



# **COTHAM SCHOOL**

## **DRUGS**

### **POLICY AND PROCEDURES**

#### **Version control**

The table below shows the history of the document and the changes made at each version:

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>
1.0	February 2016	
2.0	October 2016	

---

Approved by Governors:

Policy Author: AGJ

Review Date: October 2017

# DRUGS POLICY

## 1. INTRODUCTION

### 1.1 Policy Statement

The possession, use or supply of illegal and other unauthorised drugs whilst in any school context is unacceptable.

Contravening this is seen as a serious violation of Cotham School's Behaviour Policy and students should expect any such act will result in a period of exclusion from school, and, in some cases, permanent exclusion.

### 1.2 Rationale

This policy sets out the School's role in relation to all drugs matters, and the statutory position on drugs education for Key Stage 3, 4 and 5.

### 1.3 National Guidance

DfE and ACPO Drug Advice for Schools (2012).

### 1.4 Context of the policy

Cotham seeks to be an inclusive school. At its core lies the physical and emotional safety of all its students. A key aspect therefore is to establish a whole school policy and procedure in relation to drugs, and develop an education programme which helps students make healthy and safe lifestyle decisions, as well as ensuring the pastoral needs of our students, especially vulnerable students, are met.

### 1.5 Purpose of the drugs policy

The purpose of the School's drugs policy is to:

- clarify the legal requirements and responsibilities of the School;
- reinforce and safeguard the health and safety of pupils and others who use the School;
- clarify the School's approach to drugs for all staff, pupils, governors, parents / carers, external agencies and the wider community;
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved;
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the School;
- provide a basis for evaluating the effectiveness of the School's drug education programme and the management of incidents involving illegal and other unauthorised drugs. This will involve an annual review to the Learning and Well-being Committee; and
- re-inforce the role of the School in contributing to local and national strategies.

### 1.6 Who the policy applies to

All stakeholders are subject to this policy, including staff, students, parents / carers, governors and partner agencies working with the School.

### 1.7 Where the policy applies

These guidelines apply to all educational activities for which the School is responsible, regardless of whether the activity takes place on school premises or away from it. The same expectations apply for students attending school visits, field trips, exchange visits, work experience and further education college courses, as well as other instances where pupils are identifiable and otherwise in school uniform.

The School has a wider 'duty of care' for the safety and well-being of its students so that the policy also applies to students moving to and from School in the local community. This policy may also apply entirely outside of the school context, if it is considered that it may have some impact on school life or members of the school community, including bringing the School into disrepute.

### **1.8 Relationship with other policies**

The policy is mutually supportive of the following School policies:

- Confidentiality policy
- Behaviour Policy
- Supporting students with medical conditions
- Health and Safety Policy, including Off site visits / school trips
- Safeguarding and Child Protection policy
- Safer Working Practices policy

### **1.9 Management responsibility**

The School understands its responsibility to promote students' wellbeing, and that as such, we have a clear role to play in preventing drug misuse as part of our pastoral responsibilities. The responsibility for the management of drugs incidents is designated through the Headteacher of the School to the Deputy Head teachers for each Key Stage and should be the first point of contact for any incident.

### **1.10 Drugs – terminology**

**'Drug' – a substance people take to change the way they feel, think or behave.**

The term 'drugs' refers to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971) and previously 'legal highs' / new psychoactive substances which are now illegal.
- all legal drugs, including alcohol, tobacco, solvents, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines
- E-cigarettes are viewed in the same way as a tobacco cigarette and will be treated for the purpose of this policy, therefore, as a drug.

### **Medicines and drugs not covered by this policy.**

Medicines and any other drugs in school for legitimate use (such as alcohol stored for a raffle, safe storage and use of hazardous chemicals) are covered by Health and Safety Policy.

In addition, the management, support, and administration of medicines are outlined in the School's Supporting students with medical conditions policy and guidelines.

Unauthorised Drugs: In all other circumstances, drugs are unauthorised whether legal or not.

## **2. DRUGS EDUCATION**

**2.1** Aims to ensure that the School offers an effective programme of drugs education giving students the facts, warning them of risks, and helping them develop the attitudes and skills to promote safe behaviour.

**2.2** The School will provide training for School staff, raise awareness amongst governors and parents of the issues associated with drug misuse and make clear the management of drug related incidents at School.

**2.3** We will seek to ensure that staff are alert to behaviour which may indicate that a student is experiencing difficult home circumstances, which may involve the use of Drugs by parents, carers or other family members. If problems are observed or suspected, the School will follow relevant policies and procedures and try to assess the support needs for the student's welfare, including what other services to involve if appropriate.

**2.4** We will publish to students and families details of drug related services that are available locally.

**2.5** The Programme will:

- Inform students about Drugs and alcohol and their effects
- Promote a positive attitude towards a healthy lifestyle
- Increase students' understanding of the health and social implications of the use and misuse of drugs
- Inform students about the options available to them if they or people they know become, or they are concerned may become, involved in any way in drugs
- Inform students about the support and resources available in the School and outside
- Tackle problem behaviour in School
- Work with the school community, partner agencies and the police.

**2.6** Sources of advice and local services.

Cotham works closely with Bristol Drugs Project where necessary, seeking advice and information, making student referrals and supporting self-referrals. In addition, the Student E Safeguarding Noticeboard contains a range of links to organisations that support students who may wish to seek advice about drugs-related issues. The information on the noticeboard links directly to relevant websites, giving guidance, contact details and self-referral procedures (in some instances)

### **3. MANAGING DRUG RELATED INCIDENTS**

**3.1** The School follows these guidelines with students involved in drug related incidents which occur within the context of this policy, and ensures that all staff, governors, parents / carers and students are fully aware of the guidelines, and acts in a fair unbiased way that considers the interests of the student, the School and the wider community.

**3.2** Post 16 Management of Drug Related Incident Guidance for staff and students is included in all Post 16 Planners and complies with the whole school policy.

**3.2.1** Drug-related incident: any issue relating to Drugs or (drugs paraphernalia\*) found, being or potentially being used, bought, sold, distributed, promoted, or held, either on or off school premises, by any member of the school community, including any disclosure, suspicion or allegation relating to Drugs.

\*In the context of smoking, paraphernalia includes smoking materials such as matches and lighters

At Cotham and across both Post 16 North Bristol Learning communities, any student handling drugs will be assumed to be in the possession of drugs.

The possession, use or supply of illegal or unauthorised Drugs within the school context (or vicinity) is unacceptable, and will be treated as a very serious disciplinary offence.

The management of drug related incidents at School will seek to:

- prevent re-occurrence
- safeguard other students
- help and support the student involved
- provide a prompt response
- directly involve parents / carers (see further below)

- involve notification of governors

### **3.3 Medical Emergencies:**

The safety of the individual and those around them is paramount. If a student is suspected of being under the influence of drugs or alcohol on school premises, the school must prioritise the safety of the young person and those around them. Any medical emergencies should be met immediately with first aid, and summoning appropriate help, before addressing the wider issues.

**3.3.1** Anyone who is unconscious, having trouble breathing, confused, or disorientated, or who has taken a potentially harmful substance / may be under the influence of a Drug, should be responded to as an emergency. If there is any doubt, medical assistance should be immediately obtained.

**3.3.2 Report:** The incident should be reported to the Designated Safeguarding Lead as soon as possible.

**3.3.3 Safeguarding:** the Designated Safeguarding Lead should consider whether or not the incident potentially gives rise to safeguarding issues. Staff should be aware that drug, alcohol and substance misuse can be a sign of emotional and sexual abuse. If there may be a safeguarding issue, the Child Protection and Safeguarding Policy should also be followed as appropriate. Consideration should be given as to whether any other support, referral or needs assessment is appropriate in the particular circumstances, to safeguard the well-being of the student.

**3.3.4 Investigation:** The relevant Deputy Head responsible for the Key Stage involved should carry out an appropriate investigation into the Drug-related incident.

**3.3.5 Searching and confiscation:** The Headteacher and authorised staff are entitled to carry out searches of students and their property (including bags, pockets, desks and lockers) without consent, where there are reasonable grounds for suspecting the pupil may have a prohibited item (including Drugs, alcohol and tobacco).

More detailed guidelines on searching, screening and confiscation procedures are given in Cotham's Behaviour and Attendance policy. Included in those guidelines will be a description on how the school will deal with drug paraphernalia and suspected unauthorised drugs; outline storage, disposal and safety guidance for staff.

**3.3.6** School staff can seize any prohibited item, and any item which they consider harmful or detrimental to school discipline. Any unauthorised items may be confiscated, disposed of, or handed to the police.

### **3.4 Informing Parents / Carers and Confidentiality:**

Where a disclosure or an internal investigation reveals a drug-related incident has occurred, unless there is a safeguarding reason why it may not be in the student's best interests, the school will generally inform parents / carers. It will only share sensitive information internally or externally having given careful attention to students' rights and needs.

**3.4.1** Police / referral to other authorities or support services: the School should consider whether there should be any involvement of the police or other agencies.

**3.4.2** Pastoral support: the School will consider the best interests of the student, who may need support, and the interests of any other students who may have been affected by the incident.

#### **4 DISCIPLINARY SANCTIONS**

Following investigation, the Designated Person and Headteacher should consider what disciplinary sanction is appropriate in the circumstances. Where a student's involvement has been established, the Headteacher has discretion to exclude the student from the School for up to five days to allow for:

- full discussion with parents about how to manage the situation appropriately
- advice to be sought from external agencies
- an action plan to be drafted and agreed by the School, parents/carers and student.

Normally once an action plan has been agreed and appropriate support identified, the student will return to school. However, permanent exclusion will be considered for incidents which the School and / or both learning communities at the North Bristol Post 16 centre judge to be more serious and/or for repeated incidents.

#### **5 MONITORING AND EVALUATION**

The Designated Person will report on the Drugs Policy to the Headteacher as appropriate. The Headteacher will report to governors via the Learning and Wellbeing Committee on any relevant aspects of the Policy.

The Governing Body will review the Policy every 2 years [oversee the drug education programme, and provide support in relation to appeals against exclusions].

#### **6 STAFF INVOLVED IN DRUGS-RELATED INCIDENT**

In Cotham's Safer Working practices document, the Section titled 'Propriety and Behaviour' outlines clearly its view that "staff who misuse drugs and alcohol can reasonably expect disciplinary action to be taken against them". This is likely to include being reported to the police and may be suspended immediately and it may include summary dismissal for gross misconduct.

N.B. Cotham is a Smoke-free school. Under the Health and Safety at work Act, smoking in the workplace is illegal and this includes e-cigarettes.

#### **7 PROCEDURES FOR MANAGING PARENTS / CARERS UNDER THE INFLUENCE OF DRUGS ON SCHOOL PREMISES**

If a student is thought to be "at risk of harm" by handing over to the parent / carer, the school can, in extreme circumstances, refuse to hand over the student. This can only happen if in the opinion of staff and in conjunction with the school designated Child Protection officer or Deputy, the parent is in no fit state to take care of the student. The Child Protection office will need to record the situation and action(s) clearly, following local child protection procedures. The appropriate services will be notified immediately.

On occasion, the school might wish to discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

#### **Location and Dissemination:**

This policy will be shared with the Governing body as part of the ratification for revising school policies. A copy will be placed on school website for parent /carers and wider external stakeholders. Students will be shown the revised version during tutorial activities.

#### **Relevant Policies and documentation:**

**DfE and ACPO drug advice for schools - Advice for local authorities, head teachers, school staff and governing bodies September 2012**

**Searching, screening and confiscation. Advice for head teachers, school staff and governing bodies February 2014**

## Appendix:

Protocol when a member of staff suspects a student of being under the influence of drugs/ alcohol/ solvents.

No Clear Medical Emergency
<ol style="list-style-type: none"><li>1. If slightly intoxicated or possibly under influence of drugs or solvent abuse, call for First Aider &amp; Duty Manager</li><li>2. Keep student calm and under observation</li><li>3. Inform CP Officer or member of SLT if unavailable</li><li>4. Ask parent/carer to collect student; recommend visit to GP / hospital if uncertain of cause</li><li>5. Complete details of incident and pass to Lead First Aider who will complete a medical record form as soon as the incident is dealt with.</li><li>6. Where relevant, SLT to co-ordinate statements from students / staff and recording of incident on SIMS</li><li>7. SLT to determine next step.</li></ol>
Medical Emergency
<ol style="list-style-type: none"><li>1. Call for First Aider/ medical help/ambulance</li><li>2. Inform / seek SLT / CP Lead's support</li><li>3. Do not leave the person unattended or panic</li><li>4. If unconscious, place the person in the recovery position and assist breathing by loosening clothing.</li><li>5. If conscious, do not induce vomiting</li><li>6. Do not give chase or over-excite them if intoxicated from inhaling volatile substance</li><li>7. Do not give the casualty anything to drink</li><li>8. Telephone parent/carer</li><li>9. Any evidence should be kept, including vomit</li><li>10. Ask what has happened, to identify the drug</li><li>11. Check if the student is legally entitled to be in possession of the drug/s substance</li><li>12. Check if the drug/substance is suspected to be illegal and/or in breach of school discipline code – seek SLT/ police advice if needed.</li><li>13. Take possession of alcohol, drugs, solvents and store securely.</li><li>14. When medical help arrives pass on the information and anything collected</li><li>15. Complete details of incident and pass to lead First Aider who will complete a medical record form as soon as the emergency is dealt with</li><li>16. Seek SLT to collate statements from students / staff and recording of incident on SIMS.</li></ol>
Intoxication
<p>It can be difficult to talk to a person who is intoxicated or 'high'. Be prepared for a range of behaviour from depressed and very quiet to excitable, and incoherent or volatile.</p> <ol style="list-style-type: none"><li>1. Call for First Aider/ medical help</li><li>2. Sit the casualty down in a quiet, well ventilated space</li><li>3. Inform member of SLT or CP Lead if unavailable</li><li>4. Do not shout at, threaten or cross-examine the casualty</li><li>5. Talk quietly and be as reassuring as you can</li><li>6. Be vigilant for deterioration</li><li>7. Complete details of incident and pass to Lead First Aider who will complete a medical record form as soon as incident is dealt with</li><li>8. SLT to collate statements from students / staff &amp; recording of incident on SIMS</li></ol>
Needle stick (sharps) injuries
<ol style="list-style-type: none"><li>1. Call for First Aider/ ambulance</li><li>2. Inform CP Officer or member of SLT if unavailable</li><li>3. In any case of needle stick injury the person must be taken to Accident and Emergency for immediate medical attention; time delay can be the significant factor in long-term damage from blood borne infection.</li><li>4. Care should be taken to bag the article and this should be taken with the patient and given to the medic.</li><li>5. Inform CP Officer or member of SLT if unavailable</li><li>6. An incident form must be completed.</li><li>7. Complete details of incident and pass to Lead First Aider who will complete a medical record form as soon as the emergency is dealt with and record all incidents on SIMS</li></ol>