

HBHS's Drug Incident Management Process

Process reviewed by	C. Harris	Date of last review	07.2022	Date of next review	07.2023	Date of process ratification by Governors	July 2022
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Purpose of process

The school is committed to providing an environment in which all members of its community can live, learn, work and grow in safety and security. The school recognises that there is always the possibility that the misuse of drugs by people connected either directly or indirectly with the school and its members, or by people who have no links with the school, has the potential to adversely affect that safety and security of members of its community. The school has to regrettably accept that some members of its community will already be affected by their own drug use, or the drug taking of those they know. The purpose of this Drug Incident Management Process is to acknowledge these facts and to provide a framework by which the school can respond to any drug-related incidents affecting it or members of its community. This guidance does not focus on drug education.

1. The school boundaries are defined as any area where a student is whilst s/he is in the charge of the school. This includes any outside activities or trips where the student is in the charge of the school and its staff, whether this is within or outside school hours.
2. Definition of drugs for the purpose of this Drug Incident Management Process - where this process document refers to 'drug(s)', this includes alcohol, tobacco, illegal drugs, medicines and volatile substances¹, unless otherwise specified.
 - 2a. Smoking is forbidden in school and when travelling to or from school. Students found smoking or in possession of tobacco, cigarettes, lighters or matches will face disciplinary action and parent(s)/carer(s) will be notified with these items being confiscated.
 - 2b. The police are not normally called to deal with students involved with alcohol or tobacco issues except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to students or where there is a risk of violence or Child Protection concerns. There may be grounds for informing the local trading standards office of issues related to alcohol and tobacco sales.

3. Procedures for managing drug related incidents involving students

- 3.1 If a member of staff suspects a student of being involved in alcohol or drug misuse outside of school or if a student makes a disclosure about their own or others' alcohol or drug misuse the member of staff must inform the Designated Safeguarding Lead (DSL) to coordinate the school's response. If a student discloses information that s/he is at risk due to their own or others drug misuse this information must be passed to the DSL who will coordinate the school's response.
- 3.2 If a member of staff suspects that a student has taken a drug on the way to school or whilst at school, the student's health and wellbeing is the first consideration. If the student is thought to be in possession of an unauthorised substance(s), a search of personal items and property will be carried out. Parent(s)/carer(s) should be informed of the situation unless this is not considered to be in the best interests of the student in which case Kent child protection guidelines should be followed.
- 3.3 If a drug is found:
 - All unknown tablets, powders and substances should be regarded as unauthorised and should be confiscated, and these substances must be sensitively handled and stored securely and safely, and the police contacted accordingly.
 - Individuals should take care when dealing with unknown substances that may be drugs and as such it is advisable for gloves to be worn or a bag can be turned inside out and used to pick up the suspected substance. For issues that include the removal of needles see Appendix A - "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes".

3.4. Response to a situation re. a student having been found to have a drug in their possession or having determined that the student has taken a drug

Sanctions are to be appropriate, justifiable, proportionate and necessary and it may be that the student is in need of additional support (see Appendix B) and/or educational input regarding the issues surrounding drug misuse. However, possession, supply or use of illegal drugs on the school site will be considered as grounds for permanent exclusion.

3.5. Passive search drug dogs, Ion Track and other Police enforcement activity

Herne Bay High School reserve the right to use passive search drug dogs, ion track or other police enforcement activity to address concerns related to drugs within school.

3.6 Informing parents/carers

If there are drug related incidents/concerns related to students, the school will liaise with the student's parent(s)/carer(s). In exceptional circumstances, where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the

¹ the term volatile substances refers to gases or chemicals that evaporate at room temperature to form a vapour which can be inhaled. They are found in a whole range of legal, household products. They include nitrous oxide, butane gas, and some industrial glues. Volatile substance abuse is the form will term for what is often referred to as solvent abuse.

child's safety at home, then the school will exercise caution when considering involving parent(s)/carer(s). In any situation where a student may need protection from the possibility of abuse, the school's DSL will be consulted and local child protection procedures followed.

Herne Bay High School encourages parent(s)/carer(s) to approach the school if they are concerned about any issue related to substance misuse and their child.

4. Children of drug misusing parents/carers

Where the school has concerns with regard to a student's parent(s)/carer(s)'s substance misuse, the DSL should be consulted.

5. Intoxicated parents/carers on school premises

When dealing with intoxicated parent(s)/carer(s), staff should attempt to maintain a calm atmosphere and send for support from a senior member of staff. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer - the focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carer's behaviour.

Where the behaviour of an intoxicated parent/carer places a child at risk or the parent/carer becomes abusive or violent the school's DSL should be informed.

6. Monitoring, Evaluation and Reviewing of this process

There is a named coordinator for drug related issues (Mr Kevin O'Rourke) and a linked Governor for drug process development (TBC).

The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes

1. Risk Assessment

It is important to assess the risk of removal of any found objects when considering what action is to be taken.

Decide if it is safe for you to attempt removal. There should be a sharps disposal kit kept in the school. *You must not take avoidable risks. If unsure, discuss what action to take with your line manager or head teacher.*

The area where the object is found must be safeguarded to protect others from injury. If the discovery is made when you are alone and children/young people or others are nearby, summon help by asking someone to get the sharps disposal kit, while you 'stand guard'. The incident must be recorded in the appropriate Health and Safety incident or record book.

2. Removal Procedure

Close and safeguard the area until the sharps disposal kit is collected.

Follow the procedure as outlined in the sharps disposal kit.

If the sharps kit is unavailable, **never** place a needle in a bin without it first being placed in a hard protective container to avoid injury.

Report the discovery to the local Police Youth Crime Reduction Officer.

In the event of discovering isolated needles or syringes, the surrounding area must also be checked **carefully**. *In attempting to do so DO NOT COMB GRASS BY HAND.*

Neither children nor adults should be permitted to enter an area where syringes or needles have been found repeatedly, unless that area has been fully checked before its use.

3. First Aid Treatment

IF an accident occurs where a needle or other sharp object has punctured the skin, then the following advice is recommended:

The injured person should:

- Encourage the wound to bleed gently.
- Wash well with soap under cold running water.
- Cover the wound with a waterproof dressing.
 - Seek medical attention as soon as possible, eg from his or her own doctor or an Accident and Emergency department at hospital.
- Inform your manager.
- Complete the accident/incident form.
- Inform the Occupational Health Unit tel: (01622) 605518

An immediate response by the injured person can help reduce the risk of infections occurring.

4. Rubbish Picks

Some schools conduct rubbish picks by pupils/students. This may be acceptable within the confines of a supervised building using proper protective equipment. However, it may not be advisable to do so outside in the play area or grounds where sharp objects may be concealed.

Appendix B USEFUL CONTACTS

Kent Police Main Switchboard Tel: 101	
KCC - Local Area Designated Officer (LADO) (Safeguarding) Tel: 03000 410888	KCC - Area Safeguarding Adviser Tel: 03000 418503 / 07786191359

KCC - Principal Officer (Safeguarding) Tel: 03000 415788 / 07920108828	
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USEFUL ORGANISATIONS

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and process affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com/ 14

DrugScope is a centre of expertise on illegal drugs, aiming to inform process development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>