

# Drug, Smoking and Alcohol Education



**RIVERSIDE BRIDGE SCHOOL**

'EXCELLENCE FOR ALL'



Partnership Learning

**Ratified by Governors: November 2021**

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**To be reviewed: November 2024**



## DRUG, SMOKING AND ALCOHOL EDUCATION POLICY

Review Frequency:	Every three years
Date of ratification:	November 2021
Date next review due:	November 2024
Scope of Plan:	This plan applies to all staff, pupils, governors and volunteers at Riverside Bridge School

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# **DRUG, SMOKING AND ALCOHOL EDUCATION**

## **1.0 INTRODUCTION**

This policy is informed by:

- The UN Convention on the Rights of the Child
- Control of Substances Hazardous to health Regulations (COSHH)
- DFE – Drugs guidance for schools 2004

The school condones neither the misuse of drugs and alcohol by members of the school, nor the illegal supply of these substances.

The school is committed to the health and safety of its members and will act to safeguard their wellbeing in all school related activities.

The dangers of drug misuse are well known. It imposes a huge cost in terms of human suffering, lost opportunities, deaths and fear on the individuals who misuse drugs, the families and friends who have to cope with the consequences of their drug misuse and the communities in which they live.

The school acknowledges the detrimental educational effects of substance misuse on pupils' achievement, and recognises the responsibility of all members of the school community to provide positive role models.

A survey showed that national drug usage is greater than local, but that our pupils use is higher than pupils at other local schools. (Adolescent Lifestyle Survey. University of Wales. November 1999.)

Riverside Bridge School recognises that many pupils have medication needs, so drugs education will be sympathetically taught, so as not to confuse the pupils.

## **2.0 AIMS OF THE POLICY**

Although it is highly unlikely that illegal drugs will be in our special school, we believe that drugs play a part in the lives of every one of us and recognise that drug use and misuse can have a serious effect on health, well-being and academic achievement. We therefore have a crucial role to play in drug prevention and education.

Pupils need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.

Pupils also need an opportunity to develop skills by exploring the circumstances and situations in which knowledge may be applied. Understanding needs to accompany this knowledge, together with the skills to apply this understanding. This has to be developed through reflection, discussion and experiential learning with the safe environment of school.

Through this policy we aim to give a clear message to all parents/carers, staff and visitors about using the school site and our approach to drugs, smoking and alcohol.

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- give a clear view on the use of drugs in school;
- provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school;
- give information about what is taught, how it is taught;
- give guidance to teachers, support staff and visitors about drug education.

### **3.0 DEFINITION OF DRUGS**

A drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions.

The definition of drugs given by the United Nations Office on Drugs and Crime: “A substance people take to change the way they feel, think or behave”.

This refers to all drugs whether:

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids
- Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents, aerosols, petrol & butane)
- Drugs that are legal to use and buy such as poppers
- Over the counter and prescription medicines i.e. paracetamol
- Prescribed medicines
- Electronic cigarettes
- And other drugs such legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes that currently have no restrictions (although laws about selling to under 18s and use in public places are to be put in place)

#### **Definitions of other key words**

Drug use describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

Drug misuse is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

Riverside Bridge School operates a smoke free site and takes the matter of illegal drugs very seriously as part of our Healthy School programme and is aware of the increasing problem of drug misuse throughout the country.

### **4.0 TEACHING AND LEARNING**

The curriculum delivered is planned and supervised by the senior Leadership Team, in accordance with the ACPO Drugs Advice for Schools (2012) and the Guidance from the DfE which makes Relationships Education and Health Education statutory in all schools. We deliver our date programme in line with the following statutory requirements, and incorporate this learning into the wider PSHEe programme and a broader range of issues relating relationships and physical and mental well-being;

- Science Curriculum - links with Drug and Alcohol Education

- Key Stage 1 (age 5-7 years) - describe the importance for humans of exercise, eating the right amounts of different types of food, and hygiene
  - Key Stage 2 (age 7-11 years) - recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function
  - Key Stage 3 (age 11-14 years) - the impact of exercise, asthma and smoking on the human gas exchange system; the effects of recreational drugs (including substance misuse) on behaviour, health and life processes
- Health Education
    - KS1-4: age 5-16 years - Drug, Alcohol and Tobacco

Drug, alcohol and tobacco education within the school is mainly delivered as part of the PSHE and citizenship programme but not exclusively. It also forms part of the science curriculum, the wider SMSC curriculum and the school values.

The aim of drug and alcohol education is for pupils to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

Communication and Interaction
<p>How to interact with staff and peers</p> <p>How to communicate information appropriately</p> <p>How to communicate preferences</p> <p>How to make choices</p> <p>How to respond to negative behaviour</p> <ul style="list-style-type: none"> <li>○ Is confident in saying No in situations that may pose a risk.</li> <li>○ Seeks help in situations that may pose risk.</li> </ul> <p>How to communicate refusal using behaviour, gesture, facial expression, vocalisation, learned phrases or spontaneous speech</p> <p>How to request help using behaviour, gesture, facial expression, vocalisation, learned phrases or spontaneous speech</p> <p>How to request information and ask a question</p> <p>How to express opinions, thoughts and feelings</p> <ul style="list-style-type: none"> <li>○ Volunteers information about what they are thinking/ feeling.</li> <li>○ Gives opinions about a topic/ event.</li> <li>○ Gives reasons for opinions.</li> <li>○ Accepts that others may agree/ disagree with opinions.</li> </ul>

Healthy Living
<p>What is meant by a healthy lifestyle</p> <p>How to maintain physical, mental and emotional health and well-being</p> <p>How to manage risks to physical and emotional health and well-being</p> <p>How to keep physically and emotionally safe</p> <p>How to identify own health needs</p> <ul style="list-style-type: none"> <li>○ Indicates when they are unwell or in pain.</li> <li>○ Identifies location of pain.</li> <li>○ Rates severity of pain.</li> <li>○ Accepts help when unwell or in pain.</li> </ul>

- Knows what medication they take and how it helps them.
- Identifies own allergies/ intolerances.
- Administers basic first aid to self.

How to understand benefits and risks of medicines

- Takes agreed medication.
- Knows that it is important to take correct dosage of medication.
- Knows that it may be dangerous to take medicines belonging to others.
- Knows that medicines must be kept safely.
- Follows instruction labels on medicines.
- Acts on information in diary/ calendar/ planner.
- Sets reminders for self.

How to understand the health risks associated with smoking and alcohol

- Knows the risks to health associated with smoking.
- Knows the risks to health associated with drinking alcohol.

How to understand the law in relation to drugs, alcohol and smoking

- Identifies illegal drugs.
- Understands the consequences of possessing or taking illegal drugs.
- Knows the age limits in relation to smoking and alcohol.

How to make informed choices about health and well-being and to recognise sources of help with this

How to respond in an emergency

### Independence and Community Interaction

How to keep safe in the community

How to show awareness of potential 'safe'/ 'unsafe' places in the community.

How to recognise potentially unsafe situations and takes appropriate action.

How to keep belongings/ personal information safe when out in the community.

How to be aware of potential 'stranger danger' and knows how to respond.

How to maintain social distance appropriate to the community situation.

How to recognise that others' proposals/ suggestions may pose a risk.

How to choose to say 'No' to risks or suggestions proposed by others.

How to get help in the community

How to identify potential 'safe' person to ask for help if needed.

How to use mobile phone to get help as needed.

How to identify services who help keep us safe.

How to know how and when to contact emergency services.

### Personal Development

How to develop and maintain a variety of healthy relationships within a range of social/cultural contexts

How to manage own and others' emotions and behaviours

How to recognise and manage emotions within a range of relationships

How to behave and act responsibly and respectfully in different environments

What are the rights and responsibilities as members of families, communities and ultimately as citizens

How to understand and express Own Emotions

- Expresses a range of emotions
- Identifies own emotions
- Identifies cause of emotion

How to manage emotions and behaviour

- Responds to calming strategies of others
- Uses own strategies to manage stress
- Takes part in planning and preparing strategies to manage own emotions and behaviour

<ul style="list-style-type: none"> <li>○ Reflects on behaviour</li> </ul> <p>How to understand others' emotions and intentions</p> <ul style="list-style-type: none"> <li>○ Recognises and responds to emotions in others</li> <li>○ Identifies cause of emotions in others</li> <li>○ Makes judgements relating to others' behaviour</li> <li>○ Identifies potential or actual risk within situations</li> </ul> <p>Is aware of difficulties with "reading" others' emotions/intentions</p>
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A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples' attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.

All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.

All school staff (teaching and non-teaching) have access to appropriate and regular training in drugs, smoking and alcohol education.

## **5.0 CONFIDENTIALITY AND CHILD PROTECTION**

Confidentiality is an important consideration with respect to drugs and the boundaries of confidentiality will be made clear to pupils. Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children is central to our policy and practice. However, staff cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils at all times. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If staff have any concerns about the welfare of children, they must inform the Safeguarding Team as a matter of urgency.

It may be necessary to invoke child protection procedures if a pupil's safety is under threat. In such circumstances the Safeguarding Team will be involved. Relevant examples include a disclosure of illegal drug use by a pupil, and reporting of problematic substance misuse in the family home.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents/carers may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the MASH Team and the police with the child's welfare a priority.

## **6.0 MANAGEMENT OF DRUG-RELATED INCIDENTS**

Riverside Bridge School does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school

boundaries. This covers on or near the school premises, within the school day and during term time, on school visits, school journeys and at school social events.

These rules apply equally to staff, pupils, parents/carers, governors and those working and visiting the school.

### **Management of authorised legal drugs**

This school has agreed that there are circumstances, when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

#### *Medicines*

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent.

Details about managing medicines can be found in our Administering Medication Policy. The decision to allow pupils to self-administer medicines rests with the Headteacher.

Schools are allowed to keep a salbutamol inhaler for use in emergencies. It is only for children who have written parental consent, who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication. Please see our school protocol for using the emergency inhaler as part of our supporting pupils with medical conditions policy.

Asthma inhalers, held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer. Children's personal inhalers are taken on all off-site visits and held by the accompanying school staff.

Staff are aware of any serious medical conditions, which affect pupils in their class.

The School Nurse will be informed of any children attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate health care plan and that first-aiders are trained to administer any medication required for the day-to-day management of their condition in school or during a medical emergency.

#### *Hazardous chemicals and volatile substances (solvents)*

Arrangements for the secure and safe storage of chemicals i.e. for cleaning are set out in the Health and Safety Policy. In the event of a child or adult whom is required to use medical sharps to address the management of their health condition (e.g. insulin or glucose blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.

#### *Alcohol*

Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.

#### *Smoking*

Since July 2007 it is illegal to smoke in any enclosed or substantially enclosed public place that is open to the public.



Riverside Bridge School is a smoke free school and staff, parents/carers, pupils and visitors are not allowed to smoke anywhere on school premises. The school site is defined as anywhere within the school boundary.

Any staff members who smoke are required to leave the site when doing so. Smoking breaks are only taken as part of official breaks and not as additional breaks.

All visitors, contractors, volunteers and delivery staff are required to abide by this policy.

Although e-cigarettes (sometimes known as nicotine vaporisers) are not covered by smoking legislation, Riverside Bridge School is not allowing the use of e-cigarettes by pupils, staff, parents/carers, contractors or visitors on the school premises and strongly discourage parents/carers using them when collecting their children from school.

### **Definition of a drug-related incident**

At Riverside Bridge School, a drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries.

Drug related incidents in a special school rarely involve illegal substances but can involve:

- pupils smoking cigarettes on school premises;
- a parent/carer collecting their child whilst drunk;
- pupils selling cigarettes to other pupils;
- misusing another pupil's asthma inhaler;
- disclosing concern about a family member who has a drug problem;
- giving medicines to another pupil;
- a teacher with information about the illegal sale of cigarettes/alcohol in the local area;
- the caretakers finding used syringes in the playground;
- a member of the public phoning the school to say they have seen pupils smoking in the local area.

Any tobacco, alcohol, solvents or illegal substances found on pupils will be confiscated. If necessary a pupil will be asked to turn out their own pockets or bags, with another member of staff present. A personal search can only be carried out by police officer or parent / carer.

Substance misuse at school is a serious matter. If a pupil is discovered with tobacco, alcohol, solvents or illegal drugs, then a fixed period exclusion will be a consideration. More serious disciplinary consequences will be considered, together with support needs and child protection, dependent upon individual circumstances.

The school has the powers, with police assistance if necessary, to remove anyone from the site who is causing a nuisance or disturbance. This includes being intoxicated. The safety of pupils during the journey to and from school is important. If staff have concerns about the safety of a pupil due to parent/carer's intoxication then discussion will be held with the adult and a possible referral made to the MASH team.

### **School responses to drug-related incidents**

In all drug-related incidents the following principles will apply:

- the Headteacher and Deputy Headteacher will be informed immediately;
- all situations will be carefully considered before deciding on the response;
- the needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole;
- parents/carers will be involved at an early stage and throughout any investigation;
- support agencies, including the police will be involved as appropriate and in keeping with legal requirements;
- a range of responses will be considered including disciplinary and counselling/supportive responses;
- permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort;
- any action taken will be in line with the school's behaviour policy and in conjunction with the Barking & Dagenham Exclusion Officer;
- decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place;
- incidents will be reported to the Chair of Governors.

*Protocols* for responding to the following drug related incidents, in line with national guidance, are outlined as flow charts in Appendix 3.

- Parents/Carers/Others under the influence of drugs /alcohol on school premises
- Pupil(s) under the influence of drugs /alcohol on school premises.
- Pupil(s) using medicines inappropriately on school premises.
- Drugs and / or paraphernalia found on pupil(s) and/or premises
- Pupil(s) making disclosure about their own or parents/carers/others use of drugs/alcohol
- Supplying (drugs/alcohol/tobacco) by pupils/parents/carers/others

If we are presented with any other drugs related incidents not outlined in Appendix 3, we will refer to the DfE and ACPO guidance.

### *Support and counselling*

If a pupil has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from Social Services and if appropriate refer to a specialist agency

### *Sanctions*

Where a school rule related to drug use, is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and consistent with the behaviour policy.

In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed.

## **Procedures for managing incidents**

### *Reporting a drug-related incident*

All drug-related incidents have to be reported to the Headteacher, using the Drug-Related Incident form. The form is kept confidential.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.

### *Recording the drug-related incident*

All drug-related incidents are recorded, using the Drug-Related Incident form. The form is given to the Headteacher and kept confidential.

In all drug-related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

It is very rare for special needs pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.

### *Medical emergencies when a pupil is unconscious as a result of drug use*

Staff with first aid qualifications should be called immediately but the pupil(s) must not be left alone. The pupil(s) will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

### *Intoxication, when a pupil is under the influence of a drug*

The pupil will be removed to the the medical room and not left alone. A first aider and the Headteacher have to be called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

### *Discovery/observation*

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

- If the substance is suspected to be illegal, staff can take temporary possession of it.
- It will be confiscated, in the presence of a second member of staff as witness.
- The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (eg a safe or lockable container) with access limited to the Headteacher and the Deputy Headteacher.
- The pupil will be taken to the Headteacher's or Deputy Headteacher's office questioned.
- The police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.
- The school will record details of the incident, including the police incident reference number.

- The school will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so.
- Whilst the investigation is carried out, any safeguarding concerns will be identified and support or sanctions put in place, including internal/external exclusion whilst.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

### *Searches*

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.

Staff can search pupils' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

We will inform parents/carers if a substance is found, although there is no legal requirement to do this or inform parents/carers before or after a search or seek their consent to search a child.

### *Dealing with drug-taking materials*

The caretakers makes regular checks of the school grounds and knows how to deal with drug-taking materials, including needles, in line with health and safety advice.

### **Disclosure**

A pupil may disclose to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil. Pupils know that staff cannot promise total confidentiality. The Safeguarding Team should be informed as soon as possible so appropriate Child Protection procedures can be followed.

### **Suspicion/rumour**

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

### **Intoxicated parents/carers**

Our school's rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to

school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk then the school will follow the Child Protection procedures.

### **Needs of pupils**

We are sensitive to the needs of pupils whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

### **Working with parents/carers**

The school welcomes parents/carers who wish to share with us, their concerns about drugs. We signpost up-to-date information about drugs and where they can get further information, help and advice.

Parents/Carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents/carers may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the Safeguarding Team with the child's welfare a priority.

### **Involving the police**

In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact our local police officer immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. The school will only call 999 in an emergency.

The Headteacher is responsible for dealing with any media enquiries.

## **7.0 MONITORING AND EVALUATION**

This policy is published on the school website and will be reviewed every three years. However, if an incident should occur, the policy will be reviewed in the light of that incident.

This will be achieved by:

- monitoring of planning, and teaching and learning by the Senior Leadership Team;
- regular discussions at staff and governors' meetings;
- audit of the policies around the curriculum content and delivery;
- review of the delivery and impact of the Growth curriculum;
- sharing of classroom work and practice;
- scrutiny of pupils' work.

### *Links to Other Policies*

This policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Administering Medication Policy
- Staff Code of Conduct
- Parent Code of Conduct

## **APPENDIX 1 - Support Agencies**

### Nationally

- Talk To Frank - 0800 776600 - [www.talktofrank.com](http://www.talktofrank.com)
- Drinkline - 0800 9178282 - [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)
- ADFAM, a national organisation for the families and friends of drug users - 020 7 928 8898 - [www.adfam.org.uk](http://www.adfam.org.uk)
- Drugscope, a UK charity that conducts research in the drugs field and provides drugs information to professionals and the public - 020 7928 1211 - [www.drugscope.org.uk](http://www.drugscope.org.uk)
- Release - 0207 729 5255 - [www.release.org.uk](http://www.release.org.uk) and Drugs in Schools Helpline by RELEASE - 0345 366666 -
- RE-SOLV, the Society for the Prevention of Solvent Abuse - 0808 800 2345 - [www.re-solv.org](http://www.re-solv.org)
- Childline – 0800 1111 - [www.childline.org.uk](http://www.childline.org.uk)

### For Parents

- [www.lifebytes.gov.uk](http://www.lifebytes.gov.uk) (help drugs/alcohol/healthy eating ...)
- [www.keepkidshealthy.com](http://www.keepkidshealthy.com)

## APPENDIX 2 – Definition of a drug and information about drugs of misuse.

A drug is any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. All medicines are drugs but not all drugs are medicines.

Therefore, drugs include legally controlled substances such as: Caffeine, alcohol, tobacco, solvents, amyl nitrate (poppers), as well as substances used for medical purposes, whether sold over the counter or prescribed, such as: antihistamines, antibiotics, tranquillisers and illegal substances such as: cannabis, ecstasy, heroin, cocaine, LSD

Possession of some prescription-only medicines, such as Temazepam and Ritalin, is illegal under the Misuse of Drugs Act if no prescription is held.

These lists are not definitive and there may be some overlap of the categories.

Substance	Effects	Risks	Legal Position
Tobacco	Relaxation, headache, bad breath, reduced appetite	Bad cough, cancer, heart attack, breathless	Illegal to sell to anyone under 16
Alcohol	Relaxation, lose inhibitions, loss of control, vomiting, violence, drowsiness	Liver damage, impairs decision making and judgement	Illegal to sell to anyone under 18 (as a general rule).
Cannabis / marijuana	Lack of co-ordination, related heart rate increase, happy loss of inhibitions, can cause panic	Long term may cause lung disease and psychotic illness. Loss of memory, impaired judgement	Class C. Illegal to grow or supply
Solvents / gas	Facial rash, stomach cramps, lack of co-ordination, aggressive behaviour, weird visions, headaches, light headed, relaxing	Death from asphyxiation or heart seizure. Psychological dependence. Choking on vomit. Possible damage to lungs, kidneys, liver, heart and central nervous system	Illegal to sell to under 18s knowing it will be abused
Amphetamines	Initially energetic and confident, but anxiety and restlessness can follow	High doses can produce delirium, panic, paranoia or depression, heart failure, damaged blood vessels	Class B. Illegal to possess or supply (unless prescribed)
MDMA / Ecstasy	Increased energy and colour perception, feelings of well-being, increased thirst, head and muscle ache	Can lead to anxiety, panic, insomnia, hypothermia and dehydration. Some evidence of liver damage	Class A. Illegal to possess or supply

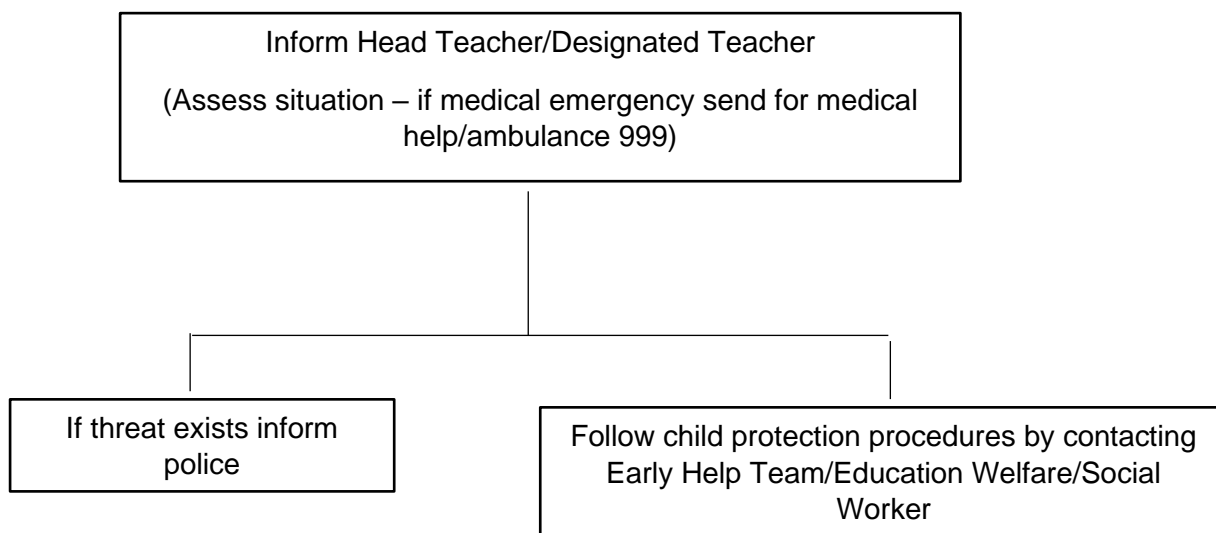
Substance	Effects	Risks	Legal Position
LSD	Hallucinogenic effects, including intensified colours and sounds, or even out of body experiences. Effects are dependent on the strength of the dose.	Difficult to identify strength of dose. Experiences can be emotionally disturbing (bad trip) leading to anxiety. Flashbacks can occur.	Class A. Illegal to possess or supply.
Hallucinogenic mushrooms / magic mushrooms	Similar to LSD experience	Main risk is picking and eating a poisonous mushroom by mistake	Class A if processed -cooked, dried or made into tea
Amyl Nitrate	Blood vessels dilate causing a rushing sensation to head, lose balance, increased energy. May enhance sexual pleasure. Effects are short lived.	Vomiting, shock, unconsciousness, heart attack, dizziness, headache, palpitations	Currently no legal restrictions on use or supply
Anabolic Steroids	Increase strength, speed, aggression and competitiveness. Enables more intensive training for longer.	Restriction on growth, spinal problems, menstrual abnormalities, voice changes, increase in hair growth	Possession for personal use not illegal. Supply is illegal, with Class C penalties.
Heroin	Euphoria, reduced anxiety and pain levels. Slow heart rate and breathing. Can cause constipation. Appetite loss.	Highly addictive. Difficult to identify strength of dose and what it is mixed with. Danger of overdose. Injecting causes abscess and other infections including septicaemia and HIV	Class A. Illegal to possess or supply.
Cocaine/ Crack	Feelings of exhilaration, strength and well-being.  Decreased hunger, indifference to pain and fatigue. Effects relatively short term.	Comedown can bring on depression, anxiety and fatigue. Excessive doses may cause death from respiratory or heart failure.  Long term use may lead to paranoid psychosis.	Class A. Illegal to possess or supply.



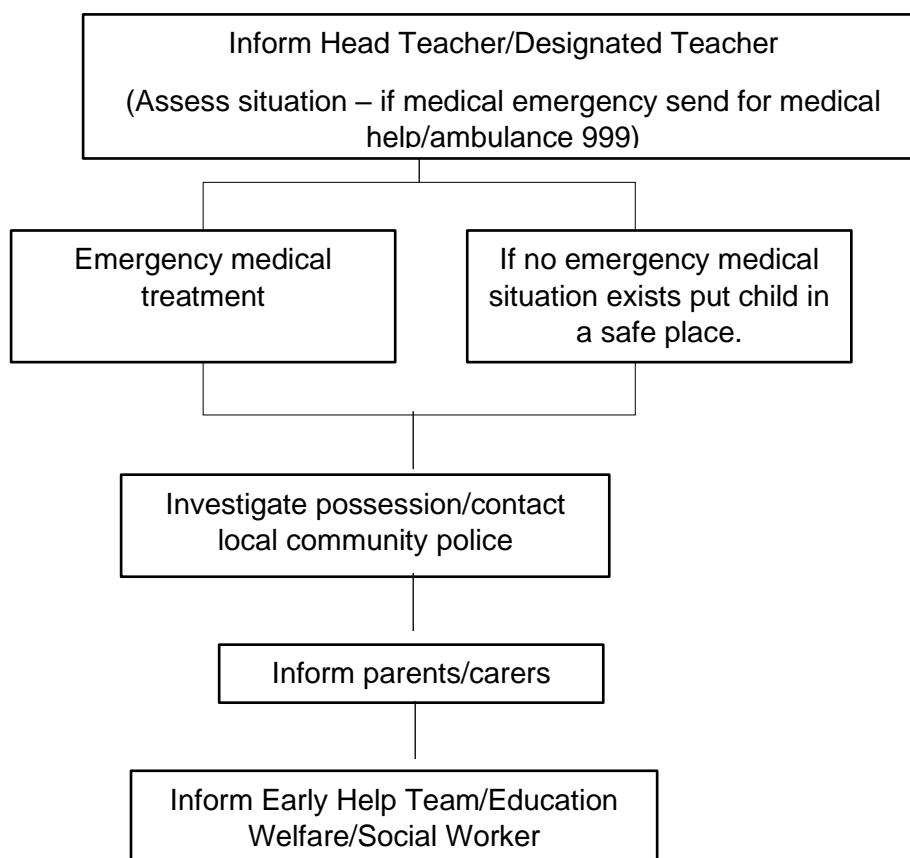
## APPENDIX 3 – Procedures for Managing Drugs Related Incidents

This appendix outlines our procedures for managing the following drugs related Incidents, as detailed in each flow chart.

### 1. Parents/Carers/Others under the Influence of drugs/alcohol on school premises

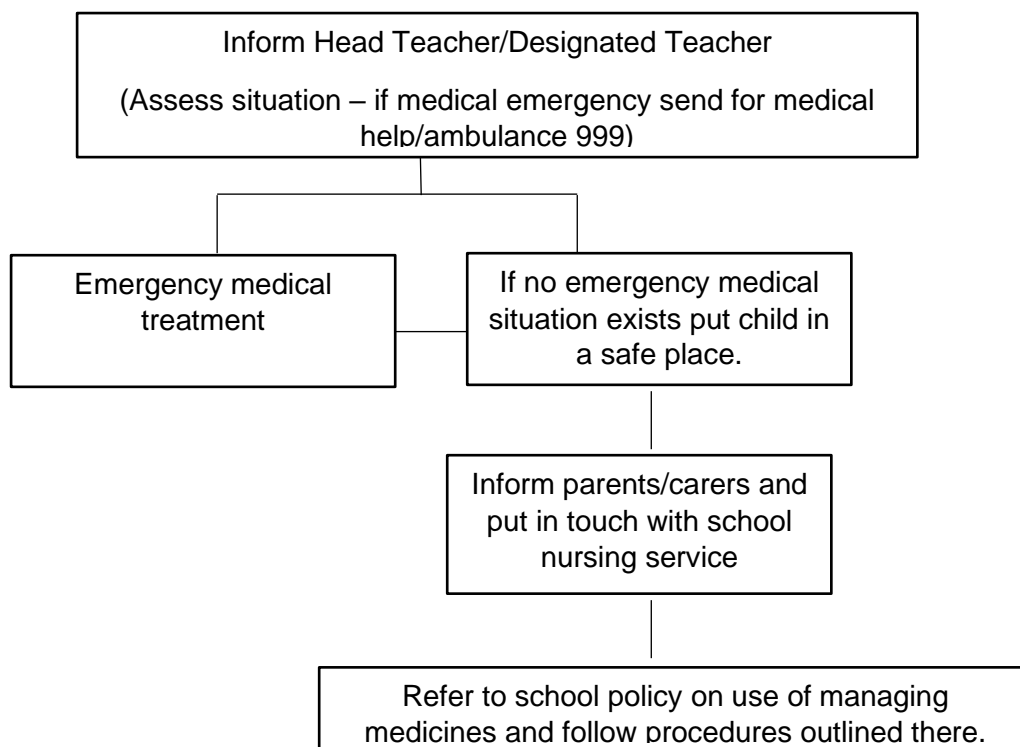


### 2. Pupil(s) under the influence of drugs/alcohol on school premises.

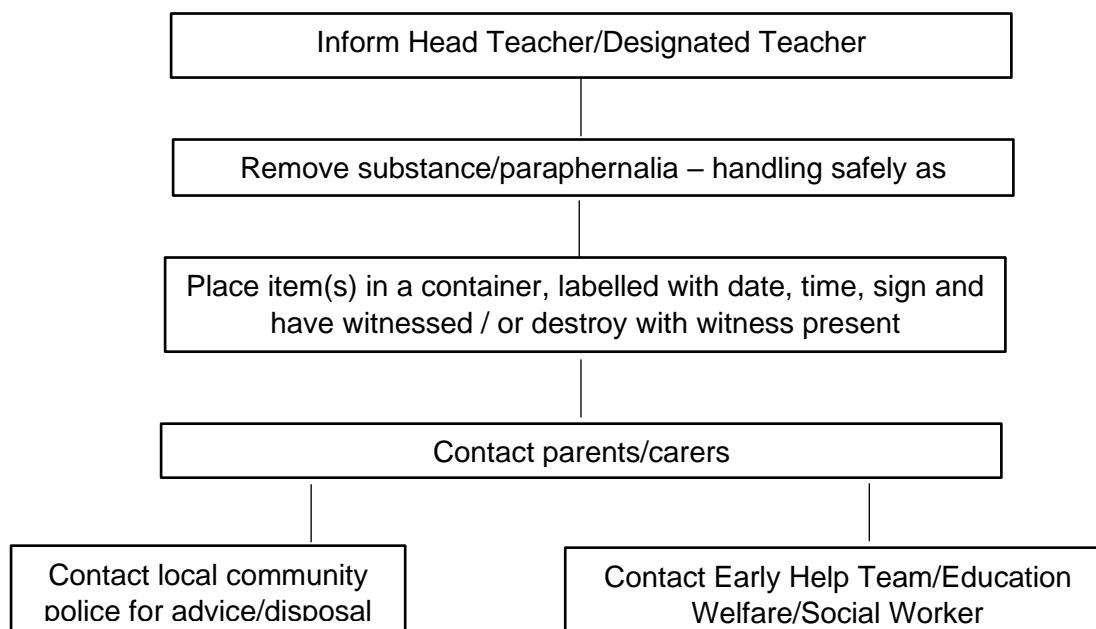


N.B. If tobacco is the drug used school behaviour/discipline policy will be followed.

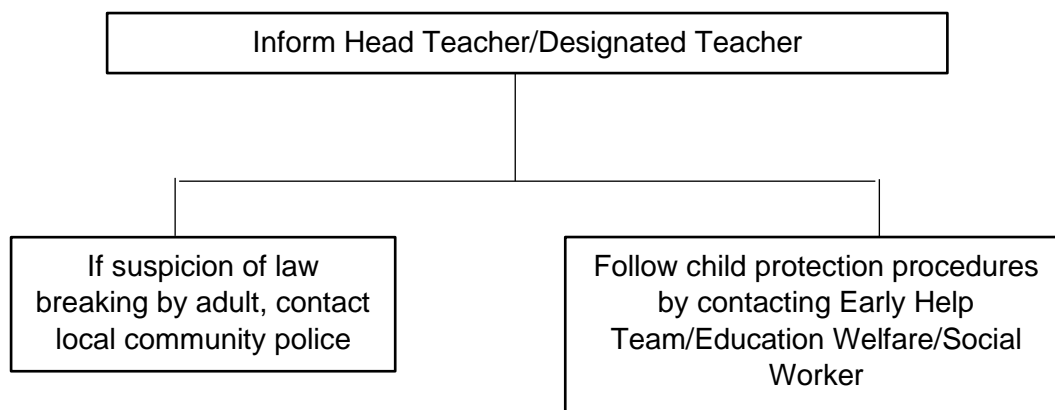
### 3. Pupils using medicines inappropriately on school premises.



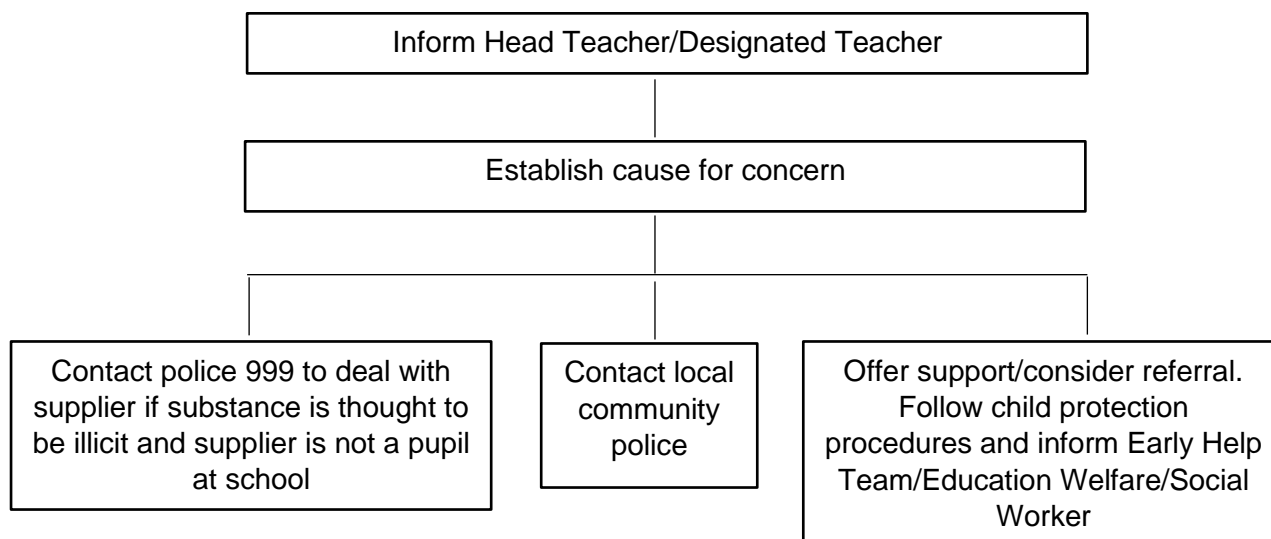
### 4. Drugs and/or paraphernalia found on pupils and/or premises



**5. Pupil makes disclosure about their own or their parents'/carers'/others' use of drugs/alcohol**



**6. Supplying (drugs/alcohol/tobacco) by pupils/parents/carers/others**



## APPENDIX 4 - Drug-Related Incident form

### Drug-Related Incident Form

#### Pupil's Details

Surname	<input type="text"/>	First Name	<input type="text"/>
Date of Birth	<input type="text"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Pathway	<input type="text"/>	Class	<input type="text"/>

#### Incident Details (situation, symptoms ...)

Sample found	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, location _____
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Search carried out	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, location _____, staff involved _____
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Drugs involved (if known)	Alcohol <input type="checkbox"/>	Amphetamines <input type="checkbox"/>	Cannabis <input type="checkbox"/>	Cocaine <input type="checkbox"/>
	Ecstasy <input type="checkbox"/>	Heroin <input type="checkbox"/>	LSD <input type="checkbox"/>	Medicines <input type="checkbox"/>
	Solvents <input type="checkbox"/>			
Other <input type="checkbox"/> (please specify) _____				

Securely retained (prior to police collection)	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, location _____
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Destroyed	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, time _____, witnessed by _____
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First aid administered	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, by _____, first aider
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Ambulance requested	Yes <input type="checkbox"/> No <input type="checkbox"/>	contacted by _____, arrived at _____
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Police contacted	Yes <input type="checkbox"/> No <input type="checkbox"/>	contacted by _____, arrived at _____
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Parents/ Carers informed	Yes <input type="checkbox"/> No <input type="checkbox"/>	contacted by _____
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**Action(s) taken following the incident** (screening for referral to external agency; pupils/ staff informed; sanction imposed; police consulted about drug, pastoral support plan, put in place referral to school nurse ...)

School Action:

Referral Action: