Substance Misuse Policy

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader	**: Mr O Gwillim**
Head teacher	**: Mr T Lewis**
Chair of Governors	**: Mr M Cude**

Policy applies to Academic Year 2026 -27

Signed HT: **Date: September 2026**

Signed CoG: **Date: September 2026**

This plan is a:	**School Plan using LA & WG guidelines**
This plan is a:	**Non-Statutory Document**
Policy / Document Leader:	**Mr Gwillim**
Link Governor:	**Mr M Cude**
Key Personnel in Plan	**Headteacher**
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School Substance Misuse Policy

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Name of School: Penpych Community Primary School

Date of policy implementation: September 2026

Review date: September 2027

Policy location: School/Website

Substance Misuse Lead/s: Mr O Gwillim (Dep HT)

Rationale

The school will follow guidelines outlined in this policy to manage any substance misuse related incidents.

The school does not condone the use of substances by members of the school community, or the illegal supply of those substances.

The school is committed to the health and safety of all and will take action to safeguard their wellbeing.

The school acknowledges the importance of its pastoral role in the welfare of young people, and, through the general ethos of the school, will offer support and guidance.

Key Issues

This policy covers the following drugs:

- Alcohol
- Over the counter medicines
- Prescription only medicines such as anabolic steroids, benzodiazepines and behavioral medicines (such as Ritalin) when not accompanied by a legitimate prescription
- Illegal substances such as mephedrone, heroin, cocaine, ecstasy, amphetamines, LSD, cannabis, magic mushrooms
- Volatile substances such as aerosol propellants, butane, solvents and glue
- Magic mushrooms, new psychoactive substances (NPS)
- Substances under a temporary banning order

For the purpose of this policy and to maintain consistency the substances listed above will be referred to in this document as ‘drugs’. The above list is not exhaustive. Although there have been anecdotal reports of the stimulating effects of energy drinks, they are not covered in this policy.

For information on tobacco, please refer to the RCTCBC Smoking in the Workplace Policy.

Delivery of Substance Misuse Education

The aim of substance misuse education is to empower children and young people to make responsible, well informed decisions about substances used and / or misused within society.

Children and young people require knowledge and information about substance misuse; this information should increase in breadth and depth over time.

At school, pupils will receive substance misuse education using approaches that provide:

- consistent accurate information presented simply and clearly
- informative and accessible reading material
- access to peers and credible adult experts, in addition to teachers
- stimulating and enjoyable tasks
- appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.

The national All Wales School Liaison Core Programme will form the basis of substance misuse information around which additional and locally determined prevention initiatives will be built.

On a local level schools in Rhondda Cynon Taf access support and guidance from BAROD, a third sector organisation that specialises in substance misuse support for both adults and young people.

The learning outcomes for substance misuse education should include the key components of the Personal Social Education (PSE) Framework.

Vulnerable Children and Young People

Vulnerable children and young people may be more at risk of substance misuse than others. Substance misuse education should respond to the needs of such groups. For example, a young person may have started misusing drugs at an early age. The information requirements for this young person will be significantly different to that of someone their own age who has not been misusing. Substance misuse education for this young person may be based around harm reduction. Therefore, substance misuse education must be developed and delivered with the target audience in mind.

Premises

This school is a drug and alcohol-free environment. This policy applies throughout the school grounds and buildings.

This policy also covers the misuse of substances by students on and off school premises and out of school hours, for example, on school trips.

The policy also covers the misuse of substances on the premises after school hours e.g. community use and misuse by any visitors in the school at any time.

For information on dealing with staff substance misuse, please refer to the RCTCBC Alcohol and Substance Misuse Policy.

Confidentiality

The school will adhere to the Data Protection Act (2018) which includes the General Data Protection Regulations (GDPR)

However, no guarantee of confidentiality can be made, and this will be made clear at the outset of any conversation with a student. Confidentiality cannot be kept, even against the wishes of the person confiding the information when necessary:

- Where there is a safeguarding concern
- Where the life of a person is at risk, or there is a risk of serious harm /or harm to others.

Dealing with the Media

Any telephone call or visit from any media source must be referred to:

RCTCBC Communications Team

Main contact – Christian Hanagan

Email: christian.sj.hanagan@rctcbc.gov.uk

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1. Introduction

1.1 Background

Substance misuse is a complex problem that can have wide-ranging and harmful implications for the quality of life of individuals, families and communities.

This policy promotes the United Nations Convention on the Rights of the Child (UNCRC) Article 33:

Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs.

Schools have a vital role in ensuring that young people are educated about drugs and alcohol, their effects and potential consequences. Schools must ensure they are equipped to deal with incidents of substance misuse. Management of such incidents should aim to minimise risk of harm to the individual and the wider community in both the short and long term. The policy outlines the school's approach to drug education as well as appropriate responses to drug related incidents.

1.2 Basic Information about Drugs

In this section the term 'drug' includes illegal substances, new psychoactive substances, prescription drugs and over the counter medicines, substances under a temporary banning order, solvents and alcohol.

Different Terms for Drugs

Drugs may not always be given their 'correct' name and these terms may vary depending on location. Don't be nervous about trying to establish what drugs a student is using. Even if students use slang terms, try to clarify the correct name.

Legality: The Misuse of Drugs Act (1971):

Class A: These include: cocaine and crack, ecstasy, heroin, LSD, methadone, methamphetamine (crystal meth), fresh and prepared magic mushrooms or any class B drug prepared for injection.

Class B: These include: amphetamine (not methamphetamine), barbiturates, codeine, ketamine, synthetic cannabinoids such as Spice and cannabis (medicinal cannabis is now legal in the UK and can be prescribed by specialist doctors from 1st November 2018). All cathinone derivatives, including mephedrone, methylone, methedrone and MDPV were brought under control as Class B substances in 2010. Certain Class B drugs are reclassified to Class A if they have been prepared for injection. These include amphetamines, cocaine dihydrocodeine and codeine.

Class C: These include: anabolic steroids, minor tranquillisers or benzodiazepines, GBL and GHB, khat and BZP.

Class A drugs are treated by the law as the most dangerous. Offences under the Misuse of Drugs Act can include:

- Possession of a controlled drug.
- Possession with intent to supply another person.
- Production, cultivation or manufacture of controlled drugs.
- Supplying another person with a controlled drug.
- Offering to supply another person with a controlled drug.
- Import or export of controlled drugs.
- Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs (smoking of cannabis or opium but not use of other controlled drugs) or supply or production of any controlled drug.
- Certain controlled drugs such as amphetamines, barbiturates, methadone, minor tranquillisers and occasionally heroin can be obtained through a legitimate doctor's prescription. In such cases their possession is not illegal.

Maximum Penalty – Class A	**Maximum Penalty – Class B**	**Maximum Penalty – Class C**
Possession up to 7 years in prison, unlimited fine or both	Possession up to 5 years in prison, an unlimited fine or both	Possession up to 2 years in prison, an unlimited fine or both
Supply and production up to life in prison an unlimited fine or both	Supply and production, up to 14 years in prison, an unlimited fine or both	Supply and production, up to 14 years in prison, an unlimited fine or both

***Note**: Police can confiscate suspected 'temporary class drugs' which are subject to a temporary banning order while the class is being decided. There are no legal consequences of possessing such drugs whilst under the temporary ban, although the police have power to seize and destroy. Supply or production of such substances could lead to up to 14 years in prison, an unlimited fine or both.*

New Psychoactive Substances (NPS)

In the UK, New Psychoactive Substances are prohibited by the Psychoactive Substances Act 2016. In the Act the meaning of 'psychoactive substance' is:

A substance produces a psychoactive effect in a person if, by stimulating or depressing the person's central nervous system, it affects the person's mental functioning or emotional state. There are some exemptions to this such as caffeine, alcohol and nicotine.

Evidence of Harm

NPS may pose a serious threat to the health of individuals ingesting them. Due to the myriad of new psychoactive substances, it is very difficult to ascertain the exact dangers of

any such substance. There have been hospital admissions and a number of deaths attributed to the use of NPS. However, there has been a substantial decrease in the amount of NPS sold through retail outlets since the introduction of the Psychoactive Substances Act in May 2016.

Identifying NPS

NPS come in a form of white and off-white powders, various shaped and coloured pills, pellets, liquids and smoking blends. As a member of the school staff, you are not expected to be an expert or identify NPS substances. New psychoactive substances are not allowed on school premises and staff should treat any incidence involving such substances seriously and proceed on the basis that a substance may be controlled under the Misuse of Drugs Act (1971).

Anabolic Steroids: Anabolic steroids are prescription drugs under the 1968 Medicines Act. They can only be sold by a pharmacist working from a registered pharmacy and then only on the presentation of a doctor's prescription. Anabolic steroids are also controlled under Class C of the misuse of Drugs Act whereby it is illegal to supply the drug, but not illegal to possess them for personal use.

Prescription Drugs*:* According to the Medicines Act 1968, prescription only medicines can only be sold or supplied by a pharmacist if prescribed by a doctor. Products must be clearly labelled with the patients' name and date of birth and must be signed by a pharmacist.

Controlled Drugs (e.g. Methadone): Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs. Stricter legal controls apply to controlled medicines to prevent them being misused, being obtained illegally, and causing harm.

Drugs not covered by the Misuse of Drugs Act (1971):

Alkyl Nitrites (poppers, liquid gold, and rush): It is not illegal to buy, possess or use them. Selling or supplying can sometimes be a civil offence against the Medicines Act (1968).

Alcohol: Licensing / driving laws apply. It is not an offence for an under 18-year-old to drink alcohol away from licensed premises (unless they are under 5), Children under 14 are not allowed in bars during licensing hours, unless there are special facilities for them. It is an offence for a licensee knowingly to sell to an under 18-year-old. A young person over 16 may have beer or cider with a meal in a licensed restaurant.

Solvents (glue, gas): it is not illegal to possess most solvents, but shopkeepers can be prosecuted if they sell them where the shopkeeper may reasonably believe that the product will be used for intoxication. It is vital that someone under the influence of solvents is not further agitated as raised adrenaline can trigger a reaction in the heartbeat. If a pupil is experiencing difficulty and they are known to have inhaled a solvent/ volatile substance the emergency services should be contacted immediately. If a pupil has been found actively inhaling, they should be dealt with in as calm a manner as possible until the risk of a reaction has lessened.

One hour is recommended. The police have power to detain a young person in a 'place of safety'.

Over the counter medicines (paracetamol): (or General Sales List Medicines) can be sold in any shop. There are no legal age restrictions for buying these medicines, but some are not suitable for use under a certain age.

2. Supporting Substance Misuse Education

Substance misuse education has been shown to be more effective when it is part of a whole school approach.

Learning outcomes for substance misuse education will include the key components of the 'PSE framework for 7 to 19-year-olds in Wales'.

Teachers and youth workers are best placed to lead and coordinate the delivery of effective educational programmes that can be enhanced with support from external agencies and should include:

- The implementation of a substance misuse policy that is shared with the relevant parties (parents, governors etc.)
- Drug awareness raising events
- Governor training
- Teacher training
- Other school staff training (school nurses and counsellors)
- Peripatetic staff training

3. Responding to Substance Misuse Incidents in School

All staff will have this policy explained to them as part of their induction. They will know where to access a copy within the school.

Staff will have the opportunity to discuss the implementation of the policy and where necessary, further training and support be made available.

Policy Leads will be trained in drug and alcohol awareness and on the key points of the policy during the implementation phase and will be required to support fellow school staff.

Staff should be comfortable and confident to implement the policy and respond to substance misuse incidents accordingly.

The flow chart in appendix 2 should be referred to for a quick guide to responding to incidents. Copies of the flowchart should be made available to parents and students on the school website and displayed around the school.

3.1 Confidentiality

The school's main priority is the welfare of students. Relationships are developed and maintained through trust, respect and confidentiality.

Under the Misuse of Drugs Act (1971) there is no obligation to pass on information about a students use or possession of drugs to the police, as long as the staff member does not actively abet an offence or obstruct the police in their duties or enquiries.

Occasionally, information given in confidence may be shared with other colleagues and professionals. A key example of this may be when a teacher suspects that a student may be at risk of significant harm or abuse as a result of their own or others' substance misuse.

When school staff consider there are grounds for breaking confidentiality, they must consult with their Head teacher and Designated Senior Person for Safeguarding before taking any further action.

Wherever possible students should be made aware of the circumstances by which confidentiality has to be breached before taking any further action.

Careful judgement will be required in cases where staff believe they have a moral or professional duty to involve another agency either in a consultative or a supportive role. Often, it will be appropriate for staff in receipt of information about drug use to work with the student, providing information, advice or support as needed, without the need to disclose further.

Where staff are working in conjunction with other agencies, clarity needs to be sought regarding the confidentiality policies of those agencies.

Careful assessment of student's safety must be undertaken when working with those living with parents who are drug users.

Procedures

- School staff cannot offer a wholly confidential service. In certain situations, staff may be obliged to discuss matters with external agencies where there is a legal obligation to do so, even if this is against the student's wishes. For example, where there are potential child protection issues, (please refer to the school's Safeguarding Policy).
- Students should be encouraged to give their informed consent to allow workers to share relevant information with other agencies, on a 'need to know' basis where such information sharing would benefit the student.
- All children and young people should be encouraged, wherever possible, to discuss their drug and alcohol use with their parents and carers. Evidence demonstrates that being able to discuss issues of drug and alcohol use openly with their parents is a protective factor for later drug and alcohol misuse.

3.2 The Law and When to Take Action against Substance Misuse

Possession

The school does not condone students bringing drugs or alcohol onto the premises. Where staff know or suspect that this is happening, they will take further action as detailed below.

Law

The student is committing an offence if in possession of an illegal drug. The school, however, is not committing an offence by knowing or suspecting that a young person is in possession of an illegal drug. The school must not encourage or condone this behaviour and should always challenge it when they become aware it is taking place. If this behaviour is not challenged and the student, then goes on to use or supply drugs then the school could be at risk of committing a criminal offence.

Procedures

- If the student is known or believed to be in possession of an illegal drug they will be reminded that this means that they are committing an offence under the Misuse of Drugs Act (1971) and staff will highlight the legal risks that this carries for the young person.
- The designated Substance Misuse Lead for the school should be informed of the incident at the earliest opportunity to assist and provide support.
- The student should be asked to hand over the substance for destruction (see page 16 for further guidance on destruction). The police can be called for assistance or advice on this matter.
- Arrange to take account of the incident with the student with witnesses to establish facts and level of involvement of others.
- Parents / carers should be informed of any incident that takes place and information /referral to supporting agencies offered to both parent and child. When informing parents, the circumstances of the family should be considered i.e. if there are child protection issues it may be preferable to take advice from the school's Designated Senior Person or Local Authority Children's Services first.
- The Incident Recording Form should be completed and safely stored and sent to Pupil Services

  Note: Although alcohol is not an illegal drug, it should not be brought onto school premises and students should be disciplined as detailed above and offered support.

Use of Substances on Premises

Staff will take action under the substance misuse policy when they have concerns about drug related activity both on and near the premises. Staff will always need to take action when they become aware of drug related activity in the neighbourhood and around the school.

Law

Section 8 of the Misuse of Drugs Act 1971 places obligations on managers of premises to prevent certain activities on those premises. Any building within the school grounds would be defined as premises as would any yards, gardens, front steps, adjoining alleys or out-buildings. Other settings such as minibuses also constitute "premises".

Where staff know that illegal drugs are being consumed on the premises, they are obliged under Misuse of Drugs Act section 8, to take steps to stop it happening. Failure to do so would be an offence under the Act.

Procedures

- Whilst staff are on the premises, they will ensure that the building and surrounding areas are supervised effectively within reason and capacity dependent.
- All complaints from the public regarding drug related activity should be logged and investigated.
- Staff are not obliged to act in a way that would put their own or other students' safety at risk.
- The student/s should be challenged immediately, unless there are real concerns about personal safety. In such a situation, the behaviour should be challenged at the earliest available opportunity.
- If medical help is required, follow correct procedures listed under 4.10 Medical Emergencies
- If medical help is not required, the student/s should be instructed to cease the activity immediately. If the student continues with the activity, then the member of staff should call the police for advice and assistance. Where appropriate the young person should be advised of this.
- The designated Substance Misuse Lead for the school should be informed of the incident at the earliest opportunity to assist and provide support.
- Parents / carers should be informed of any incident that takes place and information/referral to supporting agencies offered to both parent and child. When informing parents, the circumstances of the family should be considered i.e. if there are child protection issues it may be preferable to take advice from the school's Designated Senior Person or Local Authority Children's Services first.
- Other staff should also be made aware of the incident and remain vigilant for reoccurrence.
- Arrange to take account of the incident with the student with witnesses to establish facts and level of involvement of others.
- The Incident Recording Form should be completed and safely stored and sent to SubstanceMisuse@rctcbc.gov.uk

Note: *This policy addresses incidents that take place on and around school premises. While schools may not be legally liable under Misuse of Drugs Act (1971) for the surrounding areas, it is recommended that schools respond to local incidents such as drug dealing taking place near the premises by informing the police.*

Prescription drugs: If a student needs to bring prescription drugs onto school premises, parents or carers should inform the school of the details before this occurs. Medicines

should be kept in original packaging and the school may consider storing the medicine in a safe place until required (this is dependent on what the medicine is for and how quickly the student may require it).

Supply

Evidence that a student has passed on or sold illegal drugs or offered to supply illegal drugs to another on, or near, school premises, on a school-organised trip, or on school transport.

Law

It is illegal to supply, or offer to supply, illegal drugs to another in violation of the Misuse of Drugs Act (1971) and the Psychoactive Substances Act (2016).

Procedures

- If the student is known or believed to have supplied or intended to supply illegal drugs to another they will be reminded that this means that they are committing an offence under the Misuse of Drugs Act (1971) and staff will highlight the legal risks that this carries for the young person.
- This includes instances where a substance was offered via any communication channel. For example, verbal, written in text or online communication etc.
- Supply does not need to involve a 'for profit' transaction; it is the transference of the substance that is the criminal act.
- The designated Substance Misuse Lead for the school should be informed of the incident at the earliest opportunity to assist and provide support.
- The student should be asked to hand over the substance.
- The police should always be called in this instance and can provide advice on informing parents.
- The Incident Recording Form should be completed and safely stored and sent to SubstanceMisuse@rctcbc.gov.uk
- A referral to specialist drug and alcohol services should be offered to the student.

3.3 Further Guidance for Managing Incidents of Possession, Use or Supply on School Premises.

- Always inform the designated Substance Misuse Lead or the Head teacher at the earliest opportunity.
- Student and belongings should be taken to a private room and supervised, preferably by two members of staff.
- Arrange for safe removal of substance as detailed below.
- Remind student of school policy regarding substance misuse and the procedures to be followed to investigate the incident, including the matter of confidentiality.
- Parents / carers should be informed of any incident that takes place and information / referral to supporting agencies offered. They should also be given the opportunity to be part of any interview the school conducts with their child. When informing

parents, the circumstances of the family should be considered i.e. if there are child protection issues it may be preferable to take advice from the school's Designated Senior Person or Local Authority Children's Services
- If incidents are reoccurring then more robust action may need to be taken in consultation with the Head teacher, the Substance Misuse Lead and the School Governors.

Interviewing Students

- Ensure any interview is carried out in the presence of an appropriate witness.
- Arrange for staff and other students involved to be interviewed as witnesses, to establish the facts of the incident and obtain corroboration.
- Make clear the limit of confidentiality.
- Incident Recording Forms must always be completed for any incident involving substance misuse in or around school premises and at out of school activities that the school has organised.
- Any notes taken during an interview must accompany the Incident Recording Form.
- Store completed Incident Recording Forms in a secure place.
- Be prepared to receive substance related equipment given by students.
- Inform LA of any incident as soon as possible and send a copy of the completed Incident Recording Form to SubstanceMisuse@rctcbc.gov.uk It is important that RCTCBC are made aware of any incidences. Misinformation on social media does pose as a risk and will need to be managed by the media officer.
- Once investigation has finished, give consideration to the guidance held in this policy with regard to involving other agencies.

Do not:

- Ask leading questions
- Interrogate
- Accuse
- Make assumptions about guilt
- Detain a student in a locked room or without access to food or drink
- Pledge secrecy or keep substance related incidents to yourself (you alone cannot have an overview of the situation and risk factors)
- Rely on memory or general impressions, they may be inaccurate and make it more difficult for others to help / obtain evidence.

Confiscating Drugs

Law

Staff can take possession of an illegally held drug for the purpose of destroying it or taking it to someone authorised to possess it (e.g. the police). Staff would be committing an offence of possession and possibly intent to supply if they took possession of a drug for any other reason.

Procedures

- Staff will not take possession of any substances that may be an illegally held drug unless it is to pass it on to the police or to destroy it.
- Staff will under no circumstances pass illegally held substances back to the student.
- Staff should always have another staff member present when taking possession of any substance from a student as a witness.
- If staff are unclear what a substance is they should err on the side of caution and assume that it is an illegally held drug.

Disposal and Destruction

Procedures:

- The staff member confiscating the drug must not pass it on to another staff member but should take it to the police themselves or destroy it as soon as possible if advised by the police.

Handing Drugs to the Police

- Where the suggestion is made that supply may be taking place, the police should be involved immediately.
- Where a decision is made to take confiscated drugs to the police for destruction the police should be informed that a staff member is coming to the police station prior to setting off.
- Where the police suggest destruction on the premises, small quantities may be flushed down the toilet.
- Destruction should take place in the presence of the Substance Misuse Lead who can witness the process. A detailed record must be kept of the entire incident using the Incident Recording Form.

Discarded needle / syringe or drug related paraphernalia

- Discarded needles used syringes and related drug paraphernalia present health and safety implications for school staff and students.
- Discarded injecting equipment and paraphernalia should only be removed by persons appropriately trained to do so.
- The school should have agreed procedures to prevent physical contact with articles which may be contaminated with blood.
- Students must be strongly directed to avoid contact with needles and syringes and should report any incidents to the school Substance Misuse Lead.
- Members of staff should not touch needles and should keep students away until professional assistance arrives.

If any discarded needles, syringes or other drug related paraphernalia are found on or around school premises, please contact RCT Council on 01443 425001 and collection and safe disposal of the items will be arranged.

If a needle stick injury (when the skin is pierced or punctured by a needle) does occur the following action should be taken:

- encourage the wound to bleed, ideally by holding it under running water
- wash the wound using running water and plenty of soap
- do not scrub the wound while you're washing it
- do not suck the wound
- dry the wound and cover it with a waterproof plaster or dressing
- Urgent medical advice should be sought at the nearest Accident and Emergency Department. Incidents involving drug paraphernalia of any nature should be reported to the LA.

Use of other substances

Volatile Substances (solvents), amyl and butyl nitrites (poppers)

Law

These substances are not covered under the Misuse of Drugs Act (1971), therefore the possession or use of these drugs does not constitute an offence. The supply of some of these drugs can be an offence.

Procedures

- Despite the legal considerations above, the inappropriate use of these substances may present a risk to young people, staff or the individual.
- Use of these drugs is not allowed on school premises.
- It is not acceptable to share these substances with others or supply them to others.
- If a student is believed to have used any of these substances the same actions should be taken as listed above for illegally held substances (confiscation etc).
- Solvent abuse is often an indication of deeper mental health problems in young people. If a young person indicates that they are misusing these products regularly staff should ensure that they refer the child on to the appropriate mental health team.
- Solvent abuse often flares up in groups of young people and can quickly fade out again. However, sometimes a young person will continue to abuse these products when his/her peers have moved on. This can be an indication that this young person is at risk and needs significant help in other areas of their life.
- Although the use of these substances is not illegal inhalation of some solvents can have a significant impact on the heart and possibly cause death. It is vital that someone under the influence of solvents is not further agitated as raised adrenaline can trigger a reaction in the heartbeat. If a pupil is experiencing difficulty and they are known to have inhaled a solvent / volatile substance the emergency services should be contacted immediately. If a pupil has been found actively inhaling they should be dealt with in as calm a manner as possible until the risk of a reaction has lessened. One hour is recommended.

If there is suspicion that supply has occurred or is intended the police should always be informed.

New Psychoactive Substances (NPS)

New psychoactive substances are not allowed on school premises and staff should treat any incidence involving such substances seriously and proceed on the basis that a substance may be controlled under the Misuse of Drugs Act (1971).

Over the counter medicines (e.g. paracetamol)

If a student wishes to bring over the counter medicines onto school premises, parents or carers should inform the school of the details before this occurs. Medicines should be kept in original packaging and the school may consider storing the medicine in a safe place until required.

3.4 Guidelines for out of School Activities

This policy also applies to any out of school activities that are organised by the school at which students are present (e.g. school trips, sporting event, alternative curriculum etc.)

- It is important that staff are clear about the law with regard to substances and young people. This includes the consumption of alcohol.
- For young people over 18 years who wish to consume alcohol at an out of school event any decisions are at the discretion of the staff responsible for them. It is up to the school to set rules regarding these matters.
- Where students do not follow the rules, they should be sent home if possible, or disciplinary action taken.
- A full written record of any incident should be made.
- Parents /carers should be informed of any incident that takes place during school activities. Any referral to relevant services should be discussed with parents and made with their consent. Please refer to School Safeguarding policy for guidance on referral without parental consent.

Prior to the event

- Ensure students are fully aware of the rules regarding substance misuse.
- Write to parents explaining the school's policy about drug and alcohol use during the event. Ask parents to reiterate this message to their children.
- Ensure parental consent forms disclose any medication needed.

4. Additional Information

4.1 Powers to Search.

Searching Students for Drugs

Without consent, authorised school staff can only carry out personal searches of students, their clothing or their personal property in relation to searching for **weapons**, if they have reasonable suspicion that a weapon is being carried.

If staff suspect that a student is in possession of drugs or alcohol, they can only ask students to turn out pockets or empty bags.

If efforts to persuade a student to hand over a substance have failed, and the school wishes to proceed on formal lines, then the police should be called to undertake the search. Schools may not detain a person without their consent for the purpose of a search for drugs or stolen goods. Police officers, however, may undertake personal searches on school premises or detain those suspected for the purposes of doing so.

School property, e.g. lockers or desks; may be searched by school staff, although prior permission should be sought. Schools will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Note: *Where no arrest has taken place, a police officer may search individual children, where reasonable suspicion exists, for drugs or stolen property. In order to search, personal school lockers the permission of the Head teacher or an authorised person must be obtained. If consent is withheld, an officer may apply to a Magistrates Court for a search warrant to enter the school and conduct the search.*

4.2 Police Searches

Law:

Police have the right to search premises in the following circumstances:

- With an obtained warrant or with the permission of the owner of the property or person concerned.
- When a delay in obtaining a warrant would be likely to defeat the ends of justice, for example, that evidence will be destroyed or removed.
- Without a warrant if the person is arrested at, or immediately after leaving the premise (when exercising this power, a police officer may only search to the extent that is reasonably required for the purpose of discovering any such evidence).

Police have the right to search (or stop and search) individuals without a search warrant or arrest if they suspect the individual of being in possession of drugs.

Procedures:

- Schools will endeavor to maintain good, effective relationships with the police at all times.
- School staff will fully co-operate with the police wherever there is a legal obligation to do so.
- In addition, the school Substance Misuse Lead will involve the police in any incidents where they feel police assistance is required.

- Concerns about police requests for other information or other issues should be referred to the school Substance Misuse Lead.

4.3 Record Keeping

Law

All records kept by schools could be used in a court case and could be an essential element of either prosecution or defence submissions.

Documents relating to substance misuse incidents have a degree of protection under the Police and Criminal Act (PACE) (1984). Section 12 of PACE concerns the protection of "personal records".

Procedures

- An incident folder will be maintained by the Substance Misuse Lead. This will include all completed Incident Recording Forms and related notes for drug related incidents.
- Copies of these forms will need to be sent to RCTCBC as soon as possible after the incident.

Copies should be emailed to SubstanceMisuse@rctcbc.gov.uk

Monitoring

The Community Safety Department will monitor these reports and feed back to the Cwm Taf Community Safety Partnership Board

4.4 Involvement of Governing Body

Head teachers should notify the chairperson (or vice chair if not available) of the governing body about any substance misuse related incident. This should be done in advance of any information being released.

Details should be provided in such a way that the identities of the student/s are not disclosed. This will ensure:

- That confidentiality is preserved.
- That the chairperson is not compromised or precluded from considering any subsequent decision of the Head teacher to exclude the student from school.

4.5 Substance Misuse and the Family

Involving parents and carers

- All children and young people should be encouraged, wherever possible, to discuss their drug and alcohol use with their parents and carers.

- Where there is serious drug and alcohol misuse, and particularly if the young person lives with parents, outcomes are considerably improved where the parents can be constructively involved in any support and treatment plan.
- Drug and alcohol misusing young people can create many tensions and difficulties for their families. Parents, carers and siblings may need support in their own right.
- In exceptional circumstances it may be felt that it is detrimental to the safety of the young person to inform a parent / carer of substance misuse issues. In this case, advice should be sought from the school's Designated Senior Person or Local Authority Children's Services.

Parent / carer substance misuse

- Parent or carer substance misuse can have a huge impact on a young person.
- It is important where schools become aware that a student is experiencing difficulties because of substance misuse by other family members, they offer support for students and parents from local agencies.
- If there is evidence (or it is suspected) that a child may be at risk of significant harm as a consequence of substance use or misuse within the family, it will be necessary for a referral to be made in accordance with the Authority's School Safeguarding Policy.

4.6 Equality

All students have a right to be treated with respect, fairness and dignity by staff and other young people. The school will not tolerate abusive, threatening or offensive language or behaviour which discriminates against students who use drugs or alcohol. The school will treat this as a breach of the Equality Policy.

4.7 Policy Awareness

Procedures

- Notices outlining key points from the Substance Misuse Policy will be displayed in suitable locations throughout the school.
- Information regarding this policy will be available for parents on the school website or will be distributed to parents via letters if the school does not have a website.
- Any questions regarding the policy should be directed to the school Substance Misuse Lead.
- Students and parents need to be aware of the policy and more importantly, understand it.

4.8 Staff Code of Conduct

Procedures

- School staff must not use any controlled non-prescribed drug or alcohol during working hours. Such use will constitute a serious disciplinary issue and may result in dismissal.
- Staff should not work when incapacitated due to the effects or after-effects of such substances.

- Staff should adhere to the LA Protocol for the management of alcohol and substance misuse (September 2013).

4.9 Medical Emergencies

The procedure for an emergency applies when a student or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who is believed to have taken a harmful toxic substance, should be responded to as an emergency.

The main responsibility is for any student at immediate risk, but the wellbeing and safety of others must also be ensured. Put into practice the school's first aid procedures. If in any doubt, call for medical help.

ALWAYS

- Assess the situation.
- If a medical emergency, send for medical help and carry out first aid procedures.

BEFORE ASSISTANCE ARRIVES:

If the person is conscious:

- Ask the person what has happened and to identify the drug used.
- Collect any evidence of what has been taken if safe to do so.

WHEN MEDICAL HELP ARRIVES:

Pass on any information available and any evidence of what has been taken.

Complete an Incident Recording Form and as soon as possible as soon and return to SubstanceMisuse@rctcbc.gov.uk

5. Drug related interventions with students in school settings

5.1 School Counselling Service

School-based counselling has now become a statutory obligation for schools and local authorities throughout Wales as outlined under the Schools Standards and Organisation (Wales) Act, April 2013 (Year 6 transition and secondary schools).

Interventions & the role of school staff

School staff must ensure they offer support to a student who is involved with substance related issues. As detailed above the school counselling service is available to all secondary school students should they require it.

School staff can also work with the student to help them decide if a referral to a specialist substance misuse agency would be appropriate.

For information on local agencies that can provide information about drugs and alcohol and support to young people experiencing problems please contact Barod via DASPA on 0300 333 0000: The Cwm Taf drug and alcohol single point of access or www.Barod.Cymru

5.2 Further Support

The local Community Safety Partnership has responsibility for dealing with substance misuse in the authority area and will be able to offer additional advice, support or information on drug or alcohol related enquiries.

Contact:

SubstanceMisuse@rctcbc.gov.uk

References:

Welsh Government: Personal and Social Education Framework for 7 to 19 year old's in Wales (2008)

Welsh Government: Working Together to Reduce Harm (2008-2018)

Welsh Government: Guidance on Good Practice for the provision of services for Children and Younger People who Use or Misuse Substances in Wales (2008)

Welsh Government: Guidance for Substance Misuse Education' (2013)

Welsh Government: Inclusion and Pupil Support (2016)

Cwm Taf Morgannwg School Safeguarding Policy (2020/21)

Appendix 1

Incident Recording Form

School	**Date of incident**	**Date and time reported**
Reported by		
Number of young persons involved		
Description of incident		

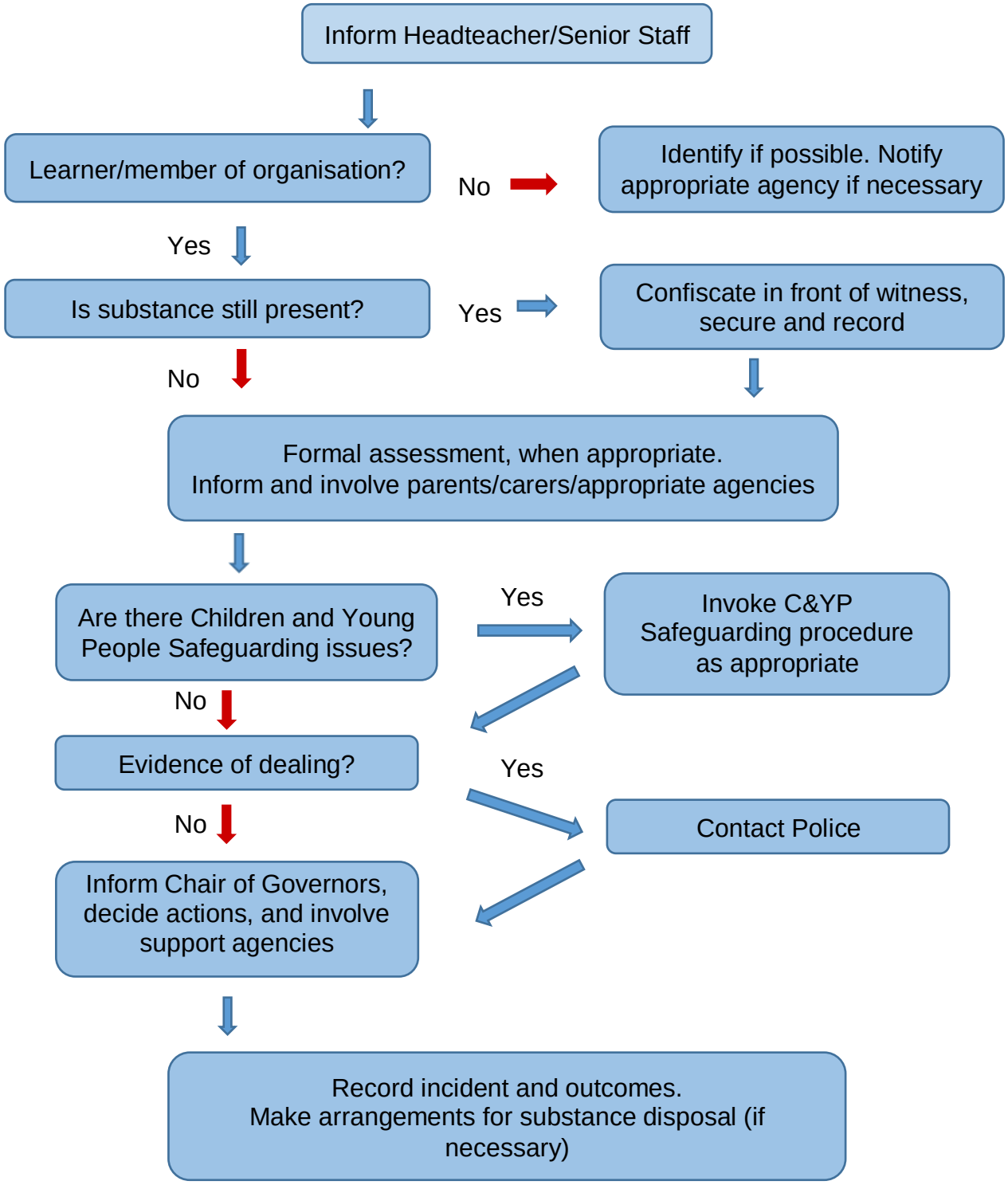
Category of Incident	**Action Taken**	**By Whom**	**Who Contacted**

Categories	
1	Drug Related Litter
2	Possession
3	Supply
4	Under the influence
5	Non learner member

Name/Description of Substance	**Amount/Size**	**Removed by**	**Where retained**

This form should be stored securely when completed and a copy emailed to SubstanceMisuse@rctcbc.gov.uk for every incident.

Appendix 2

Response procedure: actual incident

This procedure covers both legal and illegal substances.