

**Holy Souls Catholic Primary School.**  
**Managing Drug Related Incidents Policy**

At Holy Souls Catholic Primary School we do not condone the misuse of drugs, including alcohol. We are committed to tackling drug misuse among young people and that any instances of possession, use or supply of illegal drugs on school premises will be regarded with the utmost seriousness. This policy applies to everyone in school, including staff, parents and visitors and in out of school activities e.g. residential visits

**Our guiding principles, which direct our actions at all times are:**

- The safety and welfare of all pupils and staff;
- The welfare of individuals deemed to be at risk;
- The law concerning drugs.

**In addition it should be noted that:**

- Our school is a no smoking site at all times, in line with Birmingham City Council policy (April 2006).
- Pupils are not allowed to be in possession of, or use, alcohol, tobacco, matches, lighters, sniffable products or any illegal drug at any time.
- Alcohol and tobacco are only allowed on school premises in the possession of adults.
- Alcohol is only permitted to be drunk by staff at school on social occasions, when no pupils are on the premises.

**Managing a drug related incident.**

- If any pupil is found in possession of an unauthorised drug, the substance will be confiscated, in the presence of a witness and locked in the First Aid storage cabinet. It is permitted by law for school staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a pupil from harm and the offence of possession.
- If any pupil is thought to be 'under the influence' medical help will be sought at once and first aid given if required.

- The head teacher/deputy Head teacher will be informed and lead the schools response following the recommended policy guidelines.
- A record of the incident will be kept. These are kept by the head teacher.
- Parents/carers will normally be informed (following appropriate Child Protection guidelines, i.e. Will the pupil be at risk either physically or mentally if the parents/carers are told?)
- The school will consider contacting the Health Education Service (0121 303 8200) to inform them and to seek additional advice. No member of staff should make comments outside agencies unless directly authorised by the HT/DHT, including media agencies
- HT/DHT will consider notifying the Police who may provide additional advice and expertise for those individuals and families involved, involved and/or confiscate the substance.
- No member of staff should attempt to analyse or taste an unidentified substance.
- If a pupil is suspected of concealing illegal drugs on their person every effort will be made to secure the voluntary production of such drugs. This will be carried out in the presence of a witness. School property such as desks and bags may be searched.
- Suspension/Exclusion will only be considered in serious cases and will be in line with the DCFS guidance on exclusions.
- The substance will be placed in a sealed container with a written record of the response attached to it - if the substance is not required to be kept as evidence the substance will be disposed of in consultation with the Police or the Health Education Unit

#### **Issues regarding drug related incidents with adults.**

#### **Parent/carers:**

Children are not to be passed over into the care of their parent/legal guardian/carer if it is suspected that he/she is under the influence of a drug(s). Staff should phone for an alternative adult to pick up the child. The parent/legal guardian/carer will be warned that this behaviour/incident may/will lead to the notification of Police and/or Social Services.

**Visitors to the school:**

Visitors will be asked to leave the premises immediately and advised to take a taxi or call for a lift if they are driving and to return for their vehicle at a suitable time. The visitor will be warned of consequences of visiting our school under the influence of a drug(s).

**Staff:**

Any member of staff attending school under the influence of a drug will be asked to leave the premises immediately and advised to take a taxi or call for a lift if they are driving and to return for their vehicle at a suitable time. The member of staff will be warned of consequences of visiting the school under the influence of a drug(s), will be given a verbal warning and notified that disciplinary proceedings will follow.

This policy will be reviewed annually in the light of any changes in the classification of drugs, local issues, incidents, guidance and recommended practice. The Deputy Head Teacher will undertake the review and disseminate to staff and governors.