Drugs Policy

Designated Staff ……………………………………………………………………………………………………………………

Procedure if drugs found on premises

* Take possession of drug/substance and inform a senior member of staff as soon as possible
* Pack away securely with date, time and place discovered. A staff signature is required along with a witness (NB do not attempt to pick up needles of any kind ring environmental health straight away)
* Store in a secure place, the safe in the main office
* Have a senior member of staff contact the police who will make arrangements to remove from the site.

If you suspect a pupil of carrying drugs

* Ask student to remove content, but it is at the pupil’s discretion to follow your request.
* If drugs are then found, follow the above procedure for when drugs are found
* Separate the pupil in isolation
* Contact their relevant school/carer immediately.

Dealing with a pupil who has taken drugs

* Take to a quiet area away from other students
* Call the first aider on site, or emergency services if needed
* Any substance/drug should be transported with pupil if necessary, so the correct treatment can be found.