



## DRUG USE AND MISUSE POLICY

**School Name:** Cape Cornwall School

**Consultation:** This policy is written in accordance with the DfE document 'DfE and ACPO drug advice for schools: guidance for headteachers and staff, September 2012'

**Dissemination:** Website and O: Drive

**Date policy approved by Governors:** February 2017

**Date policy becomes effective:** Immediately

**Review date:** February 2019

**Person responsible for Implementation and Monitoring:** D Long

**Links to other relevant policies:** Safeguarding, Student Behaviour and Exclusion.

### Introduction

Cape Cornwall School works in partnership with Devon and Cornwall Police to communicate and educate our school community that drugs and education do not mix. Our ethos is to have a zero tolerance approach to drugs.

As part of the statutory duty on school's to promote students' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's Drug Strategy 2010 ensures that school staff have the information, advice and responsibility to:

- Provide accurate information on drugs and alcohol through education and targeted information, including via the [FRANK](#) service;
- Tackle problem behaviour in schools, with wider powers of search and confiscation;
- Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.

### The aims of the policy are:

- To set out the role of the school in relation to the management of drugs and medicines within the school boundaries and on school trips.
- To establish relationships with local children and young people's services, health services and voluntary sector organisations to ensure support is available to pupils affected by drug misuse (including parental drug or alcohol problems).
- To enable students to have access to relevant and age appropriate drug education.

### Definition of terms:

#### Drugs

This document uses the term to refer to any psychotropic substance, all legal drugs, including alcohol and tobacco, all illegal drugs, volatile substances, and over-the-counter and prescription medication. Drugs Definitions (source: 'The Right Approach' [DrugScope, 1999])

The term 'drugs' will be used to describe substances which interfere with a student's ability to learn, are potentially harmful, or are capable of misuse, including those whose possession and use are illegal.

Substances alleged or believed to be drugs, as defined here, will be treated in the same way.

### **Drug Taking**

The consumption of any drug. All drug taking, including medicinal use, carries the potential for harm.

Different interventions are appropriate to address drug taking by young people.

### **Drug Use**

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

### **Drug Misuse**

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.

### **Drug Incident**

Evidence or suspicion of specific event at school involving one or more unauthorised drugs, and requiring immediate action by school staff.

### **Power to search and confiscate**

Cape Cornwall School has the right to search without consent for 'prohibited items' including:

knives and weapons, alcohol, behaviour changing drugs/substances, stolen items, tobacco and cigarette papers (including e-cigarettes), lighters/matches, fireworks, pornographic images, any article that has been or is likely to be used to commit an offense e.g. aerosols, cause personal injury or damage to property and any item which has been banned by the school rules. In such cases as there is reasonable evidence to search for any of the above, two members of staff will always be present, including a member of the Head of House team or Leadership team. Weapons, knives, drugs, suspected stolen items and pornography will always be handed over to the police.

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'previously known as legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

**Schools are not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of a search. Complaints about searching should be dealt with through the normal school complaints procedure.**

## **HANDLING DRUG RELATED INCIDENTS**

### **Finding a suspect substance on a person or school premises**

- Where a suspect substance is found within the confines of the school premises and no one can be associated with that substance, a member of the school leadership team must be contacted and take responsibility for the disposal of the substance in the appropriate way. Staff should be aware of the possible contravention of the Environmental Protection Act 1990 and local Environmental Health guidelines if considering the disposal of suspected substances.
- However, it is recommended that all drug disposals are undertaken by the police. Prescription drugs can be returned to pharmacists but suspected illegal drugs are better disposed of by the police who have clear policies for doing so. In the case of suspected illegal drugs it is recommended that these are stored in a suitably secure place for collection by the police as soon as reasonably practicable. This is in order that the drug can be identified and disposed of correctly.

#### **1. Medicines/alcohol/volatile substances found on school premises**

##### Confiscation and disposal of unauthorised drugs

- School has a procedure for managing confiscations of other unauthorised drugs. The presence of a second adult witness is essential, please refer to 'Power to search and confiscate' section above.
- Police can advise and remove items for disposal/storage in the case of suspected illegal substance.
- No one member of staff should keep information regarding drug use to themselves: it should be shared within the pastoral system and the Designated Safeguarding Lead should always be informed.

##### Volatile substances:

- Given the level of danger posed by volatile substances the school will arrange for their safe disposal. Small amounts may be placed in a bin to which pupils do not have access.

##### Medicines:

- Disposal of medicines held at school should be undertaken with reference to the school's medicines policy. Parents/carers should collect and dispose of unused or date-expired medicines.
- In the case of suspected illegal drugs it is recommended that these are stored in a suitably secure place for collection by the police as soon as reasonably practicable. This is in order that the drug can be identified and disposed of correctly.
- Details of any substance misuse/drug incidents, including seizures of substances must be recorded.

- Advice about a substance/incident should be obtained via the Police Youth Interventions Officer. However, where specific incidents occur that require immediate attention, these will normally be dealt with by response officers or Neighbourhood Beat Managers.

## **2. Possession**

- Where a suspect substance is found in a person's possession or in other circumstances where a 'possession offence' is identified, if in the opinion of the Headteacher, the offence is minor he/she may handle the matter internally by dealing with the individual according to school policy. It is the responsibility of the school to inform the young person's parents/carers and Chair of Governors of substance misuse incidents. Police also have a duty to involve parents/carers when interviewing children unless there are immediate safeguarding concerns.

### Storage of substances

- All seizures should be witnessed and corroborated by a second member of staff. If the substance seized is retained for the police, it must be held securely in a separate lockable container with limited access by two senior members of staff. Once notified, the police will arrange collection of the drugs.
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- Without delay notify the police, who will collect it and then store or dispose of it in line with locally agreed protocols.
- Record full details of the incident, including the police incident reference number.
- Inform parents/carers, unless it is judged that this may jeopardise the safety of the student.

## **3. A guide in the case of all illegal drugs**

- Possession of all Class A drugs, ie ecstasy, heroin, LSD, cocaine and crack cocaine, must be reported to the police. The same applies to possession of Class B drugs, ie cannabis and amphetamines.
- School managers have a responsibility to prevent illegal drug misuse and could be liable under Section 8 of the Misuse of Drugs Act 1971 if they do not take action where illegal drug taking is knowingly permitted on the premises.

### Contacting the Police

- The decision to contact the police should be made at the earliest opportunity by a Head of House or member of the Senior Leadership Team.
- When a police officer is required to attend in response to a non-emergency drug related incident call 101 who will contact the appropriate department for an officer to attend. This officer may or may not be accompanied by a specially trained drug dog. A police incident log will be created in relation to the request. The school will be provided with a reference number for that incident log. IN AN EMERGENCY CALL 999.

## **4. Educational Visits and Journeys**

- Visit leaders and other adults will be given a briefing by the Educational Visits Co-ordinator in liaison with the Headteacher on how to proceed in handling drug related incidents whilst away from the school premises. Notably, they must contact the Headteacher or member of the school leadership team to liaise prior to taking anything other than emergency steps to secure health and safety of students, staff and others.

#### Disposal of suspected illegal drugs while on school trips:

- Rules relating to illegal and other unauthorised drugs may be part of the consent form signed by parent/carer prior to the trip.
- If a student breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements.
- While on centre-based residential trips in this country, staff are advised to follow the procedures outlined above and to work in liaison with the centre manager.
- Staff must be aware that laws on drugs and policing arrangements vary widely in other countries. The Educational Visits Co-ordinator should ensure that all participants on the trip are fully aware of these differences before departure, and should have considered in advance how they will respond to any drug incident. For in-country advice schools should contact British Embassy or consulate staff.

#### **5. A member of staff suspects a student of being under the influence of drugs/alcohol/solvents**

##### Medical emergency

- Call for medical help/ambulance;
- Do not leave the person unattended or panic;
- If unconscious, place the person in the recovery position and assist breathing by loosening clothing;
- If conscious, do not induce vomiting;
- Do not give chase or over-excite them if intoxicated from inhaling volatile substance;
- Do not give the casualty anything to drink;
- Telephone parent/carer;
- Any evidence should be kept, including vomit;
- Ask what has happened, to identify the drug;
- When medical help arrives pass on the information and anything collected.

##### Intoxication

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.

- Sit the casualty down in a quiet, well ventilated space;
- Do not shout at, threaten or cross-examine the casualty;
- Talk quietly and be as reassuring as you can;
- Summon help, be vigilant for deterioration.

##### Needle stick (sharps) injuries

- In any case of needle stick injury the person must be taken to Accident & Emergency for immediate medical attention; time delay can be the significant factor in long-term damage from blood borne infection.
- Care should be taken to bag the article and this should be taken with the patient and given to the medic.

#### No medical emergency

- Keep student calm and under observation. Notify House Leader;
- If intoxicated ask parent/carer to collect child;
- Check if the student is legally entitled to be in possession of the drug/substance;
- Check if the drug/substance is suspected to be illegal and/or in breach of school discipline code – seek police advice if needed.
- Take possession and store securely.

#### **A student discloses that:**

- a) he/she is using drugs/alcohol/solvents.
- b) parents/carers/relatives are misusing/selling drugs/alcohol/solvents.
- c) friends are misusing/selling drugs/alcohol/solvents.

This should be treated sensitively, giving consideration to issues of confidentiality and establishing the truth. It should be remembered that total confidentiality cannot be offered. This information must be passed to the Designated Safeguarding Lead.

#### **Advice, support and guidance**

##### Useful websites:

For information or confidential advice about drugs, call 0800 77 66 00 Talk to Frank  
[www.talktofrank.com](http://www.talktofrank.com) (Department of Health)  
[www.adfam.org.uk](http://www.adfam.org.uk) (drug and alcohol advice for users and families)  
[www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk) (Alcohol Concern)  
[www.ash.org.uk](http://www.ash.org.uk) (Action on Smoking and Health)  
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) (Children's Legal Centre)  
[www.drugeducation.org.uk](http://www.drugeducation.org.uk) (National forum for providers of Drug Education)  
[www.drugscope.org.uk](http://www.drugscope.org.uk) (Experts on illegal drugs and information service)  
[www.givingupsmoking.co.uk](http://www.givingupsmoking.co.uk) (National Tobacco Campaign, Department of Health)  
[www.nacoa.org.uk](http://www.nacoa.org.uk) (National Association for the Children of Alcoholics)  
[www.ncb.org.uk](http://www.ncb.org.uk) (National Children's Bureau)  
[www.nheg.org.uk](http://www.nheg.org.uk) (National Health Education Group)  
[www.portmangroup.org.uk](http://www.portmangroup.org.uk) (Alcohol Education)  
[www.release.org.uk](http://www.release.org.uk) (Advice and referral on drug-related legal problems)  
[www.re-solv.org](http://www.re-solv.org) (Society for the Prevention of Solvent and Volatile Substance Abuse)

#### **Drug services in Cornwall area**

##### To obtain professional advice:

Cornwall Healthy Schools - 01209 313419

Health Promotion Service, The Kernow Building, Wilson Way, Pool, Redruth TR15 3QE  
 Provides support and advice in developing Drug Education programmes and incident management procedure and policy; identifying needs and gaps in service provision.

Freshfield Service - Telephone: 0500 241952

Lander House, 5 Upper Lemon Villas, Truro, TR1 2PD  
Open: Office: Mon - Fri 9.30am - 4.30pm  
Drop-in Mon - Fri 2pm - 4.30pm

Addaction CADA - Telephone: 01872 263001  
CADA House, Infirmary Hill, Truro, TR1 2HY  
Open: Mon - Fri: 9am - 5pm

YZ-UP - Telephone: 0800 1693 787  
Fistral House, 8A Truro Business Park, Threemilestone, Truro, TR4 9NH  
Telephone: 01872 263895

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