



Trafford Alternative Education Provision

# **DRUGS INCIDENT POLICY**

**[2023]**

Policy Name:	Drugs Incident Policy
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Person Responsible:	Linda H. Thompson Executive Headteacher
Approved By:	Trafford Alternative Education Management Committee
For Action By	Senior Leadership Team
For Information to:	All staff , Management Committee visitors and volunteers
General Data Protection Regulations (GDPR)	This policy document has been reviewed in compliance with GDPR (May 2018)  Lynda H Thompson, Executive Headteacher



## **Trafford Alternative Education Provision**

### **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

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## 1. Rationale

1.1 It is the aim of Trafford Alternative Education Provision to help all students to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and students need to understand the nature of drugs, their social and legal status, their uses and effects.

## 2. Aims

- To support the school's endeavour to maintain the safety and well-being of all students, staff and visitors.
- To clarify legal responsibilities, entitlements and obligations.
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency.
- To develop a whole school approach to drug education in the context of the school curriculum.
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## 3. Key Roles and Responsibilities

- Linda Thompson, Executive Headteacher is responsible for drug related issues within the school.
- Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes the Site Manager and cleaning staff. If they have any queries or training requirements these should be made known to the Executive Headteacher. The Site Manager regularly checks the school premises, any substances or drug paraphernalia found will be reported to the Executive Head teacher and dealt with in accordance with this policy.

## 4. Inclusive Definition of Drugs

4.1 Trafford Alternative Education Provision defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

## 5. Drug Education

**“The aim of drug education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others’ actions”. DfES 2004 p18 Drugs: Guidance for Schools.**

- **Context**

We will provide all students with drug education as an integral part of our Personal, Social and Health Education (PSHE) and Social Skills Programme

- **Ethos**

Drug education in our school aims to enable students to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and are appropriate to the age and experience of our students.

- **Content and Delivery**

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of students. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.

- **Use of visitors and outside speakers**

We use visitors to support our planned teacher lead programme of education, in line with national and local guidance.

## 6. Managing Drug Related incidents: Routine Arrangements

- **Medicines**

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

- **Alcohol**

Students are not allowed to bring alcohol into school. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

- **Tobacco**

The school is a no smoking site both indoors and outdoors, including the school minibus - at all times.

- **Solvents**

The school will ensure that potentially hazardous substances are stored safely, and students will be supervised if it necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvent based products.

- **Illegal drugs**

No illegal drugs are permitted to be brought on to, or used on school premises.

## **7. Incidents**

A drug related incident may include any of the following:

- A student who is suspected of being under the influence of a drug.
- Finding drugs, or related paraphernalia on school premises.
- Possession of drugs by an individual on school premises.
- Use of drugs by an individual on school premises.
- Supply of drugs on school premises.
- Individuals disclosing information about their drug use.
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use.

## **8. Guiding principles**

- In the absence of Linda Thompson, Executive Headteacher, incidents will be dealt, with after making an assessment of the situation, by Deputy Headteacher. Any incidents will be reported to the Executive Headteacher.
- Appropriate support will be offered to those with substance misuse problems.
- If a student is suspected to arrive at school under the influence. Parent/carers will be informed that their child is unfit to be in school and asked to collect their child from school.
- Evidence of possession will result in 1 day fixed term exclusion.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses that is most appropriate.

## **9. Procedures**

- **Medical Emergencies**

9.1 If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given. The priority will be the student's safety. Please see Appendix A for further advice.

- **Individuals in Possession of Drugs**

9.2 If any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated. If the drug is suspected to be illegal, the school will contact the police and immediately hand over the drug. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored for any longer than is necessary. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation.

9.3 Parents of students will be informed and other professionals from the Local Education Authority, Youth Service, Police, School Health Service, MARAT etc. may be informed or consulted as appropriate.

- **Support for Students**

9.4 Following actions to preserve immediate safety, the health and emotional needs of students will be considered. Support is available through the pastoral system to ensure a caring response to students in distress. Interventions will be considered if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or that of their parent or carer. Such interventions may include consultation and subsequent referral.

9.5 Any student involved in an incident of drug misuse in school will be dealt with immediately. However, there are specific sanctions and support procedures that will be used as a starting point for any drugs related incidents. The procedures that will be followed are detailed below:

	Type of Misconduct	Minimum Response
A	<ul style="list-style-type: none"> <li>• Smoking or vaping (using e-cigarettes) on the school premises</li> </ul>	<ul style="list-style-type: none"> <li>• Isolation, break .lunch or afterschool detention</li> </ul>
B	Possession of alcohol Distribution of alcohol Drinking (Consumption) of alcohol Solvent abuse (inc glue/nitrous	<ul style="list-style-type: none"> <li>• Fixed term exclusion</li> </ul>



	oxide)  Substance abuse (inc legal highs/poppers)  Incorrect use of controlled/prescribed medicines  Possession of Class B or C drugs	
C	Possession of Class A drugs  Supplying of Class A, B or C drugs	<ul style="list-style-type: none"> <li>Fixed Term Exclusion with Permanent exclusion being at the discretion of the Executive Headteacher.</li> </ul>

- **Any health and safety issues are of primary consideration.**

9.6 All aspects of the incident are investigated before deciding on any course of action. This may involve taking statements from the students/staff and may also mean removing the student(s) from the scene or from school whilst the investigation takes place.

9.7 Parents/carers, the police and other external agencies and partnerships will be notified as appropriate. Where it is deemed appropriate internal support would be offered and in some cases external services accessed.

- **For Guidance: Warning signs of possible misuse**

9.8 Some signs of drug abuse can be confused with signs of other problems of quite innocent behaviour. Therefore, it is important that all staff (teaching and non-teaching) should take extreme care about not jumping to a conclusion, which might be inappropriate. However, in order to support staff in their identification of possible drug mixtures amongst students, we have grouped signs of abuse into three categories. If a member of staff has any concerns they should liaise with the Executive Headteacher

#### **Equipment that may be used for drug use:**

Containers made from silver foil perhaps discoloured by heat

Small bottles or pillboxes

Stash cans – disguised as everyday objects e.g. deodorants or coke cans

Twists of paper

Straws

Syringes or needles

Empty solvent containers

Cigarette lighters

Drinks cans with extra holes and signs of scorching

Spoons discoloured by heat

Sugar lumps

Spent matches

Plastic bags or butane gas containers

Stamps, stickers, transfers

Grinders

**Physical symptoms/signs of drug use:**

Sudden changes in mood/behaviour, unusual outbreaks of temper

Disregard for physical appearance

Loss of appetite or increase in consumption of set foods

Use of deodorant to cover smell of drugs or solvents

Drowsiness, sleepiness or slurred speech

Unusual smell, stained or marks on clothing or body or around the mouth and nose

Marked interest in glue or solvent based products

Soreness or redness around the eyes or mouth

Flushed face or neck

Dilated pupils

Small groups meeting in secretive places

Unsteady on feet

Staining on hands

**Social Presentation:**

Keeping away from other students

Being the subject of rumour about drugs

Use of drug slang

Excessive spending or borrowing of money

Unexplained loss of money or belongings from home

Perpetual stealing of money or goods that are then sold

Changes in attendance patterns

Reluctance to participate in school activities

Loss of interest in a sport or a hobby

Sudden changes in friendship group

Performance at school shows a marked decline

Strangers on or around the school premises

## **10. Recording**

10.1 All incidents will be recorded on a school incident form. Forms will be stored securely in the student's file

## **11. Confidentiality**

11.1 Complete secrecy can never be promised to a student, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a student discloses that they are using a drug without medical authorisation, action will be taken to ensure that the student comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the student in advance of any disclosure of information to others and if possible enable the student to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.



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### APPENDIX A: Managing Drug Situations

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 our school's first aid procedures.

**IF IN ANY DOUBT CALL MEDICAL HELP**

### 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 a harmful toxic substance, should be responded to as an emergency.

#### 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
- **Do not** chastise or over-excite the person if intoxicated from inhaling a volatile substance
- 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

- Inform the parent/carer

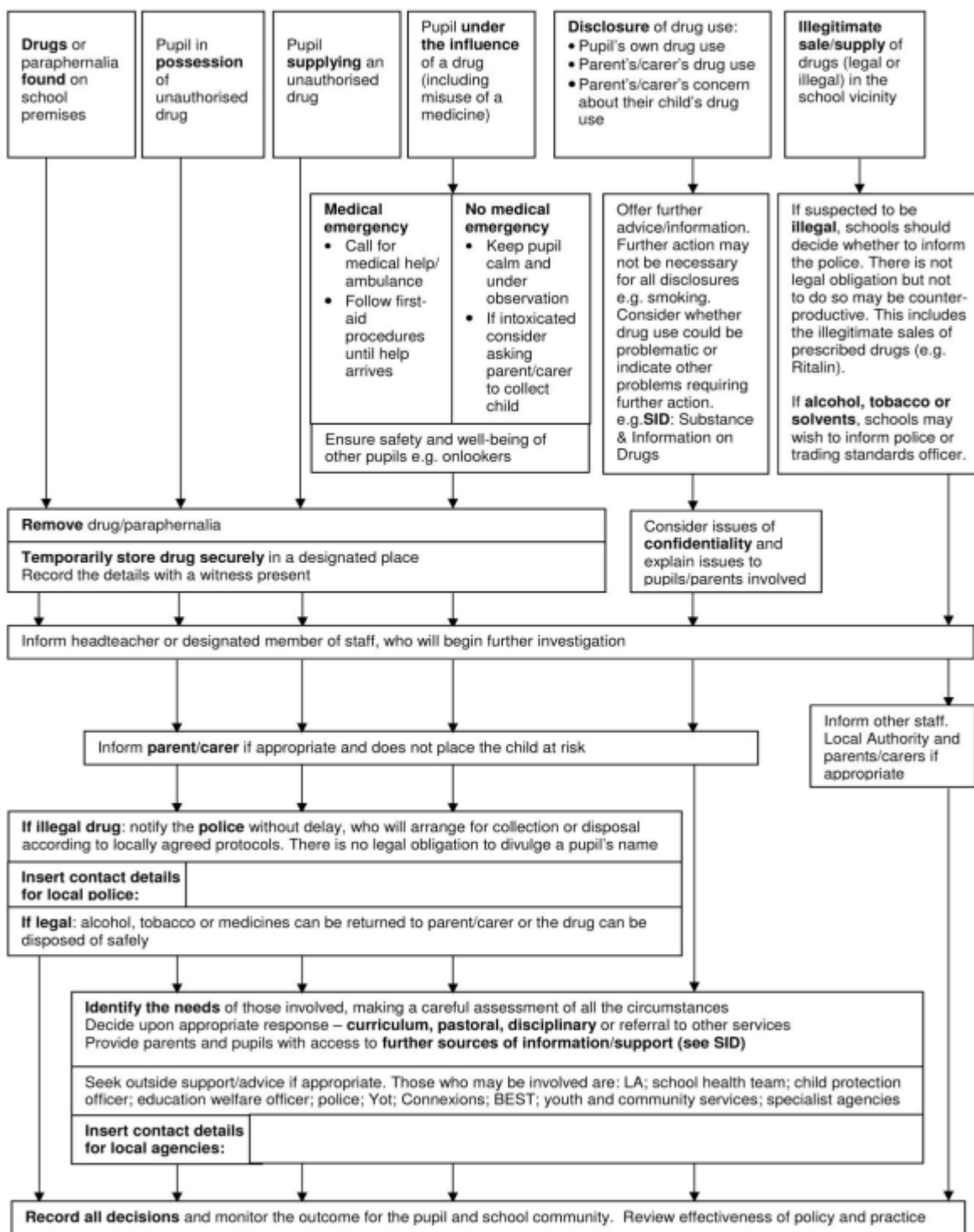
**For needle stick (sharps) injuries: Refer to Health and Safety Policy:**

- Wear protective gloves, encourage wound to bleed – **DO NOT SUCK**. Wash with soap and water. Dry and apply waterproof dressing.
- If used/dirty needle, seek medical advice.

**WHEN MEDICAL HELP ARRIVES:**

- Pass on any information available including vomit (using gloves) and any drug samples

## APPENDIX B: Responding to incidents involving drugs





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### APPENDIX C: Drug Situations

Additional guidance for incidents involving unauthorised drugs:

#### Legal Responsibility:

All staff should be made aware of the following:

Under Section 8 of the Misuse of Drugs Act 1971, it is an offence to knowingly permit or suffer the supply and production of any illegal drugs on their premises. It is also an offence to allow or suffer the premises to be used for the smoking of cannabis or opium.

For further details, refer to [http://www.legislation.gov.uk/ukpga/1971/38 Section 8](http://www.legislation.gov.uk/ukpga/1971/38/section/8)

#### Assessment of Incidents:

When responding to any incident the school must fully consider the following issues:

- What is the drug?
- Quantity of drug
- Legal Status – is it a controlled substance under the Medicines Act or Misuse of Drugs Act?
- Risk if any and to whom
- Age of pupil
- Motive : medicinal purpose, anxiety, depression, rebellion, curiosity, excitement, bravado, open-challenge to school discipline, recklessness, financial/status gain
- Level of use
- Intent : *personal use, brag, tempt, supply, bribe, corrupt*
- Past school drug record
- Needs of the pupil
- Pupil's knowledge of school rules, drug policy and sanctions

The consideration should be in a relation to a model of care and welfare rather than punishment.



## **Trafford Alternative Education Provision**

### **APPENDIX D: Drug or Solvent Misuse; Recognising the Signs**

(Reproduced from DFE/Welsh Office Booklet,  
“Drug Misuse and the Young – A Guide for the Education Service”, 1992)

#### **Warning Signs**

1. Early detection of drugs misuse is extremely important. If a young person's drug misuse is identified at an early stage, it is easier for action to be taken to prevent his or her further misuse of drugs. Therefore teachers need to be vigilant, particularly when they are in charge of activities, which take groups of young people away from the Trafford Alternative Education Provision premises. Research has shown that first experiments with drugs by young people almost always involve a substance provided by a friend.
2. The signs listed below may indicate that individuals or groups of young people are misusing drugs. Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence, but the presence of several signs together may point to a need for greater vigilance.
3. Section 9 of this policy lists equipment which, if found in certain circumstances, might also give grounds for concern.

#### **Warning Signs in Individuals**

- Changes in attendance, and being unwilling to take part in Trafford Alternative Education Provision activities.
- Decline in performance in Trafford Alternative Education Provision work.
- Unusual outbreaks of temper, marked swings of mood, restlessness or irritability.
- Reports from parents that more time is being spent away from home, possibly with new friends or with friends in older age groups.
- Excessive spending or borrowing of money.
- Stealing money or goods.
- Excessive tiredness without obvious cause.
- No interest in physical appearance.
- Sores or rashes especially on the mouth or nose
- Performance in school work.



## **Response to Drug-related Incidents**

Written notes from anyone involved in an incident to do with use of illegal drugs or alcohol during the Trafford Alternative Education Provision day should be made as soon as is possible and passed on to the Trafford Alternative Education Provision Executive Headteacher or designated person in charge.

### **Emergencies**

This involves emergency situations where a person is highly incapacitated or unconscious as a result of drug or alcohol use.

Staff with first aid qualifications should be called and the person not left alone. The person should be placed in the recovery position and an ambulance called. The parents should be informed. An assessment of the incident needs to be started immediately, including finding out what has been taken and evidence gathered.

### **Intoxication**

This involves intoxication/being under the influence of drugs.

The person needs to be removed to a quiet room and not left alone. It is important to ascertain what he or she has taken from a medical and safety point of view. A senior member of staff should be called and a first aider. The person should be helped to calm down and medical assistance sought if necessary.

### **If someone is intoxicated (stoned) but is conscious**

1. Deal with the situation calmly and talk to the child in a firm but friendly manner – do not provoke them.
2. Remove the child from the situation and from other young people.
3. Ensure that another adult is informed.
4. Take the child to a quiet and well ventilated room.
5. Try to find out what the child has taken, how much and when (friends will be a good source of information).
6. Seek medical advice.
7. Don't confront the child, or attempt to counsel them whilst intoxicated.
8. Don't give them anything to eat or drink.
9. Continually check that the child is conscious and walk them around to ensure that they remain so (if they become unconscious, follow procedure above).
10. Remain with the child until they "come down".
11. Contact the parents and ensure that the child is collected, or taken home by an adult.
12. Record the incident.

NB. In most cases the young person's health will not be in any great danger and they will recover with something like a hangover, however if there is any doubt as to the welfare of the young person, a doctor or ambulance should be called at once.

### **Discovery / Observation**

The person needs to be approached and the substance confiscated if possible. It is not appropriate for a member of staff to carry out a personal search; this includes the searching of outer clothing and inside pockets. Teachers cannot make intimate physical searches of students or enforce a bag search without a student's permission, but need to encourage students to voluntarily produce the substance. Students can be asked to surrender the substance or asked to "turn out their pockets" in front of the teacher.

A student's bag should be taken for safekeeping if it is felt that there is something in the bag, which may cause harm. It would be useful for other staff to be present as a witness so that actions can be verified later. A senior member of staff should be called and the person(s) involved questioned. Where appropriate, written statements should be taken from any witnesses to events.

If a substance is found in School and is suspected of being an illegal drug, it should be handed to the Executive Head or Deputy Head teacher, if that is not possible e.g. on a residential School trip, to a police officer.

### **Disclosure**

When a student discloses to a member of staff that he/she has been using illegal drugs out of School, or that they are concerned about someone else's illegal drug use (friend, parent, sibling), the Executive must be informed.

Teachers need to be non-judgemental and caring and show concern for the student's welfare. Students need to know that teachers cannot promise total confidentiality if further support is to be considered such as a referral to a drug service or counselling service. Total confidentiality is maintained at all times in drug and counselling services.

### **Suspicion / rumour**

This involves suspicion / rumour about illegal drug use, drug dealing or drug problems.

Staff need not act quickly on the basis of rumours. However if there is a suspicion, the situation will need to be monitored before a decision is made to question the student(s) involved. The Trafford Alternative Education Executive Headteacher should be informed of concerns.

## **Incidents occurring on journeys**

These will generally follow the same procedures as for incidents on Trafford Alternative Education Provision premises.

## **Safe disposal of injecting equipment**

Injecting equipment (needles and syringes) will need to be disposed of safely, because of the risk of “needles stick” injuries, possibly putting a teacher/ student at risk of Hepatitis (and only a negligible risk of transmitting HIV). It is important that someone dealing with disposal should pick up the syringe by the barrel and uses something to push the needle on to card/paper so as to avoid touching the needle. Any teacher finding such equipment should inform Trafford Alternative Education, Executive Head teacher Care should be taken to ensure that no one has access to such equipment while help is sought and the situation made safe.

## **Contacting Parents**

This will be done by Executive Headteacher or designated person in charge.

Most parents may be shocked to learn about their child’s involvement with illegal drugs. Their knowledge of drugs and the issues that surround them may be patchy, sensational and based on information gleaned from the media. It is likely that they will imagine the worst possible scenario and think about dependent use. However, some parents may have an involvement with illegal drug use themselves.

Great care should be taken when informing parents about illegal drug incidents and the potential danger to the child should not be overstated. An explanation of the levels of illegal drug use will help and encourage a joint assessment of the scale of the problem, enabling an appropriate response.

## **Parents/Carers under the influence of drugs on the Premises**

When dealing with parents/carers under the influence of drugs on school premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, schools might wish to discuss with the parent/care if alternative arrangements could be made, for example asking another parent / carer to accompany the student home.

The focus for staff must always be the maintenance of the student’s welfare, as opposed to the moderation of the parent/carers behaviour.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a student at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police.

## APPENDIX E



### Trafford Alternative Education Provision Recording form for a drug or alcohol related situation

The details recorded here will demonstrate Trafford Alternative Education Provision adherence to the drug policy and offer support in the event of any future litigation

Name of pupil:		Report form completed by:	
D.O.B		Senior staff involved:	
Date of Incident:	Time of incident:	am/pm	
Tick to indicate the category:			
Drug or paraphernalia found on school premises		Pupil disclosure of drug use	
Emergency/Intoxication		Disclosure of parent/carer drug misuse	
Pupil in possession of unauthorised drug		Parent/care expresses concern	
Pupil supplying unauthorised drug on school		Incident occurring OFF school * :	
Tick box if second or subsequent incident involving same pupil			

Brief description of symptoms / situation e.g. possession, disclosure
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<b>Consent given?</b>		Yes / No		Name of witness to search:	
<b>Sample found?</b>	Yes	No	Destroyed at time:	am/pm	
<b>Witness name:</b>					
<b>Securely retained (prior to police collection):</b>	Yes	No	Drug involved (if known):		
<b>First aid given?</b>	Yes	No	If Yes, given by:		
<b>Ambulance Called?</b>	Yes	No	If Yes, called by:	at time: am/pm	
<b>Police Contacted?</b>	Yes	No	If Yes, called by:	at time: am/pm	
<b>Give details including Incident Reference Number.</b>					
<b>Parent/carer informed by:</b>			at time: am/pm		

<b>Other action taken:</b> (e.g. screening for referral to Early Break; other agency involved; pupils/staff informed; sanction imposed; police consulted about drug, pastoral support plan, referral to school nurse or school counsellor)
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**School action:**

Disciplinary, pastoral support, referral to other services etc. Given reasons for action taken.

**Referral action:****Agreed support:** (e.g. verbal advice)