Excellence, Aspiration and Care in Partnership

Managing Drug Related Incidents Policy

Ratified - September 2026

Review Date – September 2028

Osidge School

A member of Ashmole Trust

1. School Statement

Osidge School recognises the harm that all drugs can have, be they illegal, legal or medicines. We aim, through this policy and its guidelines, to provide clear and consistent protocols and expectations relating to the management and reporting of drugs related incidents on the school site, to promote the health, safety and welfare of our whole school community.

2. Definition of Terminology

The following terms are used in this policy in relation to drugs:

- **a drug** is a substance people take to change the way they feel, think or behave.
- the term **drugs** is used to refer to all drugs including:
    - illegal drugs (those controlled by the Misuse of Drugs Act 1971), for example cocaine, cannabis, heroine, new psychoactive substances - 'legal highs'.
    - legal drugs, including alcohol, tobacco and volatile substances.
    - all over the counter and prescription medicines.
- **drug use** is drug taking, for example consuming alcohol, taking medication or using illegal drugs.
- **drug misuse** is drug taking which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. It may be part of a wider spectrum of problematic or harmful behaviour.

3. Key contacts:

3.1 Head Teacher: Chrisanthy Dyer
3.2 Safeguarding Lead: Sarah Ostroff
3.3 Lead Governor: Has Mahir

4. Policy Development

This policy was developed by the school governors and the DSL in consultation with school council, school welfare officer and LA advisors.

5. Links to other School Policies

This policy should be read in conjunction with the following school policies:

5.1 Safeguarding and Child Protection Policy
5.2 Health and Safety Policy
5.3 First Aid Policy
5.4 Managing Medicines in School Policy
5.5 Behaviour Policy
5.6 PSHE Policy *(Statutory Drug, Alcohol, Tobacco Education within Health Education Curriculum)*
5.7 School Visits

6. Compliance with National Guidance and Links with Statutory Curriculum Requirements

6.1 Our policy and procedures for managing drug related incidents have been developed in compliance with the departmental advice from the DfE and Association of Chief Police Officers (ACPO): https://www.gov.uk/government/publications/drugs-advice-for-schools

As such, we consider all situations individually and recognise a variety of actions that may be necessary to respond to drug related incidents, as recommended by this non-statutory guidance for schools.

6.2 We acknowledge the essential link between managing drug related incidents and our role in providing a broad, balanced and accurate Drug, Alcohol and Tobacco Education (DATe) curriculum for all our students. We achieve this through PSHE (Personal, Social, Health and Economic Education), within our Health Education focus on DATe which aims to enable students to take their place safely in a world where a wide range of drugs exists, by making informed choices. In order for them to do so, they need to understand the nature of drugs, their social and legal status, their uses and effects. We further explore attitudes about drugs and provide opportunities for students to develop skills to manage themselves in various situations, whilst recognising their responsibilities for managing their own behaviour.

7. Aims of Policy

7.1 To promote and safeguard the health and safety of all students and staff within the school

7.2 To confirm our position that any illegal and other unauthorised drugs related incidents are not acceptable on the school site and/or within organised school activity off site such as school visits/trips. We also confirm our safeguarding responsibility to respond to drug related incidents outside of school that might compromise a student's safety, including student or parental drug and alcohol misuse away from the school site.

7.3 To provide all staff with the procedures to be followed when dealing with drug related incidents in a fair, professional, proportionate and consistent manner.

7.4 To confirm our arrangements and procedures for authorised drugs including managing medicines and being a non-smoking site

7.5 To share all these expectations and procedures for managing all drug related incidents with governors, parents, students, external organisations and the wider school community

7.6 To provide an environment which endorses a range of learning and supportive responses for those involved in an incident that are not undermined by an unduly punitive response.

8. Procedures for Managing Drug Related Incidents

In response to any drugs related incident, it is essential that each situation is considered individually and that the needs and circumstances of the students are paramount.

If the situation leads to a medical emergency the school emergency aid procedures will be followed immediately.

In the absence of a medical emergency the Headteacher will be informed and an appropriate response considered.

Protocols for responding to the following drug related incidents, in line with national guidance, are outlined as flow charts in Appendix 1:

- Parents/Carers/Others under the influence of drugs /alcohol on school premises.
- Student(s) under the influence of drugs /alcohol on school premises.
- Students using medicines inappropriately on school premises.

- Drugs and / or paraphernalia found on students and/or premises.
- Students making disclosure about their own or parents/carers/others use of drugs/alcohol.
- Supplying (drugs/alcohol/tobacco) by students/parents/carers/others.

If we are presented with any other drugs related incidents not outlined in Appendix 1, we will refer to the DfE and ACPO guidance.

Unless there are exceptional circumstances, we will inform parents /carers at the earliest opportunity so that we can work together to support the student and to resolve difficulties.

Our aim is to enable all students to fulfil their potential. We will work with the student, their parents or carers and colleagues from other agencies to remove barriers to achievement and resolve any difficulties that exist. Drug related situations will be considered alongside other circumstances in the young person's life and not in isolation. We accept that it is never appropriate to respond in a way that is more punitive than that which might be considered by the police so that exclusion, whilst it remains and option, will be used as the very last resort. Opportunities for supporting students following these situations include:

- Review with parents/carers after the incident
- Further drugs, alcohol can tobacco education
- Targeted support on a one-to-one basis
- Referral to an outside agency

We have a range of professional colleagues who can give or obtain advice and support in drug or alcohol related situations. These include the school's Education Welfare Officer, the local Police Liaison Officer, members of the local Youth Offending Team (whose roles include supporting young people at risk of offending) our local Drug and Alcohol agencies and counselling services. These colleagues can help with a needs assessment and support us in developing an appropriate response. The student/s will always be told when information is being passed on, in accordance with the school's policy on confidentiality.

Should a substance suspected of being illicit be found on the school premises it will be handed to the headteacher and, in the presence of another member of staff placed in a sealed container in the school safe until it can be delivered to or collected by a police officer. S/he will also be involved in advising the school on the most

appropriate response to the situation. The Local Authority School Drug Adviser and Drug & Alcohol Action Team are also able to provide guidance and advice.

All staff will be made aware of the legal constraints on gathering evidence and questioning those involved. They will not take action without involving the co-ordinator.

9. Smoking Statement

Smoking is not allowed on the school site.

10. Managing Medicines on the School Site

Some students may require medicines that have been prescribed for their medical condition during the school day. These will be held in the medical room or school office. More detailed information about how we manage medicines on our site can be found in our 'Managing Medicines in Schools' Policy.

11. Training for School Staff

All staff receive training for managing drug related incidents as part of their induction, which includes full review of this policy and procedures, in line with all relevant policies as outlined in section 4 of this policy. Designated staff who lead on this area, including responding to incidents and/or managing and administering medicines on school site, will receive bi-annual CPD to enhance their knowledge, understanding and skills through in-house CPD and/or external training courses.

12. Disseminating and Monitoring the Policy

A copy of this policy will be supplied to all staff and governors and included within the school handbook, staff handbook, governor handbook and new staff induction materials.

A full copy will be published on the school website and made freely available to parents on request and if appropriate a summary will be published in the school prospectus. Copies will also be supplied to other professionals whose work relates to this area of work, or who may be involved in the delivery of curriculum related areas.

Appendix 1

Procedures for Managing Drugs Related Incidents

This appendix outlines our procedures for managing the following drugs related Incidents, as detailed in each flow chart:

1. Parents/Carers/Others under the influence of drugs/alcohol on school premises

2. Student(s) under the influence of drugs/alcohol on school premises.

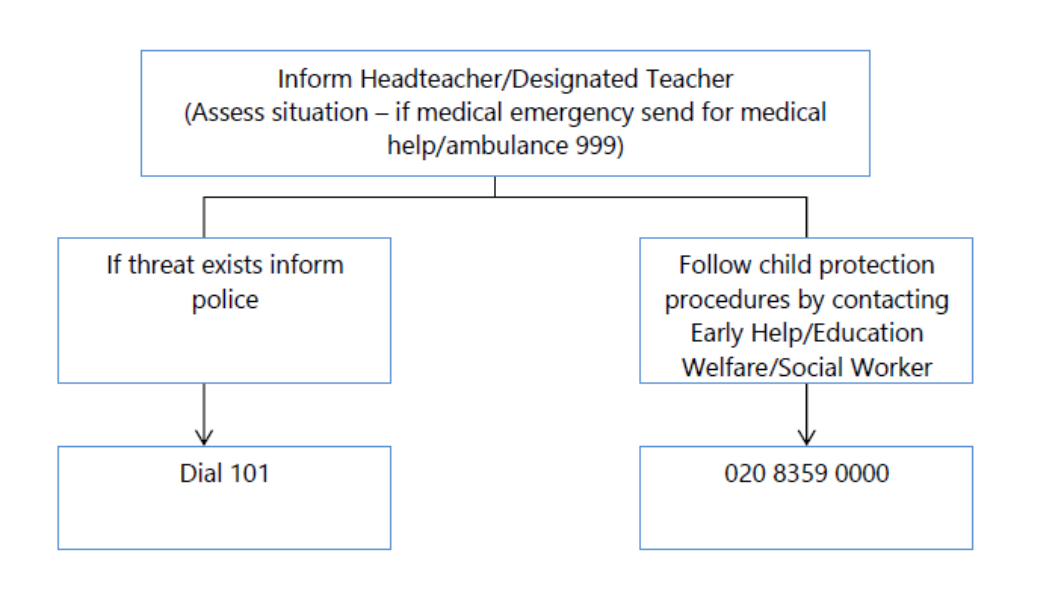
3. Students using medicines inappropriately on school premises.

4. Drugs and/or paraphernalia found on students and/or premises

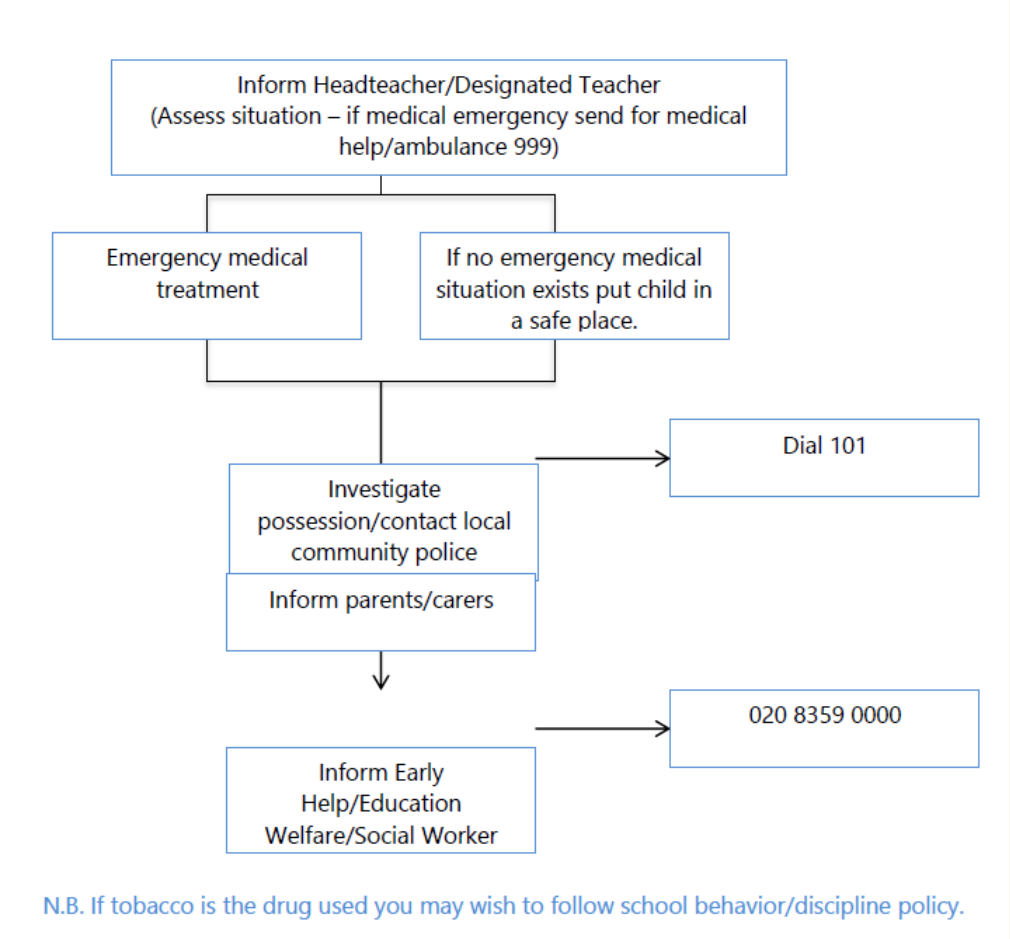
5. Student makes disclosure about their own or their parents'/carers'/others' use of drugs/alcohol

6. Supplying (drugs/alcohol/tobacco) by students/parents/carers/others

1. Parents/Carers/Others under the Influence of drugs/alcohol on school premises

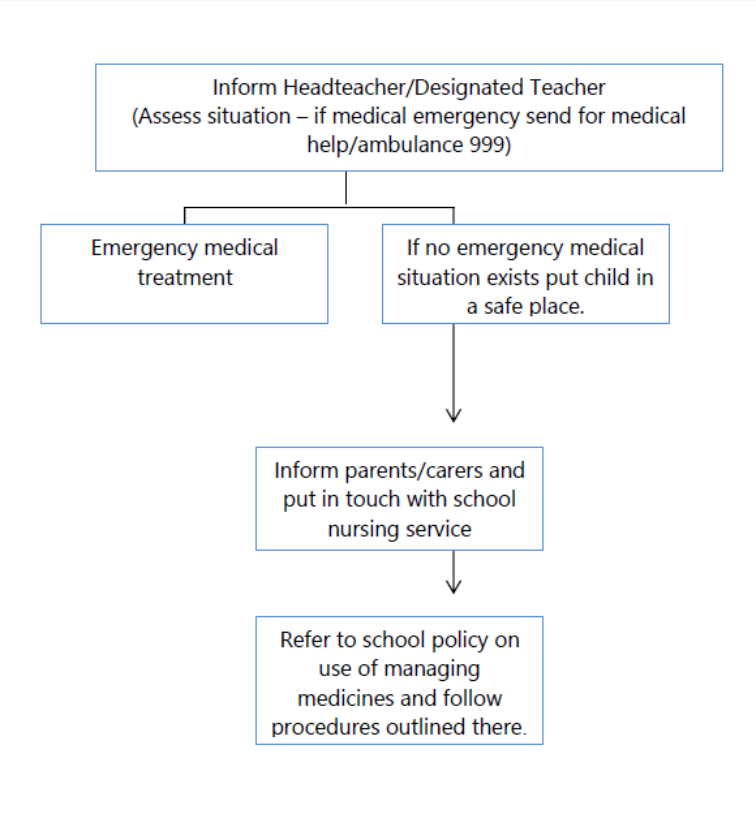


2. Student(s) under the influence of drugs/alcohol on school premises.

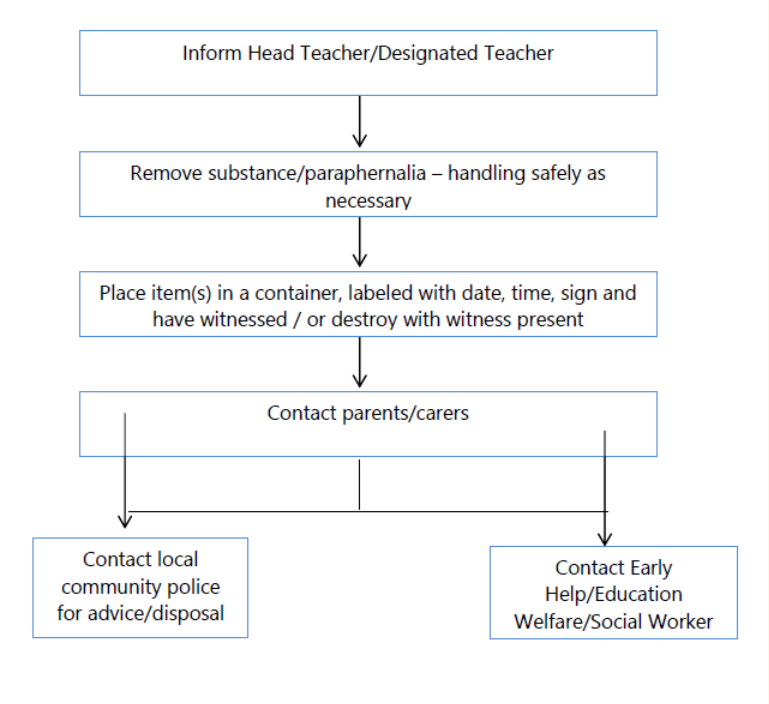


N.B. If tobacco is the drug used you may wish to follow school behavior/discipline policy.

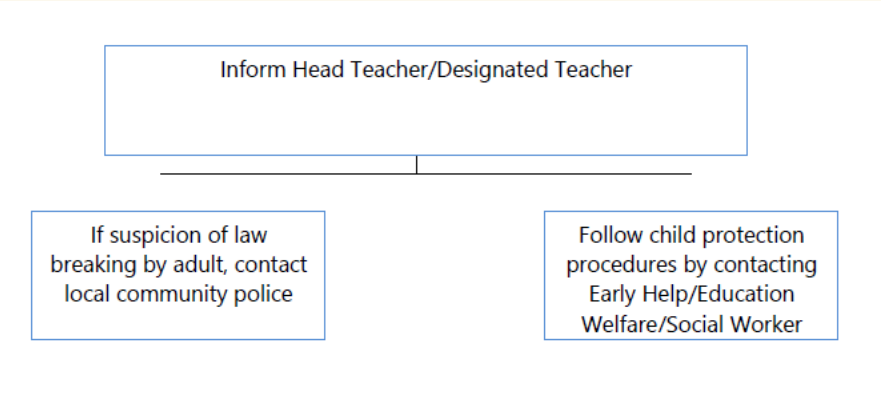
3. Students using medicines inappropriately on school premises.



4. Drugs and/or paraphernalia found on students and/or premises



5. Student makes disclosure about their own or their parents'/carers'/others' use of drugs/alcohol



6. Supplying (drugs/alcohol/tobacco) by students/parents/carers/others

