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Drugs Education Policy and the Management of Drug Related Incidents

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Associated documents:			
Links to:			

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 2018; NCC Keeping classrooms safe for learning and teaching; (DALP policy for on trips etc). DfE and ACPO drug advice for schools 2012.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf



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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 1).
- 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 a supportive academy ethos, a healthy academy environment, and in accordance with the Trust safeguarding policy and local appendix 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.
- Ensure pupils affected by their own or other's drug misuse have early access to support through the academy and other local services.
- Understand the law in relation to all types of drugs.

4. THE ACADEMY ENVIRONMENT

- The academy will provide accurate information on drugs and alcohol through education and targeted information.
- The academy will exercise its right to tackle problem behaviour, through wider powers of search and confiscation.
- The academy will work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.
- 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 3)

- 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 <https://www.gov.uk/government/publications/drugs-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 (Appendix 2).

10. THE ROLE OF SENIOR LEADERSHIP TEAM 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 a member of the Leadership team as soon as possible, who will then contact the Police 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 local laws The academy Risk Assessment will build in a contingency for this scenario and will operate in accordance with the law in the specific country.
- 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. It may be appropriate to photograph the items for evidential purposes before the safe disposal.
- All searches must be conducted in accordance with the DfE guidance <https://www.gov.uk/government/publications/searching-screening-and-confiscation>.
- Staff are permitted to search desks and lockers on suspicion of illegal drugs, but to search a student consent is required by the student.
- Intimate searches **MUST NOT** be carried out by any member of staff. Parent(s)/Carer(s) must be informed of the need for such a search, the police contacted and the search carried out by trained and authorised persons.
- Pupils may have their possessions searched without consent.
- Two members of staff should carry out a search, with at least one being a member of the academy leadership team.
- **Staff MUST 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 the use and supply of illegal drugs/substances; whilst recognising that some students must be able to continue taking prescribed drugs and medication in accordance with the relevant Trust policy on Medicines.
- 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 very high risk of exclusion – including permanent exclusion.
 - d) The police being informed.
 - e) The risk of 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) They will be excluded from the academy. The exclusion may be permanent depending on the circumstances and the evidence presented to the Principal.
 - d) They risk a Criminal Record.
 - e) If a repeat offence it will lead to an immediate permanent exclusion from the academy.
- 5 Alcohol, cigarettes, e-cigarettes or solvents are drugs that have health and safety risks. Students must not:

- a) Bring alcohol, cigarettes, e-cigarettes or solvents on the academy premises or off-site 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, e-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 5 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.

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

Safeguarding awareness and drugs

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.

Identification of symptoms and resulting early help are vital safeguarding strategies. This policy must be read in conjunction with the wider Trust safeguarding policy and the academy local appendix. Drug use and abuse are often signs of wider social, emotional and mental health conditions. Children who have a disproportionately high number of Adverse Childhood Experiences and/or are Disadvantaged (in receipt of PP grant or FSM) are statistically more vulnerable.

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.

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

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).
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:

<http://dalp.org.uk/wp-content/uploads/2018/10/Safeguarding-and-Child-Protection.pdf>

<http://dalp.org.uk/wp-content/uploads/2018/08/Medical-Conditions-Policy.pdf>

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/315587/Equality_Act_Advice_Final.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

Annex – Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents.

The Skills for Life project supports young people with drug misusing parents.
Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.
Tel: 020 7553 7640 Email: admin@adfam.org.uk
Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems
Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk
Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.
Tel: 020 7739 5902 Email: enquiries@ash.org.uk
Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.
Tel: 01206 877910 Email: clc@essex.ac.uk
Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.
Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.
Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.
Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners:
Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.
Tel: 020 7520 7550 Email: info@drugscope.org.uk
Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com

Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email admin@mentoruk.org

Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website:

<http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>