

# TIBSHELF COMMUNITY SCHOOL DRUGS

Ratified: March 23  
(Tibshelf Policy)



## 1. Policy Statement

We will not tolerate the misuse of drugs within the school and its grounds and by students either representing the school out of school hours or on any school organised trips or visits.

This applies also to any adult or persons who may come onto the school site and may be intoxicated and/or in possession of illegal drugs. Our school is a no-smoking area, and we request that all adults refrain from smoking on or around the premises. This has been extended to include use of the premises by groups out of normal school hours.

We recognised that some of our students and parents need a variety of medicines and appropriate arrangements are made to enable the correct distribution of these.

The Drug Policy is part of our overall approach to health and well-being. Through our PD curriculum and through our school ethos, we aim to ensure that students recognise the importance of what they eat and drink and the effect that this can have. Self-respect and a healthy lifestyle are all part of an approach which will enable our students to make the right choices for themselves and their families now and in the future.

It is important to note that the school see inappropriate drug use by students as something to be challenged and changes in behaviour sought through support and counselling wherever possible. It is however, that any student found to have been distributing illegal drugs, whether or not in return for payment, will be excluded from school and the police contacted.

### Definition of “Drugs” for the benefit of this policy

The term “drugs” refers to:

- All illegal drugs.
- All illegal drugs, including alcohol, tobacco, e-cigarettes, and volatile substances.
- All over the counter and prescription medicines.

## 2. Aims of the Policy

Tibshelf Community School believes that as part of the care and welfare of its students it has a duty to:

- Increase students’ knowledge and understanding and to clarify their misconceptions about drugs.
- Develop students’ personal and social skills to enable them to make informed decisions and keep themselves safe and healthy.
- Enable students to explore their own and other people’s attitude towards drugs, drug use and drug users.
- Ensure the safety of staff and students when on school site or when on any school trip or visit, residential or otherwise.

## 3. Context

Drug education is provided through Personal Development Days and Citizenship, visits from outside agencies, the school nurse, Science, Drama, and other related curriculum areas as part of a student’s preparation for adult life.

- It should aim to involve parents and encourage them to take an interest.
- It should be delivered in the context of the school as part of the community.
- It should take account of age, sex, ethnic/cultural/social background of the students at whom it is targeted.
- It should provide factual and accurate information backed up with consistent advice.
- It should aim to teach the students the necessary personal and social skills described in the Aims Section above.

#### 4. Management of Drugs Related Incidents on School Premises

The school believes that as part of the care and welfare of its students it has a duty to:

- Try to maintain a health promoting drug-free environment.
- Try to minimise the effects of drugs and alcohol on students' learning.
- Act on suspected drug or alcohol use.
- Provide a co-ordinated and consistent response to any drug or alcohol related incidents.
- Use suitable sanctions where appropriate.
- Provide support to student with problems.

#### 5. Drug Related Incidents May Involve

- Possession of known/unknown substance(s).
- Suspected/evidence of supplying substance(s).
- Use of drugs at school.
- Use of a drug outside of school which is affecting learning/progress.
- Discovery of drugs in a place on the school premises.
- Retrieval of drugs from such a place.
- Suspicion of drug abuse (where information may have come from other students, parents, the police, or other sources)
- Self-referral by student.

Each case should be treated in accordance with the principles above and the procedures below. A drug incident record form should be completed in all cases.

#### 6. Drugs on School Premises

Our school makes it clear that drug use on the school premises is not acceptable, except in the case of prescribed medication which is known to the relevant members of staff. In such cases, parents MUST ensure that they have signed the appropriate permission slips.

#### Incidents would include:

- Smoking/use of an e-cigarette on or around the school premises either during the school day or during evening/weekend events.
- Alcohol on the school site during the school day.
- Alcohol consumed by adults on the premises at a time other than may be authorised by the Governors and/or Headteacher in conjunction with an approved and/or appropriately licensed event.
- Adults or students on the school premises who are under the influence of alcohol or substances which impair their judgement.
- Adults or students who are in known possession of alcohol or illegal substances around the school premises.

Where school staff suspect any one of the incidents may have occurred, they should inform pastoral staff or the leadership team who will make a judgement as to whether they should:

- Approach the individual.
- Call the police.
- Make arrangements to isolate the individual to ensure the safety of all other students on the school site.
- Needles/sharps – these will be removed by the identified member of staff using thick leather gardening gloves and placed in a “sharps” box.

- Illegal drugs – These should be confiscated in the presence of another adult. The drugs should be sealed in a plastic bag with details of the date and time they were found or confiscated. The police should then be notified. The drugs should be kept in the locked medicine cabinet in medical until such time they can be collected.

*NB – The person seizing the substances should wear rubber gloves and should wash their hands thoroughly after the incident.*

## **7. Alcohol, Tobacco and Illegal Substances use or Possession by Students**

- Items will be confiscated under the school confiscation policy. The items will be disposed of or destroyed or passed onto appropriate services.
- All drug related incidents should be referred immediately to the Headteacher or Deputy Headteacher or Assistant Headteacher. The following actions may result:
  - Permanent Exclusion or suspension of the student.
  - Confiscation, where possible of the substance following the search and seizure procedure set out by the Local Authority Policy Guidance.
  - Where there are child protection concerns, a named Child Protection Officer would be informed through the Learning Manager.
  - Contact with parents.
  - The arrangements of a meeting with the student, parents, pastoral staff, and education social worker (or similar).

The meeting should provide an opportunity to:

- a) Exchange information and opinion on the nature of the student's involvement with drugs.
- b) To hear the student's view.
- c) To agree a detailed plan covering support from the school and outside agencies as well as monitoring review. Where appropriate, a PSP may be established following any drug related incident in school.

## **8. Drugs on School Visits and Trips**


- Where drugs or drug related paraphernalia are discovered on a school trip, procedures will follow those for drugs found on school premises.
- Additionally, the trip leader will discuss this with the EVC and/or nominated member of the Senior Leadership Team with responsibility for the Drugs Policy. The school reserve the right to require a parent/carer to attend and collect the student immediately or as soon after as practicably possible.
- In the event of:
  - Suspicion of a student under the influence of drugs/alcohol/solvents
  - Student in possession of drugs/alcohol/solvents/e-cigarettes
  - Student discloses that they are misusing drugs/alcohol/solvents/ e-cigarettes
  - Student discloses that parents or friends are misusing or selling drugs/alcohol/solvents
  - School becomes aware of the availability of drugs/alcohol/solvents/ e-cigarettes in the school vicinity
  - Student or parent asks for advice on illegal drug misuse

Teachers should contact a Member of the SLT who should follow the appropriate Local Authority Policy Guidance. All disclosures and other incidents should be fully documented and passed to the relevant pastoral leader as soon as possible. Staff must ensure that on no account should they promise confidentiality.

## **9. Emergency Procedures – Advice to Staff**

In the event of a student appearing to suffer from drugs/alcohol/solvent misuse, then staff should follow these procedures:

- Do not panic – YOU CAN HELP.
- If they are semi-conscious or in a coma, make sure the student is lying in the recovery position on their side. An ambulance must be called immediately.

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- If they are hyperactive, try to find a calm, dark area where they can sit with someone to reassure them.
  - Inform reception or student services who will summon a First Aider.
  - Keep any containers or pills that are at the scene to show the Doctor or Paramedic. Ask friends, if present, if they know what and how much the student may have taken.
  - Stay with the student until assistance arrives.

## **10. Confidentiality and Advice**

Students should be made aware that information cannot be confidential i.e., where the student is involved in the misuse of drugs. However, they should be offered sensitive and appropriate support.


## **11. Assessing the Success of this Policy**

On an annual basis, the Senior Leadership Team will review the provision offered within school and review incidents which have been documented through the year. Recommendations will be made where relevant to the appropriate Governor's sub-committees.

## **12. Useful Contacts:**

[www.drugscope.org.uk](http://www.drugscope.org.uk)  
[www.drugeducation.org.uk](http://www.drugeducation.org.uk)  
[www.nc.uk.net](http://www.nc.uk.net)  
[www.drugs.gov.uk](http://www.drugs.gov.uk)  
[www.wrecked.co.uk](http://www.wrecked.co.uk)  
[www.talktofrank.com](http://www.talktofrank.com)

## **13. Relevant Legislation**

- Misuse of Drugs Act 1971
  - Medicines Act – 1968
  - Children and Young Person (Protection from Tobacco) Act 1991
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Record of incident involving an unauthorised drug

***For help and advice, contact Member of SLT***

Please tick	
Drug or paraphernalia found <b>ON</b> school premises Pupil disclosure of drug use	
Emergency/Intoxication Disclosure of parent/carer drug misuse	
Pupil in possession of an unauthorised drug Parent/carer express concern	
Pupil supplying unauthorised drug on school premises Incident occurring <b>OFF</b> school premises	

Name of pupil	
Form	
Time of incident	
Date of incident	
First Aid required	Yes/No
Emergency services called	Yes/No
Drug involved (if known)	
Drug removed	Yes/No
Disposal arranged (Give details)	
Senior staff involved	





Designated Child Protection Lead informed)	
Witness / Other students involved	
Name of parent/carer informed	
Informed by	
Brief description of incident ( <i>including any physical symptoms</i> )	
<i>Other action taken (e.g., Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LEA/GP/Police consulted)</i>	

