



Clydebank High School
POLICIES & PROCEDURES
PP3.9 : Policy On Drug Misuse



WDC Policies & Procedures:	PP5.19 : Drug Abuse
National Priorities:	NP4
How Good Is Our School?	5.8 : Care, welfare and development
SMT Responsible:	Stewart Young (HT)
Policy Implemented:	August 2004
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Policy Due For Review:	Session 2015/16



Clydebank High School

Drug Misuse

SECTION 1 : THE BACKGROUND

1 BACKGROUND AND CIRCUMSTANCES

In this policy drug misuse covers misuse of controlled substances such as amphetamine, heroin, cocaine and cannabis. However, substance misuse includes the use of solvents, medication and alcohol and this operating procedure should be applied to any incident involving any of these substances. It also applies to a wide range of circumstances which may involve drug-related incidents. These include, for example:

- drug related litter on or near education premises
- suspicion and allegations about substance misuse during both formal and informal activities
- disclosure about substance misuse taking place during both formal and informal activities
- young people who display symptoms of drug misuse
- young people/adults with drugs on educational premises/trips/transport
- young people/adults taking drugs on educational premises/trips/transport
- young people/adults selling drugs on educational premises/trips/transport

(A summary of the legislative background is provided in Appendix 1)

2 CLYDEBANK HIGH SCHOOL'S STRATEGIES

- a) This school has strategies for drugs education in line with advice from the Education and Cultural Services Department. The principal aims of the drug education programme are the related goals of providing information and promoting pupils' decision making skills. Evidence from research indicates that participative/interactive teaching methods, including group discussion and role play, have the potential to influence pupils' behaviour regarding health matters. All S1 – 6 pupils receive a lesson from police on drugs/alcohol. In S1 the programme is delivered by S6 peer educators.
- b) This school actively takes steps to inform and educate parents about drugs education, drug misuse and our policy on drugs. Our policy and curriculum issues are dealt with at parents' meetings, in written communications with parents and in the school handbook.

Article 33 : Governments must protect children from the use of illegal drugs.

- c) This school ensures that staff are well informed about drugs and are committed to our policy on drugs. When necessary we involve the community police in staff development sessions on drugs. In view of changing patterns of drug misuse staff information is reviewed and updated as required.
- d) This school considers carefully how personnel other than the police might be involved in drugs education programmes.

3 DEALING WITH INCIDENTS

In order to deal with incidents, the Head Teacher

- has ensured that we have a policy, in line with advice based on the SEED document “Guidelines for the Management of Incidents of Drug Misuse in Schools” to deal with incidents.
- maintains contact with key personnel in the police and other agencies. It is important to seek advice at the earliest possible moment when dealing with incidents.
- has an emergency procedure. Safety is of primary importance when a young person is discovered to be unconscious or semi-unconscious or acting in a bizarre manner while under the influence of drugs. The procedures described in Appendix 3 should be operated.
- ensures regularly that staff are aware of their responsibilities under the law. It is important that staff are aware of the legal implications of discovering a young person with a controlled substance and how they would be expected to deal with such an event.
- ensures that staff are aware of children’s rights.

SECTION 2 : PRACTICAL GUIDELINES FOR STAFF

DOCUMENT 1

DRUG MISUSE – RESPONSE : MEDICAL EMERGENCY

You are in a medical emergency situation if you come across a young person who is:

- unconscious
- having trouble breathing
- seriously confused or disoriented
- possibly under the influence of a harmful toxic substance.

You should carry out the following steps:

- 1 Get another member of staff to help you. Ideally this should be the person in the nearest classroom or a first aider, if one happens to be nearby.
- 2 A) If the young person is conscious:
 - ask them what has happened
 - keep them under observation, warm, quiet, conscious
 - do not give them anything by mouth.You might have to restrain the pupil, but do so only if he is in danger of harming himself and/or others. Use only “reasonable” restraint and make sure that you are never left alone with him.
- 2 B) If the young person is unconscious:
 - ensure that he can breathe
 - do not move him if a fall is likely to have led to spinal or other serious injury which may not be obvious
 - do not leave him unattended or in the charge of another pupil.
- 3 Do not “tamper” with any evidence.
- 4 Send for the duty SMT member.
- 5 Complete a Report Form APPENDIX 2 (copies in the staff room) and return it to the Head Teacher without delay.

DOCUMENT 2

DRUG MISUSE – RESPONSE : NON-MEDICAL EMERGENCY

If an incident occurs involving a young person and a controlled substance and it seems that medical help is not required, you should carry out the following steps:

- 1 Send for the duty SMT member.
- 2 Get another member of staff to help you, ideally the person in the nearest classroom.
- 3 You might have to restrain the pupil, but do so only if he is in danger of harming himself and/or others. Remember: use only “reasonable” restraint and ensure that you are never left alone with the pupil.
- 4 Do not “tamper” with any evidence.
- 5 Do not attempt to question the pupil. Do not indicate that you suspect that they may have taken drugs.
- 6 Complete a Report Form APPENDIX 2 (copies in the staff room) and return it to the Head Teacher without delay.

DOCUMENT 3

DRUG MISUSE – RAISING AWARENESS : POSSIBLE SYMPTOMS

In general terms, the following are a good guide:

Amphetamine (cocaine, ecstasy, LSD)

- Excitable
- Hyperactive/frenzy
- Sweating
- Tremor of hands
- Hallucinations (may hear voices or hear things)

Barbiturates, Benzodiazepines

- Lethargy, sleepiness
- Shallow breathing
- Weak, irregular or very slow or very fast pulse

Morphine, Heroin

- Small pupils
- Sluggishness and confusion
- Slow shallow breathing which may stop altogether

Solvents

- Nausea and vomiting
- Headaches
- Hallucinations
- Possible unconsciousness

SECTION 3 : ADDITIONAL PRACTICAL GUIDELINES FOR SMT

DOCUMENT 1

DRUG MISUSE – RESPONSE : MEDICAL EMERGENCY

The Head Teacher/Depute will:

- arrange for the safe removal of any drug-related litter, retaining evidence where possible for analysis
- contact the police for advice and/or involvement
- inform the parents/guardian and invite them into school
- arrange for staff and other young people involved to be interviewed, with witnesses, to establish the facts and obtain corroboration. A record of this meeting will be kept.
- arrange for the pupil to be interviewed by SMT. (Guidelines for the effective conduct of such an interview are attached as Appendix 3. A record of this meeting will be kept (Appendix 4).
- inform the Director of Education and Cultural Services (Appendix 5)
- exclude the pupil, where applicable, for an appropriate length of time, and involve other agencies if necessary.

DOCUMENT 2

DRUG MISUSE – RESPONSE : NON-MEDICAL EMERGENCY

The Head Teacher/Depute will:

- arrange for the safe removal of any drug-related litter, retaining evidence where possible for analysis
- remind the young person of the school's policy on drug misuse and the procedures to be followed to investigate the incident, including the intention to contact police and parents
- ask the young person to hand over any drug-related material. If he/she is reluctant to cooperate, explain that the request will be repeated in presence of his/her parents and the police
- contact the police for involvement
- inform parents/guardian of the incident and that the police have been contacted, and invite the parents into the school
- arrange for the young person to be interviewed with witnesses, to establish the facts of the incident, the level of involvement of the young person, and whether other young people were involved. (Guidelines for the effective conduct of such an interview are attached as Appendix 3). Records must be kept in addition to statements taken by the police (Appendix 4)
- inform the Director of Education and Cultural Services (Appendix 5)
- arrange to interview staff and other young people involved, with witnesses, to corroborate the facts. Records must be kept. (See Appendix 2)
- exclude the young person for an appropriate length of time, and involve other agencies if necessary.

DOCUMENT 3

DRUG MISUSE – FURTHER ACTIONS

- The Head Teacher will check that parents/guardian and police have been informed of any drug-related incident (if necessary).
- If the Head Teacher decides to involve the police, he will follow these guidelines:
 - If parents arrive before the police, they will be allowed access to the young person with a staff member present at all times
 - If the police arrive before the parents, they will be asked to wait until the parents come. If this is not possible in the circumstances, a senior member of staff must be present when the police are interviewing a pupil
 - If the police wish to take the young person away for questioning, the Head Teacher will ask the officers for an explanation for this and note the reasons given.
 - In exceptional cases (e.g. when child protection procedures are in place) the police or social work may prefer to contact parents.
 - In response to any press interest in an incident, the Head Teacher will refer all enquiries to the West Dunbartonshire Council press officer, avoiding the use of the term “No comment”.
- Information will be passed on as appropriate:
 - The Head Teacher will inform the Director of Education and Cultural Services.
 - The Education and Cultural Services Department will advise the Chief Executive, the press office, the Convenor of the Children’s Services Committee and local member immediately that an incident has occurred and what action has been taken.
 - The Head Teacher will then inform the chairperson of the Parent Council
- Without necessarily disclosing the name of the young person involved, the Head Teacher will inform staff that:
 - a drug-related incident has occurred in the school, and that certain action, in line with these procedures, has been taken pending further investigation.
 - the incident may not be an isolated one and staff should be alert

DOCUMENT 4

DRUG MISUSE - ACTION REQUIRED FOLLOWING AN INCIDENT

Managing the young person after an incident involving drugs:

A young person will receive increased supervision and reassurance (e.g. from Heads of House, Pastoral Care staff) as they may feel extremely vulnerable.

Communication and handling within the school community:

The Head Teacher, in discussion with the Education and Cultural Services Department, must decide whether there is a need to share any information with parents of other children, or the wider community, depending on the nature, extent and seriousness of the drug-related incident.

If the decision is taken to share this information, this should be done as soon as possible after an incident has occurred to prevent the circulation of misinformation. Other young people and parents may need to know the relevant facts and be reassured that all possible action has been taken to ensure the safety and welfare of all young people.

In this situation the name of the young person involved must be kept confidential.

Staff need:

- to be informed of a drug-related incident
- to know which drug was involved
- in some circumstances to know the name of the young person involved
- to consider whether any change is needed to the school's drug education programme

Where necessary, young people need:

- to be told the facts about the incident, including the consequences
- to have the school's policy on drug misuse reinforced
- to have a drug education programme which can be responsive to incidents where appropriate

Parents of young people attending the school need:

- to be informed of a drug-related incident
- to know which drug was involved
- to know that school policy has been followed in line with national and Education and Cultural Services Department advice
- to have access to more information about drugs

Recording of a drug-related incident:

- A formal record of any such incident will be completed by the Head Teacher (See Appendix 5).
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WEST DUNBARTONSHIRE COUNCIL

GUIDELINES FOR THE MANAGEMENT OF INCIDENTS OF DRUG MISUSE IN SCHOOLS

Extract from the Misuse of Drugs Act 1971

Occupiers etc of premises to be punishable for permitting certain activities to take place there.

- 8 A person commits an offence if, being the occupier or concerned in the management of any premises he knowingly permits or suffers any of the following activities to take place on those premises, that is to say-
- (a) producing or attempting to produce a controlled drug in contravention of section 4(1) of this Act;
 - (b) supplying or attempting to supply a controlled drug to another in contravention of section 4(1) of this Act, or offering to supply a controlled drug to another in contravention of section 4(1);
 - (c) preparing opium for smoking;
 - (d) smoking cannabis resin or prepared opium.

Powers to search and obtain evidence

- 23 (1) A constable or other person authorised in that behalf by a general or special order of the Secretary of State shall, for the purposes of the execution of this Act, have power to enter the premises of a person carrying on business as a producer or supplier of any controlled drugs and to demand the production of, and to inspect, any books or documents relating to dealings in such drugs and to inspect any stocks of an such drugs.
- (2) If a constable has reasonable grounds to suspect that any person is in possession of a controlled drug in contravention of this Act or of any regulations made thereunder, the constable may –
- (a) search that person, and detain him for the purpose of searching him;
 - (b) search any vehicle or vessel in which the constable suspects that the drug may be found, and for that purpose require the person in control of the vehicle or vessel to stop it;
 - (c) seize and detain, for the purposes of proceedings under this Act, anything found in the course of the search which appears to the constable to be evidence of an offence under this Act.

(d)

APPENDIX 2

CLYDEBANK HIGH SCHOOL
DRUG-RELATED INCIDENT
RECORD OF INCIDENT

Name of staff member: _____

Name of pupils: _____

Date/Time: _____

Place: _____

Details of incident: _____

Details of injury: _____

(if applicable)

Was first aid given? _____

(if applicable)

What happened afterwards? _____

(e.g. who was told,

what happened to pupil) _____

Signed: _____

WEST DUNBARTONSHIRE COUNCIL

**GUIDELINES FOR THE MANAGEMENT OF INCIDENTS OF
DRUG MISUSE IN SCHOOLS**

Key Aspects of an Effective Response

When interviewing pupils

DO

Ask factual questions about

- which drug
- source
- quantity
- legal status
- who is at risk
- age of pupil

Act with a witness.

Supervise and respect rights to silence and reasonable privacy.

Operate within school rules and responsibilities for pupils.

Be prepared to receive drug-related equipment given by pupils.

Make clear the limits of confidentiality and refer the incident to the school's designated drugs coordinator if not the Head Teacher.

Record the facts on a standard pro forma, store in a secure place and disclose only on a need to know basis.

DO NOT

Ask leading questions

Interrogate

Accuse

Make assumptions about guilt

Detain a pupil in a locked room or without access to food and drink.

Remove or search personal belongings or conduct body searches (otherwise, this could be considered assault).

Pledge secrecy or keep drug incidents to yourself (you alone cannot have an overview of the situation and the risk factors).

Rely on memory or general impressions – they may be inaccurate and make it more difficult for others to help/obtain evidence.

When responding to the media, what to do and what to avoid

DO

Refer the media to the WDC Press Officer

DO NOT

Use the term "No Comment"

CLYDEBANK HIGH SCHOOL
DRUG-RELATED INCIDENT
RECORD OF INTERVIEW

Names of staff: 1 _____

2 _____

Name of pupil: _____

Date: _____

Time: _____

Place: _____

Report: _____

Signed: _____

WEST DUNBARTONSHIRE COUNCIL

**GUIDELINES FOR THE MANAGEMENT OF INCIDENTS OF
DRUG MISUSE IN SCHOOLS**

RECORD OF DRUG-RELATED INCIDENT

School:	Date of Incident:	Date & Time Reported:	
		Reported by:	
Name of Pupil(s) Involved		DOB	Home contact number
Description of Incident			
Category of Incident	Action Taken	By Whom	Contacted
Drug related litter on or near establishment premises			
Suspicion, allegation and disclosure in and out of school activities			
Symptoms of drug misuse			
Pupils/parents with drugs on school premises/trip/transport			
Pupils/parents taking drugs on school premises/trip/transport			
Pupils/parents selling/supplying drugs on school premises/trip/transport			
Drug type (if known) or description	Removed by	Where retained	Receipt given and countersigned

Article 33 : Governments must protect children from the use of illegal drugs.

Contacts made:
(where appropriate)

	Contact Number	By whom	Contact Time	Arrival Time
Police				
Ambulance				
Other Health Professionals				
Social Work				
Environmental Health				
Education Department				
Local Drug Support Agency				
Other, please state				

Drug-related Incident Report cont

Pupil Interview Details (as appropriate)

If a member of staff is required to be present a summary should be detailed below

RECORD OF EVENTS:

TIME	DETAILS
OUTCOME	

Signed: _____ Witnessed by: _____

Title: _____ Title: _____