

Woodthorpe J.I School

Managing Drug Related Incidents Policy

At Woodthorpe J.I. School we do not condone the misuse of drugs, including alcohol. We are committed to tackling drug misuse among young people. Any instances of possession, use or supply of illegal drugs on school premises will be regarded with the utmost seriousness.

Our guiding principles are:

- The safety and welfare of all pupils and staff.
- The welfare of individual pupils deemed to be at risk.
- The law concerning drugs.

- Alcohol, tobacco or vapes are only allowed on the school premises in the possession of adults.

- Alcohol is only permitted to be drunk by staff at school on social occasions, when no pupils are on the premises.

- Pupils are not allowed to be in possession of, or use, alcohol, tobacco, vapes, matches, lighters, inhalable products or any illegal drug at any time.

Procedures for dealing with pupil related incidents

- ◆ If any pupil is found in possession of an unauthorised substance, it will be confiscated, in the presence of a witness and put into a sealed container inside the school safe. Attached to the container will be a record of the pupil's name, confiscating person, witness names, date and time. It is permitted by law for school staff to take temporary possession of a substance suspected of being a controlled drug for the purpose of protecting a pupil from harm and the offence of possession.

- ◆ The Head Teacher will be informed and will take the lead role in decisions regarding further responses.

- ◆ The Health Education Service, Services for Education will be contacted (0121 366 9950) to inform them and seek advice. This is also important in relation to talking to the media. No staff will make any off record comments.

- ◆ A record of the incident will be kept – see attached proforma. These are kept in the secretary's office.

- ◆ Parents/carers will normally be informed (consideration has to be given to child protection guidelines, i.e. Will the child be at risk either physically or mentally if the parents/carers are told?) However, parents and carers are

the ones most likely to help a young person in controlling a drug using habit, so their support will be enlisted wherever possible.

- ◆ We will advise the parents/carers of additional support that the family may want such as Lifeline Birmingham (0121 622 7780) who specialise in the treatment of under 18s and will see any youngster within two weeks.
- ◆ If criminal behaviour is involved we will contact the school's Police Schools' Liaison Officer who will provide confidential advice.
- ◆ No member of staff should attempt to analyse or taste an unidentified substance.
- ◆ Any illegal, or suspected illegal substances will be disposed of in consultation with the Police or the Health Education Service.
- ◆ If a pupil is suspected of concealing illegal drugs on their person, every effort will be made to secure the voluntary production of such drugs. This will always be carried out in the presence of a witness. School property may be searched without permission.
- ◆ The range of sanctions used for rule breaking will be similar to those for other transgressions and will depend upon the nature and gravity of the offence (class and quantity of drug and circumstances surrounding the incident). Advice will be sought from the Health Education Service and if necessary the school's Police liaison officer prior to any decisions being made in relation to sanctions and consequences. In serious cases exclusion will be in line with guidance and temporary exclusions may be administered whilst an investigation takes place.
- ◆ If any pupil is thought to be intoxicated medical help will be sought at once and first aid given if required. The priority will be the pupil's safety.

The staff shall review this policy annually in the light of any changes in the classification of drugs, local issues, incidents, guidance and recommended practice.

Signed:

Approved: 16 November 2018

Review: November 2021

Woodthorpe J.I. School - Record of Incident involving unauthorised drugs.

1. For help and advice, telephone the LA.
2. Complete this form WITHOUT identifying the pupil involved.
3. Copy the form.
4. Send the copy within 24 hours of the incident to the LA.
5. KEEP the original, adding the pupil's name and form - store securely.

Tick to indicate the category:

- Drug or paraphernalia found ON school premises
- Pupil disclosure of drug use
- Emergency/Intoxication
- Disclosure of parent/carer drug misuse
- Pupil in possession of unauthorised drug
- Parent/carer expresses concern
- Pupil supplying unauthorised drug on school premises
- Incident occurring OFF school premises

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

Report form completed by:
First Aid given?
Ambulance/Doctor called? Yes/No (Delete as necessary)
If Yes - Called by:
First aid given? YES/NO
If Yes - by: Time:
Drug involved (if known):
Drug found/removed? YES/NO
(e.g. Alcohol, Paracetamol, Ecstasy)
Where found/seized:
Senior staff involved:.....
Name and signature of witness:
Disposal arranged with (police/parents/other):
At time: If police, incident - reference number:
Name of parent/carer informed*: (*For school records only)
Informed by:
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, LEA/GP/Police consulted)