

**Name of School**

**MANAGING DRUG RELATED INCIDENTS POLICY**

**School statement on drugs**

**Name of School** does not permit the possession, use or supply of any illegal or legal drug (unless an authorized legal drug) within the school boundaries. This includes; on the school premises, within the school day and during term time, on school visits (supervised or not), residentials, work experience and at school social events. This applies equally to staff, students, parents and carers, governors, and those working in and visiting the school.

**Name of School** recognises the harm that drug misuse can have on health, wellbeing and academic achievement, whether they be illegal, legal or medicinal. It is the responsibility of our school to play a role in drug prevention and education, to help reduce the harms associated to drugs and to help those who misuse, or are at risk of misusing, drugs.

**Staff responsible for drugs issues:** *(delete/amend as appropriate)*

**Head Teacher:**

**Safeguarding Lead:**

*The Safeguarding Lead has overall responsibility for drugs issues, including managing drug-related incidents and liaising with police; developing, monitoring and reviewing drug policies; and liaising with external agencies to support pupils at risk of drug misuse.*

**PSHE/Designated Lead:**

*The PSHE lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with external agencies to strengthen the curriculum delivery.*

**Lead Governor:**

*The Lead Governor will liaise with the school about curriculum and policy.*

Signed	
Policy Date	
Policy Review Date	

**Background Information to the Policy**

## Links to Other Policies

This policy should be read in conjunction with the following school policies: *(delete/amend as appropriate, and include links to policies)*

Safeguarding/Child Protection Policy

Health and Safety Policy

First Aid Policy

Managing Medicines in School Policy *(or similar)*

Confidentiality Policy

Behaviour Policy

PSHE Policy *(Statutory Drug, Alcohol, Tobacco Education within Health Education Curriculum)*

School Visits

## Definitions

The following terms are used in this policy in relation to drugs:

- **a drug** is a substance people take to change the way they feel, think or behave
- the term **drugs** is used to refer to all drugs including;
  - illegal drugs (those controlled by the Misuse of Drugs Act 1971), for example cocaine, cannabis, heroine, new psychoactive substances - 'legal highs';
  - legal drugs, including alcohol, tobacco and volatile substances; and
  - all over-the-counter and prescription medicines
  - *For more information, see List of the most commonly encountered drugs currently controlled under the misuse of drugs legislation by the Home Office.*
- **drug use** is drug taking, for example consuming alcohol, taking medication or using illegal drugs
- **unauthorised drug use** refers to the use of drugs which are restricted or prohibited.
- **authorised drug use** refers to the use of drugs which are accepted by the school, for example prescribed medication.
- **drug misuse** is drug taking which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. It may be part of a wider spectrum of problematic or harmful behaviour.
- a **drug-related incident** includes any incident involving any drug that is unauthorised and therefore not permitted within the school boundaries.
- **possession** is an offence wherein a person is unlawfully in possession or control of any unauthorised drug.
- **Supply** is an offence wherein a person transfers the physical control of an unauthorised drug to someone else. It is also an offence to offer to supply or be controlled in the supply of an unauthorised drug.

## Policy Development Process

This policy was developed by the school governors and the **Safeguarding/PSHE Lead** (*specify a lead member of staff if relevant*) in consultation with **students (school council)/staff/parents and carers/ and wider community partners e.g. school nurse and other health professionals** (*delete/amend as appropriate*)

We also consulted and developed this policy in compliance with key national and local guidance, including:

- [PSHE Association Drug and Alcohol Education Program of Study](#)
- [DfE and ACPO drug advice for schools January 2012](#)
- [NPCC When To Call The Police: Guidance for Schools and Colleges](#)
- [Misuse of Drugs Act 1971](#)
- [Reviewing your drug and alcohol policy – a toolkit for schools](#)
- [Wandsworth Safeguarding Children Partnership](#)

## Policy Aims

1. To promote and safeguard the health and safety of all students and staff within the school
2. To confirm our position that any illegal and other unauthorised drugs related incidents are not acceptable on the school site and/or within organised school activity off site such as school visits/trips. **We also confirm our safeguarding responsibility to respond to drug related incidents outside of school that might compromise a student's safety, including student or parental drug and alcohol misuse away from the school site.**
3. To provide all staff with the procedures to be followed when dealing with drug related incidents in a fair, professional, proportionate and consistent manner.
4. To confirm our arrangements and procedures for authorised drugs including managing medicines and being a non-smoking site
5. To share all expectations and procedures for managing drug related incidents with governors, teachers, parents and students.
6. To provide an environment which endorses a range of learning and supportive responses for those involved in an incident that are not undermined by an unduly punitive response.
7. To promote preventative measures and education to minimize the likelihood of drug-related incidents and reduce the harms associated to drugs. Please refer to our **Drug, Alcohol and Tobacco Education policy** for more detail (*add link to policy*).

## The School's Position on Legally Available Substances on Site

**Tobacco:** Smoking tobacco is not allowed on the school site and the school operates a no smoking policy at all times throughout the grounds and buildings. This applies to every person who uses or visits the school site.

**Alcohol:** Alcohol should not be consumed at any on or off-site function where pupils are present. Consumption of alcohol at other events is at the discretion of the head teacher. Staff should not consume alcohol before or during the school day if they are about to work with pupils.

**Solvents:** The school refers to COSHH regulations relating to the secure storage and safe keeping of solvent substances in classrooms.

**Medication:** Some students may require medicines that have been prescribed for their health condition during the school day. Detailed information about how we manage medicines on site can be found in our ['Managing Medicines in Schools' Policy \(add link to policy\)](#).

## Procedures for Managing Drug Related Incidents

### Scope of a Drug Related Incident

A drug related incident refers to any possession, usage or supply of an unauthorized drug, as defined within this policy.

The school will investigate and respond in line with this policy to any incident which:

- Takes place within the school boundaries
- Whilst in school uniform
- On the journey to and from school
- Within the school day
- On school visits (supervised or not)
- Residential trips
- Work experience
- Any school social event

These rules apply equally to staff, students, parents and carers, governors and those working in or visiting the school.

### Responding to Drug Related Incidents

It is essential that all drug related incidents are considered individually, and that the needs and circumstances of the involved students are paramount.

If the situation leads to a medical emergency, the [school emergency aid procedures \(add link\)](#) will be followed immediately. In the absence of a medical emergency, the [Head Teacher/Safeguarding Lead/PSHE Lead \(delete/amend as appropriate\)](#) will be informed and an appropriate response considered.

Protocols for responding to the following drug related incidents, in line with national guidance, are outlined as flow charts in the Appendix:

1. Parents/Carers/Others under the influence of drugs /alcohol on school premises

2. Student(s) under the influence of drugs /alcohol on school premises.
3. Students using medicines inappropriately on school premises.
4. Drugs and / or paraphernalia found on students and/or premises
5. Students making disclosure about their own or parents/carers/others use of drugs/alcohol
6. Supplying (drugs/alcohol/tobacco) by students/parents/carers/others

If we are presented with any other drugs related incidents not outlined in Appendix 1, we will refer to the DfE and ACPO drug advice for schools.

### Searches and Confiscation

If a member of staff has reasonable grounds to suspect that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.

If a search is required, this must be carried out by the head teacher or a member of staff authorized by the head teacher, and, where possible, should be the same sex as the pupil, in accordance to DfE advice on Searching, Screening and Confiscation (2018).

Staff are allowed to confiscate, retain or dispose of a pupil's property where reasonable to do so as part of our general power to discipline set out in Section 91 of the Education and Inspections Act 2006.

Where the member of staff finds substances which are not believed to be controlled drugs, these can be confiscated if believed to be harmful or detrimental to good order and discipline. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

### Police Involvement

In most cases, a drug-related incident will be a school, rather than a police, matter. However, we work closely with community police and will contact them immediately if an illegal (or suspected illegal) drug has been found or illegal drug dealing is taking place.

We will only call 999 in an emergency.

## Supporting and/or Sanctioning Students following a Drug Related Incident

### Supporting the Student

Parents/carers will be informed immediately if their child has been involved in a drug related incident so that we can work together to provide support and resolve difficulties.

However, there may be some exceptional situations where involving the parents may put the young person at risk of abuse and, in these exceptional cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the DSL with the child's welfare a priority.

We will work with the student, their parents or carers and colleagues from other agencies to assess the welfare and support needs of the student, and identify the most appropriate form of support. Drug related situations will be considered alongside other circumstances in the young person's life and not in isolation.

Opportunities for supporting students following these situations include:

- Review with parents/carers after the incident.
- Further drugs, alcohol and tobacco education.
- Targeted support on a one-to-one basis.
- Referral to an outside agency.

We have a range of professional colleagues who can give or obtain advice and support in drug or alcohol related situations. These include the school's Education Welfare Officer, the local Police Liaison Officer, members of the local Youth Offending Team (whose roles include supporting young people at risk of offending) our local Drug and Alcohol agencies and counselling services. These colleagues can help with a needs assessment and support us in developing an appropriate response. The student/s will always be told when information is being passed on, in accordance with the school's policy on confidentiality.

### Sanctioning the Student

We accept that it is never appropriate to respond in a way that is more punitive than that which might be considered by the police. Permanent exclusion **will not be** the automatic response to a drug related incident and will only be considered in the most serious cases as a very last resort.

Sanctions will be determined by the Headteacher in accordance to the **Behaviour Policy (add link to policy)**, and will be given out proportionately to the nature and degree of the offence. Possible sanctions may include withdrawal from activities, internal exclusion, community service, suspension or, as a very last resort, permanent exclusion.

### Training for School Staff

All staff receive training for managing drug related incidents as part of their induction, which includes full review of this policy and procedures, in line with all relevant policies as outlined at the beginning of this policy.

Designated staff who lead on this area will receive **annual/bi-annual (delete/amend as appropriate)** CPD to enhance their knowledge, understanding and skills through in-house CPD and/or external training courses.

### Disseminating and Monitoring the Policy

A copy of this policy will be supplied to all staff and governors and included within the school handbook, staff handbook, governor handbook and new staff induction materials.

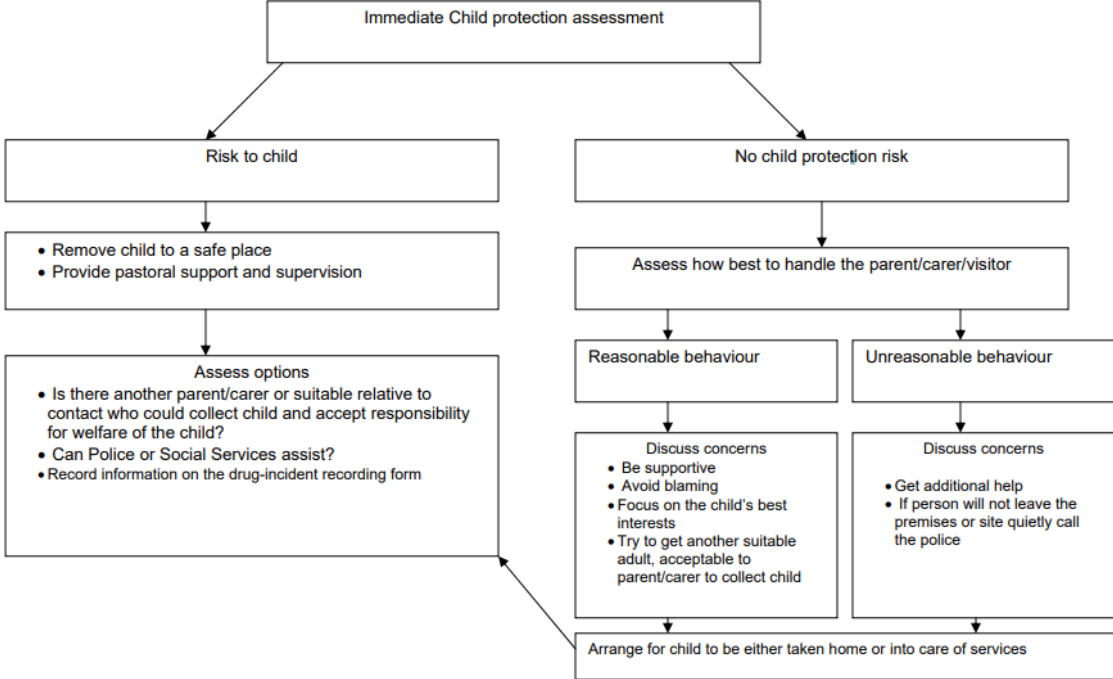
A full copy will be published on the school website and made freely available to parents on request and if appropriate a summary will be published in the school prospectus. Copies will also be supplied to other professionals whose work relates to this area of work, or who may be involved in the delivery of curriculum related areas.

## Appendix

### Procedures for Managing Drugs Related Incidents

This appendix outlines our procedures for managing the following drugs related Incidents, as detailed in each flow chart:

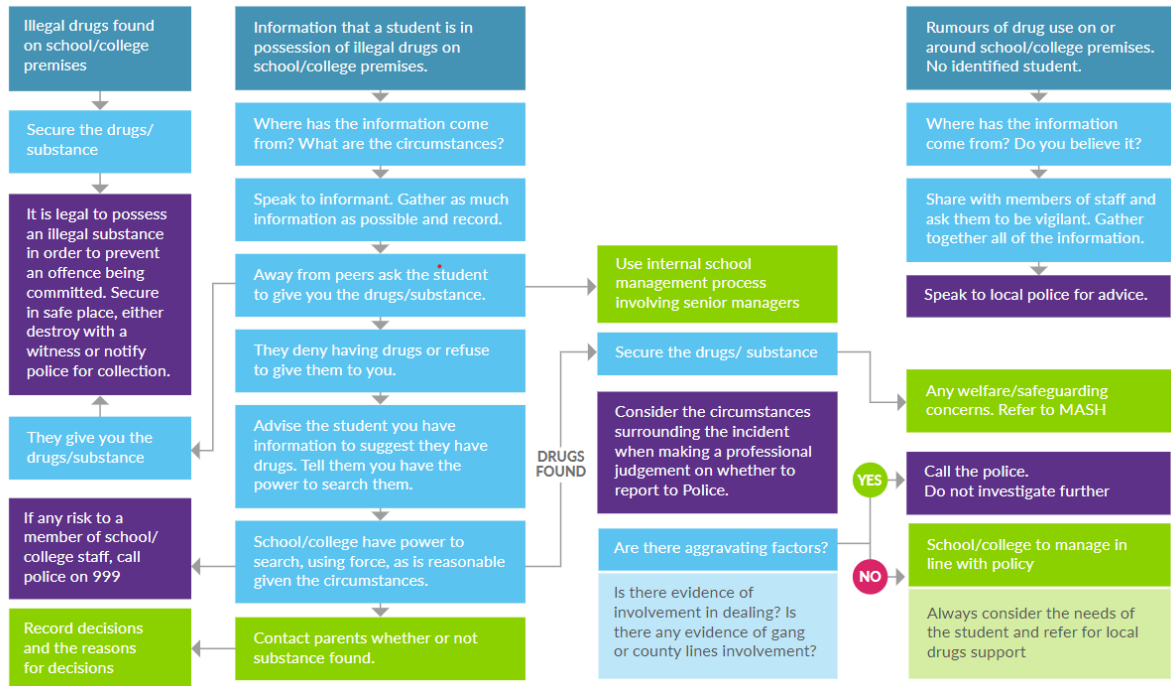
#### 1. Parents/Carers/Others under the influence of drugs/alcohol on school premises



Source: North Yorkshire Guidance on Developing a Drugs Policy for Schools

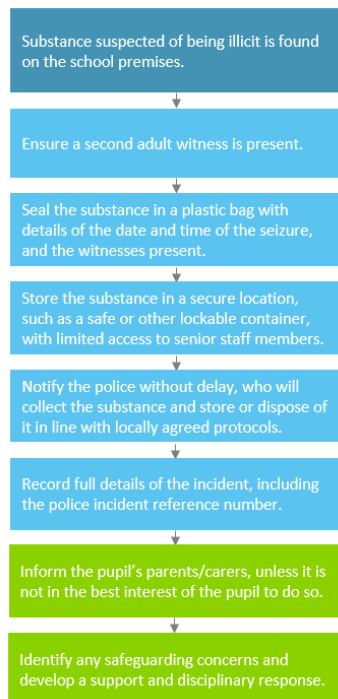
#### 2. Student(s) in possession of or under the influence of drugs/alcohol on school premises.



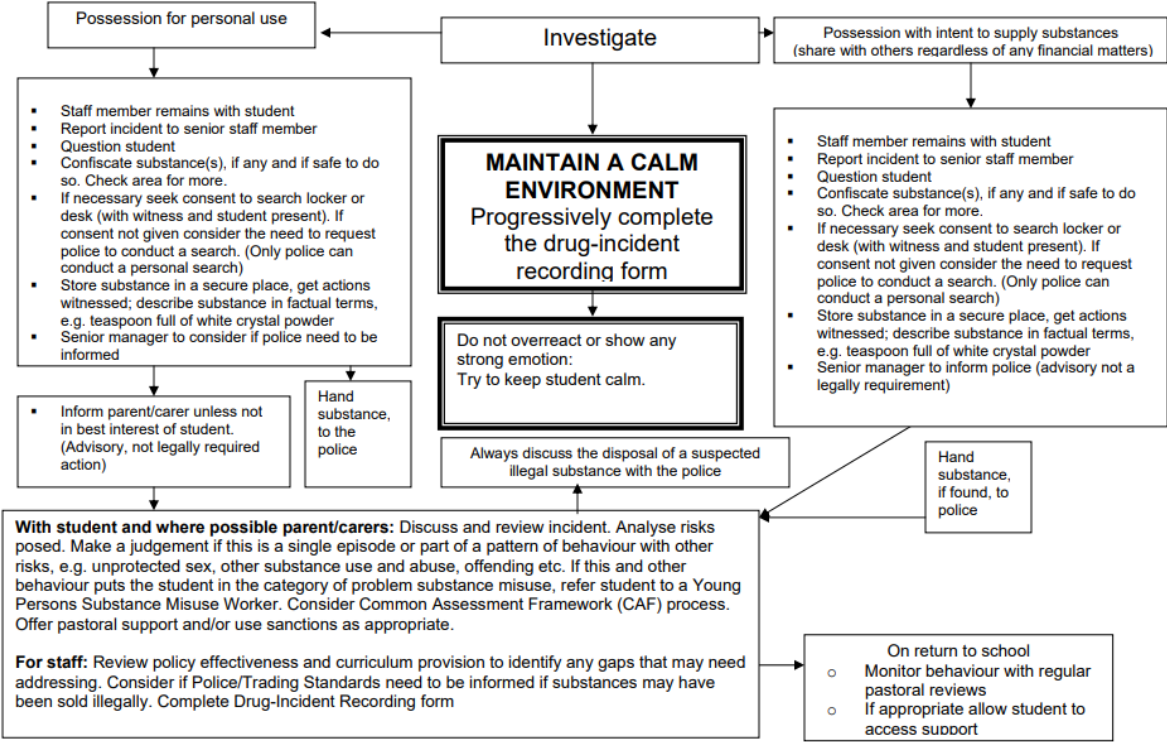


Source: [NPCC When to Call the Police: Guidance for schools and colleges](#)

### 3. Drugs and/or paraphernalia found on students and/or premises



### 4. Supplying (drugs/alcohol/tobacco) by students/parents/carers/others



Source: North Yorkshire Guidance on Developing a Drugs Policy for Schools