



## Drug Education Policy and The Management of Drug Related Incidents

*‘Substance misuse can have a major impact on young people’s education, their health, their families and their long term chances in life’*

(Government Drugs Strategy, supporting People to live a Drug Free Life, 2010)

Status:	STATUTORY
Responsible Person:	Headteacher
Responsible Governor, Committee	Full Governing Body
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Signed ..... M Neale Chair of Governors

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***‘Substance misuse can have a major impact on young people’s education, their health, their families and their long-term chances in life’***

**DRUG EDUCATION POLICY AND MANAGEMENT OF DRUG RELATED INCIDENTS**

This policy seeks to underpin the school’s aims; in particular to promote a caring and secure place of learning; promote a strong and healthy partnership between school, home and community and encourage students to respect themselves, others and the environment in which they live. The welfare of young people is paramount and unauthorised drugs cannot be tolerated in schools.

**STATEMENT OF POLICY**

Penkford School is committed to the health and well-being of all members of the school community and will take action to safeguard everyone’s safety. We believe that we have a duty to inform and educate young people about the risks and consequences of drug use and misuse. Health Education is a vital part of the Personal, Social and Health Education of every pupil.

A partnership approach including effective communication is essential to the successful implementation of this policy. We intend to include the whole school community including staff, pupils, parents/carers, and school nurse in our drug awareness policy.

We also intend to use outside sources of experience to enrich the curriculum through agencies such as the School Police Officer, Social Services, Drug Education Team, Health and Drug Agencies.

**AIMS**

1. To enable pupils to make healthy informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
2. To provide accurate information about substances.
3. To increase understanding about the implications and possible consequences of use and misuse.
4. To widen understanding about related health and social issues e.g. sex education at KS4 and crime.
5. To seek to minimise the risks that users and potential users face.
6. To enable young people to identify sources of personal support.
7. To manage drug related incidents effectively and clarify legal responsibilities, entitlements and obligations.
8. To provide a secure framework within which staff can operate with confidence.
9. To comply with OFSTED expectations in the event of a school inspection.
10. To express and clarify our school’s responses for staff, pupils, parents and governors.

## PREVENTING YOUNG PEOPLE FROM BECOMING DRUG MISUSERS

(2010 to 2015 government policy: drug misuse and dependency)

It is important that we encourage young people to live healthy lives and that they know the dangers of misusing drugs. We also need drug services to help young people as soon as possible if they have a problem with drugs.

We are:

- supporting children in the first years of their life so that we reduce the risk of them engaging in risky behaviour (like misusing drugs) later in life
- providing accurate information on drugs and alcohol through drug education and the [FRANK](#) service
- making it easier for headteachers to take action against pupils who are found dealing drugs in school
- through the [Business Rates Retention Scheme](#) (which includes what was the Early Intervention Grant), giving £2 billion to local councils, between 2014 and 2015, which they can use to create programmes to help prevent young people misusing drugs in the first place
- helping young people who have problems with drugs by giving them treatment and support, including supporting them in other areas of their life (for example with housing or mental health problems), so that they don't return to drug use as a way of coping with these problems

### KEY PEOPLE AT PENKFORD

Named SLT and Drug Education Co-ordinator(s): Mr D Francis and Mr J McKune

Named Drug Education Curriculum Co-ordinator: Miss N Laughton

Named Governor: Chair of Governors

### ROLE & RESPONSIBILITIES OF DRUG EDUCATION CO-ORDINATOR

- Overall charge of the process which forms and reviews the drug policy.
- Responsibility for implementing monitoring systems to include recording drug-related situations.
- The management of drug-related incidents.
- Co-ordinating planned action to manage medicines in school.
- Initiating or co-ordinating responses to any unplanned situations involving drugs.
- Responsibility for ensuring evaluation takes place and that this informs policy review.

## ROLES & RESPONSIBILITIES OF DRUG EDUCATION CURRICULUM CO-ORDINATOR

- Ensuring co-ordination and coherence of drug education.
- Responsibility for evaluating drug education curriculum.
- Co-ordinating links with external agencies.
- Liaison with other schools.

## MANAGING INCIDENTS OF SUBSTANCE MISUSE IN SCHOOL

The school will follow the procedures outlined in Incidents involving unauthorised drugs in St Helens Schools (Safer St Helens <http://safer.sthelens.gov.uk/crime-types/drugs-and-alcohol/> )

## DRUG EDUCATION

### **Key Stage 3**

Drug Education is taught through the PHSEE & Citizenship lessons in Year 7-9. The syllabus is organised, monitored and developed by the PHSEE & Citizenship co-ordinator. It includes finding where the children “are at”, what they already know, and includes information on all drugs, including alcohol, tobacco, volatile substances, medicines and illegal drugs.

Videos, quizzes, discussions and poster work to display information are the methods used to try to develop the skills of enquiry and communication, participation and responsible action.

### **Key Stage 4**

The emphasis is placed more on drugs and the law, as time is limited within the PHSEE & CITIZENSHIP structure. Information learned at KS3 is re-emphasised and opportunities are provided for the exploration of attitudes and values. As with Key Stage 3, a variety of teaching methods are used, including guest speakers from the drug education team and SSPO's.

## TEACHING METHODS

As stated, various methods are used to help the children and young people develop confidence in talking, listening and thinking about drug issues.

## THE DEFINITION OF A 'DRUG'

- The following list outlines the categories which could be defined as “drugs”.
- Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD) under the Misuse of Drugs Act 1971 <http://www.legislation.gov.uk/ukpga/1971/38>

- Over the counter and prescription medicines, including those used improperly which can include sleeping tablets and slimming tablets – as described by the Medicines Act 1968.  
<http://www.legislation.gov.uk/ukpga/1968/67>
- All legal drugs including alcohol, tobacco, solvents, poppers and psychoactive substances (legal highs).
- Drugs which are misused to enhance performance (for example steroids)

## DEFINING A DRUG INCIDENT

A drug incident in school could involve suspicions, observations, disclosures or discoveries of situations involving unauthorised drugs. It could fit into the following categories:

- Drugs or associated paraphernalia are found on school premises
- A pupil is found in possession of drugs or associated paraphernalia
- A pupil is thought to be under the influence of drugs
- A pupil is found to be a supplier of drugs on school premises
- A pupil is displaying signs of illness or inappropriate behaviour as a result of substance misuse
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil discloses that they are misusing drugs or a family member/friend is misusing drugs
- A parent/carer is thought to be under the influence of drugs on school premises
- Incidents involving staff would be referred to other policies covering the work place

## DEFINING SCHOOL BOUNDARIES

We determine our school boundary to cover and include all Penkford Schools site, and within 2 metres of the perimeter of the school. However, we will not tolerate drug use which can be seen from anywhere within the school site.

## DRUG RELATED INCIDENTS

There are 2 categories of drug related incidents to consider:

1. Medical emergencies
2. Other drug related incidents

In every case, a Drug related incident monitoring form (Record of incident involving unauthorised drug) must be completed and returned to Children and Young People's Services. This will enable CYPS to monitor incidents across the borough, allocate educational support/resources, identify patterns of use and help to save lives.

## 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

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

The first aid policy 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. All staff should be aware through this policy of the importance not to chastise 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 pupil may be intoxicated without it being a medical emergency. Pupils should be continually observed in case of changes in their condition. When necessary, we would make arrangements with a parent/carer for the child to be collected or escorted home. However, we are aware that the pupil's safety is the priority in response to any medical emergency, and if deemed appropriate, alternative arrangements would be made if the school perceived the child to be more at risk at home – Refer to Child Protection policy.

## OTHER DRUG RELATED INCIDENTS

These can be broken down further into the following categories:

- Found Substance – This includes actual substances and/or evidence of substance use, i.e. empty aerosols, discarded needles, empty bottles, pipes etc and/or where a substance or an indication of substance use is found on school grounds.
- Possession of Substances – Where a young person or groups of young people are found to be in possession of a small amount of substances or there has been a disclosure of possession. Possession can include: found on the person/people; found within their belongings; found within their control (i.e. coat).
- Supply and Possession with intent to supply – If a pupil is found in possession of a larger amount of any substance, consideration should be given to the possibility of the pupil supplying to others and information relating to this should be provided on the Drug Related incident Form. Although there is no legal obligation for the school to report the incident to the school Police officer, we would always consider each case carefully. All incidents should be reported to LA and copies kept in the school file.

- Disclosure by young person – A student discloses own involvement with drugs; student discloses or school discovers a parent/carer/relative/friend using or selling drugs; parent/other person seeks advice from school about (possible) drug use by student.
- Sale or supply of drugs in local area
- Parent/carer intoxicated on premises
- Repeat offences and/or suspicions will be noted on the Drug Related Incident Monitoring form.

## RESPONDING TO INCIDENTS

Each incident will be managed according to individual circumstances. There are a range of responses that we will consider including the following:-

- Contacting Police immediately for advice
- Contacting safeguarding team within school
- Referral to the Young People's Drug and Alcohol Team/School Nurse
- Fixed term/permanent exclusion

## SANCTIONS

In instances involving substance use or misuse including supply on the premises, parents will be informed. CYPS and parents can then work together to support the young person involved. The school will consider each substance incident individually. The school recognises that a variety of responses will be necessary.

Any sanctions, including permanent and fixed term exclusion, will be taken in terms of:

- Appropriateness of response
- Proportion with the offence
- The needs of all concerned i.e. the young person, other pupils, the school and the community
- Consistency with existing school rules, codes and expectations
- Consistency with other disciplinary actions and similar actions in the past

## CONFISCATION AND DISPOSAL

In taking temporary possession and disposing of suspected controlled and illegal drugs we will follow the latest drug advice for schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270169/drug\\_advice\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf)

- On all occasions, a member of SLT must be informed who will:
- Ensure that a second adult witness is present throughout;

- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- Store it in a secure location (the school safe) where access is limited to senior members of staff;
- Notify the school police without delay, who will collect it and store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so. Where a pupil is identified the police will be required to follow set internal procedures;
- Record full details of the incident, including the police incident reference number (if appropriate) – using forms attached in Appendix A.
- Inform parent's carers, unless this is not in the best interests of the pupil.
- Identify any safeguarding concerns and develop a support and disciplinary response

School staff should not attempt to analyse or taste unknown substances. All substances should be given to the school Police officer, who can advise on analysis and formal identification, although we accept this is normally carried out only if it will be required as evidence within a prosecution. If formal action is to be taken against a pupil, the police should make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carers or duty social worker.

### CONFISCATION OF OTHER UNAUTHORISED DRUGS

When dealing with confiscation of other unauthorised drugs, such as alcohol, tobacco, solvents and medicines we will inform parents and give them the opportunity to collect any alcohol or tobacco that has been confiscated. Similarly parents/carers should be asked to collect and dispose of unused or date expired medicines. Unlike illegal drugs, these do not need to be destroyed or handed to the police. However, volatile substances such as lighter fuel, glue or aerosols will not be returned to a parent because of the level of danger they present to pupils and would be disposed of.

### SEARCHING / DETECTION

**A search of a pupil should never take place where there is any risk to staff or pupils. In those circumstances the school police officer should be called.**

The Headteacher and Senior Staff have powers of screening and searching pupils without consent. Every effort will be made to persuade the pupil to voluntarily hand over any drugs, but if the pupil is not co-operating and the pupil is suspected of concealing unauthorised drugs, Senior staff will consider carrying out a physical search. Where possible, we will contact the police to deal with the situation. Where a physical search is necessary, we will follow the guidance set out in the Screening, Searching and Confiscation – Searching without consent document produced by the Department for Education

<http://www.education.gov.uk/aboutdfe/advice/f0076897/screening-searching-and-confiscation/searching-without-consent>.

The law states we can carry out a physical search, without consent, if we suspect the pupil is in possession of:

- Knives or weapons, alcohol, illegal drugs and stolen items; and
- Tobacco and cigarette papers, fireworks and pornographic images; and
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for

It is also acceptable for staff to search school property such as pupils' lockers if they believe drugs to be stored there. The school will work with Merseyside Police should any further action be deemed necessary in the future.

## DRUG USING PARENTS

We are aware of the impact that a parent/carers drug misuse may have on our pupils' education. Where problems are observed or suspected, or if a pupil chooses to disclose that there are difficulties at home, the offer of pastoral support may be suggested. If external services are needed we will liaise with the Social Services Children's Duty Team for advice and consider a referral to the Young People's Drug and Alcohol Team (YPDAT). At all times we will refer to our Safeguarding Policy.

## INTOXICATED PARENTS/CARERS ON SCHOOL PREMISES

When dealing with intoxicated parents/carers, we will attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer, for example, where an intoxicated parent is intending to drive a child home. We will endeavour to discuss with the parent/carer if alternative arrangements could be made for example asking another parent/carer to accompany the student home. The focus for our staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent/carer's behaviour. Where the behaviour of an intoxicated parent repeatedly places a child at risk or the parent/carer becomes abusive or violent, we would consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the School Police Officer, if necessary.

## MEDIA

If our school were to receive a media enquiry after a drug related incident the caller should be referred only to the Headteacher Ms J Johnson or the Deputy (Mr D Francis) in her absence. In all circumstances we would seek advice from the Local Authority Public Relations Department.

## GUIDANCE FOR STAFF

1. In an emergency situation follow the Guidance "Medical Emergencies".
2. In a non-emergency situation:
  - Take the student to a Senior Member of staff.
  - Do not allow him/her to go for their belongings on their own.
  - Do not confiscate, keep, dispose of or try to identify substances on your own; this puts you at risk.  
Pass substances to SLT for disposal.
  - If you feel unhappy about taking the student to SLT, send someone to get help.
3. Information about substance abuse:
  - When a student gives information about other students using drugs, including incidents outside school hours, pass the information onto Designated Teacher for Child Protection. Do not try to investigate the incidents yourself. Do not ask the student to record the information.
  - If students tell you about their own involvement with drugs, please tell them that you cannot guarantee confidentiality. Inform the Designated Teacher for Child Protection.

## MANAGEMENT OF MEDICINES IN SCHOOL

- There will be a no disposal of non-prescribed medicines by any staff.
- Any child requiring prescribed medicines should be kept in the main office and managed by office staff.
- Information regarding medical conditions will be gathered on transfer. Parents are requested to provide information when their child enters the school and update the information as necessary.
- Pupils are expected to carry their own asthma inhalers

Special provision can be made to aid pupils in their treatment of ongoing medical conditions. Parents should contact the safeguarding team with information and requests. A member of the team will make arrangements for a Health Care Plan to be completed in conjunction with parents and an appropriate health practitioner wherever possible.

## POSSESSION WITH AN ELEMENT OF DOUBT

Where the school is not satisfied that they can internally deal with the incident, the school would request police involvement. This would be a last resort as it is not our intention to criminalise our students. Police will be

contacted and asked to assess the information and make the necessary arrangements appropriate to the circumstances. It would be expected that the parent be contacted to act as the appropriate adult.

### REDUCING HARM TO THE COMMUNITY

It would not be appropriate for the following types of incident to be exclusively handled by schools.

- Possession of large amounts of controlled drugs.
- Suspicion of controlled drugs being brought into or near school with the intention of supplying
- Where a student is arranging to supply on or off the premises
- Where there is information about the supply to young people, which requires investigation

Schools should contact the Merseyside Police, requesting police assistance and advice.

Any decision for investigation and action should be discussed jointly. The police will receive information from and give advice to schools in confidence. In these cases it may be advisable to have a copy of the drugs policy and any protocol available so the officer acts in a consistent way.

**Appendix A**



The information provided on this form will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and used only for the purpose of monitoring and recording drugs related incidents in schools and for accessing staff and/or pupil support from appropriate agencies in St.Helens.

01414

**Record of incident involving unauthorised drug**

- 1 For help and advice, telephone Children & Young People's Services
- 2 Send a copy within 24 hours of the incident to the CYPS (pink copy) Young People's Substance Misuse Team (yellow copy)
- 3 **KEEP** the original and store securely
- 4 Keep copy for police (blue copy) in the safe along with drug found

- Tick to indicate the category:**
- Drug or paraphernalia found **ON** school premises
  - Emergency/intoxication
  - Pupil in possession of unauthorised drug
  - Pupil supplying unauthorised drug on school premises
  - Pupil disclosure of drug use
  - Disclosure of parent/carer drug misuse
  - Parent/carer expresses concern
  - Incident occurring **OFF** school premises

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Name of pupil: .....	Name of School: .....
Pupil's form*: ..... (*For school records only)	.....
Age of pupil: ..... Male/female	Time of incident: ..... am/pm
Ethnicity of pupil**: .....	Date of incident: .....
Tick box if second or subsequent incident involving same pupil <input type="checkbox"/>	
Report form completed by: .....	

First aid given Yes  No  Ambulance/Doctor called? Yes  No  (Delete as necessary)

First aid given by: ..... Called by: ..... Time: .....

Drug involved (if known): (e.g. Alcohol, Paracetamol, Ecstasy)	Drug found/removed? <b>YES/NO</b> Where found/seized: ..... Name of witness: ..... Signature of witness: ..... Disposal arranged with (police/parents/carer): ..... At time: ..... If police, incident reference number .....
Senior staff involved:	

Name of parent/carer informed\*: ..... (\*For school records only)  
 Informed by: ..... At time: .....

Brief description of incident (including any physical symptoms):	Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, CYPS/GP/Police consulted)
	(continue on blank sheet if necessary)

\*\* Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other not stated.

Top white copy - School, Yellow copy - YP Team, Blue copy - Police, Pink copy - CYPS

The Young People's Drug & Alcohol Team is a confidential service for young people. If you want to access the Team you can contact them on 01744 675605, or you can speak to any of your teachers.

If you are worried about someone else, speak to your teachers and they will help you, or you can go to [www.kooth.com](http://www.kooth.com), a confidential, online counselling service, for young people in the St. Helens area.

### **Contact information**

Young People's Drug & Alcohol Team  
2 Tickle Avenue,  
Parr,  
St. Helens  
WA91RZ

Tel: 01744 675605

Fax: 01744 677614

You could also contact the following services:

Kooth - [www.kooth.com](http://www.kooth.com)

Childline - [www.childline.org.uk](http://www.childline.org.uk)

0800 1111

Local Stop Smoking Helpline SUPPORT

-01744 814837

## **FRANK**

**0800 77 66 00 [talktofrank.com](http://talktofrank.com)**

**Connecting Policies for Safeguarding purpose**

Penkford School believes it is very important that policies relating to Safeguarding issues, across the school, are read in conjunction between one another. The Policies in question have been listed below.

**Safeguarding Policy**

**Child Protection Policy**

**Safer Recruitment Policy**

**Health & safety Policy**

**Drug Policy**

**First Aid Policy**

**Anti bullying & harassment Policy**

**Behaviour Policy**

**Positive Handling and Guidance Policy**

**Attendance Policy**

**E-safety Policy**

**Lone Worker Policy**

Signed (Chair of Governors) .....M Neale

Date ...19 September 2018

Next Policy Review Date .....July 2019.