

COGNITA

Drugs & Controlled Substances Policy

ELIS Villamartín

2018- 19

1 Introduction

- 1.1. The aim of a drug, alcohol and controlled substance misuse policy is to acknowledge and clarify the school's role in drug prevention and education and ensure it is appropriate to meet pupils' needs.
- 1.2. This document provides procedures to manage any substance related incidents for pupils, teachers, support-staff and outside agencies or individuals.
- 1.3. The school policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils needs to receive up to date, relevant and accurate information as well as support.
- 1.4. This policy should be read in conjunction with the medicines, health and safety and SEND policies, as well as the school's statements on behaviour and sanctions.

2 Statutory Duties

- 2.1. ELIS Villamartín has a statutory duty to promote pupils' wellbeing and hence have a clear role in preventing drug misuse as part of our pastoral care.
- 2.2. Alcohol and tobacco education is non-statutory for independent schools in as far as it is included in National Curriculum Science; to which independent schools are not required to adhere. ELIS does, however, include such matters in our curriculum offer.
- 2.3. The Statutory Framework for the Early Years Foundation Stage (2014) requires the following (3.56): 'Providers must not allow smoking in or on the premises when children are present or about to be present.' While there is no specific requirement to hold a no-smoking policy per se, Cognita Schools are required to continue to maintain as such. This includes offsite trips and visits. Furthermore, practitioners must not be under the influence of alcohol or other substances.

3 Scope and Definitions

- 3.1. The ELIS Villamartín 'Drugs and Controlled Substances' policy applies to all members of the ELIS community as well as to all visitors (including contractors) to the school community and site.
- 3.2. The ELIS Villamartín 'Drugs and Controlled Substances' policy applies at all times and in all areas of the ELIS school site. It also applies to all ELIS students and staff during school hours and during school-run extra curricular activities. Furthermore, this policy applies at all other times during which the school has *de facto* responsibility for our students: This includes during travel to and from home to school on school transport, at all times on school trips and visits, and at all times during all off-site educational activities.
- 3.3. In order to fully understand this policy, it is important to refer to other relevant and complementary documents such as: The ELIS Villamartín vision statement, curriculum policies (PSHE, Science etc.), behaviour policy, Child safeguarding policies, health and

safety policy, First aid and medicines policy, school trips and visits (Learning Outside the Classroom), all policies related to the safe recruitment of staff and the staff Code of Conduct.

- 3.4. At ELIS, the terms 'drugs' and 'controlled substances' refers to those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, as well as to all classes illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD and to new Psychoactive Substances (NPS) often referred to as 'Legal Highs'.
- 3.5. ELIS policy on drugs, health and the needs of pupils:

At El Limonar International School Villamartín (ELIS) we believe that the possession and/or use of any illegal or controlled drugs and substances in school, during the school day or while travelling to/from school is inappropriate and as such are banned. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, whilst travelling to or from school, or while pupils are on school visits. Individual exceptions in the case of controlled substances will be made for pupils who require prescription medicines where appropriate.'

- At ELIS, our policy comes from our primary concern of meeting the health and pastoral needs of individual pupils in the context of the health and safety of the school community.
- The school rules with regard to illegal drugs, controlled substances and new Psychoactive Substances follow the procedures of our school behaviour policy. Breaches of rules concerning drugs/controlled substances will always be considered to be SERIOUS and will be dealt with directly by a member of the SLT with the school Executive Principal's involvement and support.
- Because breaches of school policy on drugs and controlled substances will always be considered to be serious incidents, any student or member of the community found in breach of regulations will be immediately excluded from the main school community whilst investigation into the incident takes place. **All initial evidence gathering should be done using the form found in Appendix C of this policy**
- For a student this would be internal exclusion in the first instance (while evidence is gathered from them) followed by external exclusion while subsequent investigations take place.
- For a member of the ELIS staff this would be an internal exclusion in the first instance (while evidence is gathered from them). This would mean that they would not be able to carry out their normal tasks and duties inside the school at that time. Subsequent procedures would follow those set out in the ELIS policy on 'Safeguarding: Dealing with Allegations against Staff'.
- For a parent/guardian of an ELIS student there would be an immediate interview conducted by a member of the SLT if possible.
- For a visitor to the school there would be an immediate interview conducted by a member of the SLT if possible.

- In all of the above cases, evidence or strong suspicion of a crime having been committed will result in the school contacting the police and the handing over of evidence/statements to the police in order to assist them in evaluating whether a criminal act has taken place.
- If Spanish authorities arrive at the conclusion that a criminal act has been committed by a member of the ELIS community in relation to drugs or controlled substances, that community member will no longer be permitted to remain a member of the ELIS Villamartín community.
- Our school understands that there is a distinction between the correct and the incorrect use of controlled substances and medicines. Any controlled substance can be used by a member of the school community if authorized via current Social Security doctor's prescription. In such cases, the necessary prescription must be produced for inspection by the school. For further details refer to the ELIS 'First Aid and Medicines' policy and procedures.

3.6. Drug Education Policy

- The school should provide a planned drug education programme delivered by teachers and supported where appropriate by other agencies with an expertise in the field. This programme is primarily delivered as part of our science curriculum.
- The school should actively cooperate with agencies such as the Local Authority, police, health and drug agencies, including any named projects or voluntary & independent sector providers who are commissioned to work with schools.

3.7. Staff support and training

- At ELIS Villamartín we are committed to provide support for staff so that they have the necessary information to carry out required drug awareness training (Science curriculum and PSHE).

3.8. Management of an incident

- At ELIS, the school Executive Principal takes overall responsibility for this policy and its implementation. The Assistant Director of Education has overall responsibility for governance, for policy and procedural development and for any contributions to case conferences and formal reviews that result from breaches of school policy and any exclusions that occur as a result of it.

4 **Implementation of the Policy**

- 4.1. ELIS Villamartín's policy Drug and Controlled Substances policy must be reviewed on an annual basis and all members of the school community must be made aware of the policy and any changes made to it.
- 4.2. Any Drug or controlled substance incident situation that requires first aid will be dealt with immediately as per the school's agreed policies and procedures. For detail, please refer

to the ELIS First Aid and Medicines policy as well as to the guidance in Appendix A found at the end of this policy.

- 4.3. In cases of substance misuse or supply on the premises during the school day or during school visits, the case will be discussed with the young person and a written record taken (see Appendix C). Parents/carers will be informed by the SLT as soon as possible.
- 4.4. School staff cannot and must not promise confidentiality to any member of the ELIS community that breaks, or makes a disclosure about a break in our Drugs and Controlled Substances policy
- 4.5. If there is a significant seizure of a suspected illegal substance, schools should inform the police at an early stage and take steps to minimise handling the substance to aid future forensic investigation.

5. Procedural Advice

- 5.1. At ELIS Villamartín, when staff are managing an incident related to drugs or controlled substances, all aspects of this policy must be understood and followed and the four questions below must be considered:
 - How serious is the situation
 - Is there an immediate child safeguarding or health risk issue connected to this incident?
 - What immediate and significant risk could young people face because of the incident?
 - How does the incident
 - What implications (both positive and negative) could keeping a confidence have?
- 5.2. When a member of staff is taking temporary possession of suspected drugs or other controlled substances they must adopt the following procedures:
 - **Ensure that a second adult witness is present throughout.**
 - **Seal the drug/substance in a plastic bag and include details of the date and time of the seizure/find and the witness present.**
 - **Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.**
 - **Record full details of the incident, including the police incident reference number if they are involved.**
 - **Inform parents/carers, unless this is not in the best interests of the pupil.**
- 5.3. At ELIS Villamartín school staff can search a pupil for any item if the pupil agrees' noting that the ability to give consent may be influenced by the child's age or other factors. **The school Executive Principal, SLT and staff authorised by them have the power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item such as illegal drugs, alcohol or other controlled substances. It should be noted however that the staff member conducting the search may not require a student to remove any clothing other than outer clothing. If a student or member of the community shows themselves to be unwilling to**

submit to a search of their property, then either a student's parents or the police (as appropriate) should be brought onto the school site to conduct the necessary search.

Related Policies, Guidelines, Templates and Forms

- Special Educational Needs
- Safeguarding: Child Protection Procedures
- Safeguarding: Dealing with Allegations of Abuse against Teachers & Other Staff
- Compliments & Complaints Procedure
- Learning outside the Classroom: Educational Visits
- Accidents & Incidents Recording & Reporting
- Health & Safety policy
- Equality & Diversity
- Data Protection
- PHSE Policy
- First Aid and Medicines policy
- Staff code of conduct

Policy written by C.Eversden August 2018.

Policy review in June 2019

Appendix A : Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. *If in any doubt, call medical help.*

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

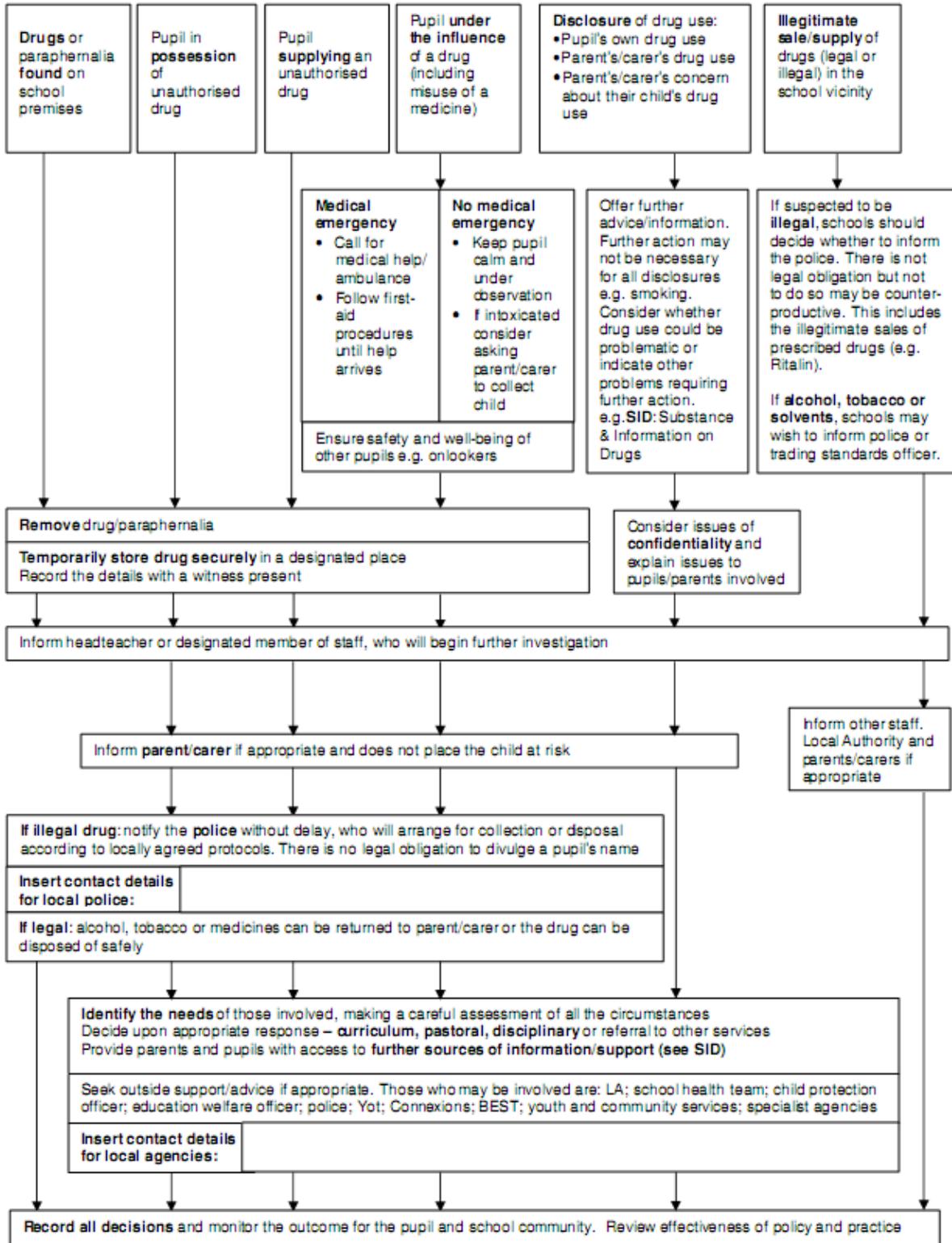
- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools*.

"Drugs" refers to all drugs including medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the pupil involved
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

- | | | | |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON school premises | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| Emergency/intoxication | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Parent/care expresses concern | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident occurring OFF school premises | <input type="checkbox"/> |

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident:: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO
(Delete as necessary)

First Aid given by:

Called by: Time:

<p>Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy)</p>	<p>Drug found/removed? YES / NO</p> <p>Where found/seized:</p> <p>Name and signature of witness:</p> <p>Disposal arranged with (police/parents/other):</p> <p>.....</p> <p>At time:</p> <p>If police, incident reference number:</p>
<p>Senior staff involved:</p>	

Name of parent/carer informed * :	(* for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):
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Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)
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