



Drug Education and Drug Related Incidents Policy St Augustine's Priory

Date of Policy: May 2021

Next Review Date: May 2022

Staff Responsible: Headteacher
Deputy Head Seniors (Pastoral)

Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the nursery, committed to preparing girls for life long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, MDMA (ecstasy), anabolic steroids, nitrous oxide and khat and so on
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines
- Other drugs such as legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes/vapes

Aims and objectives:

This policy strives to ensure a comprehensive drugs education scheme of work is provided to all children in our school, as well as ensuring staff are confident in delivering it. We aim to ensure that all staff know what safeguarding routes to follow should an incident arise.



We believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well-being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Children and young people need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school.
- Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.
- Give information about what is taught and how it is taught.
- Give guidance to teachers, support staff and visitors about drug education.

The school's drugs education programme aims to ensure pupils:

- Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs
- Develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others
- Explore peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social influences
- Understand where to seek help and advice if they are worried about themselves or others in relation to drugs and alcohol
- Understand the law surround drugs and alcohol
- Get a clear view on the use of drugs in school
- Have information about the procedures should an incident occur and the approach taken by the school

Where is it taught in the curriculum?

Teaching about drugs, alcohol and tobacco is taught through PSHEE and in science. There is a workshop for students in the senior school every two years. Please see separate schemes of work for PSHEE and Healthy School programme in Juniors and Preps.

How it is taught (including involving outside contributors)

A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation.



All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

Drug education is taught by the class teacher in PSHEE and sometimes involves the school nurse or Ealing's Health Improvement Team. There is a workshop for Senior School pupils every two years, with a corresponding information evening for parents.

Ground rules/group agreement

A group agreement, established and reviewed periodically through discussion with pupils, helps to foster mutual respect and an environment in which pupils feel comfortable and ready to listen to and discuss each other's opinions. Ground rules should cover issues such as teachers' and pupils' right to privacy and respect, and the boundaries of discussion. Pupils (and teachers) should be discouraged from revealing any personal information that may incriminate them or others, or that they wish to remain confidential. Setting and agreeing ground rules is an important opportunity to remind pupils of ways to ask for help, the support available, the school's confidentiality policy and what may happen should information be disclosed.

Other strategies for teachers to manage sensitive and controversial issues include:

- using distancing techniques, e.g. third-person case studies, role play and theatre-in-education performances, depersonalised discussions, and anonymous question boxes
- dealing with difficult questions on an individual basis, e.g. seeing pupils outside the classroom or referring the pupil to the school nurse or an outside agency. N.B. If a pupil's question raises concern that they may be at risk, the teacher should follow the school's child protection policy
- presenting themselves as facilitators of pupil learning rather than 'drug experts', e.g. suggesting that the pupil or teacher or both research questions where they do not know the answer.

Teachers understand they must differentiate the material given to them for drugs education as they would with any other material. Some pupils may require a broken down approach to the material depending on their need.

It is the responsibility of the teacher to ensure that every child can access the material.

Training and support for staff

We take advantage of the support, advice and training provided by Ealing Health Improvement and other local organisations. The PSHEE Co-ordinators have opportunities to develop their skills in planning drug education, through support from Ealing Health Improvement Team. Staff are encouraged to seek help, advice and training if they are not confident in delivering these lessons.

This policy was reviewed and updated through consultation with staff, pupils, parents and governors.

Location and dissemination:

The policy is on the school's website and a copy can be requested from the school office.



The context of the policy and its relationship to other policies:

As part of being a healthy school we take a whole school approach to drugs through:

- A planned drug education programme through PSHEE informed by pupils, staff and parent's views, as well as science
- Carefully considered responses to drug-related incidents
- Clear rules and sanctions related to drugs
- Access to specialist support and advice, if needed
- Providing training and support for staff

This policy links closely to our PSHEE Policy, our Safeguarding Policy, Admissions Misbehaviour and Exclusions Policy, and Promoting Good Behaviour Policy (all available on the website or via reception on request).

Local and national guidance

All young people need high quality drug and alcohol education so they have a thorough knowledge of their effects and harms and have the skills and confidence to choose not to use drugs and alcohol. Schools have a clear role to play in preventing drug and alcohol misuse as part of their pastoral responsibilities to pupils. (HM Government, 2010).

School guidelines on use and possession

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug), which takes place within the school boundaries, this includes drug or smoking or vaping paraphernalia. This covers on or near the school premises, within the school day and during term time, on school visits, school journeys to and from school and at school social events.

These rules apply equally to staff, pupils, parents and carers, governors and those working in and visiting the school. For further guidance on rules for staff, please see the Health and Safety Policy.

The school's stance towards drugs, health and the needs of pupils:

Management of authorised legal drugs

There are circumstances when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

Medicines

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our First Aid Policy and our Administration of Medicines policies. The decision to allow pupils to self-administer medicines rests with the Headteacher.

Hazardous chemicals and volatile substances (solvents)

Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Health and Safety Policy



In the event of a child or adult whom is required to use medical sharps to address the management of their health condition (e.g. insulin or glucose blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.

Alcohol

There are occasions when alcohol is authorised at school during parents' events and staff social events. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

Smoking including e-cigarettes/vapes

We are a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school. Smoke free signage is prominent.

Management of drug related incidents

In this school, a drug-related incident includes any incidents involving any drug that is unauthorised. Drug related incidents can involve:

Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the school keeper finding used syringes in the playground, a member of the public phoning the school to say they have seen pupils smoking in Ealing, vaping in school.

School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

- the Headteacher and relevant Deputy Head will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort
- Any action taken will be in line with the school's behaviour policy
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff, will decide whether a disciplinary and/or counselling action should take place.
- School will also take into consideration best practice multi-disciplinary action if country lines vulnerabilities seem to be at play.
- Incidents will be reported to the Chair of Governors.



- Ring fencing may be offered, with a specified time limit, whereby students can come forward with relevant information.

Possible responses might be:

Support and counselling

If a pupil has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from our School Counsellor and if appropriate refer to a specialist agency. They may be asked to be put on a Supportive Regime Plan (see Appendices 2 and 3).

Sanctions

Where a school rules related to drug use is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed.

Procedures for managing incidents

Reporting a drug-related incident

All drug-related incidents are reported to the Headteacher or Designated Safeguarding Lead. Records are kept confidential.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under-age students, from local shops.

Medical emergencies when a pupil is unconscious as a result of drug use

Staff with first aid qualifications should be called immediately but the pupil(s) not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

Intoxication, when a pupil is under the influence of a drug

The pupil will be removed to a quiet room if safe to do so and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

Discovery/observation

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

If the substance is suspected to be illegal, staff can take temporary possession of it

- it will be confiscated, in the presence of a second member of staff as witness
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (e.g. a safe or lockable container) with access limited to the Head and Deputy Head Seniors (Pastoral).



- the pupil will be taken to the school office and the Head or relevant Deputy Head called and the pupils questioned.
- the police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- we will record details of the incident, including the police incident reference number.
- we will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so.
- identify any safeguarding concerns and develop a support and sanctions response including internal exclusion whilst investigations are carried out.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

Searches

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

We will keep a record of the search and inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

Teachers can search pupils' bags/coats/blazers/trays/lockers and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a Senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

Drugs Testing

The school reserves the right to test pupils if we consider it necessary through targeted supportive intervention or random drugs testing of year groups (see Appendix 1).

Disclosure

A pupil may disclose to a member of staff that she has been using drugs, or is concerned about someone else's drug use. In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The



Headteacher or relevant Deputy Head should be informed as soon as possible so that appropriate support can be found.

Suspicion/rumour

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

Intoxicated parents/carers

Our school's rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then we will follow the safeguarding procedures.

Needs of pupils

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

Parents

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the DSLs with the child's welfare a priority.

Confidentiality

Pupils need to be able to talk in confidence to staff without fear of being judged. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Headteacher and DSL/DDSs.

If a pupil discloses information which is sensitive, or 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 teachers 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. It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It should be only in exceptional circumstances that sensitive information is passed on against a pupil's wishes, and even then the school should inform the pupil



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first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger

Reviewing the policy

This policy is reviewed by the Deputy Head Pastoral (Seniors) every year and every two years by the entire school body. This includes staff, pupils, parents/carers/guardians and governors.



Appendix 1: Testing for Drugs

1. **Biological sample:** If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or substances, she may be asked to supply, under medical supervision, a biological sample (saliva, hair or urine) for analysis.
2. **Medical supervision:** The biological sample will be taken under medical supervision. A member of the school staff will be present. All due care will be taken to respect the pupil's privacy and human rights.
3. **Testing procedures:** These will be in accordance with standard good practice and where applicable the Testing for substance misuse in schools (October 2015) produced by the Medical Officers in Schools Association (MOSA):
 - care will be taken to make as certain as possible that the sample provided is genuine and uncontaminated;
 - the pupil will be asked to sign various seals and documents which confirm that the specimens are hers;
 - the pupil will also be asked to sign a form which signifies that she has been satisfied with the collection procedure and gives consent for the results of the test being made available to the Head.
4. **Medical record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
5. **Outcome:** When the School receives the laboratory report:
 - reasonable attempts will be made to notify a parent by telephone;
 - if the result is negative, any second sample will be destroyed immediately;
 - if the result is positive, a second sample will be made available for independent analysis



Appendix 2: Supportive Regime Plan

Full name of pupil	
Date	
Pupil's date of birth	
Age now	
<ol style="list-style-type: none">1. I have made a voluntary admission of having used a controlled drug or substance in breach of the School's policy and disciplinary rules.2. As an alternative to expulsion, the Head has offered me a supportive regime under which for the remainder of this term and the next three school terms, without obligation on the part of the School, I may at any time be asked to provide a [• saliva / hair / urine] sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood.3. I understand that I may be asked to provide a [• saliva / hair / urine] sample at any reasonable time even if no grounds exist at that time to suspect that I have been involved with drugs or substances.4. I agree to be subject to this regime and to co-operate with the School in every respect. I understand that the School will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.5. I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the School.	
Signed	



Appendix 3: Declaration or parents/guardians

I / We the undersigned have read the School's policy on drugs and substances, and this Appendix. For my / our part, I / we accept the Head's offer of a supportive regime for the above named pupil, as described above.

I / We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test which I / we understand to be less than £[• amount] plus VAT per test.

Signed	
Full name	
Relationship to pupil	
Date	

Signed	
Full name	
Relationship to pupil	
Date	



Appendix 4: Relevant local and national guidance

- [Drugs: Guidance for Schools & Curriculum Standards](#) KS1, KS2, KS3, KS4 (DfES, 2004)
- [DfE and ACPO drug advice for schools](#) – advice for local authorities, Headteachers, school staff and governing bodies (September 2012)
- [Mentor, reviewing your drug and alcohol policy a toolkit for schools](#) (2012)
- Education and Inspections Act (2006)
- Drug Strategy for Schools (2010)



Appendix 5: Useful local and national contacts

There are a number of documents and sites that will help you in the writing and implementing of the policy for Drug education and dealing with drug related incidents.

- alcoholconcern.org.uk

A UK charity aiming to combat alcohol misuse and providing services for problem drinkers and their families.

- alcoholics-anonymous.org.uk

The official UK website for Alcoholics Anonymous.

- Drugwise.org.uk

DrugWise is the UK's leading centre of expertise on drugs. The site provides balanced and up-to-date drug information to professionals and the public.

- nacoa.org.uk

This website offers information, advice and support to children of problem drinkers. Also provides useful information for professionals who deal with children of problem drinkers in their everyday work – educating them as to their specific needs.

- www.nta.nhs.uk

The National Treatment Agency for Substance Misuse (NTA) (now part of Public Health England) aims to improve the availability, capacity and effectiveness of drug treatment in England

- www.talktofrank.com

FRANK is a national drug education service jointly established by the Department of Health and Home Office. It is intended to reduce the use of both legal and illegal drugs by providing information on drugs and alcohol.

- thesite.org.uk

The Site offers a guide to life for young adults, aged 16-25. Information on drugs, sex, housing, finance, money, careers.

- urban75.com/Drugs/

Urban75 is a UK-based e-zine aimed at young people and teens. Good unbiased drugs information.

- wreckedwd.co.uk

NHS-sponsored Wrecked and Wasted website aimed at teens/young people to be a guide post for information on drugs and alcohol



Appendix 6: Local Services & Referral Pathway

Information for schools and professionals:

Ealing Young Peoples Substance Misuse Services Referral Protocol June 2009

Introduction

The Every Child Matters: Change for Children (2005) guidance is an opportunity to enhance the prevention and treatment of substance misuse by children and young people as part of a holistic, multi-agency, outcome-focused approach. Drugs are closely linked to poor outcomes among young people. Ealing Young Peoples' Substance Misuse Services aim to underpin this guidance and take forward recent recommendations made by the National Treatment Agency (2008) to develop a fully integrated service system and a comprehensive care pathway.

Referral Protocol

There are two levels of service provision within the London Borough of Ealing:

- **The SAFE Early Intervention Service.**

SAFE provide early intervention and prevention services to children and young people at risk of providing one to one, group work – Education, information and advice.

SAFE also provide drugs awareness and training for teachers, youth workers and professionals.

- **EASY Specialist Treatment Service.**

EASY treatment service supports young people whose substance misuse is at a level where it significantly disrupts the young person's functioning. The treatment service will help reduce / stop the substance misuse of the young person. The provision of one to one care planned medical, psychosocial or specialist harm reduction interventions based on the young person's needs.

Referrals can be made directly to and will be accepted by either level of service provision. The SAFE Early Intervention Service require a SAFE Adolescent Service Referral Form* to be completed. These are available from the Ealing Grid for Learning and can be sent electronically to the email address on the referral form (adolescentservice@ealing.gov.uk). Referrals can be made directly to the EASY service.

DUST Screenings are the basis for deciding which service is best placed to meet the needs of the young person. Generally, DUST Scores (Section 1) that are 6 or below will be allocated to the SAFE Early Intervention Service and those with a score of 7 or above will be allocated to the EASY Treatment Service.

Those referrals who have not been DUST screened are to be allocated, based on the information available, for DUST Screening at the SAFE Allocations Meeting, where practitioners from both services are present. DUST Screenings are to be undertaken by both services if the case has not been screened prior to referral. DUST scores are to be recorded for all cases. The Allocation Meeting takes place weekly, on Mondays from 9.30 to 11.30 am. The deadline for receiving referrals to be allocated in the weekly meetings is the previous Thursday at 12.30 pm.

Referrals made directly to the EASY Treatment Service where the DUST Score is 6 or below are to be referred to the SAFE service using the SAFE Service Referral form via the Allocations Meeting (*see above).

When the case has been screened and the appropriate level of service identified, that service will conduct their own comprehensive assessment, plan and implement and evaluate the care and interventions required.



Potentially complex cases can be taken to the Substance Misuse Panel for further discussion and may be allocated on a case by case basis or joint worked. The Substance Misuse Panel members are to be aware of substance misuse issues in all cases discussed and are to ensure that Specialist Substance Misuse Services are consulted and involved at the appropriate level. There are occasions when the young person's needs may be optimally met by more than one agency. The Allocations Meeting is the forum to identify Lead Agency responsible for cases where joint working is required. It is of utmost importance that an awareness of either service Information Sharing, Confidentiality and Consent Policies is maintained.

On occasion young people may require Very Specialist Residential Treatment when their needs cannot be met in a community setting. Referrals to Residential Substance Misuse Services are to be facilitated by the EASY Specialist Treatment Service, who will continue to support the young person during the residential placement and will ensure aftercare is in place prior to discharge. These cases occur infrequently but can be highly complex and joint working by a number of services with Lead Professionals identified is expected.

Where the young person's needs have been met in Specialist or Very Specialist Treatment Services, the cases are to be re-screened and re-allocated to appropriate level of Service. The aim is to reintegrate into Universal Services via the SAFE Early Intervention Service and / or the EASY Specialist Treatment Service according to need.

N.B. Parental consent is required for SAFE to accept a referral. The consent of the young person is required for the EASY service to accept a referral. It is therefore imperative that practitioners liaise closely without compromising the needs of the young person. Consent issues can be highlighted for each individual case on the DUST form. There is also an operational protocol between Child and Adolescent Mental Health

