**John Logie Baird ELCC**

**Drugs and Alcohol Misuse Policy**

This policy is designed to help our staff understand the procedures and to enable incidents of drug misuse to be managed effectively and ensure that the safety and welfare of everyone within John Logie Baird continues to be of paramount importance.

1. Drug related litter on or near JLB ELCC.
2. Suspicion and allegations about activities in and out of JLB ELCC.
3. Disclosure about drug misuse taking place in JLB ELCC and during out of hours.
4. Child or young person who displays symptoms of drug misuse.
5. Child, young person or adult with drugs on JLB ELCC premises, trips or transport.
6. Child, young person or adult taking drugs on JLB ELCC premises, trips or transport.
7. Child, young person or adult selling controlled drugs on JLB ELCC premises, trips or transport.

There should be no doubt as to the seriousness of incidents of drug or alcohol misuse. As well as putting at risk a child or young persons health and wellbeing. Any involvement in such misuse can have an adverse effect on attainment and future life chances. It is important that such incidents are dealt with in a forthright manner.

As well as providing a deterrent to others contemplating involvement in future incidents of drug or alcohol misuse, a clear message will be conveyed to our school community regarding the unacceptability of such incidents in educational establishments.

Establishment Strategies:

1. Have strategies for drugs education in line with Argyll and Bute’s framework for the development of health and wellbeing across the curriculum.
2. Ensure the delivery of effective drugs education programmes as part of children and young people’s health and wellbeing curriculum. Substance Misuse outcomes from Curriculum for Excellence.
3. Take steps to inform and educate parents about drugs education, drugs misuse and the schools policy on drugs. Educating parents may be undertaken in collaboration with local community police. School policy and curriculum issues should be dealt with at parents meeting or in written communication.
4. Ensure staff are well informed about drugs and committed to the schools policy on drugs.
5. Consider carefully in planning drug education programmes, how personnel other than the police might be involved e.g. Health professional.

Dealing with Incidents:

Incidents where medical help is required

1. Provide first aid as necessary to minimise the risk of the child/young person of damaging themselves or others. Send for an ambulance if required. Appropriate adult to accompany child to hospital.
2. Send for the Head of Establishment.
3. Access another member of staff for assistance.
4. Arrange for a safe removal of drug related litter.
5. Retain evidence (vomit) for medical analysis if possible.

Head of Establishment is to:

1. Contact police for advice and other involvement e.g. social work/health visitor if necessary.
2. Inform parent/carer of incident and highlight that police have been contacted.
3. Arrange for interview of other personnel – witnesses.
4. Inform Head of Community Services as soon as possible.
5. Arrange interview of child/young person when recovered.
6. Records must be kept.
7. Once investigation is finished, give consideration to the guidance that has been given.
8. Complete Managing Incidents of Drug Abuse in Educational Establishments paperwork and submit to Executive Director of Community Services and Head of Service.

Procedures to follow if medical help is NOT required:

1. Send for Head Teacher.
2. Access another member of staff for assistance.
3. Access another member of staff for assistance.
4. Arrange for a safe removal of drug related litter.
5. Retain evidence (vomit) for medical analysis if possible.
6. Child or young person and belongings should be taken to a private room and supervised preferably with two members of staff.

Head of Establishment is to:

1. Remind child/young person of policy regarding drug misuse and the procedures to be followed.
2. Contact the parents/carers.
3. Ask child to hand over any drug related material. If reluctant to do so, explain that the request will be repeated in front of parents and possibly the police.
4. Contact police for advice or involvement as necessary.
5. Inform the Head of Service and Executive Director of Community Services.
6. Arrange interview with the child/young person and witnesses.
7. Records must be kept.
8. Give consideration to the guidance that has been given.
9. Complete Managing Incidents of Drugs Abuse in Educational Establishments paperwork and submit to Executive Director of Community Services and Head of Service.

Parent/Carer and Police Involvement:

If the parent/carer arrives before the police the parents will be allowed to access their child with a teacher or member of staff present. If police arrive before the parent/carer the police will be asked to wait until the arrival of the parent/carer. Circumstances may dictate the police taking immediate action. In such cases a teacher or member of staff must be present during the interview. Where every effort has been made to trace the parent/carer or emergency contact without success, the emergency stand by team of social work should be contacted to help with supervision.

Alcohol related incidents:

For alcohol incidents the standard management and pastoral care procedures of the school should be followed, with the completion of Managing Incidents of Drugs Misuse in Educational Establishments being submitted to the Executive Director of Community Services and Head of Service.

For alcohol related incidents contact with the police is left to the discretion of the Head teacher, however if a criminal activity is suspected then it will be reported.

Recording of Incidents:

All drug related incidents must be recorded using the report form. A copy must be sent to Executive Director of Community Services and Head of Service. An additional copy should be kept in the child’s file for 5 years. It should be transferred as necessary. This is subject to the Data Protection Act.

Informing staff:

Without disclosing names of the young person involved the school’s staff should be informed that “*a drug related incident has occurred in the establishment, certain action, in keeping with the establishment’s procedures has been taken pending further investigation, the incident may not be an isolated one and staff should be alert.”*

**Article 33 (drug abuse)**: Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs

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