



DRUGS EDUCATION AND INCIDENT MANAGEMENT POLICY

Rationale

Tonbridge Grammar School is committed to the health and safety of all its students and staff and takes seriously its duty to support and safeguard their wellbeing. The School is committed to provide a safe, supportive and nurturing environment for all students that encourages every student to develop their learning and personal skills and supports them to make healthy decisions so they can take their place safely in a world where a wide range of drugs exist and where drug and alcohol use and misuse can have a serious effect on health, wellbeing and academic achievement.

Aims of the Policy

We take a positive and proactive approach to the issue of safeguarding and promoting the wellbeing of children and young people. This policy aims to:

- provide proactive support in the School's commitment to maintain the safety and wellbeing of all students and staff;
- clarify legal responsibilities, entitlement and obligations;
- support all members of the School community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency.

Definitions

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes alcohol, tobacco, solvents, vapes, nicotine pouches and other nicotine products, over the counter and prescription medicines, as well as illicit substances including, psychoactive substances ("legal highs")¹ controlled by the Psychoactive Substances Act 2016 and drugs controlled by the Misuse of Drugs Act 1971 including ecstasy, cannabis, crack/cocaine, ketamine, khat, heroin and LSD.

Throughout this policy, the term 'drugs' is used to refer to all of the above.

'Drug use' describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

¹ Psychoactive substances (Legal Highs)

These are drugs containing one or more chemical substances that produce similar effects to drugs like cocaine, cannabis and ecstasy and are formerly known as 'legal highs'. Although some of these 'legal highs' were legal in the past, since the Psychoactive Substances Act came into effect in 2016, none of these drugs are legal to produce, supply or import for human consumption - even for personal use. This includes selling them or giving them away for free (even to friends) when they are going to be taken to get high.

‘Drug misuse’ is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular or excessive consumption and/or dependence.

The school boundaries are defined as any area where a student/staff is whilst they are in the charge/duty of the School. This means any area within the perimeter fence of the School and also applies to students on their journey to and from school and when in school uniform.

This policy also applies during any outside activities, residential trips or day visits: anywhere where the student/staff is in the charge/duty of the School whether this is within or outside school hours.

Policy Responsibilities

The Head Teacher has overall responsibility for the Drugs Education and Incident Management Policy and its implementation including liaison with the Board of Trustees, parents/carers and appropriate outside agencies. The Designated Safeguarding Leads (DSL), the Safeguarding Officer, the School Nurse, Wellbeing Team and Curriculum Directors take general responsibility for handling the day-to-day implementation of this policy.

It is recognised that drug prevention is a whole school issue and all staff (teaching and support) should be aware of their responsibilities to keep students safe. **Staff must also be aware their personal conduct can have a significant impact on the readiness of students to adopt responsible attitudes and behavior in relation to drugs.**

This policy applies to all staff and students of Tonbridge Grammar School and visiting children and adults to the school site or accompanying school visits.

Approach to Tackling Drugs

We take a whole school approach to drugs through:

- A planned drugs education programme within PSHE
- Clear rules and sanctions related to drugs which are understood by the whole school community
- Training and support for staff
- An Early Help response as soon as we, or the young person or their family, have a worry regarding drug-related issues
- Carefully considered responses to drug-related incidents, both on an individual, and whole school basis
- Access to specialist support and advice when required.

The Law

This policy takes account of the **Misuse of Drugs Act 1971 and the Psychoactive Substances Act 2016**. It is an offence under The Misuse of Drugs Act (1971):

- To supply or offer to supply a controlled drug to another in contravention of the Act;
- To be in possession of a controlled drug in contravention of the Act;
- For the occupier or management of any premises knowingly to permit the smoking of cannabis or the production, attempted production or supply, attempted supply of any controlled drug.

Where a substance suspected to be an illegal or controlled drug is found or surrendered, it will be confiscated, appropriately recorded, securely stored and access restricted. The School will seek police advice where appropriate regarding its identification, handling and disposal. Staff should not attempt to identify or test an unknown substance. Psychoactive substances and other unidentified substances will be treated with the same caution as suspected controlled drugs.

This policy also takes account of:

- **The Licensing (Act 2003):** It is illegal for alcohol to be sold to anyone under the age of 18, or for a person under 18 to buy alcohol, or for a person to purchase alcohol for a person under 18.
- **The Health Act 2006:** Smoking is banned in public places.
- **The Tobacco and Vapes Act 2026:** establishes the current regulatory framework for the sale and supply of tobacco, vaping and nicotine products, including age-of-sale restrictions.

Drugs Education

The School is committed to supporting healthy decision making for life through drugs and alcohol education. Our aim is to provide an educational programme that enables students to reject drugs because they believe that is the right thing to do and not just because they have been told to say 'no'.

The programme of drugs and alcohol education is ongoing and delivered at all stages through the age-appropriate PSHE programme, in accordance with current statutory guidance on Relationships Education, Relationships and Sex Education (RSE) and Health Education.

External organisations support the delivery of our programme. Opportunities to widen and reinforce learning also occur in the other parts of the curriculum. We liaise with other schools in Tonbridge with the aim of delivering a common message to young people e.g. through assemblies that are planned jointly.

Our programme aims to:

- Enable students to make healthy informed choices
- Provide accurate information about drugs and substances
- Promote and increase understanding about the implications and consequences of drugs and alcohol use and misuse
- Encourage an understanding for those experiencing or likely to experience substance use
- Seek to minimise the risk that users and potential users face
- Enable young people to identify sources of appropriate personal support
- Develop skills to make informed decisions, including communication, self-awareness and negotiation
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness, refusal skills and helping others
- Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social media and societal influences.

School Statement - Drug and Alcohol Possession and Use

Tonbridge Grammar School does not permit the possession, use or supply of any illegal or controlled drug² within the school boundaries defined in this policy.

The School will take decisive action to protect the safety and wellbeing of students, staff, visitors and the reputation of the School in the event that any individual is found in breach of this policy.

There are circumstances when some legal drugs are authorised for a specific pupil's use in school and these are covered in the Supporting Students with Medical Needs Policy.

Procedures for the Management of Drugs and Alcohol in School

The Head Teacher and Deputy Head Teachers must be informed immediately of any drugs or alcohol related incident in school and will determine how the matter is handled.

If a student appears intoxicated by drugs or alcohol at school, first aid or medical supervision will be the first consideration. The Deputy Head Teachers, or a senior member of staff designated by them, will contact their parents or carers and request they are collected from school or from an off-site visit. If unavailable for collection the student will be supervised in a suitable room until parents or carers are able to collect them or other appropriate action is taken. If necessary, the student will be taken to the local Accident and Emergency Unit.

² Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act, and its associated regulations. Some may be prescribed as medication for use by children at school. The most common is Methylphenidate (Ritalin, Equasym).

Where it is necessary for a student to take a controlled drug at school, the School will store it safely and issue it to the student for whom it has been prescribed. A record must be kept of all supplies received, all doses issued, and all unwanted supplies returned to parents for audit and safety purposes. Controlled drugs will be kept in a locked non-portable cupboard with only named staff having access strictly in accordance with the 'Supporting Students with Medical Needs' policy. This policy applies to students in years 7 - 13. Training on the administering of medicines is provided to the School Nurse and other named first aiders, including designated 'visit first aid staff'.

Drugs Education and Incident Management

Approved: September 2026

Review: bi-annually

Review date: September 2027

Review level: Head Teacher

In the event that a student brings drugs or alcohol onto the school site or on a visit or other event organised by the School visit, or the School has reasonable grounds to believe they have done so or a student is found with a substance thought to be not permitted by law or by the School rules, the following procedures will apply:

- The Headteacher, DSL and Safeguarding Officer will be informed immediately. All situations will be carefully considered before deciding a response.
- The health and safety needs of the student will always come first, whilst also taking account of the health and safety needs of the school as a whole.
- The identified student(s) will be isolated with senior staff (minimum of 2) and invited to hand over any substance that is not permitted.
- If any student refuses to comply the School's search and confiscation policy will be applied.
- The police will be contacted where appropriate if a student is found in possession of a substance suspected to be an illegal or controlled drug. The School will consider the circumstances of the incident, including any safeguarding concerns, and will seek police advice where necessary.
- All unknown tablets, powders and substances will be considered as not permitted, confiscated and kept securely locked away until police advice on further action on disposal is confirmed.
- Sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present, and stored in a secure lockable location with access limited to the Head and DSL.
- In the case of a medical emergencies the School Nurse or qualified First Aider will be contacted and emergency procedures outlined in Appendix B will be followed.
- Parents will be contacted and invited to attend school.
- Staff involved (including witnesses) must record the incident, actions and any Police reference number on MyConcern.

The police are not normally called to deal with students in possession of alcohol, tobacco or vaping paraphernalia in contravention to school policy except where there are exceptional circumstances (e.g. where there is a risk of violence or child protection concerns). If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

The Head Teacher may consider there are grounds for the School to inform the local trading standards office of issues related to alcohol, tobacco or vapes sales.

In the case of residential visits, students and parents or carers will be informed of the expectations of conduct, repatriation policy and sanctions following any breaches of this policy.

If a drugs related incident occurs on an overseas visit the visit leader will immediately report this to the Senior Leader on duty. Depending on the severity of the offence, the School will

seek advice from the British Consulate before involving the local police if this is deemed necessary. Under no circumstances should illegal drugs be carried across national borders³.

Disclosure from a Student or Suspicions and Rumours

Disclosure refers to when a student discloses to a member of staff that he/she has been using drugs or is concerned about someone else's drug use. In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare. The DSL will consider the student's safeguarding and support needs, including whether Early Help, Children's Social Care, police or specialist substance-misuse support is appropriate. Students know that teachers cannot promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about the student will only be given to key staff and no one else, unless the student gives their consent. The DSL will coordinate the most appropriate support including referral to specialist services. If there is a concern that a child's safety is at risk, the School's child protection procedures will be followed.

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the student(s) involved.

Discipline, Sanctions and Support

All members of the school community are entitled to feel safe and protected. The misuse of drugs is a very serious matter and will be dealt with in accordance with the School's Behaviour Policy and DfE guidance on fixed term and permanent exclusions. Decisions on exclusions will be made in consultation with the DSL and after a risk assessment has been carried out.

Students found **in possession of drugs** may be subject to police involvement (in line with current national guidance and a fixed term exclusion.

Students found to be **dealing in drugs or persistent offences of possession** will be subject to police involvement and may face permanent exclusion.

Students found to **bring alcohol onto the school site**, in contravention of school policy, may be subject to a fixed term exclusion.

Students found to be **smoking on site** will be subject to an afterschool detention and an internal isolation if the offence is repeated.

³ Controlled Drugs on overseas residentials The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act, and its associated regulations. Some may be prescribed as medication for use by children at school. The most common is Methylphenidate (Ritalin, Equasym).

Where it is necessary for a student to take a controlled drug as prescribed medication on a school trip including overseas residential the School will store it safely and issue it to the student for whom it has been prescribed. A record must be kept of all supplies received, all doses issued, and all unwanted supplies returned to parents for audit and safety purposes. Controlled drugs will be kept securely in their original named packaging with only designated 'visit first aid staff' having access strictly in accordance with the 'Supporting Students with Medical Needs' policy and the 'Educational Visits Policy'. This policy applies to students in year s 7 - 13.

Students found to be **vaping or having equipment on site for personal use** will be subject to an afterschool detention and an internal isolation if the offence is repeated. If they are found to be sharing with others they will be subject to lunchtime detentions for one week. If they are found to be selling vapes on site they will be subject to an external isolation.

Any **persistent breaches** will be covered under the School's behaviour policy. Where appropriate, a sanction may include loss of certain privileges e.g. not attending social events such as the prom or discos.

In addition to sanctions the School recognises the importance of providing additional education and wellbeing support to a specific student regarding the issues surrounding drugs and alcohol misuse. The School will work with the police and other agencies as appropriate to offer support to students and their parents e.g. ['We are with You'](#). An Early Help Assessment may be completed to ascertain support needs for the child and family and advice sought from the Kent Education Safeguarding Duty Team where necessary.

Staff

Any staff bringing drugs to work that contravene the Misuse of Drugs Act (1971) or the Psychoactive Substances Act (2016), or who present themselves for work in an apparently intoxicated state either through drink or drugs will be subject to disciplinary procedures and possible police prosecution. This also applies when staff are in a position of trust accompanying school visits, out of hours school events or off-site activities.

Children of Drug Misusing Parents or Carers

The School is aware of the impact of drug or alcohol misuse or abuse by a parent, carer or close family member can have on a student and their education: students in these circumstances are vulnerable to emotional and/or physical harm.

Where the School is aware that students come from homes where drug/alcohol misuse may be a concern, the School will closely monitor academic and wider wellbeing and be alert to behaviours which might indicate that the student is experiencing difficult home circumstances. Appropriate interventions and support are put in place where the student is at risk physically, emotionally or academically in accordance with the School's safeguarding policies and procedures.

Intoxicated Parents or Carers on School Premises

Parents and carers are asked not to be on school premises in a state of intoxication. If this occurs the Head Teacher, Deputy Head Teachers or senior staff should be informed.

On occasions a member of staff may have concerns about discharging a student into the care of a parent or carer. The focus for staff must always be the maintenance of the student's welfare.

Where the behavior of an intoxicated parent or carer repeatedly places a child at risk or the parent or carer is abusive or violent as a result of intoxication, staff will act in accordance with the School's safeguarding policy and procedure. The Head Teacher, Deputy Head Teachers or senior staff in attendance will determine whether police involvement is appropriate.

Working with Parents and Carers

Drugs Education and Incident Management

Approved: September 2026

Review: bi-annually

Review date: September 2027

Review level: Head Teacher

We believe that parents/carers have an important role in supporting their child's drug education. We involve parents/carers through a range of activities, such as making available information about what is taught and information about drugs and local sources of help. A copy of this policy is on the school website with hard copies available on request.

Monitoring and Review

This policy will be revised bi-annually or more frequently as required in response to national and local guidance or need.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics. This forms part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Related Policies

Staff Code of Conduct
Behaviour Policy
Child Protection and Safeguarding Policy
Search and Confiscation Policy
Supporting Students with Medical Needs in School Policy
Educational Visits Policy

Appendix A: Useful Organisations

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

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)

Drugwise 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. Drugwise also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugwise.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/>

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

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 – 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>.

Appendix B : Medical Emergencies relating to Drug Situations

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

The main responsibility is for the student at immediate risk, but you also need to ensure the wellbeing and safety of others. Put into practice the school's first-aid procedures. If in any doubt, call medical help.

Always:

- assess the situation
- send for medical help and ambulance if necessary

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis (wearing protective gloves)
- do not induce vomiting
- do not chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- do not give them anything by mouth
- do not attempt to make them sit or stand
- do not leave them unattended or in the charge of another student
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek medical advice

When medical help arrives

- pass on any information available, including vomit and any drug samples
- complete a medical record form as soon as you have dealt with the emergency.

Record the Incident on MyConcern.