

Wheeler Lane Primary School

Managing Drug-related Incidents

POLICY



2024

Policy to be reviewed annually

Recommended by the Curriculum and Community Committee on

Ratified by the Governing Body _____

Signature of Chair of Governors _____

Dated: _____

Managing Drug-Related Incidents

At Wheelers Lane Primary School, we do not condone the misuse of drugs, including alcohol. We are committed to tackling drug misuse among young people and that any instances of possession, use or supply of illegal drugs on school premises will be regarded with the utmost seriousness.

This policy is intended to cover all those on the school premises, i.e. pupils, staff, parents and visitors and will apply on school visits.

Our guiding principles are:

- The safety and welfare of all pupils and staff
- The welfare of individual pupils deemed to be at risk.
- The law concerning drugs.

The management of drug-related situations will be led by the Head teacher. Action is coordinated or initiated in consultation with the Head teacher, Governors and outside agencies where relevant.

Drug situations - medical emergencies. See Appendix 1 for the procedures to undertake if an emergency arises.

If a pupil is believed to have in their possession any illegal drugs the following stages should be followed:

The Head teacher will be informed and will take the lead role in deciding how to respond further

1. Confiscation in the presence of a second adult witness.
2. Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
3. Deposit the illegal drugs in the school safe with access limited to senior members of staff.
4. Keep a record using Proforma Appendix 2 Found/Confiscated

Substance Form

5. The Head teacher will decide whether to inform the police. If they are notified, they 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 from whom the drugs were taken but it is advisable to do so. A record of the full details of the incident, including the police incident reference number will need to be recorded.
6. Contact LA School and Governor support to inform and seek advice. This is important in relation to talking to the media. No member of staff should speak to the media.
7. If a pupil is suspected of concealing illegal drugs on their person every effort will be made to secure the voluntary production of such drugs. This will be carried out in the presence of a witness. School property such as trays may be searched.
8. No member of staff should attempt to analyse or taste the unidentified substance. Identifying drugs should be done by the Police or a Local Pharmacist.
9. Parents/carers will normally be informed. (Consideration has to be given to Child Protection Guidelines i.e. will the pupil be at risk either physically or mentally if the parent/carers are told?)
10. We will advise the parents/carers of additional support the family may want such as the NHS site where other contact details are given.

<https://www.nhs.uk/live-well/healthy-body/advice-for-the-families-of-drug-users/>

Sanctions

Sanctions which might apply in response to a drug-related incident should be chosen from the range available for other breaches of school rules.

Alcohol and Tobacco

- Wheelers Lane Primary School does not allow smoking in any of its buildings or grounds.
- Alcohol is not permitted to be drunk by staff or visitors at school during normal school hours, nor at any time when a member of staff has pupils under their charge.
- Pupils are not allowed to be in possession of, or use, alcohol, tobacco, matches, lighters, or any illegal drug at any time.

Specific Issues

If a parent, visitor or member of staff were 'under the influence' they would be:

- Asked to leave the school premises (staff should have a witness and/or support from another member of staff)

For members of Staff the Local Authority would be informed
LA guidelines would be followed

- If Parent/carers collecting children are deemed to be 'under the influence' - a member of staff will suggest calling someone else to take the child home. If the parent refuses to co-operate then the head teacher will make the decision as to if the school refuses to let the adult take the child home and the Designated Child Protection Officer will decide if Social Services should be called.

Appendix 1 Drug situations - medical emergencies

Appendix 2 Found/Confiscated Substance Form

Signed: _____ Dated: _____

Appendix 1

Drug situations – medical emergencies

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

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's first aid procedures.

**IF IN 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 the person what has happened and to identify any drug used
- Collect any drug sample and any vomit for medical analysis
- **Do not** induce vomiting
- Keep the person under observation, warm and quiet

If the person is unconscious:

- Ensure that the person can breathe and place in recovery position
- **Do not** move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **Do not** give anything by mouth
- **Do not** attempt to make the person sit or stand
- **Do not** leave the person unattended or in the charge of another pupil

WHEN MEDICAL HELP ARRIVES:

Pass on any information available including vomit and any drug samples

COMPLETE ACCIDENT REPORT FORM AND CONTACT LA

Appendix 2 Found / Confiscated Substance Form

1. For help and advice, telephone the LA School and Governor support
2. Complete this form WITHOUT identifying the pupil involved.
3. Copy the form twice
4. Send one copy of the incident to the LA Pupil unnamed
5. 2nd copy to be attached to the sealed container in which the drug has been placed.
6. Keep the original, adding the pupil's name and store securely in school.

Description of Substance _____

Place confiscated / found _____ Time _____ Date _____

Circumstances under which substance came into school possession

Name of person finding the substance _____

Witnessed by Name _____ Signature _____

Name of pupil _____ Was
a search undertaken? Yes / No

Name of person undertaking search _____

Adult witness (not undertaking search) _____

Police informed Yes / No By phone / In person

By Whom _____

Name / Number of Police officer _____

Police station _____

Is the substance required as evidence re criminal offence / school
disciplinary procedure? Give details

Disposal / Retention

1. Disposal of substance by school staff

Name of staff member disposing and signature

Method of disposal _____

Witnessed by Name and signature _____
or

2. Handed to Police -Time and date _____

By whom - Staff name and signature _____

Name / number of police officer receiving _____ Signature

Subject of drug identification Test by Officer at the scene Yes / No

If yes what was the result? _____

Procedure authorised by _____ Headteacher Date _____

