

# Substance Misuse policy and protocols for illegal and controlled substance possession and misuse by students in Rochdale Schools

## Linked Policies:

Anti-Bullying  
Attendance Policy  
Behaviour Management Policy  
Child Protection and Safeguarding Policies  
Health & Safety Policy  
Medicines Policy  
Prohibited Items Policy  
Smoking Policy



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## ROCHDALE BOROUGH'S POLICY ON THE USE AND MISUSE OF SUBSTANCES

### INTRODUCTION

This policy has been developed through a collaborative approach and has included the following partners:

- The Pioneer Trust (Inclusion Leads)
- RAPH (Rochdale Association of Primary Heads – Inclusion Leads)
- Local Authority Inclusion Lead
- Early Break
- Greater Manchester Police
- Greater Manchester Drugs, Early Warning System.

The intention of this document to develop a consistent and coordinated approach enabling, schools and educational settings to respond to children and young people's substance use at the earliest opportunity.

### AIMS

- To give clear guidance for dealing with incidents of substance use.
- To provide a safe and consistent approach across Rochdale borough to the management of substance related incidents.
- To develop positive pro-active attitudes, values and skills in students to equip them to make appropriate informed decisions about their personal patterns of behaviour and lifestyles.
- To provide access to young people's substance misuse services to access specialist assessment and treatment interventions.
- To prevent wide spread use in new and emerging substance use.
- To provide accurate and factual information about potentially harmful substances.
- To inform students and increase understanding about the implications and possible consequences of use and misuse.
- To widen understanding about related health, legal and social issues e.g. sex and sexuality, crime, substance related infections.
- To provide an Early Help partnership approach for supporting children, young people and families.

## SUBSTANCES (DRUGS) – A DEFINITION

A Drug is a substance that has an effect on the brain and the body regardless of its legal status. Legal statuses fall into four main categories that are documented below;

1. **Drugs controlled by the Misuse of Drugs Act.** These are known as *controlled drugs* and are divided into three classes depending on how harmful they are thought to be: Class A, (i.e. heroin); Class B (i.e. cannabis) and Class C (i.e. diazepam). Possession, supply, manufacture, importation and exportation (etc) of these drugs is an offence. However, some controlled drugs may be legally possessed if they have been obtained with a prescription including heroin, cannabis and diazepam.
2. **Drugs controlled by the Human Medicines Regulations.** Some of these drugs can only be obtained with a prescription and are known as '*prescribed drugs*'. Some '*prescribed drugs*' may also '*controlled drugs*' (see above). Some drugs controlled by these regulations may be supplied and possessed without a prescription and brought from shops or online (i.e. certain strengths of codeine, CBD etc).
3. **Drugs controlled by the Psychoactive Substances Act.** Apart from controlled drugs, drugs covered by the Human Medicines Regulations plus a few named exceptions like nicotine, alcohol and Alkyl nitrites; any other '*psychoactive substance*' (a drug that has an effect on the brain) is covered by the Psychoactive Substances Act. It is an offence to supply (etc) these drugs, but possession is not an offence unless in prison. Some substances, such as nitrous oxide, may be supplied for commercial use (i.e. to make whipped cream) but it is an offence under the Psychoactive Substances Act to supply them for the purpose of intoxication.
4. **Alcohol and tobacco.** There are a number of laws and regulations including age specific ones about the supply of alcohol and nicotine as well as laws about where they can be used. Possession of alcohol is not an offence unless in prison.

## POLICY INTO PRACTICE – SUBSTANCE RELATED INCIDENTS

### PRINCIPLES

- In instances involving substance use, the Headteacher/Principal or another member of the Senior Leadership Team (SLT) will inform parents at the earliest opportunity. (Substance misuse by students in school means using, supplying or preparing substances on school premises, including alcohol, tobacco, THC liquid and vapes/e-cigs).
- The school will consider each incident individually and recognises that a variety of responses may be appropriate to deal with incidents. The school will consider very carefully the implications of any action that may be taken as it seeks to balance the needs and safeguards of the student involved, their parents, other students in the best interests of the school and local community (however, where it is highly probable that a student has supplied illicit and controlled substances to other students in the school, ALL schools will adopt and follow this protocol and/or the flowchart).
- Where the student is under the influence of a substance, the school will make a referral to the local young person's substance misuse service to ensure the appropriate interventions

are in place to reduce the risks and prevent more wide spread substance use develops amongst peer groups. The schools will consider very carefully the implications of any action that maybe taken as it seeks to balance the needs of the student involved, their parents, other students in the best interests of the school and local community.

- The school cannot allow its premises to be used for the production or supply of an illicit and/or controlled substance. All schools will discuss with the locality-based Police Officers where a student has supplied illicit and/or controlled substances to other students. Decisions will then be made in discussions with Senior Leaders and the locality-based Police Officers. Should the locality-based Police Officers not be on duty, contact 101 to report. Forward the call log number to the locality-based Police Officers.
- The Headteacher/Principal or SLT member, in consultation with the appropriate senior members of staff, will take overall responsibility for co-ordinating the school's approach to substance related incidents.
- In instances involving suspected or actual substance use or supply on the school premises ALL members of staff should follow the lines of action outlined in the practice and protocol section below.

## PRACTICE

**In any event where there is extreme intoxication or a young person has collapsed, an ambulance must be called (999) – refer to Flowchart 4 (page 12).**

- Staff who become aware of students being in possession of substances, or using substances on school premises should inform the Headteacher/Principal or SLT member of the possible signs of substance use (see Appendix 2).
- If students disclose that they are using substances off the school site, members of staff should inform the Headteacher/Principal or SLT Member.
- If appropriate, First Aid should be administered by a First Aider in accordance with the Health and Safety policy. If a student is unwell, then a decision will be made in line with good first aid practice. This could include:

Remaining in school with parents notified.

Sent home through ill-health and marked in the registers as unwell (this would only take place once adults with parental responsibility collect the child/young person from school).

Ambulance called.

A referral to your local young people's substance misuse service (Early Break).

- Where staff discover substances, and are unable to get immediate intervention from a member of the SLT or an appropriate staff member, they should be removed as follows:

**From a place** – confiscate the substance, if possible in front of a witness (colleague or student). **DO NOT**, however, leave the substance even if a witness is not available.

**From a person** – All removal from a person should be in line with the school's behaviour policy and the searching, screening and confiscation policy as is outlined in the behaviour policy.

- As soon as is reasonable, all staff should record the time, place and circumstances by which the substance comes into their possession. It should be recorded on school's behaviour systems and safeguarding records.
- The child (and the substance) should be taken immediately to the Headteacher/Principal or SLT member.
- The Headteacher/Principal or SLT member will place the substance in a sealed container or police evidence bags and lock away until it can be disposed of safely and correctly. Both the Head/Principal and another staff member will sign and date the container.
- Bonges, pipes, vape and vape oil, needles and syringes and any other paraphernalia should be handled in line with the LA H&S guidelines as per school's Supporting Children with Medical Conditions policy. Wherever possible, appropriate PPE safety equipment should be worn when handling any unknown substance and associated paraphernalia.
- The Headteacher/Principal or SLT member will arrange for the locality-based Police Officer to remove the substance.
- The Headteacher/Principal or SLT member will meet with the appropriate Head of Year (and the Safeguarding Lead, if appropriate) to discuss the student and the incident, and agree upon an appropriate plan of action. This will need to be on a case by case basis. A review of the school's CCTV could be considered as part of the action.
- If as part of the investigation, a student is found to be supplying substances to other students, a permanent exclusion could be considered. However, this should always follow the usual process for permanent exclusion. The supply of substances will be deemed as gross misconduct.
- The Headteacher/Principal or SLT member will gather information surrounding the incident and should explain the reasons for doing this to all students involved. The Fair Access team at the Local Authority can offer more guidance relating to evidence gathering.
- Parents will be informed at the earliest opportunity by the Headteacher/Principal or SLT member.
- All information should be recorded using the developed 'Serious Incident Proforma' and written statements made by witnesses and students concerned. This report should be completed in line with the school's record keeping. Appropriate further courses of action may include:

Contact with parents.

Isolation (someone to remain with the student if intoxicated).

Referral to the commissioned Young Persons Substance Misuse service for an assessment of substance related needs/risks to be undertaken and responsive intervention offered.

Fixed Exclusion – short term with a planned reintegration meeting at which targets for a negotiated return and appropriate care plan can be agreed.

Involvement of the Locality Team (Early Help Hub).

Involvement of outside agencies (Police, Community Safety Team).

- If an unknown substance has been taken and involved emergency treatment; the young persons substance misuse service (Early Break) may advise if appropriate that arrangements are made through the Greater Manchester Drug Early Warning Panel to have the substance tested.

## ITEMS SEIZED

Any items found or taken from students that are believed to be drugs should be handled as little as possible, placed in a plastic bag, (a carrier bag or similar will suffice) and handed to the attending officer. Wear gloves and a face mask where possible and if not possible, thoroughly wash your hands after handling. Avoid touching your face, mouth or other surfaces until you have thoroughly washed your hands.

## POLICE INVOLVEMENT

Reporting the incident immediately by contacting 101 or 999 in an emergency will ensure the incident is logged and that the duty inspector can assess and resource the incident in a timely manner. It will also ensure supervisory oversight by a senior police officer at the outset.

Please note: If the school-based officer is on duty, they should be made aware of the incident by duty supervision. However, it would be helpful that if after reporting via 101 or 999 the school also emails their local neighbourhood team, quoting the log number they are provided on the initial call to police. This will enable the school-based officer and local team to appraise themselves of event when returning to duty.

### **The emails for the neighbourhood teams are**

Emails are monitored 0700 -1500 Monday to Friday.

- [Rochdalenorth@gmp.police.uk](mailto:Rochdalenorth@gmp.police.uk)
- [Rochdaleeast@gmp.police.uk](mailto:Rochdaleeast@gmp.police.uk)
- [HeywoodandmiddletonINPT@gmp.police.uk](mailto:HeywoodandmiddletonINPT@gmp.police.uk)

In cases where a substance is involved in an incident, that may pose a serious risk or threat to life the local police and the young people's substance misuse service, (Early Break/substance misuse service) will refer the incident to [gmdrugalerts@gmail.com](mailto:gmdrugalerts@gmail.com) to determine if there is a requirement to refer to Greater Manchester Drug Alert Panel.

The item CAN urgently be tested where it is believed necessary for lifesaving or public health reasons by Mandrake (this does not prevent it being used later evidentially after such testing. (CSI will advise and should be contacted on how to split and preserve any samples).

## YOUNG PEOPLE'S SUBSTANCE MISUSE SERVICE

On referral to your young people's substance misuse service, they will offer:

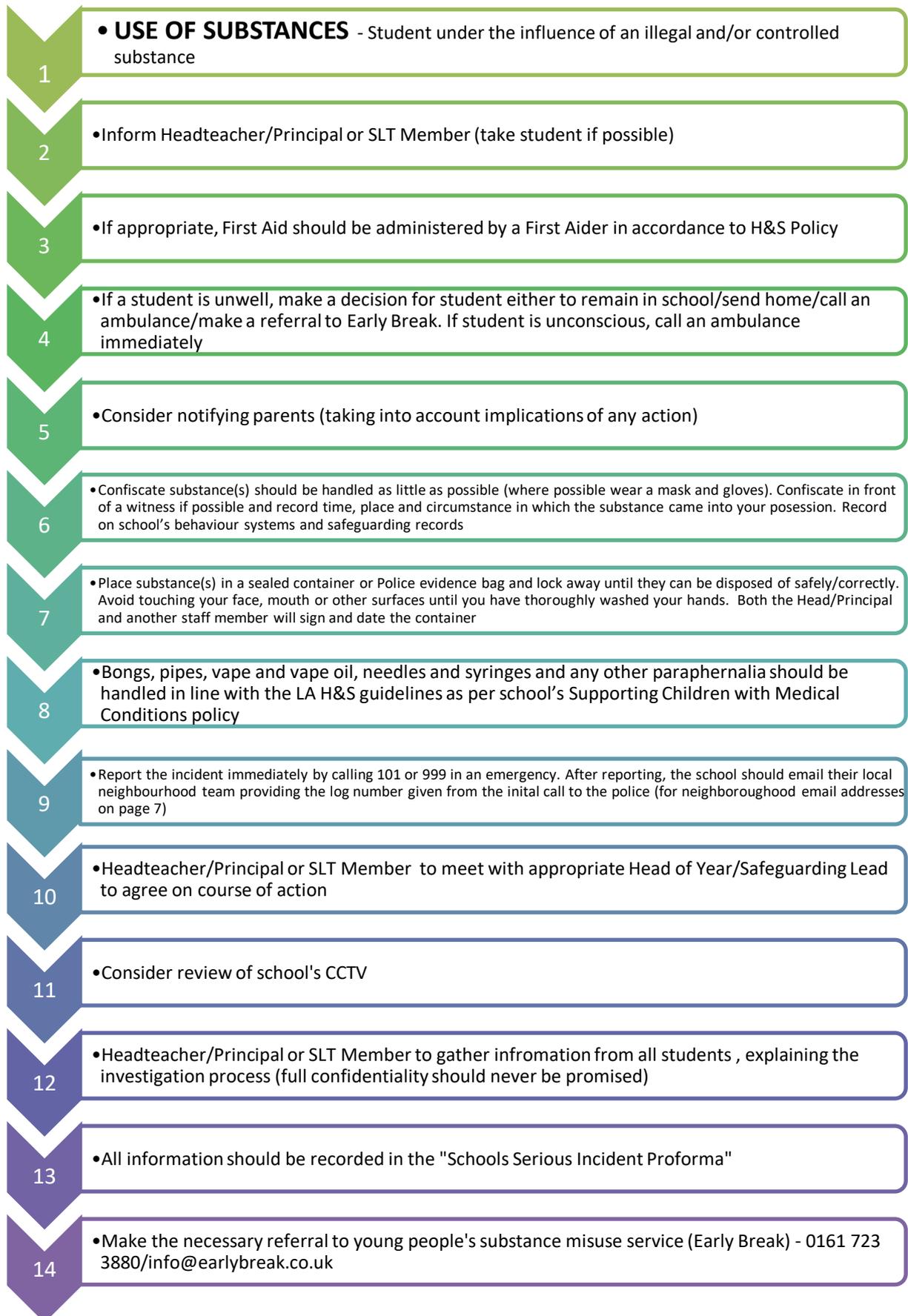
- Access to young people's substance misuse services to access specialist assessment and treatment interventions.
- Interventions to prevent wide spread use in new and emerging substance use with individuals/peer groups.

- To provide accurate and factual information about potentially harmful substances.
- To inform students and increase understanding about the implications and possible consequences of substance use and misuse.
- To widen understanding about related health, legal, educational and social issues e.g. sex and sexuality, crime, substance related infections.
- Early Break is a person-centred organisation, whose philosophy is to build trusting relationships with young people and professionals within the school setting and provide support with issues associated with young people's substance use.

## CONFIDENTIALITY AND DATA PROTECTION

- **Total confidentiality must never be promised.**
- If a young person is using substances it is deemed they are at risk of harm. Confidentiality and GDPR (General Data Protection Regulation 2018) does not apply under these circumstances.
- "In all actions concerning children, whether undertaken by public or private social welfare institutions, court of law, administrative authorities or legislative bodies, the beset interest of the child shall be a primary consideration". Information Commissioners Office.
- In the context of drug and/or alcohol use, it is necessary to share information with relevant partner agencies in order to ensure appropriate interventions are put into place to safeguard the young person from harm.
- The young person must be referred to the commissioned young people's service for a comprehensive assessment for their substance related needs and risks. A responsive intervention to be put in place. The priority is to protect and safeguard the young person from harm.

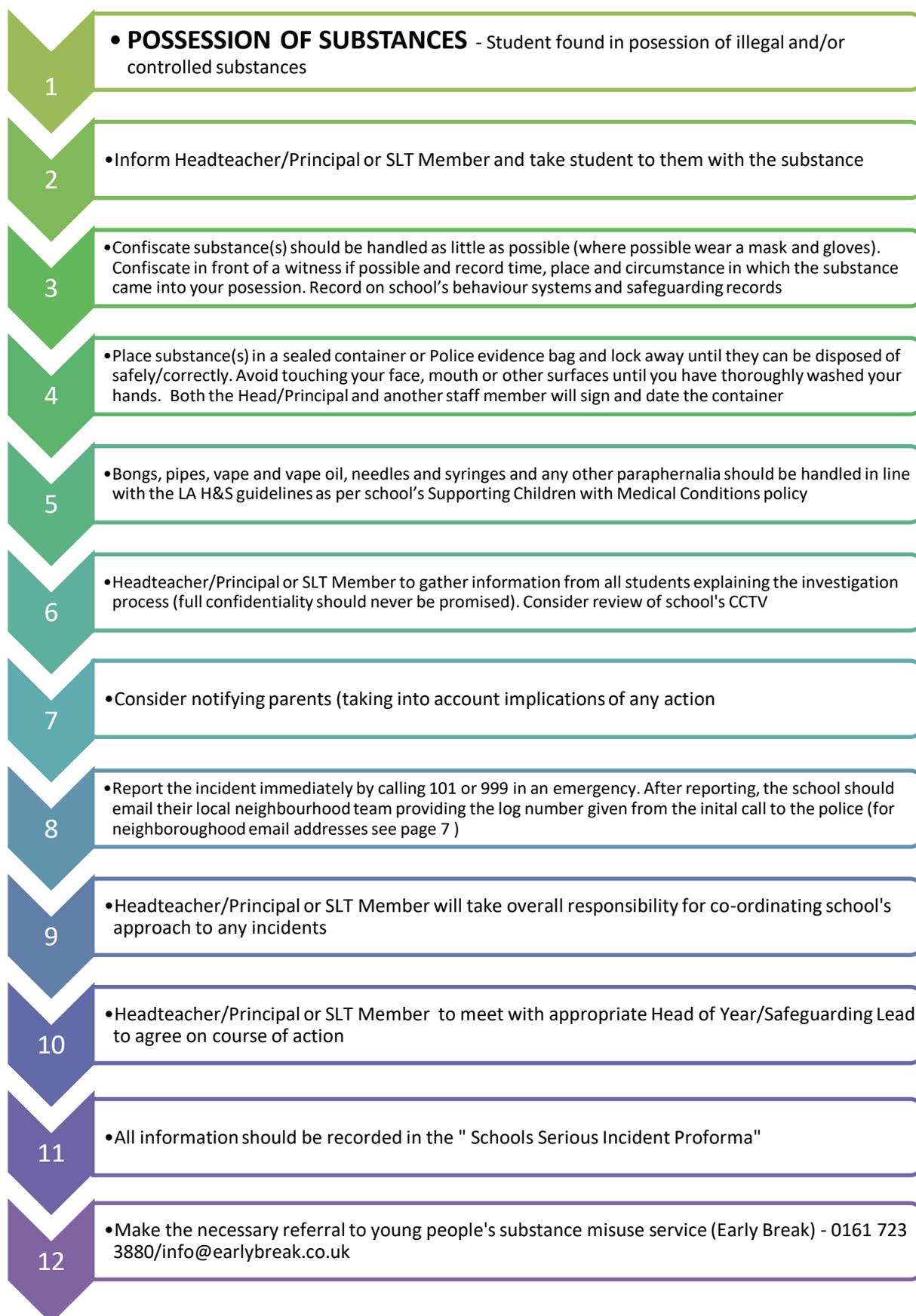
## Flowchart 1 - Student USING Substances



## Flowchart 2 - Student SUPPLYING Substances



## Flowchart 3 - Student in POSSESSION of Substances



## Flowchart 4 – Serious Incident (Collapse)



## SPECIFIC ISSUES

### Medicines in School

- Parents of any student on prescribed medication should inform the school of its usage and dosage and, with the exception of asthma inhalers and EpiPen for anaphylaxis, the medication should be given to the appropriate designated person in school for safe keeping during the day.
- All prescribed medications should be clearly labelled with the child/young person's name, substance name, dosage and frequency of administration. Parents/carers are responsible for checking expiry dates and replacing expired stock in a timely manner.
- School can administer non-prescribed medication to students, e.g. paracetamol, if given written permission by parents and/or emergency inhalers for asthmatics – this would be viewed as good practice.

### Contact with the Media

- The Headteacher/Principal, in partnership with the LA's Communications Team will take responsibility for liaison with the media, in conjunction with the Chair of Governors, CEO etc if it becomes necessary to do so.
- The Headteacher/Principal, in partnership with LA Officers and the LA Communications Team will seek to ensure that any reporting of incidents remains in the best interests of the students, their families and the school.

### Involvement of the Police

- There is no legal obligation to inform the Police of an incident but the school may seek relevant support and advice when dealing with a student that has taken a controlled or illegal substance. In Rochdale, there is an agreement, if appropriate, discussion with the police should take place by contacting the Campus based police officers. A referral to Rochdale's Young Persons Substance Misuse service (Early Break) will ensure the young person receives at minimum a brief intervention involving education and harm / risk reduction interventions to preventative further incidents. Should the locality-based Police Officers not be on duty, contact 101 to report. Forward the call log number to the locality-based Officers.
- School cannot knowingly allow its premises to be used for the production or supply of any **controlled substance** and the Police will be informed of any such activity. This will be done within 24 hours by notifying the campus-based Police Officers. Schools may also contact 101 to report.
- The Police may also be involved within a separate substance awareness education programme.

## Parental Involvement

- Parents will be involved at the earliest possible time in any substance related incident, and kept well informed of subsequent actions.
- Parents will be involved in and contribute to any Plan for students involved in such incidents.
- The school should aim to invite and involve parents in any substance awareness education programme and will provide opportunities for parents to increase their own knowledge of substances, alcohol and other substances, their effects and the relevant support agencies and groups working with young people and their families.
- The Pastoral teams within schools will always seek to help individual parents/carers who have concerns regarding substance misuse. They will work with parents/carers by signposting to appropriate services which are in the best interests of the child/young person.
- If Police come into school and wish to interview a student the parent must give consent. The Headteacher/Principal or SLT Member may give permission for an interview to take place if all reasonable steps to contact parents have been made. A parent can refuse permission for their child to be interviewed. An appropriate adult must be present if a child is interviewed.

## Staff Involvement in Substance Misuse

- The school will follow the LA guidelines concerning employees who may misuse substances during the course of their employment.
- Whilst seeking to support the member of staff concerned, the school will also have regard to its legal obligations to promote the Health and Safety of its students. This may also be linked to the educational setting code of conduct/professional guidelines, as appropriate.

## Students reporting substance related incidents

- Information will be dealt with in the same way as outlined in the Child Protection Policy. With best practice also being followed with regards to the consideration of offer of Early Help if the response sits outside of Social Care involvement.
- Information regarding Early Break and other support groups and help lines outside school will be made available to all students.
- Students should seek immediate help from a member of staff (or another responsible adult if they are not available) if they find any student who appears to be ill as a result of alcohol or substance misuse.
- Information regarding substance use by students from other schools will be passed to the relevant staff member in school who will contact the locality-based Police Officer linked to the school/locality area.
- Students using substances must be referred to your local young people's substance misuse service (Early Break) for an assessment and specialist interventions.

## Support for Staff

- Young people's substance misuse services are available to provide advice and support to schools on any issue relating to young people's substance use.
- Staff can access free multi agency training on young people's substance use and the available local support.
- All schools In Rochdale have a named substance use worker attached to your school for more information contact [Info@earlybreak.co.uk](mailto:Info@earlybreak.co.uk)

## POLICY INTO PRACTICE – SUBSTANCE EDUCATION/AWARENESS

### PRINCIPLES

- The welfare of the students should be the overriding priority at all times.
- All students should be encouraged to discuss concerns regarding substance misuse with any member of staff with whom they feel confident enough to do so.
- The school will actively cooperate with other agencies such as the Police, LA, Health and Substance Agencies such as the commissioned Young Persons Substance Misuse service to deliver its commitment to substance education/awareness and where identified specialist substance misuse interventions.

#### Through its education programme the school will:

- Provide students with accurate knowledge of different types of substances so that they can make appropriate, informed decisions about their personal patterns of behaviour and lifestyles.
- Increase student understanding about the implications and possible consequences of use and misuse (including widening their understanding about related health and social issues e.g. complex safeguarding and exploitation, sex and sexuality, crime, S.T.I.s).
- Develop skills and self-esteem to handle substance situations.
- Provide sources of help and support both inside and outside school via established relationships with the commissioned Young Persons Substance Misuse service.
- All information should be appropriate to the age/gender/ethno-cultural background of students.
- The Substance Education/awareness programme will also recognise the need to provide accurate information and support for parents as part of the school's commitment to the Home School Partnership.

## PRACTICE

- Substance education is provided in the taught curriculum as part of the Citizenship programme throughout the school and through Science, R.E. and other parts of the teaching programme.
- The curriculum follows recommendations outlined by the LA and National Healthy Schools Programme.
- Teachers are supported in their delivery of substance education. Schools should have partnership arrangements in place with the commissioned Young Persons Substance Misuse service, Youth Service and School Nurses to receive awareness raising training, advice and guidance on a regular basis.
- A variety of teaching approaches are used to give students relevant information to enable moral issues to be explored through discussion and for students to acquire appropriate skills.
- The SLT are responsible for arranging appropriate training for staff who deliver substance education. The PHSE/DSL will keep abreast of developments in substance education and revise the schemes of work to ensure the information is accurate and relevant.
- Purchasing where appropriate bespoke training from the Commissioned Young Persons Substance Misuse Service to support responsiveness to school need.
- Collaborative involvement with the locality Youth Service to support the awareness of alternative and diversionary activities.

## MONITORING & REVIEW

The school will review this policy every three years with their Governing Boards and assess its implementation and effectiveness.

Ongoing reporting should be shared with SLT and the schools Governing Board.

## Appendix 1: EXTERNAL CONTRIBUTORS TO EDUCATION IN SCHOOLS

### External contributors:

Schools are strongly recommended to liaise with Rochdale's Young Persons Substance Misuse Service (Early Break) and their local Healthy Schools Programmes, who will inform the schools of a wide range of individuals and agencies who can support substance education programmes

List of contributors:	Contact numbers
School Nurse Service	0161 716 5970
Youth Service	01706 926090
Young Persons Substance Misuse service (Early Break)	0161 723 3880
Youth Justice Service, Rochdale	0300 303 0440
Police	Contact 101
#thrive Rochdale	0161 716 2844
Healthy Young Minds	01706 676000
Talktofrank.com (national substance education service and helpline)	Frank 03001236600
Healthy Schools Teaching & Learning Adviser (Local Authority)	01706 925217

## Appendix 2: SUBSTANCES RECOGNISED AS DRUGS

This list outlines some of the substances which are classed as drugs and are banned from school.

Class A	Class B	Class C	Legal but unauthorised
Cocaine, crack, heroin, opium, morphine, methadone, LSD, ecstasy, magic mushrooms (prep), crystal meth	Amphetamines, codeine, barbiturates, Ritalin, cannabis, synthetic cannabinoids, Mephedrone (M-Cat), ketamine	Benzodiazepines, Anabolic steroids, ketamine, GBL, GHB, BZP Khat	Alcohol, tobacco, solvents, alkyl nitrates (Poppers). E-cigarettes & 'vapes'

Those drugs formerly known as 'legal highs' have either been reclassified individually or are now under the term 'new psychoactive substances' which are illegal to supply (sell or give to people).

**Appendix 3:  
INDICATING SIGNS THAT A PERSON MAY HAVE MISUSED SUBSTANCES**

All of the following signs can be caused by many other psychological and behavioural changes.

<b>Social Behaviour</b>	<b>Appearance/Dress</b>	<b>Physical Condition</b>	<b>Learning Performance</b>
Significant changes in the availability and use of money	Stains on clothes	Paleness	Reduced concentration
Increased activity e.g. hyperactive/ agitation	Smells on clothes	Tiredness	Poor co-ordination
Increased lethargy or confusion	Lowering of personal standards	Weight loss	Being forgetful
Rapid changes in energy levels		Lack of cooperation	Incoherence
Increased withdrawal		Poor hygiene	Loss of dexterity and/ or practical skills
Changing friendship patterns		Spots around mouth and nose	Reduced output
Rapid changes in disposition from elation to depression		Blisters in the region of the mouth	Reduced homework
Uncooperative behaviour		Inflamed eyes	Lack of interest
Paranoia		Dilated pupils	Unpunctuality
Episodes of fainting		Injection marks	Failure to bring equipment
Use of substance related language		Change in speech/language used	Personal disorganisation
Concealment and denial – keeping secret and private places			Loss of interest in extra-curricular activities
Aggressiveness			

<p>Post registration truancy / truancy from lessons</p> <p>Increased involvement in conflict situations</p> <p>Keeping a friend's belongings for 'safe keeping'.</p>			
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**APPENDIX 4: Schools Serious Incident Proforma.**



Serious Incident Proforma - 2020.doc

**A printed version can be found on page 20.**

## School's Serious Incident Proforma

PERSONAL DETAILS			
Name:			
Date of Birth:		Gender:	
Address:			
Telephone Number:		Ethnicity:	
INCIDENT			
Please give an account of the incident:			
<b>Substances ingested?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please indicate what substances, quantity and at what time ingested?			
<b>Substances in possession?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please indicate what substances/quantity?			
SCHOOL RESPONSE			
Ambulance called?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Time:	Date:
If yes, please give details?			
Police Involvement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Time:	Date:
If yes, please give details?			

Early Break involvement (Young People & Family Service)	Yes <input type="checkbox"/> No <input type="checkbox"/> Time: _____ Date: _____
If yes, advice and guidance from Early Break:	
Referral to Early Break Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parental Involvement?	Yes <input type="checkbox"/> No <input type="checkbox"/> Time: _____ Date: _____
If yes, please give details	
Referred to Early Help?	Yes <input type="checkbox"/> No <input type="checkbox"/> Time: _____ Date: _____
Substances safely stored/disposed of?	Yes <input type="checkbox"/> No <input type="checkbox"/> Time: _____ Date: _____  Which people were involved in the storage/disposal of the substances?
Sent home? Yes <input type="checkbox"/> No <input type="checkbox"/> Fixed Term Exclusion? Yes <input type="checkbox"/> No <input type="checkbox"/> Permanent Exclusion? Yes <input type="checkbox"/> No <input type="checkbox"/>	
OUTCOME INFORMATION? (please give details):	
ANY FOLLOW UP REQUIRED? (please give details):	
Review Date:	
Closure Date:	
Signed (staff):	I understand this to be a true account of the incident:  Date: _____
Signed (student):	I understand this to be a true account of the incident:  Date: _____

**Date: January 2021**

**Review Date: August 2021 for the Academic Year 2021/22 implementation**