

# Westhead Lathom St James' CE Primary School



## Drug Incident Management

**Last Reviewed Date: Summer 2020**

**Next Review Date: Summer 2022**

Version	Date	Author/Editor	Revision Notes
1	27th April 2006	Alison Albion	Original Policy documents copied into new format, with header, footer and version control.
2	29/9/09	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice
3	Summer 2011	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice amendments include referral form altered, addresses added & abbreviations list added.
4	Spring 2016	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice. DfE ACPO 2012
5	Spring 2018	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice
6	Summer 2020	Helen Clark	Policy reviewed and updated to ensure reflects current policy and practice Vision and values updated

## Introduction

This guidance has been developed to meet the requirements of the DfE (DfE and ACPO Drug Advice for Schools, 2012)

**1. The school boundaries** are defined as any area where a pupil/student is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil/student is in the charge of the school and its staff, whether this is within or outside school hours.

Pupils/students, parents, carers and all staff should be aware of the school drug incident management policy and the school's expectations.

**2. If a pupil/student is suspected of being involved in drug misuse or causing concern** about his/her drug use, or makes a disclosure about their own drug misuse, the **School Drugs Designated Senior Person, Helen Clark**, will make an assessment of the extent of the drug misuse as far as possible and refer the pupil/student to Lancashire Drug Action Team/School & Community Partnership Team and North West Health Young Person's Substance Misuse Service.

Communication between staff and early involvement of parents/carers set the scene for early, supportive pastoral intervention. An appraisal should take place to determine the nature of the pupils/students' needs and the additional support a pupil/student might need if, for example:

- their knowledge about drugs is low
- they rely upon frequent use of drugs
- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision liaising with The Zone, Skelmersdale (<http://www.lancashire.gov.uk/youthzone/things-to-do/places/young-peoples-centres/the-zone-in-west-lancashire/> who can identify need and co-ordinate the help of specialist agencies).

### **3. Procedures for managing pupils/students suspected or found in possession of unauthorised drugs. (See also appendix A)**

- 3.1 All teachers have a duty of care and the pupils/students' safety and care is of paramount importance.
- 3.2 **If a pupil/student appears intoxicated by drugs or drink** whilst at school, first aid or medical supervision must be the first consideration. If necessary the young person should be taken to the local Accident & Emergency Unit. The School Drugs Co-ordinator, Mrs. Albion will contact his/her parents or carers and request they collect him or her from school. If they are unavailable the pupil/student will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken (this may include staff taking the pupil/student home).
- 3.3 If a pupil/student brings drink or drugs to school or a member of staff has good reason to believe they have done so, or if a pupil/student is found with a substance or a drug thought to be unauthorised, these procedures should be followed:**
- 3.3.1 All unknown tablets, powders and substances should be regarded as unauthorised.
- 3.3.2 There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through Lancashire Education portal in conjunction with "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes" attached at Appendix B.
- 3.3.3 The Police Early Action Team should be the first point of contact with regard to confiscation of suspected drugs in schools.**
- 3.3.4 The police recognise that these issues will impact on the young person, their families, friends and the wider school community.
- 3.3.5 If unavailable then the local Police will arrange attendance by another suitably trained officer. In "emergency" situations, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station).
- 3.3.6 Do NOT flush substances down the toilet.**
- 3.3.7 If a pupil/student has taken a drug, or there is reasonable evidence to assume so, a trained first-aider should be called immediately, and professional medical help sought where appropriate. If not, call another member of staff for help and as a witness.

- 3.3.8 Inform the head teacher/School Drugs Co-ordinator as soon as possible after you have ensured the safety of the pupil/student and any other pupils/students involved.
- 3.3.9 **Searching Pupils**  
Pupils/students are usually co-operative and when asked will empty their pockets/bags and hand over the suspected drugs. **It is not legal for school staff to conduct a personal search of a pupil/student. Police help is required when a personal search is deemed necessary.**
- 3.3.10 If the pupil/student is uncooperative, and **you have good reason to believe the pupil/student is likely to cause harm to himself or others you may conduct a search only in the presence of a witness, ideally a senior staff member.**
- 3.3.11 If the Police YCRO is called he or she can carry out a search of the pupil/student and his/her belongings if he or she considers such a search is justified and within the law. The search should be done in the presence of an appropriate adult.
- 3.3.12 If a further search is necessary, a search of trays and other **school property** where pupils/students have access can be undertaken, but their consent should be sought before any search is undertaken. Where consent is refused the school will need to balance the likelihood that an offence has been committed against the risk that the pupil's/student's right to privacy may be infringed without just cause before deciding to proceed with the search without consent. It is wise not to search the pupil's **private property**, bags, etc. **unless you have good reason to believe there is a likelihood of harm to pupils/students** or others if this is not done. (See point 3.3.10 above) Although it is permitted. Section 91 of the Education and Inspections Act 2006
- 3.3.13 The Police YCRO can retain, secure and have the substance analysed and offer advice and guidance regarding the alternative options. Lancashire Police work closely with the LEA and Lancashire Drug and Alcohol Action Team. There are agreed protocols about dealing with 'experimental' drug use which seek to reduce harm to the pupil/student and minimise school exclusions. (For a full range of responses see DfES: Drug Guidance for Schools sections 3.13.1 – 9 or Lancashire Portal)
- 3.3.14 Confiscated drugs should be sealed in a clear tamper proof plastic bag, with the completed incident form attached, and locked away until the police arrive. (See Appendix A for sample Incident Reporting Form).
- 3.3.15 Where it is considered that the pupil/student has been at risk, or it is thought that the drug or substance is unauthorised, the pupil's/student's parent or carer should immediately be contacted and asked to attend the school, unless this is not considered to be in the best interests of the pupil in which case Lancashire Child Protection Guidelines should be followed.

- 3.3.16 If it is established that the incident is drugs related, the head teacher should contact the chair of governors to inform him/her of the situation.

Contact should also be made with the Local Education Office who will inform the LEA press office if it looks as though the media may become involved.

- 3.3.17 Teachers cannot guarantee confidentiality, and where a pupil/student discloses information that indicates he or she is at risk, the information must be passed immediately to the appropriate person (head teacher/drugs education co-ordinator/child protection co-ordinator). A teacher should sensitively indicate to a pupil/student that confidentiality cannot be maintained, preferably before any disclosure takes place.

- 3.3.18 You should record what has happened and all actions taken as soon as possible and the witness should countersign your statement.

- 3.3.19 If the head teacher/drugs co-ordinator is unavailable or the incident happens off site then the deputy officer, Mr Peetoom, will become responsible. (See section 7 below)

#### **4. What happens next?**

It is important that sanctions are appropriate, justifiable, proportional and necessary (Human Rights Act) and it may be that the pupil/student is in need of additional support and/or educational input regarding the issues surrounding drug misuse. (See section 2)

The Early Action Police Officer can, on request, if they consider this to be appropriate, use the **Drug Use Screening Tool** to assess the most appropriate intervention and will take legal action, including arrest, if considered necessary and requested by the School Drugs Co-ordinator. A decision will be made in partnership with the school and with due consideration of all available information.

In many situations a local Drug Intervention and Support Programme (DISP) will be run to educate young people of secondary age about the impact of the use of unauthorised drugs. The purpose of the DISP is prevention and to reduce the numbers of young people who become involved in the criminal justice system or excluded from the education system. Should the assessment merit a higher level of referral, the school will be informed.

**Pupils of primary school age** will require an individual approach. A consultation with the local Area Children's Officer is recommended. Our school Designated Lead Person for Safeguarding, Helen Clark, has contact numbers and any referrals should be made by her.

**Fixed term or permanent exclusion should only be considered as a last resort when the incident is extremely serious or part of a pattern of persistent behaviour.**

#### **5. Alcohol and Tobacco**

Alcohol and Tobacco (AT) misuse by pupils is a growing issue for schools. Research shows that the younger pupils/students enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use.

The police are not normally called to deal with pupils/students involved with alcohol or tobacco issue except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to pupils/students or where there is a risk of violence or Child Protection concerns. There may be grounds for informing the local trading standards office of issues related to alcohol and tobacco sales.

All of school premises are smoking free zones.

## **6. Residential and off site visits**

Residential and off site visits comply with full risk assessment practice. Pupils and parents/carers are informed of the school's expectations and repatriation policy and sign the code of conduct/consent form. Expectations of staff must also be considered and agreed.

## **7. Confidentiality and Child Protection Issues**

Our school is clear about the boundaries of their legal and professional roles and responsibilities. Teachers cannot guarantee absolute confidentiality, and where a pupil/student discloses information that indicates he or she is at risk, the information must be passed immediately to the appropriate person (head teacher/School Drugs Co-ordinator/designated child protection co-ordinator). A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.

## **8. Staff**

Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils/students, therefore the head teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

It is good practice to make every effort to support the member of staff in these circumstances and encourage them to seek appropriate professional help.

## **9. Parents/Carers and drug incidents**

### **Informing parents/carers**

In any incident involving unauthorised drugs, schools are normally advised to involve the child's parent/carer and explain how the school intends to respond to the incident and to the pupil's needs. In exceptional circumstances, where the school 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 school should exercise caution when considering involving parents/carers. In any situation where a pupil may need protection from the

possibility of abuse, the school's Child Protection Co-ordinator should be consulted and local child protection procedures followed.

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

### **Children of drug misusing parents/carers**

Our school is aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. Staff are alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

Where the help of external services might be needed, and the child's safety is not considered at risk, schools are recommended to liaise with the Children and Families' Prevention and Early Help service about possible referral to other agencies. The school policy on confidentiality should be carefully followed and the pupil informed at every step.

### **Intoxicated parents/carers on school premises**

When dealing with intoxicated parents/carers or visitors, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carer's behaviour.

Where the behaviour of an intoxicated parent/carer repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

## **10. Monitoring, Evaluation and Reviewing of this policy**

- Helen Clark is the named co-ordinator for drug policy development.
- Senior managers are involved in monitoring and evaluation.
- Pupils/students, staff, parents/carers and governors are consulted and the policy is modified where appropriate.
- There is ongoing monitoring and evaluation of the effectiveness of this policy to ensure that needs are met.
- The Drug Related Incident Management Policy is reviewed in line with current LEA and Government guidelines. It is recommended that this review takes place at least every two years.

### **Local Contacts**

Lancashire Drug & Alcohol Action Team  
The Minerva Health Centre  
Lowthorpe Road

Preston  
Lancashire PR1 6SB  
Tel: 01772 777065

School and Community Partnerships Team  
Nicola Turner  
Unit 2 Chorley West Business Park  
Ackhurst Rd.  
Chorley  
PR7 1NL 01257 226900

**For more information and support please refer to DfE and ACPO drug advice for schools, 2012- Dept. for Education and Association of Chief Police Officers**

## 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.

Website: [www.addaction.org.uk](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](mailto:admin@adfam.org.uk)

Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**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](mailto:contact@alcoholconcern.org.uk)

Website: [www.alcoholconcern.org.uk](http://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](mailto:enquiries@ash.org.uk)

Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk)

Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://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)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.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 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**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](mailto:admin@mentoruk.org)

Website: [www.mentoruk.org.uk](http://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:02078436000 Website:[www.ncb.org.uk](http://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:08008002222 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:01785817885 Informationline:01785810762

Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

## **The Zone in West Lancashire -**

Yeadon, Skelmersdale, Skelmersdale. WN8 6NL

Tel: 01695 651350

Email: [Simon.Skidmore@lancashire.gov.uk](mailto:Simon.Skidmore@lancashire.gov.uk)

<http://www.lancashire.gov.uk/youthzone/things-to-do/places/young-peoples-centres/the-zone-in-west-lancashire/>

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

Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

## **Glossary**

YCRO	Police Youth Crime Reduction Officer
DCPCO	Designated Child Protection Officer
DISP	Drug Intervention & Support Programme
LEO	Local Education officer
SCPT	School & Community Partnership Team
<b>ACPO</b>	<b>Association of Chief Police Officers</b>
<b>DAAT</b>	<b>Drug and Alcohol Action Teams</b>
<b>NICE</b>	<b>National Institute for Clinical Excellence</b>

## Appendix A

### Record of Incident Involving Unauthorised Drug

- 1 For help and advice, telephone the appropriate body of support- numbers found at the back of DE and ACPO drug advice for schools document.
  - 2 Complete this form WITHOUT identifying the pupil involved.
  - 3 Copy the form (two copies if substance found)
  - 4 Attach copy to bag containing any substances discovered
  - 5 Send the copy within 24 hours of the incident to the LEA (SCPT).
  - 6 KEEP the original, adding the pupil's name and form – store securely.
- (please tick to indicate the category)

Concern established after following up a suspicion or allegation	Discovery OFF premises	Discovery ON premises	Pupil disclosure	Parent/carer use	A parent/ carer expresses concern
Name of pupil*: Pupil's form*: <b>(*For school records only)</b> Age of pupil: Male/Female Ethnicity of pupil: (For DAT records**)			Name of school:  Time of incident <span style="float: right;">am/pm</span>  Date of incident:  Report form completed by:		
Tick box if second or subsequent incident involving same pupil <input type="checkbox"/>					
First Aid given? <span style="float: right;">Yes/No</span>		First Aid given by:			
Ambulance/Doctor called?(Delete as necessary)		Yes/No			
Called by: Time:					
Drug involved (if known): (e.g. Alcohol, Paracetamol, Ecstasy)			Sample found? <span style="float: right;">(yes/no)</span> Where retained: Witness name: Disposal arranged with: (Police, Environmental Health) At time:		
Senior staff involved:					
Name of parent/carer informed: Informed by: At time:					
Brief description of symptoms/situation:					
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)  <div style="text-align: right;">(continue on blank sheet if necessary)</div>					

\*\* Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.

## Appendix B

### The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes

#### 1. Risk Assessment

It is important to assess the risk of removal of any found objects when considering what action is to be taken.

Decide if it is safe for you to attempt removal. *You must not take avoidable risks. If unsure, discuss what action to take with your line manager or head teacher.*

The area where the object is found must be safeguarded to protect others from injury. If the discovery is made when you are alone and children/young people or others are nearby, summon help by asking someone to get the sharps disposal kit, while you 'stand guard'. The incident must be recorded in the appropriate Health and Safety incident or record book. For Lancashire schools the Accident/Incident Report Form HS1 should be used.

## **2. Removal Procedure**

Report the discovery to the local Police Early Action Officer.

In the event of discovering isolated needles or syringes, the surrounding area must also be checked **carefully**. *In attempting to do so **DO NOT COMB GRASS BY HAND**.*

Neither children nor adults should be permitted to enter an area where syringes or needles have been found repeatedly, unless that area has been fully checked before its use.

## **3. First Aid Treatment**

**IF** an accident occurs where a needle or other sharp object has punctured the skin, then the following advice is recommended:

### ***The injured person should:***

- Encourage the wound to bleed gently.
- Wash well with soap under cold running water.
- Cover the wound with a waterproof dressing.
- Seek medical attention as soon as possible, eg from his or her own doctor or an Accident and Emergency department at hospital.
- Inform your manager.
- Complete the accident/incident form.
- Inform the Health & Safety Team - (01772) 537679

**An immediate response by the injured person can help reduce the risk of infections occurring.**

**Please refer also to the 'Lancashire Framework for Health and Safety',** A copy is kept in the School Office.

## **4. Rubbish Picks**

Rubbish picks may be carried out by children within the confines of our school playground and front garden using protective equipment e.g gloves/litter grabber.