



MOUNT
KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Substance Misuse and Drugs Policy

Reviewed March 2023
Next Review March 2024
Owner Senior Deputy Head & Deputy Head (Pastoral)

Date of Review	Author	Page / Para	Synopsis of Amendment
Jan 16	PDH	Throughout	Amended to draw a clearer distinction between drug ownership for personal use, and drug ownership for supply.
		Page 3	Include a schedule of disciplinary responses to drug ownership and use.
		Page 6	Engagement of DLS for pupils on the SEND register
		Pages 4 & 5	Particular distinction drawn in the disciplinary response of the School between Class A and Class B & C drugs (as set out in Appendix A)
Sep 17	PDH	Various	Inclusion of latest government advice on taking possession of confiscated drugs and on notification of police
Mar 18	PDH	Para 6	Inclusion of new section relating to performance-enhancing drugs and similar substances
Mar 19	PDH	Para 6	Removal of the section relating to performance-enhancing drugs and similar substances. These matters are now covered in the School's Anti-Doping Policy.
Oct 20	PDH	Page 11	Refinement of the definition of "drugs", to exclude alcohol and tobacco.
Mar 23	PDH	Page 4	Inclusion of, "As well as education, however, an important element in the school's policy is the consistent application of significant sanctions for pupils who engage in substance abuse, and this policy sets out the sanctions that pupils should expect to be applied in such cases."
		Page 5	For a first offence, the letter to parents will come from the Principal Deputy Head, not the Principal.
Nov 23	CB	Throughout	Replacement of Principal Deputy Head with Senior Deputy Head

This policy is to be read in conjunction with the following policies:

- a) Behaviour and Discipline Policy
- b) Suspension, Expulsion and Appeals Policy
- c) Anti-Doping Policy

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1. Introduction

As a school community we are conscious of the widespread use of drugs by young people and the adverse effects that their use can have on a person's physical and psychological health. In view of this concern, our essential aim is to give our pupils the factual information about drugs that will equip them with the knowledge and skills necessary to choose a healthy lifestyle throughout their lives. Great importance will be placed on a programme of education about drugs through the PHSE programme. Outside speakers, medical opinion and internal counselling will be organised so that pupils are in no doubt about the legal, moral, medical and social issues associated with drugs.

As well as education, however, an important element in the school's policy is the consistent application of significant sanctions for pupils who engage in substance abuse, and this policy sets out the sanctions that pupils should expect to be applied in such cases.

Mount Kelly's response to drug incidents rests on three principles:

- **Education**

All pupils should receive full, honest and informed education about the perils of drug abuse. A pupil caught in possession of drugs will therefore be offered further education, guidance and support.

- **Partnership**

Mount Kelly will work in partnership with parents and school operate in tandem so that pupils are left in no doubt about the seriousness and illegality of drug abuse.

- **Sanction**

The key principle in dealing with drugs-related incidents is education. There will also, however, be a disciplinary element to the School's response, as follows:

In the event of a pupil being caught in possession of a Class C drug, or it being proven that a pupil has taken a Class C drug, the following action will be taken:

- **First Offence:**
 - Letter from the Senior Deputy Head to parents
 - Five-day suspension
 - Pupil may be placed on a drug testing programme
 - The School may inform the Police
- **Second Offence:**
 - A pupil caught twice for possession of and/or use of Class C drugs will be expelled.
 - The School may inform the Police

There is a clear distinction to be drawn between ownership of drugs for personal use, and the supply of drugs, or the ownership of drugs, with intent to supply. Any pupil who sells drugs (of any type or class), possesses them with intent to supply, distributes them, whether on or off the school premises, and whether for profit or not, in or out of term time, will be expelled, and the School will inform the Police.

In the event of a pupil being caught in possession of a Class A or B drug, or it being proven that a pupil has taken a Class A or B drug, the pupil will be expelled, and the School will inform the Police.

2. Educational Objectives

- To teach our pupils to have respect for their bodies
- To raise our pupils' awareness about the implications and possible consequences of the use and misuse of substances
- To enable our pupils to explore their own attitudes and beliefs towards drugs and drug issues
- To develop our pupils' self-esteem and confidence
- To widen our pupils' understanding about related health and social issues
- To enable our pupils to identify sources of appropriate personal support.

Procedures and Outcomes

Suspicion of substance misuse

Where a member of staff becomes suspicious of substance / drug misuse, he or she will report these worries to the pupil's Houseparent who will conduct a preliminary investigation. If they consider that there are serious grounds for suspicion, they will report their findings to the Senior Deputy Head/Head of Prep who will decide if further investigation or testing is required. The School Nurse and the Designated Senior Person will be consulted. It is envisaged that parents will be brought into these discussions at the earliest opportunity.

Suspicion of misuse may arise from:

- Behavioural signs which give rise to a deterioration in a pupil's welfare and/or performance and might include a decline in the standard of schoolwork, marked changes in mood, excessive tiredness, unexplained sores and rashes especially on the mouth and nose, a lack of interest in physical appearance and an unwillingness to participate in school activities
- CHANGE is the operative word, for adolescent patterns of behaviour often exhibit signs associated with the misuse of drugs, or from
- Other evidence such as the finding of drug-associated paraphernalia, behaviour on a particular occasion or other information that has been gathered.

3. Procedures to follow in the event of suspicion of drugs use

Ascertain whether the pupil is in any immediate danger or under the influence of a substance. If they are, follow procedure in Appendix B.

If a pupil has made a disclosure to you about their, or another pupil's, involvement with drugs, contact the Senior Deputy Head.

If you have discovered a pupil or group of pupils with an illegal substance or with an unknown substance, escort the pupil/pupils concerned to their Houseparent or the Senior Deputy Head. Do not leave them alone at any time.

The substance concerned should be removed from the pupil in the presence of another adult, and made secure.

Where pupils are suspected of concealing illegal drugs on their person, every effort should first be made to secure the voluntary production of any unlawful substances, for example, by asking them to turn out their pockets or empty their school bag or locker. Staff should refer to the Confiscation and Search policy.

The Houseparent / Senior Deputy Head will take responsibility for further investigation of the incident.

During the investigation by Houseparent / Senior Deputy Head:

- When a pupil is being interviewed, there must always be a witness present
- The lead member of staff make a written record of any interview
- The pupil must not be left unsupervised in this process
- Accurate recording of the incident is essential.

When all facts are known, a meeting will take place between the Senior Deputy Head and the Principal to determine a course of action.

Throughout this process, the School will pay due regard to any child protection needs that may arise and inform the Designated Senior Person immediately. Should the pupil concerned be on the SEND register, the advice of the Director of Learning Support will also be sought at an early stage.

4. Procedure for testing a pupil suspected of having taken drugs

The School may elect to inform parents prior to conducting a drugs test, but is not obliged to do so, and pupils may be tested without parental consent.

The test will be carried out in accordance with the procedures set out.

The School has the right to assume that a pupil who refuses to take a drugs test would fail such a test, and act accordingly.

5. Procedure for dealing with a drug found on the school site

- Inform the Senior Deputy Head
- Ensure that an adult witness is present throughout the process of taking possession of the substance.
- Take possession of the substance without having skin contact.
- Seal the substance in a plastic bag and include details of the date and time of the seizure and of the witness present
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff
- At the earliest opportunity, pass the substance to the School Nurse

- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so
- Record full details of the incident, including the police incident reference number

Disposal of a Controlled Drug

- The law permits school staff to take temporary possession of a substance suspected of being a controlled drug.
- The drug should be placed in a sealed bag in a locked cupboard witnessed by a staff colleague.
- At the earliest opportunity, pass the substance to the School Nurse
- The Youth Affairs Officer should be informed and he will collect at the earliest opportunity.
- Any medicines should be returned to a pharmacy for disposal.
- Do not flush any drugs down the toilet, attempt to incinerate them, or throw them in the bin.

6. Further action in relation to pupils caught in possession of drugs

Compulsory Programme

- Any pupil who is caught in possession of drugs, or using drugs, may be put onto the School Compulsory Drug Testing Programme or, if parental co-operation is refused, will be required to leave the school.
- Drugs testing procedures will be such that the school will be able to do an 'in-house' urine test. Two samples will be taken at a time. If the 'in-house' sample is positive, the second sample may be sent for full laboratory testing. A confirmed positive test result may lead to expulsion for the pupil concerned, if already on the Compulsory Drug Testing Programme. The testing will be at the parents' expense. Pupils will be supervised by their Houseparents when the School Nurse carries out the tests.

Voluntary Programme

- If any pupil is suspected of using drugs, but conclusive evidence is lacking, parental support may be requested for them to be put onto the Voluntary Drug Testing Programme.
- The Principal will write to the parents/guardians informing them of the situation and may recommend that the pupil concerned enter voluntarily onto the school's Drug Testing Programme. The testing programme will be at the parents' expense.
- If a pupil who is voluntarily on the Drug Testing Programme is found to test positive, he/she will be compulsorily entered onto the Drug Testing Programme.
- Pupils on the Drug Testing Programme will be tested at random intervals without prior notification.
- This supportive approach can only be extended to a pupil if they co-operate and show a willingness to address their behaviour.
- Positive test results for those who enter voluntarily will incur the sanctions as set out in section 1.

7. Performance-Enhancing Drugs and similar substances

The School's policy with regards to performance-enhancing drugs and similar substances is set out in the School's Anti-Doping Policy.

Appendix A

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 (which will also be in the Medicines Act) but also drugs with no current medical uses. Offences under this Act overwhelmingly involve the general public, and even when the same drug and a similar offence are involved, penalties are far tougher. Drugs subject to this Act are known as 'controlled' drugs. The law defines a series of offences, including unlawful supply, intent to supply, import or export (all these are collectively known as 'trafficking' offences), and unlawful production. The main difference from the Medicines Act is that the Misuse of Drugs Act also prohibits unlawful possession. To enforce this law the police have the special powers to stop, detain and search people on 'reasonable suspicion' that they are in possession of a controlled drug.

The laws controlling drug use are complicated. The Misuse of Drugs Act (MDA) regulates what are termed controlled drugs. It divides drugs into three classes as follows:

Class A:

These include, cocaine and crack (a form of cocaine), ecstasy, heroin, LSD, methadone, methamphetamine (crystal meth), magic mushrooms containing ester of psilocin and any Class B drug which is injected.

Class B:

These include amphetamine (not methamphetamine), barbiturates, codeine and cannabis. All cathinone derivatives, including mephedrone, methylone, methedrone and MDPV were brought under control as Class B substances in 2010.

Class C:

These include anabolic steroids, minor tranquillisers, GBL and GHB, and Ketamine.

Class A drugs are treated by the law as the most dangerous. Offences under the Misuse of Drugs Act can include:

- Possession of a controlled drug.
- Possession with intent to supply another person.
- Production, cultivation or manufacture of controlled drugs.
- Supplying another person with a controlled drug.
- Offering to supply another person with a controlled drug.
- Import or export of controlled drugs.
- Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs (smoking of cannabis or opium but not use of other controlled drugs) or supply or production of any controlled drug.

Certain controlled drugs such as amphetamines, barbiturates, methadone, minor tranquillisers and occasionally heroin can be obtained through a legitimate doctor's prescription. In such cases their possession is not illegal.

Anabolic Steroids are controlled under the Misuse of Drugs Act as class C drugs but their legal status is complicated. In most situations the possession offence is waived meaning that people who possess or use steroids without a prescription are unlikely to be prosecuted. However, in some areas of the UK police have successfully prosecuted people for possession of steroids when the steroids have not been in the form of a medicinal product. It is always an offence to sell or supply steroids to another person. People can also be prosecuted for possession with intent to supply if they have large quantities of steroids without a prescription for them.

Appendix B

Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

Always:

- assess the situation
- if a medical emergency, send for medical help and an ambulance

First Aid procedure

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended

For needle stick (sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When outside medical help arrives

- pass on any information available, including any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

“Drugs” refers to **all drugs** including **medicines (prescription and “over the counter”), volatile substances, and illegal drugs. The issues of alcohol and tobacco are dealt with in the School’s separate policies.**

