



Kelmscott School  
“Putting Learning First”

# **Drugs Education & Managing Drug Related Incidents Policy**

**July 2019**



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# Drugs Education & Managing Drug Related Incidents Policy

## Kelmscott School

### Staff responsible: Headteacher

The Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the police and other external agencies, including support services.

### Drugs education and managing drug related incidents in school

***This policy for drugs education and all drug related incidents refers to students only. For staff please refer to the Drugs Policy (staff).***

The policy applies to all areas within the schools jurisdiction including to and from school, all school related activity outside of the school boundaries or the school day. It also applies to any situation where an incident could be connected to the school and its reputation.

This policy can be located in the Kelmscott School staff shared area and on the school's website.

### The role of schools

There is a statutory duty on schools to promote students wellbeing and to ensure they play a clear role in preventing drug misuse.

Schools are expected to:

- Provide accurate information on drugs and alcohol through education and targeted information
- Be prepared to tackle drug and alcohol related problem behavior in school including searching and confiscation
- Work with a range of agencies (voluntary organisations, health partners, police and others) to prevent drug and alcohol misuse

**(DfE Guidance Drug Strategy 2010)**

### Purpose of the policy

The purpose of this policy is to reflect the whole school ethos towards drugs and alcohol as well as the school's approach to healthy living, keeping yourself safe, and wellbeing.

It is intended to provide guidance to all stakeholders (school staff, governors, students, parents) and others in how the school intends to educate students about drugs and alcohol, including the dangers of misuse, and how drug and alcohol related incidents will be dealt with.

### Definitions and terminology

For the purposes of this policy the definition of a drug is 'a substance taken to change the way people feel, think or behave'.

**(United Nations Office on drugs)**

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids and khat

- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines
- And other drugs such as legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes.

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

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

## Drug and alcohol education

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### The aims of drug and alcohol education

The aim of drug and alcohol education is to give students information to help them develop the skills and attitudes to make healthy and safe decisions about drugs, alcohol, tobacco and medicines.

To achieve this, our drug education programme will help students:

- Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- Develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others
- Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences
- Understand where to seek help and advice if they are worried about themselves or others in relation to drugs and alcohol.
- Understand the law surrounding drugs and alcohol
- Give a clear view on the use of drugs in school
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school
- Give information about what is taught, how it is taught
- Give guidance to teachers, support staff and visitors about drug education

## Legal drugs and prescribed medicines

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We understand that some students may require medications that have been prescribed by a doctor or other health professional.

Parents/carers have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.

Medicines should only be brought onto school premises if it would be detrimental to the child's health if the medicines were not administered during their time at the school; the relevant paperwork must be completed.

Further guidance can be found in the school's Supporting Students with Medical Conditions Policy.

## **The school's stance towards drug and alcohol misuse**

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The school states clearly that illegal and unauthorised drugs are unacceptable within the boundaries identified in this policy. Any student found misusing drugs or alcohol will be subject to the school's disciplinary procedures and where appropriate the police may be informed.

In any drug or alcohol related incident, the first concern will be the health and safety of the students or students involved, and where necessary the wider school community. This will include meeting the pastoral needs of any student involved in drug or alcohol related incidents.

## **Staff with key responsibility for drugs and alcohol education**

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The headteacher has overall responsibility for drugs and alcohol education and all actions and sanctions related to misuse. However, the headteacher can delegate this responsibility to other staff. Responsibility of delivering the curriculum for drugs and alcohol education falls to the senior leader with responsibility for curriculum, and within the curriculum the heads of department for Science and Physical Education.

All actions related to drugs and alcohol misuse will normally fall to senior leaders (SLT) and the pastoral team. In exceptional circumstances other staff may be involved.

## **School responses to drug-related incidents**

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

- the headteacher or deputy will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the student(s) will always come first, whilst also taking account of the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort
- Any action taken will be in line with the school's behaviour policy.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place
- Information on drug or alcohol related incidents will be kept confidential and only shared on a 'need to know' basis

Possible responses might be:

### **1. Support and counselling**

If a student has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, the school will seek support and refer to the appropriate agency

### **2. Sanctions**

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

## **Reporting a drug-related incident**

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

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

### **Recording the drug-related incident**

All drug related incidents will be recorded in line with the guidelines set out in the Behaviour Policy. In all drug related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

### **Medical emergencies when a student is unconscious as a result of drug use**

Staff with first aid qualifications or the school nurse should be called immediately, staff should ensure the student or students are not left alone. The student will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

### **Intoxication, when a student is under the influence of a drug**

The student will be removed to a quiet room and not left alone. The first aider/school nurse and senior member of staff called. The student will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

### **Discovery/observation**

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

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

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

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

## **Searches**

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

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

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

If a member of staff has reasonable grounds for suspecting that a student is carrying illegal drugs on them or in their personal property, they will ask the student to voluntarily produce the substance, in the presence

of two members of staff. In circumstances where a student refuses to do this the member of staff will discuss this with the Headteacher who may decide to carry out a search in the presence of another member of staff. The Headteacher is the only person authorised to carry out a search, unless they are not the same sex as the student and then the Headteacher will authorise a senior member of staff. The search will take place in school or where staff have lawful control of students.

A record will be kept of the search and parents/carers informed if a substance is found, although there is no legal requirement to do this or inform parents/carers before or after a search or seek their consent to search a child.

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

## Staff training

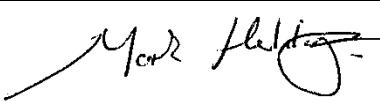
- All staff will be briefed through Safeguarding Training on how to deal with a student they suspect of being under the influence of drugs or alcohol
- Senior staff will be expected to receive more detailed training on drug and alcohol misuse and ensure they keep up-to-date with current legislation and information
- Heads of Department who contribute to drugs and alcohol awareness curriculum will be expected to ensure they and their staff keep up-to-date with information on drugs and alcohol and current legislation in regard to the teaching of

## Help and support

- **FRANK** Honest information about drugs
  - [www.talktofrank.com](http://www.talktofrank.com)
  - Helpline: 0300 123 6600
- **Family Lives** (formerly Parentline)
  - [www.familylives.org.uk](http://www.familylives.org.uk)
  - Helpline: 0808 800 2222

## Linked policies

- Behaviour (inc anti-bullying) Policy
- Curriculum Policy
- Educational Visits Policy
- Safeguarding Policy
- Supporting Students with Medical Conditions Policy

<b>Approved by Governors:</b>	<b>9<sup>th</sup> July 2019</b>
<b>Signed on behalf of the Governing Body:</b>	
<b>Review Date:</b>	<b>July 2021</b>