

# Drugs Policy

## Queen Elizabeth Grammar School Penrith



Approved by E&S Committee:

Approved by Governors' E&S Committee:

Chair of Governors: T Castles

Date:

Headteacher: P Buckland

Date: updated 08.12.2017

A handwritten signature in blue ink, appearing to read 'P Buckland'. The signature is written in a cursive, flowing style.

## Drugs Policy

- Includes:**
- 1. Guidance regarding drugs**
  - 2. Procedure if incidents occur in school**
  - 3. Education about drugs**

**This policy covers legal substances such as tobacco, alcohol or solvents, medicines, volatile substances as well as illicit drugs, and reflects national guidance.**

**Aims:**

- To enable young people to make healthy, informed choices by increasing knowledge, exploring attitudes and developing and practising skills.
- To widen understanding of related health and social issues of sex and sexuality, crime, HIV/AIDS.
- To help the school in responding to drug related incidents.
- To provide accurate information about substances.
- To increase understanding of those experiencing or likely to experience substance use.
- To seek to minimise the risks that users and potential users face.
- To enable school staff and young people to identify sources or appropriate support.
- To inform pupil conduct and behaviour management within the physical boundaries of the school and also outside the school boundaries when pupils and staff participate in excursions and residential visits.

### **1. GUIDANCE REGARDING DRUGS**

#### **The legal position**

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

- a) To be in possession of a controlled drug unlawfully.
- b) To be in possession of a controlled drug with intent to supply it.
- c) To supply or offer to supply a controlled drug (even where no charge is made for the drug).
- d) To allow the premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs.

(Possession of a controlled drug can be defended if the drug was obtained to prevent another from committing an offence. Then all reasonable steps must be taken as soon as possible to destroy the drug or to deliver it into the custody of a person lawfully entitled to have custody.)

#### **Confidentiality**

Members of staff should never guarantee confidentiality regarding drug misuse issues. They are not protected in law and circumstances could arise which would make any commitment unrealistic. However, any disclosure of misuse by a pupil should be dealt with sensitively, calmly and positively.

#### **Pupils' rights**

Where pupils are suspected of concealing illegal drugs on their person, an effort should first be made to secure the voluntary production of any unlawful substances, for example by asking the pupil to turn out his/her pockets. If the pupil refuses, the police should be called in to deal with the situation. Parents should be contacted at this stage.

Young people have rights under The Children Act 1989 and can expect issues related to drugs to be handled with sensitivity.

## **2. PROCEDURE IF INCIDENTS OCCUR IN SCHOOL**

### **Drugs found on premises**

If a suspicious substance is found or confiscated, the following action should be taken:

- a) If the substance is not illegal for the young person to possess or consume (eg. cigarettes, alcohol, solvents, volatile substances), the school should confiscate the substance and contact parents.
- b) If the substance cannot be identified then it should be treated as illegal.
- c) If the substance is illegal then:
  - i. Record date, time and place of incident, preferably in the presence of a witness. (If this is not possible, do not leave substance while you enlist support of another colleague as a witness. Have the record of the incident countersigned when possible.)
  - ii. Take the substance immediately to the Headteacher, or in their absence to the Deputy Head or Assistant Head. Do not keep the substance on your person or in a place of safekeeping; to do so may place you at risk.
  - iii. In the presence of the Headteacher, yourself and, if possible, the witness, the substance should be placed in a sealed container in the school safe. The package should be signed and dated by all present.
  - iv. An accurate record of the time, date and circumstances of the findings must be made.
  - v. The Headteacher will arrange for the police to remove the substance. It is important that the substance be removed if possible on the same day as its discovery.
- d) All the above applies also to the discovery of equipment associated with substance use (eg. needles, syringes etc.). Any such equipment found should be handled by members of staff only and with the utmost care. The Headteacher will ensure that such materials are placed in a secure and rigid container to await collection.

### **Pupil(s) in possession of drugs**

If any pupil is found in possession of a suspicious substance, it is important not to over-react, nor to moralise or sensationalise. The procedure to be followed is:

- a) Talk calmly to those involved. Find out, if possible:
  - i. Who is involved.
  - ii. What substance is involved.
  - iii. What quantity of drug is involved.
  - iv. What is the purpose of possession (eg. found, handling, personal use, dealing).

Then make a written record of the incident.

- b) Parents are to be informed by telephone, followed up by a letter. The pupil(s) concerned should be informed and consulted about the home-school contact. (Parents might not be informed if there is a risk they could seriously over-react and possibly cause physical harm to the pupil. Parents might not also be informed if they are believed to be directly involved in the situation.)
- c) Parents to be invited into school for consultation.
- d) Support and counselling to be provided for pupil(s). Advice would be provided by the school nurse team and/or Attendance and Support Officer.
- e) The school decide on a formal response. Permanent exclusion may be necessary, but the following should also be taken into account: severity of the incident, best interests of the pupil(s) involved, their previous behaviour, best interests of other pupils in school, knowledge of family situation, involvement of outside agencies and services.

- f) Child protection procedures should be observed. The teacher with responsibility for Child Protection, Assistant Head Rebecca Chapman, will give advice and will make a referral to children's services if necessary. However, any teacher may make a child protection referral; it is the responsibility of all adults working with children to promote student welfare and to safeguard pupils. Please refer to the Child Protection and Safeguarding Policy for further information.

### **Pupil(s) who have taken drugs**

- a) If a pupil is unconscious, then:
- i. Try to ensure another member of staff is present to help.
  - ii. Designated first aiders are detailed on the published 'General Arrangements for Health & Safety' notices displayed in school.
  - iii. Place pupil in recovery position.
  - iv. Assist with casualty's breathing by loosening clothing.
  - v. **Do not** give the pupil anything to drink.
  - vi. Dial the emergency services (999).
  - vii. Collect any evidence of what has been taken. Be aware of needles hidden in clothing. Keep any vomited material.
  - viii. Wait for the ambulance to arrive, giving reassurance if the casualty comes round.
- b) If a pupil is intoxicated, hallucinating or 'high', then:
- i. Be prepared for a range of behaviour, from depressed and very quiet to excitable and incoherent.
  - ii. Do not leave student unattended at any time.
  - iii. Watch him/her to make sure they do not wander off into danger.
  - iv. Sit him/her in a quiet, well-ventilated room.
  - v. Do not shout, threaten or attempt detailed discussion about their drug use.
  - vi. Talk quietly and calmly.
  - vii. Administer first aid if necessary, or summon help.

### **Drug issues on a school excursion or residential trip**

It is expected that teachers will speak to pupils about their conduct before an excursion takes place. Before a residential visit, the organising teacher should explain that the use of drugs, alcohol or tobacco will not be permitted under any circumstances. The discussion should cover the legal implications of using drugs/alcohol/tobacco when on the excursion, and the possible consequences. This is particularly important when organising trips abroad; it is essential that any risk assessment should include a briefing for parents and pupils so that there can be no possible doubt about what is or is not permissible.

It is recommended that even when pupils have reached the age of 18 and are able to buy and drink alcohol in the UK, that they are not permitted to do so on school trips. Indeed, in some cases insurance policies can be invalidated if the injured party is found to have drunk alcohol prior to an accident.

It is important that teachers follow the same guidelines as in school, as far as is practically possible. When abroad it is, of course, important to understand that a different legal framework will exist. It is therefore essential that the teacher responsible for organising a visit abroad will notify the Headteacher as soon as possible of any drug or alcohol related incident so that appropriate advice and support can be provided.

### **Bringing alcohol into school for 'legitimate' reasons**

The school often runs raffles and competitions and parents are often asked to donate prizes. Some parents will send bottles of alcohol as prizes, expecting their children to bring the bottle into school on their behalf. This has previously caused some difficulties so we therefore ask that if parents wish to donate alcohol then they should

bring in the bottles themselves and not ask their child to do so.

### **3. EDUCATION ABOUT DRUGS**

The Citizenship programme runs from Y7 to Y11 and is taught by specialist teachers to ensure consistency of delivery. The programme is managed by Mrs Davies. Parents may, if they wish, consult Mrs Davies about the Citizenship curriculum. In Y12 & Y13, all student participate in the enrichment programme about drugs and alcohol. This programme reinforces issues raised in Key Stages 3 & 4 in a style more appropriate to the age of the audience.

#### **Themes common to Key Stage 3 & 4**

- a) Personal responsibility  
Taking responsibility for one's own safety and behaviour.  
Personal responsibility for decisions about substance use.
  
- b) Pressure from others  
Coping with peer pressure and influence.  
Examination of the influence of the media.
  
- c) Knowledge and understanding  
Consideration of the risks; are they the same for everybody?  
Information about substances, including effects, appearance and relevant legislation.  
School rules relating to medicines, alcohol, tobacco, solvents and illegal drugs.  
Myths, misconceptions and stereotypes linked with substance use.
  
- d) Appropriate action  
Appropriate techniques for coping with situations in which substance use occurs.  
Where to seek help and support.

### **4. ALCOHOL AND TOBACCO**

Queen Elizabeth Grammar School is a smoke-free school for pupils, staff and visitors. Pupils who are found in possession of cigarettes will be treated in accordance with the guidelines above. Their parents will be informed. They will receive advice from school (or other agencies, such as the school nurse) on smoking cessation. A specific unit in the Citizenship programme for Key Stage 3 deals with the dangers of tobacco.

No pupil of any age must be in possession of alcohol. Pupils who are found to be in possession of alcohol will be treated in accordance with the guidelines above. Their parents will be informed. They will receive advice from school on the dangers of overindulgence in alcohol. The Citizenship programme in all Key Stages addresses the dangers of alcohol and discusses the use of alcohol in our society.

For further information please contact Mrs Chapman, Assistant Head Student Welfare or [www.talktofrank.com](http://www.talktofrank.com)

## GUIDANCE ON DRUG RELATED INCIDENTS IN SCHOOLS - ACTION IN OUTLINE

