

QUEEN ELIZABETH HIGH SCHOOL

DRUGS AND SUBSTANCE ABUSE POLICY

DEFINITION – WHAT IS A DRUG?

- A drug is any substance that affects the way in which the body functions physically, emotionally or mentally. Where this document refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (NPS) (formerly known as “legal highs”) and volatile substances, unless otherwise specified.

It should be noted that Queen Elizabeth High School has a separate no smoking policy that relates directly to tobacco.

THE PURPOSE OF THE POLICY

- The aim of this policy is to clarify the school’s role in drug education and prevention and to provide information about procedures in response to any drug related incident for all staff, students, parents/carers, Trustees and visitors to the school site.
- The school is committed to the health and safety of its staff and students and will take action to safeguard their well-being. The school acknowledges the importance of its pastoral role in the welfare of its students and, through the general ethos of the school, will seek to provide quality drug education and support any student in need of support to come forward.

RATIONALE

As part of the statutory duty on schools to promote pupils’ wellbeing, we recognise that we have a clear role to play in preventing drug misuse as part of our pastoral responsibilities.” – [DfE and ACPO drug advice for schools 2012](#).

This school is committed to the health and safety of all students and will work together with parents and the local community to enable students to make healthy informed choices and discourage the misuse of drugs by providing a balanced drug education programme, containing accurate and up to date information alongside the development of life-skills.

TO WHOM DOES THE POLICY APPLY?

- This policy applies to school students, all staff, Trustees, parents/carers and other visitors on site.

WHERE DOES THE POLICY APPLY?

- This policy applies at all times when staff are acting in loco parentis both on and off the school site, this includes educational visits in line with [County guidelines](#). The policy applies to students travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

ROLES AND RESPONSIBILITIES

- **The Head of School** – the Head of School takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation and for liaison with the Governing Body, parents, Local Authority (LA), media and appropriate outside agencies in the event of a drug related incident. Students who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies.

- **Trustees** – as part of their general responsibilities for the management of the school the Trustees play a key role in the implementation of the school’s policy for drug education and prevention (as referenced in [DfE and ACPO drug advice for schools 2012](#)). They will continue their involvement through regular evaluation of the policy. The named lead Trustee with responsibility for this policy is Jonathan Holmes.
- **All Staff** – Drug prevention is a whole school issue. All staff, both teaching and support staff, other workers and volunteers, should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, site managers and cleaning staff. If they have any queries or training requirements these should be made known to their line manager who will liaise with the CPD Co-ordinator (James Andriot) and the Substance Co-ordinator (Diane Harris, Substance Co-ordinator Senior Deputy Headteacher).
- **Site Managers** – The site managers regularly check the school premises - any drugs or drug paraphernalia found will be recorded and reported to the Head of School/Substance Co-ordinator (Diane Harris, Senior Deputy Headteacher) and dealt with in accordance with this policy.
- **Safeguarding and Wellbeing Team** - Diane Harris, Senior Deputy Headteacher, is the Substance Co-ordinator. Her role includes the following
 - Working with the PSHE Co-ordinator who organises the drugs education programme.
 - Attending appropriate courses and training.
 - Facilitating training – ensuring key staff i.e. Pastoral Leaders, mentors and Trustees are adequately trained and made aware of training opportunities.
 - Maintaining links with outside agencies, specifically the police, SORTED and the local authority Health and Wellbeing Team.
 - Monitoring substance misuse incidents.
 - Involvement in individual cases with the Pastoral Leaders and Mentors.
 - Using SORTED to support the drugs education programme both within the curriculum and to run small group work in liaison with learning mentors for students identified as more at risk.
 - Ensuring drugs information is available for parents via the website and information evenings.

It should be noted that the school actively co-operates with other agencies such as the Local Authority, police, SORTED, Childrens’ Services, CYPS (Children and Young People’s Service) to develop its commitment to drugs education and to deal with incidents of substance use and misuse.

- **Parents/carers** – Parents are encouraged to support the school’s drug education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medication in schools are followed (see medicine in schools policy). The school plays its part in ensuring that parents have up to date information regarding drugs. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents and, therefore, it will be handled with care and consideration. The Head of School teacher in consultation with the substance co-ordinator will consider if there are any special circumstances, which may temper this right.
- **Others within school e.g. volunteers, parent helpers etc** – Drug prevention is a whole school issue. Visitors working on the school site should be aware of the policy and how it relates to them.

DRUG EDUCATION

AIMS/OBJECTIVES

The main aims of our drug education are:

1. To ensure that all young people are taught about drugs in a consistent manner, in line with the school ethos and within the guidance provided to all PSHE staff.

2. To enable students to make healthy, informed choices by increasing knowledge, exploring their own and other peoples attitudes and developing and practising skills.
3. To provide accurate information about substances and provide updates when appropriate.
4. To increase understanding about the implications and possible consequences of use and misuse.
5. To give students the opportunity to develop their abilities to communicate their concerns and take responsible decisions.
6. To let students know what they should do if they come across drugs or are aware of other people using them.
7. To provide students with knowledge and information about drugs and the harmful effects they can have on people's lives.
8. To enable young people to identify sources of appropriate personal support.
9. To enable children to discuss moral questions and share their thoughts in a safe environment.
10. To help young people respect their own bodies and, in so doing, reduce the likelihood that they will be persuaded to become involved in drug misuse.

DRUGS EDUCATION PROGRAMME

Drugs education takes place through a number of aspects of the students' experiences – in the taught curriculum in PSHE lessons; organised sessions; targeted group work via timetable collapse, e.g. life skills days. Small group sessions are also organised for groups deemed as at more risk using SORTED and our mentors. SORTED workers are available for 1:1 work. Our mentors run group work sessions on drugs related issues and provide 1:1 support where appropriate.

- The school provides a planned drug education curriculum as part of its PSHE programme and through the statutory science curriculum. The programme reflects knowledge and understanding, attitudes and personal and social skills. The programme is responsive to the needs of the students and relevant to their age, experience and maturity. The programme involves a wide variety of strategies. Sessions for year groups may also be planned via timetable collapse e.g. Life Skills day.

The school recognises that all students are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use students' existing knowledge, beliefs, experiences and their views on what should be included in their drug education as a baseline for the development of the programme. Inclusion of this information ensures that the content is credible and relevant and it provides the baseline against which the programme can be evaluated. Existing knowledge and understanding will be identified through questionnaires and through discussion in the PSHE programme and via school/year group councils.

The school acknowledges that special consideration must be given to a particular group of young people, including students with special educational needs, students whose parents/carers or relatives use drugs, students who have missed substantial amounts of schooling, students vulnerable to drug misuse. The school will ensure an appropriate focus is placed on drug education for these groups and where appropriate will provide targeted interventions that may involve the use of external agencies to enhance delivery.

METHODOLOGY AND RESOURCES

Drug education within the school shares the features expected in any other subject area taught within the school, it will be taught within a safe, secure and supportive learning environment and will be delivered

using a variety of interactive and participatory teaching methods and a range of opportunities for learning will be provided.

The main resources used are: LA Drugs Education File, SORTED information, FRANK information, Drugs Box.

Resources for the teaching of drug education are stored by the PSHE Co-ordinator.

Our teacher will always maintain responsibility for the overall drug education programme and external contributors will be used to enhance lessons not as a substitute teacher. When using external contributors the school will ensure that the sessions are pre planned and that the school will adhere to their visitor guidelines/ the [DfE statutory guidance – Keeping Children Safe in Education](#)

A teacher will be present at all times when external contributors are delivering sessions.

STAFF SUPPORT AND TRAINING

It is essential that all school staff (teaching and support staff) have a general drug awareness and a good understanding of the policy, including an understanding of how to manage drug incidents. New staff to the school will also be able to access training as part of their induction.

Drug education is more effective when taught by teachers who have the necessary subject knowledge and the school will strive to provide or access appropriate training for all staff (including NQTs, new staff), Pastoral staff will have access to additional training. The school's senior leadership team will support access to CPD.

ASSESSMENT, MONITORING, EVALUATION AND REVIEW

The elements of drug education delivered as part of the science curriculum will be assessed in accordance with national curriculum requirements. The learning from other elements of drug education will be assessed as part of overall PSHE provision. The school will use a variety of methods to assess drug education and will not concentrate solely on the knowledge gained.

The quality, relevance and effectiveness of the schools drug education programme will be reviewed regularly by Substance Co-ordinator, Diane Harris, (Senior Deputy Headteacher) and the PSHE Co-ordinator, Andrew Hedley. This process will influence the planning and development of the PSHE programme.

MANAGING A DRUG RELATED INCIDENT

This section of the policy provides the framework of procedures for dealing with an incident if one should occur in line with the [DfE and ACPO drug advice for schools \(2012\)](#). The primary concern of QEHS is the care and welfare of the students and as such will seek to balance the safety and security of the school with the needs of students. The member of staff responsible for co-ordinating the school's response to drug incidents is Diane Harris who will discuss incidents with the Head of School.

Searching and Confiscation – advice on searching and confiscations can be found in the school's policy – ***Screening, Searching and Confiscation Policy and Guidelines (+ see Appendix 1)***. Following a search, whether or not anything is found, the school will make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

General power to confiscate – Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. See DfE Searching, Screening and Confiscation – Advice for Headteachers, school staff and Governing Bodies, February 2014.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This

may include electrical cigarettes and other vaporising devices. If staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

Involving parents and dealing with complaints – Schools are not required to inform parents before a search takes place or to seek their consent to search their child. We would normally inform the individual student’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal school complaints procedure.

Legal drugs – The police will not normally need to be involved in incidents involving legal drugs, but we may choose to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol and volatile substances to students in the local area. Trading standards can be contacted on 01670 623870 and information may be left anonymously.

The NPS Act which came into force on 26th May 2016 has made all NPS illegal to produce, supply, offer to supply or possess with intent to supply.

Controlled drugs – In taking temporary possession and disposing of suspected controlled drugs we aim to

- 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 – see section entitled A Positive Approach: Northumberland protocols for managing drug related incidents. **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken.**
- Record full details of the incident;
- Inform parents/carers, **unless this is deemed not to be in the best interests of the student;**
- Identify any safeguarding concerns and develop a support and disciplinary response.

Drug Dogs and Drug Testing – The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

The school rules for the drugs named in this policy are: (these rules also apply to all school visits)

Medicines – see **Appendix 2** – extract from the Medical Needs Policy.

Note: If someone is in possession of a prescription only drug that wasn’t prescribed to them, it is illegal. It is not safe for any person to use a prescription drug that isn’t prescribed to them.

Tobacco – the school and all its grounds are smoke free. Smoking will not be tolerated anywhere on the school site in line with school’s **Smoke Free Policy**.

Alcohol – the possession or consumption of alcohol is banned on school premises during the course of a normal school day. Special licences may be applied for specific events after school hours.

Solvents – the school will ensure that potentially harmful substances, including aerosols, are stored safely and students supervised carefully in the event of them being used in the course of the school day.

Illegal Substances – no illegal or illicit substances should be brought to school or used on school premises.

Unauthorised Substances – e-cigarettes, vaporisers or other ‘vaping’ devices, should not be brought to school or used on school premises.

Teachers are responsible for the safe keeping of any drugs/prescription medicines they have in their possession.

A Positive Approach – Northumberland Protocol for managing drug, alcohol, volatile substance related incidents in schools.

In the event of a drug related incident occurring on school premises the school will follow the guidelines recommended by Northumberland Local Authority; A Positive Approach – A Protocol for Managing Drug, Alcohol, and Volatile Substance related Incidents in School. These protocols are displayed in the staffroom, the pastoral office and can be accessed on the website (<http://www.qehs.net/files/docs/drugspolicy-appendix1.pdf>)

For all in school incidents contact Di Harris Senior Deputy Headteacher and she will coordinate the response. If you suspect anyone is under the influence of drugs you must report this immediately. On e-mail is inappropriate.

Student suspected of involvement in drug incident on school premises (including school grounds): If required telephone appropriate agency to seek advice: Drug Education Co-ordinator 01670 622738, Sorted 01670 500150; Neighbourhood Police Team (PC Stephen Ridley/PC Barry Emery, based at Hexham Police Station, telephone 604111.). Complete Drug Incident Report and return it to the Drug Education Co-ordinator. Co-ordinate any in-school follow-up, if required, by telephoning appropriate agency to seek further advice, see details above.

Students (identified/not identified) suspected/reported of involvement in drugs incidents off school premises but during the school day: If required telephone appropriate agency to seek advice. Drug Education Co-ordinator, Sorted (see details above.) As above, schools may also wish to contact their Neighbourhood Police Team. Complete Drug Incident Report and return to Drug Education Co-ordinator. Co-ordinate any in-school follow-up, if required, by telephoning appropriate agency to seek further advice.

Student presenting intoxicated on school premises – alcohol/volatile substance/medicines: Seek medical advice where necessary. Contact parent/carer to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident. Complete Drug Incident Report and return to Drug Education Co-ordinator. Take action to offer relevant support e.g. Sorted 01670 500150

Student presenting intoxicated on school premises – drugs classified in the Misuse of Drugs Act 1971 and New Psychoactive Substances (NPS): Seek medical advice where necessary. Contact parent/carer to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident. Complete Drug Incident Report and return to Drug Education Co-ordinator. Take action to offer relevant support e.g. Sorted 01670 500150

Student found in possession and/or supplying drugs on school premises: Students should be encouraged to hand over substances in their possession. Where at all possible take possession of the drugs involved and store securely in a drug evidence bag. (See drug incident report book for guidelines on safe storage). **Police action required due to potential criminal offence.** Contact police on 101 to report incident. Schools do not have to report the identity of the student. Seek co-operation from student to remain on school premises. If they refuse, update police on 03456 043043 using incident number or call 999 in an emergency. Police will attend incident at school and remove drug evidence bag from premises. School must include an automatic referral to Sorted 01670 500150. Any further in-school follow up can be discussed by calling the Schools' Drug Education Co-ordinator 01670 622738

Staff member or visitor suspected of involvement in drug incident on school premises: Drug legislation and school policy applies to all school staff, Trustees and visitors, including parents/carers. In relation to school staff involved in a drug related incident, apply the school's. [Northumberland Workforce Health and Wellbeing Alcohol and Drugs Policy \(2013\)](#) If a visitor presents safeguarding issues, disorder or violent behaviour contact police immediately.

Dealing with parents/carers under the influence of drugs on the school premises: When staff are at all concerned they should maintain a calm atmosphere whilst attempting to continue discussion with the parent/carer, Di Harris, should be informed immediately. If they are there to take the young person home staff will discuss alternative arrangements to ensure the young person will remain safe. The safety of the young person should be the key focus at all times. Any such incidents must be recorded and if they occur repeatedly or if the parent becomes abusive or violent the school will invoke safeguarding children procedures and may inform the police.

The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider school community. Information regarding young people’s needs in relation to drug use will come from a variety of sources not just as a response to an incident. The school will carefully examine all evidence before proceeding with any action and will take a wide range of responses into consideration.

QEHS PROCEDURES FOR STUDENTS UNDER THE INFLUENCE OF A SUBSTANCE/ALCOHOL (whether legal or illegal)

If a member of staff feels a student is under the influence of a substance or alcohol then the following procedures must be followed:

- Inform Di Harris or the Pastoral Team– mentor or Pastoral Leader. Mentors are contactable via mobile ‘phones. Send for help immediately if this occurs in a classroom or elsewhere in school. Inform curriculum leader if in a classroom.
- Pastoral staff to involve the substance co-ordinator at earliest opportunity (Diane Harris is contactable by mobile ‘phone).
- Pastoral staff and Di Harris will assume responsibility for the incident but will require a written report from the member of staff reporting the incident.
- Call a first aider to administer first aid if appropriate.
- Keep any evidence of what has been consumed.
- It is difficult to talk to a student who is intoxicated or high – seek support as detailed above. The student should be placed in a quiet room and talked to calmly until support arrives.
- Parents will be contacted and invited into school to discuss the issue and to make arrangements to take the student home/take him/her for medical attention.
- Information about drugs issues and support via the main agency SORTED will be made available to the student and their family.

SCHOOL SANCTIONS

The following sanctions will be applied:

Drugs (other than alcohol)		
1st Offence	Use/possession of illegal substances or New psychoactive substances (NPS), formerly known as ‘legal highs’ but they are now illegal/use of solvent/ abuse of substance(s) including unidentified substances and/or prescription drugs (if someone is in possession of a prescription drug that wasn’t prescribed to them, it’s illegal).	5 day exclusion
2nd Offence	Use/possession of illegal substances or New psychoactive substances (NPS), formerly known as ‘legal highs’ but they are now illegal/use of solvent/ abuse of substance(s) including unidentified substances and/or prescription drugs (if someone is in possession of a prescription drug that wasn’t prescribed to them, it’s illegal).	permanent exclusion
Dealing/Supply	Immediate permanent exclusion	

Alcohol		
1st Offence	Consumption/possession of alcohol	5 day exclusion
2nd Offence	Consumption/possession of alcohol	5 day exclusion and a meeting of the Trustees' Disciplinary Committee with student and parents/carers
3rd Offence	Permanent exclusion	

Rules relating to drugs in schools and the sanctions they will face if they break them will be made clear to all members of the school community e.g. via assemblies, newsletters, planners, websites.

We follow the DfE exclusion protocols in all drugs related incidents.

Please also note all incidents will be dealt with in confidence, however, no member of staff can guarantee absolute confidentiality where risk taking behaviour presents a danger to either self or others (see Child Protection Policy and Confidentiality Policy). A multi agency approach will be used where appropriate.

PASTORAL SUPPORT

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well being of students. To reinforce this any actions taken will be in line with the **school's Behaviour Policy**.

Where appropriate the school will consider the use of an Early Help Assessment (EHA) to assess the needs of the young person and to access multi-agency support where required. In all cases involving drugs, the student and their family will be offered help and support from the school or from partnership agencies such as SORTED 01670 500150 and Escape family support 07702 833944

LIMITS OF CONFIDENTIALITY

Where a member of staff is questioning a student, no guarantee of confidentiality can be given. This should be made clear to the student at the outset of conversation. Information regarding a student's involvement in a drug related incident might be pertinent to other agencies involved in the student's care e.g. Children and Young Peoples service (CYPS), Northumberland adolescent Service, Looked After Children Team. Information should be shared in line with existing information sharing protocols.

Any disclosures will be dealt with in line with the school's **Safeguarding Policy** and **Confidentiality Policy**.

DEALING WITH THE MEDIA

This policy is made available to the wider school community – parents/carers, students, Trustees and staff. Any requests by the media for information regarding drug related incidents should be directed via the Head of School to the Service Manager: Communications and Online – 01670 622416

REVIEWING THE POLICY

The record of incidents will be maintained and the Drug Education Co-ordinator will be sent copies of completed forms. This policy will be reviewed when required – as the result of an incident and also as part of the normal 2 year cycle of review. All groups involved in the initial development and those having an impact on its implementation will be involved in the review process.

This policy reflects national guidance and priorities as outlined in [DfES Drugs: Guidance for Schools \(2004\)](#), [DfE and ACPO drug advice for schools \(2012\)](#), the Updated Drug Strategy (2010): [Drugs; Protecting Families and Communities 2008-2018 strategy](#), QCA Guidance for schools: [Screening, searching and confiscation – Advice for head teachers, staff and governing bodies DfE \(2014\)](#). This policy relates to the school's child protection policy, SEND policy, confidentiality policy, behaviour policy, health and safety policy, educational visits policy, visitor guidelines.

APPENDIX 1 - Confiscation of inappropriate items

Students will be searched where there are reasonable grounds for suspecting that they are in possession of a prohibited item as set out in the table below. They can be searched on school premises or, if elsewhere, where the member of staff has lawful control or charge of the student e.g. on a school trip

If a member of staff suspects a student has a banned item in their possession, they can instruct the student to turn out their pockets or bag/locker and if the student refuses, the teacher shall apply an appropriate sanction in line with the stages already described in the staged process.

If the student refuses to be searched, the Head of School or key senior staff (Deputy Headteacher, Assistant Headteacher, Learning & Guidance Co-ordinators) can still carry out a search in line with the following guidelines

1. The item is a prohibited item. Prohibited items are knives or weapons, alcohol, illegal drugs and stolen items. They are also 'an article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person.
2. Ensure the member of staff has reasonable ground for suspicion. For example, they might have heard other students talking about the item or they might have noticed a student behaving in a way that causes them to be suspicious.
3. The search should be carried out by a person of the same sex where possible and in the presence of the student and with another member of staff (preferably of the same sex where possible.)
4. The person conducting the search may not require the student to remove any clothing other than outer clothing such as hats, shoes, boots, gloves, coats, scarves. Jumpers/sweatshirt would also be included where the student had a t-shirt or shirt beneath it.
5. The person conducting the search may search any of the students possessions, this includes any goods over which the student has or appears to have control e.g. lockers and bags

The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they have acted lawfully, are in line with the guidelines above and have dealt with the confiscated items in line with the procedures set out below.

After the search school will confiscate the item and dispose of it in the following way

Items banned in the school rules	Procedure after confiscation
Mobile phones in inappropriate circumstances	Held until the end of the day and then returned to the student
Cigarettes, tobacco, skins, filters etc	Disposed of
Ipods/MP3 players in inappropriate circumstances	Held until the end of the day and then returned to the student.
Prohibited items	
Knives and other weapons	Handed over to police
Alcohol	Poured down a sink
Controlled drugs	Handed over to police
Other substances not believed to be controlled drugs	Handed over to police or disposed of
Stolen items	Handed to police if of high value Returned to the owner where of small value
An article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence or cause personal injury to, or damage to the property of, any person in school	Returned to parents/disposed of Handed to police if offence committed.

Data on confiscated items

Should the school have concerns in line with the table below about any data or files on a confiscated device they may examine it and erase said data or files. Again this will be carried out with the student present and in the presence of another member of staff.

Data or files which could be searched for	Procedure if found
Indecent pictures that may cause harm or offence to others in the school community	Files deleted and device returned to student at end of the school day. If serious e.g. Child Protection issue – may be reported to the police or Children’s Services.
Information relating to illegal activity in school e.g. drugs issues	Device handed to police
Photographs of staff members	Files deleted and device returned at end of school day or reported to police if appropriate.

If files are deleted, in all cases it will be done in the presence of the student and two members of staff. Parents will be informed.

The school has discussed the disposal of drug paraphernalia with the site managers and every effort will be made to ensure the school grounds are kept free of any such materials. In the case of needles and syringes they will be placed in a secure container, using gloves. The use of bottles or cans for the storage of needles is not appropriate. If such paraphernalia is found, Diane Harris will be informed at the earliest possible opportunity. The school will then contact the local police or environmental health to discuss disposal of the paraphernalia.

Health Matters

(Policy on Supporting Children with Medical Needs)

- Parents of students with medical needs should be made aware of the procedure for informing school through the school's prospectus, parents evenings and website.
- Students with medical needs should be recorded in SERCO from the Data Checking Sheets issued to all students at the beginning of the academic year. Using this information the Pastoral Leader should identify any students that require a Health Care Plan. Parents should be contacted by letter and a Health Care Plan agreed. A file of Health Care Plans is maintained in the Lower School Office.
- Staff should only administer prescription medication with the agreement of Di Harris, Senior Deputy Headteacher (Medicines Coordinator) and only when a parental consent form has been completed. All medication should be received in the original container with prescriber's instructions. The following information must be included:
 - Name of Child
 - The name and dose of medication
 - The frequency of administration

The medication should only be administered during school hours where this is unavoidable. Where medication needs to be stored below room temperature – this will be stored in the fridge in the MI Room and locked at all times.

- Emergency Medication such as adrenaline pens and inhalers should be readily available to students and first aiders – a cabinet in Lower School Support Office. This cabinet must never be locked during the school day.
- Staff should receive additional training before administering emergency medication such as an adrenaline pen. This is arranged annually through the School Medical Service.
- All staff should know the location of students' health care plans, where they exist for more serious conditions – this information is held in the Pastoral Office. First aiders should have a comprehensive list of a student's medical requirements – this information is accessible from the Pastoral Office. The information held should be updated at the beginning of each academic year. For mid year admission of students a check list is completed which includes Health Care Plans. **Medical input to the individual health care plans should be sought from the School Medical Service.**
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the School Medical Service.
- The school will administer non-prescribed medicines such as paracetamol in exceptional circumstances and with the agreement of parents.

APPENDIX THREE: DRUG INCIDENT REPORT FORM

Drug Incident Report – Di Harris holds the drug incident report form log book. A sample of the form is outlined below. The following guidance will assist in the completion of the form.

1. The person who takes lawful possession of the substance should place it in a self sealing Northumbria Police drugs evidence bag (available from Di Harris).
2. This should be stored securely awaiting collection by the Neighbourhood Police Team.
3. All sections of the form will be completed (n/a should be entered where necessary)
4. An appropriate witness will sign the form.
5. Do **NOT** name the substance recovered. It should be described in terms of size, quantity, colour and consistency.
6. For help and advice, telephone Drug Education Co-ordinator (Justine Clephane) on 01670 622738
Justine.Clephane@northumberland.gov.uk; Address: Justine Clephane, Drug Education Co-ordinator, Safeguarding and Wellbeing Team, Virtual School, Northumberland County Council, Education Development Centre, Morpeth NE61 6NF
7. **Pink copy** of the form is sent to the Local Authority (see address above) within 24 hours of the incident. **Blue copy** of the form remains in school, **adding the student's name and tutor group** – pass to Di Harris for secure storage. Where appropriate **white copy** of form is passed to the police.

Please tick to indicate the category	
Drug or paraphernalia found ON school premises	Pupil in possession of unauthorised drug.
Pupil disclosure of drug use.	Parent/carer expresses concern.
Emergency/Intoxication.	Pupil supplying unauthorised drug on school premises.
Disclosure of parent/carer drug misuse.	Incident occurring OFF school premises
Name of Pupil* (for school records only):	Name of School:
Pupil's Form* (for school records only):	
Age of Pupil: Male – Female –	Time of incident: am/pm
Ethnicity of Pupil**:	Date of incident:
Tick box if second or subsequent incident involving the same student	Report form completed by:
First Aid given? Yes – No –	Ambulance/Doctor called? (delete as necessary) Yes – No –
First Aid given by:	Called by:
	Time:
Drug involved (if known); e.g. Alcohol. Paracetamol, Ecstasy	Drug found/removed: Yes – No –
Senior Staff Involved:	Where found/seized:
	Name and signature of witness:
Name of parent/carer if informed* (for school records only)	Disposal arranged with (police/parents/other):
Informed by:	At time:
At time:	If police, incident reference number:
Brief description of incident (including any physical symptoms):	
Other action take: (e.g. Connexions or other agency involved; Educational Psychologist report requested; case conference called; students/staff informed; sanction imposed; LA/GP/Police consulted)	

(continue on blank sheet if necessary)

*information to be recorded on school copy (blue) only

**categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.