



## Leighton Park School

### Drugs Policy Procedure

#### Education

We aim to ensure that pupils

- are enabled to grow up safely
- can cope responsibly in a world where drugs are readily available;
- will learn about healthy lifestyles in which drugs education is a part
- will develop the social skills and confidence which will enable them to make informed decisions
- will be empowered to take responsibility where drugs are involved, particularly so that unplanned situations involving drugs can be dealt with

We hope to achieve these aims

- by developing in each pupil evident respect for all people through the active promotion of the school's ethos;
- through the provision of an ordered environment;
- through our programme of **Personal, Social and Health Education 'Your Life'**
- by caring for the school's premises and environment
- by making available knowledge and information about drugs to the whole school community. This should include knowledge about:
  - Sniffable substances
  - Over the counter medicines
  - Prescription medicines
  - Alcohol
  - Tobacco
  - Illegal drugs and the law
  - 'Legal Highs'

This information is made available to pupils through the curriculum and to the adult community through INSET; which also includes periodic training by outside experts and through the development of links with drugs education bodies and those with specialist responsibility and knowledge; accessing appropriate courses and learning from each other. It includes Governor and parental involvement in drugs education and maintaining a close working relationship with the School's Police Liaison Officer.

#### **Management of drugs related incidents**

Medical response:

A 999 call must be made if a pupil is considered to need emergency treatment.

The Health Centre must be notified immediately.

If any drugs paraphernalia (*needles, pills etc*) is found, the Health Centre should be notified so that safe disposal can be arranged or the materials held securely until they can be handed over to the police.

Liaison responsibility:

The Head or Deputy must be notified as soon as possible when an incident is discovered.

Suspicion of an incident of drugs involvement must be notified to the Head or Deputy at once.

The Head or Deputy Heads are responsible for liaison with parents, governors, medical services, the police and the media. **The Emergency Procedures** should be followed where this is appropriate.

## **Searches for drugs, substances and related paraphernalia**

**Informed consent:** Before any search is undertaken consent will usually be sought from parents or from the pupil if he / she is of sufficient maturity and understanding. The member of staff leading the search will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff if required. If the pupil refuses consent, he / she will be asked to say why he / she has refused. The School will be entitled to draw inferences from his or her response and general demeanour and the police may be informed. If a parent refuses consent, the School may draw inferences from the pupil's general demeanour and the police may be informed.

**Searches without consent:** In relation to alcohol and prohibited items as defined in Section 2 of the Misuse of Drugs Act 1971, the Head, and staff authorised by the Head, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.

Usually, and where practical, a staff member would seek permission for such a search.

**Searches generally:** If staff believe a pupil possesses or has stored drugs and substances, it may be appropriate for a member of staff to carry out:

- a search of outer clothing; and / or
- a search of school property, e.g. pupils' lockers or desks; and / or
- a search of personal property (e.g. bag or pencil case within a locker).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff.

Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item.

## **Police involvement**

**Procedures:** If the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the School will deliver it to the police as soon as reasonably practicable. In all other cases, the School may decide to request the involvement of the police from the outset. If the police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.

**Contacting the police:** The School may use its discretion to decide whether police involvement is appropriate.

## **Testing for drugs**

**Urine sample:** If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or substances, he / she may be asked to supply, under medical supervision, a urine sample for analysis. The reason for this policy is:

- to deter the use of drugs and substances
- to identify users
- to absolve those who have been wrongly suspected.

Reason to suspect use of illegal drugs may arise as a result of information or a complaint received or because of a pupil's behaviour.

**Informed consent:** The relevant consent to a drugs test is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided he / she is of sufficient maturity and understanding and gives his / her informed consent in writing. The member of staff leading the search will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff.

**Notifying parents:** Reasonable endeavours will be made, before a urine sample is taken, to notify a parent, guardian or education guardian of the requirement for a urine sample and the reasons for that requirement.

**Medical supervision:** The urine sample will be taken under medical supervision. A member of the school staff will be present. All due care will be taken to respect the pupil's privacy and human rights.

**Refusal:** If a pupil refuses to provide a urine sample he / she will be asked to say why he / she has refused. The School will be entitled to draw inferences from his / her response and general demeanour and the police may be informed. If a parent's consent is required and they refuse to consent to their child providing a urine sample, the School may draw inferences from the pupil's general demeanour and the police may be informed.

**Testing procedures:** These will be in accordance with standard good practice: care will be taken (including the careful measurement of the urine temperature) to make as certain as possible that the sample provided is genuine and uncontaminated;

- the urine sample will be poured into two clean sample bottles which will be sealed and labelled immediately in the pupil's presence. The bottles will then be placed in an appropriate envelope;
- the supervisor will organise the paperwork. The donor will be asked to sign various seals and documents which confirm that the specimens are his / hers. The donor will also be asked to sign a form which signifies that he / she has been satisfied with the collection procedure and gives consent for the results of the test being made available to the Head;
- the forms and one sample will then be sent immediately and securely.
- The second sample will be kept in the fridge in the medical centre under lock and key.

**Medical record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.

**Outcome:** When the School receives the laboratory report:

- reasonable attempts will be made to notify a parent by telephone;
- if the result is negative, the second sample will be destroyed immediately;
- if the result is positive, the second sample will be made available for independent analysis.

**Confidentiality:** Sensitive personal information about pupils is disclosed only on a "need to know" basis with careful attention to pupils' rights and needs.

### **Subsequent action**

**Procedure:** The School will treat a positive test, although not infallible, as evidence that the pupil has been using drugs. A meeting will be arranged at which:

- the pupil will be asked to attend a meeting with the Head (or, in his / her absence, the Deputy Head) with his / her parents or a member of the school staff chosen by him/her to assist him / her;
- the evidence of the positive sample and all other relevant evidence will be put to the pupil and he / she will be invited to respond;
- his / her response will be heard and considered and further enquiries will be made if necessary;
- the Head will make a finding of fact based on the evidence and supported by reasons.

If the Head's decision is that the pupil has been using drugs, the Head will outline the range of sanctions he / she is considering and will then, or at a later meeting if requested, hear mitigating circumstances and consider the pupil's academic and disciplinary record before deciding on the sanction.

Pupils involved in the possession, handling, use of, or dealing in illegal substances at any time, could expect to be excluded from school temporarily or permanently. If they are allowed to stay their parents will be required to agree to counselling, random drugs testing (for which there will be an additional charge) and appropriate disciplinary action which could include temporary or permanent exclusion, for their son or daughter.

Child protection issues:

If there is a **Child Protection** issue the school's Designated Person or the Head must be notified.

### **Monitoring and reviewing the policy**

This will form part of the ongoing review of policies and documents in the staff handbook and through the school's development plan.

The policy will be reviewed:

- following any serious incident involving pupils and drugs
- following the issue of any new guidance from the Department for Education
- in any event, every three years.