



# **DEALING WITH DRUG/ALCOHOL RELATED INCIDENTS**

## **Guidance for Tayside Schools**

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# 1 BACKGROUND

This guidance document formalises and clarifies the way in which Tayside schools will respond to drug related incidents.

The Guidance for Tayside Schools in Dealing with Drug Related Incidents has been developed in collaboration with Education colleagues in Dundee, Angus and with Police Scotland. Central to this is protecting the safety and wellbeing of pupils, parents and staff, along with the understanding that the unauthorised possession, use or supply of illegal and other unauthorised drugs (and alcohol) within school boundaries is unacceptable. Clear protocols and expectations relating to the management and reporting of drugs incidents within schools are set out within the guidance and are common to all schools within Perth and Kinross, and more broadly across Tayside.

Perth & Kinross Council is committed to placing the interests of children and young people at the heart of health education. Priority 3 of the Tayside Plan for Children, Young People and Families 2017-2020 states,

“Our children and young people will be physically, mentally and emotionally healthy.”

To help contribute to this improvement, the “Tayside Substance Misuse Curricular Framework” has been developed which offers school staff clear guidance on age and stage appropriate information, with a shared vocabulary and agreed content. It also provides staff with information on resources and suggested delivery partners, providing the basis for collaborative planning and improved partnership working across all agencies.

The framework is focused on the following outcomes:

- Children, young people and families have increased awareness of choices and behaviour which presents risk.
- Children, young people and families are more aware of helping services and are better able to express their support needs
- Increased collaboration, partnership, coordination and planning meaning more effective use of resources – people get the right help at the right time.
- Children, young people and families at most risk are identified earlier and receive better early intervention.

Whilst the curricular framework provides information and advice regarding curricular content, it is also important that every establishment should be able to respond appropriately to issues concerning drug and substance misuse. In addition to delivering a progressive programme of drugs education to pupils, therefore, it is expected that all heads of establishment will,

- ensure that pupils have an appropriate understanding of the school's procedures with regard to any incidents of suspected drug/alcohol misuse, and of their rights and responsibilities within this.
- take steps to inform and educate parents about drugs education, drugs misuse and the school's procedures with regard to dealing with drug/alcohol related incidents.
- ensure that staff are well informed about drugs and have an awareness and understanding of how any incidents of suspected alcohol/drug misuse should be dealt with. In view of changing patterns of drug misuse staff information should be reviewed and updated as required.
- ensure that appropriate information is shared timeously with the school's Quality Improvement Officer, and that details of any drugs related incident are recorded via the DASH system and submitted for filing centrally.

In response to any reports of drugs related incidents in school, Education and Children's Services will,

- provide support to schools via their Quality Improvement Officer and additional centrally based staff as required.
- hold a central record of all drugs related incidents which will be used to identify trends, to inform further prevention and early intervention work, and to ensure an evidenced-based approach.

## 2 INTRODUCTION

These guidelines are designed to assist Head Teachers, senior leaders and school staff in nursery, primary and secondary schools to respond to incidents involving substance/alcohol misuse.

The guidelines recognise the need for a considered approach to each individual situation and the need for flexibility in responding to incidents on school premises, within school grounds and during teacher-led trips.

Drug-related incidents and the substances misused vary widely. All incidents involving children are serious and potentially dangerous.

Some incidents may constitute a criminal offence committed by a child or adult. Some may require urgent action to protect a child's safety, health or welfare. Others can be dealt with in a more measured way.

Head Teachers should ensure that they and their staff are well prepared to respond to all such incidents.

### **SUBSTANCE MISUSE AND DRUG RELATED INCIDENTS MAY INCLUDE:**

- **pupils found in possession of a suspected illegal substance**
- **pupils suspected of supplying an illegal substance**
- **pupils displaying symptoms of substance misuse**
- **suspected illegal substances or materials found on school premises**
- **suspicion and allegations about in-school and out-of-school activities**
- **adults displaying symptoms of substance misuse**
- **adults suspected of supplying illegal substances to pupils**

Providing a definitive list of substances is not practical, but for the purposes of this guidance, the scope of the term 'substance' will include:

- Alcohol
- Substances scheduled within the Misuse of Drugs Act 1971 as well as any covered by the Psychoactive Substances Act 2016.
- Prescription medication/over the counter (OTC) drugs.
- Volatile substances (e.g. solvents, gases, aerosols and glues).
- Any substance subject to temporary controls and placed within a Temporary Class Drug Order (TCDO) within the Misuse of Drugs Act 1971.

## **CONFIDENTIALITY**

Confidentiality is not an option when pupils are at risk. Staff have a professional and moral duty to put the child's welfare first. While information about substance misuse may be offered in confidence by pupils, staff **CANNOT** keep such information to themselves. Members of staff should, as far as possible, retain the pupil's trust by explaining the need for action and what is likely to happen next.

## 3 PROCEDURES FOR DEALING WITH INCIDENTS

### 3.1 General

All incidents of substance and drug misuse should be treated seriously and should be reported to a member of the senior leadership team.

The guiding principle must be a measured response to protect and safeguard the welfare of the child, other pupils and staff.

Apart from immediate first aid, any health or medical emergency should be attended by appropriate medical personnel.

Investigation of criminal activity, including searching persons or personal property, is the responsibility of the police not the school.

### 3.2 Responding to an Incident

#### A. PUPIL SUSPECTED OF BEING UNDER THE INFLUENCE OF A SUBSTANCE

- If required, apply Emergency First Aid procedures and seek appropriate medical support e.g. call for an ambulance.
- Ensure the pupil is safe and not in a situation where he/she or others are at risk.
- Stay with the pupil.
- Inform a member of the senior leadership team and call another member of staff immediately.
- If possible, and if volunteered by the pupil, take possession of the substance(s) and/or equipment, ensuring an adult witness is present (see Appendix 2). **If the substance or equipment is not safe to handle then secure and isolate the area and arrange collection.** Appendix 3 must be completed at the time of collection by those staff involved.
- If safe to do so, remove the pupil and belongings to a safe place, supervised (preferably) by another member of staff.  
If not safe to remove the pupil, then remove others from the location.
- Contact police to report the incident.
- Contact the pupil's parent/carer at the earliest opportunity.

#### B. PUPILS FOUND IN POSSESSION OF A SUSPECTED ILLEGAL SUBSTANCE OR SUSPECTED OF SUPPLYING AN ILLEGAL SUBSTANCE.

If a member of staff either sees or has reasonable grounds for suspecting a pupil has drugs or drugs-related equipment in their possession or has given them to another pupil, Remind the pupil of school procedures regarding substance misuse and the process to be followed to investigate the incident, including intention to contact police and parents.

- If it is thought that a pupil has an illegal substance in their possession:
  - The pupil should be removed to a safe environment and supervised whilst police are contacted. **Staff should not attempt to restrain a young person or prevent them from leaving the premises should they try to do so.**
  - Staff may ask the pupil to disclose and display any drugs or drug related material. If the pupil refuses, await police arrival. **School staff should never search pupils or their belongings.**
- If a pupil surrenders any substance or materials prior to police arrival it should be stored securely and logged (Appendix 2 and 3).
- Contact the pupil's parent/carer at the earliest opportunity.

### C. DEALING WITH INCIDENTS INVOLVING ADULTS

Some schools may encounter situations involving parents or other adults which cause concern about substance misuse or related behaviour.

In responding to any such incidents, staff must take into account the safety of the whole school community. The degree of risk will depend on the age and stage of development of the child and the school's knowledge and previous experience of the adult concerned.

If school staff are not confident that an adult is able to provide appropriate care and supervision of a child because they are under the influence of drugs or alcohol they should inform the Designated Child Protection Officer, a senior leader or another responsible member of staff immediately.

The staff member should attempt to persuade the adult not to take the pupil out of school until appropriate assistance arrives. This may be from another family member or someone who works with the family.

If the adult insists on removing the child from school premises, staff should NOT attempt to restrain the adult.

In such cases where school staff believe the welfare of the child may be at risk, immediate contact should be made with Police Scotland and/or social work services.

## 4 ACTIONS FOLLOWING AN INCIDENT

### 4.1 Following all substance related incidents

- Apply the local authority Staged Intervention Process to ensure that the needs of all pupils involved in the incident are met.
- If the pupil suspected of being involved in a substance related incident is supported by social work services then they **must be contacted immediately**.
- Inform the school's Quality Improvement Officer and record details of the incident as per local authority procedures. (**MyPKC DASH 'Report a Drug or Alcohol Incident Within School' form.**)  
[https://pkc-dash.achieveservice.com/service/Report a drug or alcohol incident within a school](https://pkc-dash.achieveservice.com/service/Report_a_drug_or_alcohol_incident_within_a_school)
- If appropriate, inform the local authority Communications Team following discussion with the Quality Improvement Officer.

All staff should avoid speaking to the press directly on matters relating to drug incidents in schools and all contact should be directed through the Communications Team.

- Where the child or young person has a Child Concern Folder, ensure that the incident is recorded within their chronology and that, once the PDF copy of the DASH form is returned to the reporting staff member by the QIO, this is filed securely within the electronic Child Concern folder.  
Where a child or young person does not have a Child Concern Folder, store the electronic PDF copy within a School Drugs Related Incidents folder held within a secure IT drive. An entry should also be made within the pupil's pastoral notes to advise that a Drugs Related Incident has taken place and that information is held securely elsewhere.

If police wish to interview a pupil, every effort should be made to contact the parent/carer. Police officers have the power to interview juveniles without their parents present – in particular if a criminal offence is suspected. In such circumstances, a member of the school staff may be present during any search/interview acting as a 'responsible adult' and parents advised accordingly.

### 4.2 Parental Involvement

Parents/carers and pupils should be aware of the actions which will be taken by schools in dealing with incidents involving substance misuse. Parents/carers must be informed as soon as possible about any substance misuse incident or allegations or concerns about substance misuse involving their child. Parents/carers should be involved in any meetings following the incidents and provided with regular progress reports. They should also be made aware that incidents may be reported to the police and social work services.

Where a child is supported by social work services, the school should contact the relevant social worker to discuss how to manage the incident and how to contact and inform the child's parents.

### 4.3 Pupil Awareness

Pupils should have an appropriate understanding of the actions which will be taken by the school relating to any incident involving suspected substance misuse, and their rights and responsibilities within this.

Schools should ensure that information about the guidance and procedures for dealing with substance misuse is included within the School Handbook, newsletters and/or posters displayed in reception areas.

# Appendix 1

## Drug Classifications and Legislation

### Legislation

The main statutes regulating the availability of drugs and alcohol in Scotland are

**The Misuse of Drugs Act (1971)** – This act is intended to prevent the non-medical use of certain drugs. For this reason it controls not just medicinal drugs, but also drugs with no medical use. Drugs within this act are known as “controlled” drugs. This act covers both possession AND supply of a controlled drug.

**The Medicines Act (1968)** – This act governs the manufacture and supply of medication and covers prescription only medicine, pharmacy medicine and general sales medicine

**The Psychoactive Substances Act (2016)** – This act is intended to control the production and supply of any substance intended for human consumption which is capable of producing a psychoactive effect but excludes legitimate substances such as food, alcohol, tobacco and anything already regulated by the Misuse of Drugs Act.

**The Licensing (Scotland) Act 2005** – The part of this act relevant to this document makes it an offence to sell or allow the sale of alcohol to a child or young person. It also covers a person buying or attempting to buy alcohol on behalf of a child or young person. Finally, it creates the offence of a child or young person buying alcohol. A child or young person is a person under the age of 18 years.

### Classes

Under the The Misuse of Drugs act, controlled drugs are divided into three classes:

#### **Class A**

These include: cocaine and crack, ecstasy, heroin, LSD, methadone, methamphetamine (crystal meth), fresh and prepared magic mushrooms.

#### **Class B**

These include: amphetamine (not methamphetamine), barbiturates, codeine, ketamine, synthetic cannabinoids such as Spice and cannabis (medicinal cannabis is now legal in the UK and can be prescribed by specialist doctors from 1st November 2018)

#### **Class C**

These include: anabolic steroids, minor tranquillisers or benzodiazepines, GBL and GHB, khat and BZP.

Class A drugs are treated by the law as the most dangerous.

## **Appendix 2**

### **Guidance on Taking Possession, Storage and Removal of Drugs or Related Items**

What to do in the event of finding a drug or suspected illegal substance:

- Contact Police Scotland to arrange safe uplift of the substance. Complete the Storage Incident Log at the point of collection. (Appendix 3)
- If safe to do so, take possession of the drug/substance, ideally with an adult witness present, and inform a member of the senior leadership team. Staff are permitted to take temporary possession of what may be an illegal drug for the purpose of preventing an offence being committed or continued in relation to that drug.
- In the presence of an adult witness the article should be packed securely and labelled with the date, time, quantity (e.g. two cannabis joints, packet of powder equivalent to the size of fifty pence piece) and place of discovery.
- The package should be signed by the person who discovered it and the witness and stored in a secure place, such as a safe or other lockable container with access limited to senior members of staff.
- If the drug/substance was not discovered on a person or in their possessions, assess the area where the drug/substance was found to establish if any students have passed through the area and may have picked up/ taken the substance. Speak to relevant staff and consider whether it is necessary to make students and parents aware. Watch for any unusual behaviour in the students.

### Appendix 3

#### Tayside Schools Incident Log for Drug/Alcohol Storage

Date and Time	Details of incident i.e. What/Where Found and Where Stored.	School Staff Signatures (incl. counter-signatory)	Police Signature (for uplift)

## Appendix 4

**FOR PERTH & KINROSS SCHOOLS, THIS FORM IS FOR INFORMATION ONLY – PLEASE USE MYPKC DASH TO RECORD ANY INCIDENTS**

### Tayside Schools Drug/Alcohol Related Incident Report Form

<b>Date and Time of Incident:</b>		<b>Date and Time Reported:</b>	
<b>Reported by:</b>			
<b>Name of Pupil:</b>			
<b>Date of Birth:</b>			
<b>School Name:</b>			
<b>Description of Incident:</b>			

<b>Category of Incident</b>	<b>Action Taken</b>	<b>By Whom</b>
Pupil(s) found in possession of a suspected illegal substance		
Pupil(s) suspected of supplying an illegal substance to other pupils		
Adult(s) suspected of supplying illegal substances to pupils.		
Pupil(s) displaying symptoms of substance misuse		
Adult(s) displaying symptoms of substance misuse		
Suspected illegal substance or materials found on school premises		
Suspicion, allegation or disclosure regarding in-school or out of school activities		
Other		

<b>Signature and Designation</b>	<b>Date</b>