

Exmouth Community College



Drugs Incident Management Policy

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| Policy Written | Marianne Skinner |
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Drug-related Incident Management Policy

Introduction

Response to Drug-related incidents should be co-ordinated through the Principal or Vice Principals in his absence. Procedures will be discussed and agreed with Governors and with staff. Information about the policy will be contained in the Staff Handbook. Where possible, parents and pupils will be consulted about the policy. At all stages in a Drug-related incident, the College will work closely with the Police, and specifically the Youth Affairs Officer.

The policy will cover all pupils, all those who come and work at the College, or with College pupils, when on the site, when taking part in trips and visits directly under the jurisdiction of the College and on residential activities organised by or on behalf of the College, journeys in school time, and work experience placements.

Our Aims

- 1) To establish and maintain an environment in which the College is free from the misuse of any drugs
- 2) To clarify the appropriate procedures in the management of drug-related incidents
- 3) To reduce situations of risk for the majority of pupils
- 4) To deter future occurrences of drug misuse
- 5) To respond to any individual in the school community in need of support.

Definitions

For the purpose of this policy, we define Drugs as:

- 1) Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD)
- 2) Prescribed drugs which are improperly used
- 3) Drugs which interfere with a pupil's ability to learn (for example alcohol, magic mushrooms, solvents)
- 4) Drugs which are misused to enhance performance (for example analgesics or steroids)
- 5) Drugs which have a harmful effect on a pupil's health (for example tobacco) *
- 6) Substances defined as 'legal highs' (for example 'Herbal Haze')

* There will be different procedures followed in the case of this category, in line with the College's rules on smoking. Staff and pupils are reminded, however, that the College is and remains a non-smoking environment. The use of e-cigarettes is covered under this policy as they would create a potentially unprofessional impression for visitors, students or other employees. In addition, the vapour emitted could be an annoyance to colleagues.

We define drug use as:

Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems, although such harm may not be immediately perceptible.

Such drug use will require interventions such as management, education, advice and information, and prevention work to reduce the potential for harm.

We define drug misuse as:

Drug taking which harms health or functioning. It may take the form of physical or psychological dependence or be part of a wider spectrum of problematic or harmful behaviour. Drug misuse will require a further range of interventions, which may include treatment.

The College as a Smoking-free Site

The College is a smoking-free environment. Through this means, among others, we promote the health and safety of pupils, staff and visitors by ensuring the air is free of tobacco smoke. In addition, however, the College actively supports pupils and/or staff who are smokers who wish to access help to give up smoking. The College nurses are specially trained to offer smoking cessation counselling and support to individuals and groups.

Possible Signs and Symptoms

The signs listed may indicate that individuals or groups of young people are misusing drugs. Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence but the presence of several signs together may point to a need for greater vigilance.

- Behaviour
- Sudden and regular changes of mood or irritability.
- Unusually aggressive or restless.
- Gradual loss of interest in school/college work, friends, hobbies etc.
- Increased evidence of lying or other furtive behaviour.
- Loss of money or other objects from the house.
- Keeping at a distance from other pupils and away from points of supervision.
- Being the subject of rumours about drug taking.
- Talking to strangers on or near the premises.
- Stealing, which appears to be the work of several individuals rather than one person.
- Use of drug takers' slang.
- Exchanging money or other objects in unusual circumstances.
- Associating briefly with one person who is much older and not normally part of the peer group.
- Secretiveness about leisure time activities.

2) Physical Symptoms

- Loss of appetite.
- Uncharacteristically drowsy or sleepy.
- Unusual stains, marks or smells on the body or clothes or around the house.
- No interest in physical appearance.
- Sores or rashes especially on the mouth or nose.
- Heavy use of scents, colognes etc, to disguise the smell of drugs.
- Drunken behaviour.
- Frequent and persistent headaches, sore throat or running nose

The Law On Drugs

The Law on Drugs is summarised briefly in Appendix 1 of this policy.

Drugs-related Incidents

An incident is likely to involve suspicions, observations, disclosures or discoveries of situations involving unauthorised drugs. It could fit into the following categories:

- drugs or associated paraphernalia (including e-cigarettes) found on school premises
- a pupil found in possession of drugs or associated paraphernalia (including e-cigarettes)
- a pupil or pupils found to be a recognised source of supply of drugs on school premises
- a pupil thought to be under the influence of drugs
- a pupil 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 or staff member is thought to be under the influence of drugs on school premises.

The College will respond promptly to all incidents.

Staff responding to an incident of the kind set out above will liaise with the Principal. Allegations of illegal drug use will always be investigated and parents will normally be informed.

Dealing with Medical Emergencies

We define such an emergency in this context as when a person:

- 1) Is unconscious
- 2) Is having trouble breathing
- 3) Is seriously confused or disorientated
- 4) Has taken a harmful toxic substance
- 5) Is otherwise at immediate risk of harm

In an incident involving drugs where a young person is at immediate risk of harm, the provision of medical help will take precedence over all other considerations.

The school's first aid procedures will be brought into effect in such cases. Certain additional considerations will be borne in mind, when a drugs-related incident is involved:

- A person who is intoxicated from inhaling a volatile substance should not be chased or over-excited. 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. It is recommended that arrangements are made with a parent/carer for the child to be collected or escorted home (or alternative arrangements made if the school perceives the child to be more at risk at home).

The procedures to be followed are set out in the "Drugs Situations – Medical Emergencies" response sheet appended to this policy. It will be placed around the College with the "Situations" flowchart referred to above. Staff will be made aware of these procedures through the Staff Handbook.

In the event of an incident involving serious injury or death, the College's emergency contingency procedures should come into effect. These will be instigated and led by the Principal and Leadership Group of the College. These will include the contacting of outside agencies for support, including LEA staff, Health Authority, Police Youth Affairs Officer, appropriate sources of counselling, and the Press Office to help deal with the Media.

A summary of the College's practices in the event of Drug-related incidents is appended to this policy.

Supporting Pupils Suspected of Drug Misuse

Drugs and the law surrounding them will not of themselves be the only focus when managing drug-related incidents. Once safety issues have been addressed, factors such as pupils' recklessness, ignorance, bravado, rebellion, or susceptibility to a stronger influence, will be considered and could provide opportunities for significant pupil learning. Staff will try to ensure that everyone involved, whether directly or indirectly, learns from each incident. The Drug Education content may need to be reviewed and strengthened, but individual attention may be more effective in reinforcing pupils' understanding of safety issues, rules, the law and expected standards of behaviour. If a more serious response seems necessary, consider which sanctions are most appropriate.

After immediate medical needs have been addressed, the nature and circumstances of any incident will be established, and an assessment made of the needs of the pupils involved. Any child or young person who uses drugs to cope with personal anxiety or problems may be in need of help from outside agencies. Any assessment should always be systematic and could begin by referring to the checklist on the 'Situations involving Drugs without Medical Authority' flowchart.

Information about local drug and support services will be made available to pupils and parents, but staff will not give individual advice to pupils about their personal drug use.

Sanctions

The Principal determines the seriousness of any breach of school rules. Where an illegal drug is involved, either by possession or intent to supply this is a serious breach of school rules and will lead to permanent exclusion.

A Range of Responses

The needs of pupils in relation to drugs (including legal highs) may come to light other than via an incident, for example, through the pastoral care system. The response may also serve to enforce and reinforce the school rules. Although not an exhaustive list, possible responses include:

- Early intervention
- Referral
- Counselling
- Behaviour Contract
- Inter-agency programme
- Fixed-period exclusion
- Pastoral Support Programme
- A managed move
- Permanent exclusion

School staff will be in a good position to judge whether the pupil or pupils involved are likely to learn from the experience and not engage in such activities in the future as a result of the school's considered response. If the police become involved and decide to press charges, then the law will take its course.

Early intervention

Communication between staff and early involvement of parents/carers may set the scene for early, supportive, pastoral intervention. An appraisal should take place to determine the nature of the pupil's needs and the additional support a pupil might need if, for example:

- their knowledge about drugs is low
- they rely upon frequent use of drugs
- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

The publication, *First steps in identifying young people's substance related needs* (Drugscope, 2003) provides further guidance.

In addition to the drug education they receive through the curriculum, extra support may involve any or all of the following:

- providing information and advice in relation to specific drugs
- developing self esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as youth clubs, extra-curricular events and activities and external provision as part of youth service or DAT activity)
- liaison with the Careers SW service who can identify need and co-ordinate the help of specialist agencies.

Referral

The College involve or refer pupils to external agencies when needed. These include:

- the Careers SW service
- the school health team
- the Youth and Community Service
- external agencies providing specialist help, for example, young people's substance misuse services (Y-Smart) and social services child protection teams.

Where possible, and where this will not compromise the pupil's safety, the College will seek the involvement of the pupil and the pupil's parents/carers in such a decision. The College will use established referral procedures for local services. In every situation, the College will adhere with guidance on confidentiality rules and protocols.

Counselling

In some instances, either before or following a drug incident, counselling may be identified as potentially valuable to a pupil. Counselling may be provided either on school premises or elsewhere, for example, by the Careers SW service. Counselling rarely focuses on drug misuse alone, and can consider more holistic needs, which may underlie or herald drug-related problems. Counselling is only appropriate when a pupil wishes to take advantage of what it offers. It is usually neither constructive nor effective to attempt to impose it. Schools should always seek the pupil's consent and explain the purpose and benefits of counselling. Careful attention will be given to issues of confidentiality.

Behaviour Contract

In the case of serious breaches of discipline, a Behaviour Contract agreed and signed by the pupil, the parents/carers and the College can set out clearly the terms on which a young person can remain at the school and monitor progress towards greater stability. This may require the pupil to be 'internally excluded' from normal contact with peers during the school day for a fixed period in the first instance, until behaviour has improved. Such an approach may incorporate intensive drug education input to boost the pupil's understanding.

Inter-agency programmes

Multi-agency collaboration provides an opportunity for a pupil to be involved in a short-term intensive programme away from school offering focused help for the pupil, both to understand drugs and to address his/her personal needs.

Fixed-period exclusion

Exclusion will be considered for serious breaches of the school's behaviour policy, and will only be imposed after an appropriate investigation, unless there is an immediate threat to the safety of others in the school or the pupil concerned.

In some cases fixed-period exclusion will be more appropriate than permanent exclusion. It is the responsibility of the College to set work for a pupil during the fixed period of exclusion. Arrangements may be made to include drug education, and ensure that any work set by the school and returned is assessed.

Pastoral Support Programme

Pupils at serious risk of permanent exclusion or criminal activity may have a pastoral support programme (PSP) which has multi-agency involvement. The PSP should address underlying factors, whilst setting clear targets aimed at helping the pupils to manage their behaviour and supporting them towards positive re-investment in their own education.

A managed move

A managed move involves asking another school to take over a pupil's education where a school feels that it can no longer manage the behaviour of that pupil. This requires the full knowledge and co-operation of all

parties involved, including the parents/carers and the LEA, and should only be considered in circumstances when breaches of discipline have been serious and where it is clearly in the best interests of the pupil concerned. A managed move will be arranged to the protocol agreed between Devon schools and the LEA.

Permanent Exclusion

A decision to exclude a child permanently is a serious one. Permanent exclusion should usually be the final step in the process for dealing with disciplinary offences after a wide range of other strategies have been tried without success.

A decision to exclude a child should be taken only:

- In response to serious breaches of a school's discipline policy; and
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Record-Keeping

All incidents covered by this policy will be recorded, whether leading to Medical Emergencies or not. The "Record of a Drug-related Situation" will be used. All forms should be passed to the Principal, who will store these records in a secure file.

Great care will be taken to record any statements provided by those involved or by witnesses as police may require these if the incident becomes a criminal investigation. Consideration will be made to separating any pupils involved in the incident and obtaining another adult to support and witness both the teacher dealing with the incident and the pupils involved. The records may be used as evidence in any subsequent prosecution.

Confidentiality

The essential nature of confidentiality is not altered by the fact that a case involves drugs. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional and moral duties in relation to:

- child protection
- co-operating with a police investigation
- referral to external services

Every effort should be made to secure the pupil's agreement to the way in which the College intends to use any sensitive information by explaining carefully the purpose of any onward transmission.

Local Child Protection procedures may need to be invoked if a pupil's safety is under threat. It should be only in exceptional circumstances that sensitive information is passed on against a pupil's wishes, and even then the College will inform the pupil first and endeavour to explain why this may have to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger.

In specific circumstances confidentiality can be breached under the Human Rights Act (1998) (article 8) and/or the Crime and Disorder Act 1998.

Children of drug misusing parents/carers

Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The College will be alert to behaviour which might indicate that the child is experiencing difficult

home circumstances. A child may respond to the parents'/carers' drug misuse in a variety of ways, including disturbed or anti-social behaviour; becoming reliant on drink or other drugs; running away from home; losing concentration in class; and showing reluctance to form friendships. Schooling is also likely to be disrupted if a child is depended upon to act as a carer. Where problems are observed or suspected, or if a child chooses to disclose that there are difficulties at home, the offer of pastoral support or counselling may be offered.

Where the help of external services might be needed, and the child's safety is not considered at risk, The College will liaise with the Careers SW Service or College nurses about possible referral to other agencies. The College policy on confidentiality should be carefully followed and the pupil informed at every step.

Intoxicated parents/carers on College premises

When dealing with intoxicated parents/carers, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a pupil into the care of a parent/carer, for example, where an intoxicated parent is intending to drive a child home.

The Principal, or member of College staff in attendance will discuss with the parent/carer if alternative arrangements could be made for example asking another parent/carer to accompany the child home. The focus for staff will always be the maintenance of the child'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, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

Keeping the Policy Under Review

Governors, the Principal and the CPSHE Co-ordinator will review this policy regularly. It is expected that such a review will follow the cycle of Policy Reviews undertaken for all other College policies.

When events for parents are held in which reference is made to Drugs Policy, information about the policy will be made available to them, and an opportunity taken to gain feedback from parents.

Conclusion

This policy, and the inter-connected Policy on Drugs Education, seek to ensure that all who come to the College come to a safe environment, and one in which serious issues of Drugs are treated seriously.

In dealing with incidents of Drugs misuse the welfare of pupils directly involved and their peers is paramount. However, the College will normally involve the Police in cases of illegal possession, taking or dealing in drugs.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

Appendices

- 1) The Law on Drugs
- 2) College Practice In The Event Of A Drug-related Incident
- 3) Responses Checklist
- 4) Record of Drug-related Situation

The Law On Drugs

Introduction

If the police have reason to suspect you're carrying an illegal drug, they have the right to make you turn out your pockets. They can also take you to the police station and search you. If drugs are found, you could be charged with one of TWO offences:

a) Possession

This means being caught with an illegal drug for your own use. The police can tell your parent/s or carer. They could also inform the Social Services and the Probation Service. As for punishment, the police have these options:

- a formal warning (which is put on local police files – if you offend again this may influence the police to charge you, rather than caution you);
- a formal caution (a central police record held for 5 years – if you offend again, this can be used against you);
- to charge you with an offence leading to a Youth Court hearing (this is more likely for repeat offenders, who may end up with a fine or a custodial sentence).

In Scotland there is no system of formal police cautioning or provision for fining parents, and children are generally dealt with through the Children's Panel System.

b) Possession with intent to supply drugs

If you had any intention of dealing (which can include giving and sharing drugs) you may be charged with this more serious offence. Decisions over whether you're charged with intent to supply are based on the circumstances in which you were caught and the quantity of drugs you were caught with. The police can take the same course of action as in simple possession cases, but this time you're more likely to be charged. If your case goes to court the penalties are likely to be heavier.

If You Have A Drugs Record

Obtaining a visa to travel to some countries may become difficult or could even be denied. It could affect your job prospects. When applying for a job, an employer may check if you have a criminal record or any past convictions. Depending on the severity of the offence, a conviction will become "spent" after a period of time. However, certain professions still require such convictions to be declared.

The Misuse of Drugs Act

The Misuse of Drugs Act divides drugs into three classes and gives guidelines for penalties:

Class A

Cocaine, crack, ecstasy, heroin, LSD (acid), magic mushrooms prepared for use, speed (amphetamines) if prepared for injection.

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| Maximum penalties: | Possession: | 7 years' prison and/or a fine |
| | Supply: | Life imprisonment and/or a fine |

Class B

e.g. speed (amphetamines)

| | | |
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| Maximum penalties: | Possession: | 5 years' prison and/or a fine |
| | Supply: | 14 years' prison and/or a fine |

Class C

Cannabis (subject to regulations passing through Parliament with effect from 1st January 2004).

Supply of anabolic steroids and tranquillisers, possession of temazepam (mazzies) and flunitrazepam (rohypnol).

| | | |
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| Maximum penalties: | Possession: | 2 years' prison and/or a fine |
| | Supply: | 5 years' prison and/or a fine |

Some other drugs are controlled by the Medicines Act. As for alcohol, gases, glues and aerosols, poppers and tobacco – the law handles each of these differently.

An A-Z of Terms

ALCOHOL

Alcohol is subject to licensing regulations. Supply of alcohol to anyone under the age of 5 is illegal unless medically indicated. Over the age of 5, young people may legally drink (but not purchase alcohol), though not on licensed premises, and a parent/carer may commit an offence if a child in their care becomes drunk. A person may enter the bar area of a public house at the age of 14, but cannot drink alcohol. Under the age of 14 they may only go in the garden or family room of a public house. Purchase of beer, cider or perry to drink with a meal in a licensed restaurant, or restaurant area of a public house, is permitted from the age of 16.

Alcohol may be purchased from the age of 18. Possession of alcohol is an offence on some trains or coaches to designated sporting events, and there are regulations governing events such as football matches.

There are also local bye-laws which can restrict the consumption of alcohol in a designated public area, if in force, these are indicated by signs in that area.

It is an offence to be drunk and incapable, or drunk and disorderly in a public place. It is an offence to drive while unfit through drink (or other drugs), with more than 80mg per 100ml of blood.

The Confiscation of Alcohol (Young Persons) Act 1997 makes it an offence for a young person under the age of 18 to be in a public place with alcohol. The Police can seize the alcohol and take the person's name and address. Failure to comply can result in arrest. Local procedures normally ensure the parents/guardians are informed.

CANNABIS

In October 2001 the government signalled its intention to re-classify cannabis as a Class C drug (due to be enacted in 2004). In due course a decision is likely to be made whether to legalise cannabis for medical purposes only. Cannabis will remain an illegal drug. Whilst possession of cannabis for personal use is likely in future to be dealt with as a cautionable offence (see ACPO guidelines), possession or use near a school or possession with intent to supply remain serious offences.

CRIMINAL CONVICTION

If you have a conviction for a drug-related offence, obtaining a visa to travel to some countries may become difficult, and can even be denied. It could affect your job prospects, as many employers complete a search prior to interview or appointment.

FIRST OFFENCE

A first time offender who is caught in possession of an illegal substance and who admits the offence, may receive, as a juvenile (under the age of 17) a formal reprimand. This may be followed by a final warning on a second occasion, dependant upon the severity of the offence, the amount and type of substance and other factors. This will trigger the Youth Offending Team who will create an action plan for the young person,

which may include reparation, curfews or other appropriate action. The new Criminal Justice system now dictates a third offence is an immediate summons to Juvenile Court. This court has a number of options open to it, including fining the parents/guardians; or sending the young person to a Young Offenders Institute.

GHB/POPPERS etc.

These are volatile liquids which are inhaled for effect. It is now illegal to possess GHB, and should be seized if found on school premises. It continues to be illegal to supply these substances.

KETAMINE

This is an anaesthetic, which is very dangerous when mixed with alcohol or other drugs. It is a prescription-only medicine. While possession without a prescription is not illegal, the supply of it is against the law under the Medicines Control Act.

MAGIC MUSHROOMS

Their possession is unrestricted unless they are 'prepared' for consumption, when they become a Class A drug. Again, as with poppers, seize if found.

MAXIMUM PENALTIES

These are the maximum penalties a Crown Court can impose. A Magistrate is restricted to imposing a maximum of a 6 month imprisonment +/- a fine of £2000.

POSSESSION

This covers the obvious meaning of the word possession, and can include a coat or bag nearby, or a student's school locker which they are 'in charge' of.

POSSESSION WITH INTENT TO SUPPLY; AND/OR SUPPLY

This covers any intention of 'dealing' or supplying an illegal substance. It also covers the group of friends who club together to buy a substance or tablets – the person who actually goes to buy, returns and hands them out becomes the "dealer" or supplier. Similarly, keeping drugs for another person is possession, whilst handing them back to the person can be classified as supplying.

PREMISES

It is an offence to knowingly allow premises for which you are responsible to be used for smoking cannabis or opium, or the production or supply of controlled drugs. Knowing that another person is in possession of a controlled drug on premises does not constitute an offence for those responsible for the premises. However, if the drug is offered for supply to another, the person responsible for the premises commits an offence, unless they act to stop it. Disclosure of any offences to the Police is not obligatory.

SEARCHING

If the Police have reason to suspect you are in possession of an illegal substance, they have the right to stop and search you. They can detain you to complete a more detailed search, and in some cases can order an intimate search. They can also authorise a search of your home/vehicle etc. And/or the place where you are arrested.

SEIZING DRUGS

If you take illegal drugs from someone to prevent them committing an offence, you must either destroy them or take them to the Police/contact your Youth Affairs Officer as soon as possible. You must also make a formal school record of your actions and preferably have a witness present.

SOLVENTS

The law does not restrict the possession or use of solvents; but the Intoxicating Substances Supply Act 1985 restricts retailers from supplying solvents to anyone under 18 if they have reason to believe they will be used for purposes of intoxication. It is illegal to sell lighter fuel to under 18's.

TOBACCO

It is illegal to sell tobacco to anyone under the age of 16, however the possession and use of tobacco is unrestricted, although Police officers and park keepers have the authority to confiscate tobacco from anyone under the age of 16. It is also an offence to sell cigarettes other than in its original packaging of 10 or more.

The College will adopt the following principles and practices:

1) Confiscation and Identification

College staff will take temporary possession of a substance suspected of being an illegal drug for the purposes of protecting a pupil from harm and to prevent an offence being committed in relation to that drug. Such material will be passed to the Principal, who will store it to be stored securely and arrange for it will be handed to the Police for identification, through the Youth Affairs Officer, using the bags provided by the Police for this purpose.

An adult witness should be present when a confiscation occurs and a record will be kept of the details. College staff will not attempt to analyse or taste unknown or confiscated substances.

The law does not require a school to divulge to the police the name of the pupil from whom the drugs were confiscated. Where a pupil is identified the police will be required to follow set procedures. The Devon-wide agreed guidelines in relation to the police response in schools where there is a drug-related incident and the collection/disposal of drugs will be adhered to.

If alcohol, medicines, solvents (or cigarettes) are seized, where practicable, they will be held and parents/carers invited to attend the school to collect them. However, because of the level of danger posed by volatile substances, such as lighter fuel, glue or aerosols, schools may arrange for their safe disposal and parents informed accordingly.

2) Searching

Staff are permitted to search pupils' lockers on suspicion of possession of illegal drugs. But to search a pupil, consent will be sought from the pupil. The pupil may then be asked only to turn out their pockets and bags. If they do not give their consent staff will consider whether it is appropriate to call the police.

Consideration will be given to an appropriate location and to ask a pupil to search their pockets/bags. Staff will always have a witness present. Pupils will be asked to empty their own pockets/bags, rather than a member of staff to place their hand inside a pocket or bag. Pupils will not be asked to remove any item of clothing or shoes.

Lockers may not be searched in the case of a locker which is secured by a padlock purchased and owned by the pupil, if the lock has to be damaged to gain access.

Staff will not conduct a more detailed search of a pupil, even for illegal drugs. The police will be contacted if a personal search is unavoidable. Whenever possible, the local police Youth Affairs Officer will be contacted. If they are unavailable the local police officer will be called to attend instead. In this instance the police help-line can be contacted on 08452 777 444. Staff will be asked for the details of the incident and a local officer will be allocated to respond.

Where consent is refused, the Principal, or member of the leadership group in his absence, will balance the likelihood that an offence has been committed against the risk that the pupil's right to privacy may be infringed without just cause before deciding whether to proceed with the search without consent.

Where there is reasonable grounds for suspicion that the pupil concerned is involved directly in a drug-related incident as defined in this policy, such a search may be justified. The reasons for this search should be carefully recorded.

After any search, the College, regardless of whether the result of the search is positive or negative will normally contact parents/carers, if such contact has not already taken place.

3) Identifying Drugs

It will not be possible to identify a drug (or to be sure it is a drug) without formally testing it. The Youth Affairs Officer may have a testing kit at the station; or could arrange for forensic testing if necessary. Due to the cost implications, this would only normally be used for a large amount of a substance and/or a serious crime.

4) Managing Medicines Needed By Pupils At College

This is addressed by the College policy on administration of medicine in college and on the college website.

Existing practices for the safe storage, management and monitoring of pupils taking medicine at the College are unaffected by this policy.

The most important elements of this procedure are:

- 1) Where individual children have special medical needs, this will involve discussion between the College, parents and the pupil, and, where necessary, the School Medical Services.
- 2) It is the responsibility of parents to inform the College whenever pupils are receiving prescribed medicines that may need to be administered in school hours, or during a school-organised trip or visit. This applies whether the medicines are given on a regular or an intermittent basis.
- 3) All medicines must be prescribed by a registered medical practitioner. Students should not bring non-prescribed medicines to school as a general rule. Medicines should be in clearly labelled containers, preferably those in which medicines were dispensed, clearly showing dosage instructions.
- 4) All medicines will be securely stored in the First Aiders Room. Asthma inhalers are treated as a special case, and will often be carried by pupils themselves. Medicines requiring refrigeration are kept in a secure fridge in the First Aiders Room.
- 5) Records are kept of all prescribed drugs administered at College. This forms part of a file containing letters from parents. This is kept with the secured medicines by the member of staff responsible for administering medicines.
- 6) First Aid training given to the responsible staff covers aspects of risk which the administration of medicines could present.
- 7) Special conditions apply to:
 - Analgesics. These are not administered.
 - Asthma Inhalers. Inhalers are normally kept by pupils themselves, for instant access. Staff in the medical room have access to additional inhalers.
 - Insulin. Where necessary an assessment is made whether a pupil is able to make responsible use of a pen-injector if this is needed.
 - Anti-convulsants. These drugs are not normally programmed for administration during school hours.
 - *Treatment for Anaphylaxis. Pupils who are at risk carry a pen-injector for Adrenaline. Additional injectors are kept in the First Aiders Room in case of emergency.*
 - ADHD. Where prescribed, Ritalin may be administered in school hours, by the member of staff responsible for medicines.

5) Dealing With Hyperdermic Needles

If needles are found they should be handled with 9-inch sponge forceps in accordance with the guidelines below and put in a 'sharps' box. 'Sharps' boxes may be provided by Cannon Hygiene as part of Devon Purchasing Contract DP81, for a single payment of £3.25 for the supply and replacement of boxes and the disposal of contents.

Handling used hypodermic needles incorrectly can lead to needlestick injuries. Two main blood borne diseases can be contracted via injuries from inflected needles, Hepatitis B and HIV.

The risk to contracting these diseases however can be lowered to negligible levels if normal hygiene precautions, and this Code of Practice is followed:

1. Only authorised persons are to collect needles.
2. Disposable gloves must be worn **WARNING:** gloves will not prevent needlestick injuries.
3. The tongs provided must be used to lift needles
4. Needles must be placed in the sharps box provided.
5. Sharp boxes can be used until approximately half full when they must be disposed of.
6. Tongs that have been used for retrieving needles, must be sterilised by immersion in a 10% hypochlorite solution for a minimum of 30 minutes and then washed with clean water.

Responses Checklist

Appendix 3

- 1) Address immediate medical needs and deal with Health and Safety issues.
- 2) Determine who else needs to be informed of and involved in response to the incident.
- 3) Assess motives and needs of the pupils involved, and the context of the incident.
- 4) Determine appropriate immediate disciplinary response, bearing in mind:
 - a) the College's Policy and sanctions
 - b) the needs of the pupil(s) concerned
 - c) the wider best interest of all pupils
- 5) Assess Drugs Education implications of the incident, for:
 - a) those directly concerned
 - b) their peer group
 - c) for the wider College community
- 6) Consider how to make information about support agencies and services available to pupil(s) and parents/carers
- 7) Determine long-term response, (See detail in Policy document) including:
 - a) Early intervention, including:
 - Information/advice through Drugs Education programmes
 - Pastoral support aimed at raising self-esteem
 - Raise pupil's motivation to address their drug/alcohol use
 - Encourage pupil to seek new activities, that take them away from situations that may be connected to their drugs use
 - Seek support from Careers SW for referral (see below)
 - b) Referral, including:
 - Careers SW
 - School Health Service
 - Pupil's GP
 - Youth and Community Service
 - Exeter Drugs Project
 - Other (As necessary and appropriate)
 - c) Counselling
 - d) Behaviour Contract
 - e) Inter-Agency Programmes - Short-term intensive off-site programme
 - f) Fixed-Term Exclusion - In response to a specific incident (Consider what follow-up is necessary on re-admission)
 - g) Pastoral Support Programme - For pupils at serious risk of Permanent Exclusion or criminal activity
 - h) Managed Move - Agreed move to another LEA school
 - i) Permanent Exclusion - A last resort, except in the most extreme of circumstances

Note: For further detail, see Drugs Education and Drugs Incident Management Policies

Record of Drug-Related Situation

Appendix 4

| | |
|---------------------------------|--|
| Name of Student: | |
| Date of Birth: | |
| Tutor Group: | |
| Description of Incident: | |
| Staff Involved: | |
| Action Taken | |
| Signed: | |
| Dated: | |