



**Bishop
Hogarth**

Catholic Education Trust

Formerly Carmel Education Trust

BISHOP HOGARTH CATHOLIC EDUCATION TRUST

DRUGS EDUCATION POLICY

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DRUGS EDUCATION POLICY

Introduction

Schools have a statutory duty to promote children's wellbeing and can achieve that both inside the classroom, through a well-structured curriculum, and by establishing a positive ethos with clear expectations and rules.

The Education (Independent School Standards) (England) Regulations 2010 require proprietors to make arrangements to:

'safeguard and promote the welfare of students at the school'

This policy has been developed following non-statutory advice issued by the Department for Education and the Association of Chief Police Officers, September 2012

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf . The policy has links with other Trust policies including: Health and Safety, Safeguarding, Discipline & Behaviour and Supporting Students with a Medical Condition.

This policy sets out the Trust's approach to drugs education and how our Academies will respond to drug related incidents.

To whom does the Policy Apply?

This policy applies to the following when they are on the Trust premises: pupils, staff, parents/carers and visitors. Breaches of this policy by any of those mentioned will be dealt with by the Head of School. This policy also applies to pupils and staff when off-site when the teachers act in loco parentis, this includes all educational visits, including those abroad.

Although the Trust is not responsible for pupils travelling to and from school we will work with parents and/or other agencies if any problems be identified. Our Academies are responsible for pupils during break and lunchtimes (except when it has been agreed by parents/carers that children will travel home for lunch) and this policy applies during these times. It also affects the use of Trust premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

Definition of a Drug

For the purpose of this policy the following definition of a drug will apply:

*"the **inappropriate** use of a substance people take to change the way they feel, think or behave."*

This broad definition allows for the inclusion of all medication, legal/illegal drugs (including alcohol, tobacco and legal highs) and volatile substances (e.g. aerosols, solvents, glue or petrol) and all over the counter and prescription medicines and novel psychoactive substances (legal highs).

Alcohol is not permitted at any time in our Academies or during school visits except on special occasions and at the discretion of the Head of School and when staff are acting in loco-parentis. Communion wine, which is securely stored, is the exception.

Overall Aims of the Policy

- To provide a framework for effective drugs education
- To provide systems for dealing with drug-related incidents
- To ensure that Academy drug education programmes reflect the vision and values of the Trust.
- To ensure that pupils affected by their own or other's drug misuse have early access to support through the school and other local services.

Roles and responsibilities:

Directors and Governors

The Directors have agreed this policy and the Student Discipline Committee will review decisions to exclude pupils for the misuse of drugs. Local Governing Bodies are responsible for overseeing the drug education programme and its regular evaluation.

Head of School

The Head of School takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaison with the Local Governing Body, parents/carers, and appropriate outside agencies in the event of a drug-related incident. Pupils who are suspected of being at risk from drugs, and in particular truanting pupils will be supported and monitored with assistance from relevant agencies such as Education Welfare Officers, Child Protection Officers and the police.

Senior Member of Staff with Responsibility for Drugs

The Senior Member of Staff with Responsibility for Drugs, together with the Head of School has a general responsibility for supporting other members of staff in the implementation of this policy and in liaising with the local police and support services. The Senior Member of Staff with Responsibility for Drugs will provide the lead in disseminating information relating to drugs education. S/he is responsible for identifying and providing good quality resources and in-service training and has overall responsibility for overseeing the planning and co-ordination of drug education and the management of drug related incidents within the school.

The Head of School, or in his/her absence a senior member of staff, is the first point of contact for advice/support in dealing with a drug-related incident.

Parents and Carers

Parents and carers are encouraged to support the Academy's Drugs Education Programme. They are responsible for ensuring that guidelines relating to medication in School are followed (see Supporting Children with a Medical Condition Policy). The Academy plays its part in ensuring that parents/carers have up-to-date information regarding drugs by making resources and information available.

Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Head of School will consider if there are any special circumstances, which may temper this right. The Child Protection Service may be contacted in the first instance and advice sought (see the Safeguarding Children policy/procedures).

All Staff

Drug management is a whole school issue. All relevant staff, both teaching and non-teaching, will be made aware of this policy and how it relates to them should they be called upon to deal with a drug-related incident. The caretaker will regularly check Academy premises – any substances or drug paraphernalia found will be recorded and reported to the Senior Member of Staff with Responsibility for Drugs or the Head of School and dealt with in accordance with this policy.

Confidentiality

In managing drugs schools need to have regard to issues of confidentiality. Staff cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for staff to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information.

SECTION ONE – DRUGS EDUCATION

Aims of Drugs Education

Alcohol and drug education is a statutory part of the science curriculum for schools in England, and this will be built upon through the Personal Social and Health Education (PSHE) curriculum. Good alcohol and drug education develops pupils' knowledge, skills, attitudes and values to enable them to live safely in our society. It is most effective when combined with programmes that address other risky behaviours that are common in adolescence.

“The aim of drugs education is to provide opportunities for pupils 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”.

Our Drugs Education Programmes will:

- Enable each pupil to develop confidence and self-esteem
- Raise pupils' awareness of the world of drugs so that they can make informed and responsible decisions/choices about their own drug use in order to reach their full potential
- Encourage a healthy respect for all substances taken into the body
- Enable pupils to explore their own and other's feelings, views, attitudes, and values towards drugs and drug-related issues.

A base line evaluation of pupils' knowledge and understanding around drugs will be undertaken to ensure the programme reflects and meets the needs of the pupils. Where possible liaison will take place between our secondary schools and their feeder schools to ensure continuity across the curriculum and phases and consistency in the management of drug-related incidents.

The Academies Act 2010

The Academies Act 2010 places a statutory responsibility upon the Trust to provide a balanced and broadly based curriculum which satisfies the requirements of Section 78 of the Education Act 2002 i.e. that it:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school.
- Prepares pupils for the opportunities, responsibilities and experiences of adult life.

Additionally, the Education (Independent School Standards) (England) Regulations 2010 require proprietors to provide personal, social, health and economic education which reflects the school's aim and ethos.

The National Curriculum

The National Curriculum in England: Science Programmes of Study (December 2014) requires that pupils should at:

Upper Key Stage 2 – Years 5 and 6:

- Recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function.
- Learn how to keep their bodies healthy and how their bodies might be damaged – including how some drugs and other substances can be harmful to the human body

- Work scientifically by exploring the work of scientists and scientific research about the relationship between diet, exercise, drugs, lifestyle and health.

Key Stage 3 (Biology) be taught:

- The impact of exercise, asthma and smoking on the human gas exchange system
- The effects of recreational drugs (including substance misuse) on behaviour, health and life processes

Key Stage 4 be taught:

- The relationship between health and disease.
- The impact of lifestyle factors on the incidence of non-communicable diseases.

There are further opportunities available to teach drug education through PSHE and Citizenship.

Teaching Programme, Strategies and Resources

Drugs education will be delivered through the PSHE programme by class teachers to whole class or small groups using a broad variety of teaching and learning strategies. It may also be the theme of a collapsed day. The Senior Member of Staff with Responsibility for Drugs will regularly review the drugs education provision through discussion with the teachers involved with its' delivery and will engage with the School Council. The Drugs Education Programme will be designed and delivered around the following standards:

Clear and relevant learning objectives and learning outcomes are set and assessed.

- Earlier learning is built on and links made between different statutory subjects, ensuring continuity.
- Learning objectives are shaped by needs assessment.
- Learning objectives encompass pupils' understanding, attitudes, communication, skills and confidence as well as their knowledge.
- Pupils' learning is assessed against the objectives and outcomes.

Learning is interactive.

- Active learning strategies are used such as group discussions, problem solving, pupil led research.
- Pupils develop and practise personal and social skills.
- Pupils have the opportunity to think about their feelings, beliefs and values.
- Pupils have the opportunity to reflect on their learning.
- Each session is delivered to a class/small group of pupils, and annual events or assemblies are used only to enhance the regular timetable.

Positive social norms are reinforced.

- Misconceptions about how widespread and acceptable risky behaviours are among peers or older young people are identified and corrected.
- Pupils have the opportunity to compare their feelings, beliefs and values with those of their peers.

Resources are appropriate for their audience, providing accurate and relevant information.

- Information given is factually accurate.
- The main emphasis is on truth and not fear arousal.
- The situations, language and images are appropriate for pupils' maturity, understanding and knowledge.
- The situations, language and images are up-to-date and relevant to pupils, including consideration of cultural and religious diversity.
- Special educational needs are taken into account.

Clear strategies are in place to ensure a safe classroom environment.

- Ground rules are set out covering issues such as teachers' and pupils' right to privacy and respect, and the boundaries of discussion.
- Pupils are made aware of the school's confidentiality policy, and ways they can seek support.
- Distancing techniques are employed when engaging pupils on sensitive issues.
- Staff are confident in discussing sensitive issues and dealing with difficult questions appropriately.
- Clear policies are available to safely introduce relevant external specialists or experienced contributors to the classroom.

Approaches are evaluated for effectiveness.

- Data from initial needs assessment and assessment of learning are analysed to help understand which approaches are effective.
- Delivery is monitored to assure teaching quality.
- Delivery is ideally based on a programme which has been formally evaluated, either for impact on behaviour or for intermediate outcomes such as skills or resilience

Drugs Education will be assessed in a number of ways including:-

- Pupil self-assessment and the opportunity for reflection
- Discussion and peer group reflection
- Teacher assessment of pupil attainment by observation and review of student written work

Monitoring and Evaluation of the Drugs Education Programme.

The Senior Member of Staff with Responsibility for Drugs is responsible for the overall monitoring of drug education. This will include:

- reviewing samples of pupils' work
- feedback/lesson observation
- teachers making comments on the scheme of work and lesson plans
- feedback from teachers involved in the delivery of the programme
- feedback from pupils (e.g. through questionnaires/School Council meetings)
- including PSHE as a regular agenda item at team planning meetings

The views of pupils and teachers are essential for evaluation of the Drugs Education Programme. Feedback will be gained through discussions and written responses when necessary. Changes, if needed, will be made to the planning and teaching of the programme in light of the evaluation and evidence of best practice.

Resources

All resources for drug education are regularly reviewed and updated in line with the education aims of this policy and reflecting the standards and resources developed by the Alcohol and Drug Education and Prevention Information Service. See The Quality Standards for Effective Alcohol and Drug Education, March 2014 at mentor-adepis.org

Special Educational Needs

Children registered as having Special Educational Needs / Education Health Care Plans have the same right to good drug education as any other pupil and will be taught alongside all other pupils. However, teachers must be aware of and respond to their needs in drugs education lessons just as in any others, taking account of targets set in the pupils' Education Health Care Plans.

Children Vulnerable to Substance Misuse

Those children who may be viewed as vulnerable to substance misuse will be provided with targeted drug education through the school's pastoral support.

Pupils whose parents/carers or family members misuse drugs

Our schools will be alert to behaviour which might indicate that a child is experiencing difficult home circumstances. We will be pro-active in the early identification of children's and young people's needs and in safeguarding the children in our care. Where problems are observed or suspected, or if a child chooses to disclose that there are difficulties at home and it is not deemed a safeguarding issue, the school will follow its' protocols for assessing the pupil's welfare and support needs and involve other sources of support where necessary including Children's Services, services commissioned by the Local Drug and Alcohol Action Teams (DAAT) programmes and, where appropriate, the family.

Use of Visitors and Outside Agencies

Visiting facilitators can enhance the delivery of drugs education and some pupils do respond better if they perceive the deliverer to be an 'expert' rather than their 'normal' teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or pupil response which cannot be achieved by the teachers. Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drug Education. Their contribution should complement the teaching already taking place in the school. A list of useful organisations is attached at **Appendix A**.

SECTION 2 - DEALING WITH DRUG-RELATED INCIDENTS

This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. Attached at **Appendix B** is a flowchart which summarises the referral pathway for all drug related incidents. The Trust does not condone the use of drugs but will endeavor to support any pupil with a drug problem in line with its pastoral responsibilities.

Although there is no legal requirement to do so, parents/carers will normally be informed of any drug-related incident that affects their child. An exception to this is when the child is deemed 'at risk' and the Child Protection Service has been contacted. In this case, it is up to the Child Protection Service to decide the course of action.

Staff should be aware that if they a) fail to take action in a drug-related incident or b) allow drug use to continue on Trust premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.

Following any incident the designated member of staff should complete the Responding to Drug Related Incidents form attached at **Appendix C**. This should be stored with the pupil records.

Unauthorised Substances

No substances are to be brought onto school premises unless authorised by the Senior Member of Staff with Responsibility for Drugs or through the agreed protocol for the use of medicines on school premises. This includes alcohol, tobacco, volatile substances and medicines (this list is not exhaustive, other substances may be included at the discretion of the Head of School). This applies to anybody using the building regardless of age or whether they are staff or pupils of the school. All Trust property including buildings, grounds and vehicles are 'Smoke Free'.

Pupils found in contravention of this section of the policy, on school premises, will be dealt with in the following way:

- Parents will be contacted by the Senior Member of Staff with Responsibility for Drugs. Parents' support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of rules.
- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the age of the pupil, the circumstances of the incident, whether it is a pupil's first offence and whether it affected other pupils.
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in College will be confiscated. They will be placed in a labeled envelope and kept securely until parents are able to collect them.

Searching and Confiscation

Advice on searching and confiscations can be found in [Screening, Searching and Confiscation: Advice for head teachers, staff and governing bodies](#)

Following a search, whether or not anything is found, the school will make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

Our schools are not required to inform parents before a search takes place or to seek their consent to search their child. Complaints about searching will be dealt with through the complaints procedure.

General power to confiscate

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 pupil'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 novel psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

What to do in the Event of Finding a Drug/unauthorized Substance or Suspected Illegal Substance

STAFF:

1. Inform the Head of School, Senior Member of Staff with Responsibility for Drugs or if not available, another Senior Leader.
2. In the presence of a witness take possession of the drug/substance, pack it securely and label with the date, time and place of discovery.
3. The package should be signed by the member of staff who discovered it and stored in a secure place (insert location)
4. notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
5. record full details of the incident, including the police incident reference number;
6. inform parents/carers, unless this is not in the best interests of the pupil;
7. identify any safeguarding concerns and develop a support and disciplinary response (see below).

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

EXTREME CARE SHOULD BE TAKEN

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container. If possible, cordon off the area to make it safe.
3. Inform the Head of School or a Senior Leader.
4. Contact the Local Authority Environmental Health Service.

If it is considered impractical to leave the needle where it is found, a trained member of staff, using the appropriate personal protective equipment, may remove the needle from the area.

PUPILS:

Immediately inform the Head of School, Senior Member of Staff with Responsibility for Drugs or if not, another senior member of staff.

What to do in the Event of Finding or Suspecting a Pupil is in Possession of a Drug

STAFF:

1. Request that the pupil hand over the article(s). Staff can ask pupils to turn out pockets or bags, but cannot demand that this happens. Refer to [Screening, Searching and Confiscation: Advice for head teachers, staff and governing bodies](#) for the circumstances and protocols when searches can take place without consent.
2. Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
3. Pupils should be placed in isolation until the matter has been investigated.
4. Parents should be contacted as quickly as possible.

If a pupil refuses to hand over articles a search may be required – it should be noted that:

- Teachers can search school property, i.e. cupboards and trays without permission.
- Teachers do have the right to search pupils or personal possessions, however this should only be done following consultation with and direction from the Head of School.

Parents and carers have a right to be notified when the school suspects their son/daughter is involved in any way with drugs, however the circumstances of each incident should be considered if a pupil refuses to hand over any articles e.g. the Head of School or Senior Leader may wish to contact the Police to initiate a search prior to the pupil being collected by parents.

PUPILS:

Pupils should immediately inform the Head of School, Senior Member of Staff with Responsibility for Drugs or another senior member of staff.

Procedures for Dealing with a Child Suspected to be Under the Influence of a Drug or Substance.

STAFF:

If a pupil is suspected of being under the influence of drugs or alcohol on school premises, the school must prioritise the safety of the young person and those around them. If necessary it should be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Refer to the First Aid policy - stay calm and place child in a quiet area. Do not leave them unsupervised; seek medical advice from a First Aider. If the child is drowsy or unconscious place them in the recovery position, loosen tight clothing and attempt to establish what the child has taken. Any suspected substances should travel with child if removed for treatment. Vomit should be safely collected where possible and also taken with the child (for analysis).

PUPILS:

Immediately inform the Head of School, Senior Member of Staff with Responsibility for Drugs or another Senior Leader.

Procedures for dealing with parents/carers under the influence of drugs on the College premises.

Staff should attempt to maintain a calm atmosphere. If staff have concerns regarding discharging a pupil in to the care of a parent/carer attempts should be made to discuss alternative arrangements with the

parent/carer, for example requesting another family member escort the child home. The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behaviour.

Where the behaviour of the parent/carer immediately places the child at risk of significant harm or repeated behaviour places the child at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police

When to contact the Police

There is no legal obligation for the school to contact the police when a drug incident or offence has been discovered. Contacting the police is at the Head of School's discretion. However, our schools have well established and close liaisons with the local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug-related incident the school will cooperate with the police should they wish to search premises. A member of staff will accompany any search and any damage will be noted.

In the event of a serious incident the police may request to interview pupil(s). Parent(s)/carer(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make arrangements. Parents/carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

Discipline

In normal circumstances parents will be contacted. If the Head of School assesses that the situation is a Child Protection issue then Child Protection Service will be contacted in the first instance.

The Trust does not condone drug misuse. However, in deciding an appropriate sanction the Head of School must consider the interests of the child balanced against the best interests of the whole school community. Whilst exclusion is a possible sanction (fixed or permanent) it would only be used as a last resort. A range of responses may also be considered that may include:

- A target pastoral support programme
- Referral to an appropriate agency
- Home-school contract
- Behaviour support plans
- A managed move
- Fixed term exclusion
- Permanent exclusion

Consideration should be given to:

- the age of the pupil
- whether one pupil or a group of pupils is involved.
- whether there is evidence of particular peer pressure
- whether it is the pupil's first offence
- whether the substance was intended for personal use or if there was a supply or intent to supply to other pupils

Drug use can be a symptom of other problems and our schools will involve or refer pupils to other services when needed.

Appendix A: Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

<http://www.addaction.org.uk/>

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: <http://www.adfam.org.uk/>

[Alcohol and Drug Education and Prevention Information Service](#) (ADEPIS)

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems.

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk

Website: <http://www.ash.org.uk/>

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimize alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

<http://patient.info/support/drinkline>

DrugWise <http://www.drugwise.org.uk/>

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 77 66 00

Email: frank@talktofrank.com Website: www.talktofrank.com

Posters from the FRANK campaign can be downloaded from

<https://www.gov.uk/government/publications/frank-posters>

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email admin@mentoruk.org

Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)

A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169

Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

www.starsnationalinitiative.org.uk

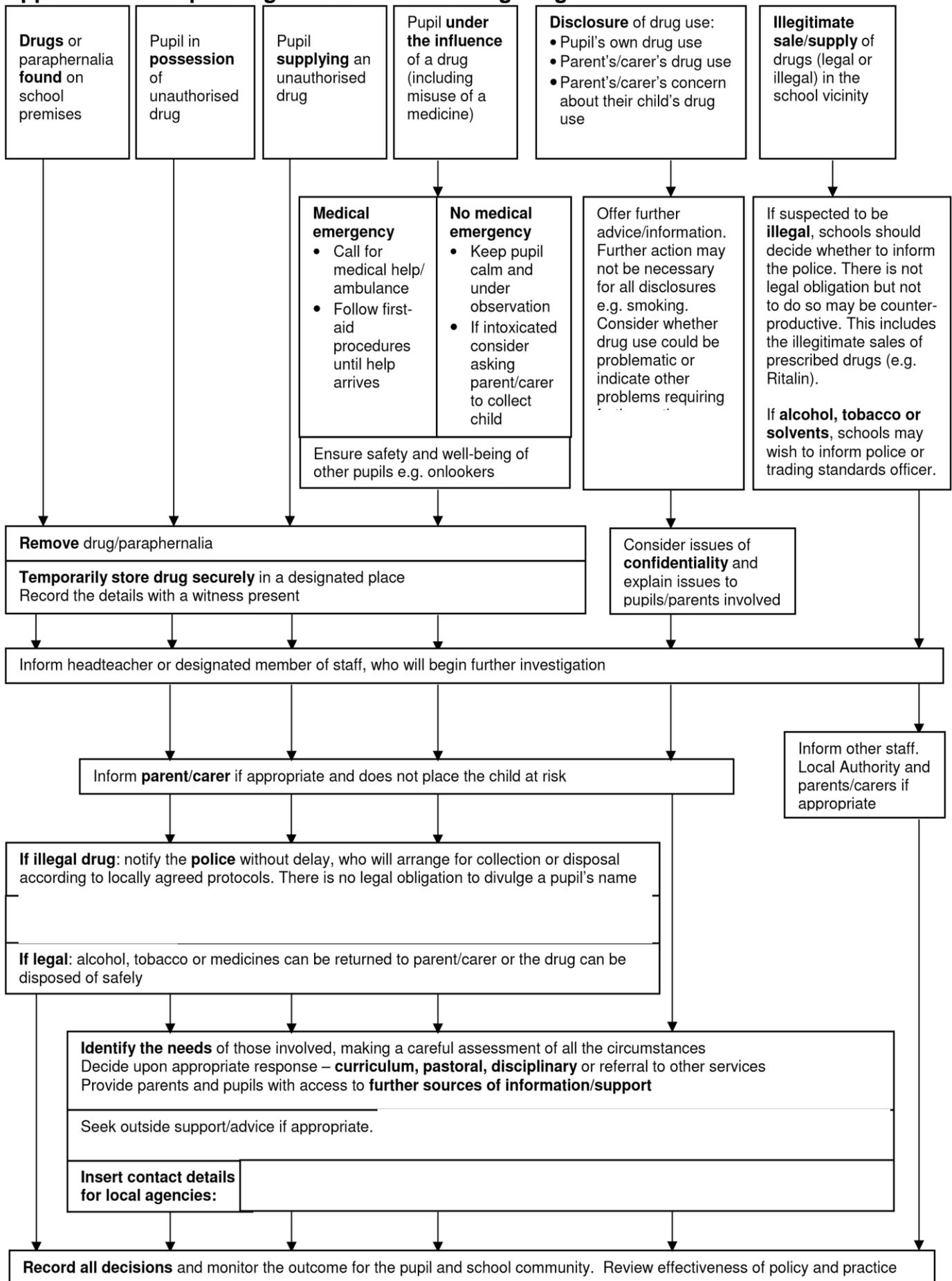
Drug and Alcohol Action Team's role is to implement the Government's 2010 Drugs

Strategy 'Reducing Demand, Restricting Supply, Building Recover; Supporting people to live a drug free life.'

Stockton <https://www.stockton.gov.uk/adult-services/support-for-people-with-alcohol-and-drug-problems/>

Darlington <http://www.darlington.gov.uk/health-and-social-care/public-health/drug-and-alcohol-services/>

Appendix B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

Tick to indicate the category:

- | | | | |
|------------------------------------------------------|--------------------------|---------------------------------|--------------------------|
| Drug or paraphernalia found ON school premises | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| Emergency/Intoxication Disclosure of parent/carer | <input type="checkbox"/> | drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Parent/care expresses concern | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | premises Incident occurring OFF | <input type="checkbox"/> |

Name of pupil:	Name of school:
Pupil's form:	Time of incident: _____ am/pm
Age of pupil: _____ MALE / FEMALE	Date of incident:
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

First Aid given by:

Ambulance called? YES NO
(Delete as necessary)

Called by: Time:

Drug involved (if known): (e.g. Alcohol, paracetamol, Ecstasy)
Senior staff involved:

Drug found/removed? YES / NO

Where found/seized:

.....

Name and signature of witness:

.....
.....

Disposal arranged with (police/parents/other):

.....

At time:

If police, incident
reference
number:.....

Name of parent/carer informed:
Informed by: _____ At time: _____

Brief description of incident (including any physical symptoms):

--

Other action taken: (e.g. sanction imposed, Police consulted):

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