



# HARRODIAN

## Substance Misuse and Drug Related Incidents

### Introduction

*"A substance people take to change the way they feel, think or behave."* (United Nations Office on Drugs and Crime). This definition includes all illegal and legal drugs including alcohol, tobacco, e-cigarettes, and their products and medicines.

The majority of young people of school age have never used an illegal drug and of those who do experiment with illegal drugs, very few will go on to become problem drug users. Equally, many young people will try tobacco, e-cigarettes, and alcohol. The School also recognises that some pupils may require medications that have been prescribed by a doctor or other health professional. Every school therefore has a responsibility to consider its response to drugs and all schools are expected to have a policy that sets out the school's role in relation to all drug and alcohol matters.

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE (2012) 'DfE and ACPO drug advice for schools'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2022) 'Searching, Screening and Confiscation: Advice for schools'

The School's *Substance Misuse and Drug Related Policy* concerns all potentially harmful substances such as tobacco products, e-cigarettes and vaping products, alcohol and other drugs (e.g. previously known as 'legal highs' and illegal drugs) and illegal substances.

### Purpose

The purpose of this policy is to:

- Reinforce and safeguard the health and safety of pupils and others who use the School.
- Clarify the School's approach to drugs and alcohol for staff, pupils, parents/carers, and the wider community.

- Give guidance on implementing, monitoring, and developing the drug education programme.
- Enable staff to manage drug and alcohol incidents on and off the School premises, with confidence and consistency, and in the best interests of those involved.
- Ensure that the response to incidents involving drugs and alcohol complements the values and ethos of the School and the overall approach to drug education.
- Ensure that pupils are properly educated about the effects on the mind and body and the criminal implications of using and possessing different drugs
- Make clear to all pupils and their parents the School's definition of unacceptable drugs and the School's likely disciplinary reactions to drug or alcohol use by its pupils

### **Education**

As part of our PSHRE programme, pupils will be provided with drug and alcohol education that addresses the potential serious health risks and social damage caused from abuse of illegal substances, alcohol, e-cigarettes and tobacco so that they can make well-informed decisions.

The School will follow national guidelines to ensure that our pupils receive lessons that are delivered as appropriate to their age and differentiated according to individual learning styles. In addition to PSHRE lessons, the School may hold assemblies with specific year groups, including talks from the Police, and presentations and workshops led by outside agencies.

As far as possible, School will back up delivery of education with pastoral support for pupils with problems or concerns.

### **Prescribed medicines**

The School recognises that some pupils may require medications that have been prescribed by a doctor or other health professional. Parents have the primary responsibility for their child's health and the School will request all relevant information about pupils' medical conditions be passed onto the School Medical and Welfare Officers at [medicalteam@harrodian.com](mailto:medicalteam@harrodian.com) or using the medicine consent form available on the school website.

Medicines will only be permitted to 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. The School will only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist, with the exception of non-prescription medicines, e.g. paracetamol, which may be taken in accordance with the manufacturer's instructions. In addition, the School will only accept medicines that are provided in the original container as dispensed and include the prescriber's instructions for administration and dosage, alongside the completed medicine consent form.

All medication must be brought to the School Medical and Welfare Officer in the morning or at a pre-agreed time. When medicine is administered, the School Medical and Welfare Officer will record this along with the amount, time, and date. Medication can only be administered with parental permission. Medication will be kept safely in a locked cupboard

in the Medical Room or in a fridge if required. Where needed medication will be taken with a pupil on school trips, fixtures, visits, etc.

Further guidance can be found in the School's *Medical Policy*.

### **Training of Staff**

The School recognises staff will need the relevant training and support to effectively deliver aspects of our drugs and alcohol programme in PSHRE, alongside external agencies. Not only will this give staff the confidence to do this but also to deal with any incidents involving drugs and alcohol, should they arise.

Staff will receive other regular and ongoing training as part of their professional development. Upon induction and through annual refreshers, all staff will receive safeguarding training in identifying signs that a pupil may be at risk, experiencing harm, or struggling. Staff will be particularly alert to the potential need for early help for a pupil who is misusing alcohol and other drugs themselves, or is in a family circumstance presenting challenges that include drug and alcohol misuse.

Staff may find the QCA document, "*Drug, alcohol, and tobacco education*" a useful tool for curriculum guidance at Key Stages 1-4.

### **Involvement of Parents**

Parents are informed and reminded of the School's policy with regard to substance misuse and drug-related incidents in the Parent Handbook. In addition, the School's Behaviour Principles and Expectations can be found in School Planners. All pupils are asked to complete the consent form on Edulink at the start of each academic year.

We encourage parents to come to us should they have any queries or concerns related to drugs and alcohol and we shall keep parents informed of any changes to our policies and drug and alcohol education programmes.

### **Substances Prohibited by Harrodian**

- Tobacco, tobacco products, e-cigarettes, or e-cigarette products.
- Alcohol.
- Any dangerous or classified drug or steroid, unless it has been prescribed by a doctor and the School Medical and Welfare Officer notified.
- Any illegal substance and legal substances which can be abused including solvents and psychoactive substances (known previously as 'legal highs').

Harrodian would like all pupils to have the best chances of developing their mind and body and therefore, the School will always prohibit all chemical substances which adversely affect pupil behaviour, damage their learning experience, encourage anti-social behaviour and the ability to learn.

Pupils are regularly reminded about this policy in year and School assemblies and are made fully aware of the consequences.

### **Procedure for Dealing with Substance Misuse and Drug-Related Incidents**

- \* Pupils are advised to report any concerns about illegal or other unauthorised drugs or their products or other prohibited substances to staff, in the interest of the individuals involved and of the School community as a whole.
- \* Any member of staff who has reason to believe that a pupil is in possession of, using, or supplying illegal or other unauthorised drugs or other prohibited substances, will report the matter immediately to the Head of Section, or in their absence, to the Head of Seniors.
- \* An investigation will be arranged and the staff involved will report their findings to the Headmaster, or in his absence, to the Head of Seniors or Head of Section with all due dispatch.
- \* Once the matter has been investigated, the pupil or pupils involved will be interviewed.

### **Alcohol**

We aim to educate pupils in a way that allows them to make informed choices about appropriate use of alcohol. However, during the school day and under the School's jurisdiction (including school trips and on a pupil's journey to and from school or any other time when identifiable as part of the School community) no pupil, of whatever age, may consume alcohol, have alcohol in their possession or supply alcohol. The only exception to this would be consumption of moderate amounts of alcohol with a meal by Sixth Formers at an event, whether on site or at an external venue, supervised by Harroddian staff. Further guidance can be found in the School's *Alcohol Policy*.

### **Drugs, Tobacco, Vaping and e-cigarettes and their products**

The possession, use, or supply of illegal and other unauthorised drugs, tobacco, and e-cigarettes and their products while under the jurisdiction of the School, (including school trips and on their journey to and from School or any other time when they are identifiable as a member of the Harroddian community) is unacceptable and in dealing with substance misuse, and prohibited substances and drug-related incidents the School's primary concern will be with the health and safety of those involved and of the School community as a whole. All offences will be dealt with in accordance with the School's *Behaviour Policy*. **Therefore, a pupil found with, using, or supplying an illegal drug will be permanently excluded.**

The School regards itself as having pastoral responsibility towards all pupils and will encourage pupils and their parents to seek professional help with substance misuse issues. If a pupil is found to be in possession, use or supply of illegal and other unauthorised drugs or prohibited substances, the DSL will be informed so that appropriate pastoral support can be initiated and, if necessary, Children's Social Services. In addition, the School may wish to seek advice from the Police, the School Counsellors etc.

### **Pupils found to be under the influence of drugs or alcohol**

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be escorted to the Senior Office or Sixth Form office, where they will be assessed.

The School will decide whether it is appropriate to notify the pupil's parent – parents will generally be informed unless the School feels there is a safeguarding concern. Where the School determines parents should be notified, they will be contacted and asked to remove the pupil from the premises. The pupil will remain in the office until their parent arrives. Action regarding further sanctions will be made in reference to Harrodian's *Behaviour Policy*.

In case of a medical emergency, the Medical and Welfare Officer (or First Aider) will be summoned and care will be provided. Following assessment, a decision will be made as to whether an ambulance needs to be called. The pupil's parents will be telephoned and told about the incident. The Police will also always be notified.

Aggressive and threatening behaviour by pupils under the influence of drugs or alcohol will be taken very seriously. Further guidance will be made to the *Physical Intervention Policy* and *Behaviour Policy*.

### **Random Checks and Searching**

Although it is not Harrodian practice to regularly search individual pupils, the School reserves the right to ask individual pupils to assist us in our investigations and in our drive to maintain the School as a hazard-free environment. The School may therefore, when deemed appropriate, request a pupil to display their personal belongings and demonstrate that they are not acting contrary to the above advice.

Teachers are authorised by the Headmaster to search for any School prohibited item including, but not limited to, tobacco, tobacco products, e-cigarettes, or e-cigarette products, cigarette papers, illegal drugs, and alcohol, without the consent of the pupil, if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item. Staff members may use common law to search pupils for any item with their consent. In addition, a staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item under legislation or School rules.

All searches will be conducted in line with the *Searching and Confiscation Policy*, and the *Physical Intervention Policy* where physical contact with a pupil is required.

### **Links to other policies**

Please refer to the school's following policies: *Behaviour Policy*, *Exclusion Policy*, *Health and Safety Policy*, *Searching and Confiscation Policy*, *Physical Intervention Policy*, *Relationships and Sex Education Policy*, *Medical Policy* and *Alcohol Policy*.

Approved by:	Senior Leadership Team
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