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# Drugs Education Policy and the Management of Drug Related Incidents

**Reviewed by: Mrs K D Hardy**

**Date: March 2018**

**Non-Statutory Policy**

**Next Date for Review: March 2019**

*Due regard has been given to the Equalities Act 2010; Searching, screening and confiscation Advice for headteachers, school staff and governing bodies; DfE and ACPO drug advice for schools; Use of reasonable force Advice for headteachers, staff and governing bodies; Leicester, Leicestershire & Rutland Drugs Guidance for Educational Settings; KCSIE 2016; NCC Keeping classrooms safe for learning and teaching; (DALP policy for on trips etc)*



Diverse Academies  
Learning Partnership

# **Drugs Education Policy and Management of Drug Related Incidents**

## **1. MISSION STATEMENT**

The Academy will not tolerate the use of or possession of drugs or alcohol by any student or any member of staff on duty or the illegal supply of these substances during any academy activity whether on site or off site.

East Leake Academy staff and students have the right to work in a safe environment, free from abuse, threatening or intimidating behaviour.

Staff always aim to provide a prompt professional service but they reserve the right to terminate calls or refuse to deal with visitors who are acting inappropriately or appear to be under the influence of drink or drugs.

## **2. Glossary (see page 3 of Police guidance)**

- A drug is defined as:
- Any substance which affects how a person thinks, feels or behaves (World Health Organisation). The term embraces medicinal, non-medicinal, legal and illegal drugs. Therefore, “drug” includes alcohol, tobacco, volatile substances (solvents, aerosols etc.), Psychoactive Substances (incorrectly labelled legal highs), medicines and illegal drugs.
- Drug use: The taking of any drug.
- Drug misuse: Drug taking which harms physical, mental and/or social wellbeing. This could include physical and/or psychological dependence, improper use of medicines, intoxication, or breach of school rules or the law.
- 
- Authorised drug use: Where drug use is accepted by the school, for example prescribed medication. Reference might be made to these in other school policies.
- 
- Unauthorised drug use: Where use is restricted or prohibited.
- This policy encompasses all legal drugs including psycho-active substances, alcohol and tobacco, substances thought to be drugs and any legal substances with a hallucinogenic effect. It also covers all illegal drugs, volatile substances and unauthorised ‘over the counter’ and prescription medicines (unless authorised by a doctor).(see appendix.....)
- The policy, in line with all other academy rules and expectations of behaviour, applies not only within the academy boundaries but also on all academy visits, trips and residential activities including those made outside normal academy hours. Letters outlining expected behaviour on academy trips will always precede the commencement of any activity off site. It will also be upheld on all academy buses and may be applied to the immediate vicinity of the academy if appropriate. This policy applies to all members of the academy community when on duty.

## **3. AIMS**

Through the curriculum and supportive academy ethos and environment we aim to:

- Provide accurate and up to date information about drugs, including medicines (over the counter and prescribed), volatile substances, alcohol, tobacco, psycho-active substances and illegal drugs.
- Increase understanding about the implications and possible effects of drug use and misuse on themselves and others.
- Raise awareness of safety issues with regard to drugs.
- Explore attitudes towards drug use and misuse.
- Develop skills necessary to make informed decisions.
- Identify appropriate sources of personal support.
- Understand the law in relation to all types of drugs.

#### **4. THE ACADEMY ENVIRONMENT**

- The academy is committed to promoting a healthy and supportive environment for the benefit of students, teaching and non-teaching staff, and visitors.
- The law states that smoking is prohibited on any part of the academy premises defined by the academy plan.
- The use of alcohol by all members of the academy community including visitors is also prohibited except for occasional adult functions out of academy hours and off duty staff members.

#### **5. ORGANISATION**

- The Principal has overall responsibility for the Policy and its implementation for liaison with the governing body, carers, LA and appropriate outside agencies.
- The Principal will also be responsible for appointing other colleagues (SLT/HOH) who will have responsibility for handling the daily implementation of the policy.

#### **6. TEACHING METHODS**

- Delivery is through assemblies, Vertical Tutoring, PSHCE; Life Skills; PE and Science.
- The academy will actively liaise with the school nurse, health education officers, other health professionals, drug agencies and police to help deliver the curriculum and ensure that current legislation is adhered to and the policy is updated accordingly on an annual basis.

### **MANAGEMENT OF DRUG RELATED INCIDENTS AND SITUATIONS**

#### **7. DEALING WITH DRUG RELATED INCIDENTS (see appendix...)**

- The academy, through the leadership team, will consider each incident individually, recognising that a variety of responses will be necessary to manage such incidents.
- The implications of any actions taken will be considered very carefully, ensuring a balance between the interests of the persons involved with other academy members and the local academy community.
- Any sanctions enforced will be consistent with existing academy rules relating to behaviour, discipline, equal opportunities and exclusions: and will reflect the seriousness of the incident.
- After immediate medical needs have been addressed, the nature of and the circumstances of any incident will be established and assessment made of the needs of the students involved.
- The academy recognises that any student using drugs may be in need of our support for an extended period of time or in exceptional circumstances from an appropriate outside agency.
- Under the Misuse of Drugs Act 1971, "It is an offence for the occupier, or someone concerned in the management of any premises, knowingly to permit or suffer (allow) on those premises, the smoking of cannabis or the production, attempted production, supply, attempted supply or offering to supply any controlled drug" (see appendix 1)

- Under the DfE and ACPO drug advice for schools the Principal retains responsibility for deciding how to respond to particular incidents, taking account of factors such as the age of the students concerned, whether the incident involved one student or a group of students, and whether there is evidence of particular peer group pressure.

**All staff will be familiar with the following steps, which will be taken in response to a drugs related incident:-**

## **8. MEDICAL EMERGENCY**

- A If it is deemed the student is in need of emergency medical services, contact the emergency services immediately.
- B Ensure the person can breathe and place in the recovery position, call a first aider, dispersing any onlookers.
- C Collect any substance; that may have been taken or used in connection with incident and ensure that they are handed to the emergency services.
- D **DO NOT** attempt to identify the substance by touching, tasting or smelling.
- E Ensure that First Aid staff and Senior Management are aware of the incident and that personal details of the student are available (including Parent(s)/Carer(s) contact number) for the emergency services.
- F Contact Parent(s)/Carer(s)
- G If Parent(s)/Carer(s) are not available a member of staff is to accompany the student to hospital.
- H All incidents are to be fully recorded.

## **9. STUDENT UNDER THE INFLUENCE OR IN POSSESSION**

- A Remain calm. Anger and confrontation will not be helpful at this stage.
- B Call for Senior Management immediately and the First Aider if necessary.
- C Ensure the student remains calm; if possible remove them to a quiet area under supervision.
- D Ensure the student does not fall asleep.
- E Attempt to ascertain identity of substance taken, where, when and how much was taken (NB. If student is uncooperative do not pursue).
- F Assess situation regarding medical treatment on information given.
- G If any substance is found either on the student, or in the area, it is to be handed to senior management. **DO NOT** attempt to identify the substance by handling inappropriately, tasting or smelling. The substance should be bagged and sealed, and signed by whoever found it, (plus a witness signature) at the earliest opportunity.
- H **DO NOT** search students. Senior Management/Heads of House Leader will continue enquiries.
- I Record full details of the incident on the provided form (Appx 2).

## **10. THE ROLE OF SENIOR MANAGEMENT FOLLOWING THE REPORT OF A DRUG RELATED INCIDENT**

- A Attend immediately.
- B Assess the situation as to whether emergency services have been called or need to be called. A First Aider needs to be in attendance.
- C If it is not a medical emergency, carefully take possession of any substance at the scene. **DO NOT** attempt to identify the substance by touching, tasting or smelling.
- D Ascertain student's full details and circumstances surrounding the incident.

- E Ensure that another member of staff is present and ask student to empty pockets and bags to make certain that no further substance is in their possession.
- F Do not interview student if they appear to be under the influence.
- G Contact Parent(s)/Carer(s).
- H Consider police involvement.
- I Ensure any witnesses are removed and interviewed separately, obtaining statements if necessary.
- J Ensure that any suspicious items are stored securely in a designated place, witnessed and signed.

## **11. STORAGE, HANDLING & CONFISCATION OF SUSPICIOUS SUBSTANCES**

### **A**

- The law permits staff to take temporary possession of a suspicious substance. In such circumstances, they should notify the Police as soon as possible and ascertain the immediate actions to be taken. If Police suggest disposal, it should then be disposed of, as per their instructions, immediately and safely, or kept for Police collection (under specified directions). It is essential that the identity of the Officer i.e. collar number is taken or the message reference number. The Police may need to test it due to local trends/patterns for risk and threat to life.
- A written record will be kept of what has been confiscated (i.e. vegetable matter, white powdery substance liquid or tablets), and circumstances surrounding its confiscation.
- The substance should be clearly labelled with the date and person taking possession.
- On storage this should be signed by a witness, and nominated persons only will have access to this storage.

### **B**

- The police will be informed. However, if it is on an academy trip, especially abroad, this may not be possible due to the laws of the land and the police will be informed on return from the trip.
- The disposal must be logged and witnessed.
- The police will collect the substance from the academy, signing and stating they are removing it from academy premises.

### **C**

- Syringes / needles must be disposed of safely. They must not be stored in any circumstances.
- Staff are permitted to search desks and lockers on suspicion of illegal drugs, but to search a student consent is required by the student. No removal of clothing is permitted by the member of staff. Parent(s)/Carer(s) must be informed of this search and the outcome. If consent is refused then consider contacting the police to deal with the situation.
- Emptying of pockets and bags should always be carried out in privacy, out of the gaze of onlookers and in the presence of another member of staff.

**DO NOT** attempt to identify the substance by touching, tasting or smelling.

## 12. DRUGS POLICY FOR STUDENTS

- 1 The academy has a legal responsibility to take action over illegal drugs/substances.
- 2 The Student must not:
  - a) Supply, buy, possess, share or use illegal drugs/substances, or those thought to be illegal drugs or psycho-active substances which may be legal to purchase.
  - b) Come to the academy under the influence of any drug or alcohol for health and safety reasons
- 3 The use or possession of illegal drugs, psycho-active substances, and alcohol on the academy premises will lead to:
  - a) Immediate contact with home.
  - b) A record on your personal file.
  - c) A risk of exclusion.
  - d) The police being informed.
  - e) The risk of potentially acquiring a criminal record
- 4 If a student trades in, or shares substances as defined on the academy premises:
  - a) Parent(s)/Carer(s) will be informed.
  - b) The police will be informed.
  - c) He/she will be excluded from the academy. The exclusion may be permanent depending on the circumstances.
  - d) He/she risks a Criminal Record.
  - e) Repetition of an offence will lead to an immediate permanent exclusion from the academy.
- 5 Alcohol and solvents are drugs that have health and safety risks. Students must not:
  - a) Bring alcohol or misuse solvents on the academy premises or offsite activities.
  - b) Be in the academy or on offsite activities under the influence of these drugs
- 6 Students will not smoke on the academy premises or around the site. Cigarettes, matches and lighters will be confiscated if brought on to the academy premises or around the academy site and appropriate sanctions will follow
- 7 If students have worries concerning drug related issues, solvent or alcohol misuse, they can talk to their tutor, Heads of House, School Nurse, Support Staff or to anyone else they feel would help. Appropriate support, advice or information can then be offered as an alternative to the sanctions outlined.
- 8 If students are concerned or would like to help and support any of their peers who are suffering from drug related illnesses, they should take that concern to any member of staff they feel comfortable with.
- 9 If the law is broken the police will have to be informed.

**Everyone is responsible for supporting a safe  
and healthy academy environment**

## **Appendix 1 - THE LAW**

### **Drugs**

It is an offence under the Misuse of Drugs Act 1971:

- 1 To supply or offer to supply a controlled drug to another in contravention of the Act.
- 2 To be in possession of, or to possess with intent to supply any other controlled drug in contravention of the Act. It is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence, and that as soon as possible after taking possession of it s/he took all such steps as were reasonably open to her / him to destroy the drug or to deliver it to the custody of a person lawfully entitled to take custody of it:
- 3 For the occupier of somebody concerned in the management of any premises knowingly to permit or suffer of those premises the smoking of cannabis, or the production, attempted production, supply, attempted supply, or offering to supply any controlled drug.

### **Solvents (Volatile Substances)**

The possession of volatile substances is not illegal. However, it is an offence in English Law to supply or attempt to supply a substance to a person under 18, knowing or having reasonable cause to believe that the substance or its fumes are likely to be used by that person for the purpose of causing intoxication.

Nevertheless, the wide variety of volatile substances in common use in the home and workplace (including adhesives, aerosol gases, cigarette lighter refills, paint stripper, and typewriter correction fluid) make them relatively accessible.

It is an offence under the Licensing Act 1964 to sell intoxicating liquor without a licence. This would prevent the sale of alcohol at academy events unless an occasional licence has been obtained under the Licensing (Occasional Permissions) Act 1983. It is also an offence to sell alcohol to anyone under the age of 18. No licence would be needed by the academy to offer alcohol events (i.e. where no sale taken place) or to store alcohol on the academy premises. It is an offence under Section 6 of the Children and Young Persons Act 1933 to give any child under the age of 18 intoxicating liquor.

### **Tobacco**

The Children and Young Persons (Protection from Tobacco) Act 1991 strengthened the existing law on illegal sales of tobacco products to children under the age of 16. This law greatly increases the penalties for doing so, making illegal the sale of unpacked cigarettes and requiring warning statements to be displayed in all retail premises and on cigarette vending machines. A voluntary code operates to prevent tobacco advertising in the vicinity of the academy or that, which is designed to encourage young people to smoke. Through public health education campaigns, the Government encourages a reduction in smoking.

## **PROTECTION OF CHILDREN**

Tobacco products can be sold from any retail outlet but retailers have a duty to ensure tobacco products are not sold to anyone under the age of 18. The minimum age for the purchase of tobacco was raised from 16 to 18 in England, Wales and Scotland on 1 October 2007 and was raised to 18 in Northern Ireland on 1 September 2008.

In England, the Children and Families Act 2014 gave the Secretary of State powers to introduce regulations making it an offence for an adult to buy cigarettes for anyone under 18 (proxy purchasing). Draft regulations have not yet been published for consultation and the earliest date expected for commencement is 6<sup>th</sup> April 2015.



**Visitors to Academy**

Any person visiting the academy or taking part in any academy activity or residential will be informed, aware of and adhere to the academy's drug policy.

**The Drugs Policy for Students can be found in the student planner.**

## Appendix 2 – EAST LEAKE ACADEMY DRUGS POLICY

### Record of Drug Related Incident

NAME OF STUDENT ..... TUTOR GROUP .....

DATE AND TIME OF INCIDENT .....

#### DETAILS OF FIRST AID

First Aid given in school by .....

Was an ambulance called Yes/No

Give necessary details (e.g. time, Parent(s)/Carer(s) contacted etc.)

.....

#### DETAILS OF DRUGS INVOLVED (If Known)

e.g. alcohol, or type of substance – tablets, powder etc.

.....

Sample Found Yes / No

Where retained? (Entry No) .....

Witnesses Names .....

Brief description of symptoms / incident

Action Taken (e.g. staff informed, Parent(s)/Carer(s) consulted, police involved, other agencies contacted)

Sanctions imposed

Report completed by .....

## **Appendix 3**

### **Record of Drug Related Incident**

To help those in danger, early detections of drug misuse is extremely important. Staff need to be vigilant, particularly when they are in charge of activities that take groups of young people away from the academy premises.

#### **Indicators in Individuals**

1. Changes in attendance, and being unwilling to take part in academy activities.
2. Decline in performance in academy work.
3. Unusual outbreaks of temper, marked swings of moods, restlessness or irritability.
4. Reports from Parent(s)/Carer(s) that more time is being spent away from home, possibly with new friends or with friends in older age groups.
5. Excessive spending or borrowing of money.
6. Excessive tiredness without obvious cause.
7. Sores or rashes especially on mouth or nose.
8. Lack of appetite.
9. Stealing money or goods.
10. Heavy use of perfumes to disguise the smell of drugs.
11. Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils).

#### **Indicators in groups**

1. Regular absence on certain days.
2. Keeping at a distance from other students, away from supervision points (e.g. groups who frequently gather near the academy gate, playground or sports field).
3. Being the subject of rumours about drug taking.
4. Talking to strangers on or near the premises.
5. Stealing which appears to be the work of more than one person (e.g. perhaps to shoplift solvents).
6. Use of drug takers' slang.
7. Exchanging money or other objects in unusual circumstances.
8. Associating briefly with one person who is much older and not normally part of the peer group.

#### **Objects that may indicate drug misuse**

1. Foil containers or cup shapes made from silver foil, perhaps discoloured by heat.
2. Metal cans.
3. Spoons discoloured by heat.
4. Pill boxes.
5. Plastic, cellophane or metal foil wrappers.
6. Small plastic or glass phials or bottles.
7. Twists of paper, straws.
8. Sugar lumps.
9. Syringes and needles.
10. Cigarette papers and lighters, spent matches.
11. Plastic bags or butane gas containers (solvent abuse).

**Remember these are only indicators and may not necessarily mean drug misuse.**

12. Cardboard or other tubes (heroin).
13. Stamps, stickers, transfers or similar items.
14. Shredded cigarettes, home rolled cigarettes and pipes (cannabis).
15. Papers (about 2 inches square) folded to form an envelope (heroin).

Signed..... (Chair of Governors)

Links to key documents:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

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<http://hillocks.notts.sch.uk/wp-content/uploads/2016/08/Keeping-Classrooms-Safe-for-Learning-and-Teaching-FINAL.pdf>

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