



LAUDE
SAN PEDRO
INTERNATIONAL COLLEGE

Drug and Alcohol Misuse Policy

December 2020

Laude San Pedro International College

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1.0 Introduction

At Laude San Pedro we want all members of our community to have a shared understanding of our vision, values, standards, policies and procedures so that we can all work towards creating a positive and ambitious learning environment for the pupils in our care.

2.0 Rationale

- The aim of a Drug and Alcohol Misuse Policy is to acknowledge and clarify the school's role in drug prevention and education and ensure it is appropriate to meet pupils' needs. This policy provides information about drug education, as well as procedures to respond to any drug-related incident.
- The school policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to, and concern for, the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils need to receive up to date, relevant and accurate information, as well as support.
- This policy should be read in conjunction with the policies and documents listed on the back page of this document.
- Spanish legislation (Ley 28/2005 de 26 de diciembre, as modified by Ley 42/2010 de 30 de diciembre) prohibits smoking in and around educational establishments. The Statutory Framework for the Early Years Foundation Stage (2014) requires the following (para 3.56): 'Providers must not allow smoking in or on the premises when children are present or about to be present.' Our school is a no-smoking zone at all times and throughout the calendar year.
- This policy applies to all students on roll at the school. It applies when being educated in school, when on educational visits and when off-site at school related events. The policy applies when pupils are travelling to and from school on public transport. Any responsibilities of adults refers to employees and others acting in a supervisory role with pupils.
- Drugs refers to medicines, volatile substances, alcohol, tobacco, illegal drugs, other unauthorised substances and New Psychoactive Substances (NPS) often referred to as 'Legal Highs'. 'Drugs' here are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD, etc.
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Drug and Alcohol Misuse Policy

- It is inappropriate and unacceptable for pupils to bring substances into school, have them on their person, consume them before, during and after school and on the way to or from school, including on school visits etc. The school operates a **ZERO TOLERANCE APPROACH TO DRUGS AND NON-PRESCRIBED PERSONAL MEDICATION**. Laude San Pedro has a strict no smoking, no alcohol no drugs policy for all pupils and adults.
- The school believes that the possession and/or use of drugs in school, during the school day or while travelling to/from school, is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged, brought onto school premises during the school day or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate and where families liaise with the school in advance, via nurse@laudesanpedro.com

3.0 Policy Framework

The school provides drugs education through PHSE and in relevant academic classes such as science.

The school uses the school nurse and local police to support and offer guidance to deliver its drugs education programme.

3.1 Staff Support and Training

The school is committed to providing drug awareness training in the induction of all staff working at the school and on an ongoing basis for staff involved in drugs education. This will be developed via the staff training days over time.

4.0 Management of an Incident

- Where there is evidence or suspicion that a pupil has drugs, has used drugs or has passed on drugs to another person, the school will follow its Behaviour Policy and may also use its power to search a pupil. Sanctions will be applied as outlined in the Behaviour Policy.
- Where it is believed that a parent or carer is under the influence of drugs on the school premises they will be asked to leave. If a parent or carer refuses to leave, the Principal, Headteacher or their representative will call the police. Where there are serious or ongoing concerns, the school may consider banning a parent/carer/adult from entering the school site.
- See Appendix B – Responding to incidents involving drugs.

4.1 Police and Emergency Involvement

- The school will consult over illegal or unlawful incidents with the appropriate external sources.
- See Appendix A for guidance on drug situations linked to medical emergencies.

4.2 The Needs of Pupils

The school will exercise its pastoral responsibilities and always look to support pupils and ensure that pupils have access to appropriate support and guidance.,

4.3 Information Sharing

The school will share information with law enforcement agencies and safeguarding agencies as outlined in the Safeguarding Policy.

4.4 Involvement of Parent/Carer(s)

The school will inform parents and carers of any drug related incidents related to their child.

4.5 Staff Conduct and Drug Use

All staff are required to adhere to the Staff Code of Conduct. Staff are subject to the International Schools Partnership disciplinary and other HR procedures.

4.6 The Role of the Principal

The Principal takes overall responsibility for the policy and its implementation, for liaison with the ISP Deputy Regional Managing Director, parent/carers, and appropriate outside agencies.

The Principal will ensure that there are plans in place for all staff dealing with substance issues to be adequately trained and supported as part of our ongoing staff development over time. The school will not knowingly allow the premises to be used for the production or supply of any controlled drug. Where it is suspected that substances are sold on the premises, details of those involved, as well as much information as possible, will be automatically passed to the police.

5.0 Implementation of the Policy

- 5.1 Whilst the school operates in Spain there is very useful information and guidance in the the procedures set out in [DfE and ACPO Drug Advice for Schools \(DFE-00001-2012\)](#) when dealing with incidents involving substance misuse or supply on the premises/during the school day or during school trips and visits etc.
- 5.2 The Principal should ensure that all staff, parents/carers and pupils are reminded of these procedures on an annual basis.
- 5.3 Situations requiring first aid will be dealt with immediately as per the school's agreed policies and procedures. Information about emergency help for people who have had a bad reaction to drugs can be found at <http://www.talktofrank.com/emergency-help>.
- 5.4 In cases of substance misuse or supply on the premises during the school day or during school visits, the case will be discussed with the young person and a written record taken (see Appendix C). The relevant Headteacher or Principal will inform parents/carers as soon as possible. The support of outside agencies will be sought if appropriate.
- 5.5 The police may be involved at the discretion of the Principal in consultation with the ISP Deputy Regional Managing Director. However, it should be noted that the school's **ZERO TOLERANCE** to drug related incidents makes it very likely that the police will be notified on every occasion. The Principal will inform the ISP Deputy Regional Managing Director in relation to all drug-related incidents. The school will consider each incident individually and will employ a range of responses to deal with individual incidents.
- 5.6 If there is a significant seizure of a suspected illegal substance, schools should inform the police at an early stage and take steps to minimise handling the substance to aid future forensic investigation.

5.1 Dealing with Information and Confidentiality

- Schools are an important source of support for pupils experiencing problems with drugs and must ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person with the duty to safeguard and promote the welfare of the young person and others. The school Safeguarding Policy and Procedures must be followed. Staff cannot and should not promise total confidentiality
- There are important reasons why personal and sensitive information needs to be shared in relation to child protection (e.g. when working with the police, referral to external agencies etc). However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent. If a decision is taken to share confidential information, a written record of any concerns, including the reasons for breaching a pupil's confidentiality, should be made.
- The following questions should also be considered:
 - How serious is the situation?
 - What immediate and significant risk does the young person face?
 - What implications (both positive and negative) could keeping a confidence have?
 - Could significant harm result from keeping the young person's disclosure confidential?
 - Young people must, whenever possible, be made aware of the limitations of confidentiality before they disclose a confidence. If a confidence needs to be broken, the school should explain to the young person (and parents/carers as appropriate): why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected and information.

5.2 Parental Substance Misuse

Parental substance misuse has the potential to impact negatively on outcomes for children and young people.

Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm, although it may be a contributing factor.

The DSL /Principal or Head will liaise with the police and/or external agencies where required.

5.3 Legal Drugs

The police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the area.

5.4 Controlled Drugs (including New Psychoactive Substances)

In taking temporary possession of suspected controlled drugs, the school will:

- Ensure that a second adult witness is present throughout;
- Seal the substance in a plastic bag and include details of the date and time of the seizure/find and 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. DO NOT dispose of the substance since disposal should be done by the police;
- Notify the police, who will collect it and then store or dispose of it in line with locally agreed protocols. The school should determine their position on disclosing the name of the persons involved this in advance to ensure consistency of approach;
- Inform parents/carers, unless this is not in the best interests of the pupil;
- Identify any safeguarding concerns and respond appropriately; If there is a significant seizure of a suspected illegal substance, schools should inform the police at an early stage; and take steps to minimise handling to aid future forensic investigations.

5.5 Searching, Screening and Confiscations

The Principal, Headteachers and staff authorised by them have the authority to ask to search pupils or their possessions where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items include alcohol and illegal drugs. The person conducting the search may not require the pupil to remove any clothing other than outer clothing. If a student refuses to agree to a search of property and outer clothing then the school will use this choice as part of the decisions regarding further actions/sanctions. The school has the right to search all school property including lockers.

5.6 Use of External Visitors/Presentations

- Children and young people often find visitors to school a useful and informative part of their learning, but equally research suggests that for visits to be successful there should be a shared understanding about the nature and content of the session/s. Guidance is that schools should exercise caution with the use of visitors as there is some evidence that particular messages can have a detrimental impact on young people's intentions to resist using drugs including alcohol. Particular caution should be used when visitors have had first-hand experience of problematic drug use.
- Schools should ensure that visitors are appropriately qualified and trained to deliver work with children and young people in a school setting. They should also be aware of good practice that recommends the avoidance of shocking images and inappropriate descriptions of drug use and have a clear understanding of the aims and objectives of the session and have seen, and understood the school's Drug Education Policy.
- Visitors must be briefed on any particular sensitivities that there may be in the student group – these may include identified drug issues by particular students or their families – as well as any broader needs within the group. Teachers should negotiate the content of the session which is linked to the broader drug education and PSHE delivered by the school and relevant to the identified needs of the pupils. Visitors should be made aware by the teacher that they are aware of the school's protocols for dealing with any disclosures or distress shown by pupils

during the session.

- Teachers should be present at all times when such a visitor is in the class, and be ready to be an active participant in these sessions. They should ensure that they reflect on the learning from particular sessions with pupils and visitors, assessing the learning, and building skills to support and enable pupils to make healthy choices and to avoid risk-taking behaviour. Teachers should follow-up any unresolved issues or concerns and extend the learning begun by the visitor.

6.0 UK National support and advice from organisations

- Drinkline: A free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 0800 917 8282.
- Family Lives: A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents: 0800 800 222.
- FRANK: National drugs awareness campaign to raise awareness among young people and their parents/carers: www.talktofrank.com. Schools can receive free resources, updates, newsletters etc.
- Smokefree: NHS stop smoking support: www.nhs.uk/smokefree.
- FRANK: Advice on what to do to help someone who's having a bad reaction to drugs: www.talktofrank.com/emergency-help.
- Resuscitation Council (UK): Guidelines for resuscitation procedures: www.resus.org.uk/pages/GL2010.pdf.

7.0 Interpretation

In this policy the term "senior manager" means a School Principal, Head and their designated deputies.

The school is owned by International Schools Partnership Services Limited,

The office is:

101 Wigmore Street

London

W1U 1QU

8.0 Policy Tracker

| Date Created | Author | Revision due date |
|----------------|---------------|-------------------|
| 1 January 2019 | Amanda Hughes | September 2019 |
| Review Date | Reviewer | |
| December 2020 | Amanda Hughes | August 2021 |

Appendix A : 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.

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. If in any doubt, call medical help.

Always:

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

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **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 or in charge of another pupil
- notify parents/carers

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 medical help arrives

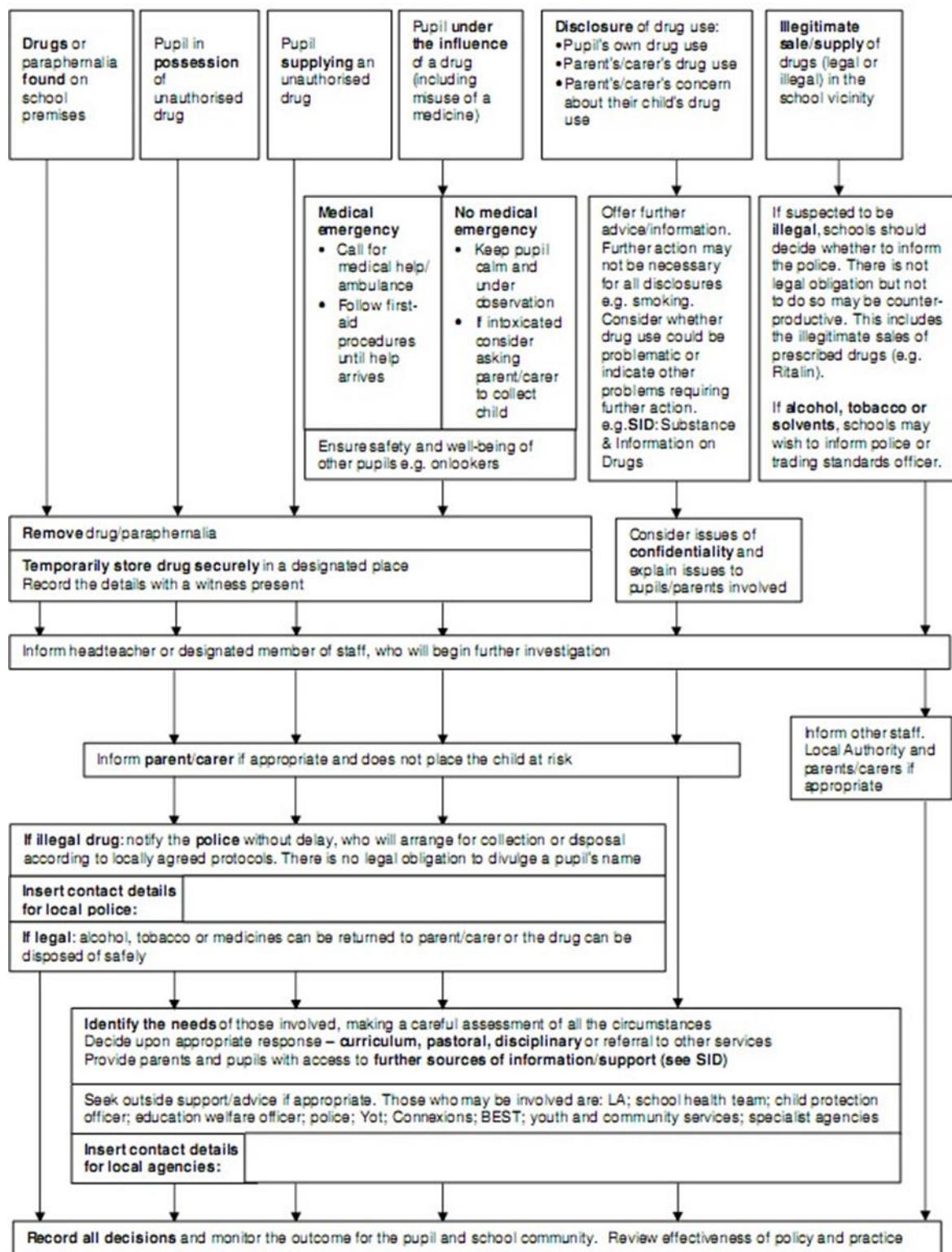
- pass on any information available, including vomit and any drug samples

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

This form is based on Appendix 9 of *Drugs: guidance for schools*.

"Drugs" refers to all drugs including medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the pupil involved
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

| | | | |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON school premises | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| Emergency/intoxication | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Parent/care expresses concern | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident occurring OFF school premises | <input type="checkbox"/> |

| | |
|--|---------------------------|
| Name of pupil * : | Name of school: |
| Pupil's form * : (*for school records only) | Time of incident:: am/pm |
| Age of pupil: MALE / FEMALE | Date of incident: |
| Ethnicity of pupil ** : | |
| Tick box if second or subsequent incident involving same pupil | Report form completed by: |

First Aid given? YES NO

Ambulance/Doctor called? YES NO

(Delete as necessary)

First Aid given by:

Called by: Time:

| | |
|--|--|
| Drug involved (if known): (eg. Alcohol, paracetamol, Ecstasy) | Drug found/removed? YES / NO |
| Senior staff involved: | Where found/seized: |
| | Name and signature of witness: |
| | Disposal arranged with (police/parents/other): |
| | At time: |
| | If police, incident reference number: |

| | |
|-----------------------------------|-----------------------------|
| Name of parent/carer informed * : | (* for school records only) |
| Informed by: | At time: |

| |
|--|
| Brief description of incident (including any physical symptoms): |
|--|

| |
|--|
| Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted) |
|--|

