



THE ACADEMY OF  
**ST NICHOLAS**

# **Drug Incidents and Prevention (Smoking and Substance Misuse) Policy**

Review Period:	Annually
Date Policy Last Reviewed:	26 January 2018
Date for Review:	January 2019

The policy aims to:

- ensure that the Academy is a healthy Academy, free from the misuse of drugs, alcohol, and other substances;
- make clear to staff, parents and students the Academy's approach to the problem of drugs and alcohol;
- explain the procedures to be followed in responding to drug-related incidents; and
- set out the various responsibilities;

### **Related Documents**

The law concerns itself with drugs that have no accepted medicinal purpose, or medicinal drugs which are misused. Controlled Drugs are in three classes:

**Class A.** - Cocaine, Crack, Heroin, LSD, Ecstasy or E, Magic Mushrooms.

**Class B.** - Amphetamines, Barbiturates, Cannabis

**Class C.** - Tranquillisers and some anabolic steroids.

It is illegal for students to be found in possession of drugs in any Class and they could be arrested. It is also illegal to possess or supply drugs. Glue sniffing is not an offence, but someone who supplies a solvent to a young person under 18 could be committing an offence.

### **Roles and Responsibilities**

The Head of School or other delegated member of the senior leadership team is responsible for:

- ensuring that all employees know the law concerning illegal drugs, and the actions that should be taken when possession or supply or production of either legal or illegal drugs is suspected
- not knowingly permitting the production, attempted production, supply or attempted supply or offering to supply any controlled drug.
- ensuring that there is a planned drugs and alcohol education programme as part of the curriculum
- liaison with the media when necessary

It is the responsibility of the Assistant Head of School responsible for Conduct, Safety and Welfare:

- to co-ordinate the detail of the Academy's drugs and alcohol education programme;
- to ensure that staff have the relevant skills and are given regular training as appropriate;
- to support staff under the Head of School's direction; and at the discretion of the Head of School to give advice to students.

### **Policy**

Illegal drugs should never be in the Academy. Legal drugs are only allowed when they are medicines agreed by the Head of School for use in the Academy under the Medical Treatment of Students policy.

Legal drugs that should not normally be in the Academy include common ones such as:

- alcohol;
- tobacco;
- solvents;
- over-the-counter drugs;
- prescribed drugs (except those agreed by the Principal under the Medical Treatment of Students policy).

Students found to be smoking inside the school building will be excluded for a fixed period of time and their parents will receive a £50 fine to cover the costs of fumigating the area.

It is important that staff, students and parents are aware of the action that will be taken in any drug or alcohol related incident.

- Staff should ensure that all cases of misuse of drugs or alcohol, or suspected misuse, are reported to the Head of School.

- In all instances involving substance misuse or supply on the Academy premises parents will be informed, and their co-operation sought.
- The Academy will consider each drug incident separately and consider the appropriate response, bearing in mind the circumstances of the case, and the need to balance the interests of the student, other members of the Academy and the wider community. The Academy has a legal duty to cooperate with the police.

### Dealing with Incidents

All drug related incidents should be treated as a medical emergency first and a disciplinary matter second. Staff should stay calm, not panic and remember that the effects of any substance on a young person are unpredictable.

- if the person is conscious but intoxicated they should not be left alone at any time but should be sat in a quiet, well ventilated room. Staff should talk quietly and calmly and if they are distressed staff should be as reassuring as possible. Reception should be informed and first aid administered if deemed necessary;
- in extreme circumstances the young person may lose consciousness – normal Academy emergency procedures should be carried out i.e. recovery position, summon help, inform general office, and summon emergency services.

After any immediate medical needs have been addressed, the nature and circumstances of any incident should be established and an assessment made of the needs of the student. The assessment should be systematic and will include

- Completion of the Drug Related Incident Form for every drug related situation that occurs.
- A discussion with the Head of School, so that the appropriate course of action can be co-ordinated and, in particular, a decision made as to whether the police should be notified and at what stage.

Where possession of drugs is identified or suspected, it is lawful to confiscate the illegal drug in order to prevent an offence being committed and staff should take possession of any substances involved. Designated Academy staff are legally allowed to inspect desks and lockers for this purpose, and can ask, but not insist, that pupils to turn out their bags and pockets. However, any action taken must be proportionate to the situation and each incident must be considered on its own merits. For example, it will no longer be acceptable to search a whole class if only some are thought to be involved.

Academy staff must not search a young person or their bags and belongings without permission. If such action is deemed unavoidable, staff should consider asking the police to carry out the search. Such a decision should not be taken lightly and should be undertaken only when proportionate to the individual circumstances pertaining to the incident.

The nature of each situation will determine the urgency of police involvement and a developing knowledge of the issues involved will allow the drugs co-ordinator to apply a consistent and appropriate response. Where doubt exists, the police should be contacted for advice. Some situations will result in immediate police attendance. Others will allow for the drugs to be handed over at a later date.

Academies are allowed to dispose of illegal drugs by, for example, flushing them down a toilet. Should that decision be made then it is vital that a witness is present during the disposal and that a record is made of the action taken.

Whilst the law does not require it, a drug may also be handed to the police; this should be the preferred course of action. Any drugs, or items suspected to be drugs, should be placed in a sealable bag together with a copy of the pro forma. These should then be retained in a secure place until handed to the police.

### Responses to Drug Related Incidents

A variety of responses are available when dealing with drug-related incidents and these are entirely at the discretion of the Head of School. Responses include:

- Counselling services
- Mentoring programmes
- Isolating students on the Academy premises
- Pastoral support programmes (PSPs)
- Review of IEP as appropriate
- Case conferences
- Intensive In-Academy programmes
- Consultation with Youth Offending Service
- Fixed-term exclusion
- Permanent exclusion

In determining and deploying the response, the Head of School will apply any Academy policies associated with the response e.g. exclusion procedures.

### Responses to Media

In the event that the media make contact over an incident, Academy protocols for the response will be deployed in all instances; specifically all responses will be through one identified person, either the Head of School or his designated nominee. No other member of staff will respond if contacted either in person or on the telephone.

### Drug Awareness Education

To support students understanding of drugs and promote a healthy academy, drugs awareness education will be provided, the aims of which are:

- to increase knowledge and understanding of drugs and their effects by providing accurate information;
- to improve self-knowledge, particularly in terms of risk taking;
- to promote positive attitudes towards healthy lifestyles;
- to challenge and try to modify attitudes which may lead to behaviour harmful to health;
- to promote a sense of responsibility towards the use of drugs;
- to build self-esteem and confidence and develop social skills such as making informed choices and resisting unhelpful pressures from peers and from advertising;
- to help people and staff identify sources of appropriate support.

Curriculum content will be set and will be reviewed on a regular basis. Typical content will be:

### Key Stage 3

- Academy rules relating to medicines, alcohol, tobacco, solvents and illegal drugs;
- recognised personal responsibility for decisions about substance use;
- know the basic facts about substances including their effects and relevant legislation;
- understanding the consequences of ignoring the law;
- be aware of myths, misconceptions and stereotypes linked with substance use;
- develop appropriate techniques for coping with situations in which substance use occurs;
- scientific terminology including the following words; use, misuse, abuse, addiction, tolerance, overdose, withdrawal and adulteration;
- different categories of drugs, including stimulants, depressants, painkillers and hallucinogens;
- the misuse of drugs in sport;
- the effects of different levels of intake of alcohol;
- advice and support within the locality, national and organizations;
- identifying risks to health ... you as a risk taker;
- having concerns for others' well-being;
- what do other people think about drugs and drug users
- impact of the media and advertising on young people's thinking.

### Key Stage 4

- Academy rules relating to medicines, alcohol, tobacco, solvents and illegal drugs and responses to drug related incidents;

- information about drugs including their legal status, effects and appearance;
- how would you know if drug use was becoming a problem?
- personal, social, financial, biological and psychological effects of drug misuse;
- understand that the UK is a drug using society and recognise the patterns of use and their effects e.g. the risk of spread of HIV infection through shared needles;
- recognise that individuals are responsible for choices they make the drug use and the longer and short-term consequences of taking decisions;
- patterns of drug use/misuse locally and nationally and the impact on the community and wider society;
- to be able to analyse safe levels of intake; e.g. tobacco use is never safe, limited use of alcohol, identifying and assessing risks;
- dangers associated with specific drugs, mixing drugs, the effect of environment and moods ..... benefits and risks of drug use;
- legal responsibilities and rights;
- the role of the media in influencing attitudes towards drugs, particularly smoking and alcohol;
- drug policy in this country, including education, prevention, policing and legal aspects, penalties, treatment and rehabilitation;
- decision making and assertiveness in situations relating to drug use;
- managing conflict and aggressive behaviour;
- communicating drug advice to other young people;
- attitudes towards drugs, drug users and misusers and laws relating to drugs including licensing and retailing laws.