

MOULTON SCHOOL DRUGS POLICY.

1 - Introduction.

All children and young people need to be able to make safe, healthy and responsible decisions about drugs both legal and illegal. Moulton School has a central role in helping them make such decisions by providing education about the risk and effects of drugs by;

- + developing their confidence and skills to manage situations involving drugs
- + creating a safe and supportive learning environment
- + ensuring that those for whom drugs are a concern receive appropriate support.

We consider that the use of illegal drugs is detrimental to the development and education of our students and is likely to undermine their health, safety, independence, opportunities and respect for the law. Such illegal use of drugs will also undermine the integrity of The Moulton School community by exposing other students to temptation and to the risk of criminal proceedings.

This policy aims to enable students to make healthy, informed choices by increasing their knowledge and understanding of drugs and their effects, challenging their attitudes and helping them to develop skills such as being assertive and a positive example amongst peers.

Moulton School is aware that some students are more vulnerable to drug misuse and that we can help to reduce the impact of risk factors and strengthen protective factors by promoting:

- + Supportive and safe relationships
- + Regular school attendance
- + The ability to cope with the social and academic demands of school life
- + Strong and supportive social networks
- + Good social skills
- + A good knowledge of the effects and risks associated with drugs
- + Realistic self awareness and self esteem
- + A good knowledge of general health and how to ensure good mental health
- + A good knowledge of how to access help and information
- + Counselling and other support mechanisms
- + Participation in extra curricular activities
- + Working in partnership with parents/carers

2 – Development process.

New Policy in placeNovember 2006

Review date.....September 2009.

Updated and approved by Governing BodyJuly 2010.

3 – Location and dissemination.

The Drugs policy can be found on the S drive under resources, policies and on the school website.

4 – The context of the policy and its relationship to others.

The drugs policy should be considered in conjunction with other relevant school policies relating to behaviour, child protection, health and safety, attendance and residentials

5 – Local and national guidance.

This policy has been written, taking into account national and local guidance. In particular, guidance from the DfES Guidance for schools 0092/2004 and Northamptonshire County Council (Schools Service) Guidance to Support Schools in Drugs Education and the Management of Drug Related Incidents (2004).

6 – The purpose of the Moulton School drugs policy is to:

- ✚ Reinforce and safeguard the health and safety of pupils and others who use Moulton School.
- ✚ Enable staff to manage effectively drugs related incidents on school premises as outlined in section 7.
- ✚ Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community. Making clear the legal responsibilities and requirements of Moulton School.
- ✚ Ensure that the response to incidents involving drugs compliments the overall approach to drug education and the values and ethos of Moulton School. Give guidance on developing, implementing and monitoring the drugs education programme.
- ✚ Provide a basis for evaluating the effectiveness of Moulton School drug education programme and the management of incidents involving illegal and other unauthorised drugs.
- ✚ Reinforce the role of Moulton School in contributing to local and national strategies.
- ✚ Ensure the safe storage and distribution of prescribed medication.

7 – Where and to whom the policy applies.

This policy applies to all students at Moulton School. It includes journeys to and from school, work experience, residential trips, educational visits and education at other sites.

8 - Definitions and terminology.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- ✚ all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- ✚ all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- ✚ all over-the-counter and prescription medicines.

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.”

How drugs are classified.

In the UK, drugs are classified into three main categories, known as Class A, B or C. Using or dealing in drugs classified as A attracts the highest penalties. Drugs are classified under the Misuse of Drugs Act 1971, although some other drugs are also regulated by the Medicines Act 1968.

Class A Drugs

Heroin, methadone, cocaine, Ecstasy, LSD, amphetamines (if prepared for injection) and magic mushrooms prepared for use are all Class A drugs under the Misuse of Drugs Act 1971. A conviction for possession can lead to a maximum of seven years in prison and a fine. Conviction for supply or intent to supply can lead to life imprisonment and a fine.

Class B Drugs

Cannabis, Mephedrone, Amphetamines (speed) and barbiturates are Class B drugs. Maximum penalties for possession are five years in prison and a fine, and for supply or intent to supply, a conviction could result in 14 years imprisonment, plus a fine.

Class C Drugs

Anabolic Steroids and benzodiazepines (tranquillisers such as Valium, Temazepam) are Class C drugs, as well as some mild amphetamines. Possession could result in a two year prison sentence. The sentence for supply or intent to supply has increased to a maximum of 14 years imprisonment, plus a fine.

Legal Classification There are several statutes that cover the area of drug misuse. The main ones are;

- + The Misuse of Drugs Act 1971
- + The Medicine Act 1968
- + The Drug Trafficking Offences Act (1986 ; 1994)
- + The Intoxications Substances (Supply) Act 1986.

The Misuse of Drugs Act is the major area of legislation and the Act is intended to prevent the non medical use of certain drugs. It controls medical drugs that are in the Medicines Act, but also with no current medical uses. Offences under this act mainly involve the general public.

Offences under the Misuse of Drugs Act are:

- + Possession - having the substance
- + Possession with intent to supply
- + Production - cultivation or manufacture
- + Supplying or offering to supply another person
- + Import or export
- + Allowing premises that you occupy or manage to be used for supplying or offering to supply drugs.

9 – Moulton school's stance towards drugs, health and the needs of pupils.

Moulton School will not tolerate the possession, use or supply of illegal and other unauthorised drugs within the school boundaries.

Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with the Assistant Headteacher Student Guidance or a member of the Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- + Moulton school's disciplinary procedures relating to the management of drugs related incidents
- + child protection
- + co-operating with a police investigation
- + referral to external services.

Every effort will be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke school child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will inform the student first and endeavour to explain why this needs to happen.

These exceptions are defined by a moral or professional duty to act:

- + where there is a child protection issue
- + where a life is in danger.

Responses for managing drug related incidents.

The table below outlines the process and procedures relating to legal drug misuse.

Legal drugs.

Incident	First occasion	Second occasion	Third occasion
Possession of cigarettes	Confiscate and destroy. Phone call home Head Of House.	Confiscate and destroy. Phone call home Head Of House. House Detention.	Confiscate and destroy. Phone call home Head Of House. 1 day isolation.
Smoking cigarettes.	Smoking incident recorded. Phone call home Head Of House. House Detention. Suggest referral to school nurse.	Smoking incident recorded. Phone call home Head Of House. 1 day isolation. Appointment made with school nurse.	Smoking incident recorded. Phone call home Head Of House. 2 days isolation. Appointment made with school nurse.
Selling cigarettes.	Phone call home Head Of House. 1 day isolation..	1 day exclusion.	3 day exclusion.
Possession of alcohol.	Phone call home Head Of House. 1-2 days isolation.	2 day exclusion Referral to school nurse.	3 day exclusion.
Consumption of alcohol	Sent home. 2 days isolation. Referral to school nurse.	3 day exclusion. Referral to school nurse.	5 day exclusion.
Selling of alcohol.	Phone call home Head Of House. 2 days isolation.	Phone call home Head Of House. 3 day exclusion.	Phone call home Head Of House. 5 day exclusion.
Misuse of solvents.	Sent home. 2 days isolation. Referral to school nurse.	3 day exclusion. Referral to school nurse.	5 day exclusion.

Illegal Drugs.

The table below outlines the process and procedures relating to illegal drug (including "legal highs") misuse.

Incident	First Occasion	Second occasion
Possession of a class B/C drug or intoxicating substance, such as "legal highs".	5 days exclusion. Police involvement. Referral to school nurse	Permanent exclusion
Smoking / misuse of a class B/C drug or intoxicating substance, such as "legal highs".	5 days exclusion. Police involvement. Referral to school nurse	Permanent exclusion
Supply of / dealing for profit of an intoxicating substance, such as "legal highs".	5 days - permanent exclusion Police involvement.	Permanent exclusion
Possession of suspected Class A drug.	5 days - permanent exclusion Police involvement. Referral to school nurse	Permanent exclusion
Misuse of Class A drug.	5 days - permanent exclusion Police involvement. Referral to school nurse	Permanent exclusion
Supply of an illegal drug.	Permanent exclusion. Police involvement.	N/A
Dealing for profit of an illegal drug.	Permanent exclusion. Police involvement.	N/A

Moulton School recognises that there are circumstances where other non-controlled drugs may legitimately be in school.

- ✚ Medicines – staffing, administration, storage and record keeping procedures are clearly set out in the first aid policy.
- ✚ Volatile substances – solvents or hazardous chemicals are legitimately used by staff and students. Arrangements for storage and management of these are set out in the Health and Safety policy.
- ✚ Moulton School is a no smoking site.

10 – Staff with key responsibilities for drugs.

All staff have a responsibility and duty of care to all students in ensuring the drugs policy is implemented at all levels.

- ✚ Designated Leadership drugs team – Trevor Jones, Chris May, Alistair Day, Debbie Macintosh and Andy Lancaster.
- ✚ Head Of Life Skills – Alison Scholey.
- ✚ Leadership Team – If any member of staff has any concerns about any drug related incident then they should immediately inform a member of the Leadership Team.
- ✚ Heads of House, Head and Deputy Head of Sixth Form, Form tutors and subject teachers are responsible for implementing the drug policy in respect of the students for whom they have responsibility.

Drugs Education Curriculum

The Head Of Life Skills is responsible for;

- ✚ producing material which is consistent with the policy for Years 7 - 11.
- ✚ training tutors to teach drugs education confidently and effectively to Years 7-11.
- ✚ liaison with outside agencies to support the curricular programme.
- ✚ co-ordinating the evaluation of the material for Years 7-11.

Head of Sixth Form and Assistant Head of Sixth Form are responsible for;

- ✚ producing material for Sixth Form tutors material which is consistent with the policy.
- ✚ training tutors, with the support of the Assistant Headteacher Student Guidance and Assistant Guidance Tutor, where appropriate, to deliver drugs education.
- ✚ the co-ordination and evaluation of the material.

Heads of House are responsible for;

- ✚ supporting the Head Of Life Skills in ensuring all tutors are teaching the drugs programme effectively.
- ✚ Implementing the drug policy in respect of the students for whom they have responsibility.

Form Tutors are responsible for;

- ✚ teaching the drugs programme to their tutor group.
- ✚ attending tutor meetings to evaluate and prepare the PSE material.
- ✚ attending tutor meetings to ensure they are trained to teach the drug education programme.

Those with Curricular and Managing Incident Responsibility Governors

LA guidelines judicate governors are responsible for;

- + ensuring appropriate policy in place
- + overseeing the monitoring of the drugs curriculum
- + having a clear oversight of Moulton School's responses relating to drugs within the establishment.
- + monitoring of drug related incidents

The Headteacher is responsible for;

- + dealing with disciplinary issues arising from drug misuse
- + advising colleagues on drug-related disciplinary issues;
- + dealing with any media enquiries with a view to protecting the good name of the school.
- + keeping governors informed about drugs related incidents.

Deputy Head Key Stage 3 and Deputy Head Key stage 4 responsible for;

- + maintaining a confidential list of those known to be involved in drug related incidents and those who may be in an "at risk" category.
- + liaising with the Headteacher and Assistant Headteacher over appropriate responses to any incidents of a drug related nature.
- + Completing the County drug incident form
- + liaising with EWO.
- + Liaising with Assistant Headteacher over referrals to support students involved in drug related issues.

Assistant Headteacher Student Guidance is responsible for;

- + following consultation with the headteacher, informing police of any illegal drug incident which occurs when pupils are in school, traveling to or from school or on educational visits.
- + liaising with the police with regard to information which relates to illegal drugs use or supply.
- + Informing parents or carers about drugs related incidents
- + Informing and supporting the Headteacher, Deputy Heads, Head of Sixth Form and House Leaders in managing support, referrals and sanctions which relate to drug incidents.

11 – Moulton School Drugs education.

The school delivers a balanced curriculum which:

- ✚ assists all children to grow spiritually and to develop self-reliance, self-esteem, confidence and the ability to communicate effectively.
- ✚ helps all children to mentally and physically develop into happy, healthy adults who are prepared for the experiences, opportunities and responsibilities of adult life in a changing world.

Drugs education is seen as an essential component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide opportunities for students to develop their knowledge, skills and attitudes and their understanding about drugs and to appreciate the benefits of a healthy lifestyle, relating this to their own and others actions.

It aims to:

1. Increase students' knowledge and understanding and clarify misconceptions about:

- ✚ how drugs have been used throughout history.
- ✚ how to keep a healthy body and mind and what influences good health.
- ✚ the short and long term effects associated with drug taking and drug addiction.
- ✚ how substance abuse affects the family and individuals.
- ✚ how pressure from peers and the media can threaten ones' wellbeing.
- ✚ how current UK drug laws are applied to themselves and others.
- ✚ the complex moral, social and emotional and political issues, surrounding drug abuse.

2. Develop pupils' personal and social skills to make informed decisions which help to keep themselves safe and healthy, including;

- ✚ discussing and evaluating different sources of information.
- ✚ communicating confidently with peers and adults.
- ✚ recognising and managing risk and choosing to make safe choices.
- ✚ considering social and moral dilemmas.
- ✚ recognising when pressure from others threatens their well being.
- ✚ researching information to further their understanding of drug related issues.
- ✚ recognising cultural norms in society.

3. Enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences.

Drug education is delivered through a well – planned cross-curricular program, including assemblies PSE, drama and science activities plus workshops or talks given by outside specialist agencies.

At Key Stage Three, pupils learn about;

- ✚ the effects and risks of the abuse of alcohol, volatile substance misuse, smoking the laws and responsibilities underpinning society and the school
- ✚ how to assess risks in situations where drugs are involved
- ✚ where to get help and support;
- ✚ how to keep healthy and what influences health, including the media
- ✚ the dangers of the misuse of prescribed drugs
- ✚ how good relationships, work leisure and exercise can promote physical and mental health.

At Key Stage Four, pupils build on their knowledge and learn about;

- ✚ the effects of solvent, alcohol and tobacco abuse
- ✚ the effects of other drugs on body functions.
- ✚ the effects of drug misuse on family, friends, community and society.

- ✚ how to clarify their opinions and attitudes in discussions and debate and consider the consequences of their decisions.
- ✚ how to use assertiveness skills to resist unhelpful pressures
- ✚ how to seek professional advice confidently and find out information regarding their health and safety.

At Key Stage 5, pupils build on their knowledge and learn about;

- ✚ alcohol, ecstasy, and amphetamines
- ✚ the risks to health associated with drug misuse in particular addiction
- ✚ their responsibility as a member of society including, driving under the influence and drug misuse in relation to sexual relationships, HIV and crime
- ✚ drugs and the law

Time allocations for drugs education at Moulton School.

Year	Number of lessons	
	PSE	Science
7	5	0
8	4	0
9	5	8
10	5	
11	12	3
12		1
13		2

12 - Methodology and resources.

- ✚ Drugs education is delivered within a safe, secure and supportive learning environment.
- ✚ Teacher's and student's right to privacy is respected.
- ✚ Boundaries of discussions are made clear.
- ✚ Groups are encouraged to foster mutual respect and an environment is created in which students feel comfortable and ready to listen to and discuss each others' opinions.
- ✚ Distancing techniques can be adopted through role play, drama activities and games or worksheets.
- ✚ A variety of teaching resources are utilised and are distributed to Form Tutors/Heads of House at regular interludes.
- ✚ Resources and lesson based activities are included where appropriate within the Science Curriculum.
- ✚ External contributors include the School Nurse, the Police, and the Northamptonshire LEA Drugs advisory service.

13 – Staff support and training.

Training of staff responsible for the delivery of drugs education is provided during tutor meetings, which also allow opportunities for evaluating the programme.

Full staff training is delivered when appropriate. (September 2009)

More intense training is provided for the Leadership drugs team, Heads and Deputy Heads Of House and relevant support staff. (October 2009)

14 – Assessment, monitoring, evaluation and review. The drugs policy will be evaluated in subject areas in which it is taught and through the School Self Evaluation policy.

15 – Management of drugs at school.

Whenever there is evidence that a drug-related incident has occurred, the procedures outlined below will be followed. The school will consider each substance incident individually and recognize that a variety of responses will be required to deal effectively with the incident.

Appropriate counselling and support will be sought and offered to students involved in such incidents. In the case of a student being intoxicated through alcohol or drug misuse, the safety and well being of the student will be the first concern and medical advice sought if required.

Management of Incidents Involving Drugs

Incidents involving drugs may take the form of:

- + emergencies
- + intoxication
- + discovery/observation
- + disclosure
- + suspicion/rumour (both from inside the school and outside)

Emergencies

This involves emergency situations where a person is unconscious as a result of drug use.

- + Inform a member of the Leadership Team
- + A first aider should be called and student should not be left alone.
- + An ambulance should be called if necessary
- + Parents informed.
- + An assessment of incident to start immediately, including finding out what has been taken. Completion of drugs concern observation sheet (see appendix) which is then passed to one of the Designated Leadership drugs team
- + Record of incident involving unauthorised drugs sheet (see appendix) completed and passed to one of Designated Leadership drugs team

Under Intoxication

This involves intoxication/being under the influence of drugs.

- + Inform a member of the Leadership Team.
- + Pupil removed to quiet room and not left alone.
- + Try to ascertain what the pupil has taken (if pills or medicine have been taken, if possible obtain bottle or container or write down what has been taken. The pupil may become unconscious at a later time and this information will be valuable for medical staff).
- + A first aider should be called.
- + Parents informed and asked to come to school.
- + An assessment of incident to start immediately, including finding out what has been taken. Completion of drugs concern observation sheet and Record of incident involving unauthorised drugs sheet both completed and passed to one of the Designated Leadership drugs team.

Under Discovery/observation

This involves suspecting, seeing or discovering a pupil in possession of a substance that is illegal or liable to be misused. This also applies to those situations where a pupil is in possession of a suspicious substance.

- + Inform member of The Leadership Team.
- + Follow policy relating to personal searches and searching of property as outlined in policy
- + Appropriate disciplinary and referral action to be taken in accordance with the management of drug related incidents.

Disclosure

This is where a pupil discloses to a member of staff that he/she has been using drugs, or that they are concerned about someone else's drug use (eg friend, parent, sibling)

- + Support/concern needs to be shown to the pupil.
- + Confidentiality should not be promised, as outlined in section 9.
- + The pupil should be encouraged to tell his/her parent(s) if he/she has not already.
- + School to contact parents.
- + The school will have a list of appropriate and relevant outside agencies for referral and to offer support, including the school based service.

Suspicion/rumour

Every effort should be made to obtain "hard" information. Rumour itself is seldom helpful, and can be harmful.

a) Internal

- + Inform Head of House of any concerns
- + The Deputy Head KS3 and / or KS4 will keep a confidential list of pupils who might possibly be "at risk".
- + Discreet monitoring of the pupil(s) concerned
- + Following consultation with the relevant Deputy Head, notification of parents of suspicions which are felt to have some basis in reality

b) External (eg arising from parental telephone call)

All the above will be put into effect and in addition the police will be informed if it is felt the information will be useful to them.

Searches

Personal Searches

When a person is suspected of concealing illegal or other unauthorised drugs staff will not carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs or empty bags and pockets etc. in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the police will be called. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

Staff personal safety and professional integrity should always be considered when a search is being suggested or conducted.

Searches of school property

Staff may search school property, for example, students' lockers, if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the school may proceed with a search. Where consent is refused, the school will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The school will not search personal property without consent. If the school wishes to search personal property, including students' property stored within school property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the school, regardless of whether the result of the search is positive or negative.

If Police action is required the school will contact parents when the Police have been informed and asked to come to school.

An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of protecting the student from harm and preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs staff will:

- + ensure that a second adult witness is present throughout
- + seal the sample in a plastic bag or envelope and include details of the date and time of the seizure/find and witness present.
- + store it in school safe
- + **without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so.** **Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures
- + record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included. A record of drug-related incident form should be completed and reported to Child and Family-Education Welfare.
- + Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Alcohol and tobacco

Parents/carers will be informed and informed that the alcohol/tobacco has been confiscated. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines statement.

Disposal of drug paraphernalia

Needles or syringes found on school premises will be placed in a sturdy, secure container, using gloves and will be disposed of appropriately and not put in domestic waste.

16 - Police contact.

Northamptonshire Police published an agreed policy on how they would respond to drug related incidents in September 2002. The Assistant Headteacher Student Guidance or a member of the Leadership Team will contact the police. Advice can be sought from Moulton School's CPSO.



Appendix.
Record of incident involving unauthorised drugs



Name of pupil.

Form. Age. Gender

Time of incident Date of incident

Tick to indicate the type of incident:

- Drug or paraphernalia on pupil
- Drug or paraphernalia found on premises
- Emergency / intoxication
- Pupil supplying illegal drug on premises
- Pupil disclosure of drug use
- Disclosure of parent / carer drug use
- Parent / carer concerned about pupil drug use / supply
- Pupil seen using drug
- Incident occurred off premises
- First Aid required
- Ambulance called
- Drug found and confiscated

Where was it found or confiscated?

Who found or confiscated it?

Drug involved (If known)

Police contacted
Call made by
Time of call.

Parents contacted
Time of call

Member(s) of school drugs team involved.
Brief description of the incident (including any physical symptoms)

Action taken – sanctions and support offered.

Signature

Date.....



Drugs concern observation sheet.

Signs	Tick if observed
Cannabis	
Poor co-ordination and balance	
Disorientated	
Poor attention span	
Relaxed inhibitions	
Reddening of whites of eyes	
Confusion	
Short term memory loss	
Dilated pupils	
Smell	
Opiates – E.g Heroin	
Constricted pupils	
Sleepy appearance	
Slow reflexes	
Low slow speech	
Facial itching	
Stimulants – E.g Cocaine	
Dilated pupils	
Eyelid tremors	
Anxiety and restlessness	
Won't keep quiet	
Euphoria	
Grinding teeth	
Foul or rancid odour	
Nervous movements	
Inhalants – E.g. Solvents	
Normal pupils	
Substance odour	
Nausea	
Slurred speech	
Blood shot watery eyes	
Headache	

Completed by –

Date –

Guidance for staff

Some of the signs which may indicate that individuals or groups of young people are misusing drugs are given below. Their presence alone is not conclusive proof of drug or solvent misuse: many of them are a normal part of adolescence. If you are concerned about a pupil please follow the guidelines listed in the policy – reference section 15.

Warning Signs in Individuals

- + Changes in attendance, and being unwilling to take part in school activities.
- + Decline in performance in school work.
- + Unusual outbreaks of temper, marked swings of mood, restlessness or irritability.
- + Reports from parents that more time is being spent away from home, possibly with new friends in older age groups.
- + Excessive tiredness without obvious cause.
- + No interest in physical appearance.
- + Sores or rashes especially on the mouth or nose.
- + Lack of appetite.
- + Heavy use of scents, colognes etc. to disguise the smell of drugs.
- + Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils).
- + Increased amount of cash.

Warning signs in groups;

- + Regular absence on certain days
- + Keeping at a distance from other pupils, away from supervision points (eg groups who frequently gather near the gate of a school playground or sports field).
- + Being the subject of rumours about drug taking.
- + Talking to strangers on or near the premises.
- + Stealing which appears to be the work of several individuals rather than one person (eg perhaps to shoplift solvents).
- + Use of drugtakers' slang.
- + Exchanging money or other objects in unusual circumstances.
- + Associating briefly with one person who is much older and not normally part of the peer group.

Objects that may indicate Drug Misuse

- + Foil containers or cup shapes made from silver foil, perhaps discoloured by heat.
- + Metal tins
- + Spoons discoloured by heat
- + Pill boxes
- + Plastic, cellophane or metal foil wrappers.
- + Small plastic or glass phials or bottles.
- + Twists of paper.
- + Straws.
- + Sugar Lumps.
- + Syringes and needles.
- + Cigarette papers and lighters.
- + Spent matches.
- + Plastic bags or butane gas containers (solvent abuse).
- + Cardboard or other tubes (heroin).
- + Stamps, stickers, transfers or similar items.
- + Shredded cigarettes, home-rolled cigarettes and pipes (cannabis).
- + Paper (about 2 inches square) folded to form an envelope (heroin)

Additional Information Contacts:-

- # National Drugs Helpline -offers free & confidential advice about drugs & can refer you to local drug services. Phone: 0800 77 66 00 or visit www.ndh.org.uk
- # Frank - offers free & confidential advice. They can send leaflets such as 'A Parent's Guide to Drugs ' & also tell you how to contact your local drug agency. Phone: 0800 77 66 00 or visit www.talktofrank.com
- # Solve It - service promoting an understanding, awareness & education of the consequences of volatile substance abuse - www.solveitonline.co.uk
- # Release - a 24 hour confidential helpline offering advice on drug use & legal issues. Phone: (020) 7729 9904
- # ADFAM National - provides confidential support & information for families & friends of drug users. Phone: (020) 7928 8900 Mon, Wed & Fri 10am-5pm
- # Families Anonymous - operates self help groups around the country for families & friends of people with a drug related problem. Phone: (020) 7498 4680 Mon - Fri 1pm - 4pm.
- # Quitline® - for friendly & practical help & advice on stopping smoking. Phone: 0800 00 22 00
- # Substance Misuse Advice Line. Phone: 0845 6030847
- # Northants Drug & Alcohol Services. Phone: 01604 233227
- # Sub-Zero - confidential service for young people under 19 years of age. Counselling & access to treatment for drugs, solvents & alcohol. Phone: 01604 544530
- # CAN - Drug & alcohol counselling service. Phone: 01604 627027
- # Low-Down - advice & counselling for young people which is free & confidential. Phone: 01604 634385
- # Narcotics Anonymous National Helpline - Phone: 0207 730 0009
- # Your GP - can refer onto local drugs & alcohol counselling services.