

## Substance Misuse Policy

### Rationale

It is the aim of Upton Court Grammar School to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects. As part of our statutory duty to promote pupil's wellbeing, we have a responsibility to play a clear role in preventing drug misuse as part of our pastoral responsibility.

All members of the school community have the right to work and learn in a smoke free environment.

Exposure to second hand smoke (passive smoking) increases the risk of lung cancer, heart disease and other illnesses. Exposure to role models who smoke also normalises smoking behaviour, which can have a significant negative impact on the delivery of the smoke free message.

Smoking remains the largest preventable cause of death and illness in England, responsible for over 80,000 deaths per year. It kills half of all long term users. Two thirds of all new smokers in England are young people under the age of 18. Those who start smoking before the age of 16 are twice as likely to continue to smoke compared to those who begin later in life, and are more likely to be heavier smokers (Muller 2007). The earlier children become regular smokers, the greater their risk of developing life-threatening conditions, such as lung cancer or heart disease if they continue smoking into adulthood.

### Aims:

- To support the school's endeavour to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the school curriculum

### Key roles and responsibilities

The Heads of Year in collaboration with the Director of Student Welfare and/or members of SLT are responsible for dealing with drug related issues within the school.

The Government's Drug Strategy 2010 and DfE and ACPO drug advice for schools ensure that our school staff have the information, advice and power to:

- Provide accurate information on drugs and alcohol through education and targeted information
- Access to the FRANK service for advice and support
- Powers to tackle problem behaviour, and to search and confiscate as necessary
- Work with local and voluntary organisations, health partners, the police and others to prevent drug and alcohol misuse.

### Inclusive definition of drugs

Upton Court Grammar School defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

## Drug Education

- **Context**  
We will provide all pupils with drug education as an integral part of our Philosophy, Critical thinking and Religious studies programme in PHSCE lessons.
- **Ethos**  
Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practising decision making skills. The programme we follow will be based on national and local guidelines for good practice as detailed above and will be appropriate to the age and experience of our pupils.
- **Content and delivery**  
Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of pupils.  
It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.
- **Use of visitors and outside speakers**  
Where appropriate we may use visitors to support our planned teacher lead programme of education, in line with national and local guidance. The class teacher is always present when visitors are working with our pupils.

## Managing drug related incidents: routine arrangements

- **Medicines** Please see the policy and procedure for the administration of medicines which is in line with government guidance.  
This must be followed for everyone's safety. Parents will be required to complete a permission for administration of medication for any medicines that may need to be taken in school.
- **Alcohol**  
Pupils are not allowed to bring alcohol on to the school site. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Children will not be allowed to leave the school with a parent who is apparently/obviously under the influence or effects of alcohol/drugs. Alternative arrangements will be made with contacts on the system or social care services as required.
- **Tobacco**  
The school is a no smoking site - indoors and outdoors, including school vehicles - at all times. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated and will not be returned to the child or a parent.  
The National Institute for Clinical Excellence (NICE) have developed guidance on school based interventions to prevent the uptake of smoking amongst young people and we will use these for the basis of our smoke free strategy.
- **E-Cigarettes**  
Our smoke free site includes the use of e-cigarettes (electronic cigarettes) due to the following reasons:
  1. E-cigarettes were regulated in May 2016 but we are still unsure about the safety of the product.
  2. E-cigarettes look like normal cigarettes. There are potential regulatory issues around enforcing cigarette bans.
  3. There are evidence based Nicotine Replacement Therapy products available on prescription if a staff member is trying to quit smoking or having difficulty with nicotine cravings during work hours.
  4. Young people may be influenced by adults smoking e-cigarettes. There has been anecdotal evidence of young people purchasing e-cigarettes on-line and selling them onto other pupils at school.

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- **Solvents**

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of solvent based products.

- **Illegal drugs**

No illegal drugs are permitted to be brought on to, or used on school premises.

The School considers that the use of illegal drugs or so - called 'legal highs' is likely to be damaging to a young person's health, safety, independence and respect of the law; and will also damage the integrity of the School community by possibly exposing others to temptation and to the risk of criminal proceedings. It should be noted that the school's definition of drugs includes illegal drugs (those categorised as Class A, B or C) and those substances which are misused to create a so - called 'legal high'. These include Nitrous Oxide, alkyl nitrates ('poppers'), ketamine, khat, volatile substances (those giving off a gas or vapour that can be inhaled), prescribed medication as well as controlled drugs, but this is not an exhaustive list. In addition, performance enhancing drugs, as defined by the World Anti Doping Agency (WADA) Code, fall within the scope of this policy

### Incidents

A drug related incident may include any of the following:

- A pupil who is suspected of being under the influence of a drug.
- Finding drugs, or related paraphernalia on school premises.
- Possession of drugs by an individual on school premises.
- Use of drugs by an individual on school premises.
- Supply of drugs on school premises.
- Individuals disclosing information about their drug use.
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use.

### Guiding principles

- A designated member of staff is responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
- Drug testing may be carried out without parental permission.
- Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher.
- A parent/carer will *usually* be notified in such instances.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use, supply or possession may result in permanent exclusion.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

### Procedures

- **Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, and could have taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought by dialling 999 and first aid given as required. The priority will be the casualty's safety.

DO NOT induce vomiting or give them anything to eat or drink.

Do not attempt to get them to move until help arrives.

For any needle injuries, bleeding should be encouraged and then wash and dry and cover with a dressing and seek advice from medical professionals.

- **Individuals in possession of drugs**

If any pupil or adult on school premises is found in possession of an unauthorised drug it will be confiscated. If the drug is suspected to be illegal the school will contact the police as soon as possible. If the substance cannot be legally destroyed or disposed of it will be handed over to the police as soon as possible and not stored for any longer than is necessary.

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Talking with an individual about a drug related incident with written statements collected as necessary will allow us to confirm or reject suspicions or allegations, and may result in us conducting a wider investigation. Parents of pupils will be informed and other professionals from services as necessary, such as: Young Persons Substance Misuse Service, Youth Service, Police, School Health Service, Social Service etc may be informed or consulted..

- **Testing/Searches**

The school reserves the right to test or search students for possible illegal drugs or contraband substances without prior notice or consent. The test is no-invasive. We reserve the right to refer to other agencies for further testing if required without parental consent.

- **Support for pupils**

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or that of their parent or carer. Such interventions may include consultation and subsequent referral.

- **Recording**

Wherever possible all incidents will be recorded within 24 hours. Forms will be stored securely in the safeguarding file in the Director of Student Welfare's office.

## Confidentiality

Complete secrecy can never be promised to a pupil, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a pupil discloses that they are using a drug without medical authorisation, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk.

Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

## Staff training and support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. Training related to the identified needs of staff will be organised under the Safeguarding agenda as required.

**Links to other policies** See also the school's *Behaviour for learning policy, Anti-Bullying policy, PCR policy, Health & Safety policy.*

## Monitoring and Evaluation

The Policy will be reviewed and developed in consultation with the whole school community. It will be widely publicised (staff induction, staff appointment contracts, handbook, website, notice boards, prospectus, promoted) and will be included in contracts for those hiring the use of the School premises.

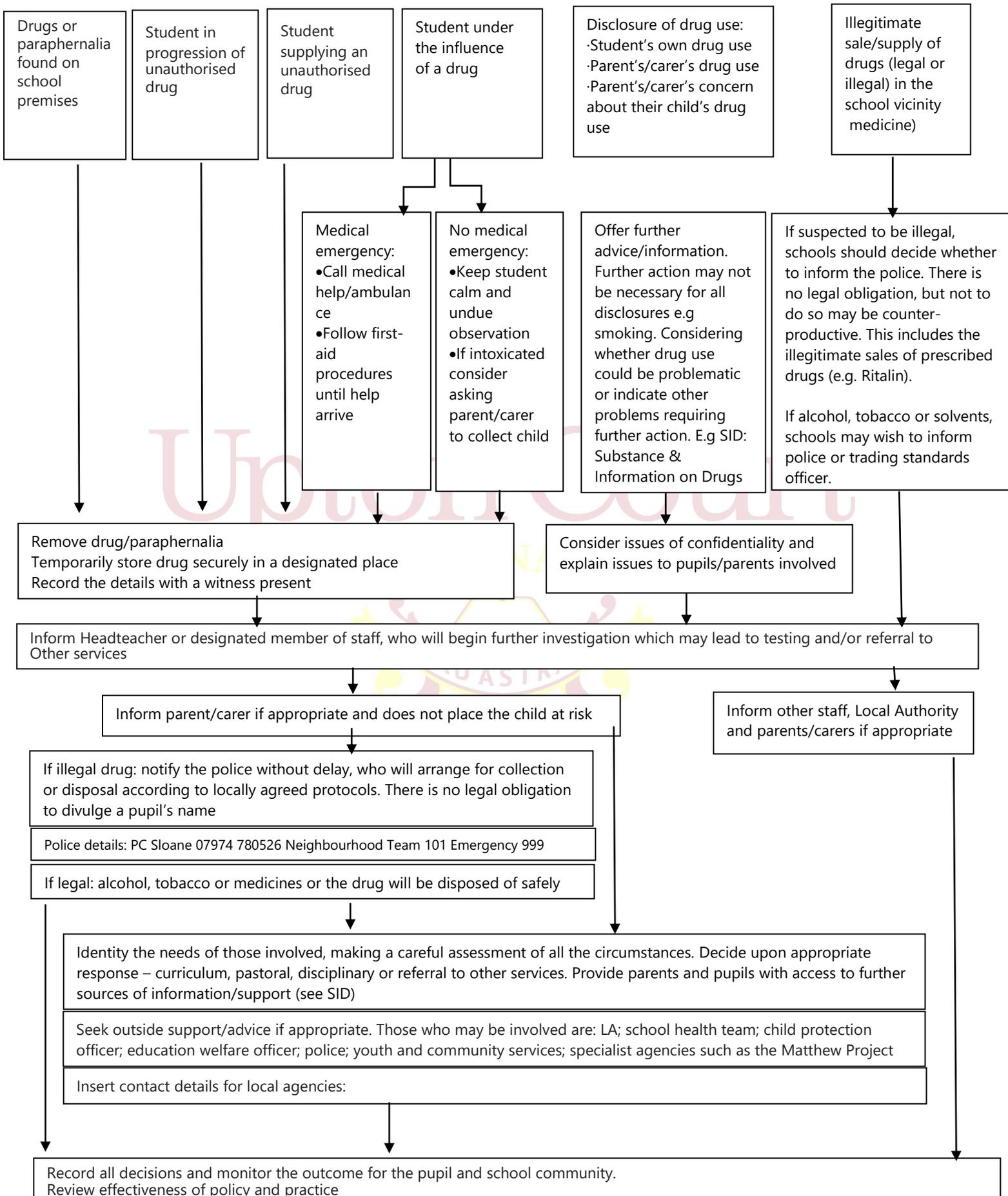
The Policy will be monitored by the Head teacher to ensure compliance and its successful implementation.

The Policy will be reviewed every three years and ratified by the Governing Body.

**Policy Approved by the Full Governing Body 23 January 2019**

**To be reviewed January 2022**

## Appendix B: Record of incident involving unauthorised drugs



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Tick to indicate the category:

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

Name of pupil :	Name of school:
Pupil's form :	Time of incident:                      am/pm
Age of pupil:	Date of incident:
MALE / FEMALE	
Ethnicity of pupil :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:
First Aid given?        YES    NO	Ambulance/Doctor called?        YES    NO
First Aid given by:	Called by:                      Time:
Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)	Drug found/removed?                YES / NO
Senior staff involved:	Where found/seized:
If police, incident reference number:	Name and signature of witness:
	Disposal arranged with (police/other):
Name of parent/carer informed :	
At time:	
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, LA/GP/Police consulted)	

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