Managing Drug Related Incidents
(an addendum to the Drugs Education Policy)

INTRODUCTION
At Southfield Primary School we do not condone the misuse of drugs, including alcohol. We are committed to tackling drug misuse among young people and that any instances of possession, use or supply of illegal drugs on school premises by pupils or adults will be regarded with the utmost seriousness.

Code of conduct
Southfield Primary School is a no-smoking environment at all times. Parents are not allowed to smoke in the playground while waiting for their children. Alcohol is only allowed on school premises in the possession of adults and in the full knowledge of the Headteacher. Adults are permitted to drink alcohol at school only on social occasions when no pupils are on the premises and this is to be authorised in advance with the Governing Body.

Pupils are not allowed to be in possession of, or use, alcohol, tobacco, matches, lighters, products that can be sniffed, or any illegal drugs at any time. If pupils require medicines whilst at school, these must be left with the school office. These medicines will be dispensed as indicated on the form completed by a parent/carer. (See Administering of Medication policy)

PROCEDURES FOR MANAGING A DRUGS RELATED INCIDENT
- If any pupil is found in possession of an unauthorised drug, the substance will be confiscated, in the presence of a witness, placed in a sealed plastic bag and taken to the office for secure storage. It is permitted by law for school staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a pupil from harm and the offence of possession.
- A record of the incident will be kept on CPOMS, our incident recording system.
- The Headteacher will be informed and will take the lead in deciding how to respond further.
- If criminal behaviour is involved, the Headteacher will contact the Police Schools’ Liaison Officer who will provide confidential advice.
- The Headteacher will contact the Health Education Unit to inform them and to seek advice in relation to talking to the media. No member of staff should make comments to the media.
- If police involvement is required, the substance will be placed in a sealed container with a written record of the response attached to it. Otherwise, the substance will be disposed of in consultation with the Police or the Health Education Unit.
- Parents/carers will normally be informed, unless there is a fear that a child might be at risk under the Child Protection guidelines.
- The Headteacher will advise the parents/carers of additional support the family may want, such as Drug Concern and FRANK.
- No member of staff should attempt to analyse or taste an unidentified substance.
If a pupil is suspected of concealing illegal drugs on their person, every effort will be made to secure the voluntary production of such drugs. This will be carried out in the presence of a witness. School property such as desks and drawers may be searched.

The range of sanctions used for rule breaking will be similar to those for other transgressions and will depend on the nature and gravity of the offence.

If any pupil is thought to be “under the influence” medical help will be sought at once and first aid given if required. This is not an appropriate time to question the pupil, the priority is always the pupil’s safety.

This policy will be reviewed regularly, in the light of any changes in the classification of drugs, local issues, incidents, guidance and recommended practice. The school’s Curriculum Leader with responsibility for PHSCE including Drugs Education, will undertake the review.