

# **DRUGS & SUBSTANCE ABUSE POLICY**

## **1 STATEMENT OF PRINCIPLE**

- 1.1 The North Bristol Post 16 Centre and its Governing Bodies (Cotham School and Redland Green School) are aware of the harm drugs can cause and we are concerned about the health and welfare of all members of the school community. We wish to be supportive of any members of the community who are facing the consequences of substance abuse.
- 1.2 We do not tolerate any substance abuse. Drugs and substances covered by the policy include tobacco, alcohol, solvents, prescribed and over the counter medicines, as well as illicit substances. All drug use including medicinal use carries the potential for harm.

## **2 AIMS**

- 2.1 Children and young people are part of society, and as such the Centre recognises and acknowledges its responsibility to:
  - Provide students with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed healthy choices and decisions
  - Prevent or reduce the harmful consequences of drug misuse to users, their family and friends
  - Work very closely with families and external and relevant support agencies to ensure a balanced drug education programme for all students and, where appropriate, provide relevant intervention

## **3 SUBSTANCES ON SITE**

- 3.1 The position of the North Bristol Post 16 Centre is as follows:

### **3.2 TOBACCO**

The Centre operates a no smoking policy at all times throughout the buildings and grounds. This policy applies to students, employees, parents, carers and visitors.

- 3.3 Post 16 students are forbidden to smoke within 150 metres of the school grounds. This is in order to discourage smoking amongst students, to protect the reputation of the Centre with our neighbours and to avoid a bad example being set to younger students.

### **3.4 ALCOHOL**

The possession and use of alcohol on Centre premises during the working day is prohibited for all members of the school community.

- 3.5 As a rule, alcohol should not be consumed at any function where students are present but this is left to the careful discretion of the Headteacher(s) for each event.

### **3.6 SOLVENTS**

The Centre recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. White board markers should be kept secure at all times. Correcting fluid is not permitted in the Centre. Aerosol sprays are not permitted for use in the Centre.

### 3.7 **MEDICATION: OVER THE COUNTER AND PRESCRIBED DRUGS**

Where it is necessary for students to receive medication in the Centre, parents should make a written request and the medication should be handed into the Centre office from which it will be dispensed. The Centre will not dispense paracetamol without authorisation from parents. Asthma reliever inhalers are kept by students for easy and immediate access. Spare inhalers are kept by first aid staff.

### 3.8 **Staff are not legally obliged to administer medicines.**

3.9 Designated staff will be trained in administration of medication, as necessary and appropriate.

### 3.10 **CHEWING GUM**

Chewing gum is not allowed anywhere on the Centre premises at any time.

## 4 **PROCEDURES**

### 4.1 **DISCOVERY OF SUBSTANCES NOT PERMITTED IN THE CENTRE**

- If a student is discovered possessing, using or dealing in any substances not permitted in the Centre, he/she will be escorted to a senior member of staff
- The Centre will follow current police guidelines on dealing with the issue
- The senior member of staff will seek to remove a suspicious substance from the student in the presence of an adult witness or to secure the voluntary production of any substances believed to be concealed on the student. Intimate physical searches should not be made by any teacher
- The situation will be investigated promptly and thoroughly and a written record made
- The Designated Child Protection Officer will be informed
- The student will be kept out of class away from peers. The student will be informed of the seriousness of the situation (particularly if the substance is an illegal one). The parents will be asked to attend the Centre and the police may also be informed
- The Headteacher(s) will be notified and will sanction appropriate interim pastoral and disciplinary measures and notify the student's parents
- If the substance is illegal, the Headteacher(s) will decide whether to hand the substance over to the police or destroy the substance in the presence of an adult witness
- The Governing Bodies of the Centre will be informed as appropriate

### 4.2 **ACTION**

The Centre will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with incidents. It will consider very carefully the implications of any action it may take. The Centre seeks to balance the interests of the students involved, the other school members and the local community. The range of responses includes:

- The use of counselling services
- Referral to outside agencies
- Intensive in-school programmes (local and national)
- Inter-agency education programmes

- Possible sanctions include: detentions, parents taking students home for the day, fixed term exclusion
- Permanent exclusion is an option to be used as a last resort
- The management of drug-related incidents will be co-ordinated through a named member of the Strategic Leadership Team (SLT). A log of all incidents will be kept, using the Bristol City Council form for this purpose

5.3 This policy should be read in conjunction with Cotham and Redland Green Schools' safeguarding and behaviour policies.

Agreed by Staff	Agreed by Pupils	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
N/A	N/A	14 OCT 2015	3 YEARS				
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed

## **APPENDIX 1 – PROTOCOL WHEN A MEMBER OF STAFF SUSPECTS A STUDENT OF BEING UNDER THE INFLUENCE OF DRUGS/ALCOHOL/SOLVENTS**

### **No Clear Medical Emergency**

1. If slightly intoxicated or possibly under influence of drugs or solvent abuse, call for First Aider & Duty Manager
2. Keep student calm and under observation
3. Inform CP Officer or member of SLT if unavailable
4. Ask parent/carer to collect student; recommend visit to GP / hospital if uncertain of cause
5. Complete details of incident and pass to Lead First Aider who will complete a medical record form as soon as the incident is dealt with.
6. Where relevant, SLT to co-ordinate statements from students / staff and recording of incident on SIMS
7. SLT to determine next step.

### **Medical Emergency**

1. Call for First Aider/ medical help/ambulance
2. Inform / seek SLT / CP Lead support
3. Do not leave the person unattended or panic
4. If unconscious, place the person in the recovery position and assist breathing by loosening clothing.
5. If conscious, do not induce vomiting
6. Do not give chase or over-excite them if intoxicated from inhaling volatile substance
7. Do not give the casualty anything to drink
8. Telephone parent/carer
9. Any evidence should be kept, including vomit
10. Ask what has happened, to identify the drug
11. Check if the student is legally entitled to be in possession of the drug/substance
12. Check if the drug/substance is suspected to be illegal and/or in breach of school discipline code – seek SLT/ police advice if needed.
13. Take possession of alcohol, drugs, solvents and store securely.
14. When medical help arrives pass on the information and anything collected
15. Complete details of incident and pass to Lead First Aider who will complete a medical record form as soon as the emergency is dealt with
16. Seek SLT to collate statements from students / staff and recording of incident on SIMS.

### **Intoxication**

It can be difficult to talk to a person who is intoxicated or 'high'. Be prepared for a range of behaviour from depressed and very quiet to excitable, and incoherent or volatile.

1. Call for First Aider/ medical help
2. Sit the casualty down in a quiet, well ventilated space
3. Inform member of SLT or CP Lead if unavailable
4. Do not shout at, threaten or cross-examine the casualty
5. Talk quietly and be as reassuring as you can
6. Be vigilant for deterioration
7. Complete details of incident and pass to Lead First Aider who will complete a medical record form as soon as incident is dealt with
8. SLT to collate statements from students / staff & recording of incident on SIMS

### **Needle stick (sharps) injuries**

1. Call for First Aider/ambulance
2. Inform CP Officer or member of SLT if unavailable
3. In any case of needle stick injury the person must be taken to Accident and Emergency for immediate medical attention; time delay can be the significant factor in long-term damage from blood borne infection.
4. Care should be taken to bag the article and this should be taken with the patient and given to the medic.
5. Inform CP Officer or member of SLT if unavailable
6. An incident form must be completed.
7. Complete details of incident and pass to Lead First Aider who will complete a medical record form as soon as the emergency is dealt with and record all incidents on SIMS