments should work in partnership with outside agencies to design, deliver, monitor and evaluate smoking prevention activities.

If you would like to learn more from NICE about smoking intervention in schools you can access the page via this link: https://www.nice.org.uk/guidance/ph23

Or you can follow the NICE pathway http://pathways.nice.org.uk/pathways/smoking/smoking-prevention-and-cessation-in-schools
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Introduction

Milton Keynes The Milton Keynes Stop Smoking Service is a programme to support all schools to become Smokefree.

Being a Smokefree School is more than just prohibiting smoking on the school premises. It also involves taking action to prevent students from starting to smoke while supporting students and staff who already smoke to give up.

To become a Milton Keynes Smokefree School, schools must commit to being Smokefree and sign up to a series of principles for how they will address smoking. All schools signing up will receive the Milton Keynes School Badge, which can be displayed on signs, windows, letterheads and websites.

The main elements of the Milton Keynes Smokefree School programme are:

- Enforcing no smoking by anyone anywhere on school premises or during school activities
- Displaying clear ‘Smokefree School’ signs on school premises
- Displaying smoking prevention promotional material in the school
- Committing to giving support to students found to be smoking to encourage and help them to quit
- Committing to sending communication to parents when a student is found to be smoking for the second time.
- Committing to an education programme on smoking prevention and use of e-cigarettes
- Having a school Smokefree policy which contains all of the above

Milton Keynes Smokefree Schools provides a toolkit to help schools to meet these elements.

The toolkit includes a template policy, Template letter for introducing the policy, template letters to be sent to parents when their child has been caught smoking, advice on education programmes and promotional materials.

The application process has been designed to be simple and easy for schools to complete.
SMOKEFREE
Milton Keynes Council

THE MILTON KEYNES QUITLINE: 01908 254 026
SMOKING QUITLINE IS YOUR DIRECT LINE TO HELP

It is a FREE resource available to help any Milton Keynes tobacco users quit. The Quitline can be reached by calling 01908 254 026 or by texting one of the following keywords; SMOKEFREE, STUDENT, SCHOOLS and to 07800 005 170 or by emailing stop.smoking@milton-keynes.gov.uk.

The quitline uses a combination of motivational counselling with a trained NCSCT certified smoking cessation practitioner and nicotine replacement therapy medications such as patches and lozenges to help tobacco users fight their addiction.

Smoking cessation advisors are professionally trained to help tobacco users:

- Prepare to quit
- Choose a quit day
- Change their routines
- Cope with withdrawal
- Fight slips and relapses

In addition to unlimited support, personalised face to face and phone sessions, callers will also receive free quit guides and their choice of free medications which they can collect directly from their local pharmacy.

THE STOP SMOKING PROGRAMME OFFERS A SPECIALISED SERVICE FOR TOBACCO USERS WHO ARE PREGNANT. They receive relapse prevention sensitivity both during Pregnancy and the Post-Partum Period. Pregnancy smoking cessation practitioners will provide behavioural support and advice on medication to pregnant women who smoke and who want to stop. Guiding pregnant women who smoke towards these services is an important and potentially life saving intervention.

THE STOP SMOKING PROGRAMME OFFERS A SPECIALISED SERVICE FOR TOBACCO USERS WHO ARE DIAGNOSED WITH A MENTAL HEALTH CONDITION. Our advisors are specially trained in consultation with expert clinicians, academics and trainers to work closely with individuals who suffer from mental health conditions.

Tobacco users can be any age to qualify for the free medications. The Milton Keynes Stop Smoking Service is funded and operated by Milton Keynes Council. The Quitline is available 9:30-5.30 Monday to Friday a day five days a week and can be contacted by text or email 24/hours a day. 7 days a week. To request brochures about the The Milton Keynes Stop Smoking Service for your school, go to https://www.milton-keynes.gov.uk/social-care-and-health/public-health/stop-smoking-support
How to become a Milton Keynes Smokefree School

1. Make sure your school has committed to implementing the following standards:

   - Enforcing a no smoking policy for anyone anywhere on school premises or during school activities
   - Displaying clear ‘Smokefree School’ signs on school premises
   - Displaying smoking prevention promotional material in the school
   - Committing to providing support to students found to be smoking to encourage and help them to quit
   - Committing to sending communication to parents when a student is found to be smoking on the second time.
   - Committing to an education programme on smoking prevention and use of e-cigarettes
   - Having a school Smokefree policy which contains all of the above

2. Designate a member of staff to be the **Smokefree School Champion** in your school (this person will receive training). See ‘The Role of the Smokefree School Champion’ for more information.

3. Complete the short application form at the end of this document, and email to: Liz.Wilson@Milton-keynes.gov.uk or send to Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3HZ

4. Await confirmation of your application and receive your certificate, window stickers and logo. You can now display these within the school and promote your Smokefree status.

5. Commit to the WHO Framework Convention on Tobacco Control to protect the school and its policies from the vested interests of the tobacco industry.

6. You will need to reapply after two years.
Things to note:

- This toolkit provides resources, advice and template documents which will help you to implement the Smokefree Schools standards.

- Smokefree Schools is a self-assessment scheme, and schools are not required to submit evidence of their implementation of the standards. However you should be aware that the Smokefree Schools team may decide to visit a Smokefree School at any time to quality check the scheme.

- Milton Keynes Smokefree Schools is open to all academic establishments for all ages.

- As a Smokefree School you may be sent short surveys about how the scheme has impacted on smoking in your school that you will be required to complete.

The Role of the Smokefree School Champion

In order for a school to become part of the Smokefree Schools project they must designate at least one member of staff to be the Smokefree Schools Champion their schools. Their role will be as follows:

- To make sure the main elements of the Milton Keynes Smokefree School Programme are implemented and enforced.

- Be the main point of contact for the Smokefree Schools team for your school.

- Attending a briefing session with a member of staff from Milton Keynes Stop Smoking Service.

- Deliver brief intervention to young people identified as smoking.

- Submit a quick monitoring form each term. This allows us to evaluate the effectiveness of the project and to help with any improvements.

Briefing session

The session is to introduce the implementation of the toolkit and the templates included. If required the session can include techniques which help motivate and give confidence to people to make positive changes to their lives; it is based on a person-centred counselling approach which helps identify and overcome barriers to making change. This training enables young people to work out their own solutions and gives staff the knowledge and skills to have difficult conversations without fear of alienating that young person. Every contact that you have with a student can be an opportunity to improve their health and wellbeing.
How long does the briefing session take?

We recommend 1 hour for the session. This will give the school champion the opportunity to ask more specific questions and identify where support will be needed.

When and where is the briefing session?

It will take place at the first visit to the school when they have signed up to be a smokefree school. The session will be delivered to the school champion(s) and any other staff interested in attending. The session needs to be undertaken within 3 months of the service signing up to the project. The appointed person will need to liaise with the Stop Smoking services to arrange.

Key Contacts for the Project

If you are unsure as to who you need to contact, please contact any of the below who would be happy to help you.

<table>
<thead>
<tr>
<th>Reason for Contact</th>
<th>Contact Details</th>
</tr>
</thead>
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| • Information regarding the project                    | Liz.wilson@milton-keynes.gov.uk  
01908 254 203                                          |
| • Signing up to the project                            |                                                      |
| • Resources                                             |                                                      |
| • Toolkits/Support Material                            |                                                      |
| • Clinical information regarding smoking               | stop.smoking@milton-keynes.gov.uk  
01908 254 026                                           |
| • Briefing session for champion                        |                                                      |
| • Referral forms                                        |                                                      |
Tobacco Control Terms and Definitions

1. **TOBACCO:** For the purposes of this policy “tobacco” is to include any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means or any component, part, or accessory of a tobacco product to include but not limited to: any lighted or unlighted cigarette, cigar, pipe, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, snus, and snuff, in any form including, “e-cigarette” and electronic nicotine devices (ENDs).

2. **SMOKING:** means inhaling, exhaling, burning, or carrying any lighted tobacco product, includes cigarettes, roll ups, cigars, pipes, or any other lighted combustible plant material.

3. **PROPERTY AND GROUNDS:** Any and all facilities/grounds, owned, leased, operated by (name of business/organisation) including any and all facilities/grounds owned leased, operated by clients/customers of (name of business/organisation), and all company/organisation-owned or leased vehicles.

4. **EXEMPTION:** Nicotine use: Only Government approved cessation products are allowed. This includes: nicotine gum, nicotine lozenge, nicotine patch, nicotine inhaler, nicotine strips and nicotine mouth or nasal spray.
Enforce Your Smokefree Policy: Get Creative

OFFER QUITTING RESOURCES.

Smoking cessation programs and nicotine replacement therapy medications should be promoted with the smoking ban. You can start cessation programs at your school or publicise existing community or town-wide programs, such as the The Milton Keynes Stop Smoking Service on 01908 254 024. Your School Champion should be educated on the health effects of second-hand smoke and identifying, referring and treating smokers.

BE SUPPORTIVE. Remember that smoking/tobacco use is a real addiction. It’s not easy to break the grips of nicotine. In your communication with smokers, be non-threatening, caring and sympathetic but also firm about abiding by the school’s policy.

COVER ALL YOUR BASES. Make sure you have considered all audiences who need to be informed and all appropriate places to reach them by displaying appropriate information. You may decide to design your own signs and posters, however please check with the Smoke Free England website for guidelines and signage. http://www.smokefreeengland.co.uk/resources/guidance-and-signage/

WHOM TO EDUCATE

Students
School Prefects
Visitors
Residential advisors
Teachers
Department heads
Community organisations
Athletic coaches
Health services staff
Grounds and facility staff
Environmental health and safety officers
Governing boards

WHERE TO EDUCATE

School halls
Enrolment materials
School Catalogue
Chalkboards
Dining halls
School events
Classroom buildings
School newspaper
Student/Staff e-mail accounts
School web site
Libraries
Health and wellness facilities
Permanent Signage Examples

Tobacco-Free School
Smoking and use of tobacco products, including e-cigarettes and vapourisers, are prohibited at this school

VEHICLE

PEDESTRIAN

WALL MOUNT

NO SMOKING OR VAPING AT THIS SCHOOL
Target Audience

Students

Smoking is an addiction which nearly always begins whilst people are still in school.

According to ASH (Action on Smoking and Health), two thirds of smokers in the UK start before the age of 18. Out of those, half will become regular smokers and half again of all regular cigarette smokers will eventually be killed by their addiction. They are shocking statistics revealing the younger people start smoking the harder it is to quit and the worse the health outcomes.

As the organisations with the greatest amount of contact with young people, schools can help break the cycle of smoking.

Despite perceptions to the contrary, the vast majority of young people who smoke regret starting. Nearly three quarters (72 percent) of 15 to 19-year-old smokers say they wish they'd never started to smoke.

Young people are also more interested in quitting than people realise. Nearly half of smokers aged 15 to 19 are thinking of quitting and over a third have made at least one attempt to quit in the last year.

However just as is the case with adult smoking, young people who smoke may be addicted to a potent drug (nicotine). Research shows that young people can rapidly become addicted to nicotine, with symptoms of nicotine dependence emerging long before regular smoking. Once cravings are experienced the likelihood of becoming daily smokers is greatly increased.

Helping young people to quit is not the same as helping adults to quit and quitting programmes and medications for adults may be less effective with young people

The Milton Keynes Stop Smoking Service (in line with the UK Smoking Cessation Guidelines) recommends that schools help young people to quit by:

- Developing a comprehensive approach to address smoking
- Treating smoking by students as a health rather than a disciplinary issue
- Offering smoking cessation interventions that incorporate known effective components to young people who smoke
- Creating a physical and social environment in the school where smoking is not the norm
- Considering providing on-site quit support.
Teachers and support staff

Many workplaces provide support and encouragement to their staff to quit smoking because of the many flow on benefits to the business and to the staff members themselves. In this regard schools are no different to other organisations.

Offering support to teachers and other staff to quit smoking can have multiple benefits and demonstrated that schools are good employers.

However, helping teachers to quit smoking has additional community benefit as they are important role models to their students.

The Milton Keynes Stop Smoking Service recommends that schools support and encourage their staff to quit. This can be done by:

- Offering staff support and incentives to quit smoking
- Promoting quit smoking services
- Inviting local quit coaches to visit schools to present on their services
- Running quit groups for members of the school community to quit together.

Parents

Research shows students who had at least one parent who smoked were three times more likely to be daily smokers, compared with those whose parents did not smoke. Although schools cannot tell parents to quit, they can provide positive messages to support and encourage parents to take action.

The Milton Keynes Stop Smoking Service suggests that schools promote quitting smoking services to parents by:

- Including information on quitting services in school newsletters and at school meetings and events where parents are involved.
- Inviting local quit coaches to be present at school events.
- Hold a supply of Stop Smoking support or referral information, which can be offered to parents upon request.
**Smoking Cessation Champion Overview**

A Smoking Cessation Champion is a trained, in house advocate who actively promotes and encourages the schools Anti-Smoking policy and provides on-going support, guidance and direction to any students or staff wishing to quit smoking.

**The aims and objectives of this service are:**

- To provide access to a choice of stop smoking services, including access to pharmacotherapy.
- To increase choice and improve access for smokers wishing to quit.
- To assist in the delivery of the Public Health outcomes framework and local Health and Wellbeing Board priorities.
- To reduce smoking related illnesses and deaths by helping people to give up smoking.
- To improve the health of the population by reducing exposure to passive smoke.
- To help service users access additional treatment by offering referral to specialist services where appropriate.

**Training**

All Smoking Cessation Champions will be expected to meet the minimum level of training required to provide effective smoking cessation services. The **NCSCT (National Centre for Smoking Cessation and Training) Training and Assessment Programme**, includes all of the core competences needed by stop smoking practitioners in England to help smokers to quit; and can be found here. [http://www.ncsct.co.uk/pub_training.php](http://www.ncsct.co.uk/pub_training.php)

The training programme is built around evidence-based behavioural change techniques that provide an understanding of the factors involved in smoking and smoking cessation, and include practical interventions that are known to make a significant difference to the chances of your clients becoming permanent ex-smokers.

Once complete, the Schools Smoking Cessation Champion will be in a position to provide the following:

- Smoking Cessation Support
- Assessment of current and past smoking behaviour
- Information on the consequences of and smoking
- Provide options for later/additional support
- Advice on stopping smoking

**Stop Smoking Advisor Training Required**

| Mandatory for new Advisors from 1\(^{st}\) April 2014 + a pre-requisite for Level 2 Training | Attend a Milton Keynes, Level 2, 1 day training course. Plus complete the online NCSCT Practitioner exam (Formerly known as Level 2) |

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Introduction to Nicotine replacement therapies (NRT)

Nicotine replacement therapy is a treatment to help people stop smoking. It uses products that supply low doses of nicotine. These products do not contain many of the toxins found in smoke. The goal of therapy is to cut down on cravings for nicotine and ease the symptoms of nicotine withdrawal. Below is a brief introduction to NRT and how to use it.

Facts about using nicotine replacement therapy:

- The more cigarettes you smoke, the greater likelihood of nicotine dependency and the higher the dose you may need to start.
- Adding a counselling program will make you 4 times more likely to quit.
- DO NOT smoke while using nicotine replacement. It can cause nicotine to build up to toxic levels.
- Nicotine replacement helps prevent weight gain while you are using it. You may still gain weight when you stop all nicotine use.
- The dose of nicotine should be slowly decreased.

TYPES OF NICOTINE REPLACEMENT THERAPY

Nicotine supplements come in many forms:

- **Nicotine Gum**
- **Nicotine Patches**
- **Microtabs**
- **Lozenges**
- **Inhalators**
- **Nasal Sprays**

**Nicotine Patch**

All nicotine patches are placed and used in similar ways:

- A single patch is worn each day. It is replaced after 24 hours.
- Place the patch on different areas above the waist and below the neck each day – Avoid the chest area.
- Put the patch on a hairless spot.
- People who wear the patches for 24 hours will have fewer withdrawal symptoms.
- If wearing the patch at night causes odd dreams, try sleeping without the patch.
- People who smoke fewer than 10 cigarettes per day should start with a lower dose patch (for example, 14 mg).
Nicotine Gum or Lozenge

You can buy nicotine gum or lozenges without a prescription. Some people prefer lozenges to the patch, because they can control the nicotine dose.

Tips for using the gum:

- If you are just starting to quit, chew 1 to 2 pieces each hour. DO NOT chew more than 20 pieces a day.
- Chew the gum slowly until it develops a peppery taste. Then, tuck it between the gum and cheek and store it there. This lets the nicotine be absorbed.
- The goal is to stop using the gum by 6 months. Using nicotine gum long-term may be safer than smoking, but research is needed to confirm this.
- Wait at least 15 minutes after drinking coffee, tea, soft drinks, and acidic beverages before chewing a piece of gum.
- People who smoke more than 25 cigarettes per day have better results with the 4 mg dose than with the 2 mg dose.

Nicotine Inhaler

The nicotine inhaler looks like a plastic cigarette holder.

- Insert nicotine cartridges into the inhaler and "puff" for about 20 minutes. Do this up to 16 times a day.
- The inhaler is quick-acting. It takes about the same time as the gum to act. It is faster than the 2 to 4 hours it takes for the patch to work.
- The inhaler satisfies oral urges.
- Most of the nicotine vapour does not go into the airways of the lung. Some people have mouth or throat irritation and cough with the inhaler.
- It can help to use the inhaler and patch together when quitting.

Nicotine Nasal Spray

The nasal spray provides a quick dose of nicotine to satisfy a craving you are unable to ignore. Levels of nicotine peak within 5 to 10 minutes after using the spray.

It may be used along with the patch.
The spray can irritate the nose, eyes, and throat. These side effects often go away in a few days.
SIDE EFFECTS AND RISKS

All nicotine products may cause side effects. Symptoms are more likely when you use very high doses. Reducing the dose can prevent these symptoms. Side effects include:

- Headaches
- Nausea and other digestive problems
- Problems getting to sleep in the first few days, most often with the patch. This problem usually passes.

SPECIAL CONCERNS

Nicotine patches are okay for use by most people with stable heart or blood circulation problems. But, the unhealthy cholesterol levels (lower HDL level) caused by smoking do not get better until the nicotine patch is stopped.

Nicotine replacement may not be completely safe in pregnant women. The unborn children of women who use the patch may have a faster heart rate.

Keep in mind that Nicotine is a poison. Call a doctor or a poison control centre right away if you suspect someone has been exposed to high levels of nicotine replacement product.

Combining Medication and NRTs

Combining these two methods is not uncommon to see and can be an effective course of treatment for those who are suffering from a serious nicotine addiction. However, interactions can occur so this is only advisable under direct medical supervision – Your local GP or Stop Smoking Advisor can advise on the best course of action.

E-CIGARETTES

What are electronic cigarettes?

Electronic cigarettes are designed to look and feel like real cigarettes. They are battery powered devices and a typical e-cig consists of three main components: a battery, a vaporiser and a cartridge containing nicotine.

The level of nicotine in the cartridge may vary. When the user sucks on the device, a sensor detects the air flow and heats the liquid in the cartridge so that it evaporates. The vapour this makes, then delivers the nicotine to the user.
Importantly, e-cigarettes are not regulated medicines so the ingredients and amount of nicotine contained within each e-cigarette may vary.

Are they safe?

- While e-cigarettes may be safer than conventional cigarettes, we don’t yet know the long term effects on the body.

- There are also other potential side drawbacks to using them. E-cigarettes are not regulated as medicines so you can’t be sure of their ingredients or how much nicotine they contain – Whatever it says on the label.

- The amount of nicotine you get from an e-cigarette can change over time.

- They are not proven as safe. In fact, some e-cigarettes tested by local authority trading standards departments have been found to contain toxic chemicals, including some of the same cancer-causing agents produced from tobacco.

- There is currently no evidence on how e-cigarettes can be used to stop smoking and the effects they may have on the human body

If you would like to learn more about the use of electronic cigarettes, please review the following briefing produced by the National Centre for Smoking Cessation and Training in partnership with Public Health England.  
http://www.ncsct.co.uk/usr/pub/Electronic_cigarettes._A_briefing_for_stop_smoking_services.pdf

or review the following link from the National Institute of Drug Abuse.  
How the Referral System Works

Student or Teacher Contacts Stop Smoking Service

- The young person can refer themselves by calling 01908 254 026 or by texting STUDENT to 07800 005 170.
- The designated Smokefree Schools Champion refers the young person to the Stop Smoking Service by completing the referral form or calling 01908 254 026 or by texting SCHOOLS to 07800 005 170.
- A teacher will need the permission of the young person before calling on their behalf.

Stop Smoking Service will respond within 24 Hours

- If you send a text, you will receive a response by text. If you phone, you will receive a response by phone.
- Milton Keynes Stop Smoking Service will try to contact the young person 3 times at different times in the day. If contact is not made, there will be another attempt to contact the young person again in 6 months and 12 months.

Student receives support

- Free support with a Stop Smoking Advisor will be offered who will be happy to discuss their needs and offer non judgemental advice about how to cut down and quit.
- Before you go to the session, you will be asked to fill in a basic health questionnaire.
Campaigns
There are several national and local campaigns that promote stopping smoking, which can be a great focus for activities in the school. Below are the recommended campaigns you may wish to use:

**Stoptober**
Encourages people to stop smoking during the month of October
You're five times more likely to stay smokefree for good if you can stop smoking for 28 days.
[http://www.nhs.uk/smokefree/stoptober](http://www.nhs.uk/smokefree/stoptober)

Resources are available on [https://smokefree.gov/free-resources](https://smokefree.gov/free-resources)
Can be a good focal point for promotional activities around antismoking in schools.

**Smokefree Homes and Cars**
Smokefree Homes and Cars is a national campaign that reminds smokers about the dangers of second hand smoke to their children and families.

Over 80% of second hand smoke is invisible and odourless, making it impossible to control. So, even if you smoke near an open window or door, the smoke can travel and harm others. Exposure to second hand smoke is particularly harmful to babies and children.

As of the 1st October 2015 it is illegal to smoke in a car with a person under the age of 18 present.

**No Smoking Day**
Takes place every year on the second Wednesday in March.
Resources are available on [https://www.bhf.org.uk/health-at-work/blog/no-smoking-day](https://www.bhf.org.uk/health-at-work/blog/no-smoking-day)
No Smoking Day can be a good focal point for promotional activities around anti-smoking in school.
Resources

Chemical Soup
A useful resource kit for demonstrating the dangers of smoking, which comes with a DVD that can be used in classroom setting.
There are a number of kits available to hire please visit:
https://www.gasp.org.uk/p-chemical-soup-training-pack.htm

ASH Fact sheets
ASH is a campaigning public health charity that works to eliminate the harm caused by tobacco, and has produced a series of fact sheets that may help in planning classroom activities or lessons about smoking. You can download the fact sheets from the following website.

Young and Smokefree
The Young and Smokefree website is a great resource for helping students to decide for themselves about smoking and the tobacco industry.

It focusses on tobacco industry tactics, the effects of smoking, Government influence and how young people can make a difference. There are 11 film clips to watch and the website can be used as part of a lesson, or by young people working on their own or in groups to discover hidden facts and make up their own mind about tobacco industry exploitation and living Smokefree.
http://www.youngandsmokefree.org.uk/

Milton Keynes Stop Smoking Resources
In Milton Keynes there are over 75 local stop smoking services across the area, offering professional specialist advice to support you with your quit attempt. Our trained stop smoking specialists offer friendly and non-judgmental 1-1 support weekly for up to 12 weeks (or group support at workplaces or schools).

There are several links available at Milton Keynes Council to provide support information.
Healthy Young People's Network:
Stop Smoking Support:
Appendices

- Smokefree Schools application form

- Template smokefree school policy

- Template letter to introduce smokefree schools policy

- Template letter to parents

- Young people’s referral form

- Getting help flowchart

- Feedback Form
MILTON KEYNES SMOKEFREE SCHOOLS APPLICATION FORM

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<th>SCHOOL DETAILS</th>
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<td>Name of School:</td>
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<tr>
<td>Postal address:</td>
<td></td>
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<tr>
<td>School type: Primary, secondary, middle:</td>
<td></td>
</tr>
<tr>
<td>Head Teacher:</td>
<td></td>
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<tr>
<td>Named contact/champion for Smokefree Schools:</td>
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<tr>
<td>Job title:</td>
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SMOKING IN YOUR SCHOOL

1. Do you feel smoking is a problem in your school at the moment? Yes / No

2. Have there been any smoking programmes that your school has been involved in, in the last 2 years. Yes / No Please state...

3. To become a Milton Keynes Smokefree School you must commit to making the following changes. Please indicate that you commit to implementing the following.

- Adopting the smoke free policy.
- Enforce no smoking by anyone, anywhere on school premises or during school activities
- Display smoking prevention promotional materials in the school
- Give support to students found to be smoking to encourage and help them to quit.
- Send communication to parents when a student is found to be smoking for the second time

Signed ........................................ Print ........................................

Position ........................................ Date .................................

Please complete this form and submit to the Stop Smoking Service Team

Email: Liz.Wilson@Milton-keynes.gov.uk

Or post to: Stop Smoking Service, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ
Template Smokefree School Policy

Note this is a template policy, which may be adapted by individual schools as appropriate

Aim of this policy:
To ensure a whole-school approach to smoking in order to protect all members of the school community from the harms of second-hand smoke and to prevent the uptake of, and reduce the prevalence of, smoking across the school community.

1. Restrictions on smoking in the school
Smoking is not permitted in any part of the school’s premises and grounds including the entrance area to the school, on land adjacent to the school building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.) or on the school road crossing patrol areas. This includes use of e-cigarettes.
There are no designated smoking areas provided within the school buildings or grounds. Suitable posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smokefree working environment.

Staff:
All staff (teaching, peripatetic, support and non-teaching) must not smoke while on school premises if they wish to smoke off school premises, they must ensure they are not in the view of students.

Students:
Students may not smoke while on school premises, when wearing school uniform or while engaged in school related activities outside the school. The possession of smoking materials is forbidden. No one may distribute or sell cigarettes or e-cigarettes within the school.

Parents:
Parents may not smoke while on school premises. Communication will be sent home to parents informing them of the policy. Information will also be clearly placed on the school’s website.

Visitors:
Visitors to the school may not smoke while on school premises. This applies to all visitors to the school - for example, parents, suppliers, supply or temporary staff, and repair people. The following arrangements have been made for informing visitors of the policy's existence:
• Clearly worded Smokefree signs will be visible to Staff, Students and Visitors
• Staff will inform visitors of the policy when necessary

School related activities:
The prohibition of smoking will apply during related school activities undertaken outside school premises, e.g. Educational Visits. Parents/teachers who transport students will be required to comply with the Smokefree (private vehicles) legislation 2015.

Residential Visits:
Teachers who do wish to smoke, particularly during residential visits, will need to clarify in advance where smoking will be permitted. Smoking is not permitted to take place in the presence of students.

School premises utilised outside normal working hours:
Smoking is not permitted on the school premises after non-working hours, even if the school premises are being used for purposes other than school related activities.

School minibuses and vehicles:
No smoking should take place in any vehicle owned, or hired, by schools or local authorities, This is the case whether or not students are present. Teachers are not permitted to smoke in their own private vehicles if they are parked on school premises and/or visible to students.

2. How smoking on school premises will be addressed
If anyone breaks the rules prohibiting smoking on the school premises, this behaviour will be addressed promptly, and in a way which encourages the smoker to consider quitting.

Students – a first occasion
If a student is found to be smoking for the first time, a verbal warning will be given and support will be offered to quit smoking. The following process will be followed by the member of staff:

1. Have an informal and supportive conversation with the student about their smoking, with the aim of supporting them to stop smoking:
   - Ask the student if they are aware of school policy and smoking on the premises
   - Establish if they understand the specific effects of smoking and the extent of the dangers for them personally. Try to confirm what they really feel or know.
   - Ask them if they rely upon frequent use of tobacco or if they have they just started?
   - Ask them if they feel under pressure to smoke?
   - Ask them if they are interested in trying to stop and, if so, do they feel motivated to stop right now or in the near future?
   - Ask them if they would like a local stop smoking advisor to contact them to discuss what free confidential support is available? Nicotine is highly addictive and research shows that children / young people and adults are more likely to quit smoking with support from a smoking cessation advisor.

2. If the student agrees to receiving support to stop smoking, help them to contact the Milton Keynes Stop Smoking Service on 01908 254 026 or alternatively they can text STUDENT to 07800 005 170. If the young person does not want immediate help to stop smoking, give them details of the local stop smoking service so they can contact them at another time if they change their mind. A chart showing how to help a young person to contact the service is available in the Smokefree Schools toolkit.

3. Explain to the student that [school to insert any additional support or disciplinary action to be taken]

Students – a second occasion
1. **Send a letter or email to the parent/carer.** This should explain that their child has been found to be smoking. It should provide information on local stop smoking services and the Smokefree Home and Cars scheme. A template letter is available in the Smokefree Schools toolkit.

2. Have another informal and supportive conversation with the student about their smoking, with the aim of supporting them to stop smoking.

3. Encourage them again to seek support from the Milton Keynes Stop Smoking Service, and if they agree help them to contact the service.

4. [School to insert further disciplinary action to be taken]

**Students – further occasions**

1. If a student is found to be smoking on further occasions school should continue to offer support.

2. (inserts schools disciplinary action to be taken.)

**Staff**

Students are aware of staff who smoke. Staff who are smokers are also encouraged to quit smoking for their own health. Advice about quitting should be available on notice boards the school website, promoted at team meetings and supervisions.

If staff would like help quitting they should be **encouraged to contact the Milton Keynes Stop Smoking Service on 01908 254 026 or alternatively they can text:**

SCHOOLS to 07800 005 170

**3. Smoking prevention and education**

It is recommended that tobacco education is part of the school’s curriculum of drug education in PSHE. It includes the health effects, legal, economic and social aspects of tobacco use.

A range of age appropriate methodologies are used to deliver tobacco education with the aim of preventing the uptake of smoking including normative education, discussion strategies, use of new technologies, peer led approaches and where appropriate and a specific need has been identified use of outside agencies e.g. Youth Connexions, Milton Keynes Stop Smoking Service.

Parents/carers are encouraged and supported to be actively involved in their child’s drug/tobacco education through home /school activities, drug education evenings etc.

**Implementing and monitoring:**

- The policy will be published on the school’s website and parents, students and teachers informed.
- Members of staff will be given a copy of the policy.
- Members of staff will inform school visitors of the policy.
- Signs and notices will be posted in prominent positions throughout the school premises.

**School Council**

The school council will be given the opportunity to discuss and agree this policy.

The school smoking policy will be monitored at least once per year by the Senior Management Team of the school in consultation with staff and a report made to the Board of Governors. The Policy will be reviewed and, if appropriate, revised to ensure that it continues to meet the general principle of Smokefree Schools.
This policy is effective from: ____________________________

Signed: ________________________________ (Chair of Governors)

Print: ________________________________

Signed: ________________________________ (Head teacher)

Print: ________________________________
Dear [insert name]

The Milton Keynes Stop Smoking Service has produced a smokefree toolkit for schools. The aim of the toolkit is to support schools on their journey to be smokefree and is more than just prohibiting smoking on the school premises. It also involves taking positive action to prevent students from starting to smoke while promoting and supporting students and staff who already smoke to give up.

The school has committed to become a Milton Keynes Smokefree School and has signed up to a series of principles in order to implement the Smokefree schools toolkit. This includes adopting a smokefree policy that ensures no smoking by anyone, at anytime, anywhere on school premises or during school activities.

Smoking, including the use of e-cigarettes, is not permitted by anyone (students, staff, parents or visitors) in any part of the school’s premises or grounds, including the entrance area to the school, or on land adjacent to the school building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.).

In accordance with the Smokefree (Private Vehicles) Regulations 2015, the prohibition of smoking also extends to vehicles used to transport pupils to and from school activities.

If you would like further information on the policy, please contact the schools designated Stop Smoking Champion, [insert contact name and details]. Or alternatively logon to https://www.milton-keynes.gov.uk/social-care-and-health/public-health/stop-smoking-support

Yours Sincerely

[insert teachers name]
[insert position/role ]

Supported by the Milton Keynes Stop Smoking Service
Dear [insert name]

Re: Smokefree Schools Policy

We are writing to inform you that your child, [insert name] was found smoking whilst [on school premises / on school activities] today. This is contrary the school’s Smokefree Policy.

As you are probably aware, nicotine is a highly addictive substance and smoking tobacco is strongly associated with negative health effects. Therefore it is vital that we act now in order to help young people make the right choices, so that they can go on to lead healthy lives as adults.

The schools dedicated Smoking Cessation Champion has spoken with your child about their smoking and offered them guidance and information to help them quit with the Milton Keynes Stop Smoking Service.

The Milton Keynes Stop Smoking Service offers a free, effective and friendly service to help anyone who wants to quit smoking. We recommend that you or your child get in touch by texting SCHOOLS to 07800 005 170, or calling 01908 254 026 or by visiting www.milton-keynes.gov.uk/social-care-and-health/public-health/stop-smoking-support

Please contact the school directly if you have any questions regarding this letter.

Yours sincerely

[insert teachers name]
Young People’s Referral Form

Smoking has been discussed with this young person who has agreed to be referred to Milton Keynes Stop Smoking Service and will be contacted by the team to discuss quitting. Please complete both sides of this form.

All information provided is kept strictly confidential

**Young person’s contact information (please complete all fields in block capitals)**

First name: ……………………………………….. Surname: ………………………………………………………………..

Date of Birth ……………………………………… Gender: ………………

Phone Number ……………………………………………………….. Message can be left on this line? Yes ☐ No ☐

Do you give permission for communication to be sent home? Yes ☐ No ☐

Address: ………………………………………………………………………………………………………………………………..

Town: ……………………………………… Post Code: …………………………………. Email: …………………………………………..

Preferred methods of contact? Phone ☐ Post ☐ Email ☐ Text ☐

Are your family aware that you smoke? Yes ☐ No ☐

**Smoking history**

Do you smoke: Cigarettes ☐ Rollups ☐ Cigars ☐ Pipes/Bongs/Shisha ☐ E-Cigarettes ☐ Other ☐

Number smoked per day? ………………….. How many years have you smoked? ………………………………

Have you tried to quit before? Yes ☐ No ☐ Most recent quit attempt? 3 months ☐ 6 months ☐ 12months+ ☐

On a scale of 1-10 (1 being low and 10 being high) How soon after waking do you have your first cigarette?

- Less than 5 mins
- Between 5-15 mins
- Between 15 and 30 mins
- Between 30-60 mins
- Between 1 and 2 hours
- Over 2 hours

How important is it for you to stop smoking? …………………..

How confident are you that you will succeed? …………………..

What are the main reasons you smoke? (e.g. stress, peer pressure, enjoyment) …………………………………………………

What are the main reasons you want to stop? (e.g. health, smell, family) ……………………………………………………………

What is the longest period you can go without smoking? …………………………………………………………………………………

If you managed to quit in the past, what helped? ……………………………………………………………………………………………

Why do you think you started smoking again? …………………………………………………………………………………………………

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Referrer’s Information (please complete all fields)

Date of referral: …………………………….. Teachers/Referrer’s Name: ………………………………………………………………………

Job Title: ………………………………… Referrer’s contact number: ………………………………………………………

School Name and address :
 …………………………………………………………………………………………………………………………………………………
 …………………………………………………………………………………………………………………………………………………

Department: …………………………… Referrer’s Email: ……………………………………………………………

Please return this form to:
Saxon Court Offices - 502 Avebury Boulevard - Central Milton Keynes - MK9 3HS

Telephone: 01908 254 026
or
Email: stop.smoking@milton-keynes.gov.uk

Unfortunately Milton Keynes Stop Smoking Service can only commit to calling/texting referrals up to 3 times, at different times of the day.

Thank you for referring this young person to Milton Keynes Stop Smoking Service
GETTING HELP

ASK SMOKING STATUS

Non Smoker
If quit, offer praise...enquire for how long they have been smokefree and if they are still using NRT/e-cigarette

Smoker
Reinforce concern about adverse effects of smoking and provide brief intervention of risks to health. Explain the schools Smokefree policy

Ask if they would like help to stop smoking

No
If refused, leave the offer of help open and provide contact details of Stop Smoking Service - 01908 254 026 or Text STUDENT to 07800 005 170

Yes
Explain to smoker about Milton Keynes Stop Smoking Service and the referral process. Complete the referral form together

Unsure
Send the referral form via the postal or email address on it. Let the young person know which method you are using and what time scales to expect a response

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YOUR FEEDBACK IS VALUABLE TO US, IF YOU FEEL THERE IS SOMETHING WE COULD DO DIFFERENTLY
PLEASE COMPLETE AND RETURN THE FORM BELOW

Saxon Court Offices
502 Avebury Boulevard
Central Milton Keynes
MK9 3HS
Tel: 01908 254242
Or you may email this to: julia.banham@milton-keynes.gov.uk

School Name: ...........................................................................................................

School Address: ...........................................................................................................
........................................................................................................................................
........................................................................................................................................

Contact Name: ..............................................................................................................

Title: ............................................

Phone: ............................................................

E-mail: ..........................................................................................................................

Do you plan to implement a Smoke Free Schools policy? YES NO

How do you plan to enforce your school’s policy? ..................................................................
........................................................................................................................................
........................................................................................................................................

Did the content of this kit help with your implementation plan?...........................................

Which elements? ..................................................................................................................

Did the kit give you new ideas? YES NO

Is there anything preventing you from implementing a tobacco-free policy? .........................
........................................................................................................................................

What additional support from The Milton Keynes Stop Smoking Service would be helpful? ..........
........................................................................................................................................

THANK YOU FOR YOUR FEEDBACK