

## **SUBSTANCE USE AND MISUSE INCIDENT MANAGEMENT POLICY**

DATE OF REVIEW: Spring 2024

DATE OF NEXT REVIEW: Spring 2026

TO BE REVIEWED BY: Resources Committee



The Head Teacher has responsibility for this policy, assisted by the School Leadership team  
The PSHE Co-ordinator is responsible for the monitoring and review of the Personal, Social and Health Education including Citizenship Curriculum (PSHE).

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### **1. Our School – A Health Promoting School**

The principal reason for this policy is the well-being and welfare of our pupils and school community who may (however unlikely) be involved in incidents involving substances. It is also for those who may be affected by misuse. As any misuse of substances by pupils is serious and possibly harmful and/or illegal we formed this policy (involving staff, pupils, parents & governors) so that each person understands their role and responsibilities with regard to Substance Incident Management at Our School. This document therefore outlines the responsibilities for members at the school. Within this document, the title ‘Head Teacher’ refers to the Head Teacher or his/her nominated representative on the School Leadership Team.

### **2 Our agreed definition of ‘drugs’ and ‘substances’**

For the purposes of this policy ‘substances’ are defined as: all legal drugs, alcohol, tobacco, volatile substances, illegal drugs & over-the-counter & prescription medicines. We accept that drugs and substances usually alter our body chemistry, feelings and perceptions.

### **3 Aims of Policy on Substance Use and Misuse**

This policy reflects the shared values and aims of Hatherleigh Community Primary School to be a Healthy School, and provides guidance to teachers, support staff, parents, governors and pupils. The policy links to other school policies regarding: Personal, Social and Health Education; Science; Behaviour; Assessment; Child Protection; Equal Opportunities; Special Educational Needs; Confidentiality; Students at Risk; Exclusion; Administration of Medicines and Visitors and our Smoking Policy. Teachers, support staff, parents/carers, governors and pupils will be made aware of the contents of this policy and how it affects our school education and the welfare of our community. Parents will be encouraged to attend ‘Substance

Awareness' evenings where policy, curriculum and substance awareness will be addressed. New members of the school community will be made aware of the policy through the welcome pack/prospectus and/or by a member of staff responsible for induction or co-ordination. Policies are available from the school website or on request from the school administrator.

#### **4. Teaching and Learning**

We provide a planned drug education curriculum as part of our Science, Personal, Social and Health Education and English curriculum as we seek to inform and educate our pupils about the consequences of drug use and misuse.. Our School's provision incorporates knowledge and understanding, attitudes and personal and social skills that help the pupil to lead fulfilled lives without the misuse of substances. The programme provides accurate information about substances relevant to a pupil's age and maturity is responsive to pupil needs and will develop a holistic awareness of substances. This involves pupils developing; self-esteem, citizenship, decision-making skills, responsibility as well as drug & alcohol knowledge. Substance education is part of our holistic view to health education and it is thus a vital part of our whole approach and commitment to being a healthy school.

At Hatherleigh Community Primary School substance education will therefore:

- enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising skills
- promote positive attitudes towards healthy lifestyles
- provide accurate information about substances
- increase understanding about the implications and possible consequences of use and misuse
- encourage an understanding for those experiencing or likely to experience substance use
- widen understanding about related health and social issues

This will be delivered through the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. Whilst we deliver the taught curriculum mainly through PSHE, Science and English areas, other opportunities to reinforce learning will occur in other parts of the teaching programme. Where appropriate, outside visitors may contribute to our substance education. Outside contributors will be aware of the school's substance policy and any other policies relevant to it, for example, the police, the school nurse.

#### **5. Our Commitment to Health & Safety**

Our School is committed to health and safety and will take appropriate steps to safeguard the well being of members of the school against substance misuse. We acknowledge the importance of our pastoral role in the welfare of our young people, and through the general ethos of the school, will seek to educate all pupils & will facilitate support for those who need it. The school site will be checked to clear drug paraphernalia away if it is present, solvents and aerosols will be stored safely and pupil's use of solvents in lessons will be supervised. At Hatherleigh Community Primary School we have nominated first-aiders who may be called to help deal with a substance-related medical emergency. Professional medical help will be sought if there is any doubt as to the well being of a pupil.

#### **6. Our School's response to incidents involving substances**

The school believes that the possession and misuse of substances in school or during the school day is totally inappropriate. Misuse of the substances covered in this policy are not permitted to be bought, sold, or otherwise obtained on school premises or during the school day, including when pupils are on school visits. Individual exceptions may be made for pupils who need to take prescribed medicines where appropriate, this is detailed in the school medicines policy. Where pupils need to take prescribed medicines this will be dealt with under the School Medicines Policy. Where a member of staff identifies a substance or substances, or their misuse, they should immediately inform the Head Teacher. A record should be kept by the Head Teacher (and/or member of staff responsible for child protection). It will be up to the Head Teacher to inform appropriate persons in accordance with other policies referred to above. These may be

related to child protection (social services), the parents, or the police. Action may need to be immediate in terms of the child's welfare (medical assistance) or may require a plan of action and/or involvement of other agencies. Where a pupil discloses to a member of staff that he or she is misusing substances, the staff member will make it clear to the pupil that he or she can offer no guarantee of confidentiality given the seriousness of drug misuse. The Head Teacher should be informed immediately. A record should be kept by the Head Teacher (and/or member of staff responsible for child protection) of the staff-pupil discussion. It is the Head Teacher's decision as to whom they inform and when. Whilst acknowledging the above, a member of staff may inform the pupil of sources of confidential information and advice services who may assist those who are misusing illegal (or legal) substances to stop. School staff are permitted to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a pupil from harm. In such circumstances staff are advised to be witnessed by a colleague. School staff must not attempt in any circumstances to analyse or taste an unidentified substance. A member of staff may search a pupil's desk or locker where he or she has reasonable cause to believe it contains unlawful items, including illegal drugs. Where pupils are suspected of concealing illegal drugs on their person, every effort should first be made to secure the voluntary production of any unlawful substances, for example by asking them to turn out their pockets. If the pupil refuses, the police should be called in to deal with the situation.

Intimate physical searches of a pupil should never be made by any member of school staff.

In very exceptional cases the police may interview pupils on school premises, with the head teacher's agreement and provided efforts have been made to inform the pupil's parents.

### **7. Handling the Media**

Should the school be contacted by the media regarding an incident or alleged incident we will refer them to the Devon County Council press office. We will not make any comment regarding the school or any incident (or alleged incident).

### **8. Pastoral Care and Support for Pupils at Risk**

Where a pupil has been identified as having experimented with illegal drugs or as being at particular risk of doing so, consideration will be given to the provision of appropriate support from within & outside of the school. To support pupils and parents further we display details of local telephone helplines for those who may want to seek confidential advice and support on drug problems.

### **9. Substance misuse, behaviour, disciplinary measures and exclusion**

Our School has a written behaviour policy, based on principles established by the governing body, discussed with parents and pupils, and set out in the annual report to parents and on the school website. The Head Teacher is responsible for developing school rules and codes of conduct which give effect to the behaviour policy and for ensuring that pupils know and understand the boundaries of acceptable behaviour in the school and the sanctions which will be used where those rules are broken. The Head Teacher has the responsibility for deciding how to respond to particular incidents, and will take account of factors such as the age of the pupil concerned, whether the incident involved one pupil or a group of pupils and whether there is evidence of particular peer group pressure. The fact that certain behaviour could constitute a violation of the criminal law should not, in itself, be taken as automatically leading to the exclusion of a pupil. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupil involved, the other school members and the local community. Permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken.

## Appendix 1

### DRUGS SITUATIONS - MEDICAL EMERGENCIES

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

Your main responsibility is for any 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 it is a medical emergency, send for medical help and an ambulance

#### **BEFORE ASSISTANCE ARRIVES:**

##### **If the person is conscious:**

- ◆ ask the person what has happened and to identify any drug used
- ◆ collect any drug sample and any vomit for medical analysis
- ◆ **do not** induce vomiting
- ◆ keep the person under observation, warm and quiet

##### **If the person is unconscious:**

- ◆ ensure that the person can breathe and place in recovery position
- ◆ **do not move the person** if they have fallen, as a fall may have led to spinal or other serious injury which may not be obvious
- ◆ **do not** give anything by mouth
- ◆ **do not** attempt to make the person sit or stand
- ◆ **do not** leave the person unattended or in the charge of another pupil.

#### **WHEN MEDICAL HELP ARRIVES:**

- ◆ pass on any available information and any vomit and drug samples.

**PLEASE COMPLETE AN EMERGENCY RECORD FORM AS**

**SOON AS YOU HAVE DEALT WITH THE EMERGENCY**

From SCODA's 'The Right Responses' – 'Managing & making policy for drug-related incidents in schools'  
1999 ISBN 0 948970 32 4

**Appendix 2  
Report Form**

<i>Emergency/ intoxication</i>	<i>Suspicion, OFF premises</i>	<i>Suspicion, ON premises</i>	<i>Discovery, OFF premises</i>	<i>Discovery, ON premises</i>	<i>Pupil disclosure</i>	<i>Parental use</i>	<i>Parent/carer expresses concern</i>
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← Tick one of more of these boxes to indicate the category →

**Record of drug-related situation**

Name of Pupil:  
  
Form/Class:

Date of Incident:  
  
Time of incident:                      *am/pm*

**First aid given?            YES    / NO**

**If yes:**                      **First aid given by:**

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

**If yes:**                      **Called by:**  
  
**at time: *am/pm***

<b>Drug involved (if known):</b>  <i>(e.g. alcohol, paracetamol, ecstasy)</i>	<b>Sample found? (<i>yes/no</i>)</b>  Where retained  <i>(or) Destroyed at time: <i>am/pm</i></i>
<b>Senior staff involved:</b> <i>(Insert name)</i>	
<b>Witness name:</b>	

Parent/carer  
**informed by: at time: *am/pm***

**Brief description of symptoms/situation:**  
  
*(continue on blank sheet if necessary)*

**Other action taken: (*e.g. other agency involved; Ed. Psych. report requested; pupils/staff informed; sanction imposed; GP/Police consulted about drug*)**  
  
*(Continue on blank sheet if necessary)*

**Report form completed by:**

## Appendix 3

### Equipment Which May Be Used

- Scorched pieces of tin foil
- A home-made pipe
- The remains of a cannabis cigarette with small cardboard tube filter
- Sunglasses worn at inappropriate times
- Foil containers or cup shapes made from silver foil – perhaps discoloured by heat
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane or metal foil wrappers
- Small plastic or glass files or bottles
- Twists of paper
- Straws
- Sugar lumps
- Syringes or needles
- Cigarette papers and lighters
- Spent matches
- Plastic bags or butane gas containers (solvent abuse)
- Cardboard or other tubes
- Stamps, stickers or similar items
- Shredded cigarettes, home-rolled cigarettes and pipes
- Small squares of paper folded to make little envelopes