

# **Sproston Community Academy**



## **DRUGS & ALCOHOL POLICY**

**July 2018 to July 2019**

## **Aim of this Policy**

The aim of this policy is to acknowledge and clarify the school's role in drug prevention and education and ensure it is appropriate to student's needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, 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. Teachers will need to be confident and skilled to teach drug education and pupils 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 school's behaviour policy. This policy should also be read in conjunction with the Safeguarding/Child Protection Policy, health and safety/smoking policy and the school behaviour policy. This policy is complementary to the Norfolk Healthy Schools Health and Wellbeing Review.

As a matter of course, all staff, parents/carers and students are 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 of Drugs**

"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 and so on. This may also include those substances known as "legal highs". This list is not exhaustive and will include any substances defined as illegal.

## **Our Policy**

Sprowston Community Academy believes that the possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. This includes any educational experience related to the school such as during school trips and whilst accessing alternative provision. 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 pupils who require prescription medicines where appropriate.

Drug Education: The school provides a planned drug education curriculum through the Personal Development programme and the Science curriculum. In addition there will be opportunities through the pastoral programme and Assemblies to increase student knowledge and understanding of drugs related issues. This may include inputs from outside speakers. Teachers will have access to on-going advice, support and training as part of their own professional development. The school actively cooperates with agencies such as the Local Authority, police, health and drug agencies, including The Matthew Project under 18s Service who are commissioned by the Local Authority and the Norfolk DAAT to work with schools. Statutory duty of the school.

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the governing body, parents, LA and appropriate outside agencies. The Headteacher 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 (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. In line with statutory guidance "school staff can search students with their consent (depending on factors such as age) for any item which is banned by schools rules. Headteachers and staff authorised by the Headteacher have the power to search students or their possessions, without consent, where they suspect the student has weapons, alcohol, illegal drugs and stolen items".

## 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. It should be noted here that, when dealing with drug-related incidents, the school has adopted the procedures as set out in Drugs: guidance for schools (DfES/0092/2004) and DfE and ACPO Drug Advice for Schools (DFE-00001-2012) and that all staff, parents/carers and pupils 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, during the school day or during school visits 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 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/Assistant Head teacher who will inform the Headteacher. The parents/carers will be informed at this stage
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the Headteacher in consultation with governors 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. Specific cases will be managed as per Appendix B: all staff, students, parents/carers will be informed of these issues.

The school has an agreed sanctions procedure that recognises different types of incidents (including any repeat incidents) which will be applied consistently in all cases. This will be reflected in the scale/seriousness of sanctions (e.g. fixed term exclusions for first or minor offence, permanent exclusion for second or serious offence such as supplying to others or class/quantity of drug involved.)

- The Headteacher will take responsibility for liaison with the media, where required. Additional support and advice is available from LA Communication Officers (Education) if there is a significant seizure of a suspected illegal substance schools should:
  - Inform the police at an early stage
  - Take steps to minimise handling the substance to aid future forensic investigation

The school 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

All staff, parents/carers and young people will be reminded of this policy, and its procedures, on a regular 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.

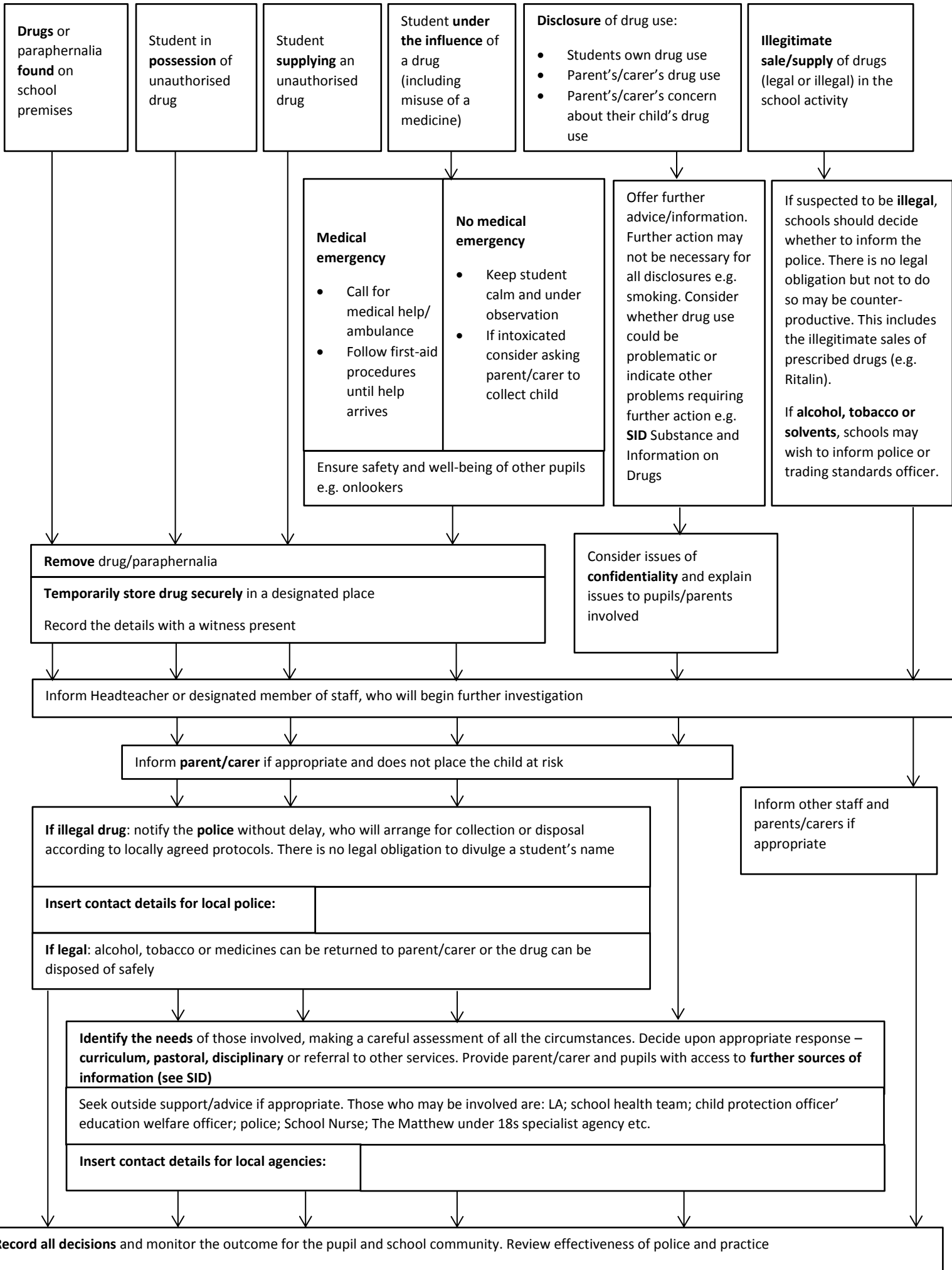
**The main responsibility is for the student at immediate risk, but you also need to ensure the well-being and safety of others.**

Put into practice your school's first-aid procedures. If in any doubt, call medical help.

Always:

- Assess the situation
- If 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 student
  - 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
- Complete a medical record form as soon as you 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: Record of drug/substance related incident

Complete this and store securely. It may be needed in cases such as exclusions, appeals, police involvement etc.

**Tick to indicate the category that best describes the nature of the incident:**

Drug or paraphernalia found ON school premises	<input type="checkbox"/>	Student disclosure of drug use	<input type="checkbox"/>
Emergency/Intoxication	<input type="checkbox"/>	Disclosure of parent/carer drug misuse	<input type="checkbox"/>
Student in possession of unauthorised drug	<input type="checkbox"/>	Parent/carer expresses concern	<input type="checkbox"/>
Student supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring OFF school premises	<input type="checkbox"/>

Name of student :	<b>If more than one student involved, use one sheet per student</b>
Student's form:	Date of incident:
Age of student: MALE/FEMALE	Time of incident:
Names of all staff involved:	
Tick box if second or subsequent incident involving same student	Name of senior member of staff involved:

First Aid given?      YES      NO	Ambulance/Doctor called?      YES      NO
First Aid given by: .....	(Delete as necessary)
.....	Called by:..... Time:

Drug involved (state if known or suspected):
Description of incident (including any physical symptoms):
There should be enough detail recorded so as to be useful in any further action (e.g. exclusions, appeals, police action, referral to external agencies etc.) <b>CONTINUE ON SEPARATE SHEET IF NECESSARY</b>

Drug found/removed? YES/NO  
Where found/seized:.....  
Name(s) and signature(s) of witness(es) to the incident: .....

Details of agreed arrangements with police for disposal: .....

At time:  
If police contacted, give incident/reference number:

Name of parent/carer informed:
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Informed by:	Date:	Time:
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Other action taken: students/staff/parent/carer informed, sanction imposed, referral to another agency (e.g. police), case conference called, etc.
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This form completed by (name and signature):	Time/Date:
Witnessed by (name and signature):	Time/Date: