



## **DRUGS POLICY AND THE MANAGEMENT OF DRUG RELATED INCIDENTS**

### **AIM**

The aim of this policy is:

#### SECTION 1

- To explain the nature of drugs education at Thomas's London Day Schools.

#### SECTION 2

- To identify what we regard as a drug related incident. A drug related incident will include alcohol, tobacco and solvents used or in the possession of pupils, and alcohol and solvents used or found to be in the possession of staff.

#### SECTION 3

- To specify what action the school requires staff to take if/when it has reasonable suspicion that the cause(s) of certain pupil/staff behaviour may be due to the use or misuse of illegal substances.

#### SECTION 4

- To specify what courses of action are open to us if these suspicions are confirmed.

### **DEFINITIONS**

- "Normal" behaviour is where, generally a pupil/member of staff accepts that he/she is part of a school community, is prepared to adhere to its rules, and responds positively to the reasonable requests of staff.
- "Substances" – drugs as defined by The Misuse of Drugs Act 1971 and alcohol, tobacco and solvents.

## **SECTION 1**

### **1. AIMS OF THE SCHOOL'S DRUGS AWARENESS PROGRAMME**

The School is totally opposed to the misuse and illegal supply of drugs, alcohol, tobacco and solvents to pupils. The School's programme of health education, will seek to:-

- Enable pupils to make responsible, healthy, informed choices about the role drugs may play in their lifestyle, by acquiring sound information, exploring attitudes and values and by developing effective decision-making and communication skills.
- To promote the self-esteem and sense of self-worth of every individual pupil irrespective of their academic abilities.
- Increase awareness and understanding of possible legal, social, economic and health consequences arising from the use and misuse of drugs.
- Enable pupils to identify sources of appropriate support.

These aims will be met through the programmes of study within the taught curriculum, especially within PSHE, Science, PE, RE and Personal and Social Education, through the informal curriculum and through extra-curricular activities. Where anyone from outside the school contributes to the schools awareness programmes, it will be in accordance with the guidelines of the curriculum.

## **SECTION 2**

### **2. WHAT CONSTITUTES A "DRUG RELATED INCIDENT?"**

A drug-related incident is one:

- Where substance misuse takes place on school premises at any time, or during an out-of-school activity organised by the school (e.g. a school trip, one-day or residential.)
- Where there is initially reasonable suspicion that a pupil's or member of staff's behaviour is being altered by the use or misuse of a substance, to be confirmed or refuted by the pupil's/Member of staff's GP.
- Where pupils and members of staff feel threatened by pupils/staff because of altered personality states and irrational or bizarre behaviour, which falls outside what is normal.
- Where lessons cannot take place because of the behaviour of a pupil/member of staff who is under the influence of substances.
- Another incident (e.g. theft or assault) is linked to the perpetrator having taken substances.

The School recognises that a pupil's/member of staff's behaviour may be altered by drugs, which are prescribed. In these cases, the school is to be advised as to the likely effects of the drug, and the pupil's/member of staff's behaviour is to be closely monitored to see whether they are able to function with a fair degree of normality within the school community.

## 2.1 **DRUGS, Classes A, B and C**

The Misuse of Drugs Act 1971 divides controlled drugs into three categories, classified according to their perceived degree of harmfulness or danger to the individual and society, with criminal penalties varying accordingly:

- **Class A**  
Includes ecstasy, LSD, heroin, cocaine, crack cocaine, magic mushrooms. Class B drugs prepared for injection are also included.
- **Class B**  
Includes amphetamines, cannabis, methylphenidate (Ritalin), Pholcodine.
- **Class C**  
Includes tranquillisers, some painkillers, Gamma hydroxybutyrate (GHB) and Ketamine.

If a pupil/member of staff is discovered possessing, using or dealing any substance not permitted in school, he/she will be referred to the Head of School.

If a pupil/member of staff is deemed to be in danger as a result of substance misuse, the school's normal emergency first aid response will operate.

Exclusion or disciplinary action (whichever is applicable) following possession of illegal substances, will be subject to further investigation and review.

## 2.2 **ALCOHOL**

The possession and use of alcohol on school premises during the working day is prohibited. The Head of School must be consulted and permission obtained before arranging any functions at which alcohol may be consumed. As a rule alcohol should not be consumed at any function where pupils are present, but this is left to the careful discretion of the Head for each event. Staff who accompany school trips must be mindful of the fact that they are 'in loco parentis' and must not compromise their ability to carry out their duty in respect of pupils in their care.

A pupil/member of staff who is believed to be intoxicated will be removed to a quiet room and accompanied by a member of staff at all times. The school's normal first aid response will operate. In the case of a pupil, their parents will be informed and called to the school to collect their child and advised to seek medical advice. In the case of a member of staff, they may be subject to the Schools disciplinary procedure.

### 2.3 **TOBACCO**

The Schools operate a no smoking policy at all times throughout the buildings and grounds. This policy applies to pupils, staff, parents and visitors. The Schools will take the appropriate disciplinary action, if this policy is not adhered to.

### 2.4 **SOLVENTS**

The Schools recognise that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. The Control of Substances Hazardous to Health Regulations (COSHH), will apply to secure storage and safe keeping of solvent substances in school.

## **SECTION 3**

### **3. GUIDANCE FOR STAFF**

Where a pupil/member of staff discloses substance misuse to a member of staff, they should inform their Head of School immediately.

The School cannot offer total confidentiality to pupils/staff, but as far as possible will ensure that the information provided is treated carefully and sensitively. The provider of any information will always be told what use is being made of it and their consent sought.

#### **3.1 Discovery or suspected use of illegal substances**

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should follow these guidelines:-

- a) Remove the substance and record the time, place and circumstances when the substance came into their possession.
- b) Do not investigate the nature of the substance, but do record its approximate size and appearance.
- c) Where possible, have the recordings countersigned by a witness.
- d) Take the substance immediately to the Head of School. Do not keep the substance on your person or in a place of safe keeping.

- e) In the presence of the Head of School, place the substance in a suitable sealed container. Sign and date the package. An official report should be completed, detailing the time, date and circumstances of the findings. See Form at Appendix 1 “Record of a Drug Related Incident”.
- f) The Head should inform the Parents in the case of a pupil (refer to Section 4 – “The Schools Response to Drug Related Incidents).
- g) The Head should carry out an investigation of the incident and if the substance is suspected of being illegal, the Head will contact the Police to help with identification and give appropriate police involvement.
- h) In the event of the discovery of any equipment associated with substance use, especially needles and syringes, pupils should not be allowed to handle such items. The Head must ensure that the materials are placed in a secure and rigid container to await collection by the police and their further recommendations/instructions.

If any member of staff suspects that a pupil/member of staff may be under the influence of drugs, they should report their suspicions to the Head of School.

### **3.2 Recognising the signs:**

These signs are not conclusive proof of drug misuse, but observing a range of them in combination, may point to the need for greater vigilance.

#### **In Individuals:**

- Changes in attendance, and being unwilling to participate in school activities.
- Decline in performance in school work.
- Poor timekeeping, habitually late or unreliable.
- Excessive borrowing or spending of money.
- Stealing money or goods.
- Unusual outbreaks of temper, marked swings in mood, restlessness or irritability.
- Excessive tiredness without obvious cause.
- No interest in physical appearance.
- Sore or rashes especially on the mouth or nose.
- Lack of appetite.
- Heavy use of scents, colognes, etc. to disguise the smell of drugs.
- Wearing sunglasses at inappropriate times, to hide dilated or constricted pupils.

### **In Groups:**

- Keeping at a distance from other pupils, away from supervision points.
- Being the subject of rumours about drug taking.
- Stealing which appears to be the work of several individuals rather than one person.
- The use of drug-taking slang.
- Exchanging money or other objects in unusual circumstances.
- Associating briefly with one person who is older and not normally part of the peer group.

## **SECTION 4**

### **4. THE SCHOOLS RESPONSE TO DRUG RELATED INCIDENTS**

Thomas's London Day Schools operates a zero tolerance policy in relation to:-

- a) the use and supply of illegal drugs as defined by The Misuse of Drugs Act 1971, and other relevant legislation.
- b) the use of substances, including alcohol, tobacco and solvents.

The Schools are committed to the health, safety and welfare of all members of the school community and will take action to promote their well-being.

#### **4.1 PUPILS**

If pupils are found to be in possession and/or under the influence of illegal drugs, as defined by The Misuse of Drugs Act 1971, whilst in school, irrespective of whether for their own use, passing, receiving, buying or selling, the pupil will be immediately isolated from other pupils and excluded from school pending further investigation. This will be a neutral action of removal until evidence or proof of wrongdoing is available. If, as a result of the investigation, which may include positive identification of the substance involved by the Police, a doctor or another appropriate expert, the findings are conclusive, immediate and permanent exclusion will result as outlined under section six of the Schools Standard Terms and Conditions. The Police will be informed as a matter of course.

#### **4.2 MEMBERS OF STAFF**

If members of staff are found to be in possession and/or under the influence of illegal drugs, as defined by The Misuse of Drugs Act 1971, they will be subject to the procedures under the schools Disciplinary Policy and if the findings of the investigation are conclusive, this will be treated as gross misconduct and lead to termination of employment, without notice.

### 4.3 PARENTS

Thomas's London Day Schools will act in accordance with current legislation with regards to parents' involvement with illegal substances as defined by The Misuse of Drugs Act 1971.

All incidents of conclusive drug possession or drug dealing will be reported immediately to the police and there will be no alternative to this procedure.

## 5. ROLES AND RESPONSIBILITIES

The Principals and Heads of Schools are ultimately responsible for the policy, content and implementation; liaison with parents, staff, and other bodies, together with deciding how drug, alcohol, tobacco and solvent related incidents will eventually be dealt with.

However, everyone within the school's community has a role in being vigilant, and reporting any suspicions of drug, alcohol, tobacco and solvent use to their Head of School.

This policy will be reviewed annually, in the Summer Term. Comments or observations should be received at the Ringwood Office for the attention of Margaret Tuck, Director of Administration, by the start of each Summer Term.

<b>This policy will be reviewed annually.</b>			
Reviewed: December 2007	By:	Margaret Tuck, Director of Administration	
Reviewed: February 2009	By:	Margaret Tuck, Director of Administration	Changes made
Reviewed: January 2010	By:	Margaret Tuck, Director of Administration	
Reviewed: September 2010	By:	Margaret Tuck, Director of Administration	
Reviewed: September 2011	By:	Margaret Tuck, Director of Administration	No changes
Next Review: September 2012	By:	Margaret Tuck, Director of Administration	

# **RECORD OF DRUG RELATED INCIDENT**

(including Alcohol, Tobacco and Solvents)

<b>Date of Incident:</b>	<b>Time of Incident:</b>
<b>Name of pupil/Member of Staff:</b>	<b>Report form completed by:</b>
<b>Form:</b>	
<b>Drug involved (if known):</b>	<b>Sample Found (tick as appropriate):</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Where retained/destroyed (only retain if intended to hand in to the police as soon as possible after the incident):</b>	
<b>Witness:</b>	
<b>Brief description of incident:</b>	
<b>First Aid given:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Given by whom:</b>
<b>Ambulance called:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Called by:</b>
	<b>When:</b>
<b>Other action (e.g. parent/carer called, sanction imposed, police consulted, etc.)</b>	

## MANAGEMENT OF INCIDENTS INVOLVING DRUGS

The following table (extracted from “Tackling Drugs Together”) provides guidance for schools in handling a drug related incident.

WHAT TO DO IF	ACTION	REGULATIONS	OTHER CONSIDERATIONS
Drugs or material connected with drugs are found on school premises.	<ul style="list-style-type: none"> <li>▪ With a witness present, confiscate the substances and store in a designated place.</li> <li>▪ Record details.</li> <li>▪ Inform the Head.</li> <li>▪ Try to identify the substance.</li> <li>▪ Consider contacting the police.</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is illegal to search a student.</li> <li>▪ It is against the law to knowingly allow premises to be used for production, consumption or dealing or substances.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decide when and if the parent body are to be informed.</li> <li>▪ Decide whether staff/students should be informed, and if so, how.</li> </ul>
A student is found in possession of drugs.	<ul style="list-style-type: none"> <li>▪ As above.</li> <li>▪ Interview student.</li> </ul>	<ul style="list-style-type: none"> <li>▪ School has in ‘loco parentis’ responsibilities.</li> <li>▪ It is illegal to search a student.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decide at what point parents/carers are to be informed.</li> <li>▪ Assess whether this is a one-off incident and whether the student requires specialist help.</li> <li>▪ Contract drug agency for advice or assessment.</li> <li>▪ Decide if police are to be called.</li> <li>▪ Consider disciplinary sanction to be applied.</li> <li>▪ Decide on process for communicating to other staff, other parents and students.</li> </ul>
A member of staff: a) Suspects. b) Has evidence of a student being under the influence of drugs.	<ul style="list-style-type: none"> <li>▪ Confirm evidence.</li> <li>▪ Follow first aid procedure if necessary.</li> <li>▪ Inform the Head.</li> <li>▪ Interview student or send home.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As above.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As above, with attention to first aid issues if necessary.</li> <li>▪ Consider child protection issues.</li> </ul>
A student discloses that another person is using or selling drugs.	<ul style="list-style-type: none"> <li>▪ Inform the Head.</li> <li>▪ Interview the student.</li> </ul>	<ul style="list-style-type: none"> <li>▪ There is no legal obligation to inform anyone.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is this another student? Is this happening on the school site?</li> <li>▪ Discuss the implications with the senior management team if it affects the school site.</li> <li>▪ Consider how the police may be involved.</li> <li>▪ Consider child protection issues.</li> </ul>
A student discloses that he or she is using drugs.	<ul style="list-style-type: none"> <li>▪ Inform the Head.</li> <li>▪ Interview the Student.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As above.</li> <li>▪ School has in ‘loco parentis’ responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to specialist help if desired.</li> <li>▪ Consider if and when parents should be informed.</li> </ul>

WHAT TO DO IF	ACTION	REGULATIONS	OTHER CONSIDERATIONS
The School becomes aware that drugs are being sold in the vicinity of the school.		<ul style="list-style-type: none"> <li>▪ No legal obligation to inform anyone.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contact police for advice.</li> <li>▪ Discuss how this may be communicated to staff and students or parents.</li> </ul>
A parent comes for advice about their child's use of drugs.	<ul style="list-style-type: none"> <li>▪ Offer support and establish issues.</li> </ul>	<ul style="list-style-type: none"> <li>▪ There is no obligation to inform the police, but if the act is taking place on school premises there may be a legal responsibility to take action.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise where professional help may be obtained.</li> <li>▪ Discuss with parents how this is affecting the students and potential action by the school.</li> </ul>

## ***Additional Notes for Information only***

### **DRUGS AND THE LAW - A Brief Outline**

The most important drugs laws in the UK are the Misuse of Drugs Act 1971, the Misuse of Drugs regulations made under the Act (1985) and the Medicines Act 1968. The Misuse of Drugs Act divides controlled drugs into three categories, classified according to their perceived degree of harmfulness or danger to the individual and society, with penalties varying accordingly.

These categories are:

#### **Class A**

Includes ecstasy, LSD, heroin, cocaine, crack cocaine, magic mushrooms. Class B drugs prepared for injection are also included.

#### **Class B**

Includes amphetamines, cannabis, methylphenidate (Ritalin), Pholcodine.

#### **Class C**

Includes tranquillisers, some painkillers, Gamma hydroxybutyrate (GHB) and Ketamine.

**The Act gives the Police powers to stop and search** persons, vehicles, or vessels, to obtain search warrants to search properties, to seize anything, which appears to be evidence of an offence, and to arrest persons suspected of having committed an offence under the Act.

**The most common offence is possession of a controlled drug.** This includes joint possession of a common pool of drugs and past possession when past drug use is admitted. There is no offence if you are found in possession of a drug that you did not know was on your person (e.g. a friend put it in your pocket) but you might have to prove this later in court. By law, the police have to prove that you knew that you had the drugs on you.

**More serious offences are supply and intent to supply.** It is important to remember that supply can also include selling or even giving drugs to a friend. If you are caught with drugs, saying that some are for a friend makes matters worse as you could also be convicted for supply.

**Cultivation of cannabis** is also an offence with more severe penalties if there is intent to supply. The heaviest penalties under the law are for importing and exporting drugs.

**Anyone who commits an offence against the Misuse of Drugs Act can be dealt with in a number of ways:-**

For minor offences (such as the possession of a small amount of cannabis for personal consumption), how you will be treated varies from area to area.

Some police forces always prosecute first time offenders, with small amounts of drugs, while others are far more lenient, offering only a caution. This is a formal acknowledgement that the person has committed an offence and acts as a warning regarding future behaviour. A caution does not count as a conviction, but may be brought up in future court proceedings. Details may also be disclosed to future employers if the person applied for certain types of jobs.

If the person has already been cautioned for a similar offence, they may have to appear before a Magistrates Court and face a fine, suspended or short prison sentence.

For the more serious offences of supplying, possessing with intend to supply or illegally bringing drugs into the country, the person would usually face a trial before a judge and jury at a higher criminal court or Crown Court.

**Class A** – The maximum for possession is 7 years imprisonment with an unlimited fine, and for supply, life imprisonment and an unlimited fine.

**Class B** – The maximum for possession is 5 years imprisonment with an unlimited fine, and for supply, 14 years imprisonment with an unlimited fine.

**Class C** – The maximum for possession is 2 years imprisonment and an unlimited fine, and for supply, 14 years imprisonment and an unlimited fine.

### **The Medicines Act**

Possession of Prescription Only medicines without a prescription is a serious offence. Drugs such as amyl nitrite, GHB and Ketamine are regulated under the medicines act.

### **Drugs and Driving**

Under the Road Traffic Act, it is an offence to be in charge of a motor vehicle when unfit through drugs. If found guilty there is an obligatory 12 month's disqualification and a fine. If you are involved in an incident whilst under the influence, stiffer penalties will apply.

**Remember!** – You are classed as being in charge of a vehicle even if you are asleep in the back seat.

**Source:** Drugs and the Law <http://www.urban75.com/Drugs/druglaws.html>