

# Management of Drugs Policy



## Saffron Valley Collegiate

**Last reviewed: 1.11.23**

**To be reviewed: Autumn 2025**

### **MISSION STATEMENT**

The Saffron Valley Collegiate seeks to provide a personal educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners, through the reengagement of the young person with education.

### **EQUALITIES STATEMENT**

All who work at the Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practices.

## Statement of Intent

The Saffron Valley Collegiate takes a zero tolerance approach to the misuse of drugs and alcohol on school premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Upholding the Health and Safety Policy;
- Providing a safe and healthy environment which is conducive to the education of the children at the provision;
- Providing a robust policy which outlines our zero tolerance approach to drugs and alcohol misuse;
- Developing and improving the policy by reviewing it regularly;
- Educating pupils on the dangers of drug and alcohol misuse.

## Key roles and responsibilities

The Headteacher is responsible for any drug related issues within SVC, delegated to HOPs in the first instance.

### 1. Definitions

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs, for example:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971).
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), including new psychoactive substances e.g. ketamine, khat and alkyl nitrites (known as poppers).
- all other unauthorised substances
- all over-the-counter and prescription medicines.

***This list is not exhaustive.***

### 2. Training of staff

- We recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying potentially at risk pupils.
- Teachers and support staff will receive regular and ongoing training as part of their development.

### 3. Drug Education

- All pupils will receive regular guidance on drugs and alcohol as part of the formal and informal curriculum, e.g. PSHE, RE etc.
- Drug education lessons will be delivered as appropriate to the age and phase of the pupils
- Where appropriate, visitors and outside speakers may facilitate classes on drug and alcohol misuse.
- Some sites have support from the Young Person's Engagement Workers, allocated from Love Your Future, also known as Turning Point.
- The website: [www.talktofrank.com](http://www.talktofrank.com) is promoted as an information source for both pupils and school staff.

#### 4. Smoking

- All buildings are smoke and vape free environments.
- Pupils are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.
- In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.

#### 5. Legal drugs and prescribed medicines

- We understand that some pupils may require medications that have been prescribed by a doctor.
- Parents/carers have the prime responsibility for their child's health and should provide the provision with information about their child's medical condition.
- Medicines should only be taken to school where it would be detrimental to the child's health if they were not administered during the school day.
- ***SVC will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist prescriber.***
- Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.
- Further guidance can be found in the **Managing Medicines in School Policy**.

#### 6. Solvents

- Pupils are not permitted to bring solvent based products onto the premises including, but not limited to, aerosol deodorant, compressed air, and aerosol hairspray.
- Each provision will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come in contact with it.
- More information can be found in our COSHH (Control of Substances Hazardous to Health) policy.

#### 7. Staff and visitors found to be under the influence of drugs or alcohol

- Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.
- Staff must be aware of their responsibilities in relation to drinking and other drug use in school hours and on school sites, as outlined in the Staff Code of Conduct
- Visitors to the school found to be under the influence of drugs or alcohol on school premises will be escorted from the premises. The headteacher has the authority to ban persistent offenders from the school.

#### 8. Managing a drugs related incident involving a pupil

- The Head of Provision, Assistant Head of Provision and/or Headteacher have responsibility for managing drugs related incidents. If staff have knowledge – either by what has been seen or been told by a reliable source – that a prohibited activity is taking place, they will inform a member of the leadership team. Senior leaders recognise that a variety of responses will be necessary to deal with incidents in order to act in the best interests of both the student and the school community.
- The first priority is safety and first aid, i.e. administering first aid and calling the emergency services if deemed necessary. [See Appendix A]

- If any pupil is found in possession of an unauthorised drug, the substance will be confiscated, in the presence of a witness and put in the Head of Provision's office. It is permitted by law for school staff to take temporary possession of a substance suspected of being a controlled drug, for the purposes of protecting a pupil from harm and the offence of possession.
- A record of the incident and all witness statements will be kept by the Headteacher, who will record all the relevant details on an incident form.
- Parents/carers will normally be informed.
- We will advise the parents/carers of additional support the family may access.
- No member of staff should attempt to analyse or taste an unidentified substance.
- We may contact the local police for advice or in order to identify and or dispose of the substance, if it is not something we can do ourselves, although it is not a legal obligation for us to do so.
- The range of sanctions used for rule breaking will be similar to those for other transgressions and will depend upon the nature and gravity of the offence. **Exclusion will only be considered in serious cases and will be in line with DfE's guidance on exclusions.**

When a pupil arrives at school under the influence of drugs and a decision needs to be made whether to admit them, due regard will be given to:

- Knowledge of the pupil's underlying needs and how they are currently presenting. For example, whether the young person has mental health/emotional needs and is self-medicating;
- Whether they would be safer at school;
- The potential impact of their presenting behaviour on other pupils;
- Whether there is aggressive or threatening behaviour. Under these circumstances, school leaders will consider whether it is necessary to call the police;
- Whether the provision has capacity to manage them away from other pupils. Pupils found to be under the influence of drugs or alcohol whilst on school premises will be isolated from other pupils, for the safety of everyone concerned;
- Whether there is a parent/carer available to escort them home, particularly if they appear unsafe to travel independently. The pupil should remain in the building until their parent/carer arrives;
- Whether it is necessary and appropriate to conduct a search, and whether it is safe to do so. (See section 10.)

## 9. Threatening Behaviour

- Aggressive and threatening behaviour by pupils, staff or visitors under the influence of drugs or alcohol will be taken very seriously.
- Where aggressive and/or threatening behaviour is displayed, staff will not hesitate to contact the police if necessary.
- Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- In the case of pupils, parents and carers will be contacted.

## 10. Searching

- Staff members may use common law to search pupils with their consent for any item.

- Staff members may ask any student to turn out their pockets.
- Staff members may search any student's backpack or locker.
- Under [part 2, section 2 of the Education Act 2011](#), teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, as well as illegal drugs and alcohol without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- Searches will be conducted by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.
- Staff members may require a pupil to remove outer clothing, including hats, scarves, boots, coats and scarves.
- Pupil's possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.
- Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- Any staff member, except for security staff, may refuse to conduct a search.

## Appendix A: 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 any harmful toxic substance, should be responded to as an emergency.

**The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's first-aid procedures. *If in any doubt, call medical help.***

### **Always:**

- Assess the situation
- If a medical emergency, send for medical help and ambulance

### **Before assistance arrives**

*If the person is conscious:*

- Ask them what has happened and to identify any drug used
- Collect any drug sample and vomit for medical analysis
- **Do not** induce vomiting
- **Do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

*If the person is unconscious:*

- Ensure that they can breathe and place in the recovery position
- **Do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **Do not** give them anything by mouth
- **Do not** attempt to make them sit or stand
- **Do not** leave them unattended or in charge of another pupil
- Notify parents/carers

*For needle stick(sharps) injuries:*

- Encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- If used/dirty needle seek advice from a doctor

### **When medical help arrives**

- Pass on any information available, including vomit and any drug samples and record appropriately .

## APPENDIX B: Responding to incidents involving drugs

