

MANCHESTER HEALTH ACADEMY

DRUG EDUCATION AND HANDLING DRUG-RELATED INCIDENTS POLICY

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Approval History

Approved By:	Date of Approval	Version Approved	Comments
	13/12/13	V1	
Governing Body	12/02/15	V2	
Standards Committee	28/02/19	V4	

Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
Jan'15		V2	Policy updated and put into standard policy format	N	DO
Feb 19		V4	Updated Policy	y	HMW

1. Purpose

The purpose of this policy is to provide our students with opportunities to acquire knowledge and understanding about the dangers of drug misuse, to ensure that they are equipped with the attitudes and skills they need to resist pressure to misuse drugs. The policy also aims to develop a consistent approach for managing drug use / misuse, to ensure any incident is handled in a sensible and rational way.

2. Scope

This policy applies to all students, staff and visitors of Manchester Health Academy.

3. Responsibility

- 3.1 The Governing Body will be involved in substance related incidents education in the same manner as any other matters concerning the direction of the Academy.
- 3.2 The Principal will take overall responsibility for the policy and its implementation. He will liaise with the Academy staff, Governing Body, parents, LA and appropriate outside agencies and will appoint members of staff who are designated to specifically manage drug-related incidents within the Academy and for co-ordinating this policy. The Principal will ensure that all staff dealing with substance issues within the Academy are adequately trained and supported.

4. Definitions

Drugs - in the context of this policy 'drugs' are defined broadly and includes any substance that has the potential to affect how a person thinks, feels or behaves. This includes legal as well as illicit drugs, prescription and over-the-counter medicines, tobacco, alcohol, "legal highs", and volatile substances (including solvents and gas).

Drug education – young people should be educated to have the knowledge, skills and attitudes to be able to make informed and responsible choices now and later in life.

Drug incident – evidence, discussion or suspicion of a specific event at Academy involving one or more unauthorised drugs and requiring action by Academy staff.

5. Our approach

- 5.1 The Academy condones neither the use or misuse of tobacco, alcohol, solvents, illegal drugs and misuse of medicines by members of the Academy community, nor the possession or supply of these substances.
- 5.2 The Academy is committed to health and safety of its members and will take action to safeguard their well-being.
- 5.3 The Academy acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the Academy, will seek to provide support for members of the Academy who are in need.

- 5.4 The Academy will ensure that alcohol will not be consumed by staff or visitors, either during normal opening hours of the Academy or outside the Academy day.
- 5.5 The Academy is aware of the Manchester City Council guidelines on substance misuse in the workplace and specific issues related to the welfare of staff.
- 5.6 In response to our shared concerns at a local and national level, we wish to state that as part of its care for the welfare of its students, the Academy believes it has a duty to inform and educate young people on the possible consequences of drug use and misuse. The Academy takes a pro-active stance on this matter, ensuring that health education is a vital part of the personal and social education of every student.
- 5.7 Fundamental to our Academy's values and practice is the principle of sharing the responsibility for education of young people with parents / carers, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

6. Statutory Requirements

- 6.1 The Academy will ensure that the statutory requirements for drug education are delivered in accordance with the DfE and ACPO Drug Advice for School 2012 and the non-statutory guidance for PSHE.
- 6.2 The Academy will seek to provide a comprehensive programme of drug education, with the following principles, which aim:
- to enable students to make healthy, informed lifestyle choices by increasing knowledge and challenging attitudes;
 - to provide accurate information about substances;
 - to provide accurate information about the legal implications of drug use;
 - to increase understanding about the implications and possible consequences of use and misuse;
 - to encourage an understanding for those experiencing or likely to experience substance use;
 - to widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS;
 - to seek to minimise the risks that users and potential users face;
 - to enable young people to identify sources of appropriate personal support both inside and outside the Academy;
 - to use outside agencies and visitors in ways which complement and enhance the programme of drug education.
- 6.3 These aims will be fulfilled through aspects of the students' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We will deliver the taught curriculum mainly through PSHE and the Health and Sport Science areas, and will provide other opportunities to reinforce learning in other parts of the teaching programme, e.g. Health Days. The Academy will actively co-operate with other agencies such as MFT & Healthy Schools Team, Community Police, Health Service, Behaviour and Attendance Team, LA and Health and Drug Agencies to deliver its commitment to drug education and to deal with drug-related incidents. See Appendix 1.

7. Managing Drug-Related Incidents

- 7.1 The preferred approach to be taken when managing drug-related incidents will be one where the needs of the individual(s) involved are paramount, but these will be balanced against the needs and safety of the other members of the Academy.
- 7.2 In drug-related incidents involving young people on the premises, the Principal will inform and involve parents / carers at the earliest opportunity. The Academy, parents / carers and other agencies as appropriate can then work together to support the young person involved. A decision may in exceptionally rare circumstances be taken that it is in the best interests of the young person not to inform the parents, if the circumstances indicate that this may put them at risk. Such decisions should only be referred to the Principal who will discuss this with the appropriate agencies for further advice before reaching a decision.
- 7.3 There is an obligation for the Academy to inform the police of incidents involving illegal drugs, it may be appropriate to contact either the police Academy liaison officers or police drug co-ordinators. These will be able to provide relevant, confidential and sensitive support and advice.
- 7.4 The Academy will not knowingly allow its premises to be used for the production or supply of any controlled (illegal) drug as this could constitute an offence if nothing was done to stop these activities. Appropriate action to prevent and stop these activities will be taken. Though the Academy is not legally obliged to inform the police of any suspected offences, this should ordinarily be the case.
- 7.5 The Academy will consider each drug incident individually and recognises that a variety of responses are necessary to deal with incidents. The Academy will consider very carefully the implications of any action it may take. It seeks to balance the interests of the student involved, the other Academy members and the local community.
- 7.6 Permanent exclusion is seen as a last resort as it may only transfer the problem and may not be in the long term interests of the young person(s) involved.

8. Smoking

The Academy and its grounds are a smoke-free site. Staff who smoke or use E cigarettes are required to leave the Academy grounds and smoke out of sight of students. Staff are encouraged to behave as good role models for students at all times.

9. Guidance on the Academy's response to Drug Related incidents.

- 9.1 When dealing with a drug-related incident, accurate records will be kept at all stages. In some circumstances the child's parent / carer may be asked to collect the child from Academy. It may be appropriate to set up an interview or counselling session involving pastoral staff, parent / carer and the child.
- 9.2 In addition to this, a full review of each incident will be conducted, involving the Principal and the member of staff responsible for managing drug-related incidents. Findings, recommendations and any action required arising from this review will be disseminated to members of the Academy as appropriate.

- 9.3 If drugs are found on the premises in the presence of young people, young people are found in possession of drugs or young people are found sharing drugs with others:
- Inform a member of the Senior Leadership Team.
 - The substance will be safely dealt with (in accordance with the Appendix 2), or the Principal / Academy Liaison Officer will be consulted for further advice. The incident will be recorded on SIMS.
 - It may be appropriate for the Academy Liaison Officer to talk to the young person(s) involved and/or refer those involved to other advice and support services as appropriate.
 - Detailed records of all action taken will be kept.
 - Referral to Eclipse for further support (see referral forms in Appendix 3)
- 9.4 If the person(s) is found selling drugs to others for gain:
- Inform a member of the Senior Leadership Team.
 - All evidence will be retained.
 - Contact will be made with the Principal / Academy Liaison Officer for further advice.
 - The action, which the police will take, will depend on the nature of the substance, the quantity involved and surrounding circumstances. This action will be agreed in consultation with the Academy.
 - In this type of situation, where a young person is involved in selling drugs, a fixed- term or permanent exclusion may seem to be appropriate, as well as referral to support services as appropriate.
 - Ensure that appropriate plans will be made to support the young person as necessary.
 - The police action may include; advice, reprimand of the person(s) involved or arrest.
- 9.5 In the case of incidents involving medicines, tobacco, alcohol and volatile substances (solvents, glues and gases) each case will be taken on its specific merits. Whilst these substances are legal to possess in most instances, the procedures outlined (above) for responding to drug-related incidents concerning illegal drugs will be applied. Parents / carers will be informed.

10. Dealing with the Media

The Principal in collaboration with the Chair of Governors will take responsibility for liaison with the media, as the issue of substance misuse is an emotive one that may possibly generate interest from the local and national media. The Academy will take appropriate advice and guidance from the LA Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the young person, their families or carers and the Academy.

11. Academy Events: Sale / Supply of Alcohol to Parents

- 11.1 The Academy will not provide or endorse the provision of alcohol at its events, social or otherwise.
- 11.2 It is recommended that organisers consider the role of the Academy in promoting the health and well-being of a school community as well as the value of showing that social events can be attended and enjoyed without alcohol. The Academy is aware of the way in which children draw their understanding of social norms from observing adult

behaviour from a young age and that events on Academy grounds need to be consistent with the messages given in alcohol education. Further consideration should also be given to parents who may be driving to and from Academy events.

- 11.3 Should there be an occasion where the Academy considers that it is appropriate to offer parents alcohol, the Academy is aware of and follows the Licensing Act 2003. For guidance on types of licence, the Academy may contact the Manchester City Council Licensing Unit – premises.licensing@manchester.gov.uk.

12. Reporting Concerns about Illegal Sales / Supply

The Academy must inform the licensing unit, police or trading standards if they have witnessed or have heard reports of illegitimate sale/supply of age restricted products (e.g. alcohol, tobacco or solvents) in the school vicinity. They should also inform the licensing unit or police if they have sufficient evidence or have witnessed crime and disorder (including illicit drug activity), noise nuisance, threats to public safety and threats to the protection of children from harm as a result of the operations of a licensed venue in the school's vicinity. This may include concerns around alcohol promotions that are attractive to children as well as street drinking in the area.

13. Useful Contacts

Manchester Healthy Schools Lead (Drugs Education) – Kelly O'Brien – 0161 946 9403

Local Area Policing Team:	0161 872 5050
Eclipse:	0161 839 2054
Health and Safety Team:	0161 234 1897
Manchester City Council Press Office:	0161 234 3729
Manchester City Council Licensing Unit:	0161 234 4512 (event notices)

14. Evaluation

- 14.1 The delivery of the Health Education Curriculum will be monitored and the schemes of work will be reviewed and updated as appropriate on a yearly basis after consultation with teachers of this cross-curricular subject.
- 14.2 The handling of drug-related incidents will be discussed at SLT or ELT meetings.

15. Related Documents

Child Safeguarding & Protection Policy
Code of Conduct
Health & Safety Policy

Appendix 1

DRUG EDUCATION

What the Academy will do:

The Academy will provide the students with a spiral drug education. This will be taught mainly through Health (excluding reference to HIV) although other subjects, including English and Physical Education, also have an input. The non- statutory PSHE guidance will be followed (please see DfE website for further information)

The aims of drug education are to:

increase students' knowledge and understanding and clarify misconceptions about:

- the short and long term effects and risks of drugs:
- the rules and laws relating to drugs
- the impact of drugs of individuals , families and communities
- the prevalence and acceptability of drug use among peers
- the complex moral, social, emotional and political issues surrounding drugs.

develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- assessing, avoiding and managing risk
- communicating effectively
- resisting pressures
- finding information, help and advice
- devising problem - solving and coping strategies
- developing self - awareness and self - esteem.

enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

The knowledge, understanding, skills and attitudes which most students are expected to have acquired by the end of a key stage are as follows:

Key Stage 3.

- recognise personal responsibility for decisions about substance use;
- know the basic facts about substances including their effects and the relevant legislation;
- be aware of myths, misconceptions and stereotypes linked with substance use;
- develop appropriate techniques for coping with situations in which substance use occurs.

Key Stage 4.

- explore the historical, cultural, political, social and economic factors relating to the production, distribution and use of drugs world-wide;
- understand that Britain is a drug-using society and recognise the different patterns of use and their effects, e.g. Transmission of HIV infection through shared needles, and the detrimental effect on the foetus of all types of drug use;
- recognise that individuals are responsible for the choices they make about drug use;

- be able to analyse safe levels of intake, e.g. tobacco use is never safe, limited use of alcohol may be;
- discuss the role of the media in influencing attitudes towards drugs, particularly smoking and alcohol;
- be able to communicate effectively and confidently with those who administer medication;
- understand the role of drugs in sport.

The teaching methods will involve giving relevant and appropriate information, exploring attitudes and values and developing the personal and social skills.

There will also be opportunities to use ICT / video / DVD material and invite external agencies to support some lessons. (please see external contributor checklists – Appendix 5)

The policy will also form part of the Drug Education curriculum through assemblies and tutorial work.

The content, teaching materials and methodologies used for the Drug Education curriculum continue to be revised throughout each academic year.

Appendix 2

DRUGS POLICY

Managing specific drug incidents:

The following guidance is based upon DfE and ACPO Drug Advice for Schools 2012

If a student is suspected of being in possession of a banned substance

The Principal and staff authorised by him have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- alcohol
- illegal or illicit drugs
- tobacco and cigarette papers
- new psychoactive substances formerly known as “legal highs” and volatile substances including solvents and gas
- prescriptions and over the counter medicines unless administered by academy staff in accordance with correct, parentally agreed procedures

The staff member must be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched.

The person conducting the search may not require the pupil to remove any clothing other than outer clothing.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs, tobacco and cigarette papers.

Academy staff can seize any prohibited item found as a result of a search. If someone

reports finding a syringe or needle

- Ask informer to show where or give exact location.
- Ensure that students do not have access to the location until the area has been cleared.
- Inform appropriate person who has the correct equipment for removing dangerous items.
- If there are more than isolated incidents, seek advice from Healthy Schools at 0161946 9403

If a teacher / parent / carer suspects that a child has been in contact with a syringe

Seek immediate medical advice

Reassure parent / carer to keep calm and prevent fear in the child

If substances are found on the premises

- If a suspicious substance is found and you think that it may be illegal, then it should be treated as such.
- Inform drug incident co-ordinator and Principal to begin further investigation.
- Dispose of substance safely e.g. flush down the toilet, as soon as possible after initial investigation in the presence of an adult witness. (This is in line with locally agreed protocols, but the Academy may ask the police to dispose of illegal drugs)
- Make a record of actions taken with description, location and date – complete drug related incident form – Appendix 4
- If there are particular concerns contact the Healthy Schools Lead (Drugs and Alcohol) – Kelly O’Brien 0161 946 9403.



Client Referral Form. PLEASE COMPLETE ALL FIELDS IN BLACK INK

Date of referral		Referred to Eclypse before? YES <input type="checkbox"/> (retrieve from archive) NO <input type="checkbox"/>					
Person completing this form							
Name of young person							
Is the YP aware of the Referral?							
Is the YP self motivated to address their substance misuse?							
Have they agreed to see the Eclypse worker?							
REFERRAL SOURCE							
REFERRERS: Name Address							
POSTCODE (ESSENTIAL)							
Referrer Telephone Number							
Referrer Email Address							
Please Circle if client is known to any of the following, there may be more than one	YOS SERVICE	YRO	CUSTODY	ISSP	IRS		
Is the Child in Care? If Yes Tick Relevant Box	Relatives		Foster Care	Children's Home		Supported Housing	
LEAD PROFESSIONAL: Name Address							
POSTCODE (ESSENTIAL)							
Lead Professional Telephone Number							
Lead Professional Email Address							
YOUNG PERSONS FULL ADDRESS:							

POSTCODE (ESSENTIAL)	
Young Person Telephone Number	
Young Person Email Address	
YP Age at Referral	
YP Date of Birth	
Gender (Please tick as appropriate)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity (please tick box)	<input type="checkbox"/> White British <input type="checkbox"/> White/Black Caribbean <input type="checkbox"/> Black British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> White Irish <input type="checkbox"/> White/Black African <input type="checkbox"/> Caribbean <input type="checkbox"/> Chinese <input type="checkbox"/> White Other <input type="checkbox"/> African <input type="checkbox"/> Indian <input type="checkbox"/> Asian Other <input type="checkbox"/> White/Asian <input type="checkbox"/> Black Other <input type="checkbox"/> Pakistani <input type="checkbox"/> Mixed Other
Please state NATIONALITY	
Suggested venue and suitable day/time for appointments	
Most Problematic substance used	Aged first used
2 nd substance used	Aged first used
3 rd substance used	Aged first used
Is the substance use causing problems? Reasons Why?	
Does the YP have a disability or special needs?	
Does the YP have any Mental Health, Emotional or behavioural issues? If YES please State issue	
Who does the client live with?	
Does anyone they live with use illicit drugs?	
Is the YP attending school? If YES - state School	
Please outline YP offending History including current offences	
Risk Assessment to Staff? High/Medium/Low	
Any other agencies involved? List	
Any other relevant information?	
Is the parent(s) / carer aware of referral?	
Does the YP consent to information being shared with National Drug Monitoring Service?	

Has a CAF been completed or in progress? Please tick one of the boxes	<input type="checkbox"/> No CAF <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Is the YP subject to? Please tick one of the boxes if appropriate.	<input type="checkbox"/> CIN <input type="checkbox"/> CPP <input type="checkbox"/> Private Foster
YOS SERVICE ONLY Please tick appropriate box	<input type="checkbox"/> Drug Intervention <input type="checkbox"/> Drug & Mental Health Intervention

**4. Client Referral Form. PLEASE COMPLETE ALL FIELDS IN BLACK INK
FOR ECLYPSE USE ONLY - PLEASE FULLY COMPLETE ALL SECTIONS.**

Practitioner allocated to case			
Date Allocated to Practitioner		<input type="checkbox"/> Given to Practitioner <input type="checkbox"/> Allocated in practitioners absence	
Referral source(s)			
Referral date for database (include reason for change)			
Case opened, assessed and authorised for entry onto database	<input type="checkbox"/> YES	By:	
Entered into database	<input type="checkbox"/> YES	Date	By:



Family Referral Form. PLEASE COMPLETE ALL FIELDS IN BLACK INK

Date of referral		Referred to Eclypse before? YES <input type="checkbox"/> (retrieve from archive) NO <input type="checkbox"/>			
Person completing this form					
Parent/ Carer consent for referral Reason for referral: <i>What is the impact of substance use on the Family?</i>	Yes No <i>e.g, improve communication in family, better parenting skills, parental support for substance use, child focus work only etc</i>				
Is the child/ children aware of referral to Eclypse?					
Is child/young person aware of parental substance use?					
REFERRAL SOURCE					
REFERRERS Name - Address- POSTCODE -					
Referrer Telephone Number					
Referrer Email Address					
Please Circle if family is known to any of the following, there may be more than one. (Please tick)	FI P	Comp lex fa mili es	CI N	CAF	2. Child Protect ion - Categor y?
Date of next multi agency meeting	3.				
LEAD PROFESSIONAL Name - Address - POSTCODE -					
Lead Professional Telephone Number					
Lead Professional Email Address					
Main Carer Name - FULL ADDRESS - POSTCODE (ESSENTIAL)-					

Parent/Carer Telephone Number		
Gender (Please tick as appropriate)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Who has parental responsibility for the children?	Name: Address: Contact Tel number:	
PARENTS/ CARERS being referred to Eclipse <i>Address (if different to above),</i>	1. Name DOB:	2. Name: DOB:
What is the Parental Substance Use: Do parents/ carers pose a risk to professionals? Is home environment safe?	(Gang involvement, bullying, non compliance?) (Outline any potential risks for professional visits, e.g. violent partners, Police 'marker' on address, pets)	
Child 1 NAME: DOB: Gender: M F Ethnicity	Concerns for child: (self harm, behaviour, emotional health, substance use, offending) Medication, allergies, illness, special needs or disability?	
Child 2. NAME: DOB: Gender: M F Ethnicity	Concerns for child: (self harm, behaviour, emotional health, substance use, offending) Medication, allergies, illness, special needs or disability?	
Child 3. NAME: DOB: Gender: M F Ethnicity	Concerns for child: (self harm, behaviour, emotional health, substance use, offending) Medication, allergies, illness, special needs or disability?	
Any other siblings? Identify names and contact with family/ children)		
Do any members of the family have a disability or special needs?		

<p>Do any family members have any Mental Health, Emotional or behavioural issues? If YES please State issue</p>	
<p>Any other agencies involved? List CONTACT DETAILS:</p>	<p><i>GP, Health visitor, School Nurse, Education, Social worker, Parental drug/ alcohol worker</i></p>
<p>Any other relevant information?</p>	

FOR ECLYPSE USE ONLY - PLEASE FULLY COMPLETE ALL SECTIONS.

<p>Practitioner allocated and & date: Triage date</p>	<p>Treatment allocation:</p>
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DRUG RELATED INCIDENT FORM

Checklist for Action – temporary possession and disposal of suspected controlled drug.

Name of student..... Form.....

Action to be taken	Tick to confirm/signature	Comments
Second adult witness is present throughout:		
Sample is sealed in a plastic bag with details of the date and time of the seizure/find and witness present:		
Sample is stored in a secure location, such as a safe or other lockable container with access limited to senior leadership team:		
Police notified immediately:		
Record police reference incident number:		
Record of events		
Parents/carers informed unless not in the best interest of the young person:		
Disciplinary action (must be authorised by the Principal):		
Support to be provided (includes referral to outside agency)		

Appendix 5: Planning check-list for schools and external contributors

Copies of this check list can be held by the school and external contributor/partner (and LEA where appropriate)

Time and Place	
Date	From hrs to hrs
Venue	External contributor arrival time hrs
	Welcome/reception arrangements
Furniture layout	
Equipment: TV/Video/sound/Flip-chart/OHP/Projector/Screen	
People	
<i>School</i>	<i>External contributor(s)</i>
	Name
Organiser	Introduce as
Class teacher (if different)	Specialism
Other teacher(s)	Agency
Additional staff	
Number of pupils	Have you discussed the visit and the schools citizenship and PSHE policies? Yes/No
Class(es)	Have you discussed materials or resources that the external contributor(s)/partnership(s) will give to the pupils? Yes/No
Age of pupils	Have you discussed any gender, racial, cultural or special educational issues to be addressed? Yes/No
Learning	
<i>Session title</i>	<i>Subject area</i>
Most relevant policies	Lesson context (previous work covered)
Learning outcomes	Level of teacher involvement
Lesson outline (overleaf)	Special needs
Evaluation, including involvement of external contributor	Any follow up with external contributor
Agreements	
<i>Expenses:</i> Have you discussed and agreed any relevant expenses and fees? Yes/No/NA	<i>Agreement:</i> Have you and your external contributor signed an agreement for this visit? Yes/No
<i>Profile:</i> In the case of an on-going partnership with the external contributor/agency have you both created a profile? Yes/No	<i>Quality standards:</i> have the school and partner/agency signed any joint agreement to ensure quality standards? Yes/No/NA