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# Bishop Challoner School



## Drugs Education & Substance Abuse Policy



Bishop Challoner School  
**DRUGS EDUCATION and SUBSTANCE ABUSE POLICY**

**The Drugs and Substance Abuse Policy applies to the whole school including the Early Years Foundation Stage.**

**Introduction:**

Drug misuse is a threat to individuals, families and the wider community. Drug misuse is an educational issue, as pupils may be exposed to the effects and influences of drug misuse in the wider community. Bishop Challoner School has a responsibility to provide an effective programme of drug education in school and to consider its response to drug misuse, working in partnership with other agencies and parents.

All members of the school community will be encouraged to work together to put this policy into practice. Staff will be supported, have access to up to date resources and be given appropriate training opportunities. Pupils will be actively consulted and encouraged to take responsibility for their actions. Outside agencies will be asked to support the work of the school and work cooperatively with us.

**Definitions**

In line with the 2004 Department for Education Drugs: Guidance for Schools and the 2012 DfE and ACPO Drug Advice for Schools the term 'drugs' and 'drug education', unless otherwise stated, are used throughout this document to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, new psychoactive substances ("legal highs"),
- Volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines

'Supply' includes supplying for money or free-of-charge or being involved directly or indirectly in the whole supply chain.

**Aims and Objectives:**

- to safeguard the health and wellbeing of all pupils and to maintain and raise awareness of the potentially serious and harmful outcomes arising from the misuse of drugs;
- to ensure staff are adequately trained to deliver drug education so that all pupils learn about drugs and understand the dangers and serious consequences arising from the use, misuse and abuse of drugs;
- to ensure staff are well versed in how to deal appropriately with drug-related incidents, including medical emergencies in school;

**Drug Strategy:**

These objectives are achieved through the 'taught' curriculum, the 'informal' curriculum and any 'extra-curricular' activities, including assemblies and special events in which a pupil may be involved.

Education about drugs is delivered in the 'taught' curriculum mainly through PSHE, RS and Science and is also covered in optional GCSE subjects including Physical Education and A Level subjects including Psychology.

The curriculum emphasises the benefits to pupils of a healthy lifestyle and gives young people the knowledge and skills to make informed and healthy choices now and later in life. It allows us to work in partnership with other agencies including Police, Social Services and the Department of Health.

The Deputy Headteacher and Head of Section will monitor and evaluate this area of the Key Stage 3 and 4 curriculum.

### **Curriculum Outlines**

#### Personal, Social, Health and Economic Education (PSHE)

**Year 7** – Pupils investigate social and moral responsibilities including thinking about the distinction between legal and moral. Pupils think about who they can talk to in school if they are unhappy, unsafe or concerned about the welfare of another person.

**Year 9** - In PSHE we touch on drugs during an introductory session with specific focus on alcohol and its effects. In the sessions they are introduced to the effects of drinking and work through a scenario as to how they would respond in certain situations.

**Year 10** - Pupils investigate legal, illegal and age restricted drugs, including looking at drug classification, and the penalties for taking, being in possession of or selling drugs. Pupils look at the effects of drug taking and risky behaviour and consider ways of minimising risks.

#### Religious Education

**Year 9** - Pupils look at drugs and the law including their effects on individuals, groups and society.

There is an exploration of why people take drugs and the legal implications, and an analysis of different religious attitudes to the subject, including the Catholic Church's view.

#### Science

**Year 7 and 8** pupils look at the effects of recreational drugs (including substance misuse) on behaviour, health and life processes including claims that some drugs e.g. marijuana can have real medical benefits.

Evidence for any assertions always needs to be properly supported by medically validated research techniques.

The process of discovery and development of new medicines.

The impact of lifestyle factors on the incidence of non-communicable diseases.

### **The role of Outside Agencies**

Visitors from outside agencies may also be invited into school to speak to pupils.

We actively co-operate and communicate with agencies such as Drug Sense UK and with the Youth and Community Section of the Police, and the Local Health Authority when:

- considering the delivery of Drugs Education
- dealing with incidents of substance use and misuse.

## DRUGS EDUCATION and SUBSTANCE ABUSE PROCEDURES

This document forms the procedures section of the school's policy on Drugs Education and Substance Abuse. It has 3 sections and three appendices, which are:

1. Management of Drug Incidents
2. Serious Incident Procedure
3. Disciplinary Procedure

Appendix A: Drug situations – medical emergencies

Appendix B: Responding to incidents involving drugs

Appendix C: Record of incident involving unauthorised drug

### 1. Management of Drug Incidents

Within the pastoral system of our school, an ethos is encouraged that enables pupils to feel confident enough to discuss any problems or concerns with staff.

- i. If a pupil is discovered possessing or suspected of, using or supplying any drugs, by any member of teaching or non-teaching staff, he/she will be referred to the Deputy Headteacher or Headteacher.
- ii. Should any drugs be found in a pupil's possession whilst in school, irrespective of whether for their own use, passing, receiving or supplying, the pupil will be immediately isolated from other pupils pending further investigation. This will be a neutral action of removal from lessons until evidence or proof of wrong-doing (or otherwise) is available.
- iii. The Deputy Headteacher, who is the Designated Safeguarding Lead, will consult with the Headteacher. The Deputy Headteacher will arrange to interview the pupil in the presence of another adult witness. They will seek to secure the voluntary production of any further substances believed to be concealed on the pupil's person.
- iv. Should investigation prove positive relating to an illegal substance, the police will be consulted. Parents/Carers will also be contacted. In the event of a pupil voluntarily disclosing possession of illegal substances the above actions by staff will also apply.

Any pupil who is found to be in possession of, or involved in the supply, cultivation, use of, or subsequent distribution of, **illegal drugs at any time to another person is likely to be permanently excluded**. Any other involvement in drugs, in or out of school, will bring into question the continued membership of the School by the pupil, will almost certainly lead to temporary exclusion and may lead to permanent exclusion from School. Any reinstatement after a temporary exclusion will be subject to acceptance of drugs testing and (where appropriate) of undertakings by parents to monitor and restrict the social activities of the pupil. Pupils should also be aware that bringing into school any paraphernalia that can be reasonably linked to the use or supply of drugs will result in confiscation and may lead to a temporary exclusion.

Within the EYFS staff should be aware of and know how to deal with concerns i.e. if a parent/carer appears intoxicated or gives cause for concern i.e. from disclosure from a child. Any concerns should be shared as per the policy for safeguarding of children and addressed to the Safeguarding Officer.

### Alcohol

The bringing of alcohol into school or drinking alcohol in school is likely to result in temporary exclusion. The selling or distribution of alcohol to underage pupils is likely to result in permanent exclusion. The School may well seek reassurances concerning the future control and monitoring of the social activities of the pupil. The term 'into school' covers any incidents related to drugs or alcohol at a time when the School is responsible for the pupil. The policy includes travel between school and home; it includes sports fixtures, educational visits and other school-based excursions away from the School; and it includes sports tours, educational activities, activity holidays, etc organised by the School in holiday time for pupils. If a pupil

consumes alcohol on a school trip, they may be sent home immediately at the parent's expense. Parents will be informed. Punishment for repeat offenders will be more severe and is at the discretion of the Headteacher after consultation with staff and parents.

### **Smoking/Vaping**

If a pupil is caught smoking/vaping (E- cigarettes) on the school premises, or on the way to or from school, he/she may be given a fixed term exclusion from school. Parents will be informed on all occasions. Pupils found to be in possession of cigarettes/tobacco products/matches/lighter will receive an internal exclusion. Punishment for repeat offenders will be more severe up to and including potential exclusion and at the discretion of the Headteacher after consultation with staff and parents.

### **Prescribed Medicines**

Any pupil needing to take doses of a prescribed medicine during school hours should take it to the School Office at the start of the school day along with a letter from parents describing the correct dosage and the time it should be administered. The medicine will be placed in a safe place in the School Office except for asthma inhalers and epipens which can be carried on their person or in their bags.

It is the responsibility of the pupil to return to the School Office at the correct time to receive the medicine from a member of the office staff, except in the case of a very young pupil (e.g. Nursery – Year 2).

In the Nursery –Year 2 Calpol would only be administered if it was part of an emergency treatment plan for a child with a history of Febrile convulsion and was supported by documentation/protocol as directed by a doctor. Clear guidance from the doctor should include at what temperature the Calpol should be administered and the correct dosage. In the Nursery, child medicines are stored in a locked medical cabinet. Only staff administer authorised medications and if necessary will be trained to do so beforehand if the administration requires specific training.

In the Nursery, staff medications are stored in “child proof” bottles, within locked staff lockers. Staff are instructed that any medication entering the setting i.e. in handbags must be decanted into child proof bottles.

Use of a prescribed controlled medication that is not for the individual will be treated with utmost seriousness and may lead to permanent exclusion. The supply of a prescribed medication to another individual will lead to permanent exclusion in most cases.

In the case of the supply or use of a drug which is legal (including over-the-counter drugs and Legal Highs) the Headteacher will assess the seriousness of the incident before deciding whether to exclude permanently or for a fixed period. Before making a decision on exclusion the Headteacher will ensure that a satisfactory investigation has been carried out.

### **1.1. Screening, Searching and Confiscation**

The school complies with the DfE Guidelines on searching pupils for controlled drugs, alcohol and stolen property (February 2014).

#### **Key points of the document**

- i. The Headteacher and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil has certain prohibited items. (See Behaviour Management Policy) The items that can be searched for under this power are alcohol, illegal and legal drugs, tobacco and cigarette papers, stolen items or any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.
- ii. School staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline.

- iii. A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.
- iv. Another member of staff must be present and when possible, they should be the same gender as the pupil being searched.

### **1.2. Bishop Challoner School rules on screening, searching and confiscation**

- i. The school defines banned items as anything that is illegal and/or could harm someone or damage property.
- ii. When possible, the pupil should be searched without other pupils being present.
- iii. When possible, the search should be undertaken by a Head of Section, member of the Safeguarding Team or a member of the Senior Leadership Team. A witness should be present from the staff.
- iv. Items confiscated within the school must be taken straight away to the Deputy Headteacher's Office by a member of staff to be stored securely.
- v. Pupils taken to be searched must take with them all their belongings including bags and clothing. Pupils' lockers should be included in the search.
- vi. If an illegal item is confiscated, the pupil's mobile phone also needs to be confiscated. The pupil should have no contact with peers or people outside school as these could be involved in a subsequent criminal investigation.
- vii. If the decision is made to involve the police, they will then lead the investigation. This includes a decision about contacting parents, which should not happen before the police arrive.
- viii. If on a school trip, the search should be undertaken by the trip leader when possible, or be delegated to an appropriate member of school staff. Any confiscated items must be given to the trip leader to store securely.
- ix. The pupil's parent/carer should be contacted to inform them why their child has been searched.

### **1.3 Drugs Testing**

The Headteacher may, in certain circumstances (for example where innocence is claimed), be prepared to admit evidence from a drugs test conducted by a reputable, independent testing agency in any investigation into alleged abuse of drugs.

If a pupil has, through known and/or admitted abuse of drugs, placed at risk their future in the School, to the extent that the Headteacher or the Deputy Headteacher, judges that firm and credible undertakings are a pre-requisite for continued membership of the School, the School may offer to the pupil the option of signing a contract empowering the School to test him/her, at any time and on a random basis, during his/her continued membership of the School. In addition to reassuring the School, such tests would be seen as a guarantee to parents, peers and the parents of peers of continued good conduct, thereby facilitating the full rehabilitation of the pupil within the School community.

The cost of such testing will be borne by the parents of the pupil.

### **1.4 Testing Procedures**

If required, the Deputy Headteacher will have at their disposal a drug testing kit from a reputable, recognised supplier. He/she will inform the pupil that he/she is to be tested for a given drug, as agreed, in advance, with his/her parents. The test is extremely straightforward to administer and is not personally intrusive. A swab is wiped across a piece of skin, a drop of water is applied and an instant readout is available. The school is at liberty to carry out other types of testing such as hair strand analysis at the Headteacher's discretion. There should be a witness to oversee the taking of the test. The pupil will be shown the readout and, in the event of a positive result, the parents will be informed as soon as practical. The pupil will then be at liberty to take an independent laboratory test as further evidence, but this must be done within 24 hours of the positive result of the first test.

## **2. Serious Incident Procedure**

The following procedure should be observed at all times:

- i. Remove the substance and Deputy Headteacher to record in the incident log (unless a safeguarding issue) the time, place and circumstances of when the substance came into your possession.
- ii. Do not investigate the nature of the substance, but do record its approximate size and appearance using form in Appendix C.
- iii. Ensure you have the recordings countersigned by a witness.
- iv. Take the substance immediately to a member of the Senior Leadership Team. Do not keep the substance on your person or in a place of safekeeping, since to do so may place you, or others, at risk.
- v. In the presence of a member of the Senior Leadership Team place the substance in a container and give to the Headteacher or Deputy Headteacher for safe keeping. The Deputy Headteacher will record date and time of this action in the Safeguarding log.
- vi. Pupils should not be allowed to handle equipment associated with substance use, especially needles and syringes. Staff must handle such equipment with extreme care and follow health and safety guidelines (e.g. wearing of protective gloves). Equipment should be placed in a secure and rigid container to await collection by the appropriate service.
- vii. The Headteacher will decide whether to contact the police and arrange for them to help with identification, collect the substance or to dispose of it in some other way.
- viii. The Chair of Trustees will subsequently be informed.

### **2.1 Media**

- i. The Headteacher will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the School will endeavour to ensure that any reporting of incidents is not contrary to the interests of the individual pupils and their families or to the reputation of the School. The Chair of Trustees will always be informed by the Headteacher when an incident involving drugs occurs. Pupils' names must not be divulged to the Press, nor to other parents. The Chair of Trustees will also be consulted if a statement for the media is required.

## **3. Disciplinary Procedures**

Each case will be unique and considered on its merits, but general principles are:

- i. Parents will always be asked to come into school to discuss any drugs – related incident (whether related to an incident in school, on the way to or from school, on a school visit or in the locality) on the day as a matter of urgency, failing this the next day. If, for any reason, it has not been possible or feasible for parents to be in attendance, they should be given the opportunity subsequently to hear the evidence against their child and to make representations on their behalf.
- ii. In the event of illegal activity, the police will be notified.
- iii. Following investigations the Headteacher will sanction appropriate interim pastoral and disciplinary measures (which may include exclusion), and notify the pupil's parents/carers.
- iv. The pupil may require counselling and support to rebuild positive relationships and prevent further drug misuse.
- v. Social Services will be contacted if the pupil is suspected to be at risk and there have been previous concerns or reported incidents about the individual.

**The Headteacher has the authority to decide whether a pupil may be permanently excluded as a result of drugs or substance abuse issues.**

**Reviewed by: MWKB**

**Reviewed: September 2023**

**Next Review: September 2024**

## Appendix A

### Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the wellbeing and safety of others. Put into practice your school's first-aid procedures. If in any doubt, call medical help.

#### Always:

- assess the situation
- if a medical emergency, send for medical help and an ambulance

#### First Aider procedure

##### *If the person is conscious:*

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- do not induce vomiting
- do not chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

##### *If the person is unconscious:*

- ensure that they can breathe and place in the recovery position
- do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- do not give them anything by mouth
- do not attempt to make them sit or stand
- do not leave them unattended or in charge of another pupil
- notify parents/carers

##### *For needle stick (sharps) injuries:*

- encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
- All needle stick injuries should be assessed by a doctor immediately

##### *When outside medical help arrives*

- pass on any information available, including vomit and any drug samples
- Complete a medical record form as soon as you have dealt with the emergency.

**This form is based on Appendix 9 of Drugs: guidance for schools.**

“Drugs” refers to all drugs including medicines (prescription and “over the counter”), volatile substances, “legal highs”, alcohol, tobacco and illegal drugs.

‘Supply’ includes supplying for money or free-of-charge or being involved directly or indirectly in the whole supply chain.



## Appendix B

### Responding to incidents involving drugs

1	Drugs or Paraphernalia found on school premises	Pupil in possession of an unauthorised drug	Pupil supplying an unauthorised drug	Pupil under the influence of a drug (including misuse of a medicine)	Disclosure of drug use: <ul style="list-style-type: none"> <li>• Pupil's own drug use</li> <li>• Parent's/carer's drug use</li> </ul>	Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity
2. Inform Headteacher or Deputy Headteacher or in their absence another member of the Senior Leadership Team, who will begin further investigation. Involve Designated Safeguarding Lead and Head of Section as appropriate.						
3. Medical emergency <ul style="list-style-type: none"> <li>• Call for medical help/ ambulance</li> <li>• Follow first-aid procedures until help arrives</li> </ul>				No medical emergency <ul style="list-style-type: none"> <li>• Keep pupil calm and under observation</li> <li>• If intoxicated consider asking parent/carer to collect</li> </ul>		
4. Ensure safety and well-being of other pupils e.g. onlookers.						
5. Remove drug/paraphernalia from child following school search procedures. Consult with Police about the incident who can also assist with search.						
6. Temporarily store drug securely in a safe place with the Headteacher or Deputy Headteacher and record the details with a witness present.						
7. Inform parent/carer if appropriate and does not place the child at risk.						
8. If illegal drug: notify the police without delay, who will arrange for collection or disposal according to locally agreed protocols. Police: Tel 0208 284 8847 (Safer Youth Policing Team)						
9. If legal: alcohol, tobacco can be destroyed. Medicines must be returned to parent/carer or disposed of safely						
10. Identify the needs of those involved, making a careful assessment of all the circumstances. Decide upon appropriate response – e.g. referral to other services, counselling support if appropriate.						
11. Record all decisions and monitor the outcome for the pupil and school community. Review effectiveness of policy and practice.						



**Bishop Challoner School**

**Appendix C**

**Record of incident involving unauthorised drug**

Name of Pupil:----- Age of Pupil:-----Form: -----

**Tick to indicate the category:**

- Drug or paraphernalia found ON school premises
- Emergency/Intoxication
- Pupil in possession of unauthorised drug
- Supplying unauthorised drug on school premises
- Pupil disclosure of drug use
- Disclosure of parent/carer drug misuse
- Parent/care expresses concern
- Incident occurring OFF school premises

Date of Incident: -----

Time of Incident: -----

Is this a second or subsequent incident involving same pupil? Yes/No

First Aid given? Yes/No

Ambulance/Doctor called? Yes/No Called by: ----- Time:-----

First Aid given by: -----

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:-----

Senior staff involved: -----

Name of drug if known: -----

Name of parent/carer informed: -----

Informed by: -----At time: -----

Brief description of incident (including any physical symptoms):

Other action taken: (e.g. other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)

Date of form-filling: ----- Time: -----  
This report form is completed by: ----- Position: -----