

# **DRUGS AND ALCOHOL: ADVICE FOR SCHOOLS**

**NORFOLK CHILDREN'S SERVICES**

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## DRUG ADVICE FOR SCHOOLS

**Please note that the advice contained in this document replaces the Norfolk Children's Services guidance issued in 2008.**

***Schools should also be aware that there are some important changes contained in this new guidance, particularly with regard to advice from the Police as to how any substances should be disposed of.***

The advice contained herein is based on the document *DfE and ACPO Drug Advice for Schools* (see product reference number DFE-00001-2012 which is available at [www.dfe.gov.uk](http://www.dfe.gov.uk)). This replaces those elements of *Drugs: Guidance for schools* (ref:DfES/0092/2004) which related to the school drugs policy and managing drug-related incidents.

**The aim of this document is to:**

- a) provide schools, and other educational settings, with a framework for which to develop their own school policy
- b) involve those agencies in Norfolk who are best able to support schools, and other educational settings, in the development of this advice
- c) offer a model of good practice for developing procedures to manage any substance related incidents

**The following sections of this advice outlines:**

- 1. the DfE *Suggested Drug Policy Framework (Annex A)* which is produced here verbatim and which was intended to be used by schools to produce their own policy
- 2. guidance as to how to develop a School Drugs Policy
- 3. advice as to how then to proceed, including using the Norfolk model School Drugs Policy



## **SECTION 1: DfE SUGGESTED DRUG POLICY FRAMEWORK**

### **Development process**

- State the date of approval and adoption, and the date for the next major review
- Describe the development process and how the whole school community was involve
- Insert the signatures of the head teacher, a governor, key personnel (and pupil representative if appropriate)

### **Location and dissemination**

- Outline the dissemination plans and where a reference copy of the policy can reliably be found. Parts of the policy may be replicated or referred to in other school publications

### **The context of the policy and its relationship to other policies**

- Outline the links with other written policies on, for example, the school mission/ethos statement, behaviour, health and safety, medicines, confidentiality, pastoral support, healthy schools, school visits and child protection

### **Local and national references**

- Specify useful national and local documents, for example, this and other government advice, Local Authority information and local Healthy Schools or similar documentation on which the policy has drawn

### **The purpose of the policy**

- Identify the functions of the policy, showing how it reflects the whole school ethos and the whole school approach to health

### **State where and to whom the policy applies**

- For example, all staff, pupils, parents/carers, governors and partner agencies working with schools
- Specify the school's boundaries and jurisdiction of the policy's provisions
- Clarify how the policy applies to pupils educated in part within further education or other provision

### **Definitions and terminology**

- Define the term “drugs” and clarify the meanings of other key terms. The definition should include reference to medicines, volatile substances, alcohol, tobacco, illegal drugs and other unauthorised substances.

### **The school’s stance towards drugs, health and the needs of pupils**

- Include a clear statement that illegal and other unauthorised drugs are not acceptable within the boundaries identified within the policy
- Outline the school rules with regard to authorised drugs and make links to the school policy on medicines
- Explain that the first concern in managing drugs is the health and safety of the school’s community and meeting the pastoral needs of pupils

### **Staff with key responsibility for drugs**

- Specify the named member of staff who will oversee and coordinate drug issues and their key roles and responsibilities. Head teachers may wish also wish to record those members of staff with the authority to search pupils. Although there is no legal requirement to keep such a record

### **Staff support and training**

- Outline induction and drug awareness training arrangements for all staff working at the school and relevant governors
- Outline specific continuing professional development opportunities for drug education teachers and how it will be cascaded

### **Management of drugs at school and on school trips**

- Describe the policy on dealing with drug paraphernalia and suspected illegal and unauthorised drugs
- Outline storage, disposal and safety guidance for staff
- Make explicit the school’s policy on searches, including personal searches and searches of school and pupils’ property
- Outline strategies for thorough investigation of events and personal circumstances. Outline strategies for responding to any incidents involving illegal and other unauthorised drugs, including initiating screening, pre-CAF/CAF and the range of options for responding to the identified needs of those involved.
- Outline procedures for managing parents/carers under the influence of drugs on school premises

**Police involvement**

- Outline the agreed criteria for if and when police should be informed, consulted or actively involved in an incident, and when action is expected if police involvement is requested
- Include the name and contact details for the school's liaison officer

**The needs of pupils**

- Outline the mechanisms for addressing the wider support needs of pupils and how pupils are made aware of the various internal and external support structures

**Working with external agencies**

- Outline the relationship with local partner agencies and the roles negotiated with them for supporting pupils and their families and agreed protocols for referral
- List local services and national helplines/websites

**Information sharing**

- Specify the school's approach to sharing information and how it will secure pupils' and, where necessary, parent/carers' agreement for this
- Specify the schools' approach to ensuring that sensitive information is only disclosed internally or externally with careful attention to pupils' rights and needs
- Outline local safeguarding to be followed if a pupil's safety is considered under threat, including incidences of parental drug or alcohol misuse (or make links to relevant school policy)

**Involvement of parents/carers**

- Include the policy for informing and involving parents/carers about incidents involving illegal and other unauthorised drugs
- Outline the schools' approach to encouraging parental involvement in developing and reviewing the policy and their child's drug education

**The role of governors**

- State the arrangements for ensuring that governors are well informed on drug issues as they affect the school
- Outline the role of governors (or a designated governor if appointed) in policy development and overseeing the drug education programme, and contributing to any case conferences called, or appeals against exclusions

**Liaison with other schools**

- Explain where schools are working together, for example: the drug education curriculum, the management of incidents, training opportunities and transitions between schools

**Liaison and working with other agencies**

- Outline the relationship with local partner agencies and the roles negotiated with them for supporting pupils and their families and agreed protocols for referral
- State negotiated and agreed procedures for collaborating with local agencies that can offer targeted and specialist support to pupils needing either

**Staff conduct and drugs**

- State the arrangements for ensuring that staff are aware of their responsibilities in relation to drinking and other drug use in school hours and on school trips



## **SECTION 2: GUIDANCE ON DEVELOPING A SCHOOL DRUGS POLICY**

Schools need to be aware that while there is no statutory requirement to have a drug policy, it is the advice of the DfE, Norfolk County Council Children's Services and N-DAP that they should have one. The need for a clear procedure for managing any incidents is essential to protect staff, governors, parents/carers and pupils.

### **Schools need to outline their stance towards drugs, health and the needs of pupils. This should include:**

- a statement that it is inappropriate and unacceptable for young people to bring substances into school, have it on their person, consume them before, during and after school on the way to or from school (including on school visits etc).
- a statement (where appropriate for some schools) clarifying the "boundaries" or scope of the policy e.g. travelling to/from school by bus/public transport, pupils being educated for part of the week at another institution etc.
- an outline of school rules with regard to authorised drugs and how this links with the school policy on medicines
- recognition that the first concern in managing drugs is meeting the health and pastoral needs of individual pupil in the context of the health and safety of the school community
- Schools need to insert a statement clearly outlining how breaches of rules with regard to drugs will be dealt with. Reference should be made to a statement contained in the behaviour policy.

### **Safeguarding Young People: Confidentiality and Information sharing:**

As an important source of support for pupils experiencing problems with drugs, schools must ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person and the duty to safeguard and promote the welfare of the young person and others in line with the school's Safeguarding/Child Protection Policy. **Schools should ensure that they refer to the Norfolk Safeguarding Children Board (NSCB) Protocol 10.** Staff cannot and should not promise total confidentiality. There are important reasons why personal and sensitive information needs to be shared in relation to Child Protection (e.g when working with the police, referral to external agencies etc). The Data Protection Act and Crime and Disorder Act all allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent.

The following questions should also be considered:

- (i) how serious is the situation?
- (ii) what immediate and significant risk does the young person face?
- (iii) what implication (both positive and negative) could keeping a confidence have?
- (iv) what significant harm could result from keeping the young person's disclosure confidential?

Young people will be made aware of the limitations of confidentiality **before** they disclose a confidence whenever possible. If a confidence needs to be broken the school will explain to the young person (and parents/carers as appropriate):

- (i) why the confidence was broken
- (ii) who will be/has been informed
- (iii) what will be/was disclosed
- (iv) how the information will be used
- (v) that their privacy will be respected and that information is shared on a “need to know” basis

### **Police involvement:**

*The senior member of staff responsible for the school's drugs policy should liaise with the police to agree a shared approach to dealing with any drug-related incidents. This approach should be updated as part of the regular review of the policy. The name/telephone number of the local police contact should be entered in the relevant box on Appendix B of the School Drugs Policy. For details of local your police contact, see the **DAAT** details on page 11.*

In Norfolk, the suggested approach is as follows:

**Legal drugs:** the police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the area

### **Controlled drugs (including *suspected* “legal highs”)**

In taking temporary possession and disposal of *suspected* controlled drugs, schools are advised to:

- Ensure that a second adult witness is present throughout
- Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff
- ***Do NOT dispose of the substance.*** Please note that this replaces previous advice which stated that schools could dispose of substances themselves. This can now only be done by the constabulary.
- Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken **but** as the police advise that this *is* disclosed, the school should determine their stance on this **in advance** to ensure consistency of approach
- Record full details of the incident, including the police incident reference number if they are involved
- Inform parents/carers, unless this is not in the best interests of the pupil
- Identify any safeguarding concerns and develop a support and disciplinary response
- If there is a significant seizure of a suspected illegal substance schools should;
- Inform the police at an early stage
- Take steps to minimise handling to aid future forensic investigations

## **Schools may also find the following information of use:**

There are a number of local and national services, helplines and websites which schools may find useful, these include:

### **1. Local:**

**Children's Services Schools Drugs Adviser:** [barry.gibson@norfolk.gov.uk](mailto:barry.gibson@norfolk.gov.uk)

**DAAT:** Norfolk Drugs and Alcohol Action Team liaison officer for non-urgent enquiries regarding any drug/alcohol incidents, contact: [pearcec@norfolk.pnn.police.uk](mailto:pearcec@norfolk.pnn.police.uk)

**Healthy Norfolk Schools:** [adele.godsmark@norfolk.nhs.uk](mailto:adele.godsmark@norfolk.nhs.uk)

**HERON:** a service in Norfolk operated by the NHS to provide resources and leaflets for young people, adults, parents/carers etc: [www.heron.nhs.uk](http://www.heron.nhs.uk)

**Matthew Project Under 18 Service:** deliver services to young people about drugs and alcohol: [www.matthewproject.org](http://www.matthewproject.org): Helpline 0800 970 4866 or 01603 774355. Other services (e.g. for friends, families, carers etc) are also available: for details check their website.

**N-DAP:** Norfolk Drug & Alcohol Partnership: [www.nordat.org.uk](http://www.nordat.org.uk)

**Norfolk Constabulary:** to establish the team responsible for your area go to [www.norfolk.police.uk](http://www.norfolk.police.uk) navigate to "safer neighbourhoods" then input your postcode

**Norfolk Safeguarding Children Board:** co-ordinate how agencies work together to safeguard and promote young people and to ensure the effectiveness of safeguarding arrangements : [www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk)

**Smokefree:** NHS Smoking Helpline: <http://smokefree.nhs.uk>

### **2. National:**

**ADFAM:** offers information to families of drug and alcohol users and has details of local support services: [www.adfam.org.uk](http://www.adfam.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: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Department for Education:** essential for monitoring changes/updates in current policies, guidance and advice: [www.dfe.gov.uk](http://www.dfe.gov.uk)

**Drinkline:** a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 08009178282

**DrugScope:** offers a wide range drug and alcohol information and resources: [www.drugscope.org.uk](http://www.drugscope.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: telephone 0800 800 222

**FRANK:** national drugs awareness campaign to raise awareness amongst young people, their parents/carers: [www.talktofrank.com](http://www.talktofrank.com). Schools can receive free resources, updates, newsletters etc.

### **SECTION 3: How to proceed:**

On publication of this document, a copy of the Norfolk model ***School Drugs Policy*** will also be available to all local authority maintained schools. Details for obtaining/using the electronic version will be included in the INSET training offered by the Schools Drugs Adviser (SDA): this will help schools to produce their own policy.

Other schools may contact the Norfolk Children's Services Schools Drugs Adviser to discuss their requirements ([barry.gibson@norfolk.gov.uk](mailto:barry.gibson@norfolk.gov.uk)).

1. Use the model policy as a starting point for developing your own. This task should be undertaken by members of the senior leadership team. Unlike the previous model policy, the current guidance from the DfE is that individual schools need to take responsibility for certain key components of their policy. The model, therefore, contains: a) some elements that may be seen as recommended "good practice" and b) some elements that need to be written by the school to reflect their own stance. All schools/education settings are different and belong to different communities and this will need to be reflected in the policy.
2. Consult with key staff: once the draft has been produced it should then be circulated to those members of staff who deal with drug education and/or those who have responsibility for managing any potential incidents.
3. Consult with School Council/student body: this will offer an opportunity to actively engage with the "student voice" and will ensure their involvement.
4. Take the final version to governors: once the final version has been produced, this should be taken to the governing body for their approval.
5. Publicise and disseminate the policy to the whole school community: pupils, parents/carers, governors and all staff should be made aware of, and have access to the School Drugs Policy. This should ensure that everyone in the school community is fully aware of the schools' stance on drug and how any substance-related issues will be dealt with.

## **THE NORFOLK MODEL SCHOOL DRUGS POLICY.**

The aim of this policy is to acknowledge and clarify the school's role in drug prevention and education and ensure it is appropriate to pupils' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, teachers, support-staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school's behaviour policy. This policy should also be read in conjunction with the Safeguarding/Child Protection Policy, PSHE policy, medicines policy, health and safety/smoking policy, SEN and discipline/ behaviour policy and any other relevant policies. This policy is complementary to the Norfolk Healthy Schools Health and Well-being Review. As a matter of course, all staff, parents/carers and pupils are reminded of this policy on an annual basis. This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/etc.

**Definition:** "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc. This may also include those substances known as "legal highs".

The school believes that the possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.

**Drug Education:** The school provides a planned drug education curriculum through the current requirements/guidance from the Department For Education. This could include elements of PSHE education, Citizenship, Science etc.

On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and their contributions evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The school actively cooperates with agencies such as the LA, police, health and drug agencies, including The Matthew Project Under 18s Service who are commissioned by the Local Authority and the Norfolk DAAT to work with schools.

**Statutory duty of the school:** The head teacher takes overall responsibility for the policy and its implementation, for liaison with the governing body, parents, LA and appropriate outside agencies. The head teacher will ensure that all staff dealing with substance issues are adequately supported and trained.

A school cannot knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). Where it is suspected that substances are being sold on the premises as much information as possible, including the names of those involved, will be passed to the police.

**Searching pupils:** At this time (2012), the advice of the DfE is that “school staff can search pupils with their consent (depending on factors such as age) for any item which is banned by schools rules. Head teachers and staff authorised by the head teacher have the power to search pupils or their possessions, without consent, where they suspect the pupil has weapons, alcohol, illegal drugs and stolen items”.

**Implementation of the policy: In incidents involving substance misuse or supply on the premises/during the school day, and following discussion with the pupil and staff, action will proceed as follows.** It should be noted here that, when dealing with drug-related incidents, the school has adopted the procedures as set out in *Drugs: guidance for schools (DfES/0092/2004)* and *DfE and ACPO Drug Advice for Schools (DFE-00001-2012)* and that all staff, parents/carers and pupils will be reminded of these procedures on an annual basis.

- Any medical emergencies will be dealt with as per Appendix A
- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc, the case will be discussed with the young person and a written record taken (see Appendix C); parents/carers will be informed by the head teacher as soon as possible. The support of outside agencies will be sought if appropriate
- If a young person admits to using or supplying substances off the premises, the appropriate action will be to inform the substance coordinator who will inform the head teacher, who will inform the parents/carers
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the head teacher in consultation with governors and staff who know the young person well
- The school will consider each incident individually and will employ a range of responses to deal with each incident. Specific cases will be managed as per Appendix B: all staff, pupils, parents/carers will be informed of these issues.
- The governing body will be involved in drug-related incidents as they are concerning other matters relating to the school. The school has an agreed sanctions procedure that recognises different types of incidents (including any repeat incidents) which will be applied consistently in all cases. This will be reflected in the scale/seriousness of sanctions (e.g. fixed term exclusions for first or minor offence, permanent exclusion for second or serious offence such as supplying to others or class of drug involved).
- The head teacher will take responsibility for liaison with the media, where required. Addition support and advice is available from LA Communication Officers (Education)

***If there is a significant seizure of a suspected illegal substance schools should:***

- ***Inform the police at an early stage***
- ***Take steps to minimise handling the substance to aid future forensic investigation***

The school has also adopted the following as an essential part of the policy:

APPENDIX A : Drug situation – medical emergencies  
APPENDIX B : Responding to incidents involving drugs  
APPENDIX C : Record of drug/substance related incident

**All staff, parents/carers and young people will be reminded of this policy, and its procedures, on a regular basis.**

Policy written:.....

Policy reviewed:.....

Date of next Planned Review:.....

## 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 well-being 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 ambulance

### **Before assistance arrives**

*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
- if used/dirty needle seek advice from a doctor

### **When medical help arrives**

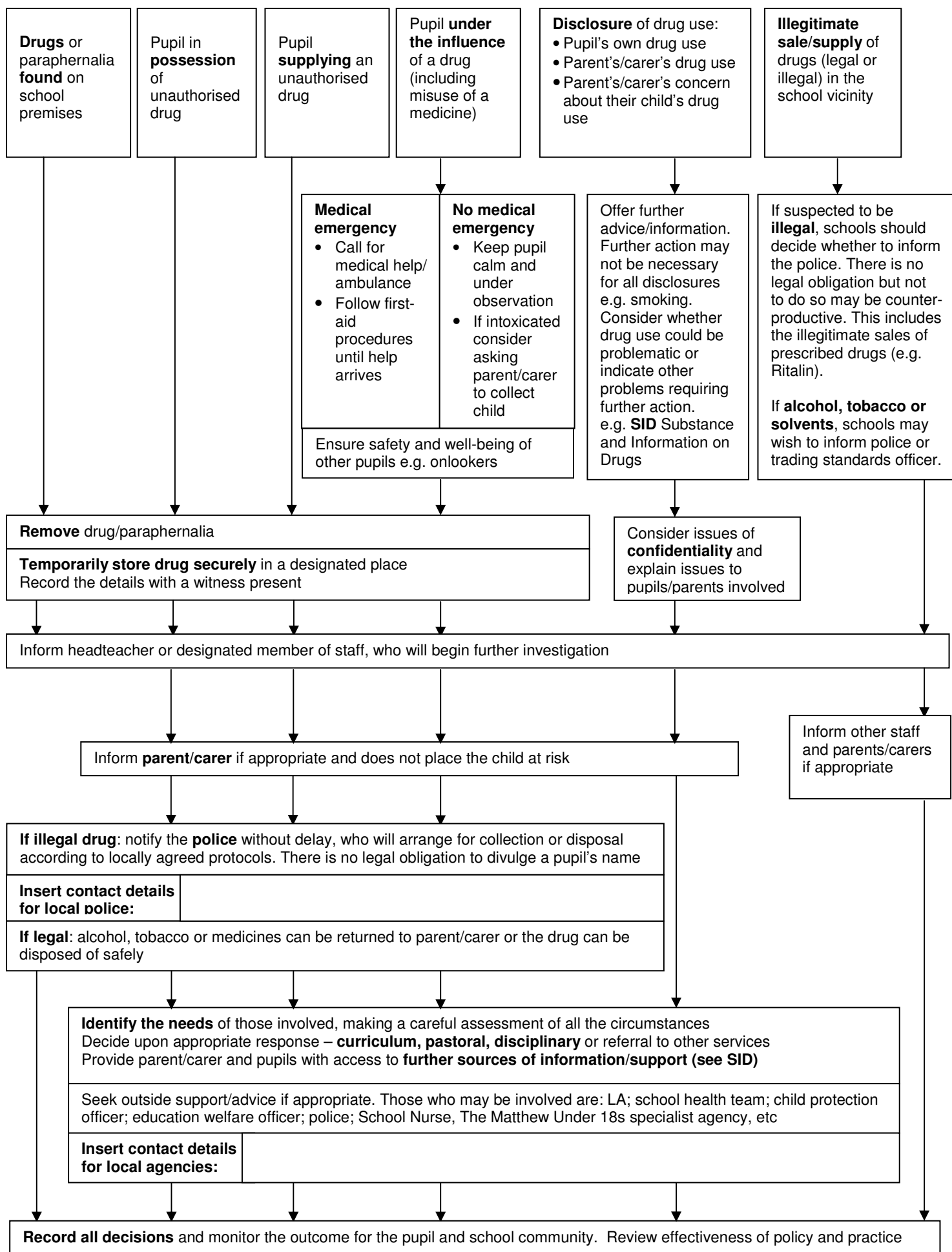
- pass on any information available, including vomit and any drug samples

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, alcohol, tobacco and illegal drugs**

## APPENDIX B: Responding to incidents involving drugs





## Appendix C: Record of drug/substance related incident

Complete this and store securely. It may be needed in cases such as exclusions, appeals, police involvement etc.

**Tick to indicate the category that best describes the nature of the incident:**

Drug or paraphernalia found ON school premises	<input type="checkbox"/>	Pupil disclosure of drug use	<input type="checkbox"/>
Emergency/Intoxication	<input type="checkbox"/>	Disclosure of parent/carers drug misuse	<input type="checkbox"/>
Pupil in possession of unauthorised drug	<input type="checkbox"/>	Parent/carers expresses concern	<input type="checkbox"/>
Pupil supplying unauthorised drug on school premises	<input type="checkbox"/>	Incident occurring OFF school premises	<input type="checkbox"/>

Name of pupil:	<b>If more than one pupil involved, use one sheet per pupil</b>
Pupil's form:	Date of incident:
Age of pupil:                      MALE / FEMALE	Time of incident:
Names of all staff involved:	
Tick box if second or subsequent incident involving same pupil	Name of senior member of staff involved:

First Aid given?    YES              NO

Ambulance/Doctor called?    YES              NO  
(Delete as necessary)

First Aid given by: .....  
.....

Called by: ..... Time:

Drug involved (state if known or suspected):
Description of incident (including any physical symptoms):
There should be enough detail recorded so as to be useful in any further action (e.g. exclusions, appeals, police action, referral to external agencies etc). <b>CONTINUE ON SEPARATE SHEET IF NECESSARY</b>

Drug found/removed?    YES / NO

Where found/seized:

.....

Name(s) and signature(s) of witness(es) to the incident  
:

.....  
.....

Details of agreed arrangements with police for disposal:.....  
.....

At time:

If police contacted, give incident/reference number:

Name of parent/carers informed:
Informed by:    Date:    Time:

Other action taken: pupils/staff/parent/carers informed, sanction imposed, referral to another agency (e.g. police), case conference called, etc	
This form completed by (name and signature):	Time/Date:
Witnessed by (name and signature):	Time/Date: