



**West Kirby**  
Grammar School

## **Wirral School Drug Policy and Procedures**

<b>Administration Use:</b>	
<b>Statutory/Non-Statutory:</b>	Non-Statutory
<b>Website:</b>	Yes
<b>GB Committee:</b>	Health & Safety
<b>Document Formulated:</b>	April 2019
<b>Review:</b>	Every two years
<b>Date Reviewed by Committee:</b>	Spring 2021
<b>Next Review Date:</b>	Spring term 2023

Wirral School Drug Policy and Procedures Template		Page No
<b>1</b>	Key Contacts	3
	• Whole Staff Training	4
<b>2</b>	Drug-related Incident Pathway	5
<b>3</b>	Policy Development and Consultation	6
	• School Description	6
	• Values & Ethos	6
	• Definition and Terminology	7
	• Policy Production and Application	7
<b>4</b>	Drug Education	8
	• Drug Education Aims	8
	• Drug Education Curriculum Delivery	8
<b>5</b>	Responding to and the Management of Drugs Related Incident in School	9
	• Schools Stance	9
	• Establishing the Type of Nature of a Drug Incident	9
	• Role of the Wirral School Drug Adviser	10
	• Management of Drugs in Schools / Medical Emergency	10
	• Search and Confiscation	11
	• Taking Temporary Possession	12
	• Confidentiality	13
	• Informing Parents / Carers	13
	• Response and Referral	14
	• External Agencies	14
	• Recording	17
	• Discipline	17
<b>6</b>	Vulnerable Pupils / Criminal Child Exploitation / County –lines	18
<b>7</b>	Involving the Police	18
<b>8</b>	Handling the Press and the Media	19
<b>9</b>	Medicines in School	19
<b>10</b>	Smoking in School	20
<b>11</b>	Alcohol in School	20
<b>12</b>	Parents / Carers under the Influence of Illegal Substance on School Premises	20
<b>13</b>	Staff Conduct	21
<b>14</b>	Staff Training	21
<b>15</b>	Role of Governors	21
<b>16</b>	Drug Dogs and Drug Testing	21
<b>17</b>	Policy Review	21
<b>18</b>	Useful National Organisations =	22
<b>19</b>	Appendix 1 Disposal of item / Appendix 2 Response to an incident	23

## KEY CONTACTS

Role:	Name/ Details:	Contact:
<b>Designated School Safeguarding Lead</b>	Mrs K Cliffe	0151 632 3449 <a href="mailto:kcliffe@wkgs.net">kcliffe@wkgs.net</a>
<b>Linked School Nurse</b>	Team led by Family Safeguarding Practitioner, Jen Banks WEST A Team	WCNT.HVwestwirral@nhs.net
<b>Wirral Schools Drug Adviser (SDA)</b> Primary & Secondary Lead <b>Barnardo's 0 – 19 Health and Wellbeing Service</b> <i>(Wirral Community NHS foundation Trust)</i>	Lea Sloan	W: 0151 650 5488 M: 07703380957 <a href="mailto:lea.sloan@barnardos.org.uk">lea.sloan@barnardos.org.uk</a>
<b>Health Services in Schools</b> Coordinator (Universal / Targeted Services)	Michelle Langan	W: 0151 666 3780 M: 07769967607 <a href="mailto:michellelangan@wirral.gov.uk">michellelangan@wirral.gov.uk</a>
<b>Additional Youth Support</b> Manager (Targeted / Specialist Service)	Alistair Smith	0151 666 4123 <a href="mailto:AlistairSmith@wirral.gov.uk">AlistairSmith@wirral.gov.uk</a>
<b>Substance Misuse Programme Coordinator</b> Barnardo's 0 – 19 Teen Team – WCT / NHS Foundation (Universal & Targeted Service)	Jackie Gray	W: 0151 678 7790 M: 07885478571 <a href="mailto:jackie.gray@barnardos.org.uk">jackie.gray@barnardos.org.uk</a>
<b>Integrated Front Door</b> Wirral Children's Social Care	Service Desk	0151 606 2008
<b>Compass Team</b> Integrated Front Door Team Manager	dutycompass@wirral.gov.uk Central number 0151 666 3800	Vicky Powell 0151 666 3855 <a href="mailto:vickypowell@wirral.gov.uk">vickypowell@wirral.gov.uk</a>
<b>Police</b>	In an emergency For non-emergency but possible crime	999 101

1.1	<b>WHOLE SCHOOL TRAINING</b>
	<p>As part of the <a href="#">statutory duty</a> on schools to promote pupils' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's <a href="#">Drugs Strategy 2010</a> ensures that schools have the information, advice and power to:</p> <ul style="list-style-type: none"> <li>• Provide accurate information on drugs and alcohol through education and targeted information, including via the <a href="#">FRANK</a> service;</li> <li>• Tackle problem confiscation;</li> <li>• Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol wider powers of search and misuse behaviour in schools.</li> </ul>
1.2	<b>HOW TO ACCESS FREE STAFF TRAINING</b>
	<p>As a whole school approach and to ensure best practice for staff it is advised for schools to access their <b>FREE</b> annual staff training package that includes, drug awareness and drug policy &amp; guidance.</p> <p>This is available to all schools across Wirral.</p> <p>In addition to this, those schools that are using or wanting to buy in the drugs education model, Christopher Winter Resource can also access free training on how to use the resource.</p> <p>To access the below training for your school, please contact <a href="#">Lea Sloan, Wirral Schools Drugs Adviser</a>. All training will be delivered on site and is usually delivered within a staff inset day or team meeting.</p>

## 2. Drug Related Incident Pathway

Observation, suspicion, intelligence, disclosure

Check pupil safety

Do they need medical attention? (if YES) Call 999

**NO**

Safe to stay on site.  
Situation manageable  
within school

Headteacher and Safeguarding Lead  
informed

Relevant senior staff to undertake risk  
assessment. First aider to assess

Consider next steps/ referrals to appropriate  
services. (See additional guidance appendix  
for service information)

Make referral to support services.  
Notify Health Service in Schools Youth  
Worker.  
Primary Schools to refer to School Nurse

**Contact: Integrated Front Door  
(IFD)**

0151 606 2008

For further advice and guidance

**YES**

Are there any  
safeguarding  
concerns?

For incident whereby a  
young person has taken an  
unknown substance or there  
is suspicion they have taken  
a sedative such as  
diazepam or Xanax call for  
emergency medical help

Call 999

- Is at risk of significant danger or harm
- Has taken an unknown substance
- Is at risk of abuse, ie sexual, physical, emotional, neglect
- Is under 13 and sexually active
- Is considering suicide
- Is missing
- Has injected drugs
- Has planned to or has over dosed
- Involved in crime with risk to self or others
- Shows significant signs of mental distress (including, paranoia, suicidal thoughts, severe depression)
- Is or is at risk of becoming homeless
- Is at risk of exploitation

Follow school safeguarding  
policy

Report all drug related incidents to Wirral School Drug Adviser who will provide further advice and support on level of risk and what if any further action is required.

Th

<b>SCHOOL DRUG POLICY</b>	
<b>3.</b>	<b>POLICY DEVELOPMENT &amp; CONSULTATION</b>
	For further guidance refer to; <a href="#">DfE and ACPO Drug Advice for Schools (2012) Department of Education and Association of Chief Police Officers</a>
	<b>Ratified: Next review September 2023</b>
<b>3.1</b>	<b>THE ROLE OF THE SCHOOL</b>
	As part of the school’s statutory duty to promote students’ wellbeing, WKGS has a clear role to play in preventing drug misuse. This is recognised as an essential part of the schools safeguarding responsibility. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual’s right to lawful privacy.
<b>3.2</b>	<b>SCHOOL DESCRIPTION</b>
	West Kirby Grammar school is a selective grammar school with approximately 1200 students on roll. The school community is committed to ensuring that students feel safe and happy. We aim to enable students to become independent, self-confident and self-motivated adults who can be successful in a changing world.
<b>3.3</b>	<b>VALUES AND ETHOS</b>
	<p>A high performing school that makes a positive difference to the lives of our students and sits at the heart of a thriving local community. Making a difference through:</p> <ul style="list-style-type: none"> <li>• Inspiring ambition in all</li> <li>• Providing a broad and balanced curriculum tailored to the needs of individuals</li> <li>• Delivery of consistently high quality teaching and standards</li> <li>• Building resilience as leaders and learners</li> <li>• Equipping students with the necessary skills for life.</li> </ul>

**3.4 DEFINITION AND TERMINOLOGY**

Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves. Under the Misuse of Drugs Act 1971 / 2010 the school drug policy includes the following substances:

**Legal Drugs** – Including, caffeine, energy drinks, tobacco, e-cigarettes / vapes, alcohol, khat, nitrites (poppers), VSA (volatile substances).

**Illegal Drugs** – Those controlled by the Misuse of Drug Act legislation, including anabolic steroids, cannabis, cocaine, ecstasy, cocaine, mephedrone and heroin.

**New Psychoactive Substances** – Psychoactive Substances Act came into effect in spring 2016. Previously known as ‘legal highs’ which contain one or more chemical substances which produce similar effects to illegal drugs (like cocaine, cannabis and ecstasy).

**Medicines** – Including over the-counter and prescription drugs. Some pupils may require medicines that have been prescribed for their medical condition during the school day. More detailed information can be found in Managing Medicines in Schools and Early Year Setting; [Managing Medicines in Schools and Early Years Settings](#)

Substances covered in the policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while students are on school visits.

**3.5 POLICY PRODUCTION AND APPLICATION**

This policy has been informed by the following;

- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- Managing Medicines in Schools and Early Years Setting (DfE)
- 2016 Bill on New Psychoactive Substances

This policy links to other school policies, including Safeguarding, Behavioural Management and Health and Safety. This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers students on work experience, alternative provision placements and to all school trips, including those abroad.

<b>3.6</b>	<b>WHO DOES THE POLICY APPLY TO:</b>
	<p>The policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, parents contractors and external services or activity providers</p> <p>This policy applies to all learners in this school. A copy of the schools drug policy can be found on the school website at wkgs.org.</p> <p>This policy will be updated and reviewed on an annually basis and will act as a central reference point for all school staff, or following identification of new/emerging trends in children and young people’s behaviour.</p>
<b>4</b>	<b>DRUG EDUCATION</b>
<b>4.1</b>	<b>AIMS</b>
	<p>Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and to appreciate the benefits of a healthy lifestyle, relating this to their own and others’ actions.</p> <p><b>Drug education aims to:</b></p> <ul style="list-style-type: none"> <li>● Provide accurate information</li> <li>● Correct misunderstandings</li> <li>● Build on knowledge and understanding.</li> <li>● Explore attitudes and values towards drugs, drug use and drug users</li> <li>● Develop students’ understanding of rules and laws</li> <li>● Develop students’ interpersonal skills</li> <li>● Develop students’ self-awareness and self-esteem</li> <li>● Explore the risks and consequences of their own and others’ actions; and</li> <li>● Be relevant to the needs of students and the school community</li> <li>● Inform students of support both within and outside of school</li> </ul>



## 4.2 DRUGS EDUCATION CURRICULUM DELIVERY

Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers / school personnel need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly.

Drug Education programme is delivered through the PSHCE curriculum. In Key Stage 3 and Key Stage 4 this is done principally via the School's Drop Down days (Impact days) and in tutorial lessons in Year 7.

The following themes are covered:

### **Year 7: Legal and Illegal Drugs**

- Legal and illegal drugs
- Cannabis
- Volatile Substance Abuse

### **Year 8: Drugs and their effects**

- Situations involving drugs
- Physical, emotional and social effects
- Managing drug-related situations

### **Year 9: Attitudes to Risk**

- Exploring views about drugs
- Contact with the law
- Binge drinking

### **Year 10: Choices and responsibility**

- Consequences of drug use
- Choices and consequence
- Sexual health

The main resource used for the delivery of the Drug Education programme in PSHCE are produced by the Christopher Winter Project which is followed by each year group.

<b>5.</b>	<b>RESPONDING TO AND THE MANAGEMENT OF DRUG RELATED INCIDENT IN SCHOOL</b>
<b>5.1</b>	<b>SCHOOL STANCE ON DRUGS</b>
	<p>School will not tolerate the use or possession of unauthorised legal or illegal controlled substances by students, staff or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience.</p> <p>As a school we cannot knowingly allow on our premises or to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). A central record of evidence related to any pupils suspected of drugs misuse will be held on school site.</p> <p>This also extends to new psychoactive substances (NPS), alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.</p> <p>The Senior Leaders with responsibility for all drug related incidents are the Headteacher, and/or their Assistant Headteacher (Designated Safeguarding Lead).</p> <p>All drug related incidents will be reported to Mrs K Cliffe who will be responsible for coordinating the most appropriate response.</p> <p>Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved and the school community. In the first instance the possibility of a medical emergency will be considered</p>

## 5.2 ESTABLISHING THE TYPE OF NATURE OF A DRUG INCIDENT

School will conduct a careful investigation to judge the nature and seriousness of each individual incident.

School will not automatically assume drug related incidents are more serious than any other. The risk to pupils and to others should be assessed in terms of health and safety rather than criminality.

Example of a drug related incidents could involve the following situations:

Type	Example
Suspicion	A pupil/ carer or member of staff is thought to be under the influence of a drug, or the supply of a substance.
Observation	A pupil demonstrates, perhaps through actions, play and inappropriate level of knowledge of drugs for their age.
Disclosure	A pupil discloses that they or their family member / friend are misusing drugs
Discovery	A teacher may find a substance on school premises or from pupil during a search. This also includes discoveries from pupils via social media sites; for example Snapchat, Facebook Instagram etc.

## 5.3 ROLE OF THE SCHOOL DRUG ADVISER

*In the event of drug related incident the school is advised as best practice to contact the Wirral School Drugs Adviser, Lea Sloan for support and advice on M: 07703380957 or E: [lea.sloan@barnardos.org.uk](mailto:lea.sloan@barnardos.org.uk)*

The SDA works in partnership with other agencies these include, Health Services in Schools, Additional Youth Support, School Nursing Service, the police, and targeted services. The role provides the following;

- Free confidential advice, guidance and support on all drug related incidents / issues in and outside of school.
- Support within the implementation of your school drug policy.
- A recommended, comprehensive and standardised drug education programme for all pupils.
- Up-to-date training sessions within a range of drug related subjects to all staff.

The school will have a nominated senior professional responsible for all drug related issues, to champion good practice and liaise with the School Drugs Adviser on a regular basis.

<b>5.4</b>	<b>MANAGEMENT OF DRUGS IN SCHOOLS – REPORT</b>
	<p>All incidents should be reported immediately to the designated lead person in school who is responsible for managing drug related incidents/issues. This is Mrs K Cliffe.</p> <p>For further guidance refer to; <a href="#">DfE and ACPO Drug Advice for Schools (2012) Department of Education and Association of Chief Police Officers</a></p>
<b>5.5</b>	<b>MEDICAL EMERGENCY</b>
	<p>In every case of a drug- related incident of a pupil being suspected or under the influence of a drug or alcohol on school premises. See below:</p> <ol style="list-style-type: none"> <li>1) The utmost priority should be place on the safety of the young person and those around them.</li> <li>2) DO NOT SEND PUPIL HOME – if necessary this should be dealt with as a medical emergency, administering First Aid and summoning appropriate support.</li> <li>3) CALLING 999 – If in doubt DO NOT hesitate to call emergency services whereby an incident may involve a pupil consuming a strong sedative such a Diazepam or Xanax.</li> <li>4) WAITING FOR SERVICES – in the event of calling emergency service place young person in recovery position, loosen clothing to assist their breathing. DO NOT give the casualty anything to eat or drink.</li> <li>5) Depending on the circumstances, parents or the police may need to be contacted.</li> <li>6) If the young person is felt to be at risk the schools Safeguarding Policy will come into effect and Children’s Social Care may need to be contacted.</li> </ol>

## 5.6 SEARCHES AND CONFISCATION

When a person is suspected of concealing illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A full record of the exchange should be made by the observing member of staff.

Advice on searching and confiscations can be found in [Searching, Screening and Confiscation for Schools; Advice for Headteachers, school staff and governing bodies.](#)

### Searching with Consent

Schools common law powers enable school staff to search pupils with their consent for any item. School is NOT required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.

### Searching without Consent

The Headteacher or member of staff authorised by the Headteacher can search without consent if they have reasonable grounds for suspecting that a pupil is in possession of a prohibited item or is likely to commit an offence, or to cause personal injury, or damage. These include;

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The police may conduct a personal search if they believe a crime has taken place or to prevent harm to a student or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police; however, WKGS works in partnership with the local police, takes their advice and involves them or other relevant agencies appropriately.

Following a search, whether or not anything is found, including personal searches and searches of school and pupils' property the school is advised to:

- 1) Make a record of the person searched.
- 2) Establish the reason for the search.
- 3) The time and the place.
- 4) Who was present and note the outcomes and any follow-up action.

N.B - There is no legal requirement to do this but is good practice to do so.

## 5.7 TAKING TEMPORARY POSSESSION

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.**

### Alcohol, Tobacco and e cigarettes

When confiscated, parents/carers should normally be informed and given the opportunity to collect items, unless this would jeopardise the safety of the child or others.

**Volatile substances** may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child or others.

**Medicines** should be held in the Main Office. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them in the appropriate manner. Medication taken in any way to replicated drug taking behaviour will be dealt with in accordance with school policy on drug related incidents.

**New Psychoactive Substances** (*Often incorrectly called legal highs – contain one or more chemical substances which produce similar effects to illegal drugs like cocaine, cannabis and ecstasy*). If found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed by members of the Senior leadership Team (SLT) only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. **The police may then identify whether it is an illegal drug.**

## 5.8 PROCEDURES TO FOLLOW WHEN TAKING TEMPORARY POSSESSION

Schools should outline and adhere to an agreed protocol for working with local police on the collection, storage, taking temporary possession and disposal of suspected controlled drug in school. See below:

- 1) Ensure that a second adult witness is present throughout;
- 2) Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present:
- 3) Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- 4) Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
- 5) Inform parents/carers, unless this is not in the best interests of the pupil;
- 6) Identify any safeguarding concerns and develop a support and disciplinary response (see below).

## 5.9 CONFIDENTIALITY - RESPONDING TO STUDENTS INVOLVED IN A DRUG RELATED INCIDENT

The school will carefully investigate the nature and seriousness of any drug related incident taking account of the needs of the pupils and any safeguarding issues this may present. For further guidance refer to; [Wirral's Safeguarding Policy and Procedure document](#).

### Confidentiality

In line with *General Data Protection Regulation (GDPR)* the need for confidentiality for those involved should be respected; however, the boundaries of such confidentiality should be made clear to students. If a student discloses information to a member of staff which is of concern the teacher must follow the school safeguarding policy, co-operate with a police investigation (if appropriate), and refer to external services (if appropriate). For further guidance refer to; [Government guidance and regulation for GDPR](#)

## 5.10 INFORMING PARENTS AND CARERS

Subject to the *General Data Protection Regulation (GDPR)* parents/Carers will be informed about the incident at the earliest possible stage and about the school's response unless there are concerns about the child's safety as a result.

In any situation where the student may need protection from the possibility of abuse, the school's Designated Safeguarding Lead Mrs K Cliffe will be consulted. Usual safeguarding procedures will be applied. School recognises the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents.

Any response should balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation; responses may need to take a holistic approach rather than focus solely on drugs. As a school we will take:

- A flexible approach whilst maintaining consistency and fairness.
- Carefully assess the situation and the options for action.
- Consider the impact of sanctions on the student involved, on other students, on the school as a whole, on parents and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and students as a whole. Other students become less likely to approach teachers if they have problems with drug use. Students need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to also offer support and care.

<b>5.11</b>	<b>RESPONSE AND REFERRAL PROCESS</b>
	<p>The identified school lead will play a key role in identifying pupil needs and making a direct referral to the appropriate services; such as Health Services in Schools, School Nurse Service, Additional Youth Support, 0 – 19 Team, CAMHS and Children’s Social Care.</p> <p>This process of identifying needs should aim to distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.</p> <p>Where possible, and where this will not compromise the pupil’s safety, the school will seek the involvement of the pupil and their parents and carers in such a decision.</p>
<b>5.12</b>	<b>WORKING WITH WIRRAL EXTERNAL AGENCIES</b>
	<p><b>UNIVERSAL / TARGETED SERVICES</b></p> <p><a href="#">Wirral Early Help information</a></p>
	<b>HEALTH SERVICES IN SCHOOLS</b>
	<ul style="list-style-type: none"> <li>• Youth Workers operate in all Wirral Secondary schools. They offer confidential health services supporting young people to make positive choices about their health and wellbeing.</li> <li>• WKGS designated Health Service in Schools Youth Worker is Kersti Lawson.</li> </ul>



- They will support young people with issues around: substance misuse, emotional health and wellbeing, healthy relationships, alcohol, smoking cessation, weight and lifestyles and healthy eating.
- Young people are able to drop into their weekly school clinic on Monday lunchtimes for support with any issues affecting them.
- Referrals to support an individual can be made by the designated lead professional (Mrs K Cliffe) sending a referral directly to the Health Service in Schools Co-ordinator.
- To make a referral to Health Services in Schools contact: Michelle Langan (HSIS Co-ordinator) on M: 07769967607 or email [michellelangan@wirral.gov.uk](mailto:michellelangan@wirral.gov.uk)

**WIRRAL SCHOOL NURSES / 0 – 19 Health and Wellbeing Service (*Wirral Community NHS foundation Trust*)**

Wirral School nurses work in collaboration with the local authority, schools, GPs youth services and many other community services to support the needs of children, young people and their families.

- Aims to provide a holistic, health and wellbeing service to 5-19 year (25 where complex needs) olds who live or attend schools in Wirral. Support is delivered through a combination of specific interventions and health promotion activity with a particular emphasis placed on early intervention and prevention.
- Service offers individual, holistic care, if we are unable to meet the needs of our children, young people and we will try and find someone who can.

**BARNARDO'S – SUBSTANCE MISUSE 0 – 19 TEAM**

Based in The Lauries , 142 Claughton Road, Birkenhead, Wirral, CH41 6EY,  
Offers a free and confidential service to all schools, providing drug related support, advice and guidance to Headteachers and Senior Leadership, staff training and drugs education sessions to secondary school pupils.

Wirral Schools Drugs Adviser Role – Lea

For further details please refer to section 5.3 of the document.

Substance Misuse Coordinator - Jackie Gray

- **Substance Misuse Awareness** - Delivered to a whole class (year 8 and above) over 2 separate 1 hour sessions. The programme supplements any drugs awareness education the school is already delivering and raises awareness of alcohol, tobacco and other drugs, including those drugs currently most prevalent amongst young people in Wirral.
- **Solutions to Anger Group Work** - This Programme is aimed at young people who want to learn how to improve their social skills and promote positive social interaction with their peers. Delivered to groups of 6 young people over 6 sessions, the programme provides young people with tools and techniques to identify their anger triggers, develop practical skills and strategies to manage their feelings and behaviours as well as improving their self-confidence and self-esteem.
- Contact Jackie Gray Substance Misuse Coordinator on
- M: 07885478571  
E-mail [jackie.gray@barnardos.org.uk](mailto:jackie.gray@barnardos.org.uk)

## **BROOK WIRRAL**

- Offer free and confidential services for young people/adults to drop into to see a nurse, youth worker or counsellor. They go into schools to give young people information on their health, relationships, sex and lives. They hold regular drop in sessions at their clinic.
- Tel: 0151 670 0177 Website: <https://www.brook.org.uk/find-a-service/regions/wirral>

## **TARGETTED / SPECIALIST SUPPORT**

### **ADDITIONAL YOUTH SUPPORT**

- Based in The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD (0151 666 4123 answerphone service outside office hours)
- A counselling, support and advice service for young people aged 13-25 years. Offers a range of advice and support including housing, benefits, health, and drugs information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13-18 years who have problems with their substance or alcohol use.

## **WIRRAL CAMHS - CHESHIRE & WIRRAL PARTNERSHIP NHS TRUST**

- **0 – 13 and 14 – 18 team** are based at The Birch Centre , Derby Road, Birkenhead, CH42 0LQ

- Wirral CAMHS Advice and Duty Line on 0151 488 8453 to speak to a clinician, who will ask you a range of questions to gain an understanding of your child's needs and presentation. This will take approximately 30 minutes. Or
  - You can complete the [self-referral form](#) and email this to [wirralcamhsreferrals@cwpc.nhs.uk](mailto:wirralcamhsreferrals@cwpc.nhs.uk)
- However, you may also receive a call from the service before we can process the referral.

<b>5.13</b>	<b>RECORDING PROCESS</b>
	<p>School will make a full record of every incident within their own systems. School should be aware that notes of any discussions with pupils may be used a subsequent court proceedings. Recording must be as follows:</p> <ol style="list-style-type: none"> <li>1) Specific (what was said, who was involved, what substance is allegedly involved, individuals present)</li> <li>2) Evidence based</li> <li>3) Factual</li> <li>4) Time</li> </ol>
<b>5.14</b>	<b>DISCIPLINE</b>

School's response to a drug-related incident will remain balanced to the needs of the individual pupils concerned within the wider school community. In deciding what action to take school will follow their own disciplinary procedures, ie:

- 1) School have a duty of care to respond competently and fairly to any incidents involving drugs and offer a range of options for their response to the identified needs of those involved;
- 2) Exclusion should not be an automatic response to a drug incident and a permanent exclusion should only be used in serious cases.
- 3) More details on excluding pupils can be found in the [Exclusion from mainstream Schools, academies and pupil referral units in England](#)

## 6. VULNERABLE PUPILS – CHILD EXPLOITATION / COUNTY-LINES

School understands that some pupils may be vulnerable to becoming victims of Child Exploitation, including involvement in County Lines and other ways children and young people are drawn into drugs related criminal activity.

“County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people, vulnerable adults and local communities.”

From; [Criminal exploitation of children and vulnerable adults: county lines. Home Office Guidance](#)

School will provide appropriate staff training and ensure that all staff understands that the school’s safeguarding procedures must be followed if a pupil is thought be at risk of criminal exploitation, including county lines.

For further information and guidance please refer to [Child Exploitation - WSCP](#)

A County Lines spotting the signs poster can be downloaded below:

[WSCB County Lines Poster](#)

## 7. INVOLVING POLICE

WKGS works in partnership with the local police. We take their advice and involve them appropriately. The police will be involved, where appropriate. A full record of the incident recording details and the police incident reference number must be kept.

Further guidance refer to; [DfE and ACPO Drug Advice for Schools \(2012\) Department of Education and association of Chief Police Officers](#)

- 999 should only be dialled in the case of an emergency.
- 101 may also be dialled to report an incident that is not deemed to be an emergency
- Drug related incidents will be reported to the Wirral Schools Drugs Advisor Lea Sloan Wirral Schools Drugs Adviser further support.

## 8. HANDLING THE PRESS AND MEDIA

All press enquiries should be handled through the Headteacher in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall 0151 666 8088.

## 9. MEDICINES IN SCHOOL

### Procedures for Administration of Medicines

1. Parents / carers should provide full written information about their child’s medical needs.
2. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child and this should be done using the ‘**Request to Administer Medication Form**’.

3. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
4. Controlled medications e.g. Medikinet, Equasym and Tranquilyn must only be accepted from the parent/carer. **Students must not carry controlled medication on their person at any time.**
5. All medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instruction for administration. In all cases this should include: Name of child, name of medicine, dose, method of administration, time / frequency of administration, any side effects and expiry dates.
6. The information contained within the '**Request to Administer Medication Form**' should match the information on the container. Where any discrepancies appear, parents should be contacted for further information / written approval.
7. It is the responsibility of parents to advise of changes in medication and dosage and this should be done by submitting a revised '**Request to Administer Medication Form**'
8. Staff must **never** give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific prior written permission from the parents/carers.
9. A child under 16 must **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (as per National Guidance).
10. All medication should be kept in a locked cabinet in the Main Office.
11. A number of key staff have received training in administering medication.
12. In the unlikely event that none of the above are available and where timing of medication is essential, parents should be contacted to advise.
13. Administration of medication should be recorded in the '**Record of medicines administered to children**' form which is kept next to the medicine safe in the main office.
14. All documents relating to the above should be kept securely.

## 10. SMOKING IN SCHOOL

The school is a smoke free environment, and as such smoking of cigarettes, cigars, tobacco and e-cigarettes is not permitted on the entire premises.

- The school aims to provide a supportive environment for those who wish to stop smoking.
- Students, who smoke on the school premises, or in school uniform, will receive consequences in accordance with the school's Behaviour for Learning Policy. Parents will be contacted unless this puts the child at risk.
- The school promotes the health and welfare of all who work in or visit the school.

<b>11.</b>	<b>ALCOHOL IN SCHOOL</b>
	<ul style="list-style-type: none"> <li>• Students must not drink alcohol at any time during the school day, or whilst on school activities or trips.</li> <li>• Students must not bring alcohol onto the school premises for consumption.</li> <li>• The school aims to provide staff or student's access to support where drinking is a problem.</li> <li>• Students who drink alcohol or bring alcohol onto the school premises will receive sanction from the school's Behaviour for Learning Policy. Parents/carers will be contacted unless this puts the child at risk</li> </ul>
<b>12.</b>	<b>PARENTS/CARERS UNDER THE INFLUENCE OF DRUGS ON SCHOOL PREMISES</b>
	<p>When dealing with a parent / carer under the influence of drugs on a school premises the focus for staff should always maintain the immediate welfare of the child and staff member. The advice given is as follows:</p> <ol style="list-style-type: none"> <li>1) Inform lead professional of any concerns</li> <li>2) Staff should maintain a calm approach to the parent/carer</li> <li>3) If a staff member has concerns on discharging a pupil into the care of the parent / carer school may wish to ask parent / carer if alternative arrangements can be made, for example another parent or carer to accompany the child home.</li> <li>4) Where a parent/ carers behaviour under the influence places the child at risk i.e., becoming abusive, violent or have repeatedly presented under the influence of a drug refer to the school's safeguarding procedures and / or the involvement of the police.</li> <li>5) School should make a full record of every incident.</li> </ol>

<b>13.</b>	<b>STAFF CONDUCT AND ILLEGAL OR AUTHORISED SUBSTANCES</b>
	<p>Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.</p>
<b>14.</b>	<b>STAFF TRAINING</b>
	<p>Drug related training is available to all members of staff. Initial teacher training requires Newly Qualified Teachers to be familiar with the PSHE curriculum, and to be prepared for their Form Tutor responsibilities.</p>

	The school's programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students.
<b>15.</b>	<b>ROLE OF THE GOVERNOR</b>
	Governors contribute to the development of this policy and have ratified it. The Governors of WKGS have taken the issue of substance misuse very seriously and support the Headteacher and staff in maintaining WKGS as a 'drug free zone'. In cases where students are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Governing Body.
<b>16.</b>	<b>DRUG DOGS &amp; DRUG TESTING</b>
	<p>The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises. However schools may choose to make use of drug dogs or drug testing strategies if they wish. It is advisable that the school consults with their local Schools Drugs Adviser and local police. If school chooses to respond with the use of drug dogs, that's this should do so as part of a warrant-led operation.</p> <p><i>Refer to; <u>DfE and ACPO Drug Advice for Schools (2012) Department of Education and association of Chief Police Officers</u></i></p>
<b>17.</b>	<b>POLICY REVIEW</b>
	<p>This policy and the procedures will be reviewed every academic year.</p> <p>The Designated Safeguarding Lead will ensure that all staff members, including volunteers and sessional staff are made aware of any amendments to policies and procedures.</p>

<b>18.</b>	<b>USEFUL NATIONAL ORGANISATIONS</b>
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**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com/14](http://www.drugeducationforum.com/14)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk>

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)** A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**APPENDIX 1: DISPOSAL OF SUSPECTED SUBSTANCE OR DRUG PARAPHERNALIA**

Item for disposal: ..... Date of receipt: .....

Method of disposal: ..... Date of disposal: .....

Staff members who witnessed disposal: .....

Signatures of staff who witnessed disposal: .....

ADDITIONAL NOTES: FULL NOTE OF PROCEDURES FOLLOWING RESPONSES FROM CHILD/CARER

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NAME OF STUDENT(S) WHO PROVIDED THE ITEM(S) FOR DISPOSAL:

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.....  
.....

PARENT INFORMED: YES / NO (please delete as appropriate)

OUTSIDE AGENCY INFORMED: .....

ACTION PLAN:

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<p>The supplying of drugs</p>	<p>This will usually lead to a permanent exclusion.                  Our definition of supplying is providing illegal substances to others. Additionally, any person carrying large amounts of banned substances would also put themselves at risk of permanent exclusion.                  Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability, the person is believed to be supplying we will usually exclude permanently based on the need to ensure the safety of other students.</p>
<p>Under the influence of drugs</p>	<p>This will lead to Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following managed or negotiated move procedure                  Students who use illegal substances and then present themselves on school premises will be excluded. The basis of the decision will be made using the detailed signs and symptoms of substance abuse.</p>
<p>In possession of drugs</p>	<p>This will lead to a Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following managed or negotiated move procedure.</p> <p><b>Please note:</b> If a student is found in possession of a controlled substance on school premises, the school has the right to take into consideration other evidence of previous poor or disruptive behaviour when considering whether a resultant exclusion is to be fixed-term or permanent. This means that a student with a history of poor behaviour who is found on school premises in possession of an illegal substance is at risk of permanent exclusion. In all cases, it is at the discretion of the Headteacher whether such behaviour shall be taken into account. On occasions in which a student is found in possession of a controlled substance:</p> <ul style="list-style-type: none"> <li>• Drugs will be confiscated.</li> <li>• Police will be informed.</li> <li>• Support will be offered.</li> </ul>
<p>Alcohol</p>	<p>Drinking alcohol on site/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. will result in a fixed term exclusion or permanent exclusion. Managed or negotiated move may also be appropriate dependent on the student's behaviour record.</p>