

SUBSTANCE USE AND MISUSE POLICY

Policy Consultation & Review

This policy is available on our school website and is available on request from the College.

This policy will be reviewed in full by the Governing Body on a tri-annual basis. This policy was last reviewed and updated in October 2020. It is due for review during October 2023.

Signature

Headteacher

Date: 15 October 2020

Signature

Chair of Governors

Date: 15 October 2020

Author: Dale McMorran

SUBSTANCE USE AND MISUSE POLICY

INTRODUCTION

The aim of this policy is to acknowledge and clarify the College's role in drug prevention and education and ensure it is appropriate to students' needs¹. 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 wellbeing of the whole school community. Teachers will need to be confident and skilled to teach drug education and students need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug related incidents. Sanctions for incidents will be consistent with the College's Behaviour Policy. This policy should also be read in conjunction with the Child Protection and Safeguarding Policy, the Health and Safety Policy, the Medication Policy and the Boarding Manual, PSHE Schemes of work and any other relevant policies or documents. This policy is complementary to the Norfolk Healthy Schools Health and Wellbeing Review. As a matter of course, all staff, parents/carers and students will be reminded of this policy on an annual basis. This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/etc.

DEFINITION:

"Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc. This may also include those substances known as Novel Psychoactive Substances (NPS) "Legal Highs". If staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

The College believes that the possession and or use of drugs in school, during the school day or while travelling to/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 are made for students who require prescription medicines or over the counter medicines authorised by the College Medical Centre. Any student who becomes involved with illegal drugs in any capacity is liable to be permanently excluded from the College.

¹ DfE and ACPO drug advice for Schools September 2012

DRUG EDUCATION:

The College provides a planned drug education curriculum through the current requirements/guidance from the Department for Education. This includes elements of PSHE education and Science etc.

On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors will be used in a planned way and their contributions evaluated. Teachers will have access to ongoing advice, support and training as part of their own professional development. The school actively co-operates with agencies such as the Local Authority, the Police, health and drug agencies, including the Matthew Project Under 18s Service who are commissioned by the Local Authority and the Norfolk DAAT (Drugs and Alcohol Action Team) liaison officer, who works with schools to answer non-urgent enquiries regarding any drug/alcohol incidents.

STATUTORY DUTY OF THE COLLEGE

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, Local Authority and appropriate outside agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

The College will not knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of or smoking of cannabis). Where it is suspected that substances are being sold on the premises as much information as possible, including the names of those involved, will be passed to the Police.

SEARCHING STUDENTS

The guidance on searching students is contained in the Searching, Screening and Confiscation Policy which itself refers to current Department for Education guidance on this matter. Further guidance on searching boarder's rooms and possessions is contained in the most recent briefing note produced by the BSA.

IMPLEMENTATION OF THE POLICY:

In incidents involving substance misuse or supply on the premises, and following discussion with the pupil and staff, action will proceed as follows. It should be noted here that, when dealing with drug-related incidents, the College has adopted the procedures as set out in *DfE and ACPO Drug Advice for Schools (Sept 2012)* and that all staff, parents/carers and students will be reminded of these procedures on an annual basis.

- Any medical emergencies will be dealt with as per Appendix A.
- In cases of substance use/misuse or supply on the premises at any time or during school visits etc, the case will be discussed with the young person and a written record taken (see

Appendix C); parents/carers will be informed by the Headteacher (or Deputy Headteacher in his absence) 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 Deputy Headteacher who will inform the Headteacher, and the parents/carers will be informed.
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the Headteacher.
- The College will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per Appendix B: all staff, students, parents/carers will be informed of these issues.
- The Governing Body will be as involved in reviewing decisions made by the Headteacher and senior staff.

THE MEDIA:

- The Headteacher will take responsibility for liaison with the media, where required. Additional support and advice is available from Local Authority Communication Officers (Education).

If there is a significant seizure of a suspected illegal substance the College will:

- ***Inform the police at an early stage***
- ***Take steps to minimise handling the substance to aid any future forensic investigation***

The College has also adopted the following as an essential part of the policy:

APPENDIX A : Drug situation – medical emergencies

APPENDIX B : Responding to incidents involving drugs

APPENDIX C : Record of drug/substance related incident

REVIEWS:

All staff, parents/carers and young people will be reminded of this policy, and its procedures, on an annual basis.

Appendix A : Drug situations – medical emergencies

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

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. First aiders should follow known first-aid procedures. The Medical Centre should also be called and an ambulance if necessary.

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- do not** induce vomiting
- do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- do not** give them anything by mouth
- do not** attempt to make them sit or stand
- do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

- pass on any information available, including vomit and any drug samples

When medical help arrives pass on any information available, including vomit and any drug samples

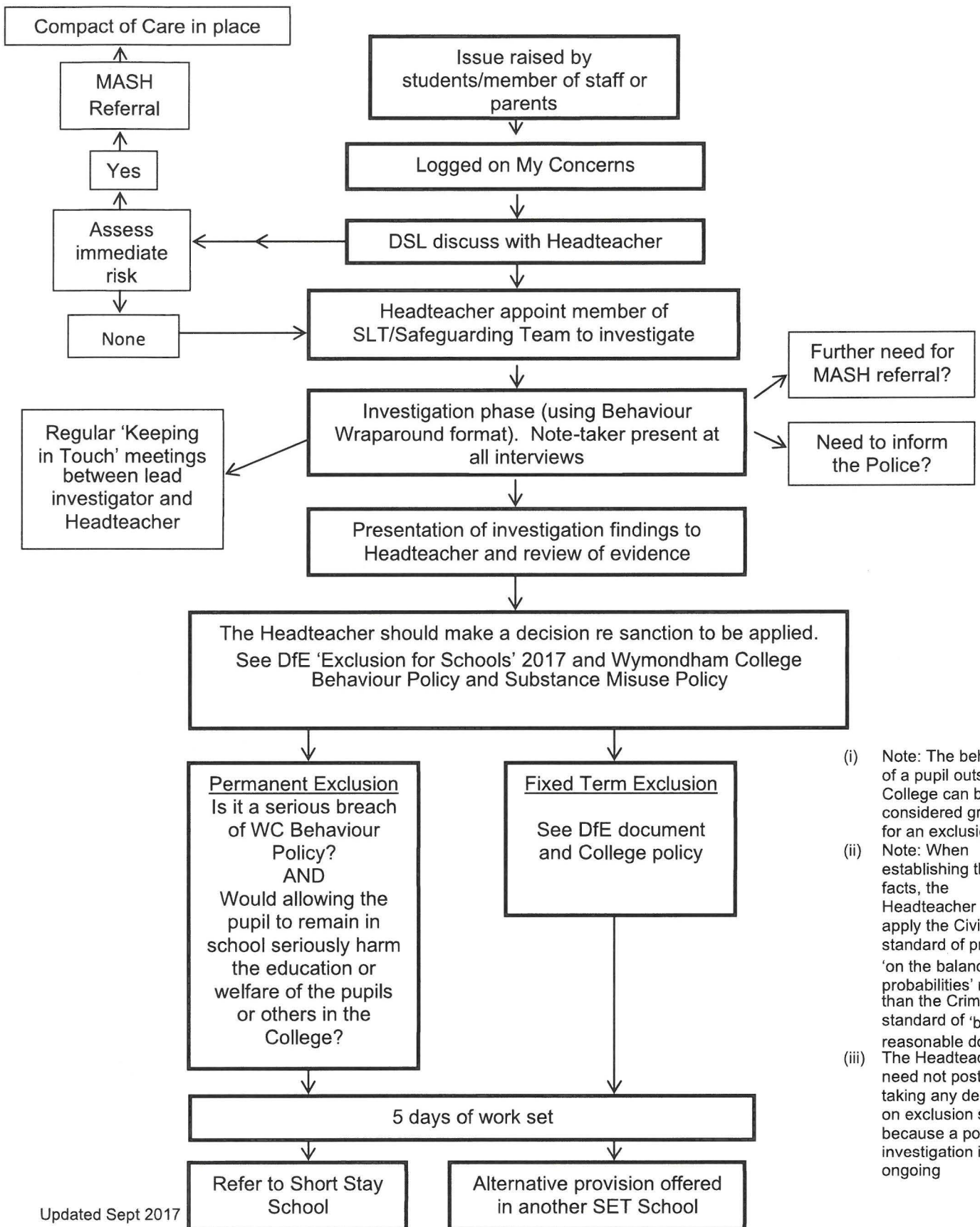
Medical Centre nurses will complete the appropriate medical record forms as soon as they have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools*.

“Drugs” refers to all drugs including medicines (prescription and “over the counter”), volatile substances, alcohol, tobacco and illegal drugs

APPENDIX B: Responding to incidents involving drugs

APPENDIX C: As of September 2017 this has been replaced by 'My Concerns' safeguarding software



- (i) Note: The behavior of a pupil outside College can be considered grounds for an exclusion
- (ii) Note: When establishing the facts, the Headteacher must apply the Civil standard of proof; ie 'on the balance of probabilities' rather than the Criminal standard of 'beyond reasonable doubt'
- (iii) The Headteacher need not postpone taking any decision on exclusion solely because a police investigation is ongoing