



Hertswood Academy

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HERTSWOOD ACADEMY

Substance Misuse Policy

Author	HCC
Governors' Committee	Pastoral
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Date of ratification by Governors	
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Notes	



HERTSWOOD ACADEMY Substance Misuse – Policy and Procedure

AIMS AND OBJECTIVES OF SUBSTANCE MISUSE POLICY AND PROCEDURES

- The school is committed to the health and safety of its members and will take action to safeguard their well being
- Fundamental to our School's values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this Policy.
- The school will not condone the misuse of substances; this would include legal and illegal drugs, alcohol and tobacco including possession, use, sharing or supply of illegal and other unauthorised drugs within school boundaries, or on school business (for example, school trips, representing the school at a sporting or academic event.)
- All staff, governors, students and parents/carers should be made aware that the school would take appropriate action for what it considers to be a very serious issue.
- The school acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the school will seek to persuade students in need of support to come forward.
- The school takes a pro-active stance believing that health education is a vital part of the Personal and Social Education (PSHE) of every student, which is delivered in Citizenship lessons and legal requirements.
- Whilst we acknowledge that the numbers of young people who use and misuse substances is rising, it is seen as important to recognise that larger numbers of young people are choosing not to use or misuse substances. We will continue to support their differing needs.

EDUCATIONAL AIMS

- To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- To provide accurate information about substances.
- To increase understanding about the implications and possible consequences of use and misuse.
- To encourage an understanding for those experiencing or likely to experience substance use. The school will seek to identify such vulnerable students and ensure that they receive prompt and appropriate support.
- To widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS.
- To seek to minimize the risks that users and potential users face.
- To enable young people to identify sources of appropriate personal support.



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These aims are fulfilled through aspects of the students' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We deliver in the taught curriculum mainly through Citizenship, Science and English areas. However, other opportunities to reinforce Learning will occur in other parts of the teaching programme as well as in assemblies and Form time. The school actively co-operates with other agencies such as the Police, LA and Health Promotion to deliver its commitment to Drugs Education to deal with incidents of substance use and misuse. Where applicable visitors who support the school will be informed of the values held within this Policy.

CONTENT HEADINGS FOR A DRUG EDUCATION PROGRAMME

- School rules and procedures relating to all substances
- Information about legal and illegal drugs, their effects, and associated health risks.
- Different categories of drugs.
- Attitudes and beliefs about drugs and drug users.
- Identifying and assessing risks to health
- Decision making and assertiveness to drug related situations
- The law relating to drugs. Legal responsibilities and rights.
- Services provided by local and national advice and support agencies.
- Communicating with peers, parents and professionals. Giving and securing help if needed.
- Individual's responsibility for their actions and their own and other's safety

It is expected that a wide variety of teaching approaches will be used to deliver this programme. These approaches will be consistent with the aims of the programme and will ensure a balanced programme, which enhances knowledge, understanding, skills and attitudes.

Dealing with Substance Related Incidents

In order to support our aims and objectives, members of staff will, on occasion, need to take action with regard to a drug-related incident. Essentially there are five situations in which a drug related incident may come to light and need a response.

In the first two instances listed below, immediate action is required and staff would be expected to follow the procedures given.

1. **Emergency:** This situation is one where a student has lost consciousness as a result of drug use or had an adverse reaction, i.e. Anaphylactic Shock
 - a. Summon/call staff with First Aid qualifications
 - b. Do not panic or Leave the person alone



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- c. Place the person in the recovery position
 - d. Telephone 999 for an ambulance, preferably using a landline. If dialling from a school phone, first dial 9 for an outside line.
 - e. Telephone parents and explain the situation re necessity to call an ambulance
 - f. The student's friends should be questioned to determine which substance has been used. Evidence, e.g. tablets, bottles, syringes, and other associated equipment/paraphernalia should be gathered. This may help hospital staff identify what substance has been consumed. Samples of any vomited material may also be needed.
2. **Intoxication:** It is difficult to talk to a person who is intoxicated or 'high' and in such a situation it is important to keep the person under observation so they do not wander off and get into dangerous situations. If a person is intoxicated but conscious, do the following:
- a. Sit them down in a quiet room or area
 - b. Ensure good ventilation – open a window
 - c. Remain calm, do not shout or issue threats
 - d. Help calm them down if they are distressed
 - e. First Aid should be called for and administered if necessary
 - f. Call help if necessary
 - g. Telephone parents to collect and remove them from the site.
 - h. Never leave them alone
3. **Discovery/Observation:** If a student is discovered using or holding a substance that is not permitted on school premises or is thought to be illegal the following action should be taken:
- a. The person should be approached and the substance(s) and associated equipment/paraphernalia confiscated.
 - b. Those involved should be questioned and if there is any doubt about the legality of the substance obtained, then the Police should be contacted immediately and it should be handed to them to deal with appropriately
 - c. The school will decide any further action to be taken in line with the procedures given and in accordance with the particular set of circumstances pertaining.
4. **Disclosure:** Some students may choose to mention in class or to individual members of the school community instances of drug use. While staff will want to be supportive, they need to follow our Child Protection Guidelines, which clearly state that they may not be able to guarantee confidentiality. All information must be passed to the Senior or Deputy Designated Person and the situation dealt with as a Child Protection concern.
5. **Suspicion/Rumour:** Staff should be wary about acting on the basis of rumours of drugs within the school. If there is a suspicion, evidence should be collected over a period before a decision is made to confront a student or group about concerns over drug use. The Police are available to offer advice regarding any suspicions. It is also dangerous to believe that the drug user can be spotted from physical or behavioural signs; many physical and behavioural changes may have more to do with adolescent growth than with substance use.

In the case of intoxication and discovery, once immediate action has been taken and in the event of disclosure or suspicion/rumour, members of staff will have to make a



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decision as to whether the incident could have legal implications or is an anti-social incident. There may be legal implications when the substance is illegal or has been obtained illegally. An anti-social incident will be one where the behaviour is anti-social and there has been a breach of school rules. The student(s) will be subject to the sanctions outlined in the school's Behaviour Policy and Code of Conduct.

- 6. Governors' Responsibility:** The Pastoral Committee will monitor incidents on a termly basis. The Pastoral Committee will monitor implementation and effectiveness of their Policy by the evaluation of data relating to those incidents, exclusions and other relevant sources and feedback from all members of the school community.

This Policy will be reviewed and updated as necessary on an annual basis in accordance with the Governors' Work Plan.

GUIDANCE USED

- www.talktofrank.com
- Hertfordshire Young People's Substance Misuse Team

The Committee in conjunction with the Head Teacher and staff, will seek to consult with parents, students and other interested parties at every available opportunity and is committed to developing effective two-way communication between all parties; it therefore follows that reviews of all policies and procedures will involve such consultation as appropriate.

The Committee will monitor, on a basis, the implementation of and effectiveness of all the aforementioned policies and procedures and effect reviews in conjunction with the Governors Work Plan.

NB

Help will be made available, upon request to Hertswood, should you require translation of this document into one of our community languages.

We are also happy to help if you would prefer to receive this in large print, Braille or on audiotape