

YSGOL GYMUNED

**FERNDALE**  
COMMUNITY SCHOOL

## **DRUG AND SUBSTANCE MISUSE**

Community Governors  
Autumn Term 2012

## DRUG AND SUBSTANCE MISUSE

The School's drug and substance misuse policy is in line with the Local Education Authority Guidelines.

*The policy aims to **educate, inform and support** all pupils through the curriculum available in the school and so act in a proactive manner to counteract all misuse of substances.*

- The Head teacher has the right to retain how to respond to a particular incident, taking account of factors such as age, the nature of the incident and evidence. All action should be taken in the agreement and prior notification of the chairperson of the governors.
- There is no compulsion to automatically exclude pupils from school, but when such exclusions do occur, they should be for a fixed term.
- The school will ensure that any excluded pupil will have access to professional support and advice from Health and Social Services. (See Appendix one).
- Clear procedures will be in place to approach all substance misuse incidents consistently and will be available to parents and pupils on request. (See Guidelines for Substance Misuse in Schools).
- Parents/guardians of pupils involved in substance use and misuse should be contacted at the earliest opportunity. In certain circumstances this however may be inappropriate in which case the school will take advice (Social Services).
- **The School will offer all pupils who require/request it, access to support agencies** (Social Services, Education Welfare and Drug Agencies).
- If necessary, referrals may be made in accordance with the Authority's Child Protection Procedures.
- The chairperson of the governors will work closely with the Head teacher ensuring:
  - = Identities are not disclosed

- = Confidentiality is preserved – although it must be made aware that teachers cannot guarantee complete confidentiality in dealing with use and misuse of substances in school.
- It is a recommendation that when there is strong evidence of dealing the police will be involved.
- The School will not be put under pressure to deal with the media.
- The media should be referred to the Education Service at Ty Trevithick, Abercynon, on 01443 744000.

**A full comprehensive set of L.E.A guidelines is available at school for staff, parents and pupils on request.**

### **Guidelines for Out of School Activities**

(To be issued to all trip leaders)

These guidelines are based on the LEA guidelines issued to all educational establishments. They aim to cover all staff taking pupils out of school on trips or residential courses.

The guidelines cover substances that are:

- = inhaled, swallowed or injected to alter physical or psychological conditions to user;
- = solvents;
- = prescribed and over counter medicines;
- = illegal substances;
- = tobacco;
- = alcohol.

### **Staff Responsibilities**

- It is the responsibility of the trip organisers to ensure that all parents and pupils are aware of how incidents of substance misuse will be dealt with. When pupils are out of the School, they are the responsibility of the Local Education Authority Staff.
- There should be a designated leader who will take responsibility for all arrangements, including the implementation of this policy.

- Staff have the responsibility to make it clear that the misuse of any substance by a member of the party will not be tolerated (this includes the use of solvents, the misuse of medicinal drugs and all illegal drug use).
- All events during the trip should be smoke free. This includes all formal sessions, meals, accommodation and in public places.

**WHILST STAFF ARE RESPONSIBLE FOR YOUNG PEOPLE, TO BE UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS AT ANY TIME COULD BE A DISCIPLINARY ISSUE.**

**THE SCHOOL FOLLOWS THE LA POLICY ON SUBSTANCE MISUSE – POLICY HS17.**

**WHERE PUPILS DO NOT FOLLOW THE RULES LAID DOWN, THEY SHOULD BE SENT HOME IF POSSIBLE, OR DISCIPLINARY ACTION TAKEN.**

### **Prior to the Event**

- Ensure all pupils are fully aware of the rules regarding substance use and misuse.
- Write to parents explaining the Schools policy about drugs, alcohol and solvent use during the trip. Ask parents to reiterate the message to their children.
- Ensure parental consent forms disclose any medication needed.

### **During the Event**

It is the responsibility of the staff to keep vigilant and aware for any substance related issues or incidents.

### **Dealing with an incident**

#### **Immediate Action**

- = Administer First Aid and hospitalise if necessary.
- = Remove Substances to a secure place with an adult witness.
- = Place in a secure area and seal.
- = Trip organiser is to keep possession – take advice from home contact.
- = Complete a report (Attached)

### Subsequent Action

- = Ascertain the necessary information to ensure the safety of all pupils.
- = Take appropriate action e.g. separate pupils or groups.
- = Follow agreed guidelines in School Policy (If you are abroad it is essential you know and keep to the relevant laws of the country you are visiting).
- = Inform parents of the pupils directly involved and if appropriate make arrangements to return those pupils home if possible. Only where there is reason to believe that informing parents would put the pupil at risk to harm, should you withhold this information.
- = Inform appropriate School personnel a.s.a.p.

The substance misuse education policy relates to other school policies; for example, equal opportunities, child protection procedures, behaviour and discipline and the inclusion policy.

Where staff receives unconfirmed reports of substance misuse, it should be dealt with sensitively, in line with normal School procedures.

### Responding to the Press or other Enquiries

Consideration for the best interests of the young person must be a priority. Avoid contact with the press, refer them to a member of the LEA Information Officer, Education and Children's Services, Ty Trevithick, Abercynon, Mountain Ash.

Enquiries from parents of participating pupils should be met with straightforward factual information and a clear account of action taken. Names should not be disclosed to parents except to the parents of the pupil(s) concerned.

Provide the group with a clear, brief and simple account of what has happened omitting names as soon as possible, to avoid rumours and misunderstandings. E.g. "Two pupils were found last night drinking alcohol. As this is strictly against the rules, they have been sent home".

High standards of behaviour must be maintained at all times. Staff must set positive examples to both parents and pupils prior and during the trip.

**A whole school P.S.E. audit has been completed in July 2010. This has identified subject areas where substance abuse issues are taught. The P.S.E. department are actively involved in the teaching of substance abuse and has developed strong links with outside agencies.**

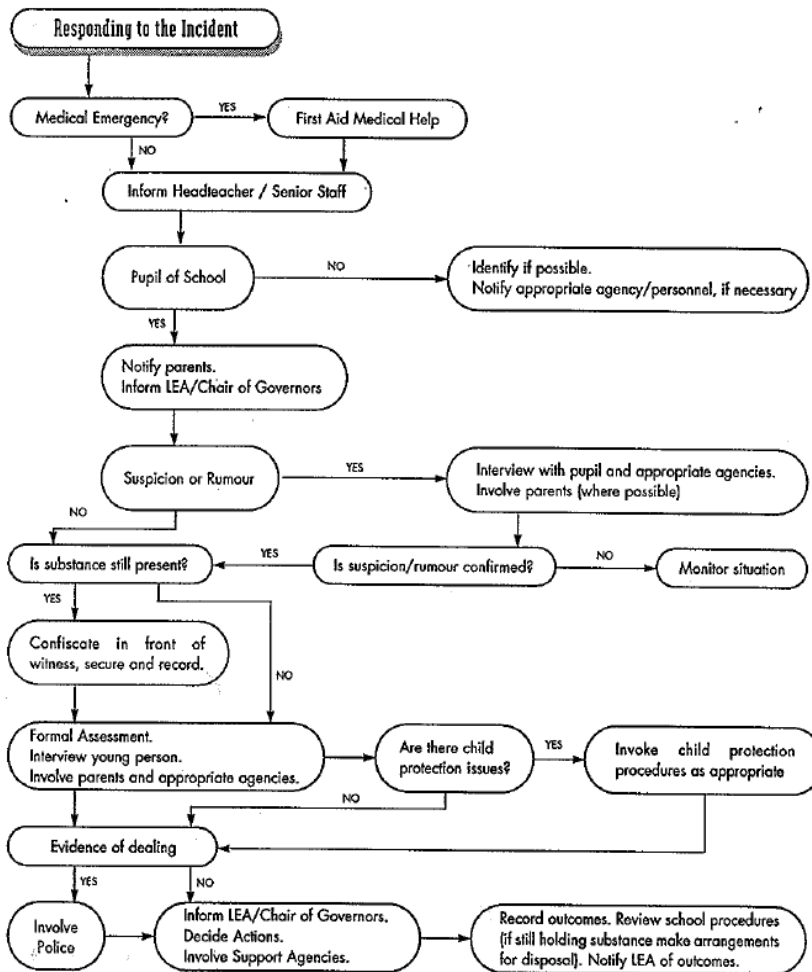
**Substance Misuse Audit – PSE**

The topic of substance misuse is covered in PSE.  
The chart below outlines where and how it is presented to pupils.

TO PUT IN SCHEME OF WORK TEDS

**Guidelines for Substance Misuse in Schools**  
**3. A Suggested Response Procedure**

(This procedure covers legal substances eg alcohol, solvents, medicines and illegal substances eg cannabis, amphetamines, ecstasy, L.S.D. and heroin)



- Getting Help Medical Emergency: Dial 999 and follow procedures on page 4 .....
- School First Aider:.....
- Inform Local Education Authority..... Chair of Governors .....
- Getting Advice Local Drugs/Alcohol Agencies .....
- Local Doctor Contact:.....
- Local Hospital Casualty Tel. No.:.....

## Actual Incident

This procedure covers both legal substances (eg alcohol, solvents, prescribed and over the counter medicines) and illegal substances (eg cannabis, amphetamine and ecstasy).

