

Lakeside School Policy for Drug related incidents

This document should be considered alongside the PSHE policy and Curriculum including drug education, and the Health and Safety policy.

The following documents inform this policy:

- Circular 4/95
Home Office document March 2002 - the classification of cannabis under the Misuse of drugs Act 1971
- DFES model outline Drug Education Policy
- Herts. LA Drug Education Outline Programme
- Herts. model Drug Education Policy
- Herts. Corporate Personnel Document Alcohol and work
- Drugs Young People and Education - Herts LA
- Managing and Making Policy for Drug Related Incidents in schools - SCODA
- Lakeside PSHE curriculum documents.

Context

The pupils at Lakeside are unlikely to ever take drugs as a choice, are rarely in social situations where they would be approached to buy drugs, and do not have the peer and social pressures that mainstream pupils may experience to take drugs. This means that the way the school would approach incidents involving pupils could be very different from the approach taken by a mainstream school.

However although incidents are unlikely to occur the school must be prepared to deal with any issues that do arise.

Personnel

The member of staff responsible for dealing with drug related incidents is the head teacher:
- **DRI Co-ordinator**

In her absence issues needing immediate attention will be dealt with by the deputy head.

In this role the drug related incident (DRI) co-ordinator will manage any instances of drugs, or related materials being found on school premises, and with any member of staff or pupils discovered to be under the influence of drugs or alcohol

The governors responsible for managing drug related incidents are the Health Safety and Premises team.

The PSHE co-ordinator is responsible for drug education as part of the curriculum. They will liaise with the DRI co-ordinator to ensure that the co-ordinator is kept up to date on drug education, current practice and government guidance.

Substances concerned.

The DRI co-ordinator should be alerted if any of the following are found on the school premises, or in the possession of a pupil.

- Volatile substances - aerosols, solvents, etc.
- Prescription medicines
- Over the counter medicines
- Alcohol
- Tobacco - other than smoked cigarette butts which can be treated as rubbish and disposed of.
- Illegal drugs - category A-C
- Syringes and other drug related equipment.

There is cause for concern if alcohol is found in the possession of staff or visitors to the school and illegal drugs found must be reported.

The DRI co-ordinator should be alerted if any pupil or member of staff is showing symptoms of being under the influence of alcohol or drugs. Possession of alcohol or illegal drugs or medication that is not placed securely in lockers or locked cupboards on the premises is a disciplinary offence. Please see Staff Code of conduct.

Dealing with substances found

- Tobacco - this can be destroyed by pouring water over the tobacco or cigarettes and disposed of in the main school refuse bins.
- Legal drugs - these should be destroyed by crushing and having a liquid - possibly a disinfectant poured over them. The resulting paste should be tied securely into a bag and disposed of in the school refuse bins.
- Alcohol should be poured away.
- Illegal drugs should be kept in case they are needed as evidence. They should be labelled, recorded by the DRI co-ordinator and one other person and labelled and locked in the school medicine cupboard or the safe.
- Phone the police to report and ask for advice. If they are to be destroyed the same procedure as for legal drugs should be followed. If illegal substances are to be taken to the police station ensure that the police are informed that someone will be carrying these substances to prevent allegations of drug possession against that person en route.

Do not flush drugs down the toilet or drains as this can contaminate the environment.

Procedure if drugs or drug related equipment are found on the premises

To protect pupils it may be necessary to pick up syringes or needles. PPE should be worn: thick rubber gloves, a set of forceps and a sharps box are available for use. Do not handle the needle point. If you find a needle or syringe during communal play time, Have 1 member of staff guard the offending object while another fetches PPE necessary to remove the item.

The DRI should be informed and where possible deal with the incident. Any objects found should be taken to the DRI co-ordinator if she does not deal with the incident herself.

The DRI co-ordinator will decide whether or not to call the police.

If the equipment appears to have been thrown into the school grounds from outside there may be no need.

If the equipment might have been brought into school deliberately there would be a need to contact police.

All equipment used to inject or smoke drugs could be contaminated and must be treated as being dangerous. Staff must make every effort to ensure their own safety whilst handling such items and may refuse to touch them if they so choose - but must still make every effort to make the area safe until someone else removes the items.

Procedure if a pupil is found in possession of drugs or drug related equipment.

If a pupil is found in possession of drugs, (illegal or legal), alcohol or tobacco the immediate concern is that they have ingested the items, they need to be taken to the school nurse. The next concern would be that they have been given these items by someone else, probably without knowledge of what they have in their possession and the associated dangers. This would raise child protection issues and the child protection procedures would be followed.

Please see our school staff handbook for procedures related to keeping pupil medication safe while in school. None of our pupils should be entrusted with their own medication because of the risk to other pupils.

Procedures if a member of staff is intoxicated in school

If a member of staff arrives at work having been drinking or taking drugs this will be treated very seriously.

The member of staff will need to be confronted with the suspicions. Evidence and other problems or issues will be raised.

The interview will be conducted with the intention of helping the member of staff to deal with the problem. Services which can offer help will be outlined and the fact that the school will be supportive of genuine attempts to solve the problem will be explained - e.g. paid time off for treatment or counselling. A written record of the interview will be kept and the staff member will be entitled to a copy.

If the member of staff admits the problem and is willing to try to find a remedy they should be sent or taken home - depending on their ability to drive etc - and referred in the first instance to their GP. It must be explained that they cannot come to school and work with pupils if they are intoxicated. Advice will be sought from the LEA on payments for the staff member.

If the person refuses to admit the problem they will still be given the advice and asked to return home - with pay for this day - and recommended to visit their GP. If they return to work on a subsequent occasion intoxicated the same procedure will be followed and the head will contact Human Resources to seek advice. This is likely to lead to disciplinary or capability procedures being instigated.

Drug related incidents concerning visitors to the school

If a visitor to the school is discovered to be intoxicated with drink or drugs the DRI co-ordinator will be informed and she will ask them to leave the premises at once.

As there is always the risk of violence in these cases the DRI co-ordinator should always take sensible precautions when approaching the visitor. She should have support from willing members of staff and may need to call the police. If there is any danger of violence staff should be detailed to remove pupils in the area to a place of safety. If the visitor is in the school grounds classroom doors leading out onto the playground should be locked and the key placed in the key press at the side of the door. Please see lockdown procedure in critical incident policy.

Smoking

The school operates a strict no smoking policy. Members of staff who wish to do so are asked to smoke outside the school property, and out of sight of the pupils.

At social events organised by staff or the PTA guests are not allowed to smoke inside or on the school grounds.

Smoking has never been an issue with the pupils at this school. However in the unlikely event that a pupil would be caught smoking on school premises they will be stopped and their parents informed. A meeting would be held with the pupil and parents to discuss the issues and the PSHE co-ordinator would schedule extra sessions regarding the health related dangers of smoking for this pupil. If the smoking continued disciplinary action would be taken which could lead to fixed term exclusions, or even full exclusion from school.