



DRUG, ALCOHOL & SUBSTANCE MISUSE POLICY

RESPONSIBILITIES	
To determine and approve policy and ensure compliance	ESA SLT
To implement, deliver and comply	Headteacher and SLT
APPROVAL DATE	February 2022
DURATION	3 Years
REVIEW DATE	February 2025
SLT LEAD	Assistant Principal for Pastoral Support, Inclusion and SEND

Contents

STATEMENT OF INTENT	1
1. LEGAL FRAMEWORK	2
2. KEY ROLES AND RESPONSIBILITIES	2
3. DEFINITIONS	4
4. STAFF TRAINING	4
5. DRUG EDUCATION	4
6. SMOKING	5
7. LEGAL DRUGS AND PRESCRIBED MEDICINES	5
8. SOLVENTS	5
9. PERSONS FOUND TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL	6
10. MEDICAL EMERGENCIES	6
11. THREATENING BEHAVIOUR	7
12. SEARCHING	7
13. CONTROLLED SUBSTANCES	7
14. SUPPORT	8
15. DISCIPLINE	8
16. MONITORING AND REVIEW	8
APPENDIX 1: MEDICAL EMERGENCY PROCEDURE	9

STATEMENT OF INTENT

Elstree Screen Arts (the school) takes drugs, alcohol and substance misuse very seriously. The school's policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

- Ensuring that our school upholds the Health and Safety Policy already in place
- Ensuring that our school provides a safe and healthy environment which is conducive to the education of its students
- Ensuring that our school has a robust policy which outlines our approach to drugs and alcohol misuse
- Ensuring that our school develops and improves our policy by reviewing it after any incident
- Ensuring that our school educates students on the dangers of drug and alcohol misuse

1. LEGAL FRAMEWORK

- 1.1 This policy has due regard to relevant legislation and guidance, including, but not limited to the following:
 - DfE (2019) 'Keeping children safe in education'
 - The Children and Families Act 2014
 - The Education Act 2011
 - The Health Act 2006
- 1.2 This policy will be implemented in conjunction with the Trust or school's:
 - Behaviour Policy (ESA)
 - Child Protection & Training Policy (DET)
 - Safeguarding and Student Welfare Policy (DET)
 - Health and Safety Policy Part I (DET) and Part II (ESA)
 - Exclusion and Appeals Policy (DET)
 - Staff – Alcohol, Drugs and Gambling at Work Policy (DET)

2. KEY ROLES AND RESPONSIBILITIES

The School Board (SB) is responsible for:

- 2.1 Implementing effective policies and procedures are in place to ensure that students are kept safe from alcohol and drugs at school.
- 2.2 Ensuring that the Drug and Alcohol and Substance Misuse Policy is maintained and disseminated to all staff.
- 2.3 Ensuring that students experiencing difficulties with alcohol and/or drugs can access the support they need.
- 2.4 Working with the Principal, and in liaison with parents, students, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of students and the local community, and reflects current trends.
- 2.5 Ensuring that the designated safeguarding governor submits an annual written report to the governing board concerning drug and alcohol related incidents and concerns.

The Principal is responsible for:

- 2.6 The day-to-day management of this policy.
- 2.7 Providing a safe environment for all staff, students and visitors.
- 2.8 Working with SB to ensure compliance with relevant legislation.
- 2.9 Informing the SB, via the designated safeguarding governor, of any issues and developments concerning drugs and alcohol.

- 2.10 Acting on any concerns arising from students' use of drugs and alcohol.
- 2.11 If appropriate, and where doing so will not place the child at risk, informing parents of any drug and alcohol related incidents concerning their child.
- 2.12 Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- 2.13 Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- 2.14 Ensuring a consistent approach to managing drug and alcohol incidents.

The Designated Safeguarding Lead (DSL) is responsible for:

- 2.15 Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- 2.16 Ensuring that staff and students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- 2.17 Consulting with students to inform provision around drugs and alcohol education.
- 2.18 Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- 2.19 Liaising with local services as necessary to provide support for students.
- 2.20 Assisting with the monitoring and review of this policy.

Students are responsible for:

- 2.21 Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any offsite activity representing the school.
- 2.22 Ensuring they do not take drugs or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform.
- 2.23 Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

All staff (both teaching and support staff) are responsible for:

- 2.24 Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- 2.25 Ensuring that their performance and judgement at work is never impaired by alcohol or drugs.
- 2.26 Understanding how this policy relates to them and their role in drug and alcohol management.

- 2.27 Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.

The Facilities Manager is responsible for:

- 2.28 Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.

3. DEFINITIONS

- 3.1 The school defines a “drug” as any substance which, when ingested alters perception and the way the body works. This definition includes, but is not limited to:

- All Illegal substances
- Alcohol
- Tobacco (including e-cigarettes)
- Solvents
- Medicines
- Legal highs

4. STAFF TRAINING

- 4.1 At the school, we recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying students who may be at risk.
- 4.2 Teachers and support staff will receive regular and ongoing training as part of their professional development.

5. DRUG EDUCATION

- 5.1 All students will receive regular guidance on drugs and alcohol as part of the Personal Development and science curriculum.
- 5.2 Drugs, alcohol and substance misuse will feature regularly as part of pastoral education in the form of classes and assemblies.
- 5.3 Lessons will be delivered as appropriate to the age and phase of the students and will be differentiated according to individual learning styles.
- 5.4 Where appropriate, visitors and external speakers will be invited to lead classes on drug and alcohol misuse.

6. SMOKING

- 6.1 In accordance with part 1 of the Health Act 2006, the school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 6.2 Parents, visitors and staff must not smoke on school grounds and will avoid smoking in front of students and/or encouraging students to smoke.
- 6.3 Students including sixth form students over the age of 18 are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to cigarettes, e-cigarettes, lighters, matches and pipes.
- 6.4 In the interest of health and hygiene, smoking will not be permitted at, or around, the school environs.

7. LEGAL DRUGS AND PRESCRIBED MEDICINES

- 7.1 We understand that some students may require medications that have been prescribed by a doctor, or other health professional.
- 7.2 Parents have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.
- 7.3 Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.
- 7.4 The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.
- 7.5 Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage. All medication needs to be accompanied by a Med1 form.

8. SOLVENTS

- 8.1 Students are not permitted to bring solvent based products onto the premises including, but not limited to, aerosol deodorants, compressed air, and aerosol hairspray.
- 8.2 The school will ensure that potentially hazardous solvents are stored safely as per CLEAPS guidance and students will be supervised if they are required to come into contact with them.

9. PERSONS FOUND TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

- 9.1 Staff members found to be under the influence of drugs or alcohol whilst on school premises will be treated according to the Staff – Alcohol, Drugs and Gambling at Work Policy (DET).
- 9.2 Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The Headteacher has the authority to ban persistent offenders from the school.
- 9.3 Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to Student Services, where they will be assessed.
- 9.4 The student's parent will be asked to remove the student from the premises.
- 9.5 The student will remain in Student Services until their parent arrives.
- 9.6 If necessary, a search will be conducted in accordance with the Behaviour Policy.

10. MEDICAL EMERGENCIES

- 10.1 In drug related medical emergencies, trained first aiders will be summoned.
- 10.2 A teacher will remain with the casualty until the trained first aider arrives.
- 10.3 Other students will be removed from the immediate area, as soon as is reasonably practicable.
- 10.4 Following assessment by the first aider, a decision will be made to ascertain whether an ambulance will be called.
- 10.5 The student's parents will be telephoned and told about the incident.
- 10.6 A detailed log of events will be maintained on the school monitoring system CPOMS.
- 10.7 If the student is felt to be at risk, the Child Protection and Training Policy will come into effect and Children's Services will be contacted.
- 10.8 All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible following the school's Health and Safety Policy.
- 10.9 The Medical Emergency Procedure will be followed.

11. THREATENING BEHAVIOUR

- 11.1 Aggressive and threatening behaviour by students, staff or visitors under the influence or suspected to be under the influence of drugs or alcohol will be taken very seriously.
- 11.2 Where aggressive and/or threatening behaviour is displayed, the school will not hesitate in contacting the police.
- 11.3 Any student, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 11.4 In the case of students, parents will be contacted, and students will be disciplined in line with the school Behaviour Policy and Exclusions Policy.

12. SEARCHING

- 12.1 If there is cause to suspect a student is carrying or is under the influence of banned substances, a search may be carried out. Restraint and Search protocols are outlined in the Behaviour Policy.

13. CONTROLLED SUBSTANCES

- 13.1 The school condemns and will not tolerate the misuse of drugs by members of the school and the illegal possession of drugs on the school campus. This extends to all activities, trips and events organised by the school outside the hours of the school day.
- 13.2 Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and the name of any witness/witnesses present.
- 13.3 The staff member will store the sample in a secure location.
- 13.4 The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.
- 13.5 The school will not hesitate in giving the police the name of the student from whom the drugs were taken.
- 13.6 The school will work in consultation with Police or external agencies. If appropriate a full incident report will be completed and submitted to the Headteacher.
- 13.7 Any further measures will be undertaken in line with the school's Child Protection and Training Policy.

- 13.8 Where controlled substances are found on educational visits away from the school premises, parents of the student will be notified. Where appropriate, the local police will also be informed. It is likely the student will have to be repatriated.

14. SUPPORT

- 14.1 The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the DSL, staff and students experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.

15. DISCIPLINE

- 15.1 Students involved in drug and/or alcohol situations on school premises will be disciplined as per the school's Behaviour Policy and, where appropriate, the police will be informed.
- 15.2 In incidents involving the use or supply of illegal drugs on school premises or during a school activity, the school will inform the student's parents and the police may be contacted. The Headteacher will consider any such situation individually, but it is likely that any student involved will be permanently excluded.
- 15.3 Teachers and staff members involved in drug and/or alcohol situations on school premises will be treated in line with the Staff – Alcohol, Drugs and Gambling at Work Policy (DET) and, where appropriate, the police will be informed.
- 15.4 Visitors involved in drug and/or alcohol situations on school premises will be banned from entering school premises indefinitely and, where appropriate, the police will be informed.

16. MONITORING AND REVIEW

- 16.1 Any changes made to the policy will be communicated to all members of staff and the updated version placed on the school website.

APPENDIX 1: MEDICAL EMERGENCY PROCEDURE

When a student is at immediate risk of harm, is unconscious, having trouble breathing, seriously confused or disorientated, or has taken a toxic substance, follow the procedure below.

Remember, your main responsibility is for the student at immediate risk, but you must also ensure the wellbeing and safety of all others. If in doubt, call for medical assistance.

Step one – on arrival

If you are not a trained first aider:

Do

- Immediately call for a trained first aider
- Remain with the student until the first aider arrives
- Assist with clearing the area once the first aider has arrived

If you are a trained first aider:

Do

- Assess the situation
- If it is a medical emergency, send for medical help and an ambulance

Step two – before medical assistance arrives

If the person is conscious:

Do

- Ask those around you to move back and provide adequate space
- Ask them what happened
- Ask them what drugs they have taken
- Safely collect any drug sample and vomit for medical analysis
- Keep them under observation in a warm and quiet place

Do not:

- Induce vomiting
- Chase them

If the person is unconscious:

Do

- Ask those around you to move back and provide adequate space
- Contact their parents

Do not:

- Move them if a fall is likely to have led to a spinal or other serious injury

- Give them anything by mouth
- Attempt to make them sit or stand
- Leave them unattended or in the charge of a student

If it is a needle stick (sharp) injury:

Do

- Encourage the wound to bleed
- Wash the wound with soap and water
- Dry and apply a waterproof dressing
- If the needle appears used or dirty, seek advice from a doctor

Don't

- Suck the wound
- Handle the needle

Step three – when help arrives

Do

- Pass on any available information, including vomit and drug samples
- Complete an Unauthorised Drug Use Report Form
- And / or CPOMS entry

APPENDIX 2: DRUG RELATED INCIDENT RESPONSE FLOWCHART

