Redborne Upper School

Dealing with drug related incidents Policy

This policy will be evaluated and reviewed every three years by the Assistant Headteacher Pastoral: Respect & Responsibility (James Trapp)

This policy is available on the school website, on request to parents and carers, the LA and Ofsted through the Headteacher.

Date approved by governors: October 2026

Date of union consultation:

Date for review: July 2029

Table of Contents

Table of Contents 2
Dealing with drug related incidents policy 4
1. Guidelines 4
2. Dealing with Medical Emergencies involving Drugs 4
3. Establishing the Nature of Incidents 5
4. Responding to Incidents 5
5. Parents and Carers and Drug Incidents 7
6. Staff Conduct and Drugs 8
7. Recording an Incident 8

School acknowledgement

The governing body believes that the possession, use or supply of illegal and other unauthorised drugs is unacceptable. They recognise their responsibility to have in place procedures for managing drug incidents, which are clearly understood by all.

The purpose of the school policy for dealing with drug incidents is to:

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of students and others who use the school
- clarify the school's approach to drugs for all staff, students, governors, parents or carers, external agencies and the wider community
- enable staff to manage drugs on school 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 school
- provide a basis for evaluating the effectiveness of the management of incidents involving illegal and other unauthorised drugs
- reinforce the role of the school in contributing to local and national strategies

Dealing with drug related incidents policy

1. Guidelines

1.1 A drug incident is likely to involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs.

1.2 They may fit into the following categories but this is not an exhaustive list:
- drugs or associated paraphernalia are found on school premises
- a student demonstrates an inappropriate level of knowledge of drugs for their age
- a student is found in possession of drugs or associated paraphernalia
- a student is found to be supplying drugs on school premises
- a student, parent/carer or staff member is thought to be under the influence of drugs
- a staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- a student discloses that they or a family member/friend are misusing drugs

2. Dealing with Medical Emergencies involving Drugs

2.1 In all incidents involving drugs, staff should give priority to safety, dealing with any medical emergencies with first aid and summoning appropriate help before addressing other issues.

2.2 Where staff have any concerns they should seek medical assistance immediately.

2.3 **Always**:

- assess the situation
- if a medical emergency, send for medical help and ambulance

2.4 Before assistance arrives, if the student is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and any 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

2.5 Before assistance arrives, if the student 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 anything by mouth
- do not attempt to make them sit or stand
- do not leave them unattended or in the charge of another student
- notify parents/carers

2.5 For needle stick (sharps) injuries:

- encourage wounds to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needles have caused the injury seek advice from a doctor

2.6 When medical help arrives

- pass on any information available, including vomit and any drug samples. Staff should complete an accident form as soon as they have dealt with the emergency.

3. Establishing the Nature of Incidents

3.1 The school will conduct a careful investigation to judge the nature and seriousness of each incident. The emphasis will be on listening to what students and staff have to say and asking open-ended, rather than closed or leading questions.

3.2 Staff will ensure that students involved in the incident are separated whilst the initial investigation is taking place.

3.3 If substance misuse is suspected, a member of the senior team will interview the student while a senior colleague will take detailed notes.

2.4 The welfare of the student interviewed must be of paramount consideration throughout the interview.

4. Responding to Incidents

4.1 The school will consider each incident individually and recognises that a variety of responses will be necessary to deal with incidents.

4.2 Any response will balance the needs of the student with those of the wider

school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. However, the headteacher will suspend for a fixed period or permanently expel any student found in possession of an illegal drug.

4.3 The headteacher will inform the police if a student is found supplying drugs on school premises or on a school organised activity and would be permanently expelled in this instance.

4.4 Personal searches – When conducting a search the school should seek the consent of the student and always ensure that a second adult witness is present.

4.5 Searches should be conducted in such a way as to minimise potential embarrassment or distress. Every effort should be made to persuade the person to hand over voluntarily any drugs.

4.6 Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the police must be called. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest.

4.7 Schools are not permitted to detain a person without their consent unless a citizen's arrest is made.

4.8 Searches of school property – staff may search school property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent should always be sought.

4.9 Individuals should be made aware that if consent is refused the school may proceed with a search. However, where consent is refused, the school will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

4.10 Any sanctions used should always be justifiable in terms of the seriousness of the incident; the identified needs of the student and the wider school community; consistency with published school rules, codes and expectations; consistency with disciplinary action for breaches of other school rules such as theft, violence and bullying.

4.11 If a student admits to using or supplying drugs off school premises, the Headteacher will inform the student's parents or carers. The school will actively cooperate with other agencies such as the police, and drug and alcohol support agencies etc in dealing with incidents.

4.12 The headteacher will inform the Local Authority as soon as possible of cases of drug misuse.

4.13 The headteacher is responsible for liaison with the media. The headteacher will

take appropriate advice and guidance from the Local Authority Press Office.

4.14 The headteacher should ensure that the reporting of incidents remains in the best interests of the young people, their families and the school.

4.15 Students will be made aware that some information cannot be held confidential, and made to understand that if certain disclosures are made certain actions will follow. At the same time students will be offered sensitive and appropriate support.

4.16 The headteacher should keep the governing body informed at all times of matters relating to a drug incident.

4.17 The headteacher or their representative should keep relevant staff informed. Careful attention should be given to respecting the confidentiality of those involved.

5. Parents and Carers and Drug Incidents

5.1 In any incident involving illegal and other unauthorised drugs, the school will normally involve the student's parents and carers and explain how the school intends to respond to the incident and to the student's needs.

5.2 Where the school suspects that to do this might put the student's safety at risk then the school will exercise caution when considering involving parents or carers.

5.3 In any situation where a student may need protection from the possibility of abuse, the school's designated teacher for safeguarding will be contacted and local child protection procedures followed.

5.4 Parents/carers should be encouraged to approach the school if they are concerned about any issue related to drugs and their child. The school will refer parents or carers to other sources of help, for example, specialist drug agencies or family support groups.

5.5 When dealing with parents or carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere.

5.6 On occasions, a teacher may have concerns about discharging a student into the care of a parent or carer. In such instances the school should discuss with the parent or carer if alternative arrangements could be made, for example asking another parent or carer to accompany the child home.

5.7 Where the behaviour of a parent or carer under the influence of drugs repeatedly places a young person at risk or the parent or carer becomes abusive or violent, staff should consider whether to invoke safeguarding procedures and/or the involvement of the police.

6. Staff Conduct and Drugs

6.1 Teachers have a duty of care to students to the school, including when on school trips.

6.2 A member of staff may be deemed unfit to work if he or she poses a risk or potential risk to the health and safety of students or colleagues.

6.3 Where a member of staff has been identified with a drug problem the school will seek and follow occupational health advice and support, as required.

7. Recording an Incident

7.1 The school will keep a full record of every incident. Storage of sensitive information about students or staff will be kept in a secure place and will be in line with the requirements of data protection legislation.

7.2 Staff should note that records, including notes of any discussions with students, may be used in any subsequent court proceedings. Notes should include the time, date, place and people present, as well as what was said.