

Drugs Policy

Independent Day/Boarding School for Boys and Girls

The Royal Hospital School

January 2010

Drugs & Substances

Scope

- 1 This policy has been authorised by the Governors and is available to parents and pupils on request. The policy relates to the misuse of controlled drugs and other substances and applies to all pupils at The Royal Hospital School (**School**). It applies at all times whether or not the pupil is in the care of the School. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain of the procedures can only be carried out during term time.
- 2 The expressions "drugs and substances" refer to the possession, use and supply of controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse.

Aims and Policy

- 3 The aim of this policy is to acknowledge and clarify the School's role in drug education, to prevent drug misuse and ensure the policy is appropriate to pupils' and the School's needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupils, teachers and support-staff.
- 4 This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents are consistent with the School's behaviour policy. This policy should also be read in conjunction with the PSHE handbook, medicines policy, health and safety policy and smoking policy. As a matter of course, all staff, parents/carers and pupils are reminded of this policy on an annual basis. This policy applies at all times to the School premises, School transport as well as School visits, trips, fieldwork, expeditions and camps etc. 'School time' shall be from the day a pupil joins RHS to the day he/she leaves.

Pastoral Care

- 5 We encourage pupils to discuss their anxieties about drugs or substances in confidence with a member of staff or the school counsellor. Matters brought into counselling by a pupil or his/her parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions or adverse report but a pupil who is suspected of involvement with drugs or substances outside this context will face the full disciplinary consequences.

School's Stance on Substance Misuse

- 6 The educational, physical, mental, social and moral welfare of all pupils is the School's priority. We expect all staff and parents to actively support the approved policy. Pupils will be instructed about the harmful effects of drug and substances misuse through the PSHE curriculum and in discussions with their House Tutors.

Role of the Staff and Staff Action

- 7 Staff at RHS are made aware of their responsibilities towards supporting the welfare of the pupil i.e. in both academic and pastoral areas. To enable them to cope with situations involving drug abuse staff receive training when necessary.

- 8 All academic and senior non-academic staff, medical staff including the GPs, the Health Centre and the matrons are provided with a copy of the Drugs Policy document. They are given guidance on substance use/misuse. All staff are made aware of the warning signs that pupils may express as a result of substance use/misuse. Staff are given the necessary training to recognise these signs and the procedures to support the policy.
- 9 For guidance on drugs, staff should refer to DfES Guidance *Drugs: Guidance for Schools*.

Procedures

- 10 If any member of staff (academic or non-academic) has suspicions of drug or solvent abuse they must follow the procedure below.

Rumour of Drug activity

- 10.1 If a member of staff should hear that a pupil or pupils are involved in drugs they must immediately inform the Deputy Headmaster or if unavailable a senior member of staff. Unless the situation demands instant action by the member of staff, no investigation should be conducted. It is essential that no future action is compromised by premature action albeit well intentioned. When the Deputy Headmaster or the most senior member of staff available has gathered the information he/she will direct the nature of the investigation in consultation with the Headmaster and work with the Senior House Staff to establish the facts.

Searches for Drugs, Substances and Related Paraphernalia

- 10.2 Informed consent: Before any search is undertaken consent will be sought from parents or from the pupil if s/he is of sufficient maturity and understanding. If consent is refused, the pupil will be asked to say why s/he has refused. The School will be entitled to draw inferences from his or her response and general demeanour and the police may be informed.

- 10.3 Searches: If staff believe a pupil possesses or has stored drugs, substances or related paraphernalia it may be appropriate for a member of staff to carry out:

- a personal search including the searching of outer clothing and inside pockets; and/or
- a search of school property, e.g. pupils' lockers or desks; and/or
- a search of personal property (e.g. bag or pencil case within a locker)

Searches will be conducted in such a manner as to minimise embarrassment or distress. A second adult witness will be present.

Suspicion of Drug Use

- 10.4 If a pupil is behaving in an unnatural way and a member of staff suspects it is as a result of taking drugs, they should immediately inform the Deputy Headmaster or if unavailable the senior duty staff and they should confer with the House staff and decide if the situation requires medical involvement. If it does, the pupil should be taken to the Health Centre and examined by the medical staff and the Headmaster informed.
- 10.5 The pupil should be asked to explain, if possible, how he/she came to be in his/her condition. If the medical staff are not satisfied with the explanation they should inform the School doctor.

- 10.6 Where there are reasonable grounds to suggest that a pupil has taken drugs (which could be based on possession, behaviour, the finding of materials linked with the taking of drugs, or intelligence) then the School will reserve the right, having first explained the procedure and gained the pupil's consent, to conduct a Rapid Drugs Test.
- 10.7 Informed consent: The relevant consent to a drugs test is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided s/he is of sufficient maturity and understanding and gives his/her informed consent in writing.
- 10.8 If a pupil does not give such consent, this fact will be taken into account with the other evidence.
- 10.9 If a decision is taken to conduct a Rapid Drugs Test, then reasonable endeavours should be made to contact parents to inform them of the situation, however under no circumstances should sample collection be delayed by the School trying to contact a parent.
- 10.10 Rapid Drugs Tests are administered by a member of the Senior Management Team. A member of staff from the Health Centre, along with the Housemaster/mistress will also be present. Such a test should be carried out as soon as possible after suspicion has been confirmed, since "clearance times" can be as little as 24 hours for some drugs.
- 10.11 The pupil is informed of the procedure to be carried out and is asked to give a drugs history, detailing any medication given (this to be subsequently checked with the Health Centre). The pupil is then asked to sign a form listing the drugs history and giving consent to the test.
- 10.12 Two samples are taken and the second sample is retained in the Health Centre.
- 10.13 A Rapid Drugs Test is used and results are available within minutes. The result is shown to the donor who is then asked to sign a declaration to that effect. The remainder of the School's sample is to be kept by the Health Centre in a sealed container should it be required at a later date.
- 10.14 Where a test result is positive a pupil will be immediately suspended. The second sample will be sent for independent analysis. The cost of this testing will be borne by the parents. Any circumstance which might result in a false positive test (such as legitimate medications) will render the positive test unreliable and therefore unsafe to act upon.
- 10.15 Where a result is negative, the second sample will be destroyed immediately.
- 10.16 The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.

Subsequent Action and Sanctions

- 11 The School will treat a positive test, although not infallible, as evidence that the pupil has been using drugs. A meeting will be arranged at which:
 - 11.1 the pupil will be asked to attend the Headmaster (or in his absence the Deputy Headmaster) with his/her parents or a member of the school staff chosen by him/her to assist him/her;
 - 11.2 the evidence of the positive sample and all other relevant evidence will be put to the pupil and s/he will be invited to respond;
 - 11.3 his/her response will be heard and considered and further enquiries will be made if necessary;
 - 11.4 the Head will make a finding of fact based on the evidence and supported by reasons.
- 12 The bringing in or use of drugs within the School is regarded as a serious disciplinary offence as is overtly promoting the use of drugs and illegal substances.

- 13 Supplying, selling and dealing in drugs are all offences which will result in expulsion. A pupil may be permanently excluded from the School for being in possession of, promoting the use of, or using illegal drugs.
- 14 Glue sniffing and solvent abuse are also very serious disciplinary offences and could result in suspension and/or expulsion.
- 15 Pupils who are suspended from RHS following a drugs related offence will be allowed back to School on the strict understanding that they are subject to a random drugs testing regime. Parents will be required to agree to such a regime before the pupil concerned is permitted back to School. Parents will be notified when a pupil is to be randomly drugs tested.
 - 15.1 In the event that the test is positive parents will be at liberty to have an independent test performed to corroborate the findings.
 - 15.2 Any circumstance which might throw up a false positive test (such as legitimate medications) will render the positive test unreliable and therefore unsafe to act upon.
 - 15.3 A pupil subject to a random drugs testing regime who tests positive will be expelled from RHS.
- 16 If a pupil is expelled or required to leave, s/he and his/her parents will be offered a Governors' Review which will normally take place under a separate procedure, within ten days and his/her suspension may be continued in the interim.

Police Involvement

- 17 The Police will not always be contacted in the event of a drugs/substances incident occurring at the School. All drugs incidents are taken seriously and in the event of a very serious incident, the School will use its discretion in relation to whether the Police will be contacted.

Pastoral Support

- 18 Support will be offered to pupils involved in a drugs related incident. This will be provided by House staff, medical staff, the independent listener and/or outside agencies.

Personal Social and Health Education Curriculum

- 19 Drugs Education will be taught as part of the PSHE programme in a manner appropriate to the pupil's level of understanding In pursuance of the following:
 - 19.1 To enable pupils to make healthy, informed decisions by increasing knowledge, understanding challenging attitudes and developing communication and social skills.
 - 19.2 To provide accurate and appropriate information about substances and their effects.
 - 19.3 To help pupils develop an understanding for those experiencing or likely to experience substance use/misuse.
 - 19.4 To prepare pupils to expect to be presented with the temptations of drug and solvent abuse at any time and develop in them a readiness to resist these temptations themselves and persuade others to do likewise.
 - 19.5 To help build a society which shuns the illegal use of drugs.

Authorised by	Resolution of the Board of Governors
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Date	20 January 2010
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Effective date of the policy	20 January 2010
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Circulation	Governors / all staff / parents / pupils on request
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