



Polisi Camddefnyddio Sylweddu-Substance Misuse Policy Flowchart

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

Substance misuse incidents involving pupils

Refer to Searching Procedure

Also see notes re solvent misuse

Use or suspected - use, possession or supply of a substance

1. Inform lead person.
2. If pupil is intoxicated, first aider to treat as appropriate and seek medical help (if needed).
3. Remove other pupils from the situation OR take the pupil involved in the incident to a private room, and supervise with two staff.
4. If the pupil is in possession of a substance, isolate it from the pupil if safe to do so. Follow searching procedure. If pupil is taken to hospital, give the substance to the hospital staff.
5. Contact parents/carers to collect pupil. If unavailable or refuse to collect the pupil, then manage the incident in line with medical guidance, child protection and isolation (managed by discretion of the school).
6. Two staff to remain with the pupil until parent/carer arrives.
7. Contact School Community Police Officer OR Police if unavailable.
8. Hold investigations and interviews.
9. Dispose of confiscated substance or hand to police for further investigations (follow disposal of a confiscated substance procedure).
10. Conduct education with other pupils if needed.
11. Complete incident report form.
12. Apply sanctions to the pupil.
13. Make a referral to the YPSMS.
14. Inform LA and governors if needed.

Disclosure of substance misuse

If a pupil discloses that they are misusing a substance OR if a pupil discloses that someone else's misuse of substances is affecting them:

1. Inform lead person.
2. Consider veracity of report as well as issues of confidentiality, substances involved - quantity, legal status, risk, age of pupil, motive, level of use, past record, recent personal circumstances etc.
3. Discuss with pupil.
4. Discuss issue with parent/carer giving priority to safeguarding and security of the pupil and fulfil welfare needs.
5. Make an instant referral to YPSMS including Hidden Harm and Families Matter 2.

Safety Information - Solvents

The life of a person is at risk or a pupil is at risk of causing serious harm to others.

Solvent use MUST be seen as a priority and a referral MUST be put in on the same day as the incident to YPSMS with the heading 'Urgent Solvent use'.

Solvent Use

1. Contact designated first aider to stay with the pupil as they may need attention.
2. If under the influence, remove pupil from mainstream situation and take to a quiet place (not inclusion unit/quiet room as this is not a punishment).
3. Give the pupil a drink of water and talk calmly and quietly with them.
4. Try to ascertain what solvent has been used, how much and when.
5. If the pupil is having difficulty breathing, heart palpitations with a headache/migraine, pale and incoherent or acting unusual and at risk seek medical attention i.e. ambulance.
6. If the pupil passes out or becomes unconscious put in recovery position and call 999 stating situation and what has been taken.

Disclosure of solvent abuse

1. If the pupil is not under the influence but has disclosed usage; take them to a more confidential place and ask them to discuss frequency and level of use.
2. Calmly explore their reasons for use and suggest meeting with one of the workers from YPSMS - explain to the pupil the dangers of solvent use i.e. instant death (without scare mongering) and that they need to be talking to a specialist worker about this.
3. If that pupil refuses to meet YPSMS, ask if it would be ok to talk to YPSMS and get advice on the ways that they (the school) could support that young person without them meeting YPSMS for the time being.

Substance misuse incidents involving staff

1. Inform lead person.
2. If intoxicated, ask first aider to treat as appropriate. Seek medical help if required.
3. If intoxicated or in possession of drugs or alcohol, isolate the staff member from pupils to ensure safety.
4. Work to the agreed school policy for staff related incidents.
5. Complete incident report form.

Substance misuse incidents involving other adults

1. Inform lead person.
2. Do not release the pupil to the care of the parent/carer if parent/carer is intoxicated and intends to drive; contact other known named contacts to pick up the pupil rather than the parent/carer. If parent/carer becomes aggressive contact 999.
3. Follow the school safeguarding procedure if appropriate if parent/carer is intoxicated.
4. If unsubstantiated allegations are made for possession, use or supply, collect evidence and monitor, contact Social Services and contact School Community Police Officer if illegal drugs or criminal behaviour are suspected or 999 parent/carer is aggressive.
5. Complete incident report form.

Discovery of Drugs Paraphernalia on School Grounds

1. Inform lead person.
2. Place paraphernalia in a sharps box, using gloves and tweezers
3. Contact Environmental Services on 01824 712102 to empty the box.
4. Inform the School Community Police Officer if needed.
5. Complete incident report form.
6. Reinforce appropriate educational messages with pupils if needed.

Substance misuse incidents where there are suspicions about supply in the local community or concerns about counterfeit products

1. Inform lead person.
2. Contact the School Community Police Officer.
3. Contact Trading Standards on 01824 706057 if counterfeit alcohol or tobacco is thought to be involved.
4. Complete incident report form.

Discovery of Substances on School Grounds

1. Inform lead person.
2. Ensure that the seizure is witnessed in corroboration with another member of staff.
3. Confiscate the substance and place in a bag.
4. Do not attempt to analyse or taste any unidentified substance under any circumstances.
 - Alcohol - can be poured away and container discarded.
 - Tobacco - can be destroyed and discarded.
 - E-cigarettes - can be destroyed and discarded.
 - For suspected illegal drugs, new emerging drugs, volatile substances - store the substance in a suitable location (ideally a safe) in the presence of a witness. Contact the School Community Police Officer for disposal and advice re - future action. If the School Community Police Officer is not available - then contact the local police station. Explain the situation and ask for an incident number
5. Complete incident form, explaining how the substance was disposed of, and include witness signatures
6. Reinforce appropriate educational messages with pupils if needed.