



**The Federation of Spixworth Schools**

# Drugs and Substance Misuse Policy

Agreed by Governing Body: Spring 2020

To be reviewed: Spring 2022

Group Responsible: Headteacher/DSL

## **Contents:**

### Statement of intent

1. Legal framework
2. Key roles and responsibilities
3. Definitions
4. Staff training
5. Drug education
6. Smoking
7. Legal drugs and prescribed medicines
8. Solvents
9. Persons found to be under the influence of drugs or alcohol
10. Medical emergencies
11. Threatening behaviour
12. Searching
13. Controlled substances
14. Support
15. Discipline
16. Monitoring and review

### Appendices

- a) Unauthorised Drug Use Reporting Form
- b) Medical Emergency Procedure
- c) Drug Related Incident Response Flowchart

## Statement of intent

The Federation of Spixworth Schools take a zero-tolerance approach to the misuse of drugs and other substances on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and other substances.

We are committed to:

- Upholding the Health and Safety Policy already in place at the school.
- Providing a safe and healthy environment which is conducive to education.
- Providing a robust policy which outlines our zero-tolerance approach to drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug and alcohol misuse.

Signed by:

_____	Headteacher	Date: _____
_____	Governor	Date: _____

## 1. Legal framework

- 1.1. This policy has due regard to relevant legislation including, but not limited to, the following:
  - Children and Families Act 2014
  - Education Act 2011
  - Health Act 2006
- 1.2. This policy has due regard to relevant guidance including, but not limited to, the following:
  - DfE (2019) 'Keeping children safe in education'
  - DfE (2018) 'Mental health and behaviour in schools'
- 1.3. This policy will be implemented in conjunction with the school's:
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - PSHE Policy
  - Administering Medication Policy
  - COSHH Policy
  - Behavioural Policy
  - Smoke-Free Policy
  - Social, Emotional and Mental Health (SEMH) Policy
  - Exclusion Policy

## 2. Key roles and responsibilities

### **The governing board is responsible for:**

- 2.1. Implementing effective policies and procedures are in place to ensure that pupils are kept safe from alcohol and drugs at school.
- 2.2. Ensuring that the Drug and Alcohol Policy is maintained and disseminated to all staff.
- 2.3. Ensuring that pupils experiencing difficulties with alcohol and/or drugs (themselves or within their families) can access the support they need.
- 2.4. Working with the headteacher, and in liaison with parents, pupils, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of pupils and the local community, and reflects current trends.
- 2.5. Ensuring that the designated safeguarding governor submits an annual written report to the governing board concerning drug and alcohol related incidents and concerns.

### **The headteacher is responsible for:**

- 2.6. The day-to-day management of this policy.

- 2.7. Providing a safe environment for all staff, pupils and visitors.
- 2.8. Working with governors to ensure compliance with relevant legislation.
- 2.9. Informing the governing board, via the designated safeguarding governor, of any issues and developments concerning drugs and alcohol.
- 2.10. Acting on any concerns arising from pupils' use of drugs and alcohol.
- 2.11. If appropriate, and where doing so will not place the child at risk, informing parents of any drug and alcohol related incidents concerning their child.
- 2.12. Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- 2.13. Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- 2.14. Ensuring a consistent approach to managing drug and alcohol incidents.

**The DSL is responsible for:**

- 2.15. Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- 2.16. Ensuring that staff and pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- 2.17. Consulting with pupils to inform provision around drugs and alcohol education.
- 2.18. Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- 2.19. Liaising with local services as necessary to provide support for pupils.
- 2.20. Assisting with the monitoring and review of this policy.

**Pupils are responsible for:**

- 2.21. Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any offsite activity representing the school.
- 2.22. Ensuring they do not take drugs or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform.
- 2.23. Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

**All staff (both teaching and support staff) are responsible for:**

- 2.24. Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.

- 2.25. Ensuring that their performance and judgement at work is never impaired by alcohol or drugs.
- 2.26. Understanding how this policy relates to them and their role in drug and alcohol management.
- 2.27. Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.

**The site manager is responsible for:**

- 2.28. Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.

**External agencies are responsible for:**

- 2.29. Supporting the school with drug and alcohol issues as required.

### **3. Definitions**

- 3.1. For the purposes of this policy, a “drug” is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

### **4. Staff training**

- 4.1. We recognise that early intervention can prevent drug misuse. As such, teachers will receive training annually in who to pass concerns to.
- 4.2. Teachers and support staff will receive support in identifying pupils who may be at risk.
- 4.3. Teachers and support staff will receive regular and ongoing training as appropriate as part of their professional development.

### **5. Drug education**

- 5.1. All pupils will receive guidance on drugs and other substances as part of the PSHE and Science curricular (Personal, Social and Emotional Development and Understanding the World in EYFS).
- 5.2. Drugs and other substances will also feature as part of pastoral education for example through Circle Times, Philosophy and assemblies.

- 5.3. Lessons will be delivered as appropriate to the age and phase of the pupils.
- 5.4. Where appropriate, visitors and external speakers will lead classes on drug and other substance misuse.

## **6. Smoking**

- 6.1. In accordance with part 1 of the Health Act 2006 and the school's Smoke-Free Policy, the school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 6.2. Parents, visitors and staff must not smoke on school grounds and must avoid smoking in front of pupils and/or encouraging pupils to smoke.
- 6.3. Pupils are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches and pipes.
- 6.4. In the interest of health and hygiene, smoking will not be permitted around the school gates.

## **7. Legal drugs and prescribed medicines**

- 7.1. We understand that some pupils may require medications that have been prescribed by a doctor or other health professional.
- 7.2. Parents have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.
- 7.3. Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.
- 7.4. The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.
- 7.5. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.
- 7.6. Further guidance can be found in the school's Administering Medication Policy.

## **8. Solvents**

- 8.1. Pupils are not permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.
- 8.2. The school will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come into contact with them.

8.3. More information can be found in our COSHH Policy.

## **9. Persons found to be under the influence of drugs or alcohol**

9.1. Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.

9.2. Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The headteacher has the authority to ban persistent offenders from the school.

9.3. Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the headteacher's office, where they will be assessed.

9.4. The pupil's parent will be contacted and asked to remove the pupil from the premises.

9.5. The pupil will remain in the headteacher's office until their parent arrives.

## **10. Medical emergencies**

10.1. In drug related medical emergencies, trained first aiders will be summoned.

10.2. A teacher will remain with the casualty until the trained first aider arrives.

10.3. Other pupils will be removed from the immediate area as soon as is reasonably practicable.

10.4. Following assessment by the first aider, a decision will be made as to whether an ambulance will be called.

10.5. The pupil's parents will be telephoned and told about the incident.

10.6. An [Unauthorised Drug Use Reporting Form](#) will be completed.

10.7. If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and social services will be contacted.

10.8. All accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE as soon as possible following the school's Health and Safety Policy.

10.9. The [Medical Emergency Procedure](#) will be followed at all times.

## **11. Threatening behaviour**

11.1. Aggressive and threatening behaviour by pupils, staff or visitors under the influence of drugs or alcohol will be taken very seriously.

- 11.2. Where aggressive and/or threatening behaviour is displayed, the school will not hesitate to contact the police.
- 11.3. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 11.4. In the case of pupils, parents will be contacted, and pupils will be disciplined in line with the school's Behavioural Policy.

## **12. Searching**

- 12.1. Staff members may use common law to search pupils for any item with their consent.
- 12.2. Staff members may ask any pupil to turn out their pockets.
- 12.3. Staff members may search any pupil's backpack or locker.
- 12.4. Under part 2, section 2 of the Education Act 2011, teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- 12.5. Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves.
- 12.6. Pupils' possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.
- 12.7. Searches will be conducted by a same sex member of staff with another same sex staff member as a witness where possible, unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.
- 12.8. Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- 12.9. Any staff member may refuse to conduct a search.
- 12.10. Staff will consider the additional needs of pupils with SEND before using reasonable force.
- 12.11. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

## **13. Controlled substances**

- 13.1. The school has a zero-tolerance policy on illegal drugs.
- 13.2. Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness/witnesses present.
- 13.3. The staff member will store the sample in a secure location.
- 13.4. The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.
- 13.5. The school will not hesitate in giving the police the name of the pupil from whom the drugs were taken.
- 13.6. A full incident report will be completed and submitted to the headteacher.
- 13.7. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.
- 13.8. Where controlled substances are found on school trips away from the school premises, the parents of the pupil, as well as local police, will be notified.

## **14. Support**

- 14.1. The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the DSL, staff and pupils experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.
- 14.2. Support will be arranged and offered to pupils in line with the school's Social, Emotional and Mental Health (SEMH) Policy.
- 14.3. Staff are encouraged to make use of the Norfolk Support Line service.

## **15. Discipline**

- 15.1. Pupils involved in drug and/or alcohol situations on the school premises will be disciplined as per the school's disciplinary procedure and, where appropriate, the police will be informed.
- 15.2. Where a pupil is involved in a drug and/or alcohol situation, the headteacher will decide if it would be appropriate to exclude the pupil, following the provisions outlined in the school's Exclusion Policy.
- 15.3. Teachers and other staff members involved in drug and/or alcohol situations on the school premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.
- 15.4. Visitors involved in drug and/or alcohol situations on the school premises will be banned from entering school premises indefinitely and, where appropriate, the police will be informed.

## **16. Monitoring and review**

- 16.1. This policy will be reviewed every two years by the headteacher in liaison with the DSL.
- 16.2. The next schedule review date is Spring 2022.

# Unauthorised Drug Use Reporting Form

Guidance on completing this form:

- Do not identify the pupil involved
- Copy the form once completed
- Send a copy of the form to the headteacher within 24 hours of the incident taking place
- Record the pupil's name and form on the original form and store it securely on the child's Safeguarding file

What type of incident are you reporting? (Tick as appropriate)

Pupil in possession of unauthorised drugs	<input type="checkbox"/>	Drug paraphernalia found on school premises	<input type="checkbox"/>
Pupil supplying unauthorised drugs on school premises	<input type="checkbox"/>	Disclosure of parental drug misuse	<input type="checkbox"/>
Pupil disclosure of drug use	<input type="checkbox"/>	Parent expressing concern over potential drug misuse	<input type="checkbox"/>
Emergency intoxication	<input type="checkbox"/>	Incident occurring outside school premises	<input type="checkbox"/>

General details		Pupil information	
Date of incident:		Form:	
Time of incident:		Age:	
Has the pupil been involved in previous incidents?		Gender:	
		Ethnicity:	
Incident details			
Drug involved (if known):			
Staff involved:			
Use this space to describe the incident:			

Has any further action been taken (e.g. contacting the police, pupils and staff informed, other agencies involved)?	
<b>First aid details</b>	
Was first aid given?	
If yes, who gave the first aid?	
Was an ambulance or doctor called?	
Who called them?	
What time were they called?	
<b>Drug details</b>	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
<b>Parental details</b>	
Name of parent informed:	
Who informed them of the incident?	
At what time were they informed?	
<b>Administrative details</b>	
Form completed by:	
Job role:	
Signature:	
<b>Follow-up action taken</b>	

## **Medical Emergency Procedure**

When a pupil is at immediate risk of harm, is unconscious, having trouble breathing, seriously confused or disorientated, or has taken a toxic substance, follow the procedure below.

Remember, your main responsibility is for the pupil at immediate risk, but you must also ensure the wellbeing and safety of all others. If in doubt, call for medical assistance.

### **Step one – on arrival**

**If you are not a trained first aider:**

**Do**

- Immediately call for a trained first aider
- Remain with the pupil until the first aider arrives
- Assist with clearing the area once the first aider has arrived

**If you are a trained first aider:**

**Do**

- Assess the situation
- If it is a medical emergency, send for medical help and an ambulance

### **Step two – before medical assistance arrives**

**If the person is conscious:**

**Do**

- Ask those around you to move back and provide adequate space
- Ask them what happened
- Ask them what drugs they have taken
- Safely collect any drug sample and vomit for medical analysis
- Keep them under observation in a warm and quiet place

**Do not:**

- Induce vomiting
- Chase them

**If the person is unconscious:**

**Do**

- Ask those around you to move back and provide adequate space
- Contact their parents

**Do not:**

- Move them if a fall is likely to have led to a spinal or other serious injury

- Give them anything by mouth
- Attempt to make them sit or stand
- Leave them unattended or in the charge of a pupil

**If it is a needle stick (sharp) injury:**

**Do**

- Encourage the wound to bleed
- Wash the wound with soap and water
- Dry and apply a waterproof dressing
- If the needle appears used or dirty, seek advice from a doctor

**Don't**

- Suck the wound
- Handle the needle

**Step three – when help arrives**

**Do**

- Pass on any available information, including vomit and drug samples
- Complete an [Unauthorised Drug Use Report Form](#)

# Drug Related Incident Response Flowchart

