



HuishEpiscopi

ACADEMY PROCEDURE

Drugs and substance misuse

February 2018



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DRUGS AND SUBSTANCE MISUSE				
Status			Lead Academy staff member	
Academy Procedure			Assistant Principal/Head of PSHE	
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Post		Online		The Principal
Notes				

Rationale

Drug misuse is a major threat to individuals, families and the wider community. By the time students enter the Academy some may already have experimented with legal drugs and through the influence of youth culture, the media, and their peers some will be aware of the availability of illegal drugs. Education can play a pivotal role in ensuring that young people know the risks of drug taking and have the knowledge and skills to resist.

This policy applies to all students on roll at the Academy.

Aims

- 1 To ensure students have a knowledge of legal and illegal drugs and their effect.
- 2 To enable students to make decisions leading to a positive and healthy lifestyle and to resist the pressure to misuse drugs.
- 3 To inform students of the legal risks in relation to drugs and drug misuse.
- 4 To ensure that Academy procedures for dealing with drug misuse are consistent and known to all.

Objectives

- 1 To offer a 'spiral' curriculum of Drugs Education through Science, RE, PE, PSHE, other curriculum areas, assemblies and Extended Curriculum Time (period 5).
- 2 To ensure that children understand their personal responsibility for their own decisions about drug use and to assist them to develop appropriate techniques for coping with situations in which such use occurs.
- 3 To ensure that children are aware of the wider effects of drugs in society e.g. recognition of the dangers of shared needles, the effects of drugs on foetal growth and the incidence of drug related crime.
- 4 To promote a healthy working and learning environment by consistent implementation of the Academy Anti-Smoking Policy.
- 5 To ensure that procedures for the safe storage of medicines are clear and that guidelines are accessible to staff.
- 6 To ensure that sanctions for all forms of drug taking are clear and are known to children, staff and parents.
- 7 To provide a network of support for individuals within the Academy who have or may develop drug related difficulties.

1:1 individual sessions can be arranged to support students with a range of any personal issues relating to substance misuse. A referral via the Student Services Hub can be made for internal support or external agencies.

Drugs - A Definition

A drug is defined as any chemical substance which can alter the way the human body works either physiologically or psychologically. Drug misuse is defined as the non medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose.

Procedures regarding Legal substances

Medicines

Parents should be told that their children must not bring any medication to the Academy unless accompanied by a letter giving permission and indicating the dosage. Such medicines clearly labelled with the pupil's name and dosage are to be taken to the Academy nurse at the start of the Academy day, where they will be kept securely and administered at appropriate intervals from the medical room. It is the pupil's responsibility to remember to take the medication and he/she must report to the medical room at the agreed times.

The exception to these rules will be in cases where medication may be needed in an emergency e.g. inhalers for asthma. In such instances parents must inform the Academy what medication their child is carrying and take full responsibility for its use and safety.

Health & Safety regulations do not permit analgesics such as paracetamol to be carried in a First Aid Kit. It is, however, in order for them to be kept separately and given to pupils under controlled circumstances, with a record kept of the pupils' name and how many were administered. (It is worth noting that Aspirin itself should not be given to pupils under the age of 12 unless prescribed by a doctor. We do not keep this in the Academy).

Anti Smoking Policy (Appendix 1)

Aims

To prevent smoking within the Academy site.

To discourage smoking

- for health and safety reasons
- because it 'remains the single most important cause of preventable disease and premature death in England' (Department of Health)
because of the proven health risks to non-smokers of passive smoking
- Support is offered within the Academy for those wishing to give up smoking.

OBJECTIVES

- a) To increase awareness of the dangers associated with smoking
- b) To provide a non-smoking environment as an example to all users of the Academy site
- c) To provide clear procedures to deal with incidents of smoking

STATEMENT OF POLICY

HUISH EPISCOPI ACADEMY IS A SMOKE FREE ENVIRONMENT AT ALL TIMES

STRATEGIES AND PROCEDURES:

- ❖ All parents are made aware of the policy through the Academy website
- ❖ No smoking is made a condition of community use
- ❖ Signs are displayed inside and outside buildings to remind users of the policy
- ❖ Job advertisements include reference to the policy (but will not discriminate against smokers in respect of employment)
- ❖ Pupils will follow a comprehensive 'smoking education' programme

Parents are aware that pupils are not allowed to smoke in the Academy, nor are they permitted to have cigarettes, e-cigarettes, lighters, matches etc in their possession. Similarly when pupils are on the way to or from the Academy, out of the Academy during the day and on Academy residential activities the policy still applies.

If a pupil is caught smoking, in possession of cigarettes or smoking/e-smoking paraphernalia, or in the presence of smokers a suitable sanction will be applied. Such sanctions may include a

Principal's after school detention (C5), a referral to the Isolation room (C6) or an exclusion (C7). In some cases, loss of privileges, such as free time will result. As with all cases of after school detentions a letter is sent home. Removal of contraband items should be attempted but in the event of resistance/lack of cooperation, a member of the SLT should be called.

If a pupil is caught smoking or with smoking materials for a second time, parents will be asked to come into the Academy to discuss the problem with a senior member of staff.

Alcohol

Alcohol is easily accessible and socially acceptable in most but not all cultural groups. From a very early age, young people develop a sophisticated awareness of alcohol and drinking behaviour. Taken in excess alcohol has been associated with a range of risk taking behaviour.

It is an offence under the Licensing Act 1964 to sell intoxicating liquor without a licence. An occasional licence can be applied for in the event that alcohol is sold at the Academy for special events for adults. It is also an offence to sell alcohol to anyone under the age of 18. No licence is needed by the Academy to offer (but not sell) alcohol to staff or parents at social events, or to store alcohol on the premises.

Parents are aware that pupils are not allowed to drink alcohol in the Academy, nor are they permitted to have alcohol in their possession. The Academy extends this policy to:

- a when a pupil is on the way to or from the Academy
- b when a pupil is out of the Academy during the day (fieldwork, trip etc)
- c when a pupil is on an Academy residential activity

Confiscation

Under the terms of this policy, any item(s) that are confiscated will either be handed to the police or destroyed. The pupil will then be punished according to the Behaviour Policy guidelines, sanctions may include after school detentions or exclusion. It must be noted that, since intoxication can bring with it lessening of inhibition, pupils may become truculent, abusive or even violent. Sanctions here will need to reflect the severity of the incident.

Volatile substances

The possession of volatile substances is not illegal. It is, however, an offence under English Law to supply a substance to a person under the age of 18, knowing or having cause to believe that the substance is likely to be used for the purpose of causing intoxication. The wide variety of volatile substances in common use today (e.g. adhesives, aerosol gases, cigarette lighter refills, paint stripper and 'Tippex') makes them relatively accessible.

The procedures for removal and the consideration of sanctions are the same as those that apply to alcohol.

Illegal substances (Commonly abused drugs)

Illegal drugs include:

Amphetamines
Barbiturates
Cannabis (any form e.g. hash, grass, pot, marijuana, dope, oil)
Ketamine
Ecstasy/MDMA
Cocaine
Crack
Hallucinogens: natural
Hallucinogens: synthetic
Heroin
Opiates
Muscle-building steroids
Methedrone (Miaow)
Tranquilisers

Class A	Class B	Class C
Ecstasy	Cannabis	Tranquilisers
LSD	Synthetic cannabinoids	Some painkillers
Heroin	Amphetamines	Gamma hydroxybutyrate (GHB)
Cocaine	Methyphenidate (Ritalin)	Ketamine
Crack	Pholcodine	
Magic mushrooms		
Amphetamines (if prepared for injection)		

Class A, B and C drugs are termed as controlled substances under the Misuse of Drugs Act 1971, with Class A being those considered most harmful.

Legal drugs include:

Alcohol
Prescription drugs
Solvents
Tobacco
Poppers

A comprehensive list of these drugs is provided for information in Appendix 2.

Appendix 2 gives more detail of illegal drugs. All staff need to note that:

- a It is an offence under the Misuse of Drugs Act 1971 to take into one's possession illegal substances even if the intention is to prevent use or distribution of such substance **unless** immediate steps are taken to either destroy the illegal drugs or hand them to the police.
- b It is also an offence to fail to cooperate with any police investigation and such failure to cooperate may amount to obstruction.
- c It would be an offence for staff to knowingly allow or condone the use of illegal drugs.

Dealing with suspicion of drug use

When appropriate the student will be referred to the Medical Room. It is important that teachers make a factual record where a pupil's behaviour gives rise to concerns about possible drug use or supply. Further investigation by key members of staff can then take place.

Should such an investigation confirm the concern or suspicion but there is no supporting evidence then key members of staff should advise and support the student in order to lessen the possibility of re-occurrence. All occurrences will be recorded on SIMS and a suitable sanction applied (at the Principal's discretion), parents will also be informed. The Principal will use the civil burden of evidence i.e. "on the balance of probabilities" on a case by case basis before deciding on the level of sanction to be imposed. Sanctions will be in accordance the behaviour

for learning policy and could result in a student being placed on any of the 4 disciplinary stages. There is no legal requirement for the Academy to contact the police but informal dialogue could be helpful for advice and support.

Discovery of Substances

If substances are discovered on Academy premises or elsewhere within the Academy's jurisdiction, the following procedure should be adopted:

- 1 Remove the substance from where it is discovered if possible in the presence of a witness.
- 2 If the substance is in the possession of one or more students remove it if it is reasonably possible. Professional discretion should be exercised in such instances. If it is not possible to remove the substance, then a member of the Senior Leadership Team should be called immediately.
- 3 Students should only be searched by staff if absolutely necessary and by at least one member of the senior staff. They must not be searched without their consent as such a search may amount to assault. At most a search should only consist of outer clothing i.e. coat, gloves, personal belongings, footwear etc. The search must be carried out in front of a witness, preferably a Senior Staff member, and the staff conducting it must be of the same gender as the student being searched.
- 4 If a pupil refuses to be searched the police should be called in to deal with the situation. Parents can be informed at this stage. A letter confirming details of the search will also be sent to the parents/carers.
- 5 A factual record must then be made of the substance once removed and reported to the parents. The place, date and time of the incident must be noted and countersigned by the witness.
- 6 The substance should be taken to the Principal or member of the Senior Leadership Team preferably in a container. The sealed container should be signed and dated. It is imperative that the teacher does not retain the substance, to do so may place that teacher at risk.
- 7 The Principal (or member of the SLT) must arrange for the collection of the substance by the local Police.
- 8 If any equipment associated with substance misuse is found it should be handled with extreme care.

Sanctions

- 1 Huish Episcopi Academy has a zero tolerance approach to the possession of illegal drugs. Any pupil caught in possession of illegal drugs, buying illegal drugs or selling illegal drugs will face a severe sanction which could be a permanent exclusion. This however is at the Principal's discretion and consideration will always be made of any mitigating circumstances. A referral will always be made to external agencies for support for the individual involved. In making a decision on the level of sanction, the burden of proof required in making any decision is the same as for a civil case i.e. "on the balance of probability".
- 2 Persistent alcohol abuse could also result in permanent exclusion.

Parents/carers will always be informed of any incidents involving illegal drugs. The police will also always be informed/involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing.

Special Guidance for Academy Visits

Visits in the UK

If the substance is discovered on a visit away from the Academy the teacher should contact the Principal (or member of the SLT if the Principal is not available) without delay. The Principal (or member of the SLT) will then contact police local to the discovery.

Visits Abroad

If the visit is abroad, staff will need to be aware that the police in that country may act differently from our own police. The Principal (or member of the SLT) should be contacted without delay. In these circumstances a detailed record of events should be made and if possible countersigned by another member of staff. Staff should follow the Principal's advice. If the incident is sufficiently serious i.e. in terms of numbers of students or quantity of illegal drugs recovered, the Principal or Vice Principal may consider advising the teacher to consult the British Consulate in the country. In no circumstances should any attempt be made to bring the substance back into the UK. Sanctions would be those outlined earlier.

Approved by the Principal:

Review date (3 years):

February 2021 (unless changes are required earlier)

ANTI-SMOKING POLICY - INTRODUCTION

This policy has been devised in consultation with staff, Directors, parents/carers and students. The Somerset Stop Smoking Services and the Smoke Free Somerset Alliance supports the policy.

Rationale

- Research shows that almost a quarter of young people are regular smokers by the age of 15.
- Almost all adult smokers took up the habit when they were children.
- Approximately 114,000 smokers a year die in the UK, that's 300 a day.
- People are harmed by second hand smoke, e.g. lung cancer and childhood respiratory disease, heart disease, cot death, middle ear disease and asthmatic attacks in children.
- Schools have a role to play in working towards a smoke free society.
- All young people need to receive clear, consistent messages about the dangers of smoking.

Aims

- This Academy aims to be a health promoting organisation
- This Academy aims to protect staff, young people and visitors from the effects of tobacco smoke
- This Academy will raise awareness of the dangers of smoking through the Personal Social and Health Education Programme
- This Academy will help smokers to quit.
- This Academy will set out how it is making progress to comply with the new Health Act (2006), which bans smoking in all workplaces and enclosed public places

Content

- Smoking is not allowed anywhere on the premises, building or grounds (including exits to the site and in vehicles).
- This applies to teaching and non teaching staff, students, visitors and contractors and includes visits/Academy trips and out of hours activities
- Other staff and the PSHE Co-ordinator will ensure smoking related topics are part of the curriculum, and extra curricula work e.g:
 - ❖ PSHE lessons
 - ❖ Assembly/tutorial times
 - ❖ Awareness of National Non-Smoking Day
 - ❖ Work with Specialists e.g. Stop Smoking Service/QUIT
 - ❖ School Health Advisors

Communicating the policy to staff, parents/carers and visitors

- Staff will be informed at recruitment
- Clearly worded signs will be sited
- Information will be included in the Academy prospectus and website.
- Within PSHE Form Tutors address issues connected with smoking
- Form Tutors provide details on stop smoking services which will be available to all through leaflets and posters and by referring to the REACH Health Clinic. Website and email addresses will be published.

<http://www.somersetstopsmoking.nhs.uk> Email: stopsmoking@sompar.nhs.uk

Communicating the policy to pupils

- Help will always be provided to those pupils who want advice
- If a student is caught smoking, or in the presence of smokers or in possession of smoking / e-smoking paraphernalia any or all of the following actions will be taken:
 - Referral form completed
 - A Principal's Detention (C5)
 - Placed in Isolation Room (C6)
 - A fixed term exclusion (C7)
 - Intervention by Progress Leader/Student Support Worker
 - Loss of privileges/supervision over free time/after school detention/a fine with a donation to a Cancer charity
 - Awareness session on dangers of smoking.
 - Letter home to parents
 - Details on support to stop smoking services through leaflets and posters provided.
 - Referral to Progress Leader/Student Support Worker for SUST
 - Repetition of refusal to comply with policy may result in fixed term exclusion

Monitoring and evaluation

- This policy is available to view on request.
- The monitoring will be carried out regularly
- Ultimate responsibility for the implementation of this policy rests with the Principal

NON COMPLIANCE

Local disciplinary procedures will be followed for staff and pupils who do not comply with the policy. Other visitors will be asked to comply or leave the premises. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

COMMONLY ABUSED SUBSTANCES

SUBSTANCE	APPEARANCE	LOOK FOR	SYMPTOMS	DANGERS
Glues and solvents	Glues Cleaning Fluids Solvents Lighter Fuel Petrol & Gas etc	Empty cans, tubes and bags with traces or smell of solvents	Rash around nose and mouth	Hallucinations Danger of psychological dependence Damage to lungs, liver, heart and kidneys Death by direct toxic effect or by accident
Cannabis Bush (Grass, bush, weed) Cost Minimal £10+ deals	Dried Leaves Stalk and Seeds	Butt ends of Cannabis cigarettes usually with card roach in the end Large cigarette papers, card torn from books Sweet smell of Cannabis	Dilated pupils, Lack of coordination Red eyes Giggling	Damage to lungs as tobacco, reaction time impaired, dangerous to drive Anxiety, possible psychological changes
Cannabis Resin (Blow, leb, hash, puff) All costs	Lumps of Brown to Black resin, some hard, other types soft	As above + pipes, chillums knives with burnt blades	As above	As above
Cannabis Oil (Hash oil) Cost minimal	Thick black oil	Can be spread along ordinary cigarette with a pine or in a pipe	As above	As above
Magic Mushrooms Cost, free if you pick them yourself or sold for £3 for 50	Small mushrooms and other fungi	Mushrooms, either in raw state or being fried out on paper. Can be eaten raw, cooked or brewed as a tea	Very similar to LSD. However they do have a tendency to make some people feel sick as a large number are ingested	As for LSD with the added danger of inhaling vomit and possible poisoning due to the wrong mushrooms being picked
Cocaine (Coke, snow, charlie) Cost £80 a gram but can be sold in smaller amounts	Crystalline white powder	Folded wraps of paper or foil. Small plastic bags. Syringe and needle. Mirror/razor blade. Straw or tube for snorting	Increased alertness. Excitation, euphoria. Increased pulse rate and blood pressure, dilated pupils	Hallucinations, agitation, paranoia, convulsions, possible death, addiction AIDS, Hepatitis if sharing needles
Crack (rocks, base) Cost £20-30 a Rock (Acid or trips) Cost £2.50 - £3.50 a tablet	Small crystalline rocks, a crystallised form of Cocaine usually smoked	Small wraps of foil or paper, small plastic bags, water pipes or burnt foil	Rapid onset of symptoms as for Cocaine. Extreme euphoria, loss of self control, dilated pupils, agitation, aggressive behaviour	High addiction potential. Depression of respiratory centre, direct toxic action on heart (Can be fatal)

Heroin (Scag, brown smack, H) Cost £100 a gram but sold in small amounts i.e. £10 or £20 bag.	Brown powder, can be smoked or injected	Small wraps of foil, or paper, small plastic bags, syringes, needles, Jiff lemons, burnt foil, spoons bent or burnt	Euphoria drowsiness contracted pupils	Addiction, accidental overdose, hepatitis, AIDS if shared injecting blood infection abscesses
Barbiturates (Downers, barbs) Cost from a few pence	Capsule or tablet form	Tablets and capsules of various colours, powder	Flushed appearance, slurred speech, drowsiness, stupor, vomiting	Death from overdose, addiction, convulsions and death from sudden withdrawal
Amphetamines (Speed, whizz, billy) Cost £10-15 a Gram	Comes in powder and tablet form	Wraps of paper containing powder, small plastic bags of powder, tablets of various colours. Syringes if injecting. Mirror/razor blade	Confused thinking. Alternating moods, Dry mouth, Aggressive behaviour, abundance of energy, lack of appetite, inability to sleep, exhaustion	Paranoia, Delusions panic, Depression, Heart failure Damaged blood vessels. HIV/AIDS, Hepatitis if sharing needles
MDMA (Ecstasy E's doves) Cost £10-15 a tablet	Comes in powder, tablet and capsule form	Wraps of paper containing powder, tablets and capsules of various sizes and colours. The morning after a heavy session they have a grey pallor	Abundant energy, increased colour, perception thirst, Enhanced empathy	Risk of cardiovascular system failure, dehydration. Extremely dangerous to diabetics.
LSD (Acid or trips) Cost £2.50-£3.50 a tablet	Small squares of impregnated paper with a comic design, very small tablets or liquid	Small tablets or squares of paper	Perceptual changes especially to sight and sound, illusions and hallucination, delusions of paranoid nature. Pupil dilation	Unpredictable behaviour. Flashback-recurrence of trip even when no LSD has been taken for some time. Accidents while under influence. Long term psychological effects. Bad trips.

WARNING SIGNS – Guide to staff

The signs listed may indicate that individuals or groups of young people are misusing drugs. THEIR PRESENCE ALONE IS NOT CONCLUSIVE PROOF OF DRUG OR SOLVENT ABUSE: MANY OF THEM ARE A NORMAL PART OF ADOLESCENCE but the presence of several signs together may point to a need for greater vigilance.

Warning signs in individuals

Changes in attendance, and being unwilling to take part in Academy activities.
 Decline in performance in Academy work.
 Unusual outbreaks of temper, marked swings of mood, restlessness or irritability.
 Reports from parents that more time is being spent away from home, possibly with new friends or with friends in older age groups.
 Excessive spending or borrowing of money.
 Stealing money or goods.
 Excessive tiredness without obvious cause.
 No interest in physical appearance.
 Sores or rashes especially on the mouth or nose.
 Lack of appetite.
 Heavy use of scents, colognes etc to disguise the smell of drugs.
 Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils)
 Regular absence on certain days.
 Keeping at a distance from other pupils, away from supervision points.
 Being the subject of rumours about drug taking.
 Talking to strangers in or near the Academy.
 Stealing which appears to be the work of several individuals rather than one person (e.g. perhaps to shoplift solvents).
 Use of drug taker's slang.
 Exchanging money or other objects in unusual circumstances.
 Associating briefly with one person who is much older and not normally part of the peer group.
 Non-attendance at lunch.
 Changes in behaviour after break and/or lunch.
 Frequenting the toilets.
 Decline in standards of physical co-ordination.
 Injection marks for which there is no known medical explanation e.g. diabetes, wearing long sleeves at inappropriate times to hide injection marks.
 Smells which may be indicative of solvent abuse (e.g. acetone).

Objects that may indicate Drug Misuse

Foil containers or cup shapes made from silver foil, perhaps discoloured by heat.
 Metal tins.
 Spoons discoloured by heat.
 Pill boxes.
 Plastic cellophane or metal foil wrappers, small plastic or glass phials or bottles.
 Twists of paper.
 Straws.
 Sugar lumps.
 Syringes and needles.
 Cigarette papers and lighters.
 Spent matches.
 Plastic bags or butane gas containers (solvent abuse).
 Cardboard or other tubes (heroin).
 Stamps, stickers, transfers or similar items.
 Shredded cigarettes, home-rolled cigarettes and pipes (cannabis).
 Paper (about 2 inches square) folded to form an envelope (heroin).