

# **Rugby High School**

## **Medication, Substance Misuse and Smoking Policy**

### **Aim**

The misuse of drugs and other substances in the U.K. is a matter of continuing public concern. Young people may experiment with and use illegal drugs for a variety of reasons. Some young people also misuse over the counter medicines and prescription drugs. The school aims to enable students to make healthy and informed choices and to support students, staff and parents.

### **Medicines in School**

The school is happy to store medicines which need refrigerating or taking under supervision. It is also happy to supervise students taking medication. Staff do not routinely administer medicines. The only exception to this is the emergency use of epipens. Students may carry their medication with them if it does not require refrigeration. Students are expected to be responsible and to look after their medication and take it according to the instructions they have been given. They must not share it with other students.

### **Overdoses**

Occasionally, students accidentally or deliberately overdose themselves with medication. In these cases our concern is for the student's welfare. Our policy is to seek emergency medical advice and assistance. The school works closely with the Child, Adolescent and Mental Health Service (CAMHS) and with parents to ensure continuing support for students in these situations.

### **Definition of Terms**

Drugs/Substance refers to solvents, Class A, B and C drugs and any other substance (including alcohol) which does not come under the Misuse of Drugs Act and that can be misused. It does not include drugs which have been specifically medically prescribed.

The management of drug-related incidents in the school will be conducted in a sensitive and appropriate manner within the framework of the Law and an approach adopted which takes into account both the welfare of the individual student and the overall school population.

### **Education and Training**

Drugs education will be provided in school which will give factual information that is backed up by discussion on the cultural, legal and social implications of drug taking and its physical and emotional consequences. It will be provided throughout the school curriculum for all ages, within the PSHE framework and will be led by drug education professionals.

### **School Procedures**

Possession of "drugs/substances" on school premises is forbidden as is being under their influence on school premises.

Our first priority in a drugs-related incident is to keep students and staff safe. Where necessary, we will treat the incident as a medical emergency and obtain assistance from

health professionals. Students whose behaviour threatens their own or other students' safety as a result of drug/substance misuse will be isolated until professional assistance arrives. Any substance found will be confiscated and stored in a secure place pending investigation and, where appropriate, handed over to a police representative (see appendix for further details).

Members of staff who suspect, or have been informed of a student's drug/substance taking or supplying, should inform a member of the Senior Leadership Team.

All drug/substance-related events should be recorded, and all will be handled in a sensitive manner. When dealing with a drug-related incident, Senior Staff will follow the guidelines outlined in the appendix.

It is lawful for any member of staff to search a student's desk/locker if he/she has reasonable cause to believe it contains drugs/substances. This must always be done in the presence of another member of staff. A student suspected of concealing drugs/substances will be asked to voluntarily turn out her pockets or bag. If a student refuses, she may be supervised until a member of the police force or a parent arrives.

Any student involved in a drug/substance-related incident will automatically be encouraged to speak to the Drugs Intervention Service and she and her parents will be offered counselling and other forms of support.

The school will assist the police as requested in building up a picture of drug-related incidents in the Rugby area by supplying information of locations, nature of substances and other relevant details.

### **Support**

The school is supportive of students and parents who seek help and support in tackling alcohol or drugs problems. Good relationships with external agencies allow for rapid referral where appropriate. The school nurse offers advice and support on an informal basis at her weekly drop-in surgery in the school.

### **Sanctions**

In imposing sanctions for drugs-related incidents, the school's primary concern will be the safety and welfare of the student or students concerned and that of the wider school community. Sanctions only apply in situations where the student is in the care of the school at the time of the incident e.g. on school premises or on a school trip.

A student in possession of, or under the influence of, a controlled substance or alcohol on the school premises would normally be subject to a fixed-term exclusion. A student supplying, or seeking to supply, a controlled substance on the school premises would normally be subject to permanent exclusion. Where an exclusion poses a risk to student safety, the student may be secluded instead. All students involved in drugs-related incidents will be expected to undertake a drugs education programme.

### **Smoking (including E-cigarettes)**

The school recognises that there are long-term health costs associated with smoking and that it has a duty to ensure that students are educated about healthy life styles and the health risks associated with tobacco smoking. It also recognises its duty to protect students and staff, as far as it can, from inhaling tobacco smoke.

Since July 2007 it has been illegal to smoke in the work place. Smoking is therefore not permitted on any part of the school site with the exception of the caretaker's bungalow. The Headteacher is responsible for ensuring that the law in relation to smoking is complied with and that appropriate 'No Smoking' signs are displayed on entrance doors.

Students are not permitted to smoke on the school site or on any trip or organised school activity. Students are reminded that smoking in front of the school premises is also not permitted and that all students entering the Sixth Form are required to sign an agreement that they will not do so.

Smoking-related issues are covered in PSHE in Year 7 and returned to in later years as necessary. Students who request help with giving up smoking are referred to the school nurse. The school facilitates attendance at smoking cessation clinic wherever it can and is supportive (but not financially) of students using approved aids to quitting.

Students who smoke on the school site are required to attend a health information briefing and their parents are informed. Should they have to do this on a second occasion, they are required to undertake more extensive work on this issue. They may be required to undertake this work in seclusion from other students. Any student who continues to ignore the work place smoking ban is referred to external authorities for further counselling and possible prosecution.

#### **Liaison With Other Agencies**

The school works with a wide variety of external agencies to support students with drug and alcohol issues. Arrangements are made on a case by case basis according to need. A list of some of the key providers can be found in the appendix to this policy.

Reviewed Summer 2019

## Appendix

### **Guidelines for the members of the Senior Leadership Team dealing with a suspected drug/substance incident**

- Ensure the wellbeing and safety of any students and staff involved. If necessary, summon first aid or medical emergency help.
- Make sure that any substances or drugs paraphernalia are locked away safely taking especial care of any needles or sharp objects.
- Keep accurate records of the sequence of events and any conversations/interviews.
- Remove students involved and potential witnesses from lessons. Make sure that they are separated from each other and ask all of them to write an account of what happened and then to sign and date it.
- Compare students' accounts and, if necessary, interview them. Make sure that this is done in the presence of another member of the SLT who should take notes of what is said.
- Members of staff may search lockers and desks. This must be done in the presence of another member of staff. Staff may also ask students to turn out their pockets and bags. If a student refuses to comply, the member of the SLT dealing with the incident should decide whether it is sufficiently serious to ask parents and/or the police to attend.
- Consider which external agencies might need to be contacted either for advice or to give support or to ensure that the law in relation to controlled substances is upheld (the police should be contacted and asked to remove any suspicious substances).
- Offer counselling and support to both students and parents.
- Consider fixed-term exclusion within a range of sanctions including permanent exclusion for supplying on the premises.
- Consider how you will communicate with the rest of the school community and what you will say.
- Take advice from Warwickshire County Council press office re official statements and press releases.

### **Taking temporary possession and disposing of suspected controlled drugs**

Staff should:

- ensure that a second adult witness is present throughout;
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- notify the police without delay, who 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 student from whom the drugs were taken but it is advisable to do so;
- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this is not in the best interests of the student;
- identify any safeguarding concerns and develop a support and disciplinary response

**Useful Contacts:*****Frank About Drugs*****0300 123 6600****www.talktofrank.com**

This support agency provides confidential advice 24 hours a day to parents as well as pupils. They can give information on services in the local area including counselling and specialist clinics.

**Compass Warwickshire**

Provides one to one specialist support for young people with problematic alcohol and/or drug use. The service can be contacted on 01788 578227

**ADFAM****020 7553 7640****www.adfam.org.uk****admin@adfam.org.uk**

This is a charity aimed at supporting the families and friends of drug users.

**Childline****0800 11 11 11**

Free 24-hour helpline for children or young people in trouble or in danger

**Parents Against Drug Abuse (PADA)****08457 023 867****www.pada.org.uk****admin@pada.org.uk**

Supports parents of drug users.

**Families Anonymous****0845 1200 660****www.famanon.org.uk**

This is a support group for parents of drug users.

**Young Minds****0808 802 5544**

Provides support for mental health issues.

**Smokefree**

<http://smokefree.nhs.uk/?&gclid=COfxnbiHuKoCFYgf4Qodlwi45w>

Offers advice and counselling about giving up smoking. The school nurse can also provide access to smoking cessation support.

**Drinkline****0300 123 1110**

<http://www.alcoholconcern.org.uk/concerned-about-alcohol>

Provides information advice and support for those concerned about their own drinking or that of others

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