

## Responding to incidents involving Drugs . PAGE 1 of 3

*As clearly outlined elsewhere in this guidance, South Gloucestershire LA and DCSF policy states "Evidence of drug use by a pupil, or possession of a substance should not necessarily result in automatic exclusion. Each incident will be assessed. Different responses, will be appropriate to different levels of involvement".*

Event	Legal Position	Action	Record all decisions throughout the process and monitor the outcome for the pupil and school effectiveness of policy and community. Review practice. Section 5.7	Reference to Drugs: Guidance For schools 2004	Relevant Contacts
1. <b>Drugs</b> or paraphernalia <b>found</b> on school premises	<ul style="list-style-type: none"> <li>▪ It is against the law knowingly to allow premises to be used for production, consumption or dealing in substances.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Remove</b> drug / paraphernalia</li> <li>▪ <b>Temporarily store</b> drug securely in a designated place (do not dispose of substance yourself)</li> <li>▪ <b>Record</b> the details with a <b>witness</b> present.</li> <li>▪ <b>Inform headteacher</b> or designated member of staff, who will begin further investigation</li> <li>▪ <b>Inform LA School Drug Advisor</b></li> <li>▪ <b>If illegal:</b> Notify police immediately to arrange collection or disposal and the LA School Drug Advisor</li> <li>▪ <b>If legal:</b> Alcohol, tobacco or medicines can be returned to the parent or carer or the drug can be disposed of safely.</li> </ul>		<p>Section 4.9</p> <p>Section 4.7</p> <p>Section 4.8</p>	<p>Needles/syringes disposal -South Glos Council Street Care Helpdesk Number 01454 868000</p> <ul style="list-style-type: none"> <li>▪ <b>Safer South Gloucestershire Young Peoples Drug and Alcohol Service</b> <b>A response will be undertaken within 72 hours</b> <ul style="list-style-type: none"> <li>➤ School Drug Advisor 01454 868764</li> <li>➤ Young Persons Drug Worker 01454 868763</li> </ul> </li> <li>▪ Police : 0845 4567000</li> <li>▪ South Gloucestershire LA Press Office (01454 862299).</li> </ul>
2. Pupil is found in <b>possession</b> of and or <b>supplying</b> an unauthorised substance	<ul style="list-style-type: none"> <li>▪ <b>The Headteacher can search a student.</b></li> <li>▪ There is no legal obligation to divulge a pupils name.</li> <li>▪ Schools have responsibilities in loco parentis</li> <li>▪ Follow child protection guidelines</li> </ul>	<p style="text-align: center;"><b>All of the above plus</b></p> <ul style="list-style-type: none"> <li>▪ Inform parent/carer if appropriate and does not place the child at risk.</li> <li>▪ Identify the needs of those involved, making a careful assessment of all the circumstances.</li> <li>▪ Complete multi-agency request for service from June 04.</li> <li>▪ Follow guidelines within Section Three of the local LA guidance.</li> </ul>		<p>Section 5.5.1</p> <p>Section 5.3</p> <p>Section 5</p>	<ul style="list-style-type: none"> <li>▪ <b>Safer South Gloucestershire Young Peoples Drug and Alcohol Service</b> <b>A response will be undertaken within 72 hours</b> <ul style="list-style-type: none"> <li>➤ School Drug Advisor 01454 868764</li> <li>➤ Young Persons Drug Worker 01454 868763</li> </ul> </li> <li>▪ Education Welfare Officer. 01454 863377</li> <li>▪ School Health Nurse. 0117 9805744</li> <li>▪ Social Services: Child Protection Severnvalle 01454 866832, Yate 01454 868700 and Kingswood 01454 865384</li> <li>▪ Connexions PA Kingswood: 0117 9612760 Filton: 0117 9698101</li> <li>▪ Police. 01275 818181</li> </ul>

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3. Pupils under the influence of a drug (including misuse of a medicine)	<ul style="list-style-type: none"> <li>▪ As detailed in point 2.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Medical emergency</b> – Call for medical help/ambulance and follow first aid procedure until help arrives See appendix</li> <li>▪ <b>No medical emergency</b> – keep pupil calm and under observation. If intoxicated consider asking parent/carer to collect child</li> <li>▪ Ensure safety and well-being of other pupils e.g. onlookers</li> </ul> <p style="text-align: center;"><b>And follow all action as detailed in points 1 and 2</b></p>			As detailed in 1 and 2.  See medical emergencies appendix	<ul style="list-style-type: none"> <li>▪ <b>Safer South Gloucestershire Young Peoples Drug and Alcohol Service</b>  <b>A response will be undertaken within 72 hours</b> <ul style="list-style-type: none"> <li>➢ School Drug Advisor 01454 868764</li> <li>➢ Young Persons Drug Worker 01454 868763</li> </ul> </li> <li>▪ Connexions PA Kingswood: 0117 9612760                      Filton: 0117 9698101</li> <li>▪ Education Welfare Officer. 01454 863377</li> <li>▪ School Health Nurse. 0117 9805744</li> <li>▪ Social Services: Child Protection Severnvalle 01454 866832, Yate 01454 868700, Kingswood 01454 865384</li> <li>▪ Families Plus (support for parents/carers) 0800 0733011</li> <li>▪ Police: 0845 4567000</li> <li>▪ South Gloucestershire Drug and Alcohol Service for adults: 01454 868750</li> </ul>
4. Disclosure of drug use  (a) pupil's own drug use (b) parent's/ carer's concern about their child's drug use. (c) parent's/ carers' drug use	<p><b>(a)&amp;(b)</b> Schools have responsibility in loco parentis.</p> <p>Follow child Protection</p> <p>(c) No legal obligation to inform anyone. However, please follow child protection guidelines if concerned</p> <p>If information is about use on the school premises, school will not be able to allow that action to continue.</p>	<p style="text-align: center;"><b>Consider actions within points 2 &amp; 3 above as necessary</b></p> <ul style="list-style-type: none"> <li>▪ <b>Offer further advice / information.</b> (See clouds)  <b>Further action may not be necessary for all disclosures eg smoking. Consider whether drug use could be problematic or indicate other problems requiring further actions.</b></li> <li>▪ <b>Consider issues of confidentiality.</b></li> </ul>		Section 57		

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<p><b>5. Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity.</b></p>	<ul style="list-style-type: none"> <li>• There is no legal obligation to inform police but not to do so may be counter productive.</li> </ul>	<ul style="list-style-type: none"> <li>• If suspected to be illegal schools should decide whether to inform the police.</li> <li>• If alcohol, tobacco or solvents, inform the police and/or trading standards officers.</li> <li>• Inform head teacher or designated member of staff who will begin further investigation.</li> <li>• Inform other staff, LA or Local Authority and parents/carers if appropriate.</li> <li>• Record all decisions as in points above.</li> </ul>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Record all decisions throughout the process and monitor the outcome for the pupil and school effectiveness of policy and community. Review practice.</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><i>Section 5.7</i></p>	<p>Section 5.7</p>	<ul style="list-style-type: none"> <li>▪ <b>Safer South Gloucestershire Young Peoples Drug and Alcohol Service</b> <b>A response will be undertaken within 72 hours</b> <ul style="list-style-type: none"> <li>➢ School Drug Advisor 01454 868764</li> </ul> </li> <li>▪ Police: : 0845 4567000</li> </ul> <p>South Gloucestershire Press Office (01454 862299)</p>

### Screening Team SBL

School Name	Head Teacher	Drug Related Incident Lead Contact	Screening training complete	Additional staff who refer who havent had screening training
Sir Bernard Lovell School	Mr D G Turrell	Ruth Bennett	Di Lobett (Behaviour Consultant)	Linda Hunter