



Longdon Park
School

Drugs & Alcohol Policy

Policy and Procedures for Drugs Illicit Substances

Includes:

- APPENDIX A: Drug situation – medical emergencies
- APPENDIX B: Situations involving drugs without medical authority
- APPENDIX C: Search Policy

Staff should refer to Whole School Policies:

Health and Safety Policy

No Smoking Policy

Exclusion Policy

Promoting Good Behaviour and Discipline Policy

First Aid & Medication Policy

Policy Review Date: September 2018

Version	Date	Updated By
1.1	January 2013	A.McGregor
1.2	January 2014	A.McGregor
1.3	January 2015	A.McGregor
1.4	September 2017	K.Anson

Longdon Park School

Drugs Policy

The aim of this policy is to acknowledge and clarify Longdon Park School's role in drug prevention and education and ensure it is appropriate to our pupils 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 Promoting Good Behaviour & Discipline policy. This policy should also be read in conjunction with the medicines policy, health and safety, smoking policy care and Promoting Good Behaviour & Discipline. As a matter of course, all staff, parents/carers and pupils 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/ residential etc.

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 school has adopted the procedures as stated in "***DfE and ACPO drug advice for schools 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, 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 principal 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 principal, who will inform the parents/carers
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the principal in consultation with the Senior Leadership Team 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, pupils, parents/carers will be informed of these issues.
- Acorn care and Education will be involved in drug-related incidents as they are concerning other matters relating to the school.
- The Headteacher will take responsibility for liaison with the media, where required.

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

Statement of Intent

Longdon Park takes a zero tolerance approach to the misuse of drugs and alcohol on our premises. The school believes that the possession and or use of such 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 pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicine where appropriate. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at the school.
- Providing a safe and healthy environment which is conducive to the education of the children in the school.
- Providing a robust policy which outlines our zero tolerance approach to drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug and alcohol misuse.
- **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, Legal Highs etc.

Legal Framework

This policy has due regard to relevant legislation and guidance, including, but not limited to the following:

- *DfE and ACPO drug advice for schools 2012*
- Keeping Children Safe in Education 2015
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006

Key Roles and Responsibilities

The Head of School is responsible for dealing with any alcohol and drug related issues within the school.

Staff Training

At Longdon Park we recognise that early intervention can prevent drug misuse. As such, through staff briefings staff will be notified of pupils who may be at risk.

Drug Education:

The school provides a planned drug education curriculum through the following:

(i) The National Curriculum Science order outlines the content of the *statutory* drugs education:

- Key Stage 3, 11-14 year olds should be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange
- Key Stage 4, 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions

- (ii) Other discretionary topics will be delivered through PSHE, PE and Citizenship and will reflect knowledge, understanding, attitudes and social skills that will:
- Enable pupils to make healthy, informed choices
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
- Enable young people to identify sources of appropriate advice and personal support

The content of the Drug Education Programme will be based on Appendix 2 of ***Responding To Incidents Involving Drugs***.

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 be their contributions evaluated. 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 LEA, police, health and drug agencies.

Statutory duty of the school:

The Headteacher takes overall responsibility for the policy and its implementation, and for liaison with Acorn Care and Education, parents and carers, local authorities and other 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, the details regarding those involved, as well all other information, will be passed to the police by the Headteacher or in his absence a member of the Senior Leadership Team (SLT).

Discipline

Pupils involved in drug and/or alcohol situations on school premises will be disciplined as per the school's disciplinary procedure and where appropriate the police will be informed.

Teachers and staff members involved in drug and/or alcohol situations on school premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.

Visitors involved in drug and/or alcohol situations on school premises will be banned from entering school premises indefinitely and where appropriate, the police will be informed.

Smoking

In accordance with Part 1 of the Health Act 2006, Longdon Park is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Parents/carers, visitors and staff must not smoke on school grounds and will avoid smoking in front of pupils and/or encouraging pupils to smoke.

Pupils including sixth form students over the age of 18 are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to cigarettes, e-cigarettes, lighters, matches or pipes.

In the interest of health and hygiene, smoking will not be permitted at, or around, the school gates.

Controlled substances

Following the identification and confiscation of a controlled substance the staff member will store the sample in a secure location.

The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.

Longdon Park will not hesitate in giving the police the name of the pupil, from whom the drugs were taken.

A full incident report will be completed and submitted to the headteacher.

Any further measures will be undertaken in line with the school's Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, parents/carers of the pupil, as well as local police, will be notified.

Persons found to be under the influence of drugs or alcohol

Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.

Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The **headteacher** has the authority to ban persistent offenders from the school.

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the **headteacher's office**, where they will be assessed.

The pupil's parent/carer will be asked to remove the pupil from the premises.

The pupil will remain in the **headteacher's** office until their parent/carer arrives.

If necessary, a search will be conducted.

APPENDIX A: Drug situation – medical emergencies

APPENDIX B: Responding to Incidents Involving Drugs

APPENDIX C: Search Policy

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. 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 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 or a dirty needle seek advice from a doctor

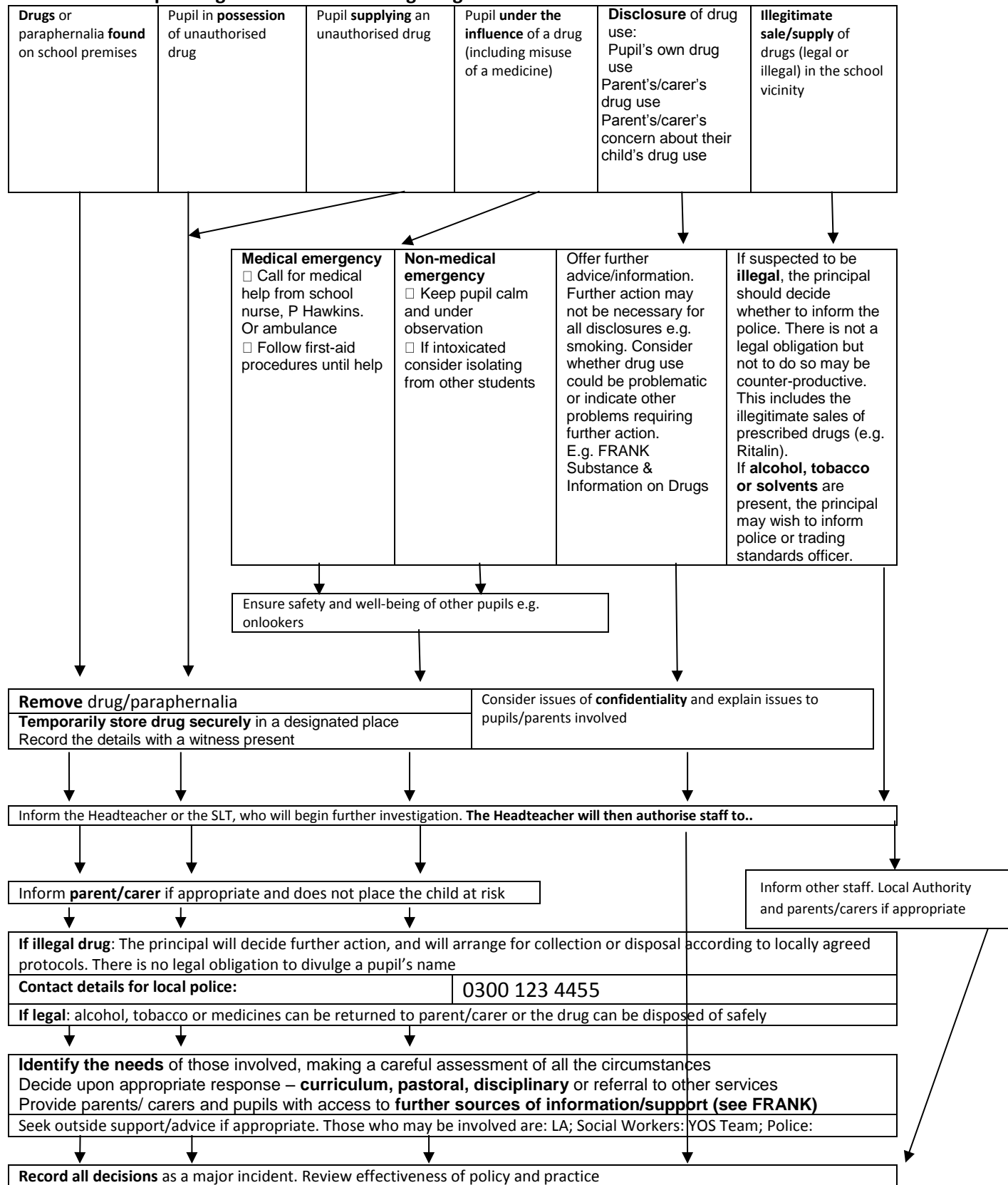
When medical help arrives

- 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: Search Policy

Searching a Pupil's Possessions

Our school will always respect the privacy of any pupil and their belongings. However on occasions there may be times when staff may believe that a pupil may be hiding something that will have a detrimental effect on themselves or other persons within the community or may interfere with the smooth running of the school. In these circumstances it may be necessary to search a pupil's possessions.

Directions for Staff

All efforts must be made by staff to resolve the situation without resorting to a search.

Staff members may use common law to search pupils with their consent for any item.

Staff members may ask any student to turn out their pockets.

Staff members may search any student's backpack or locker.

Under Part 2, Section 2 of the Education Act 2011, teachers are authorised by the head teacher to search for any prohibited item including, but not limited, to tobacco and cigarette papers, as well as illegal drugs and alcohol without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.

Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves.

Pupils' possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.

Any staff member, except for security staff, may refuse to conduct a search.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

If a pupil refuses to allow a search of his possessions, for instance a bag, and staff believe he may be in possession of a weapon or illegal substances the pupil will be returned home to the care of his parents/carers. The parents/carers will be asked to ensure that such articles are not brought to the school when the pupil returns (the following day).

Parents/Carers will be informed of any searches as part of the daily telephone calls from keyworkers.