

Hinchliffe Mill Junior and Infant School

Policy for Managing Drugs Related Incidents

(April 2015)

Although a drugs related incident seems highly improbable we need to have a secure understanding of what we would actually do when faced with possible scenarios:

- Unknown substance or discarded needles found on the school premises
- Child found with cigarettes or alcohol
- Staff found with alcohol

To protect ourselves and our children we need to know what to do.

At all times the headteacher has ultimate control over the use of outside agencies, including the police and at what point to involve parents or guardians. Reference must be made to statutory obligations under child protection. The Headteacher is able to seek advice on general or specific issues from:

- LA TQIO
- Health Promotion service
- Police School Liaison Officer
- Social Services

In this document the term Drug will be used to cover illegal and medicinal drugs, alcohol, tobacco and volatile substance misuse (solvents). A folder giving routes of action will be kept in the office to guide you through necessary courses of action. Obviously there are very close links with child protection and discipline/behaviour policies but below are some key points that deal with most likely scenarios.

If possible another member of staff should witness any action taken by a member of staff. If there were an incident, no one other than the Headteacher, who is advised to get LEA support, should speak to the press.

If a pupil is discovered to have been using drugs the first priority is to establish whether any medical help is required. **The welfare of the pupil is the main priority.** Follow the school emergency procedure.

Discovery/confiscation of substances on or around school premises.

If a teacher, or responsible adult, comes into possession of a drug, legal or illegal, prompt action should be taken to avoid any risk of prosecution or suggestion that the drug might be for his or her own use. If possible retrieve the drug in the presence of a witness. **Do not attempt to investigate the nature of the substance.**

Retrieving substances from a pupil should be done within the bounds of professional discretion. *Searching a pupil most only occur when there is reasonable suspicion of substances.* The substances should be taken to the Headteacher, in her absence the assistant Headteacher. Injecting material must always be handled with extreme care and contact should be made with the local Environmental Health Department. Any substances should be placed in a package with the date, time and place with two names on the package, the finder and the witness. A countersigned record should be kept of the above circumstances. The Headteacher has two legal options:

- in the case of alcohol or tobacco the substance may be destroyed eg flushed down the toilet
- other substances should be given to the Drugs Advisor or police

The main concern will be to discover the nature of the substance and protect the welfare of the pupil. What information is given to the police rests ultimately with the Headteacher.

Only in extreme circumstances should the police be made part of the disciplinary proceedings.

In the case of any member of staff being suspected of possessing alcohol or illegal substances on the premises the Headteacher should be informed.