



Drugs Policy

1. Policy Statement

- 1.1 The School recognises that drug use/misuse is constantly evolving and seeks to support the majority of young people who do not engage in this practice. This policy provides information and guidance about drug education, and the school's response to any drug-related incident either on site or off site.
- 1.2 Definition: 'drugs' includes legal substances e.g. tobacco, solvents, alcohol and new psychoactive substances (formerly known as "legal highs"); 'over the counter'/prescribed medication (e.g. Paracetamol, Codeine) and illegal drugs (e.g. cannabis, ecstasy, crack/cocaine, amphetamines etc). The school maintains that supply, possession and/or use of any such drugs is inappropriate and in breach of the School Rules.
- 1.3 Education: The science curriculum teaches about the effects of substance abuse on health and body function. CPSHE lessons provide further information on drug taking and encourages pupils to make healthy informed choices concerning use and abuse of drugs in a wider social context.

2. The Policy

- 2.1. Medical emergencies will be dealt with according to the First Aid policy.
- 2.2. Drug use/misuse, possession/supply in the school environment is an offence, an assessment of which will lead to disciplinary action up to, and including permanent exclusion.
- 2.3. If a pupil is found guilty of drug use/misuse, possession/supply and not permanently excluded, remaining at Reed's may be conditional on compliance with random drug testing at the expense of the parents/carers. Further offence will result in permanent exclusion.
- 2.4. A previous record of drug use/misuse, supply/possession at another school may make a place at Reed's conditional on compliance with random drug testing.
- 2.5. The Headmaster reserves the right to ask any pupil to undertake a drug test where he has reasonable grounds for suspicion.

- 2.6. Although there is not always a legal obligation to inform outside agencies, the school may notify the police and assist in their enquiries. The law permits the school to take temporary possession of an illegal (or suspected illegal) drug to prevent an offence or continuation of an offence. Such substances must be disposed of by handing over to the police.
- 2.7. In the event of a pupil being allowed to commence at, continue at, or return to school following a drugs offence, every effort will be made to offer counselling and support to the pupil concerned. Compliance may be considered a condition of remaining at Reed's.

3. Urine Testing Procedure

- 3.1. This will be initiated by a standard letter of consent being sent to parents (see Appendices A & B). When this is received the pupil will be given a Standard Verbal Request (see Appendix C). The pupil will either be given a copy of the Protocol for Collection (see Appendix D) or talked through the procedure. The Protocol and Procedure for Collection will be followed.

4. Support

- 4.1. Any pupils who feel at risk as a result of their behaviour, or knowledge of that of others, are encouraged to seek support through any of the existing School channels or specialist agencies to which they could be referred.

Compiled by: Deputy Head (Pastoral)	Revision Number: 5 (Spring Term 2017)
Approved by: Pastoral Services Committee	Next Revision date: Summer Term 2018

Appendix A – Letter of Consent

Appendix B – Letter of Consent

Appendix C – Standard Verbal Request

Appendix D – Protocol for Collecting an Authentic Urine Sample

Appendix A – Letter of Consent

(TO BE SENT TO PARENT/GUARDIAN)

(Insert parent/guardian name & address)

Date:

Dear

CONSENT TO RANDOM URINE TESTS

The School requires any pupil found in possession of or consuming illegal substances whilst a member of the School to continue at Reed's only if the pupil and his parents/guardians confirm, in writing, their consent to the School requiring random urine tests from time to time. Should consent be withheld or the pupil refuses to take a test, he/she shall be excluded immediately.

I therefore require your written consent in the form given below, such consent to be received prior to return to School on xxxxxxx

Yours sincerely

Headmaster

PARENTS'/GUARDIANS' CONSENT

I/We hereby give my/our written consent to Reed's School requiring

Appendix B - Letter of Consent

(TO BE SENT TO PARENT/GUARDIAN)

(Insert parent/guardian name & address)

Date:

Dear

CONSENT TO URINE TESTS

In line with official School policy, where the Headmaster has reasonable grounds for suspicion that a pupil may have been involved in consuming illegal substances, the School reserves the right to ask a pupil to take a urine test.

I would be grateful if you would give your written consent on the form below to allow such testing to take place.

Should such consent not be granted then (your son/daughter) will not be allowed back to the School until the situation has been resolved.

Yours sincerely

Headmaster/Deputy Head (Pastoral)

PARENTS'/GUARDIANS' CONSENT

I/We hereby give my/our written consent to Reed's School requiring to undergo a urine test for substance abuse. I understand that having signed this form, should refuse to take the test, he will not be allowed back to School until the situation has been resolved.

Signed Dated

PUPIL'S CONSENT

I give my written consent to Reed's School requiring that I undertake a urine test for substance abuse. I understand that, having signed this form, should I refuse to take the test, I will not be allowed back to School until the situation has been resolved.

Signed Dated

Appendix C - Standard Verbal Request

(TO BE READ TO PUPIL)

Date:

You will know that based on reasonable grounds / following your past involvement in an incident concerning drugs, your parents and you accepted that you are asked to provide a urine sample in accordance with the School's drugs policy. This you are now required to do. You will appreciate that this request is being made in your interests in that it provides an opportunity for you to establish your own innocence in these matters. The procedure for taking the specimen is clearly outlined by the laboratory and will be followed.

Appendix D - Protocol for Collecting an Authentic Urine Sample

The Deputy Head will be responsible for explaining to the student the reason(s) for requesting the urine specimen, for explaining the collection procedure and for supervising the collection.

The following procedure will be followed by the Deputy Head (Pastoral) or another delegated senior member of staff in his absence, or by the Head of Sixth Form Girls in the case of a girl pupil:

1. The Deputy Head (Pastoral) will open the urine testing kit in the presence of the student and will then go through the initial paperwork with the student, for example confirming identity.
2. The Deputy Head (Pastoral) will give the student an empty urine specimen bottle.
3. The Deputy Head (Pastoral) will tell the student to fill the bottle to the line.
4. The Deputy Head (Pastoral) will walk with the student to the designated facility. The student is not allowed to bring anyone or anything (no purse, bag, jacket, sweater, etc.) into the designated facility. (A private bathroom dedicated to collection of urine specimens is preferred. No collection bottle other than the sample bottles forming part of the kits is to be used.)
5. The Deputy Head (Pastoral) will wait outside the designated facility and the student will present the filled urine containers directly to the Deputy Head (Pastoral).
6. The Deputy Head (Pastoral) will immediately check the colour and temperature. If the urine is not yellowish or is not warm, the Deputy Head (Pastoral) will inform the student that he will record this as necessary. In some cases, the student will be asked to provide a new urine sample. In this case, repeat steps 1 - 6.
7. In the student's presence, the Deputy Head (Pastoral) will open the smaller bottles and transfer the urine sample equally into them, to be known as Sample A and Sample B, and sealing the filled specimen bottles.
8. The Deputy Head (Pastoral) will require the student to initial and date the seals in his presence. These will then be placed over the top of the specimen bottles.
9. The Deputy Head (Pastoral) will complete the Urine Submission Form in the presence of the student. One copy of this form will be kept by the student, one will be kept by the School and one sent to the laboratory with the sample.

10. In the presence of the student the Deputy Head (Pastoral) will re-package the filled specimen bottles and seal the packaged bottles with the completed Urine Submission Form in the envelope. This will then be sent to the designated laboratory or stored correctly until it can be sent as soon as possible.
11. The parents of the student and the student will be informed of the result when they are received from the laboratory.