



Hadrian Learning Trust Drugs and Substance Abuse Policy

August 2024

Next annual update: 08/25

PART 1

Definition

- 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, vape, illegal drugs, medicines, new psychoactive substances (NPS) (formerly known as “legal highs”) and volatile substances, unless otherwise specified.

The purpose of this 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, pupils/pupils/students, parents/carers, Trustees and visitors to the school site.
- Queen Elizabeth High School and Hexham Middle School are committed to the health and safety of staff and pupils/students and will take action to safeguard their well-being. The schools acknowledge the importance of the pastoral role in the welfare of pupils/students and, through the general ethos of the schools, 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](#).

Each school is committed to the health and safety of all pupils/students and will work together with parents and the local community to enable pupils/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 pupils/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. The policy applies to pupils/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 Executive Headteacher and Heads of Schools– The Executive Headteacher and Heads of School take overall responsibility for providing a safe place of work for all staff and pupils/students and as such takes responsibility for this policy, its implementation and for liaison with the Trust Board, parents, media and appropriate outside agencies in the event of a drug related incident. Pupils/students who are suspected of being at risk from drugs will be

supported and monitored with assistance from relevant agencies, including [SORTED the Northumberland Young People's Substance Misuse Service](#).

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 **Florrie Darling**.

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

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 or Assistant Headteacher for Standards and Support – **Hattie Curry** and dealt with in accordance with this policy.

Substance Co-ordinators – Mark Stephenson is the Substance Co-ordinator for Hexham Middle School. Hattie Curry, Assistant Headteacher, is the Substance Coordinator for years 9-11 at QEHS. Ruth Platts, Assistant Headteacher is the Substance Coordinator for the sixth form. Their 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. heads of year/key stage, mentors, behaviour support staff and trustees are adequately trained and made aware of training opportunities.
- Maintaining links with outside agencies, specifically the police, SORTED and the relevant local authority team.
- Monitoring substance misuse incidents.
- Involvement in individual cases with the heads of year/key stage, behaviour support staff 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 pupils/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, Children's 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. 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 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. Those working in school should be aware of the policy and how it relates to them.

PART 2

Drugs 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 pupils/students to make healthy, informed choices by increasing knowledge, exploring their own and other people's 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 pupils/students the opportunity to develop their abilities to communicate their concerns and take responsible decisions.
6. To let pupils/students know what they should do if they come across drugs or are aware of other people using them.
7. To provide pupils/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.
11. To help protect children from becoming vulnerable to criminal exploitation.

Drugs education programme

Drugs education takes place through a number of aspects of the pupils/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 schools provide a planned drug education curriculum as part of the 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 pupils/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 schools recognise that all pupils/students are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The schools will strive to use pupils/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 schools acknowledge that special consideration must be given to a particular group of young people, including pupils/students with special educational needs, pupils/students whose parents/carers or relatives use drugs, pupils/students who have missed substantial amounts of schooling, pupils/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 school shares the features expected in any other subject area taught within 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 schools 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 ECTs, 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 the Substance Co-ordinators and the Assistant Headteachers i/c of PSHE. This process will influence the planning and development of the PSHE programme.

PART 3

Managing a drugs-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 pupils/students and as such will seek to balance the safety and security of the school with the needs of pupils/students. The member of staff responsible for co-ordinating the school's response to drug incidents is Hattie Curry (years 9-11) / Ruth Platts (sixth form) who will discuss incidents with the Head of School.

Searching and Confiscation – advice on searching and confiscations can be found in the DfE's [Screening, Searching and Confiscation Policy and Guidelines](#). 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.

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

carers 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 pupils/students in the local area. Trading standards can be contacted on 01670 623870 and information may be left anonymously.

The Psychoactive Substances Act which came into force on 26th May 2016 has made all psychoactive substances 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 the 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 pupils/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.

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 Protocol for Managing Drug, Alcohol, and Volatile Substance related Incidents in School.

For all in-school incidents contact Head of School, Liam Watters (HMS)/Neil Seaton (QEHS), or Assistant Headteacher, Mark Stephenson (HMS) / Assistant Headteacher, Hattie Curry (QE years 9-11) / Assistant Headteacher, Ruth Platts (sixth form). Mark Stephenson (HMS) / Hattie Curry (years 9-11) / Ruth Platts (sixth form)

will coordinate the response. If you suspect anyone is under the influence of drugs you must report this immediately. By email is inappropriate.

Student suspected of involvement in drug incident on school premises (including school grounds): If required telephone appropriate agency to seek advice: SORTED 01670 536400, Neighbourhood Police Team (PC Barry Emery, based at Hexham Police Station, telephone 604111). Complete Drug Incident Information form. Co-ordinate any in-school follow-up, if required, by telephoning appropriate agency to seek further advice, see details above.

Pupils/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: SORTED 01670 536400. As above, the school may also wish to contact the Neighbourhood Police Team. Complete Drug Incident Information form. 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 Information form. Take action to offer relevant support e.g. Sorted 01670 536400

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 Information form. Take action to offer relevant support e.g. Sorted 01670 536400. Contact local police to dispose of the substance.

Student found in possession and/or supplying drugs on school premises: Pupils/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. **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 101 using incident number or call 999 in an emergency. Police will attend incident at school and remove drug evidence bag from premises (although this is unlikely to require an immediate response from the police). School should make a referral to Sorted 01670 536400.

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, the school will apply the discipline policy. 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. Liam Watters/Neil Seaton, Heads of School (HMS/QE), or Mark Stephenson, Assistant Headteacher (HMS) / Hattie Curry, Assistant Headteacher (QE years 9-11) / Ruth Platts, Assistant Headteacher (sixth form), 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.

Procedures for dealing with pupils/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 Liam Watters (HMS) /Neil Seaton (QE) or Mark Stephenson (HMS) / Hattie Curry (years 9-11) / Ruth Platts (sixth form) or, if not available, use the senior leader on-call system.
- Those responding are to involve the substance co-ordinator, Mark Stephenson (HMS) / Hattie Curry (years 9-11) / Ruth Platts (sixth form), at earliest opportunity.
- Mark Stephenson / Hattie Curry / Ruth Platts 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/carers 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

See following page for details of sanctions relating to drugs and substance offences.

School sanctions

The following sanctions will be applied at the discretion of the Executive Headteacher:

Issue	Offence	Sanction
Vaping/smoking: <ul style="list-style-type: none"> In possession of or using a vape or cigarette in school or going to and from school 	<ul style="list-style-type: none"> 1st offence 	<ul style="list-style-type: none"> 1 day suspension
	<ul style="list-style-type: none"> 2nd offence 	<ul style="list-style-type: none"> 3-day suspension
	<ul style="list-style-type: none"> 3rd offence 	<ul style="list-style-type: none"> 5-day suspension and a meeting of the Trustees' Disciplinary Committee with student and parents/carers
	<ul style="list-style-type: none"> Further offences 	<ul style="list-style-type: none"> Possible permanent exclusion
Alcohol: <ul style="list-style-type: none"> Consumption/possession of alcohol in school or going to and from school 	<ul style="list-style-type: none"> 1st offence 	<ul style="list-style-type: none"> 5-day suspension
	<ul style="list-style-type: none"> 2nd offence: 	<ul style="list-style-type: none"> 5-day suspension and a meeting of the Trustees' Disciplinary Committee with student and parents/carers
	<ul style="list-style-type: none"> 3rd offence 	<ul style="list-style-type: none"> Permanent exclusion
Drugs/Illegal substances <ul style="list-style-type: none"> Being in possession of drugs/substances or any associated paraphernalia, in school or going to and from school 	<ul style="list-style-type: none"> 1st offence 	<ul style="list-style-type: none"> 5-day suspension
	<ul style="list-style-type: none"> 2nd offence 	<ul style="list-style-type: none"> Permanent exclusion
<ul style="list-style-type: none"> Dealing/supply in school or going to and from school 	<ul style="list-style-type: none"> 1st offence 	<ul style="list-style-type: none"> 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 suspension and exclusion protocols in all drug-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 Safeguarding and Child Protection Policy). A multi-agency approach will be used where appropriate.

Support

The schools acknowledge the importance of their pastoral role and will support all concerned in ensuring the wellbeing of pupils/students and will take into consideration the increased risk of criminal exploitation of pupils/students who are excluded from school. To reinforce this any actions taken will be in line with each 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 536400.

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, Education Support for Looked After Children (ESLAC) 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 and Child Protection Policy.

Dealing with the media

This policy is made available to the wider school community – parents/carers, pupils/students, Trustees and staff. Any requests by the media for information regarding drug related incidents should be directed via the Executive Head and Head of School's PA.

Reviewing the policy

The record of incidents will be maintained and the Substance Co-ordinators 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 annual cycle of review.

This policy reflects national guidance and priorities as outlined in [DfE and ACPO drug advice for schools 2012](#), [HM government drugs strategy 2017](#), and Screening, Searching and Confiscation Policy and Guidelines on our [Policies](#) page. This policy relates to the schools' child protection policy, SEND policy, confidentiality policy, behaviour policy, health and safety policy, educational visits policy, visitor guidelines.

APPENDIX 1 - Confiscation of inappropriate items

Pupils/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; if the student refuses, the teacher shall apply an appropriate sanction in line with the stages described in the staged process.

If the student refuses to be searched, the Head of School or senior staff 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 pupils/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 pupils/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, lighters, etc	Disposed of
E-cigarettes, vaporisers and associated items	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
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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 another member 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, the Head of School or relevant substance coordinator 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.

APPENDIX TWO – See Medical Needs Policy (Supporting Pupils/students with medical needs) on our Policies page

It is generally accepted that school staff may administer prescribed medication whilst acting in loco parentis. However, it is important to note that this does not imply that there is a duty upon these workers to administer medication and the following should be taken into account:

- No member of staff should be compelled to administer medication to a pupil/student.
- No medication can be administered in school without the agreement of the Executive Headteacher, Head of School or a nominated representative.
- The Executive Headteacher and Trustees will nominate a member of staff at each school to assume the role of Medication Coordinator, who will have overall responsibility for the implementation of this policy. In addition to the record below, the Trust's health and safety policy should also identify who has assumed these roles.
- It is identified in a student's care plan if they are permitted to use emergency inhalers and emergency adrenaline auto injectors (AAIs).
- If it has been agreed that medication can be administered, named volunteers should be identified to undertake this task.
- The volunteers should receive the appropriate guidance and training (where necessary).
- Parents requesting administration of medication for their children should be referred to the school's website where they can access a copy of this document from the Policies section under the About Us tab. They should be asked to complete Part 1 of the form 'Administration of Medication to Pupils/Students – Agreement between Parents and School', a copy of which can be found in [Appendix 1](#). Completion of this form safeguards staff by allowing only prescribed medication to be administered.
- School staff may consult with the prescriber to ascertain whether medication can be given outside of school hours.

DRUG INCIDENT INFORMATION 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 Mark Stephenson / Hattie Curry / Ruth Platts).
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 on 01670 622738
7. A copy of the form remains in school – pass to Mark Stephenson / Hattie Curry / Ruth Platts for secure storage. Where appropriate a copy of the form can be passed to the police.

Please tick to indicate the category			
Drug or paraphernalia found ON school premises		Pupil/student in possession of unauthorised substance	
Pupil/student disclosure of drug use		Parent/carers expresses concern	
Emergency/Intoxication.		Pupil/student supplying unauthorised drug on school premises	
Disclosure of parent/carers drug misuse		Incident occurring OFF school premises	
Name of Pupil/Student (for school records only):		Name of School:	
Pupil/Student's Form (for school records only):			
Age of Pupil/Student: Male <input type="checkbox"/> Female <input type="checkbox"/>		Time of incident: am/pm	
Tick box if second or subsequent incident involving the same student		Date of incident:	
Report form completed by:			
First Aid given? Yes <input type="checkbox"/> No <input type="checkbox"/> First Aid given by:		Ambulance/Doctor called? (delete as necessary) Yes <input type="checkbox"/> No <input type="checkbox"/> Called by: Time:	
Drug/substance e.g. alcohol, possible controlled drug		Drug found/removed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Senior Staff Involved:		Where found/seized:	
		Name and signature of witness:	
Name of parent/carers 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. agency involved; Educational Psychologist report requested; case conference called; pupils/students/staff informed; sanction imposed; LA/GP/Police consulted)

(continue on blank sheet if necessary)