

St Peter's Catholic College of Maths & Computing

Drugs Policy

September 2009

Ratified by Governors: 6th May 2010
Next Review: May 2013



Drugs Policy

Definition

A drug is any substance which, when introduced into the body, creates a change in perception, mood and/or body function. This includes prescribed and over the counter medicines, as well as substances used for other purposes including recreation.

Principles

St Peter's Catholic College:

- Does not condone the misuse of drugs and alcohol by members of the school community
- Does not condone the illegal supply of drugs and alcohol
- Is committed to the health and safety of the members of the community and will take action to safeguard their well-being
- Acknowledges the importance of its pastoral role in the welfare of its students, and through the general ethos of the school will seek to persuade students in need of support to come forward
- Believes it has a duty to inform and educate students on the consequences of drug use and misuse
- Is proactive in the delivery of drugs education as part of the PSCE and Science programmes.
- Values and practices the principle of sharing the responsibility for education of students with parents by keeping them informed and involved at all times.
- Actively co-operates with other agencies such as Community Police, Social Services, LEA, Health and Drugs agencies

Procedures for Dealing with Drug Related Incidents

This policy applies at all times when staff are acting in loco-parentis. It also affects the use of school premises by any group or organisation out of normal school hours. It provides a framework for dealing with the use, suspicion of use and finding of drugs and substances which includes illegal drugs, alcohol, tobacco, volatile substances and prescribed or over the counter medicines.

Tobacco

St Peter's Catholic College operates a non smoking site policy.

Alcohol

Students are not permitted to bring alcohol onto the school site. Any students bringing alcohol onto the site will have the alcohol confiscated and parents will be required to attend a meeting to discuss the incident and may, in certain circumstances, result in exclusion from school.

Should a student appear to be under the influence of alcohol their parents will be informed immediately and they will be required to take the student home. Should a more serious incident occur, medical assistance will be requested and the student will be supervised until such a time as the medical staff or parents take over.

Volatile Substances

Volatile substance abuse is common amongst young people aged 12-16. Young people may die from first time experimentation, especially if they are startled. It is therefore essential that any member of staff who comes across a student experimenting with or who they suspect may be under the influence of a volatile substance stays calm. The student should be reassured and medical assistance sought. Parents will be contacted immediately.

Prescribed Drugs and Over the Counter Medication

We will only administer medication that has been prescribed from the doctor. The medication should be in the original packaging; clearly printed on the label will be the pharmacist's details (name, address and telephone number), your child's name, medication name, dosage required and times for medication to be taken. We will only accept medication if the above information is printed on the label. Parents/carers must complete a relevant consent form to be handed in to the School Office. We will not administer medication that is a non-prescription medication as we are not qualified to do this. However, students must **not** take non-prescription medication, eg. paracetamol, on their own. If there is a need to take such medication, it must be taken in front of a member of staff in the main school office.

Dealing with Suspected Illegal Drugs Related Incidents

Drug prevention is a whole school issue.

Should any member of staff find a student experimenting with, or suspect that a student is under the influence of an illegal drug they should:

- Stay calm and inform the Headteacher immediately. Should they not be available, refer to a member of the Leadership Team.
- Place the student in a quiet area, do not leave them alone
- Put student into recovery position if necessary, loosen tight clothing
- Attempt to find out what the student has taken
- Seek medical assistance
- Any suspected substances should travel with the student if removed for treatment. Vomit should be collected where possible and also taken with the student.
- Under normal circumstances parents will be contacted. If the Headteacher assesses that the situation is a Child Protection issue, then Social Services will be contacted in the first instance.

What to do in the Event of Finding a Drug or Suspected Illegal Substance or Finding a Student is in Possession of a Drug

- Request the student hands over the article[s]
- Having taken possession of the substance/paraphernalia, the following procedures should be adhered to:
 - Take possession of the drug/substance and inform the Headteacher. If the Headteacher is not available, inform a member of the Leadership Team.
 - In the presence of a witness, the article should be packed securely and labelled with the date, time and place of discovery.
 - The person who discovered it should sign the package.
 - The package should be stored in the school safe.
 - Arrangements should be made to hand the package over to the police.
 - Under normal circumstances, parents will be contacted. If the Headteacher assesses that the situation is a Child Protection issue, then Social Services will be contacted in the first instance.

In the Event of finding a Hypodermic Needle, the following Procedures should be followed:

- Do not attempt to pick up the needle
- Cover the needle with a bucket or other container
- If possible, cordon off the area in order to make it safe
- Inform the Headteacher
- Contact Environmental Health – telephone 01642 492020

EXTREME CARE SHOULD BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED

If a Student refuses to hand over articles, a search may be required – it should be noted that:

- Teachers can search school property, i.e. cupboards, lockers, etc., without permission
- Teachers should not search students or personal possessions without the co-operation of the student. An enforced search by staff could be interpreted as an assault. A member of the Leadership Team should be present and students would be encouraged to co-operate. The various choices and consequences would be outlined to the student.
- Under normal circumstances parents will be contacted. If the Headteacher assesses that the situation is a Child Protection issue, then Social Services will be contacted in the first instance.

When to Contact the Police

- There is no legal obligation for the school to contact the police when a drug related incident is discovered. Contacting the police is at the discretion of the Headteacher. If the police wish to search the premises then the Diocese and the LA must be informed.
- The police may request an interview with the student[s] concerned. Parents must be notified. They may refuse to give their consent or may prefer the interview to take place in their home, in which case the police will make the necessary arrangements. Parents may give authority for a responsible adult, e.g. Headteacher to be present during an interview in school.

Limits of Confidentiality

Students disclosing information about personal drug use or by people they know, must be reminded that a teacher or member of the Chaplaincy Team cannot offer absolute confidentiality. Parents have a right to be informed of any incident that could result in the potential harm of their child. It should be noted that preserving a confidence could:

- Lead to a criminal offence being committed
- Result in serious harm to a student's health and welfare and criminal proceedings could ensue

If rumours of drug misuse are disclosed, the Headteacher should be informed. It is the responsibility of the Headteacher to decide whether further action should be taken.

Dealing with the Media

If there has been a drug related incident, the Diocese and the LA must be informed. Advice will be given on dealing with enquiries from the media in order to protect the student and the school.

Contact numbers:

Mrs Carolyn Duffy	Head of Education Services Diocese of Middlesbrough, Tel. 01642 850515
Mr Alan Godfrey	LA Adviser – Tel. 01642 444347

Roles and Responsibilities

Governors

As part of their general responsibilities, the Governors are fully involved in the development and implementation of the school's Drugs Policy.

Headteacher

The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, Parents, Chaplaincy Team, LA and appropriate outside agencies.

All Staff

Drug prevention is a whole school issue. All staff, both teaching non-teaching staff should be aware of the policy and how it relates to them. This includes Site Supervisor, Lunchtime Supervisors and Cleaning Staff.

Parents

Parents are expected to support fully the school's drugs policy. They are responsible for ensuring that the guidelines relating to medication in school are followed.

If a student needs to take any form of medication during the school day, a signed letter from the parent[s] must be present, explaining dosage and length of time the medication is to be administered.

Students

Students need to know and understand the school's policy on drugs and be aware of the consequences of contravening the policy.

Disciplinary Procedures

St Peter's Catholic College will consider each drug and substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. The school will consider very carefully the implications of any action it may take. It seeks to balance the interest of the individual involved, the other members of the school community and the local community.

Consideration should be given to:

- Age of student
- Whether one student or a group of students are involved
- Whether there is real evidence of particular peer pressure
- Whether the Home/School Agreement has been signed and returned
- Fixed term exclusions
- Permanent exclusion
- Any other relevant information

In the event of a student bringing drugs into school, passing and/or using drugs in school, community needs will be met in preference to the student's needs. In such circumstances, the student will be excluded from school. In clear cases of such acts, the Governors might dictate that permanent exclusion is appropriate.

Implementation of the Policy

A copy of the policy will be available to view by members of staff and Governing Body on the St Peter's Web Portal. Reference copies will be available from the Headteacher for any other interested parties.