



HILBRE HIGH SCHOOL HUMANITIES COLLEGE

DRUGS EDUCATION AND DRUG RELATED INCIDENTS POLICY

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CONTENTS

Policy Development and Consultation

1. Introduction
2. School Description
3. Values and Ethos
4. Definitions and Terminology
5. Policy Production and Applicability

DRUG EDUCATION

6. Drug Education Aims
7. Drug Education Curriculum Delivery
8. Teaching
9. Resources

DRUG RELATED INCIDENTS

10. Managing Drugs in Schools
 - Dealing with medical emergencies involving drugs
 - Detection
 - Drugs Testing
 - Searches of school property
 - Personal searches and searches of personal property
 - Confiscation and disposal of unauthorised drugs
 - Alcohol and Tobacco
 - Volatile substances
 - Medicines
 - Illegal Drugs
 - Responding to students involved in Drug Related Incidents
 - Confidentiality
 - Open ended questions
 - Parents/Carers
 - Parents/Carers under the influence of illegal substances on school premises
 - Staff conduct and illegal substances
 - Involving the Police
 - Handling the Press and the Media
11. The Needs of Students/Referral and External Support
12. Medicines in School
13. Tobacco in School
14. Alcohol in School
15. Staff Training
16. The Role of Governors

Appendix 1: Confiscated Item Disposal

Appendix 2: Drugs Testing Procedure

Appendix 3: Response to Drug and Alcohol Misuse-Internal Protocol

Hilbre High School Humanities College

Drugs Education and Drug Related Incidents Policy

Policy Development

This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2013 Temporary Misuse of Drugs Act (concerning so called Legal-Highs).
- 2016 Bill on New Psychoactive Substances.

This policy was written by the Designated Safeguarding Leaders at the school.

The section of this policy covering dealing with drug related incidents was developed in close consultation with the Assistant Headteacher: Pastoral Wellbeing.

Policy Review

This policy will be reviewed every 2 years.

Hilbre High School Humanities College

Drugs Education and Drug Related Incidents Policy

Policy Development

1. THE ROLE OF THE SCHOOL

As part of the schools statutory duty to promote students' wellbeing, Hilbre High School has a clear role to play in preventing drug misuse. This is recognised as an essential part of the schools pastoral/safeguarding responsibilities. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.

2. SCHOOL DESCRIPTION

Hilbre High School Humanities College is an all ability co-educational school with approximately 1000 students on roll. We believe that children come to school to work, progress and to learn to live together. The school community is committed to a high degree of caring so that students can feel secure and happy, and can relate easily to other people. We aim to enable students to become mature, self-confident and self-motivated adults who can be successful in a changing world.

3. VALUES AND ETHOS

Our aim at Hilbre High school Humanities College is to create a caring, challenging and purposeful environment which is committed to high standards and aspirations and in which the achievements and potential of every individual will be respected, encouraged and valued.

4. DEFINITIONS AND TERMINOLOGY

Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves.

This includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971/2010/2013 TCDO) e.g. cannabis, heroin, cocaine, LSD, ecstasy, amphetamines, magic mushrooms and khat.
- New Psychoactive Drugs. NPS. (so-called Legal Highs).
- All legal drugs including alcohol, tobacco, volatile substances, ketamine and amyl nitrites.
- All over the counter and prescription medicines.

5. POLICY PRODUCTION and APPLICABILITY

This policy covers drug education, the content and delivery of which is the responsibility of the PSHE Co-ordinator, Mrs Henry. It also covers dealing with drug related incidents, which is the responsibility of the Assistant Headteacher: Pastoral Leadership & Admissions. These 2 areas are mutually supportive and aim to reduce the misuse of illegal or unauthorised substances amongst young people in our care.

This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2016 Bill on New Psychoactive Substances.

This policy links to other school policies, including Safeguarding and Health and Safety.

This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers students on work experience, college placements and to all school trips, including those abroad.

DRUG EDUCATION

6. DRUG EDUCATION AIMS

Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education aims to:

- Provide accurate information.
- Correct misunderstandings.
- Build on knowledge and understanding.
- Explore attitudes and values towards drugs, drug use and drug users.
- Develop students' understanding of rules and laws.
- Develop students' interpersonal skills.
- Develop students' self-awareness and self-esteem.
- Explore the risks and consequences of their own and others' actions; and
- Be relevant to the needs of students and the school community.
- Inform students' of support both within and outside of school.

7. DRUG EDUCATION CURRICULUM DELIVERY

Drug education is mandatory in accordance with the National Curriculum for Science for Key Stages 3 and 4. At Hilbre High School Humanities College the Drug Education Programme is delivered through PSHE during Tutorial Time. The programme is co-ordinated by the teacher with responsibility for PSHE.

8. TEACHING

Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. Different topics, age groups and contexts require different teaching strategies. Using a range of styles and techniques helps to ensure that all students have the opportunity to learn and to maintain interest. There are many techniques appropriate to the teaching of drugs education, including the following:

Developing ground rules, group work/paired discussion, depersonalised discussion, question and answer session, research, role play, case studies, theatre groups, video, question box, debate, surveys, questionnaires, quizzes, games and creative writing.

If outside speakers are to be used, they are required to have achieved or be working towards achieving the LA's NCFE Level 2 Qualification in Basic Drug Awareness and its applications.

When planning to use outside agencies in the Drug Education Programme:

- The purpose, aims and objectives are clear.
- All visitors are aware of relevant school policies, including confidentiality and will abide by them.
- The way visitors will work is planned and agreed in advance.
- Times and equipment is planned in advance.
- The visitor will not be allowed to take responsibility for students without the teacher being present in the room.

9. RESOURCES

A wide range of resources are used in school which:

- Avoid racism, sexism, gender and homophobic stereotyping.
- Portray positive images of a range of young people.
- Are adaptable for use with all students.
- Are factual and up to date.
- Encourage active and participatory learning methods and discussion identify sources of support, such as help-lines and services.

DRUG RELATED INCIDENTS

10. MANAGING DRUGS IN SCHOOL

School will not tolerate the use or possession of unauthorised legal or illegal controlled substances by students, staff or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience. This also extends to NPS, alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

The Senior Leaders with responsibility for drug related incidents are Deputy Headteacher, Mrs Whisker and Assistant Headteacher i/c Pastoral Leadership & Admissions, Mr Devonport. All drug related incidents will be reported to this person who will be responsible for co-ordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved. In the first instance the possibility of a medical emergency will be considered.

Recording details of drug related incidents is essential and may be used by other agencies or in court proceedings. Detailed written reports should be recorded using the school

safeguarding software “My Concern”. Disposal of confiscated items template can be found in **Appendix 1**.

Dealing with medical emergencies involving drugs

If a young person has lost consciousness when suspected of taking drugs:

- Stay calm - some drugs act on the central nervous system in a way which makes it potentially dangerous to induce a state of agitation by shouting or over-reacting.
- Put the young person in the recovery position.
- Loosen clothing to assist the casualties breathing.
- Do not give anything to drink.
- Send for the First Aider and for an Ambulance.
- Check the casualties breathing regularly.
- Collect any evidence of what has been taken e.g. tablets, syringes and keep any vomited material.
- Wait for the ambulance and reassure the casualty if they come around.

If a young person is ‘high’ or hallucinating:

- Be prepared for behaviour from depressed to very quiet to excitable and incoherent.
- Do not allow them to get into a dangerous situation.
- Sit them down in a quiet, well ventilated room.
- Talk to them quietly and calmly, reassure them.
- Send for the First Aider.
- Send for a member of SLT or the Pastoral Team.

Detection

School must approach searching for illegal substances with sensitivity. The school reserves the right to use a variety of strategies to search and test for drugs as it is deemed necessary, based on a sound evidential basis for suspicion of wrongdoing on school premises.

Drugs Testing

Testing should only be carried out by fully trained members of the Senior Leadership Team (SLT). Before a drugs test can be administered all attempts should be made to contact the parent/carer of student(s). Drugs testing must be carried out with the consent of the student(s) and be administered with another member of staff acting as a witness. Photographs of test results must be made. Copies of pictures will be kept on the students file on “MyConcern”. The full drugs testing procedure protocol can be found in **Appendix 2**. A full note of any action must be made and the student or parent given the opportunity to counter sign as to accuracy. Failure to take this opportunity should also be noted.

Searches of school property

Staff may search school property such as students' lockers if they believe illegal or unauthorised substances to be stored in them. This should be done only if there is reason to believe that the locker contains such a substance and with the agreement of a member of SLT.

Personal searches and searches of personal property

When a person is suspected of concealing, illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A full note of the exchange should be made by the observing member of staff.

School may not search personal property such as bags or pencil cases without consent and then it should only be in the presence of a second adult witness. Where consent is refused, parents/carers may be notified and they may persuade their child to give consent. If the individual refuses, and if the substance is believed to be illegal the school may proceed along formal lines and the police may be called. The police must conduct a personal search if they believe a crime has taken place or to prevent harm to a student or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police, however, Hilbre High School Humanities College works in partnership with the local police and takes their advice and involves them appropriately. In all cases where a search of a student is deemed necessary, parents will be contacted.

Confiscation and disposal of unauthorised substances

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.** Full notes of any confiscation will be kept by the observing member of staff.

Alcohol and Tobacco

When confiscated parents/carers should normally be informed and given the opportunity to collect them, unless this would jeopardise the safety of the child.

Volatile substances may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child.

Medicines may be held in the First Aid room. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them.

Illegal Drugs/NPS found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed by 2 members of SLT only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. **The police may then identify whether it is an illegal drug.**

Syringes require special attention. The Caretaker should wear appropriate protective clothing to pick them up and they should be stored in a Sharps Box. This will be kept out of the reach of students, staff and the public. The Sharps Box will then be disposed of as soon as is practicable at Arrowe Park Hospital or the Local Health Centre.

School staff should not attempt to analyse or taste unknown substances. Police can advise or analyse substances, if necessary, which may be required for prosecution.

Responding to students involved in drug related incidents

The school will carefully investigate the nature and seriousness of any drug related incident taking account of:

Confidentiality

The need for confidentiality for those involved should be respected, however, the boundaries of such confidentiality should be made clear to students (DfES Drugs: Guidance for schools 2004). If a student discloses information to a member of staff which is of a sensitive nature the teacher must consider child protection (Wirral LA Guidance Child Protection and Children in Need), the need for advice from a more experienced member of staff, co-operating with a police investigation and referral to external services. As such, a teacher should not discuss sensitive issues widely but must discuss drug related issues with a member of the pastoral team or SLT.

The Data Protection Act and Crime and Disorder Act also 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 will be made to encourage the student to give their informed consent.

The following questions should also be considered:

- a. How serious is the situation?
- b. What immediate and significant risks does the young person face?
- c. What implications-both positive and negative-could keeping a confidence have?
- d. What significant harm could result from keeping the student's disclosure?

Students will be made aware of the limits of confidentiality before they disclose a confidence, whenever possible. If a confidence needs to be broken, the school will explain to the student (and parents/carers as appropriate):

- Why the confidence has been broken.
- Who will be informed?
- What will be disclosed?
- How the information will be used.
- That their privacy will still be respected and information is shared on a need to know basis.

Schools should also be aware of the Wirral Information Sharing Protocol. This details how and when local partner agencies (including schools) can share information about children and young people.

Open-ended questions will be used to determine:

- What the student has to say.
- Was it a one off incident?
- Is the substance legal or illegal?
- What quantity of substance was involved?
- How was the substance being used?
- What are the student's home circumstances?
- Was the student 'in possession of a small quantity' or 'intent on supplying for profit?'
- Is there evidence of organised habitual supply?

Find and make of note of:

- Who is involved?
- What substance is allegedly involved?

- What the young person believes the substance to be.
- How the substance came to be in the young person's possession.

Parents/carers will be informed about the incident at the earliest possible stage and about the schools response unless there are concerns about the child's safety as a result. In any situation where the student may need protection from the possibility of abuse, the Assistant Headteacher: Pastoral Wellbeing and the school's Designated Safeguarding Leader will be consulted.

(See Wirral LA Child Protection and Children in Need Spring 2003 on informing parents).

School recognise the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents.

'Any response should balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation, responses may need to take a holistic approach rather than focus solely on drugs.'

(Ref DfES Drugs: guidance to schools/0092/2004).

- As a school, we will take a flexible approach whilst maintaining consistency and fairness.
- Carefully assess the situation and the options for action.
- Consider the impact of sanctions on the student involved, on other students, on the school as a whole, on parents and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and students as a whole. Other students become less likely to approach teachers if they have problems with drug use. Students need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to also offer support and care.

A range of responses will be considered. These are:

- Early intervention and targeted prevention.
- Counselling, e.g. Response, Learning Mentor, Connexions, Health Service, YOT, Social Services, Child and Family.
- Behaviour Support Plans.
- Inter-agency programmes and external agencies.
- Pastoral Support Programmes.
- Managed Moves.
- Fixed period exclusion.
- Permanent exclusion.
- Response to Drug and Alcohol Misuse Internal Protocol (**Appendix 3**).

Parents/carers under the influence illegal substances or alcohol on school premises

Staff should maintain a calm atmosphere. If it is unsafe to discharge a child into the care of a parent/carer, the teacher should discuss with the parent/carer if an alternative arrangement could be made, e.g. with another parent/carer. Consideration will be given to invoking child protection procedures.

Staff conduct and illegal or unauthorised substances

Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

If staff are away from school for an extended period with a group of students then obviously it is very important, on a daily basis, to identify nominated members of staff to take responsibility at all times. Whilst on duty, staff must not be under the influence of any illegal or unauthorised substance or alcohol.

Involving the police

The police will be involved, if it is appropriate. A full record of the incident recording details and the police incident reference number must be kept.

Hilbre High School Humanities College works in partnership with the local police. We take their advice and involve them appropriately.

Police contacts

- **Community Police Officer, Hoylake - 0151 709 6010 / 777 2153**

999 should not be dialled in anything other than an emergency. Drug related incidents will be reported to the School Drug Advisor using the pro-forma in **Appendix I**. The LA Schools Drugs Advisor may also be contacted for advice about drug related incidents.

Handling the Press and the Media

All press enquires must be handled through the SLT in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall. Tel: 0151 666 8088.

11. THE NEEDS OF STUDENTS/REFERRAL AND EXTERNAL SUPPORT

Students may be referred to external agencies. A more comprehensive list of external services in Wirral DRIG 2004, pages 56-63.

Parents against Substance Misuse

Birkenhead, Merseyside, CH41 1EU. Tel: 08457 023867 (24-hour helpline) or 0151 356 1996 (admin). E-mail: admin@pada.org. Website: www.pada.org

Information, referral and support group for drug users' parents, carers and families

Response

The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD. Tel: 0151 666 4123 (answerphone service outside office hours)

A counselling, support and advice service for young people aged 13-19 years. Offers a range of advice and support including housing, benefits, health, and drugs information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13-19 years who have problems with their substance or alcohol use.

Connexions-Birkenhead and Bebington

Conway Building, Conway Street, Birkenhead, CH41 6JD. Tel: 0151 666 4385.

41-43 Bebington Road, New Ferry, CH62 5BE. Tel: 0151 472 4600.

Brook Centre and Outreach Education Services

14 Whetstone Lane, Birkenhead, CH41. Tel: 0151 670 0177 info@wirralbrook.org.uk.
Free and confidential sexual health and advice for young people under the age of 25.

Solve it

MPAC Building, 1-27 Bridport Street, Liverpool, L35 5QF. Tel: 0151 708 9899.
www.solveitonline.co.uk. Training and support for professionals and children to tackle
volatile substance abuse.

Wirral Sport and Art Initiative

The Caretaker's House, Grange Road West Sports Centre, Grange Road West, Birkenhead,
CH43 4XE. Tel: 0151 653 3251. Fax: 0151 653 2946. E-mail:
sportartinitiative@wirral.gov.uk

Provides activities for young people between the ages of 7-17, with the aim of reducing
crime and drug and alcohol use. Also offers education and advice to young people on
drugs and alcohol.

12. MEDICINES IN SCHOOL

There are considerable numbers of students in school who require some form of
medication. These may be over the counter medicines or prescribed medicines.

- Students may bring medicines, such as paracetamol or hay fever medication to school. They may only bring the amount they require for use during 1 day.
- Students are encouraged to take such medicines at home under the supervision of their parent/carer, where possible.
- Students may carry essential items, such as inhalers for asthma.
- Staff should never give a non-prescribed medicine to a child unless there is a specific prior permission from the parents/carers where a non-prescribed medicine is administered to a child; it should be recorded on Appendix 2 - "Record of medicine administered" (see Appendix) and the parents/carers must be informed. If a child suffered regularly from frequent or acute pain the parents/carers should be encouraged to refer the matter to the child's GP.

***A child under 16 should never be given aspirin or medicines containing
ibuprofen unless prescribed by a doctor***

Long-term medical needs

- Students requiring prescribed medicines on a regular basis, such as Ritalin or Insulin should be identified when the child is admitted or when the child first develops a medical need. It may be useful to develop a written Health Care Plan involving the parents and relevant health care professionals.
- Where possible, the parent/carer should be solely responsible for the administration of medicine when medication is required in the school day.
- Written permission and details of how to administer the medication must be gained from the parents/carers. This must be in line with the prescription instructions, as displayed on the container/package. Parental agreement for administering medicines should be completed and signed by the parent.
- All medication must be clearly labelled with the child's name, form and the dosage.

- Medicines will be administered by a First Aider. They should check-the child's name, the prescribed dose and the expiry date.
- If in doubt of any procedure, staff should not administer the medicine, but should check with parents/carers or a health care professional before taking further action. In some cases, there may be sensitive issues, such as the administration of rectal diazepam. It is good practice to have the dosage and administration witnessed by a second adult.
- Medicines prescribed for an individual must only be used by them.
- A written record of the dose and time medication will be kept. This will include if a child refuses their medication. If a child refuses medication they will not be forced to take it and the parents/carers will be informed.
- Ritalin, which is used to help to control ADHD, is a prescribed medicine and a class B drug with an amphetamine base. A student using this drug on prescription, but also passing it to classmates, demonstrates possession and supply without prescription and this is a criminal act. As such, it will be handled as a drug related incident.
- It is good practice to support and encourage children to manage their own medicines. As children develop at different rates, the ability to take responsibility for taking their own medicine varies. If children take their own medicine staff may only need to supervise.

Educational Visits and Work Experience

We encourage children with medical needs to participate in educational visits and work experience. To ensure safety, plans may need to be made to include children with medical needs. Risk assessments must take this into account.

Storing Medicines

- Medicines must be suitably stored, i.e. locked in the first aid room or in a fridge. Large volumes of medicines should not be stored. Medicines should be in the original container in which dispensed and this must show the child's name, the name and dose of the medicine and the frequency of administration.
- Medicines that are out of their sell by date will not be given to students and will be disposed of by parents/carers or school by returning them to a pharmacy.

This section of medicines has been written in accordance with "Managing Medicines in Schools and Early Years Settings". Department for Education and Skills/Department of Health - March 2005. Further information on medicines and specific health related issues can be found in this document.

13. TOBACCO IN SCHOOL

- The school is a smoke free environment, and as such, smoking is not permitted on the entire premises. It promotes the health and welfare of all who work in or visit the school. As such the school will display "no smoking" signage appropriately.
- The school aims to provide a supportive environment for those who wish to stop smoking.
- Students who smoke on the school premises will receive sanction from the schools behaviour procedures. Parents will be contacted unless this puts the child at risk.
- The school promotes the health and welfare of all who work in or visit the school. The school aims to provide a supportive environment for those who wish to stop smoking.

- Students who smoke on the school premises will receive a sanction from the schools behaviour procedures. Parents will be contacted unless this puts the child at risk.

14. ALCOHOL IN SCHOOL

Alcohol related deaths total 50,000 a year and a large proportion of violent crime and anti-social behaviour is alcohol related. Furthermore, 25% of 11-15 year olds admit to drinking once a week while the figure for 15 year olds alone is 47%. It is, therefore, important that:

- Students may not drink alcohol at any time during the school day, or whilst on school activities or trips.
- It is not acceptable for students to bring alcohol onto the school premises for consumption.
- The school aims to provide staff or student's access to support where drinking is a problem.
- Students who drink alcohol or bring alcohol onto the school premises will receive sanction from the schools behaviour procedures. Parents will be contacted unless this puts the child at risk.

15. STAFF TRAINING

Initial teacher training requires Newly Qualified Teachers (NQTs) to be familiar with the programme of study for PSHE, and to be prepared for their pastoral responsibilities.

The schools programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students.

16. THE ROLE OF GOVERNORS

Governors contribute to the development of this policy and have ratified it. The link Governor for PSHE is responsible for overseeing this policy.

The Governors of Hilbre High School Humanities College take the issue of substance misuse very seriously, and support the Headteacher and staff in maintaining Hilbre as a 'drug free zone'. In cases where students are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Student Discipline Committee of the Governing Body.



Appendix 1

HILBRE HIGH SCHOOL - DISPOSAL OF CONFISCATED ITEMS

NAME OF STUDENT(s) WHO PROVIDED THE ITEM(s) FOR DISPOSAL _____ FORM _____

Item for disposal _____ Date of receipt _____

Method of disposal _____ Date of disposal _____

Staff members who witnessed disposal _____

Signatures of staff who witnessed disposal _____

OTHER NOTES - FULL NOTE OF PROCEDURES FOLLOWED RESPONSES FROM CHILD/CARER



HILBRE HIGH SCHOOL - DISPOSAL OF CONFISCATED ITEMS

NAME OF STUDENT(s) WHO PROVIDED THE ITEM(s) FOR DISPOSAL _____ FORM _____

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Staff members who witnessed disposal _____

Signatures of staff who witnessed disposal _____

OTHER NOTES - FULL NOTE OF PROCEDURES FOLLOWED RESPONSES FROM CHILD/CARER



Appendix 2

Drugs testing procedure at Hilbre High School

SLT are to follow this protocol

SCRIPT - We have reason to believe that you are under the influence of drugs. We believe this because;

You exhibit some of the signs of being under the influence of drugs or alcohol

or

We have received information from another source that you have been involved in the use of drugs.

Do you have any comment? **Record answer.**

If the student denies that he/she has recently taken drugs inform them that:

In line with school procedure, you have the opportunity to take a drugs test.

This drugs test is a simple oral test that tests for the use of the following;

- Cocaine - in the last 24 hours.
- Amphetamine - in the last 72 hours.
- Marijuana - in the last 14 hours.
- Heroin - in the last 7-21 hours.

Have you used any of these drugs during the periods indicated? **Record answer.**

Are you currently taking any prescribed medicines? **Record answer.**

Do you volunteer to undertake the drugs test? **Record answer.**

If the student refuses to co-operate with drugs testing inform them that

Failure to consent to the administration of the test will be interpreted as you being unsure that you would produce a 'clear' test. Do you understand the implications of refusing to undertake drug testing? **Record answer.**

Do you wish to reconsider your decision not to co-operate with drugs testing? Would you like to alter any previous statement? **Record answer.**

DRUG TEST PROCESS

- Remove the testing kit from the sealed package.
- Allow the kit to come to room temperature.
- Remove the plastic cover from the end of the test kit.
- Get the student to place the sensor of the kit under the tongue. Leave in place for approximately 5 minutes until the CC (control) line appears. **No CC line appearing indicates an invalid test.**
- Remove the test kit and place on a clean and level surface.
- Read results after 10 minutes. Do not read results after 1 hour.

- Coloured lines appearing against any 1 of the 4 test areas means that they are clear of relevant drugs.
- **No evidence of lines is a positive test result for any 1 of the 4 drugs being tested.**
- Photograph the result of the test and print 2 coloured copies. Record student name, date and time of the test on both copies.
- Retain 1 copy of image for student file and issues 2nd copy to student (or parent if under 16).
- Issue/post copy of standard letter informing parents of the use of drugs testing and results.
- A full note of the procedures followed will be made and can be inspected for accuracy.

Appendix 3



Response to drug and alcohol misuse at Hilbre High School

Internal protocol

<p>The supplying of drugs</p>	<p>This will lead to a fixed term or permanent exclusion</p> <p>Our definition of supplying is providing illegal substances to others. Additionally any person carrying large amounts of banned substances would also put themselves at risk of a fixed term or permanent exclusion.</p> <p>Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability the person is believed to be supplying drugs the school will exclude for a fixed term period or permanently, based on the need to ensure the safety of other students. If the issue is possession then see below.</p>
<p>Under the influence of drugs</p>	<p>This will lead to a fixed term or permanent exclusion.</p> <p>Students who use illegal substances and then present themselves on school premises will be excluded for a fixed term or permanently. The basis of the decision will be made using the detailed signs and symptoms of substance abuse. Any student challenged will have the opportunity to undertake an oral drug test to demonstrate that no drugs are being used.</p> <p>If the student declines to provide a test then we will proceed according to what we believe to be the case on the balance of probability.</p>
<p>In possession of drugs</p>	<p>This will lead to fixed term or permanent exclusion.</p> <ul style="list-style-type: none"> • Drugs will be confiscated. • Police will be informed. • Support may be offered. <p>Students who bring illegal substances onto school site will receive a fixed term or permanent exclusion.</p> <p>The decision will be made by the Headteacher based upon evidence presented. Category of illegal substance found will be taken into account as well as the number of</p>

	times a lower category illegal substance has been found on the individual.
Alcohol	<p>Drinking on site/being on site in the school day following drinking/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. will result in a fixed term exclusion.</p> <p>If we believe that a student has been drinking we will proceed on the basis of the evidence we have. We will offer the opportunity to the student to take an oral breath test to demonstrate that they have not been drinking. If the student declines to provide a breath test, then we will proceed accordingly to what we believe to be the case.</p> <p>In addition to the standard fixed term exclusion letter, an additional letter will be sent confirming that a 2nd incident on school site will result in permanent exclusion.</p>