

Drugs and Alcohol Education and Prevention Policy

Document Control	
Title	Drugs and Alcohol Education and Prevention Policy
Policy Number	MHS026
Date	13th March 2023
Supersedes	15th January 2020
Purpose of the policy	Sets out education, prevention and action around drugs and alcohol
Related policies/guidance	DfE and ACPO drug advice for schools, Advice for local authorities, headteachers, school staff and governing bodies, September 2012 PSHE Policy MHS Supporting pupils with medical conditions policy
Review	13th March 2025
Author	Joe Warmington
Date Consultation Completed	March 2023
Date adopted	15th March by School

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe . We acknowledge that our pupils are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will , therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.



1.0 Aims

Drug and Alcohol misuse is a major threat to individuals, families and the wider community. Drug and Alcohol education enables pupils to make healthy informed choices.

The policy aims to:

- ensure that Manchester Hospital School is free from the misuse of drugs, alcohol, and other substances
- make clear to staff, parents and pupils the school's approach to the problem of drugs and alcohol
- provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug and alcohol misuse
- explain the law and the procedures to be followed in responding to drug-related incidents
- contribute towards the Healthy Schools agenda by improving the capacity of young people to make informed choices
- set out the various responsibilities

2.0 Definitions and terminology

2.1 The law

The law concerns itself with drugs that have no accepted medicinal purpose, or medicinal drugs which are misused.

2.2 Controlled drugs

Controlled drugs are in three classes:

Class A: Cocaine, Crack, Heroin, LSD, Ecstasy or E, Magic Mushrooms.

Class B: Amphetamines, Barbiturates, Cannabis

Class C: Tranquillisers and some anabolic steroids.

It is illegal for pupils to be found in possession of drugs in any Class and they could be arrested. It is also illegal to possess or supply drugs.

Glue sniffing is not an offence, but someone who supplies a solvent to a young person under 18 could be committing an offence.



3.0 Responsibilities

3.1 Manchester Hospital School

Manchester Hospital School has a duty to ensure that all employees know the law concerning illegal drugs, and the actions that should be taken when possession or supply or production of either legal or illegal drugs is suspected.

3.2 The Head Teacher

The Head Teacher has a duty as the occupier of the premises and body concerned with the management of the premises not to knowingly permit the smoking of cannabis on the premises, or the production, attempted production, supply or attempted supply or offering to supply any controlled drug.

The Head Teacher has the responsibility for:

- the implementation of the policy
- liaison with the Council and parents
- ensuring that all staff, parents and pupils are aware of the policy and its implications
- liaison with external agencies as appropriate
- the training and support of staff

The Head Teacher will ensure that there is a planned drugs and alcohol education programme as part of the PSHE curriculum (and other appropriate areas of the curriculum e.g. Science).

The Head Teacher is responsible for liaison with the media when necessary.

3.3 PSHE Lead

The role of the PSHE Lead in drugs and alcohol education:

- to plan the school's drugs and alcohol education programme, as part of the PSHE curriculum for each site/provision
- to ensure that staff have the relevant skills and are given regular training as appropriate
- to support staff under the Head Teacher's direction; and at the discretion of the Head Teacher to give advice to pupils and staff
- to ensure a Drugs and Alcohol Education programme is included in the School's curriculum
- relevant staff are trained to teach it
- it is monitored and reviewed.

3.4 All Staff



All members of staff must know the school's policy and seek to obtain the relevant skills and knowledge to support the policy. All staff must know that they are permitted to take temporary possession of a substance suspected of being an illegal substance for the purpose of protecting a student from harm and from committing the offence of possession. All staff must also know that any suspect substance must be handed to the school reception as soon as is reasonably practicable so that it can be placed in the safe and handed immediately to the police. No member of staff is permitted to attempt to analyse or to taste an unidentified substance.

4.0 Legal and Illegal Drugs

Illegal drugs should never be in the School.

At Leo Kelly School, legal drugs are only allowed when they are prescribed medicines agreed by the SENDCO for use in the school as part of a pupils Individual Health Care Policy (IHCP).

At our hospital site NHS staff will and during face to face home teaching

Legal drugs that should not normally be in the school include common ones such as:

- alcohol
- tobacco
- solvents
- over-the-counter drugs

Illegal drugs which must never be in the school include the following common ones:

- cannabis
- ecstasy
- heroin
- crack/cocaine
- LSD

4.1 Tobacco

The minimum age for smoking is 18 and Manchester Hospital School is a smoke free school and is subject to the same smoke free [legislation](#) as other premises. Manchester Hospital School provides information and support for smokers to quit e.g. access to smoking cessation, Eclipse or or the school nurse service.

5.0 Drug Education

The Head Teacher will ensure that there is a planned Drugs and Alcohol Education is part of the PSHE programme (and other appropriate areas of the curriculum e.g. Science) The programme will:



- inform pupils about drugs and their effects
- promote a positive attitude towards a healthy lifestyle
- increase pupils' understanding of the health and social implications of the use and misuse of drugs
- inform pupils about course of action open to them if they or people they know become, or might become, involved in drugs activity
- inform pupils about support and resources available in the school and in the community

6.0 Action to be taken in incidents involving misuse of drugs or alcohol

It is vitally important that staff, pupils and parents are clear about the action that will be taken in any drug or alcohol related incident. The Head Teacher/ Site Lead will ensure that a thorough investigation has taken place before any sanction is applied.

- Staff will ensure that all cases of misuse of drugs or alcohol, or suspected misuse, are reported to the Site Lead.
- In all instances involving substance misuse or supply on the school premises parents/carers will be informed, and their cooperation sought.
- The school will consider each drug incident separately and consider the appropriate response, bearing in mind the circumstances of the case, and the need to balance the interests of the student, other members of the school and the wider community. School has a legal duty to cooperate with the police.
- Manchester Hospital School believes that it is essential that parents and pupils are clear about the sanctions that may be applied in particular instances, as follows:

a) a student who supplies any drugs or other solvents (whether legal or illegal, and regardless of the seriousness of the use) on school premises may have their placement at the school terminated.

'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another student, introducing fellow pupils to a drug dealer, and any other instance of procuring legal or illegal drugs for him/herself or other pupils. 'Supply' includes supplying for money or free-of-charge.

In the case of the supply of a drug which is legal (including over-the-counter drugs) the Head Teacher will assess the seriousness of the incident before deciding the response. Before making a decision on exclusion the Head Teacher will ensure that a thorough investigation has been carried out.



b) a student who has any legal or illegal drug in his/her possession may be excluded for a fixed period for a first offence, to be determined by the Head Teacher after considering all the circumstances of the case.

c) The Head Teacher/Site Lead will also determine what counselling needs to be provided and/or other action needs to be taken during or after the exclusion.

6.1 Taking possession of controlled drugs

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

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- store it in a secure location, at Leo Kelly this will be in the school reception safe or other lockable container with access limited to senior members of staff
- 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 student from whom the drugs were taken but Manchester Hospital School will share this information with police
- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this is not in the best interests of the student
- identify any safeguarding concerns and develop a support and disciplinary response

*NB staff would not take possession of a controlled drug at our hospital sites or in a pupils home. The hospital staff and parent/carer will be responsible for this.

7.0 Offences outside of school

If a student is involved in a drug or alcohol related incident outside school the Head Teacher will assess the implications for the pupil and the school and determine the best course of action bearing in mind the interests of the student and the interests of the school and wider community.

8.0 Involvement of the Police



Although there is no legal duty to inform the police of any drug incident in the school, the Head Teacher will determine whether to inform the Police Liaison Officer and will seek any relevant support and advice. The police have their own codes of practice. A police officer should only interview a student away from the school. If the pupil is under 17 the interview should be in the presence of at least one of the student's parents, adult friend and/or social worker. However, pupils may be interviewed on the school premises with the Head Teacher's agreement provided that efforts have been made to inform the student's parents. Police have no right of access to a classroom, but any representation by a local Chief Police Officer about curriculum matters must be considered by the Head Teacher.

9.0 Searching

Advice on searching and confiscations can be found in [Screening, searching and confiscation; advice for head teachers, staff and governing bodies](#).

9.1 Pupil property

The Head Teacher and those authorised by the Head Teacher now have a statutory power to search their pupils' in the school, or elsewhere when on authorised school activities, if they have a reasonable suspicion that they might contain illegal drugs.

If such a search reveals any 'evidence in relation to an offence' the school will inform the police. There is no discretion in this.

9.2 Personal Searches

Schools are not required to inform parents/carers before a search takes place or to seek their consent to search their child. Manchester Hospital School would normally inform the individual student's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so. Complaints about searching should be dealt with through the normal school complaints procedure.

Where a student is suspected of concealing an illegal substance every effort must be made to persuade them to produce the substance voluntarily (e.g. they can be asked to empty their pockets). If the student refuses the police MUST be called.

Staff should not physically search the student, other than asking them to remove an outer garment. Such a search must be carried out by two members of staff of the same gender as the student.

Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.



10.0 General powers of confiscation

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

11.0 Early Intervention

Schools can have a key role in identifying pupils at risk of drug misuse. Manchester Hospital School aims to identify pupils' needs 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. Where appropriate, pupils will be referred to [Eclipse](#) for drug and alcohol related addiction or signposted to organisations set out in appendix A.

12.0 Staff training

School based INSET will be provided to enable staff training to take place. External agencies may be invited to provide school based support. When deemed necessary, the school will send selected staff on courses to maintain an up-to-date approach that will then be cascaded to all staff.

13.0 Staff in possession/under the influence of drugs or alcohol

Any member of staff involved in the possession/under the influence of alcohol or illegal drugs, or involved in the sale of illegal drugs will be reported immediately to the police, and may be suspended by the Head Teacher. Any point during the school day, on or off the premises. A member of staff involved in the possession or sale of drugs whether inside or outside the school may face summary dismissal for gross misconduct.

14.0 Managing medicines

Some pupils may require medicines that have been prescribed for their medical condition during the school day. The pupils who require this will have an Individual Health Care Plan (IHCP) that is developed and updated by the SENDCO. Staff will be made aware of these pupils.



15.0 Health and Safety

The Headteacher will ensure that all staff are prepared to deal with a drug-related medical emergency by calling a trained first aider if available. Professional medical help will be called immediately. The Headteacher will be notified and the office will attempt to contact parents of those concerned.

16.0 The media

The Headteacher will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the police to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.

Appendix A - Useful Organisations

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



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 Website: 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 Website: 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 Website: 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 Website: 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 Website: 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/

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/

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 Website: 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 Website: 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 Website: 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



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 Website: 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

Youth Offending Teams - Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>

