

Policy for Managing Drug-Related Incidents



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Prepared for Governors by Kerrie McAdam

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Policy is reviewed every 3 years



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1 Rationale

- 1.1 This policy addresses the way the school will respond to drug-related incidents in school. There is a separate but linked policy on Drug Education which can be found in the Personal & Social Development Policy. This policy has been developed by the Headteacher and Governors, in consultation with parents. It is a requirement that all staff make themselves familiar with the policy and, through professional development opportunities, become familiar with procedures.
- 1.2 Priestlands School is committed to supporting students' personal and social development by helping them to develop the skills and understanding they need to live confident, safe, healthy and independent lives. Whilst we aim to raise standards and expectations for all, the school treats all students as individuals, recognising and respecting needs, interests and abilities.
- 1.3 This policy complies with the Misuse of drugs Act 1971 and the Psychoactive Substance Abuse Act 2016.

2 Philosophy

- 2.1 Priestlands School deplores the misuse of drugs and will promote for its students a lifestyle, which is not dependent on any form of drug misuse. The school will present a robust message about the illegality and inappropriateness of drug-related activities during the school day and on the school premises.

3 Definitions

- 3.1 Where the word "drug" is used in this policy (except when explicitly described otherwise) it will cover:
 - illegal substances;
 - alcohol;
 - tobacco;
 - "over the counter" medicines;
 - prescribed medicines; and
 - substances which are legal but could be misused (solvents, glue, 'legal highs' e.g Nitrus Oxide , Spice and other volatile or psychoactive substances).
 - any substance purported to be in any of the above categories
- 3.2 Definition of drugs (United Nations office):
"A substance taken to change the way they feel, think or behave" (DfES – drugs guidance).
- 3.3 The definition of a psychoactive substance is:
"A substance which is deliberately taken to stimulate or depress the central nervous system, therefore affecting mental function or emotional state."

4 What is 'in school'?

- 4.1 "In school" is taken to mean on the school premises (including buildings and grounds; Lymington Health and Leisure Centre, the fields and the woodland).
- 4.2 The policy extends beyond the school gates when the student is travelling to and from school and wearing school uniform, either on foot or on school transport.
- 4.3 The policy also applies to off-site activities, visits and school trips, including those abroad.

- 4.4 This policy encompasses all activities related to school use, whether they are before the school day officially starts, during lunchtime, or after the school day officially ends, but when school-related activities are underway.
- 4.5 All users of the school buildings and site are included in this policy.

5 Musings and hearsay

- 5.1 From time to time, members of staff may have cause to suspect some activities relating to drug misuse are taking place or that a student* may be at risk from drug misuse. Such musings or hearsay will be passed to a member of the Senior Leadership Team who will record the matter and share it with the Headteacher. The school will keep records of individual students about whom there is concern, which will help to inform any future decisions about contacting home or intervention. The records will be checked frequently to consider action, and to review what should be discarded and what kept.
- 5.2 [*Should there be concern that a parent may be at risk of drug misuse staff will refer to child protection procedures. Staff should be aware of the procedures, outlined in Appendix 3, to follow if they suspect a parent of being under the influence of drugs].

6 Managing an Incident

Finding substances

- 6.1 If a drug or substance suspected of being a drug is discovered, it will be removed to a place of safe keeping in the presence of a witness. The Headteacher may inform the police. He will make a judgement based on the nature of the substance (the police will be able to identify whether it is an illegal drug) and the quantity. If a substance is retrieved from a student it must be done in the presence of a witness and the above procedure followed. In either case details will be recorded on the Record of incident involving unauthorised drug form [Appendix 4].
- 6.2 A decision will be made by the Headteacher either to dispose of or hand the substance to the police.

Finding paraphernalia

- 6.3 In the event of discovering any equipment or paraphernalia associated with drug misuse, the items should be handled with care. The incident must be recorded as above, and the items confiscated. Using gloves, needles and syringes should be placed in a secure and rigid container for collection by the appropriate service. If retrieved from a student, the student's parents should be informed of the action taken. Attention will be focused on the safety of students and staff.

Searching

- 6.4 Storage areas, including lockers, remain the property of the school. The Headteacher, or Deputy in the Headteacher's absence, may authorise a search of those areas when there is reasonable cause to suspect the presence of prohibited items. Such searches must be carried out **in the presence of a witness**, and if named students are implicated, they should be present. Staff should not carry out searches of a student's property or person. Staff should try to persuade the voluntary production of any unlawful substances, for example by asking the student to turn out his or her pockets, or bag. Where a student refuses to cooperate, the Headteacher will consider contacting parents and/or police. There must be reasonable grounds to suspect a student is in possession of an illegal substance for any officer to carry out a search.
- 6.5 Periodically the school may use unannounced visits from detection dogs to identify the presence of illegal substances.

Students found in possession of illegal drugs

- 6.6 If a student is found in possession of a substance suspected of being an illegal drug, the Headteacher or his deputy must be informed. He/she will determine whether or not the police will be informed based on the quantity and type of substance. Direct supervision of the student will be necessary to ensure the substance is not disposed of or swallowed.

Students found in possession of tobacco or tobacco products, legal drugs, alcohol or substances which are legal but can be misused

- 6.7 For students found in possession of tobacco or tobacco products the procedure will be as described in the Behaviour Policy.
- 6.8 For students found in possession of prescribed and over the counter medicines, the procedures are as for our policy - "School Policy for Students with Medical Needs".
- 6.9 For students found in possession of alcohol, procedures are as above, though the police may be informed for information.
- 6.10 If a student is in possession of glue or solvents, and a member of staff has reason to suspect that these are for drug-related misuse, then the procedures are as above, and the police may be informed.
- 6.11 For information about the law in relation to alcohol please see Appendix 2.
- 6.12 In an emergency arising from a drug-related incident, the well-being of the student is paramount. In all instances:
- The school nurse will be called
 - Staff will observe guidelines given in 'Drug situations – medical emergencies' [Appendix 1]

The supply of an illegal substance

- 6.13 It is an offence knowingly to permit the production or supply of any controlled drug on school premises. If staff suspect this is taking place, the Headteacher or a deputy will be informed immediately. The police will be informed.
- 6.14 NB: 'supply' is defined as follows: 'to give, sell (or exchange for goods) or offer to provide drugs to another individual.'

Returning confiscated articles (not including illegal drugs or volatile substances)

- 6.15 If any articles are confiscated and are not required by the police, they will be returned to the parents. It is recommended that parents be informed, within 24 hours by letter, that the articles have been confiscated and await collection from the school, together with an explanation as to why the school believes it inappropriate to return them to the student directly. The parents will be told that if the items are not collected within a week they will be disposed of (this would not include any period of vacation or holiday for the parents).

7 Reporting the Incident

- 7.1 The Headteacher maintains an overview of all drug-related incidents. He is informed about the law relating to drug misuse.
- 7.2 All suspicions, reflections and musings about drug-related incidents or suspicious behaviour should be reported to the Headteacher and he will keep a log of such information. The log will be reviewed annually, and information considered no longer appropriate or relevant will be removed. Parents will be made aware via the Information Booklets that such a log exists. It will be confidential to the school and will not be part of a student's records, unless the student's involvement in a drug-related incident is proven, in which case it will appear on the school records.

- 7.3 In the event of a drug-related incident a careful investigation will be conducted to judge the nature and seriousness of the incident, the needs of those involved and the most appropriate response.
- 7.4 In the event of drug-related incidents Priestlands School will involve parents immediately unless there is concern over child protection; in this case the school's Child Protection Policy will be followed.

8 Responses

- 8.1 The school's response to a drug-related incident will balance the needs of the individual with those of the wider school community.
- 8.2 Any response aims to provide students with the opportunity to learn from their mistakes and develop as individuals
- 8.3 The school has a range of responses from which to choose. These include:
- early intervention and targeted prevention
 - referral to external agencies
 - Individual Behaviour Plan
 - Internal isolation
 - Cold Zone
 - fixed period exclusion.
 - permanent exclusion
- 8.4 Parents will be supported and put in touch with agencies which support families in such situations. It is the school's intention that families do not feel belittled by the activities of their child - the focus will be on identifying and supporting the needs of the student.
- 8.5 In cases where a student has knowingly supplied illegal drugs to others on the school site, the student will be at serious risk of permanent exclusion.

9 Working with the Media

- 9.1 The Headteacher is responsible for all contact with the media, and will contact the Hampshire County Council Press Office to take advice in responding to any media interest.
- 9.2 If a member of staff is approached by the media, they will refuse to comment and will direct the enquiry to the Headteacher in every case.
- 9.3 Further helpful information
- DfE Guidance Ref: DfES/0092/2004
 - Managing and Making Policy for Drug Related Incidents in Schools [SCODA]

Appendix 1

Drug Situations: Medical Emergencies

- 1 The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.
- 2 Your main responsibility is for any student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's first-aid procedures.
- 3 Call for medical help.
- 4 Always:
 - Assess the situation.
 - Call for medical help (Front Office) if you feel the person is at immediate risk of harm. A decision will then be made whether to arrange for the person to be taken home or to call for an ambulance. In the case of a student, whatever the decision, parents will be notified.
 - Keep yourself safe – wear gloves if possible.

Before assistance arrives:

- 5 If the person is conscious:
 - Ask them what has happened and to identify any drug used. There may be empty bottles or containers nearby.
 - Collect any drug sample and any vomit for medical analysis.
 - Do not induce vomiting.
 - Do not chase or over-excite them if intoxicated from inhaling a volatile substance.
 - Keep them under observation, warm and quiet.
- 6 If the person is unconscious:
 - Ensure that they can breathe and place in the recovery position.
 - Do not move them if a fall is likely to have led to spinal or other serious injury, which may not be obvious.
 - If giving rescue breaths, use a face shield for protection in case there are chemicals on the casualty's mouth.
 - Do not give anything by mouth.
 - Do not attempt to make them sit or stand.
 - Do not leave them unattended or in the charge of another student.
 - Notify parents/carers.

For needle stick (sharps) injuries:

- 7 Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing.
- 8 Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing.

When medical help arrives:

- 9 Pass on any information available, including vomit and any drug samples or containers.
- 10 Complete a medical record form as soon as you have dealt with the emergency.

Adapted from: **The Right Responses (DrugScope, 1999)**

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Appendix 2

The Law About Alcohol

AGE

THE LAW

under 14	A young person under 14 cannot go into the bar of a pub unless the pub has a 'children's certificate'. If it does not have one, they can only go into parts of licensed premises where alcohol is EITHER sold but not DRUNK (eg an off-licence or a sales point away from the pub), OR drunk but not sold (e.g. a garden or family room).
14 or 15	14 and 15 year olds can go anywhere in a pub, but cannot drink alcohol.
16 or 17	16 and 17 year olds can buy (or be bought) beer or cider as an accompaniment to a meal, but not in a bar (i.e. only in an area specifically set aside for meals).
under 18	Except for 16 or 17 year olds having a meal in a pub (see above), it is against the law for anyone under 18 to buy alcohol in a pub, off-licence, supermarket or other outlet; or for anyone else to buy alcohol in a pub for someone who is under 18.

Appendix 3

Parents/Carers under the influence of drugs on school premises

When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, schools might wish to discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the student home.

The focus for staff will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's/carer's behaviour.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a student at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police.

Appendix 4

Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form **WITHOUT** identifying the student involved.
- 3 Copy the form.
- 4 Send the copy within 24 hours of the incident to the LA.
- 5 **KEEP** the original, adding the student's name and form – store securely.

Tick to indicate the category:

Drug or paraphernalia found ON school premises	<input type="checkbox"/>	Student disclosure of drug use	<input type="checkbox"/>
Emergency/Intoxication	<input type="checkbox"/>	Disclosure of parent/carer drug misuse	<input type="checkbox"/>
Student possession of unauthorised drug	<input type="checkbox"/>	Parent/carer expresses concern	<input type="checkbox"/>
Student supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring OFF school premises	<input type="checkbox"/>

Name of student*: Name of school:.....

Tutor group: (*For school records only)

Age of student: Male/Female Time of incident: am/pm

Ethnicity of student**: Date of incident:

Tick box if second or subsequent incident involving same student

Report form completed by:

First Aid given?..... Ambulance/Doctor called? (Delete as necessary)

Yes No Yes Called by:

First Aid given by:..... No Time:.....

Drug involved (if known): Drug found/removed? YES/NO
 (e.g. Alcohol, Paracetamol, Ecstasy)

Senior staff involved: Name and signature of witness:

Disposal arranged with (Police/parents/other):

At time:

If police, incident reference number:.....

Name of parent/carer informed*:..... (*For school records only)

Informed by:..... At time:.....

Brief description of incident (including any physical symptoms):

Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, students/staff informed, sanction imposed, LEA/GP/Police consulted)

.....(continue on a blank sheet if necessary)

Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated

Appendix 5

Monitoring Evidence

	DATE
<i>Policy ratified by Board of Governors</i>	Summer 2018
<i>Policy published on website</i>	Summer 2018
<i>Monitoring Evidence Sheet</i>	Updated July 2018
<i>Incidents in school</i>	DATE
<i>Number of drug-related incidents in school</i>	9 (2017-18)
<i>Anonymised details of any drug-related incidents in school</i>	
<ol style="list-style-type: none"> 1. Student A had asked Student B to look after his cannabis. He therefore brought it into school to hand it over. (Both excluded for five days, Feb 2010). 2. Student C brought alcohol to school and drank it at lunchtime. Found to be inebriated during Christmas Revue. Removed, monitored by matron until parents came in to collect. (Excluded for five days, Dec 2010). 3. Student D attended Christmas Revue but removed due to erratic behaviour. Monitored by DHT until parent arrived to collect. Subsequently admitted to having smoked cannabis off-site at lunchtime. (Excluded 3 days, Dec 2011). 4. Student E found in possession of cannabis. Police informed. Student excluded 7 days and received "Final warning for possession of cannabis with intent to supply". (Jan 2012). 5. Student F bought quantity of alcohol into school and consumed it. Ambulance called. (Excluded for 5 days May 2012. Student left Priestlands). 6. Student G's mother informed school of concern that son had brought substances into school. Student detained. Police called. Student searched. Nothing found. Student admitted drug use and agreed to access support offered (July 2012). 7. Student G found to have sent texts to another student offering to supply drugs. Police searched student in school. Nothing found. (Excluded. Student left Priestlands. October 2012). 8. Student H identified as having dilated pupils. Also having received texts regarding sale of drugs. Police called. Searched. Nothing found (October 2012). 9. Student D removed from lessons due to erratic behaviour. Student admitted to having smoked cannabis offsite. Excluded (fixed term). Intensive support and monitoring put in place in lead up to GCSE exams. 	
<i>Implications for action</i>	
None. Extremely rare and isolated incidents.	
<i>Any other issues/Implications for action</i>	
<ul style="list-style-type: none"> • The school has responded proactively to intelligence about possible cannabis use in the community by small group of Y11 boys. In agreement with parents, a programme of drugs awareness workshops (run by local ASBO co-ordinator) took place during Spring Term 2012. • Proactive response to local concerns about drug use in community by Y9 boys. It's Your Choice delivered four sessions of targeted support. 	

Form completed by: _____

Date: _____