

# **E-ACT POLICY**

## **PARKWOOD ACADEMY**

# **DRUGS**

## **RESPONSE TO MANAGING INCIDENTS**

<b>Date agreed by Governors</b>	
<b>Date of review</b>	
<b>Responsible officer</b>	<b>Principal / Business Director</b>

## DRUGS POLICY

### Introduction

All drugs have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far-reaching consequences not only for themselves, but their families, their communities and society in general. For young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

All young people need to be able to make safe, healthy and responsible decisions and choices about drugs, both legally and illegally. Academics play a central role in helping them make such decisions by providing education about the risks and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment and ensuring that those for whom drugs are a concern receive appropriate support.

However Academics cannot act alone. They are part of a broader prevention picture that includes parents/carers and a range of partner agencies. By working together, we can help young people to navigate their way through what is a complex social issue.

All Academics are expected to have a policy that sets out the Academy's role in relation to all drug matters. The Policy should be developed, implemented and reviewed in consultation with the whole Academy community including young people, parents/carers, staff, governors and Outside Agencies, i.e., Police, NHS, Youth Workers, etc.

The majority of young people of Academy age never use an illegal drug. Most will at some stage be occasional user of drugs for medicinal purposes and many will try tobacco and alcohol. Some will continue to use these drugs on a regular basis. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. However, very few of those who experiment with illegal drugs will go on to become problem drug users. All young people, including those in primary Academics, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both illegal and legal drugs.

Parents should be aware that some young people are more vulnerable to drug misuse and other social problems. The table below illustrates the range of risk and protective factors associated with drug misuse.

Most Vulnerable Groups	Risk Factors	Protective Factors
Homeless Looked After Children Academy Truants Students excluded from Academy Sexually abused children Prostitutes Students in contact with mental health and criminal justice system Children of parents with drug or mental health problems	Chaotic home environment Parents who misuse drugs or suffer from mental health problems Behavioural disorders Lack of parental nurturing Inappropriate and/or aggressive classroom behaviour Academy failure Poor coping skills Low commitment to Academy Friendship with deviant peers Low socio-economic status Early age of first drug use Being labelled as a drug misuser	Strong family bonds Experiences of strong parental monitoring with clear family rules Family involvement in the lives of children Successful Academy experiences Strong bonds with local community activities A caring relationship with at least one adult

## DRUGS / RESPONSES TO MANAGING INCIDENTS

### 1. Development Process

- **Policy written**-----**March 2005**
- **Revised**-----**July 2007**
- **Amended**-----
- **Next Major Review**-----**July 2011**

### 2. Location and Dissemination

A full copy of the Critical Incident –Drugs Policy can be found in the Main Academy Office.

A summary of the Policy can be found in the ‘Staff Handbook’

### 3. The context of the Policy and its relationship to other policies

This policy should be considered in conjunction with other written policies on Behaviour, Confidentiality, Health and Safety, Medicines, Healthy Academics, Academy Visits and Child Protection.

### 4. Local and National Guidance

This Policy has been written, taking into account National and Local guidelines, in particular Guidance from the DFES ref: 0092/2004

### 5. The purpose of the Academy drug policy is to:

- Clarify the legal requirements and responsibilities of the Academy
- Reinforce and safeguard the health and safety of students and others who use the Academy
- Clarify the Academy’s approach to drugs for all staff, students, governors, parents/careers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme

- Enable staff to manage drugs on Academy premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the Academy
- Provide a basis for evaluating the effectiveness of the Academy drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the Academy in contributing to local and national strategies.

**6. Where and to whom the policy applies**

- This policy applies to all staff, students, parents/carers, governors and partner agencies working in PHS.
- It includes journeys to and from Academy in Academy uniform, work experience, residential trips and college courses.
- Students must not bring controlled drugs, cigarettes or alcohol onto the Academy site at any time. Alcohol may only be brought onto the Academy site with the Principals permission.

**7. The definition of a drug given by the United Nations Office on Drugs and Crime is:**

A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

All illegal drugs (those controlled by the Misuse of Drugs Act 1971)

All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)

All over-the counter and prescription medicines

**8. The Academy's stance towards drugs, health and the needs of students**

**Parkwood Academy** has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the Academy boundaries which are outlined in (6)

The Academy recognises that there are instances where other non-controlled drugs may legitimately be in Academy.

**9. Definition of Drugs – (See also Definitions ANNEX 'D')**

- Drug refers to:
  - Legally used substances, e.g. tobacco, alcohol, solvents;
  - Legally available medicines;
  - Prescribed medicines
  - Illegally possessed, used and supplied medicines, e.g. tranquillisers and opiates
  - Illegally produced, possessed, used and supplied substances, e.g. cannabis, LSD etc

- A substance people take to change the way they feel, think or behave. The term 'Drugs' and 'Drug Education' unless otherwise stated, is used throughout this document to refer to all drugs:
  - All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
  - All legal drugs, including alcohol, tobacco, volatile substances (those giving off gas or vapour which can be inhaled), Ketamine, Khat and Alkyl Nitrites (known as Poppers)
  - All over the counter and prescription medicines
  
- Drugs: The term refers to any mood altering substance: all legal drugs, including alcohol and tobacco, all illegal drugs, volatile substances, and over the counter and prescription medicines.

### **Medicines**

Some students may require medicines that have been prescribed for their medical condition during the Academy day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy. The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. Academy staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

### **Volatile substances**

Some solvents or hazardous chemicals are legitimately used by Academy staff or students.

These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the Academy 'Health and Safety Policy'.

### **Alcohol**

Use and consumption of alcohol at Academy can only be authorised by the Principal.

In keeping with our duty of care, employees are not permitted to consume alcohol during the Academy day nor at any time when they will be subsequently supervising children.

The Academy recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of Academy. Staff are encouraged to discuss this with line managers so that support can be put in place.

### **Tobacco**

In keeping with our National Healthy Academy Standard, and Sheffield Council policy, Parkwood High Academy is a non-smoking site.

## **10. Medical Emergency – Involving drugs**

The first concern in dealing with medical emergencies involving drugs is the health and safety of the Academy community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

**Appropriate first aid is outlined in ‘Medical Emergencies’ – ANNEX A**

## **11. Procedures for Teaching Staff in the Event of a Student/s Under the Influence of a Substance or Alcohol – ANNEX B**

## **12. Responses For Managing Drug Related Incidents – ANNEX C**

### **13. Staff with key responsibility for drugs:**

- i. Drugs Education Co-ordinator: Mrs B Richardson
  - ii. Whole Academy Drugs Officer: Mrs B. Richardson
  - iii. The Principal
  - iv. Snr. Vice Principal
- Management of drug related issues in Academy: If any member of staff has concerns about any drug related incident then they should immediately inform a member of the Senior Leadership Team.

## **5. The Academy delivers a balanced curriculum which:**

- a. Promotes the spiritual, moral, cultural, mental and physical development of students at the Academy and of society.
- b. Prepares a student at the Academy for the opportunities, responsibilities and experiences of adult life.

Drug education is a major component of drug prevention and is an important aspect of the Academy curriculum. Its aim is to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others’ actions.

### **It aims to:**

- i. Increase students’ knowledge and understanding and clarify misconceptions about:
  - The short and long-term effects and risks of drugs
  - The rules and laws relating to drugs
  - The impact of drugs on individuals, families and communities
  - The prevalence and acceptability of drug use among peers
  - The complex moral, social, emotional and political issues surrounding drugs
- ii. Develop students’ personal and social **skills** to make informed decisions and keep themselves safe and healthy, including:
  - Assessing, avoiding and managing risk
  - Communicating effectively
  - Resisting pressures
  - Finding information, help and advice
  - Devising problem-solving and coping strategies
  - Developing self-awareness and self-esteem

- iii. Enables students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.
- Drug education is delivered through a well-planned cross curricular programme including assemblies and PSHE, drama and science lessons.
  - At Key Stage 3 students learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice,
  - At Key Stage 4 students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.
  - Teachers may need to focus more on developing students' confidence and skills to manage situations, which require making decisions about drugs. This may include developing competence to manage medicines responsibly, staying safe and understanding and managing feelings. Teachers should pay particular attention to enabling students to seek help and support when they need it.

#### **14. Methodology and resources**

Drug education is delivered within a safe, secure and supportive learning environment.

Ground rules are set out, and teachers and students right to privacy is respected. Boundaries of discussion are made clear. Group agreements are made to help foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions.

Distancing techniques can be adopted through role play/anonymous question boxes.

Staff are advised to sometimes answer difficult questions on an individual basis.

A variety of teaching resources is outlined in the PSHE scheme of work and is available from Mrs B Richardson.

External contributors include the Police, SHED and NHS.

#### **15. Staff support and training**

The launch of this policy involved whole staff continued professional development training and subsequent new staff will be provided with training as part of the New Staff Induction Programme. Advice is also provided within the staff handbook and PHSE training takes place as and when needed.

#### **16. Monitoring and reviewing**

The teaching of drug education will be monitored and reviewed via the subjects it is taught. This will be completed through the Academy monitoring policy.

### **17. Management of drugs at Academy searches**

The Academy will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

#### **Personal Searches**

When a person is suspected of concealing illegal or other unauthorised drugs staff will carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the Academy wishes to proceed along formal lines, then the police will be called.

#### **Searches of Academy property**

Staff may search Academy property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the Academy may proceed with a search. Where consent is refused, the Academy will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

#### **Searches of personal property**

The Academy will not search personal property without consent. If the Academy wishes to search personal property, including students' property stored within Academy property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the Academy regardless of whether the result of the search is positive or negative.

**The law permits Academy staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.**

In taking temporary possession and disposing of suspected illegal drugs staff will:

- Ensure that a second adult witness is present throughout – especially when destroying the substance.
- Seal the sample in a plastic bag and include details of the date and time of seizure/find and witness present.
- Store it in Academy safe
- **Without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a Academy to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures.
- Record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

**Warning:** Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification. If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at Academy. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

### **Legal Drugs**

The police will not always necessarily be involved in incidents involving legal drugs, but the Academy will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

### **Alcohol and tobacco**

Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

### **Volatile substances**

Given the level of danger posed by volatile substances, the Academy will arrange for their safe disposal.

### **Medicines**

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

### **Disposal of drug paraphernalia**

Needles or syringes found on Academy premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

## **18. Police Contact:**

First point of contact: PC John Auckland

Contact details are available from the Academy office. If they are unavailable, a message should be left to contact the Academy and in the case of controlled drugs, Ecclesfield Police Station should then be telephoned.

### **19. Referral and external support**

Lead Tutors, SENCO and Senior Leadership Team are responsible for referral to agencies. A list of local support services and national help lines/websites is available for students and parents and is held in the office

Students are made aware of the various internal and external support structures via PSHE, Local Support Services and National Help lines/websites are advertised on notice boards throughout the Academy. Information is available from the Academy drugs Officer for individual students as and when required.

### **20. Confidentiality – in accordance with the Academy ‘Confidentiality Policy’**

Teachers cannot and should not promise total confidentiality.

The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of the Senior Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

Child protection

Co-operating with a police investigation

Referral to external services.

Every effort will be made to secure the student’s agreement to the way in which the Academy intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a student’s safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student’s wishes, and even then the Academy will inform the student first and endeavour to explain why this needs 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.

### **21. Involvement of parents/carers/visitors**

In any incident involving illegal and other unauthorised drugs the Academy will normally involve the child’s parents/carers and explain how they intend to respond to the incident and to the student’s needs. Where the Academy suspects that to do this might put the child’s safety at risk or if there is any other cause for concern for the child’s safety at home, then the Academy will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the Academy’s child protection co-ordinator should be consulted and local child protection procedures followed.

Parents/carers are informed about any issue related to drugs and their child and the Academy will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

If parents/carers are suspected of being under the influence of drugs or alcohol on Academy premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the Academy will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

## **22. The role of governors**

The Academy governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.

Written in accordance with the following:

- The LEA Healthy Academics Education co-Ordinator / Advisor – Chris Anderson, Gill Lancaster and Giles Ratcliffe
- Local Drug / Alcohol Agency
- Youth Community Worker
- Police / Academy Liaison Officer – PC Auckland
- SHED – Young Peoples Drug & Alcohol Project
- Standard Conference on Drug Abuse (SCODA) – ‘The Right Approach’
- Standard conference on Drug Abuse (SCODA) – ‘Managing and Making’ Policy for Drug Related Incidents in Academics
- Guidance – Curriculum Standards Education and Skills – Guidance for Academics
- DFEE – Protecting young People
- Barnsley Policy and Guidance on Drug Education and Management of Drug related Incidents.

The Policy is to be read in conjunction with the Academy policies on:

- Confidentiality
- Behaviour
- PHSE / Guidance and Citizenship Policies
- PHSE Drugs Education Policy
- Guidance – curriculum standards- Education and Skills guidance for Academy’s

## DRUG SITUATIONS - MEDICAL EMERGENCIES

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

Your main priority is for any student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the Academy's first aid procedures.

**IF IN ANY DOUBT CALL FOR MEDICAL HELP**

### ALWAYS:

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

### BEFORE ASSISTANCE ARRIVES:

If the person is unconscious:

- ❖ Ensure that the person can breathe and place in the recovery position
- ❖ Do not move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious
- ❖ Keep the person under observation and warm.
- ❖ Do not leave the person unattended or in charge of another student
- ❖ Collect any drug sample and any vomit for medical analysis

If the person is conscious:

- ❖ Ask the person what has happened and try to identify any drug used
- ❖ Collect any drug sample for medical analysis
- ❖ Do not induce vomiting
- ❖ Keep the person under observation warm and quiet
- ❖ Do not give anything by mouth
- ❖ Do not attempt to make the person sit or stand
- ❖ Do not leave the person unattended or in charge of another student

### WHEN MEDICAL HELP ARRIVES:

- Pass on any information available including the vomit or any drug samples

PLEASE COMPLETE AN EMERGENCY RECORD FORM AND DRUG INCIDENT FORM AS SOON AS YOU HAVE DEALT WITH THE EMERGENCY.

### Procedures for Teaching Staff in the event of a student/s under the influence of a Substance or Alcohol

If you have a suspicion of a student/s under the influence of a substance or alcohol do not allow the student/s to leave the room.

Send a responsible student to the office immediately (with a message Possible Substance misuse or urgent) – Do not panic always remain calm

Sit the student away from other students if possible – maintain a close watch on them all the time, do not allow the student access to a bin or the window.

If necessary enlist the help of another adult, you may have to call the teacher from the next room. If the student is creating a fuss coax them into a separate room away from others, but maintain the supervision at all times.

Even if the student is desperate to go to the toilet they must not be allowed to do so.

A member of the behaviour team or a senior member of staff should then remove the student. You may have to go with them until another adult is called in.

The main thing to remember is that the student must be supervised at all times.

Is you have a suspicion that the student is carrying a substance, please do not ask them for it but quietly inform the person who comes to remove them from the room.

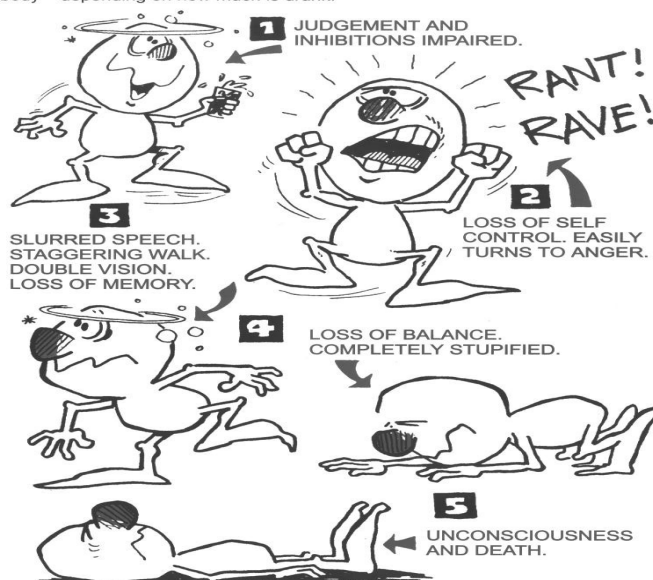
If a substance is found, do not give it back to the student -

Hand it to a senior member of staff or the Academys Drugs Officer, as soon as is possible – please note the date, time and venue of where the substance was obtained by you, it is important to note these details, should there be a need for an investigation.

Should the student collapse, please put them into the recovery position. Do not allow any other student access to them.

**Signs to look for:** Enlarged pupils (eyes), Behaviour different to normal i.e. aggression, Drowsyness, Panic attack, Hot and Dehydrated, plus the following,

When alcohol reaches the stomach it is quickly carried to the brain by the bloodstream. Its action on the brain will then affect the rest of the body – depending on how much is drunk.



## Drug 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 disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any student at immediate risk, but you also need to ensure the well-being and safety of others.  
If in any doubt, call medical help (Ring or send a responsible student to the office)

### **ALWAYS:**

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

### **BEFORE ASSISTANCE ARRIVES:**

*If the person is unconscious:*

- Ensure that the person can breathe and place in the recovery position
- Do not move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious
- Keep the person under observation and warm.
- Do not leave the person unattended or in charge of another student
- Collect any drug sample and any vomit for medical analysis

*If the person is conscious:*

- Ask the person what has happened and try to identify any drug used
- Collect any drug sample for medical analysis
- Do not induce vomiting
- Keep the person under observation warm and quiet
- Do not give anything by mouth
- Do not attempt to make the person sit or stand
- Do not leave the person unattended or in charge of another student

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

- pass on any information available including vomit and any drug samples

Do not think that because you handed over the control of the student to someone else that it is the end of your responsibilities.

Any incident no matter how small it seems must be reported and a **'Drugs Incident Report'** must be completed within **24 hours** and handed to **BR (Academy Drugs Officer)**. The forms can be found in the Staffroom.