



Substance Abuse and Drugs Policy

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1. Aim

The aim of this policy is to acknowledge and clarify Rushden Academy's role in drug prevention alongside education and ensure it is appropriate to pupils' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, teachers, support-staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Rushden Academy's Drugs Policy should be read in conjunction with Rushden Academy's Behaviour and Exclusion Policy and Safeguarding Policy.

This Drugs policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school's Behaviour and Exclusion policy and decision and actions pertaining to these incidents under the schools statutory actions in line with its Safeguarding Policy.

This policy and related policies apply at all times to the school premises, travelling to and from school, school transport as well as during school visits/trips/fieldwork and residential. It also includes all other school based, related or linked activities undertaken by members of the school community but not specifically named.

- **Definition:** "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, vaping solutions over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD and any manufactured psycho-active substances often referred to as 'legal highs'.
- The United Nations office on Drugs and Crime defines drugs as: "A substance people take to change the way they feel, think or behave".
- All illegal drugs (those controlled by the **Misuse of Drugs Act 1971/1977**) and The **Misuse of Drugs Regulations 2001**

The school believes that with the exception of prescribed medication whereby, individual exceptions may be made for pupils who require prescription medicines. The possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits.

2. Drug Education: The school provides a planned drug education curriculum through the following:

- (i) The National Curriculum science order outlines the content of the *statutory* drugs education:
 - Key Stage 3, 11-14 year olds should be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange
 - Key Stage 4, 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions
- (ii) Other discretionary topics will be delivered through Learning for Life Activities – Rushden Academy's PHSE programme and will reflect knowledge, understanding, attitudes and social skills that will:
 - Enable pupils to make healthy, informed choices
 - Promote positive attitudes to healthy lifestyles
 - Provide accurate information about substances
 - Increase understanding about the implications and possible consequences of use and misuse
 - Widen understanding about related health and social issues
 - Enable young people to identify sources of appropriate advice and personal support

(iii) The content of the Drug Education Programme will be based on Appendix 2 of **Responding to Incidents Involving Drugs**.

(iv) On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a significant and professional contribution. Such visitors are used in a planned way often related to Learning for Life Days. Teachers will have access to on-going advice, support and training as part of their own professional development. The school actively cooperates with agencies such as the police, health and drug agencies.

(v) Working with Northants Police. The school engages with programmes and interventions offered by Northants Police. This could include Assemblies and visits by police dogs specially trained in locating drugs.

3. Statutory duty of the school: The Principal takes overall responsibility for the policy and its implementation, for liaison with the local board of governors, the Tove Learning Trust, parents, LA and appropriate outside agencies. The Principal will ensure that all staff dealing with substance issues are adequately supported, experienced and trained. In most cases serious incidents will be overseen and investigated by a member of the Senior Leadership Team.

3.1 A school cannot knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). Where it is suspected that substances are being sold on the premises, details regarding those involved, as well as much information as possible, will be passed to the police.

4. Implementation of the policy: In incidents involving substance misuse or supply on the premises/during the school day, action will proceed as follows. It should be noted here that, when dealing with drug-related incidents the policy and implementation, reference is made to:
Department for Education advice and guidance: DfE and ACPO drug advice for schools (DfE-00001-2012).

All staff, parents/carers and pupils will be reminded of these procedures on an annual basis.

4.1 Any medical emergencies will be dealt with as per Appendix 1

4.2 In cases of substance use/misuse, possession or supply on the premises, during the school day, during school visits or involved any activity associated with and sanctioned by the Academy. The case will be discussed with the young person and a written record taken (see Appendix 3); parents/carers will be informed by the Principal or designated Senior Leader as soon as possible. The support of outside agencies will be sought if appropriate. The school will implement its Behaviour Policy as issues related with drugs are considered a 'serious breach' of this policy.

4.3 The school reserves the right to carry out a duty of care search where there are concerns or suspicions raised that a pupil/s may be in possession of a substances or drug referred to in this policy. Duty of care searches will be carried out in private and with at least two members of staff one of whom will be a member of the Senior Leadership Team. Where a pupil refuses to be searched the school reserves the right to contact the Police for support on the suspicion that the pupil may be in possession of a substance or drug referred to in this policy. The school will also consider any refusal to be searched and co-operate as a serious breach of its Behaviour Policy when considering that a refusal suggests that it is 'more likely and more probable than not' that the pupil may be in possession of a substance or drug as referred to in this policy.

4.4 If a young person admits to using or supplying substances off the premises, the appropriate action will be to inform the Head of Year and or Designated Safeguarding lead who will seek to ensure appropriate support is provided. The Principal will be informed and the school will share concerns with the parents under the statutory guidance of **Keeping Children Safe in Education (KCSIE)**.

4.5 While there is no legal obligation to inform the police, they may also be involved at the discretion of the Principal in consultation with governors and staff who know the young person well.

4.6 Where there has been a breach of the schools' Substance Abuse and Drugs Policy by a pupil/s, where the pupil/s remain as active member/s of the school, the school reserves the right to carry out random searches and checks to ensure that the individual, members of a group and all members of the school community are kept safe from the potential harm of drugs.

4.7 The school will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per Appendix 2: all staff, pupils, parents/carers will be informed of these issues. However, the Principal reserves the right to set a Permanent Exclusion where there is a case of supply or repeated possession of drugs on the school premises.

4.8 The governing body will be involved in drug-related incidents as they are concerning matters relating to the school.

4.9 All staff, parents/carers and young people will be reminded of this policy, and its procedures, on a regular basis.

See Appendix 4 for Helpful Organisations/Advisory Agencies

APPENDIX 1

Drug Situations – Medical Emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. *If in any doubt, call medical help.*

Always:

- Assess the situation
- If a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- Ask them what has happened and to identify any drug used
- Collect any drug sample and vomit for medical analysis
- **Do not** induce vomiting
- **Do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- Keep them under observation, warm and quiet

If the person is unconscious:

- Ensure that they can breathe and place in the recovery position
- **Do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **Do not** give them anything by mouth
- **Do not** attempt to make them sit or stand
- **Do not** leave them unattended or in charge of another pupil
- Notify parents/carers

For needle stick (sharps) injuries:

- Encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing.
- If used/dirty needle seek advice from a doctor.

When medical help arrives

- Pass on any information available, including vomit and any drug samples.

Complete a medical record form as soon as you have dealt with the emergency.

APPENDIX 2

Responding to Incidents Involving Drugs - This form is based on Appendix 9 of Drugs: guidance for schools.

“Drugs” refers to **all drugs** including **medicines (prescription and “over the counter”)**, **volatile substances**, **alcohol**, **tobacco** and **illegal drugs**

Drugs or Paraphernalia Found on school premises	Pupil in possession of unauthorised drug	Pupil supplying an unauthorised drug	Pupil under the influence of a drug (including misuse of a medicine)	Disclosure of drug use: <input type="checkbox"/> Pupils own drug use <input type="checkbox"/> Parent's/carers's drug use <input type="checkbox"/> Parent's/carers's concern About their child's drug use	Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity
Medical emergency <input type="checkbox"/> Call for medical help/ ambulance <input type="checkbox"/> Follow first aid procedures until help arrives	No medical emergency <input type="checkbox"/> Keep pupil calm and under observation <input type="checkbox"/> If intoxicated consider asking parent/carers to collect child				
Ensure safety and well-being of other pupils e.g. onlookers					
Offer further advice/information . Further action may not be necessary for all disclosures e.g. smoking. Consider whether drug use could be problematic or indicate other problems requiring further action. e.g. SID : Substance & Information on Drugs					

If suspected to be **illegal**, schools should decide whether to inform the police. There is no legal obligation but not to do so may be counterproductive.

This includes the illegitimate sales of prescribed drugs (eg Ritalin).

If **alcohol, tobacco or solvents**, schools may wish to inform police or trading standards officer.

Remove drug/paraphernalia

Temporarily store drug securely in a designated place. Record the details with a witness present

Consider issues of **confidentiality** and explain issues to pupils/parents involved

△

Inform Principal or designated member of staff, who will begin further investigation

Inform **parent/carers** if appropriate and does not place the child at risk

Inform other staff. Local Authority and parents/carers if appropriate

If **illegal drug**: notify the **police** without delay, who will arrange for collection or disposal according to locally agreed protocols. There is no legal obligation to divulge a pupil's name

Insert contact details for local police:

If **legal**: other than prescribed medicines which are to be returned to a parent/carers, alcohol, tobacco, vape products can be disposed of safely

Identify the needs of those involved, making a careful assessment of all the circumstances. Decide upon appropriate response curriculum, pastoral, disciplinary or referral to other services. Provide Parents and pupils with access to further resources of information/support (see SID)	
Seek outside support/advice if appropriate. Those who may be involved are: LA; school health team; child protection officer; education welfare officer; police; Yot; Connexions; BEST; youth and community services; specialist agencies	
Insert contact details for local agencies:	

Record all decisions and monitor the outcome for the pupil and school community. Review effectiveness of policy and practice

APPENDIX 3

Record of Incident Involving Unauthorised Drug

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	<input type="checkbox"/>	Disclosure of parent/carer drug misuse	<input type="checkbox"/>
Emergency / Intoxication	<input type="checkbox"/>	Pupil disclosure of drug use	<input type="checkbox"/>
Pupil in possession of unauthorised drug	<input type="checkbox"/>	Parent / carer 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:
Tutor Group*:	Time of incident:
Age of student:	Date of incident:
Ethnicity of student**	
Tick box if second or subsequent incident Involving same student <input type="checkbox"/>	Report from completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO
(Delete as necessary)

First Aid given by:

Called by: Time:

Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)
Senior staff involved:

Drug found/removed? YES NO

Where found/seized:

Name & signature of witness:

.....

.....

Disposal arranged with (police/parent/other)

.....

At time:

If police, incident reference number:

Name of parent/carer informed*:	(*for school records only)
Informed by:	At time:
Brief description of incident (including any physical symptoms):	
Other action taken: (eg Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)	

APPENDIX 4

Helpful Organisations/Advisory Agencies:

- **Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: www.addaction.org.uk#

- **ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640

Email: admin@adfam.org.uk

Website: www.adfam.org.uk

- **ASH** (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902
 Email: enquiries@ash.org.uk
 Website: www.ash.org.uk
- **Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 7264 0510.
 Email: contact@alcoholconcern.org.uk
 Website: www.alcoholconcern.org.uk
- **Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450
 Website: www.drinkaware.co.uk/
- **Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (lines are open 24 hours a day)
- **Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: www.drugeducationforum.com
- **DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550
 Email: info@drugscope.org.uk
 Website: www.drugscope.org.uk
- **FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600
 Email: frank@talktofrank.com
 Website: www.talktofrank.com
- **Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494.
 Email admin@mentoruk.org
 Website: www.mentoruk.org.uk
- **National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000
 Website: www.ncb.org.uk
- **Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 8002222

Website: <http://familylives.org.uk/>

- **Re-Solv** (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885

Information line: 01785 810762

Email: information@re-solv.org

Website: www.re-solv.org

- **Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.starsnationalinitiative.org.uk

- **Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people
- **Smokefree** - NHS Smoking Helpline

Tel: 0800 169 0 169

Website: <http://smokefree.nhs.uk>

Approved by LGB:

Tim Foster

Chair of Governors

Signature:



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