

Ewanrigg Junior School Managing Drugs Procedures

A copy of the Drug policy and guidance is made available for each member of staff and governing body. Reference copies are available from the head teacher for parents/carers and all other persons who come into contact with the pupils.

Definition - What is a drug?

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally and includes tobacco, alcohol, solvents and over-the-counter and prescribed medicines as well as illicit substances

Any drugs or drug paraphernalia found will be recorded and reported to the Head Teacher.

The school rules for the drugs named in this policy are:

Medicine: see school policy/guidelines on the administration of medicines

Tobacco: the school site is a no-smoking area in line with County Guidelines and our Anti-smoking policy

Alcohol: the possession or consumption of alcohol by pupils is banned.

Solvents: the school will ensure that potentially harmful substances, including aerosols, are stored safely and supervised carefully.

Illegal Substances: no illegal or illicit substances should be brought to school or used on the premises.

All staff will ensure that any personal medication or drugs in their possession are kept away from pupil access. i.e. in a locked cupboard

To ensure the safety of all young people and staff the school will take possession of any drugs and deal with them in the following manner:

1. Illegal drugs will be confiscated, packaged in a plastic bag, envelope or evidence bag, and all details of the incident recorded and stored with them. The drugs will then be stored in a secure location in the office and the police will be contacted to dispose of the substances. THE LAW DOES NOT REQUIRE THE SCHOOL TO DIVULGE THE NAMES OF ANY STUDENTS TO THE POLICE. WHERE THE SCHOOL CHOOSES TO PROVIDE THIS INFORMATION THE POLICE WILL BE REQUIRED TO FOLLOW SET INTERNAL PROCEDURES. This action should be witnessed by at least two members of staff. No one should attempt to identify the substance by tasting them and should not leave

the school premises with any substances in their possession. *Full details of the incident will be recorded on an incident form.* .

2. In the case of other drugs (alcohol, tobacco, volatile substances and medicines) the school will confiscate the substances, store them securely as above and will contact parents/guardians re the incident. Parents will be invited to school to discuss the incident and any consequences of breaking school rules. At this visit the substances will be returned to the parents.

IN BOTH THESE SITUATIONS THE SCHOOL:

- (a) MAY CHOOSE NOT TO INFORM PARENTS/CARERS IF THE SAFETY OF THE YOUNG PERSON IS JEOPARDISED. AT THIS POINT THE SCHOOL'S CHILD PROTECTION OFFICER MUST BE INVOLVED.
 - (b) WILL NOT SEARCH PERSONAL PROPERTY WITHOUT A YOUNG PERSON'S CONSENT. SCHOOL PROPERTY, E.G. DESKS OR LOCKERS, CAN BE SEARCHED AND THIS ACTION WILL BE WITNESSED. THE PUPIL'S CONSENT WILL BE SOUGHT BUT IS NOT REQUIRED IF THE SCHOOL BELIEVES AN OFFENCE HAS BEEN COMMITTED.
 - (c) HAS DISCUSSED THE DISPOSAL OF DRUG PARAPHERNALIA WITH THE CARETAKER AND EVERY EFFORT WILL BE MADE TO ENSURE THE SCHOOL GROUNDS ARE KEPT FREE OF ANY SUCH MATERIALS. IN THE CASE OF NEEDLES AND SYRINGES, THEY WILL BE PLACED IN A SECURE CONTAINER, USING GLOVES. THE USE OF BOTTLES OR CANS FOR THE STORAGE OF NEEDLES IS NOT APPROPRIATE. THE SCHOOL WILL THEN CONTACT THE LOCAL POLICE OR ENVIRONMENTAL HEALTH TO DISCUSS DISPOSAL OF THE PARAPHERNALIA.
3. The school will discuss the disposal of drug paraphernalia with the caretaker and every effort will be made to ensure the school grounds are kept free from any such materials. The school will contact the local police or environmental health to discuss disposal of paraphernalia.

C Dawson