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| Relevant Statutory Regulations: | NMS 7 |
| Nominated member of SMT responsible for the policy: | James Curtis-Nye and Laura Collins |
| Updated: | 01 October 2022 |
| Date of next review: | 01 October 2023 |

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LVS ASCOT

LVS Ascot ('the School') is an independent co-educational, day and boarding school with pupils of all abilities and backgrounds from 4 to 18 years of age, taught within a broad Christian environment.

Definition of terms

The definition of a drug is:

A substance people take to change the way they feel, think or behave.

(United Nations' Office on Drugs and Crime)

For the purpose of this policy, the word 'drug' will be taken to mean drugs, forbidden substances and any substance that produces an intoxicating or hallucinating effect. There is a separate policy on alcohol but the following substances are included.

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- Misuse of over-the-counter and prescription medicines and so-called 'legal highs' including alcohol, tobacco, volatile substances (those that give off gas or vapour which can be inhaled), ketamine, khat and amyl nitrates (known as poppers).
- Drugs misused to enhance performance i.e. steroids
- Misuse of solvents and aerosols

Mission

The School has a zero-tolerance policy on the misuse of drugs, therefore all incidences of misuse will be investigated. We recognise that the use and abuse of drugs is a feature of our society and therefore have a thorough, relevant and supportive programme of drugs education in our PSHE (Life Learning) delivery in order to promote a healthy lifestyle. This is covered in our drugs education policy.

Anyone who is concerned that a pupil might be involved with drugs should inform the Assistant Head (Well-being) and the Assistant Head (DSL). The School will investigate suspicions about involvement with drugs which may include, for example, questioning the pupil, testing for drugs, searching the pupil and/or their possessions (in accordance with the School's Search Policy). Parents may also be invited into the school to discuss the matter and the consequences of breaches of this policy.

Prevention and Deterrence

We reserve the right to search all areas of the School and property with the use of trained dogs. We emphasise that the aim of this procedure is deterrence. In addition, the School may carry out a 'no notice' search of school property. All searches will be carried out in accordance with the School's Search Policy.

The school reserves the right to carry out random drugs tests on pupils. Refusal to take a drugs test, for any reason, will be considered an admission of guilt.

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Specific Issues

Solvents and Aerosols

Many ordinary substances are open to abuse. It is the responsibility of the Head of Department to ensure that all solvents on school site are stored safely in accordance with the Health and Safety policy. Aerosols may only be used in well-ventilated areas of the site.

Medication

Prescribed medication must be kept in the Health and Well-Being Centre (HAWC). If pupils require medication during the school day, parents must bring in a written request with clear dosage instructions and hand this over with the medication to the HAWC. The medicine needs to be in its original packaging with contents, pupil's name and dosage clearly labelled by the pharmacy. Pupils should not self-administer unless risk assessed to do so by the HAWC. Analgesics, cough and indigestion remedies can be obtained from the HAWC. Asthma inhalers and Epipens may be kept by pupils from Year 5 upwards for their own use. Safe storage in boarding Houses is available for medications to be stored for boarding pupils. Prior to entry, all parents must complete and sign a medical information form.

Responding to drug-related incidents

Emergency

If a pupil is in danger as a result of drug misuse, the following course of action should be taken:

- Call an ambulance, and then ask for a member of the nursing team or first aider to be sent to the scene.
- Notify the Principal/a member of SMT.
- Remove, in the presence of an adult witness, suspicious substances and retain in case required by medical staff or required to be handed to the Police.
- Notify parents/guardians.
- The incident is to be recorded on CPOMs.

Intoxication

- The pupil may be removed to HAWC and must be accompanied by a member of staff at all times.
- The pupil will be checked over by the school nurse (or if unavailable a first aider).
- Parents/guardians will be informed and asked to come to school to collect their child.
- The incident will be recorded on iSAMS Medical Manager.
- The incident will be recorded on CPOMS.
- Pupils under the age of 18 should be made aware that it is a serious criminal offence to purchase or attempt to purchase alcohol and/or drugs, or to invite an adult to do so on their behalf. The supplying of alcohol and/or drugs to a minor is illegal.

Discovery/observation

- If a pupil is discovered taking/supplying drugs, SMT, including the DSL, must be notified immediately.

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- SMT will seek to remove suspicious substances, in the presence of an adult witness.
- Substances will be placed in a plastic bag, labelled (signed and dated by adult witness) and sealed.
- The pupil and any witnesses will be questioned by a member of SMT with another adult present with a written record taken.
- Parents/guardians will be informed and asked to attend school.
- The police will be called, if deemed appropriate.
- The incident is to be recorded on CPOMS

Suspicion

- Any pupil whose behaviour leads to suspicion of being under the influence of a substance will be requested to take a drugs test by a member of SMT.
- The school reserves the right to require a drugs test where there are suspicions of drug use, whether this does or does not affect behaviour. This will be under the direction of a member of SMT.

Protocol

If a pupil's behaviour is suspicious, but there is no confirming evidence and the pupil denies being under the influence of drugs:

- Procedures and consequences will be explained to the pupil.
- The pupil will be interviewed by a member of SMT with one other adult witness present.
- Lockers and rooms may be searched with a second adult present in accordance with the School Search Policy.
- Personal search – e.g. pockets, bag(s), coats – may also be carried out with a second adult present in accordance with the School Search Policy.
- If a pupil refuses a personal search this will be taken as an admission of guilt.

Tests used in the HAWC are a urine dip test and will deliver a result within 5 minutes. Tests are carried out by a member of SMT and another member of staff. Pupils/parents/guardians can then request the test sample be sent off to a laboratory for further analysis. A pupil may be asked to remain at home pending the result.

The results of the drugs test are to be referred to Principal, who will determine the next steps to be taken.

Informing the Police

Where any drugs, or substances believed to be drugs, are discovered, the Principal must be immediately informed. The sample will be sealed and stored in a secure location together with details of the date and time of the seizure and witnesses present. The police will be informed.

Parents will usually be informed unless this is not in the best interests of the pupil to do so.

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Sanctions

Any response to a drug related incident will take into account all the relevant facts and circumstances available and information about the pupil(s) involved. All relevant facts and circumstances must be disclosed at the first opportunity to do so. Subsequent versions, submitted at a later date, may not be considered.

Parents will always be invited to discuss the incident with the Principal and the possible sanction(s). The decision to expel (whether temporary or permanent) will be the Principal's, following consultation with the Governors.

- A pupil on school premises intoxicated or under the influence of drugs will be expelled.
- Any pupil selling or distributing drugs or otherwise actively encouraging their possession or consumption by others will be expelled.
- Anyone caught possessing or consuming drugs whilst at school or otherwise under the School's jurisdiction (e.g. on school trips) will be expelled.
- Where drugs are found on a pupil or in their belongings the pupil will be expelled.
- Where the result of pupil's drugs test is positive, the pupil will be expelled.

The School may take action in accordance with this policy where it becomes known that drug abuse is taking place outside school which may, as a result, bring the School's reputation into disrepute.