



Policy:	<i>Smoking, Nicotine, Alcohol and the Misuse of Drugs and Substances Policy</i>
Applies to:	<i>Warwick Senior and Junior School Pupils</i>
Authors:	<i>Deputy Head Pastoral</i>
Approved by:	<i>James Barker, Head</i>
Reviewed:	<i>September 2025</i>
Signed:	<i>Richard Thomson, Deputy Head Pastoral</i>

Smoking, Nicotine, Alcohol and the Misuse of Drugs and Substances Policy

Education

Drug education is an important aspect of the curriculum for all of the Warwick Independent Schools Foundation Schools. We fully recognise our responsibilities for a drug education programme that is supported by a consistent message from the family and community.

In accordance with the DFE guidelines, we aim to:

- Increase pupils' knowledge and understanding and clarify misconceptions about:
 - the short and long-term effects and risks of smoking, nicotine, alcohol, drugs and other substances
 - the rules and laws relating to smoking, nicotine, alcohol, drugs and other substances
 - the impact of smoking, nicotine, alcohol, drugs and other substances on individuals, families and communities
 - the prevalence and acceptability of use of smoking, nicotine, alcohol, drugs and other substances among peers
 - the complex moral, social, emotional and political issues surrounding smoking, nicotine, alcohol, drugs and other substances
- Develop pupils' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem
- Enable pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences

All schools aim to set realistic aims for their drug education which include the above and which are consistent with the values and ethos of the school and the laws of society, as well as appropriate to the age and maturity of pupils.

In order to ensure the effectiveness of our drugs education programme we aim to ensure that :

- It is addressed by the whole school community
- It is consistent with the school's values and ethos
- Drug education is part of a well-planned PSHEE provision
- Policy and practice for managing incidents are consistent with teaching
- Pupils' needs and views are taken into account when developing programmes and policies
- Staff have access to training and support
- It is supported by consistent messages from the family and community

Smoking, Nicotine, Alcohol and the Misuse of Drugs and Substances Policy

The Head and Governors do not condone any infringement of The Misuse of Drugs Act (1971). They require that firm action shall be taken against any individual or group contravening this legislation. This policy is updated and

developed annually. It refers to the advice given in “DfE and Association of Chief Police Officers (ACPO) Drug Advice for Schools” January 2012 following discussions between staff and other members of the school community.

Definitions and terminology

The definition of a drug given by the United Nations Office on Drugs and Crime is “a substance people take to change the way they feel, think or behave”

The term “drugs” and “drug education” is used to refer to all drugs i.e.

- all illegal drugs (those controlled by the *Misuse of Drugs Act 1971*)
- all legal drugs, including alcohol, tobacco, vapes, substances containing nicotine (such as nicotine pouches), volatile substances (those giving off a gas or vapour which can be inhaled)), ketamine, khat and amyl nitrates (known as poppers) and any other legal drugs
- all over-the-counter and prescription medicines (see Appendix 1).

To whom and where this policy applies

This policy applies to all staff, pupils, parents/carers, governors and external agencies and individuals working at the school/ Foundation site (including the boarding house) or visiting the school/ Foundation site.

It applies to any possession, use or supply of drugs “in school” defined as: anywhere on the Foundation premises at all times e.g. during co-curricular activities after school and at weekends, as well as during the school day; off the school premises during the school day e.g. pupils in town at lunch time; at any time when boarding pupils are in the direct care of the school; travelling to and from school on school buses; on school business such as competitions, day or residential trips and work experience. Any incidences will be regarded with the utmost seriousness.

Rationale

Drugs are a part of our everyday lives and most young people will, at some stage, use drugs for medicinal purposes. However, we now live in a society where young people face growing pressures to become involved in and experiment with controlled drugs and other legal substances such as alcohol, tobacco and nicotine which may be considered harmful. Warwick School recognises its pastoral responsibilities in the general health and welfare of pupils and aims to reduce these pressures and educate pupils about the risks of involvement with drugs, as well as to try to maintain an environment that is as free as we can make it of illegal and/or harmful substances.

Statement of policy

- The School recognises its pastoral and educational responsibilities and will provide through the Personal, Social and Health Education (PSHEE) curriculum, a drugs education programme that will make pupils aware of the harmful effects and risks associated with the use of all drugs, alcohol abuse, vaping and smoking.
- The School will provide support and guidance to pupils through the formal programmes such as PSHEE, as well as through the wider curriculum.
- The School will take a consistent approach to drugs education across the whole school community and that both policy and practice for managing incidents are consistent with the teaching and that the drugs education programme is supported by families and the community.
- Drug use is a matter that concerns the whole school community and the possession, use, sharing and supply of illegal or unauthorised drugs (including those listed in the definition above) “in school” (as outlined above) is unacceptable.
- The policy ensures compliance with the criminal law, under which it is an offence for anyone to possess, use, supply or sell controlled drugs or for the school to allow its premises to be used for these purposes.
- The School will take appropriate action to ensure the general well-being of all our pupils and staff, and employ effective communication and co-operation between the school and parents, police and other agencies
- The School takes note that “Although there is no statutory requirement to do so, the Secretary of State would expect the Police to be informed when illegal drugs are found on a pupil or on school premises.” (DfEE – *Drug Prevention and Schools*, Circular 4/95.).
- If a member of staff suspects drug use or that drugs are being brought into school, they should inform the Head immediately

- The School recognises the vital home-school partnership that is so essential to effective education. The School aims to provide an opportunity for parents to discuss their own particular concerns, gain an understanding of the drugs education programme provided within the PSHEE curriculum at the School and also receive information and guidance from appropriate outside authorities. Parents are asked to let the Head know if they would like further information about the curriculum or teaching resources used.
- The School adopts a firm disciplinary framework for dealing with pupils who bring drugs into school and use, supply or tempt others to use them.
- Any school pupil who is involved with drugs while “in school” should expect to be dealt with severely.
- Drugs education provision¹ at Warwick School, in accordance with DfE guidelines, aims to:
 - increase pupils’ knowledge and understanding and clarify misconceptions about:
 - the short and long-term effects and risks of drugs
 - the rules and laws relating to drugs
 - the impact of drugs on individuals, families and communities
 - the prevalence and acceptability of drug use among peers
 - the complex moral, social, emotional and political issues surrounding drugs
 - develop pupils’ personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem
 - enable pupils to explore their own and other peoples’ attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences
 - take pupils’ views and needs into account when developing programmes so that they can, for example, engage in discussion, be taught by people who know what they are talking about involving, where possible, true-to-life stories.
 - provide progression in terms of knowledge, understanding, skills, values and attitudes appropriate for different age groups.
 - give our pupils information on where they can seek help and advice
 - be consistent with the values and ethos of the school and the laws of society,
 - the school’s drug education programme is carried out in Biology lessons and in PSHEE classes, using the non-statutory guidance for PSHEE, the statutory guidance for Citizenship and the statutory requirements within the National Curriculum Science Order as the basis of developing drug education. PSHEE provides an effective context for drug education because they focus on developing skills and exploring attitudes as well as learning about healthy and safe lifestyles.

Action in the Event of Drug Misuse

Dealing with drug incidents

A drug incident may involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. This could fit into one of the following categories:

- drugs or associated paraphernalia are found on school premises
- a pupil is found in possession of drugs or associated paraphernalia
- a pupil is found to be supplying drugs on or off school premises
- a pupil, parent or staff member is thought to be under the influence of drugs
- a pupil discloses that they or a family member/friend are misusing drugs

When dealing with drug incidents safety and safeguarding should be the first priorities; first aid or other appropriate help should be sought before addressing further issues. If in doubt, medical assistance should be sought immediately.

The school will investigate any rumour about involvement with drugs. All drug incidents will be investigated carefully (and the investigation may involve: segregating a pupil but this will be for no longer than necessary; asking them questions and asking them to give a written account of particular circumstances). The Deputy Head Pastoral should be informed, and should inform, consult and involve other staff as necessary, giving due respect to the confidentiality of those involved. A second adult witness (usually the appropriate Head of Section or a member of SLT) should be present at all interviews with pupils regarding drug incidents. As the Head will be the arbiter on the pupil's future in school, they should not carry out the initial investigation. There may be many relevant factors to be taken into account when assessing the seriousness of an incident, the needs of those involved and the most appropriate response, for example:

- what the pupil has to say
- whether this is a one-off incident or a longer-term situation
- whether the drug is legal or illegal
- what quantity of the drug is involved

(For further advice see [DfE and ACRO Drug advice for schools \(2012\)](#) – Responding to a drug incident)

If it is felt during the investigation that the police should be involved, then the investigation should cease and detailed questioning should be left to the police.

Management of drugs searches at school

Heads and only the staff they authorise have a statutory power to search a pupil and/ or their possessions where they have reasonable grounds to suspect that the pupil be in possession of illegal drugs which are a prohibited item in schools. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed. Being in possession of a prohibited item such as illegal drugs may mean that the pupil is involved, or at risk of being involved, in anti-social or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from Early Help or a referral to the local authority children's social care services. When exercising their powers, schools must consider the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability. School staff may wish to consider using CCTV footage to decide whether to conduct a search for an item.

Any searching of a pupil will be implemented consistently, proportionately and fairly, in line with the school's Screening, Searching and Confiscation Policy which follows the [DfE Guidance Searching, Screening and Confiscation in Schools \(2022\)](#). The policy gives details of the roles of the Head, Designated Safeguarding Lead and members of staff authorised to search, actions and support before, during and after a search. It also gives procedures for police strip searches.

Drugs/ banned substances found during a search

If drugs are found in school, the boarding house, anywhere on the Foundation site or during a school trip, the Head should be notified immediately. There is a blanket ban on drugs and banned substances in school, on the Foundation site (including in the boarding house).

Controlled drugs must be delivered to the police as soon as possible unless there is a good reason not to do so. In these cases, the member of staff must safely dispose of the drugs. In determining whether there is a good reason to dispose of controlled drugs, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the controlled drug. When staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug, they should treat it as such. If the member of staff is in doubt about the safe disposal of controlled drugs, they should deliver them to the police.

Substances which are not believed to be controlled should also be delivered to the police, or disposed of as above, if the member of staff believes they could be harmful.

The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken, but the school reserves the right to do so.

If staff take temporary possession of a suspected illegal drug they should:

- ensure a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of seizure and witness present
- store it in a secure lockable container with access limited to two senior members of staff
- without delay notify the police who will then collect it or give instructions about its disposal.
- identify any safeguarding concerns and share these with the DSL and develop a support and disciplinary response
- record full details of the incident
- inform parents, unless this would jeopardise the safety of the pupil

Disciplinary Action

In disciplining pupils, our main concerns will be:

- To ensure the welfare, safety and safeguarding of the pupil and others in the school community.
- To provide appropriate support for those who may have been involved in occasional drug abuse.
- To provide appropriate disincentives so that pupils may be discouraged from experimenting with drugs.
- To deal severely with those who may be supplying drugs to others and/or encouraging others in drug abuse.
- To maintain the integrity of the school community.

Any sanctions, including exclusion, will take into account the appropriateness of the response; proportionality with the offence; the needs of all concerned - the young person, other pupils, the school and the community; and consistency with existing school rules, codes and expectations.

The School will do its best to ensure that offenders against this policy receive suitable counselling, advice (participation in a drugs education programme) and rehabilitation. It also recognises that the pupil's parents have a role and duty and the School will endeavour to support them in this respect.

Illegal drugs:

Pupils contravening "The Misuse of Drugs Act" (1971) will be subject to such disciplinary action as the Head and Governors choose to employ. Where the illegal use of drugs is suspected the principle of a temporary 'fixed-term' suspension will apply. Dependent upon and subject to serious investigation of the facts further appropriate disciplinary action may be taken. Such action will always consider the full circumstances. The ultimate sanction available is permanent exclusion.

Legal drugs:

Any incidences relating to any drug misuse will be subject to investigation and such disciplinary action as the Head chooses to employ.

Smoking including use of electronic cigarettes/vapes

Smoking remains the largest single risk factor for death and years of life lived in ill-health and is a leading cause of health inequalities in England and in other parts of the world (PHE, 2021). There is some evidence that smoking including vaping can be a "gateway" into illegal drug misuse. Warwick School recognises that it has an important role to play in raising pupils' awareness of the health risks associated with smoking and vaping. The emphasis in the PSHEE programme is on providing information and developing attitudes and skills which will help pupils not to take up smoking and vaping and supporting those who want to stop. Selling vaping products to anyone aged under 18 and buying vaping products for anyone under 18 are prohibited activities but the school is aware of a loophole in the legislation which allows free samples of vaping products to be given to people of any age. The school is a smoke-free and vape-free site.

Responses to smoking/ vaping incidences "in school"

Any pupil found to have brought tobacco or electronic cigarette and vaping products into school, the boarding house or the Foundation site or on school trips or who is caught smoking or vaping, or found to have supplied tobacco or electronic cigarette and vaping products to another pupil, is likely to receive one or more of the following sanctions:

- parents will be informed in writing
- disciplinary meeting with the Head
- fixed period of suspension
- expulsion

Alcohol

Educating pupils about the effects of alcohol and how to reduce alcohol related harm is an important priority as alcohol is prevalent in today's society and increases the vulnerability of young people to the impact of alcohol misuse and other associated risks e.g. personal safety.

Alcohol must not be brought into school, into the Boarding House, onto the Foundation premises or on school trips. In the boarding house, at agreed social occasions, members of the Sixth Form who have prior permission from parents and are over 18 may consume small quantities of alcohol. The alcohol must be provided by and the consumption closely supervised by the House Parents or Boarding House staff.

Alcohol is forbidden at school and on school trips.

- No member of staff should take a pupil into a public house or entertain a pupil in his/her own home without prior knowledge and agreement of the pupil's parents and the approval of a Senior Member of Staff. In the case of a boarder, this knowledge and agreement would be required from the Head of Boarding.

- The law currently states that 16 and 17 year olds may drink beer, wine or cider only with a table meal in relevant premises, where accompanied by an adult aged 18 years or over. In all other cases, it is illegal for children under 18 to knowingly consume alcohol on a relevant premises, or to buy or attempt to buy alcohol.

- Members of staff must not place themselves in a position where it could be construed that they are condoning any illegal act. Nor should they open themselves to criticism if, as a consequence of drinking, the pupil(s) concerned injured themselves.

- A member of staff who found himself in a public house where members of the School under age were illegally consuming alcohol would be obliged to take appropriate action. If the boy(s) concerned were in the company of their parents then it would be appropriate to assume the parents are taking responsibility.

- These recommendations apply equally to tours and expeditions arranged by the School. It should be made clear to the tour party that no member of staff is legally able to condone the consumption of alcohol by under-age pupils.

Incidences relating to alcohol misuse will be subject to such disciplinary action as the Head chooses to employ. This may include a temporary 'fixed-term' suspension and dependent upon and subject to investigation of the facts further appropriate disciplinary action may be taken, with the ultimate sanction of expulsion.

The needs of pupils

Early intervention – staff in school can have a key role in identifying pupils at risk of drug misuse. The process of identifying needs should aim to distinguish those who require general information and education, those who could benefit from targeted prevention, and those who require a more detailed assessment of their needs.

The school will aim to ensure that pupils have access to up-to-date information about sources of help and advice. Pupils' wider pastoral needs and safeguarding concerns will be taken into account when dealing with any issues relating to drug education and the management of drug incidents, including parental drug misuse.

Informing parents Schools should reinforce the whole-school approach by building and maintaining positive relationships with parents. The school will inform the pupil's parents of any investigations of drug incidents, including what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied. The school may involve parents and the pupil in making decisions about referral and counselling. However, the school may exercise caution and not inform the parent/guardian, if they feel that the pupil's safety might be at risk or if there is any other concern for the pupil's safety at home. In such a situation where a pupil may need protection from the possibility of abuse, the Designated Safeguarding Lead should be consulted and child protection procedures followed. The school will use its discretion about when and whether to inform parents of other pupils.

Schools should consider that in some circumstances it might also be necessary to inform parents of a search for substances such as vapes which are banned by the school policy. Any complaints about searching, screening or confiscation should be dealt with through the normal school complaints procedure.

Recording and monitoring incidents

Any search by a member of staff for drugs and all searches conducted by police officers should be recorded in the school's safeguarding reporting system, including whether or not an item is found. This will allow the Designated Safeguarding Lead (or deputy) to identify possible risks and initiate a safeguarding response if required. The record of each search should include:

- the date, time and location of the search;
- which pupil was searched;
- who conducted the search and any other adults or pupils present;
- what was said;
- what was being searched for;
- the reason for searching;
- what items, if any, were found;
- what follow-up action was taken as a consequence of the search.

Disciplinary records should be updated as appropriate.

If a high number of searches are carried out the records should be analysed to consider whether the searches fall disproportionately on any particular groups of pupils. In such cases where searching is falling disproportionately on any group or groups, they should consider whether any actions should be taken to prevent this.

Confidentiality

When discussing and managing drugs, regard will be given to issues of confidentiality. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. However, if a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this compromises the teachers' professional responsibilities in relation to

- child protection
- cooperating with a police investigation
- referral to external services

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. Only in exceptional circumstances should sensitive information be passed on against a pupil's wishes: if this happens, the pupil will be informed first, and an explanation given of why this needs to happen.

Staff Conduct

Teachers have a duty of care to pupils entrusted to the school, including when on school trips. A member of staff may be deemed unfit to work if he or she poses a risk or potential risk to the health and safety of pupils or colleagues. In addition, members of staff should never place themselves in a position where it could be construed that they are condoning an illegal act. Nor should they open themselves to criticism if, as a consequence of drug misuse e.g drinking, the pupil(s) concerned injured themselves. Staff should familiarise themselves with the summary "Developing Safe Working Practices for the Protection of Children and Staff in Education Settings" document provided to staff.

The welfare of staff with a drug problem is also an issue and school will be as supported as is consistent with the wellbeing of the pupils and other staff.

Appendix 1 – Testing for Alcohol

1. **Method of use:** Only members of staff who have received training will be authorised to administer testing. In general, they will be members of the Senior Management/ School Management Team and if possible of the same gender as the pupil.
2. **Refusal:** If a pupil refuses to provide a sample of breath the pupil may be asked to supply, under medical supervision, a further biological sample for analysis in accordance with the drug testing procedures (see Appendix 2).
3. **Record:** A written record will be kept when a pupil is asked to take a test including the reason for any refusal and its outcome will be recorded.
4. If the staff member decides in their discretion that there is a genuine reason for the pupil to refuse a breath test, including a health reason, the procedure can automatically start at 2 above and no adverse inference shall be drawn.

Appendix 2 - Testing for Drugs or Substances

1 Biological sample: If there is reason to suspect that a pupil has been involved with drugs or substances, he/she may be asked to supply, under medical supervision, a biological sample (saliva, hair or urine) for analysis.

2 Collection of biological sample: The biological sample will be collected under medical supervision by a testing laboratory engaged by the school and a member of the school staff will be present. All due care will be taken to respect the pupil's privacy and human rights. Subject to availability, a pupil can opt to provide their biological sample either at a local facility or on the school campus. Parents/Guardians are expected to accompany the pupil to the test. If the test happens on the school premises a member of staff will also be present.

3 Testing procedures: These will be in accordance with standard good practice and where applicable with the Testing for Substance Misuse in Schools (June 2020) as revised, produced by the Medical Officers in Schools Association (MOSA):

- care will be taken to make as certain as possible that the sample provided is genuine and uncontaminated;
- the pupil will be asked to sign various seals and documents which confirm that the specimens are his/hers;
- the pupil will also be required to sign a form which signifies that he/she has undertaken the collection procedure and gives consent for the results of the test being made available to the Executive Headmaster.

4 Cost of testing: The school will pay the costs of collection and testing and will pass these on to the parents as a supplemental charge.

5 Medical record: The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.

6 Outcome: When the school receives the laboratory report:

- reasonable attempts will be made to notify a parent by telephone;
- if the results are negative, any second sample will be destroyed immediately;
- if the result is non-negative, a second sample, held by the testing laboratory, will be made available for confirmatory analysis using LCMS or / and GCMS techniques.
- Confirmatory tests are considered evidential and positive test results can be used for legal and disciplinary purposes.

Appendix 3 – Supportive Regime

For internal purposes only, unless required under safeguarding legislation.

Full name of pupil:	
Date:	
Pupil's date of birth:	
Age now:	
<ol style="list-style-type: none">1. I have made a voluntary admission of having used alcohol, or nicotine, a controlled drug or substance in breach of the school's policy, behaviour and disciplinary rules or code of conduct.2. As an alternative to exclusion, the Head has offered me a supportive regime under which for the remainder of this term and the next three school terms, without obligation on the part of the school, I may at any time be asked to provide a saliva/hair/urine/nail sample under medical supervision, for analysis in accordance with the procedures described in the attached policy, which I have read and understood.3. I agree to share the results of any test conducted on a saliva/hair/urine/nail sample with the Head or delegate thereof and understand confirmatory tests will be order on any non-negative result.4. I understand that I may be asked to provide a saliva/hair/urine/nail sample at any reasonable time even if no immediate suspicion at that time to suspect that I have been involved with drugs or substances.5. I agree to be subject to this regime and to co-operate with the school in every respect. I understand that the school will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.6. I also understand that if without good reason I fail to co-operate with this regime, or on further significant breach of the Behaviour Policy, or if a confirmatory test proves non-positive, I would, save in exceptional circumstances be required to leave the school.	
Signed:	

Appendix 4 – Declaration of Parents/ Guardian

For internal purposes only, unless required under safeguarding legislation.

I/We the undersigned have read the school's policy on Drugs and Substances, and this Appendix. For my / our part, I / we accept the Head's offer of a supportive regime for the above-named pupil, as described above. I/We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test which I / we understand to be less than £[.....] plus VAT per test.

Signed:	
Full name:	
Relationship to pupil:	
Date:	

Signed:	
Full name:	
Relationship to pupil:	
Date:	

Drug and Substance Abuse Policy - Appendix 5

Authorised drugs (medicines) in schools

There is no place for drugs in schools, except in a few legitimate instances of medicinal drugs for which a special case can be made.

Some pupils may require medicines that have been prescribed for their medical condition during the school day. Any pupil who requires medicines in school should ensure that:

- The school nurse has been informed of the medical condition and the medicines that are needed
- The pupil follows the instructions given by the school nurse (for example on where the medicine should be kept)
- Medicines that have been prescribed for an individual must only be used by them. They must not be given or passed to a third party.
- Non-prescription medicines (including over-the-counter medicines, such as those providing relief from period pains or hay fever) are not given or passed to a third party
- The medicines are stored and consumed with due attention to the safety and welfare of others

Pupils found to be misusing, misrepresenting, distributing, or selling prescription or over-the-counter drugs will be deemed to be putting the health and safety of other pupils in danger and will be subject to such disciplinary action as the Head chooses to employ. This may include a temporary 'fixed-term' suspension and dependent upon and subject to investigation of the facts further appropriate disciplinary action may be taken, with the ultimate sanction of expulsion.

Members of staff:

Only authorised members of staff should give non-prescribed medication to pupils (including designated first aiders, for example, on a school trip)

Authorised members of staff should advise pupils only in their "professional" capacity and ensure that medicines are only administered in accordance with the prescriber's instructions, as displayed on the container/packaging

Accurate records of when medicines have been given or if a child has refused their medication should always be made (and the school nurse notified if not the prescriber)

Staff are made aware of pupils who have medical conditions via the 'all circumstances' documentation and regular emails share the most serious conditions

All staff should ensure they know who these pupils are and are familiar with their conditions.

The school nurse should be consulted if there are any queries or concerns about the medical conditions of any pupil

If a pupil has to be taken to hospital, a member of SLT must be informed immediately and the pupil should always be accompanied by a member of staff, usually the school nurse. It is the responsibility of SLT to be sure that any siblings in school are kept informed

The safety of the pupil is of paramount importance and medical assistance should be sought if in any doubt.

Drug and Substance Abuse Policy - Appendix 6

Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimize alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum (DEF) - A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do. Tel: 020 7739 8494 Website: www.drugeducationforum.co.uk

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 77 66 00 Email: frank@talktofrank.com Website: www.talktofrank.com Schools can receive free FRANK resource materials, updates and newsletters by registering at <http://ddshl.broadsystem.com/freeleaflets.aspx>

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email: admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

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, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokeyfree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. www.starsnationalinitiative.org.uk

Directgov Young People can help young people with information and advice on issues

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18
<http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm>