



Drug Education and Drug Related Incidents Policy

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Drug Education and Drugs Related Incidents Policy

The aim of this policy is to acknowledge and clarify the schools' role in drug prevention and education and ensure it is appropriate to students' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school's behaviour policy. This policy should also be read in conjunction with the PSHEE and Citizenship policy, health and safety policy and behaviour policy. This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/residential etc. and for behaviour that occurs off the school premises and which is witnessed by a staff member or reported to the school.

Statutory duty of the school:

The head teacher takes overall responsibility for the policy and its implementation, for liaison with the Board of Trustees, parents, and appropriate outside agencies and for the appointment of a PSHE co-ordinator who has general responsibility for handling day to day implementation of the drugs education policy. The head teacher will ensure that all staff dealing with substance issues are adequately supported and trained. A school cannot knowingly allow its premises to be used for the production or supply of any controlled drug. It is an offence under Section 8 of the *Misuse of Drugs Act 1971* for the management of establishments to knowingly permit the supply and production of any illegal drugs on their premises. It is also an offence to allow premises to be used for the smoking of cannabis or opium. Where it is suspected that substances are being sold on the premises, details regarding those involved as well as much information as possible, will be passed to the police.

Implementation of the policy:

In incidents involving substance misuse or supply on the premises/during the school day, and following discussion with the student and staff, action will proceed as follows. All staff, parents/carers and students will be reminded of these procedures on an annual basis. The rationale for implementing the response to a drug related incident is:

- To establish and maintain an environment in which the school is free from the misuse of any drugs
- To clarify the appropriate procedures in the management of drug-related incidents
- Reduce situations of risk for the majority
- Deter future occurrences
- To respond to any individual in the school community in need of support.

THE DEFINITION OF A 'DRUG'

The following gives a list of categories to define the word 'drug' as used in this policy:

- Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD) under the *Misuse of Drugs Act 1971*
- Psychoactive substances or legal highs
- Over-the-counter and prescription medicines, including those used improperly which can include sleeping tablets and slimming tablets

- All legal drugs including alcohol, tobacco, solvents, and poppers
- Drugs which are misused to enhance performance (for example analgesics or steroids)

The school believes that the possession and or use of such drugs in school, during the school day or while travelling to or from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while students are on school visits. Individual exceptions may be made for students who require prescription medicines.

MANAGING MEDICINES NEEDED AT SCHOOL BY STUDENTS

Full details of how medicines are managed in school is contained in the "Managing Students with Medical Conditions" policy.

DRUG EDUCATION

The school provides a planned drug education curriculum through the revised statutory guidance on RSE and Health Education which states that students should know:

- The facts about legal and illegal drugs and their associated risks, including the link between drug use, and the associated risks, including the link to serious mental health conditions.
- The law relating to the supply and possession of illegal substances.
- The physical and psychological risks associated with alcohol consumption and what constitutes low risk alcohol consumption in adulthood.
- The physical and psychological consequences of addiction, including alcohol dependency.
- Awareness of the dangers of drugs which are prescribed but still present serious health risks.
- The facts about the harms from smoking tobacco (particularly the link to lung cancer), the benefits of quitting and how to access support to do so.

In science the KS3 programme of study includes

- The impact of smoking on the human gas exchange system
- The effects of recreational drugs (including substance misuse) on behaviour, health and life processes

On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and their contributions fully evaluated. Teachers within the PSHE team must be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information as well as support. Teachers will have access to on-going advice, support and training as part of their own professional development. The school actively cooperates with relevant health and drug agencies.

DEFINING A DRUG INCIDENT

A drug incident is likely to involve suspicions, observations, disclosures or discoveries of situations involving unauthorised drugs (see Appendix C). It may fit into the following categories:

- Drugs or associated paraphernalia, including vaporisers are found on school premises
- A student is found in possession of drugs, or associated paraphernalia
- A student is found to be a recognised source of supply of drugs on school premises
- A student is thought to be under the influence of drugs
- A student is displaying signs of illness or inappropriate behaviour as a result of substance misuse
- A student discloses that they are misusing drugs or a family member/friend is misusing drugs
- A parent/carer or staff member is thought to be under the influence of drugs on school premises.
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area

ESTABLISHING THE NATURE OF AN INCIDENT

After immediate medical needs have been addressed, the nature and circumstances of any incident should be established, and an assessment made of the needs of the students involved.

The head teacher or designated senior member of staff will conduct a careful investigation to judge the nature and seriousness of each incident. They will inform, consult and involve others as necessary. Careful attention should be given to respecting the confidentiality of those involved. A range of factors may be relevant and need exploration to determine the seriousness and needs of those involved and an appropriate response. For example:

- Does the student admit or deny allegations?
- Is this a first or one-off incident or a longer term situation?
- Is the drug legal or illegal?
- What quantity of the drug was involved?
- What was the student's motivation?
- Is the student knowledgeable and careful or reckless as to their own or others' safety?
- What are the student's home circumstances?
- Does the student know and understand the school policy and school rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply'?
- If illegal supply is suspected, how much was supplied and was the student coerced into the supply role or the one 'whose turn it was' to buy for others, or is there evidence of organised or habitual supply?"

(DfES 2004: 'Drugs Guidance for Schools')

Drugs should not be the only focus when managing drug-related incidents. Once safety issues have been addressed, factors such as students' ignorance and susceptibility to exploitation, may need consideration and could provide opportunities for significant student learning. Staff will try to ensure that everyone involved, whether directly or indirectly, learns from each incident.

Any child or young person who uses drugs to cope with personal anxiety or problems may be in need of help from outside agencies. Information about local drug and support services will be made available to students and parents, but staff of the school may not give individual advice to students about their personal drug use.

PRINCIPLES TO CONSIDER

Each incident will be assessed according to the circumstances and student(s) involved, and that no two incidents can be viewed as the same. However, the school has a series of agreed principles that will be adhered to, regardless of the incident:

- In every situation there will always be a thorough investigation
- In every case we will ensure that the safety and welfare of all students is paramount
- Any action taken will be commensurate with the seriousness of the incident and the needs of the student(s)
- We recognise the importance of, and will make every endeavour to inform parents/carers as soon as practicable and whenever appropriate
- In every drug-related incident careful records will always be made at all stages

SEARCHING

Searches of personal property

Under the 2018 DFE document "Searching, screening and confiscation" school staff can search a student for any item if the student agrees. Headteachers and staff authorised by them also have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items include alcohol, illegal drugs, smoking materials and any article that the member of staff reasonably suspects has been, or is likely to be, used to cause personal injury to any person (including the student).

The person conducting the search may not require the student to remove any clothing other than outer clothing.

- 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves.
- 'Possessions' means any goods over which the student has or appears to have control – this includes desks, lockers and bags.
- A student's possessions can only be searched in the presence of the student and another member of staff, except where 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 reasonably practicable to summon another member of staff.
- The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

After any Search

After any search, the school, regardless of whether the result of the search is positive or negative should contact parents/carers.

Schools' general power to discipline, as circumscribed by Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances.

If items are found as a result of a 'without consent' search the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate but this should not include returning it to the student.
- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find other substances which are not believed to be controlled drugs these can be confiscated where a member of staff believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the student.

THE POLICE

The following criteria indicate the school's response to involving the police in any drug related incident:

- An incident that will probably be managed internally by the school – this will most likely cover incidents involving prescribed drugs or alcohol.
- The police will be informed or consulted – this will always happen if the school has evidence that a student has been supplying drugs or is in possession of category A, B or C drugs.
- The police will be actively involved – if the school has reason to believe that drugs are on site and a student does not give up the drugs or give permission for their possessions to be searched. The police will also be actively involved with drug related incidents which indicate the buying or selling of illegal drugs.

The school may contact the local police to discuss a case and ask for advice without divulging a student's name. The police will not normally need to be involved in incidents involving legal drugs, but the school may inform the police about the inappropriate sale or supply of alcohol or volatile substances to students in the local area.

Response to a drugs incident

- Any medical emergencies will be dealt with as per Appendix A
- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc, the case will be discussed with the young person and written report will be added to the student's record in SIMS/Edulink and/or C Poms. This written record will give due regard to:
 - The circumstances around the incident
 - The nature of the drug
 - How the drug was disposed of (if appropriate)
 - Who was informed (in addition to parents/carers below)
 - Any other action taken
- Parents/carers will be informed by the head teacher as soon as possible. The support of outside agencies will be sought if appropriate.
- If a young person admits to using or supplying substances off the premises, the appropriate action will be to inform the head teacher, who will usually inform the parents/carers.
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the head teacher and staff who know the young person well
- The school will consider each incident individually and will employ a range of responses to deal with each incident
- The head teacher will take responsibility for liaison with the media, where required.

A RANGE OF RESPONSES

The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral care system. The response may also serve to enforce and reinforce the school rules. Although not an exhaustive list, possible responses include:

- Early intervention
- Early Help or Safer Me
- Counselling
- Behaviour Support Plan or Pastoral Support Plan
- Internal Exclusion
- Fixed-term exclusion
- A managed move
- Permanent exclusion

Where an illegal drug is involved, areas to take into account include motive, medical requirements, personal needs, the reliability of evidence, the nature of the drug, the attitude of the student to the discovery, and so on. When all the circumstances and factors have been thoroughly explored, then the spectrum of possible responses will be considered and discussed.

School staff will be in a good position to judge whether the student or students involved are likely to learn from the experience and not engage in such activities in the future as a result of the school's considered response. If the police become involved and decide to press charges, then the law will take its course. If not, the school will endeavour to avoid a response that would be harsher than that imposed by the law.

Behaviour Support Plan or Pastoral Support Plan

In the case of serious breaches of discipline such as possession of drugs on the school site a support plan will be put in place. This must be agreed and signed by the student, the parents/carers and the school. The school will set out clearly the terms on which a young person can remain at the school and monitor progress towards greater stability. This may require the student to be 'internally excluded' from normal contact with peers during the school day for a fixed period in the first instance. Such an approach may incorporate intensive drug education input to boost the student's understanding. This may be supported by outside agencies such as health workers, youth workers or drug specialists.

Fixed-term exclusion

Exclusion will be considered for serious breaches of the school's behaviour policy, and will usually follow a thorough investigation unless there is an immediate threat to the safety of others in the school or the student concerned.

Possession or taking of drugs on the school site will almost invariably result in a fixed-period exclusion, and may result in a permanent exclusion. Supplying of drugs to another student will always result in a fixed-term exclusion and will usually be escalated to a permanent exclusion. On return to school following a fixed-term exclusion for a drugs related offence a pastoral support programme (PSP) which has multi-agency involvement may be started. The PSP should address underlying factors, whilst setting clear targets aimed at helping the student to manage their behaviour and supporting them towards positive re-investment in their own education.

A managed move

A managed move might be an alternative to a permanent exclusion if the school feels that it can no longer manage the behaviour of that student. This requires the full knowledge and co-operation of all parties involved, including the parents/carers and the LA, and will only be considered in circumstances when breaches of discipline have been serious and where it is clearly in the best interests of the student concerned. All managed moves will operate under the Devon LA guidelines for managed moves

Permanent exclusion

A decision to exclude a student permanently is a serious one. Permanent exclusion will usually be the final step in the process for dealing with disciplinary offences after a wide range of other strategies have been tried without success. Examples relating to drugs incidents that might result in a permanent exclusion are:

- Persistent abuse of the schools rules on drugs
- Serious drugs offences including possession of drugs and/or selling/supplying drugs on the school site
- If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school
- Failure to meet the targets set through either a BSP or a PSP

Supplying an illegal drug is always a serious breach of school rules. In exceptional circumstances, even for a 'one off' or first offence the head teacher may judge that an incident involving possession or supply of an illegal drug warrants permanent exclusion. In making this judgement the head teacher should have regard to the school's published policy on drugs. The decision will also depend on the precise circumstances of the case, including the evidence available and the nature of the incident.

CONFIDENTIALITY

The essential nature of confidentiality is not altered by the fact that a case involves drugs. Teachers cannot promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional and moral duties in relation to:

- child protection
- co-operating with a police investigation

Every effort should be made to secure the student's agreement to the way in which the school intends to use any sensitive information by explaining carefully the purpose of any onward transmission.

Local child protection procedures may need to be invoked if a student's safety is under threat. It should be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school should inform the student first and endeavour to explain why this may have to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger.

CONTACTING PARENTS/CARERS

It is the responsibility of the Head teacher (or the nominated senior member of staff) to contact the parents/carers of a student involved in a drug-related incident. It is at the discretion of the Head teacher whether parents/carers are contacted and if so, at what stage. Factors such as the safety and welfare of the child, whether they are on the Child Protection register, and confidentiality issues will be recognised, although in most cases it is expected that a parent/carer would be contacted.

KEEPING A RECORD OF INCIDENTS

A proper record is kept of all drug related incidents, whether they are emergencies or not. Such sensitive information is kept in accordance with the Data Protection Act 2018.

Great care will be taken to record any statements provided by those involved or by witnesses as police may require these if the incident becomes a criminal investigation. The school will separate any students involved in the incident and obtain others adults to support and witness both the teacher dealing with the incident and the students involved. The records may be used as evidence in any subsequent prosecution.

APPENDIX A:

A MEDICAL EMERGENCY

A medical emergency arises when a person:

- Is unconscious
- Is having trouble breathing
- Is seriously confused or disorientated
- Has taken a harmful toxic substance
- Is otherwise at immediate risk of harm

The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. In any incident involving drugs, the most urgent question is always whether medical help is needed.

If medical help is needed, or if there is any doubt, do not hesitate to get such help.

The school's first aid procedures are clearly displayed and all staff are aware of them through the staff handbook. The school policy that deals with health and safety outlines procedures for how to manage medical emergencies and administer first aid, for example, placing an unconscious person in the recovery position or dealing with a drug overdose.

The school and the staff must not chase or over-excite a person who is intoxicated from inhaling a volatile substance. Strenuous activity can put an intolerable strain on the heart and can increase the risk of sudden death. The person should be kept calm until the effects have worn off.

Unless they are unconscious, a student may be intoxicated without it being a medical emergency. Students must be continually observed in case of changes in their condition. Arrangements will be made with a parent/carer for the child to be collected or escorted home (or alternative arrangements made if the school perceives the child to be more at risk at home).

DEALING WITH A MAJOR INCIDENT

In the event of a drug incident or any other crisis involving serious injury or deaths, staff need to be able to act quickly without wasting time making decisions. The SLT must ensure the contingency plan is up to date and accessible to all staff. Sources of support from outside agencies for staff, students and families can be accessed to extend the school's own expertise. These sources can be: local clergy, local Youth workers, the Police, Educational psychology services accessed via Babcock International and the LA.

THE MEDIA

If the school receives a media enquiry after a drug-related incident the caller should be referred only to the head-teacher or SLT member designated in their absence. The Head teacher may seek additional support and advice on how to deal with media enquiries from the DCC Media Team.

DRUGS SITUATIONS - MEDICAL EMERGENCIES

The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first aid procedures.

IF IN ANY DOUBT, CALL MEDICAL HELP.

ALWAYS:

- ◆ assess the situation
- ◆ if it is a medical emergency, send for medical help and an ambulance

BEFORE ASSISTANCE ARRIVES:

If the person is conscious:

- ◆ ask the person what has happened and to identify any drug used
- ◆ collect any drug sample and any vomit for medical analysis
- ◆ **do not** induce vomiting
- ◆ keep the person under observation, warm and quiet

If the person is unconscious:

- ◆ ensure that the person can breathe and place in recovery position
- ◆ **do not move the person** if they have fallen, as a fall may have led to spinal or other serious injury which may not be obvious
- ◆ **do not** give anything by mouth
- ◆ **do not** attempt to make the person sit or stand
- ◆ **do not** leave the person unattended or in the charge of another student.

WHEN MEDICAL HELP ARRIVES:

- ◆ pass on any available information and any vomit and drug samples.

PLEASE COMPLETE AN EMERGENCY RECORD FORM AS SOON AS YOU HAVE DEALT WITH THE EMERGENCY

APPENDIX B:

COLLECTION OF HYPODERMIC NEEDLES

The schools will be vigilant in checking premises and grounds for health and safety hazards including signs of any discarded equipment, which may be drug-related. If needles are found they should be handled with 9½ inch sponge forceps in accordance with the guidelines below and put in a 'sharps' box. '

Handling used hypodermic needles incorrectly can lead to needlestick injuries.

Two main blood-borne diseases can be contracted via injuries from inflected needles, Hepatitis B and HIV. The risk to contracting these diseases however can be lowered to negligible levels if normal hygiene precautions and this Code of Practice are followed.

1. Only authorised persons are to collect needles.
2. Disposable gloves must be worn (the reason for this is to prevent material from contacting the skin).
WARNING: gloves will not prevent needlestick injuries.
3. The tongs provided must be used to uplift needles (the unaided hands must not be used).
4. Needles must be placed in the sharps box provided.
5. Sharp boxes can be used until approximately half full when they must be disposed of.
6. Tongs that have been used for retrieving needles must be sterilised by immersion in a 10% hypochlorite solution for a minimum of 30 minutes and then washed with clean water.

The grounds of the school should be checked regularly.

- Ensure that the caretaker(s) and other grounds staff are aware of the policy and the need to check the grounds regularly.
- A record should be kept of searches made and any items found of this nature.
- Any concerns that the premises or grounds are being used for activities, which would endanger young people, should be referred to the local police.

Needlestick Policy

What is meant by needlestick?

Any injury from a needle which penetrates the skin irrespective of whether it draws blood.

Action once a needlestick has occurred:

Unused needles or sharps i.e. those from an unopened packet

Wash the wound and cover with a waterproof plaster. A record of the injury should be made.
No further action is needed

Used and dirty needles

Immediate first aid following used needle needlestick injury:

- Injuries from used needles should be gently encouraged to bleed.
- Do NOT suck the wound.
- The wound should then be washed with soap and water, dried and
- covered with a waterproof plaster.

Then call The Coleridge Medical Centre for immediate advice on 01404 814447

This is an emergency and you should speak to the on call doctor immediately for advice on further action

APPENDIX C

POSSIBLE SIGNS & SYMPTOMS OF DRUG MISUSE

The signs listed may indicate that individuals or groups of young people are misusing drugs. Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence but the presence of several signs together may point to a need for greater vigilance.

Behaviour

- Sudden and regular changes of mood or irritability.
- Unusually aggressive or restless.
- Gradual loss of interest in school/college work, friends, hobbies etc.
- Increased evidence of lying or other furtive behaviour.
- Loss of money or other objects from the house.
- Keeping at a distance from other students and away from points of supervision.
- Being the subject of rumours about drug taking.
- Talking to strangers on or near the premises.
- Stealing, which appears to be the work of several individuals rather than one person.
- Use of drug takers' slang.
- Exchanging money or other objects in unusual circumstances.
- Associating briefly with one person who is much older and not normally part of the peer group.
- Secretiveness about leisure time activities.

Physical Symptoms

- Loss of appetite.
- Uncharacteristically drowsy or sleepy.
- Unusual stains, marks or smells on the body or clothes or around the house.
- No interest in physical appearance.
- Sores or rashes especially on the mouth or nose.
- Heavy use of scents, colognes etc, to disguise the smell of drugs.
- Drunken behaviour.
- Frequent and persistent headaches, sore throat or running nose (whatever the reason a visit to the GP would be wise).

Equipment Which May Be Used

- Scorched pieces of tin foil
- A home-made pipe
- The remains of a cannabis cigarette with small cardboard tube filter
- Sunglasses worn at inappropriate times
- Foil containers or cup shapes made from silver foil – perhaps discoloured by heat
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane or metal foil wrappers
- Small plastic or glass files or bottles
- Twists of paper
- Straws
- Sugar lumps
- Syringes or needles
- Cigarette papers and lighters
- Spent matches
- Plastic bags or butane gas containers (solvent abuse)
- Cardboard or other tubes
- Stamps, stickers or similar items
- Shredded cigarettes, home-rolled cigarettes and pipes
- Small squares of paper folded to make little envelopes

APPENDIX D

THE LAW RELATING TO DRUGS

This section is intended as a guide only, and should not be relied on as a definitive statement of the Law. Professional advice should always be sought where appropriate.

The three categories of drugs under the Misuse of Drugs Act (1971) are Class A, Class B and Class C:

- heroin, cocaine, ecstasy and LSD are Class A drugs
- speed, cannabis, ketamine, mephedrone and some amphetamines are Class B drugs
- anabolic steroids, GHB and some tranquilisers are Class C drugs

“Temporary Class Drug Banning Orders” are for psychoactive substances (sometimes mislabelled as legal highs).

POSSESSION

This covers the obvious meaning of the word possession, and can include a coat or bag nearby, or a student's school locker which they are 'in charge' of.

POSSESSION WITH INTENT TO SUPPLY; AND/OR SUPPLY

This covers any intention of 'dealing' or supplying an illegal substance. It also covers the group of friends who club together to buy a substance or tablets – the person who actually goes to buy, returns and hands them out becomes the 'dealer' or supplier. Similarly, keeping drugs for another person is possession, whilst handing them back to the person can be classified as supplying.