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introduction

Surveys into the attitudes and behaviour of young people of school age have demonstrated that a substantial number indicate that they have tried illegal drugs, and that some young people who pass through the education system go on to experience drug misuse problems.

No school can afford to be complacent or think that its young people are not at risk. Having an effective preventative strategy is not only important for schools but is a central part of tackling drug misuse more generally in society. It is a fundamental element of the governments' 10-year strategy to reduce young people's drug use and help them achieve their full potential in life.

Schools need a clear and well publicised policy on handling situations in which young people are found using, possessing, or selling drugs (including tobacco, alcohol and volatile substances) on school property.

A balance needs to be struck between supporting individuals who do become involved in drug use, the safety of other young people in the school and the reputation of the school.

Policies adopted by schools for the management of drug related problems should be the subject of consultation with staff, governors, parents, young people and health professionals, and should include:

- The situation with regard to the law.
- Liaison with the police.
- The procedures to be adopted when drugs are found on school premises or in the possession of young people.
- Informing parents.
- Sanctions that apply in accordance with school discipline policy.
- Access to specialist advice for young people with drug problems and referral in appropriate cases to other agencies.
- Confidentiality.

Guidelines for the management of drug related incidents are detailed in Drugs: Guidance for Schools, DfES Curriculum Standards Document (February 2004) (ref DfES 10092/2004). Relevant sections in this document will be referred to by section number for easy reference.

The Wirral document is designed to work in close conjunction with the DfES guidance and offers a local perspective. By working in partnership with local agencies, it is hoped that Wirral can maintain an imaginative and proactive approach to drug prevention whilst addressing problems associated with drug misuse in a constructive and sensitive way.

how to use this guide

This document gives details of the statutory requirements for schools with regard to the management of drug related incidents. It takes account of legal obligation when dealing with incidents. For head teachers this guidance places the management of drug related incidents within a legal context and for teachers it can be used as guide to appropriate handling of drug related incidents. (*DfES Drugs Guidance for Schools; section 5 Responding to drug incidents*).

To ensure consistency and clarity the word 'drug' throughout this document relates to all mood-altering substances both legal and illegal, including tobacco, solvents, alcohol, prescribed medicines, steroids and amyl nitrates.

Information contained within this document:

- clarifies what schools are required to do by law;
- places the management of drug related incidents in schools within the context of national, regional and Wirral guidelines;
- gives guidance on the development of a school policy on managing drug related incidents;
- provides guidelines on how drug related incidents should be handled, outlining some practical strategies;
- guides schools and teachers on some of the sensitive issues they may have to address when dealing with drug related incidents;
- emphasises the importance of working in partnership with pupils, parents and the wider community;
- examines issues surrounding confidentiality;
- examines issues around child protection.

This document is divided into three sections. The first provides 'key points' of managing drug related incidents, in effect a brief reference for, and summary of, the main statutory and non-statutory recommendations for those with responsibility for policy development and the management of drug related incidents in schools.

Section Two includes an example of a draft protocol for responding to drug-related incidents, outlining guidance for all key stages. The final section supplies additional background and details for the key points of Section One, in the appendices.

An electronic version of the guidance is available on the Wirral Learning Grid (www.Wirral-mbc.gov.uk). It can be downloaded as a hard copy. A handbook of this nature needs to be constantly updated and the intention is to issue schools regularly with modified information. The format of the document allows for the latest materials to be enclosed in the ring binder and the superseded pages to be removed.

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dfes guidance

Drugs: Guidance for Schools, *DfES Curriculum Standards Document (February 2004 ref DfES /0092/2004)* replaces the existing DfES guidance to schools, Circular 4/95: Drug Prevention and Schools and Protecting Young People: good practice in drug education in schools and the youth service (1998). It provides guidance on all matters relating to drug education, the management of drugs within the school community, supporting the needs of pupils with regard to drugs and drug policy development. The document defines drugs as including alcohol, tobacco and illegal drugs, as well as medicines and volatile substances.

It outlines the important role schools play in tackling drug misuse in England, by providing drug education and pastoral support to all pupils and identifying those vulnerable to drug misuse so that pupils who need extra help either receive it in school or through referral to other services.

Key Messages:

- Drug education should be delivered as part of PSHE and Citizenship and is most effective when supported by a whole school approach.
- Drug education should cover all drugs and, when appropriate, should focus on drugs of particular significance to pupils such as alcohol, tobacco, cannabis, volatile substances and Class A drugs.
- The programme should be based on pupils' views and build on their existing knowledge and understanding.
- Drug education should be taught by skilled and confident teachers.
- Schools should appoint a designated senior member of staff with overall responsibility for all drug issues within the school.
- The drug policy should be developed in consultation with the whole school community including pupils, parents/carers, staff, governors and partner agencies.
- All schools should have agreed a range of responses and procedures for managing drug incidents, which are understood by all members of the school community, and documented within the drug policy.
- Schools should make clear that the possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable.

1 : KEY POINTS

Key Messages cont...

- Schools and police should establish an agreed policy which clarifies roles and mutual expectations before incidents occur.
- Schools should ensure that pupils vulnerable to drug misuse are identified and receive appropriate support either from within the school or through referral to other services.
- Schools should be aware of and establish clear referral protocols with the range of relevant agencies providing support to pupils vulnerable to drug misuse.
- consider whether the needs of vulnerable young people are being identified and if appropriate links have been made with relevant agencies
- consider staff training and support needs.

(ref DfES 10092/2004). www.dfes.gov.uk/drugsguidance

policy for managing drug related incidents

Managing Drug Related Incidents:

- All schools must have an up-to-date whole school drug policy, which is available for inspection. This might include sections on both the delivery of drug education and the management of drug related incidents or these may be covered in separate but related policies.

(See Wirral Guidance Document on Drug Education and DfES guidance)

With Regard to Managing Drug Related incidents the policy should:

- define drug related incidents (*DfES Guidance section 5.1 page 66*)
- describe how drug related incidents will be managed and who is responsible for their management;
- say how the drug related incident policy is monitored and evaluated;
- explain how the policy will be reviewed regularly.
- All Schools must have a policy on child protection.

(See Wirral LEA Child Protection and Children in Need Spring 2003)

- The Schools should consult closely with governing bodies, parents, pupils and teachers in the development of their Managing Drug Related Incident Policy to ensure that it is representative of the whole school community.

confidentiality

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Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils

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(ref DfES Drugs: Guidance for schools 4.3)

confidentiality

- Teachers can be an important source of support for pupils who experience drug-related problems and concerns. They are unlikely to be able to perform this role effectively if they do not build trust with pupils and offer a degree of confidentiality. This may mean not immediately telling other staff or parents when pupils disclose personal information about drug use.
- The LEA Child Protection & Children in Need Guidance (Spring 2003) advises that confidentiality should not be promised to children and young people who disclose information to teachers. The school policy on confidentiality should make clear the procedures within which pupil disclosure is managed.
- In reality few young people expect complete confidentiality from their teachers and even where they initially ask for it they can usually be encouraged to allow information to be passed on to another staff member or a parent. In the rare case where a pupil wishes information about drug use to be kept confidential the following questions should be considered: -
 - How serious is the situation?
 - What immediate and significant risks does the young person face?
 - What implications – both positive and negative – could keeping a confidence have?
 - What significant harm could result from keeping the pupil's disclosure confidential?
- It is important that pupils are aware of the limits to confidentiality BEFORE they make disclosures. This is a useful subject to address in a drug education programme and important for teachers to point out early in one to one discussions with pupils.
- If there is reason to break confidence schools must try to limit any negative consequences by being clear about:
 - Why confidentiality is being broken.
 - How this will be explained to the young person involved.
 - Who will be informed.
 - What information will be disclosed.
 - How the information will be used.
 - What consequences this will have for the young person involved and the teacher's relationship with them.

situations involving drugs with medical authority

- The DfES (formally the DFEE) have published a good practice guide, Supporting Pupils with Medical Needs: a good practice guide and Circular 14/96: Supporting pupils with medical needs (*both DfES/DH, 1996*)

Wirral LEA have produced guidance on the administration of medicines in schools, included in Wirral Policy and Guidance Document HS/ECF/043 "A Management Guide to Childhood Illnesses and Communicable Diseases." This guide should be regarded as the definitive document and all staff should make themselves familiar with its content.

- Any policy that a school has on the safe administration of medicines should form part of the school drug policy.
- DfES Drugs: Guidance for schools section 4.5 Drugs which may be authorised in School. (*ref DfES /0092/2004*).

the role of the named senior staff member

- Schools should have an identified and trained member of staff to take lead responsibility for planning and implementing drug education.
- In response to this each school in Wirral is recommended to have a senior member of staff who has responsibility for the management of Drug Related Incidents.
- All members of staff (both teaching and non-teaching) must know who the named member of staff is and who the point of contact is in their absence.
- The senior member of staff should take the lead role in responding to all drug related incidents

(See page 50 for further details)

school trips

including holidays/overnight stays

- Planning for school trips and activities outside school benefits from clearly agreed rules (key stage specific) on drug use discussed between teachers, pupils and parents.
- Schools should determine their policy on the disposal of suspected illegal & legal drugs while on school trips and ensure that this policy is clearly understood by all. For example, adherence to rules relating to illegal and other unauthorised drugs may be part of the consent form signed by the pupil or parent/carer prior to the trip.
- Schools may also wish to insert a clause that if a pupil breaches the rules and is returned home, parents/carers will need to meet the cost of these arrangements.
- While on centre-based residential trips in this country, schools are advised to follow the procedures outlined above or those of the centre being visited
- Schools should be aware, however, that laws on drugs (including alcohol) and policing arrangements vary widely in other countries. Schools should ensure that they (and all participants on the trip) are fully aware of these differences before departure, and should have considered in advance how they will respond to any drug incident. For in-country advice schools should contact British embassy or consulate staff. For information on drug laws and penalties abroad prior to travel see www.fco.gov.uk/travel.
- Consider using a contract/code of conduct which directly refers to:
 - Bringing, obtaining and using stated substances both legal and illegal.
 - Sanctions/repercussions if pupils break the agreement.
 - Schools should give guidance to staff about restricting drinking and other drug use in school hours and on school trips.

Wirral Policy and Guidance Document HOO1/98 Educational Visits and Overnight Stays and Hazardous Activities

(ref DfES Drugs: Guidance for schools section 4.7)

medical emergency

- In every case of an incident involving drugs, schools should place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues.

(ref DfES Drugs: Guidance for schools section 5.2)

- See section 2 page 34 & 35

recording drug related incidents

- Storage of sensitive information about pupils or staff should be secure and should accord with the requirements of the Data Protection Act 1998.
- Schools should be aware that any records, including any notes of any discussions with pupils, maybe used in any subsequent court proceedings. Notes should include time, date, place and people present, as well as what was said.

DfES Drugs: Guidance for schools section 5.7

- Recording details about drug-related incidents is essential for schools for effective monitoring and for statistical purposes. A copy should be sent to the LEA Schools Drug Advisor.
- Recording provides a record of events that may be useful should the incident be queried.
- For recording purposes it may be necessary to include a range of information, for example:
 - on the substance misused
 - from any other young people involved/affected
 - from any witnesses to the incident
 - from other relevant adults (for example, in the case of alcohol or volatile substances, staff at the place where the substance was purchased, if this is known or suspected)
 - from parents, if relevant

(See page 51 & 52 for copy of form on which to record Drug related incident)

contacting the police

- Drug misuse issues should be reported to the police, although teachers are not under a legal obligation to do so. Staff should be aware that schools are not a safe place to break the law or to commit an illegal act. (*DfES Drugs: Guidance for schools section 4.6*)
- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of protecting a pupil from harm and preventing an offence from being committed or continued in relation to that drug. (*DfES Drugs: Guidance for schools section 4.7*)
- School staff should hand the substance to the police as soon as practicable and they will be able to identify whether it is an illegal drug.
- School staff should not attempt to analyse or taste an unidentified substance.
- Schools should discuss these matters with the middle market drugs unit and the Schools' Drugs Advisor BEFORE there is a drug incident in order to clarify strategies.
- It is advisable not to contact your neighbourhood station in the first instance as the Police have specialist teams available:

Merseyside Police Middle Market Drugs Unit (or Drugs Unit)

DC Paul Johnson: 0151-777-5857 (phone)

Mobile: 07801741781

Page: 0800 672067 doc 135 (pager)

or

Det Sgt Berni Jones: 0151 777 5856

Mobile: 07801740545

Page: 0800 672067 doc 143 (pager)

or

Inspector Bill Stupples: 0151 777 5855

- In any emergency Schools should always dial 999
- If in doubt contact the LEA Schools' Drug Advisor 346 6628

the legal position

It is an offence under Section 8 of the Misuse of Drugs Act 1971 (amended in January 2004) for the management of establishments (this includes schools) to knowingly permit the supply or production of any illegal drugs on their premises. It is also an offence to allow premises to be used for the smoking of cannabis or opium, and the preparation of opium.

- Possession – where a person knowingly has custody or control of a controlled drug.
- Possession with intent to supply another person a controlled drug - where a person knowingly has custody or control of a controlled drug and intends to supply to others whether for payment or not. This would include packaging a drug in a way that indicates it is going to be supplied to others and where a person is 'looking after' drugs and returns them (or intends to return them) to another person. They can be charged with supply or intent to supply.
- Supplying another person a controlled drug – giving or selling drugs to someone else, including friends. The law does not differentiate between supplying/giving drugs to friends and supplying for profit.
- Supplying drug paraphernalia – this should only be provided by an authorised person or agency and includes all equipment to enable the use of a controlled drug in any form with the exception of matches and a tourniquet.
- Production, cultivation or manufacture of controlled drugs – for young people, this would most commonly be growing cannabis plants.
- Allowing premises you occupy or manage to be used for the supply, production or cultivation of a controlled drug. Also, to allow premises to be used for the smoking of cannabis or opium and the preparation of opium.
- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it (e.g. Police) .

(ref DfES 10092/2004 4.4 –4.5 and appendix 3 pg 98-9)

contacting parents/carers

- There is no general legal duty for teachers to inform parents if they know their children are using drugs. However, in nearly all cases of definite drug use by pupils aged under 16, teachers will wish to inform parents. There may be exceptional situations where parents would not be informed. An example is where it is clear a parent's reaction would result in physical violence towards their child, or where the parents are believed to be directly involved in the situation causing concern. In any situation where the pupil may need protection from the possibility of abuse, the headteacher and school's child protection co-ordinator should be consulted.

(See Wirral LEA Child Protection and Children in Need Spring 2003 on informing parents)

- In most cases it will not be a decision about whether or not to inform parents but of when and how to do it. When informing parents about their children being involved in drug use:
 - Try to involve the young person in the decision making process and encourage them to talk with their parents.
 - Consider that it may be helpful to have the young person present when parents are being told.
 - Appreciate that some parents may be very alarmed. Help them to stay calm and put the matter in perspective.
 - Do not inform parents in ways that are likely to increase anxieties and cause even more problems for the family.
 - Encourage parents to be positive about their child and what can be done.
 - Appreciate that parents may have different views about drugs than those you hold.
 - Listen to parents and their concerns.
 - Provide information about drugs and support services if necessary.
 - Parents and carers should be encouraged to approach the school if they are concerned about any issue related to drugs and their child. Schools can refer parents and carers to sources of help (see list of local support agencies page 56).

handling the press and media

- All press enquires in Wirral schools relating to drugs will be handled by Wirral Press and Public Relations Office based in Wallasey Town Hall Contact Telephone Number: - 0151 666 8088.
- Schools should contact the Press and Public Relations Office Media Team immediately a story breaks or if it is felt an incident may get into the press at a later stage.
- Schools should not make comment to the press but refer them to the Wirral Press and Public Relations Office (It is hard to undo untimely comments afterwards).
- The Press and Public Relations Office is there to help and is experienced in dealing with these type of issues. They need to know all the facts in order to respond effectively, this does not mean they will break confidentiality.
- All statements from the Wirral Press and Public Relations Office are clarified with the person/school directly before release.
- It is always necessary to respond within a set deadline – the ‘no comment’ response should not be used as it can result in the press demanding more information.
- Where schools do talk directly to the media it is important never to release information that could incriminate individual pupils or members of staff.

(ref DfES 10092/2004 Drugs: Guidance for schools section 6.7)

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managing specific situations

The management of drug related situations should be through the named senior member of staff whose post is named in the school drugs policy.

Information should be channelled through this member of staff who initiates or co-ordinates action, including consultation with the Headteacher, governors and outside agencies where relevant. Staff should be aware of who will deputise in the absence of the named person.

The named member of staff should be fully aware of current guidance and local circumstances to ensure that a consistent, informed approach underpins responses to unplanned situations.

In every case where the school becomes aware of a situation involving actual or suspected drugs use without medical authority, there will be a need to act promptly to ensure the safety and well being of individuals and the school community. Some medicines may be hazardous without appropriate care, so staff should exercise caution in all cases, seeking appropriate guidance where necessary.

The following section gives points to consider when managing school policy and practice.

general awareness raising

- Is the level of supervision in the school playground/yard sufficient?
- Are there particular areas that lend themselves to clandestine activities, e.g. toilets?
- Is there any noticeable change in the behaviour of some young people after the lunch break that may be attributed to drugs?
- Does the caretaker regularly check the playground for paraphernalia?
- Are mid day supervisors aware of school policy and do they have the opportunity to feedback/ talk to key members of staff?
- Are new staff and supply teachers aware of the school policy?
- Do all staff receive periodic updates on drug issues?
- Are staff aware of the paraphernalia associated with drug use? (see page 53)

responding to information received about drugs

This information could take various forms

- Observation
- Suspicion / rumour
- Reported incident
- Personal disclosure
- In the event of suspicion or a rumour, action may not progress any further at this stage, but the situation concerning the pupil(s) should be monitored, and any concern recorded. (teachers should be careful not to report unconfirmed suspicions of drug use as factual— however they can describe the behaviour that is causing concern and request support from the Schools Drug Advisor)
- Further investigation or the observation of a specific incident may reveal that a drug –related incident has occurred. In this case the named member of staff should be involved. She/he in turn may feel that it is necessary to involve the Headteacher. This will be determined by the schools' individual drug policy.
- In the case of disclosure, when the young person(s) tell about their own or other people's drug use, it is important to consider the need to be absolutely clear on confidentiality matters and the responsibilities of the school (See *Key points on Confidentiality pg.11*)

NOTE: When interviewing pupils it is always advisable to consider having another appropriate member of staff present.

NOTE: When completing the drug related incident form it is essential that facts be recorded and NOT opinions.

NOTE: The advice of the named senior member of staff should always be sought.

points to consider when talking to young people about their drug use

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

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(DfES Drugs: Guidance for schools section 5.4)

points to consider

when talking to young people about their drug use

A range of factors maybe relevant and need exploring. For example:

- Ensure that the context is clear – why is the conversation taking place?
- Is the environment safe for the pupil to discuss the issue?
- Clarify boundaries of confidentiality at the beginning of the conversation (*see key points page 11*).
- Is the drug legal or illegal?
- What does the pupil have to say?
- What are the pupil's home circumstances?
- What was the pupil's motivation?
- Does the pupil understand the school rules?
- Do they have access to relevant drug information?
- Refer back to your original aims for initiating the conversation.
- Consider the support available for the young person in/out of school.
- Ensure there is communication with the named senior member of staff.

The need to protect children from significant harm means that no adult should guarantee a child/young person confidentiality and the boundaries should be made clear to them BEFORE they are encouraged to disclose information.

drugs found on the school premises

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed providing that all reasonable steps are taken to destroy the drug (or deliver it to a person lawfully entitled to take custody of it e.g. Police).

(ref DfES Drugs: Guidance for schools /0092/2004)

In taking temporary possession and disposing of suspected illegal drugs schools are advised to:

- 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, such as the school safe or other lockable container with access limited to two senior members of staff.
- without delay notify the police middle market drugs unit, who will collect it and then store or dispose of it.
- Schools staff should not dispose of suspected illegal drugs themselves.
- record full details of the incident, including the police incident reference number. (see page 51)
- School staff should not attempt to analyse or taste unknown substances. Police can advise on analysis and formal identification, although this is normally carried out only if it will be required as evidence for prosecution.
- Needles or syringes found on school premises should be placed in a Sharps container or other sturdy container, using gloves. Softdrink cans or plastic bottles **should not be used**. Used needles and syringes **should not** be disposed of in domestic waste. The sharps container should be kept out of reach of pupils, staff and members of the public. (see page 48 & 49). All members of staff should know the location of sharps containers.
- Make a record of the action that has been taken and notify the LEA (Using form outlined on page 51). The Schools' Drug Advisor should also be informed: 0151 346 6628

- Don't just contact your neighbourhood station as the Police have specialist teams available:

Merseyside Police Middle Market Drugs Unit (or Drugs Unit)

DC Paul Johnson: 0151-777-5857 (phone)

Mobile: 07801741781

Page: 0800 672067 doc 135 (pager)

or

Det Sgt Berni Jones: 0151 777 5856

Mobile: 07801740545

Page: 0800 672067 doc 143 (pager)

or

Inspector Bill Stupples: 0151 777 5855

A member of this team will call in to collect the substance at the earliest opportunity, and provide advice and guidance.

If the substance is not illegal for young people to possess or consume, schools should respond in the following way:

Alcohol and tobacco

- Parents/carers should normally be informed and given the opportunity to collect the alcohol or tobacco, unless this would jeopardise the safety of the child.
(See also page 19).

Volatile substances

- Given the level of danger posed by volatile substances schools may arrange for their safe disposal. Small amounts may be placed in a bin to which pupils do not have access, for example a bin within a locked cupboard.

Medicines

- Disposal of medicines held at school should be covered in the school's medicines policy. Parents/carers should if appropriate collect and dispose of unused or date-expired medicines.
- Make a record of the action that has been taken and notify the LEA (*Using form outlined on page 51*). The Schools' Drug Advisor should also be informed: 0151 346 6628

(ref DfES /0092/2004 *Drugs: Guidance for schools*).

detection

Sniffer dogs and drug testing

Some schools have adopted further strategies such as urine-testing or requesting police handlers or private companies with sniffer dogs to enter the school in order to detect illegal drug possession or use.

While Headteachers are entitled to use such strategies and they are best placed to make decisions on whether such approaches are appropriate, the guidance urges extreme caution when utilising any of these methods.

It is important Headteachers have at their disposal a full range of actions to deal with drugs in their schools, however in deciding whether to use these approaches, schools should consult with local partners, including the police. The Association of Chief Police Officers (APCO) have also urged caution.

It is essential that before a school takes the decision to use one of these strategies, it should consider very carefully the factors outlined below.

Involvement of sniffer dogs at the request of the headteacher

Where a school believes that there is reasonable evidence of possession or supply of suspected illegal drugs they should consult their School Drug Advisor 346 6628 or the police Middle Market Drugs Unit, (see page 29). The advice from Association of Chief Police Officers (ACPO) is that local police, if they are to respond with the use of sniffer dogs, should do so as part of a warrant led operation, unless evidence may be lost by delaying the search.

However, schools considering sniffer dog searches without the authority of a police warrant should exercise extreme caution before doing so. They should consider very carefully whether such action:

- is consistent with the pastoral responsibility of the school to create a supportive environment,
- is culturally insensitive – for example, dogs are considered unclean in Muslim and Buddhist cultures,
- will lead to labelling and be damaging to pupils concerned,
- will result in appropriate support for pupils most in need,
- is feasible and an effective use of school resources, and those of the police, where involved.

The above considerations apply equally to drug testing.

Involvement of sniffer dogs purely as a deterrent

A headteacher requesting the use of sniffer dogs solely as a deterrent, where there are no reasonable grounds for suspicion and where prior consent has not been sought, will need to consider possible challenges by parents and pupils under the Human Rights Act. Schools should ensure that if sniffer dogs are used for detection or as a deterrent, they form part of an on-going whole school approach to managing drugs on school premises rather than an isolated action.

Where such action is planned for the purposes of detection schools are advised to make sure, in advance, that:

- the intention to use such an approach is clearly stated in the school's drug policy developed in consultation with pupils, parents, staff, governors and the whole school community.
- parents/carers have given their consent (usually in writing) to the proposed use of sniffer dogs at the request of the headteacher. This is good practice rather than a legal requirement.
- procedures are in place to remove pupils for whom consent is not given.
- they have considered what action will be taken if drugs are found on any member of the school community (including staff and visitors), and that this has been communicated clearly and is consistent with responses to other drug incidents.
- they are able to be sensitive to and respect the right to privacy of pupils whom the dog may identify either because they are taking prescription medicines or have been exposed to an environment where others have used drugs.
- plans are in place to deal with potential media interest. In addition to informing parents/carers of the intention to use such an approach (and seeking their consent – see above), parents/carers should be notified immediately after such action has taken place.

Sniffer dog demonstrations/educational visits

If sniffer dogs are to be used for demonstration or educational purposes, schools will need to have procedures in place and have agreed in advance with the police what will happen should the sniffer dog indicate a trace on a pupil, member of staff or visitor to the school.

The purpose of demonstrations or educational visits should be made clear.

Demonstrations/educational visits should never be used surreptitiously as a detection exercise.

(ref DfES /0092/2004 Drugs: Guidance for schools appendix 10).

The above considerations apply equally to drug testing.

responding to a young person in possession of a suspicious substance

If a young person is found in possession of a suspicious substance it is important to take time to establish the facts.

The substance should be taken to the named member of staff who will Seek advice from School Drugs Advisor (tel - 346 6628)

Place the substance in a bag and seal and label it, in the presence of the member of staff and notify the schools drug advisor and the police for advice and support, who will arrange for collection, offer substance testing/identification, disposal and will discuss possible course of legal action. There is no obligation to divulge a pupil's name.

Find out and make a note of:

- Who is involved;
- What substance is allegedly involved;
- What the child/young person believes the substance to be;
- How the substance came to be in the young person's possession.
- Talk calmly to those involved.
- Consider who else maybe involved, both in and out of school.
- If the young person will not part with the substance do not physically search the young person. Seek advice from the police.

It is best to contact:

Merseyside Police Middle Market Drugs Unit (or Drugs Unit)

DC Paul Johnson: 0151-777-5857 (phone)

Mobile: 07801741781

Page: 0800 672067 doc 135 (pager)

or

Det Sgt Berni Jones: 0151 777 5856

Mobile: 07801740545

Page: 0800 672067 doc 143 (pager)

or

Inspector Bill Stupples: 0151 777 5855

When you have confirmation from the police of what the substance is, you should:

- Consult your school drug policy to clarify procedures.
- Consider the timing and level of parental involvement.
(also consider Child Protection Procedures)
- Consider the need for support / counselling – preferably after consultation with parents/carers and the young person.
- Consider whether any disciplinary action needs to be taken.
- Consider further police involvement.

(see DfES Drug :Guidance for schools section 5.4)

drug situations and medical emergencies

In every case of an incident involving drugs, schools should place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If schools are in doubt, they should seek medical assistance immediately.

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 disoriented or who has taken a harmful toxic substance, should be responded to as an emergency. Dial 999. Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. If in any doubt, call medical help.

Always:

- assess the situation
- if a medical emergency, send for medical help and call an ambulance by dialing 999.

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used,
- collect any drug sample
- 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,
- notify parents/carers.

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 anything by mouth,
- do not attempt to make them sit or stand,
- do not leave them unattended or in the charge of another pupil,
- notify parents/carers,
- find out, if possible (e.g. from friends) what the young person may have taken.
- collect any drug samples

For needle stick (sharps) injuries:

- encourage wound to bleed under running water (where possible). Do not suck. Wash with soap and warm running water. Dry and apply waterproof dressing. Go to Accident & Emergency Dept- Arrowe Park Hospital Immediately.
- notify parents/carers.

Note: Needle should be placed in sharps container (see page 48 for further information).

(ref DfES Drug :Guidance for schools)

When medical help arrives:

- Pass on any information available, and any drug samples.
- Complete a medical record form as soon as you have dealt with the emergency.
- Notify parents/carers.
- Wait for the ambulance to arrive providing reassurance if the casualty comes round. Go with the young person to the hospital.
- Only use restraint if justified for the safety of themselves or others (refer to DfES/DOH Guidance LEA/0242/2002).

(DfES Drug :Guidance for schools)

Note: If the needlestick injury is a result of a malicious attack the needle should be isolated and stored safely in a sharps container and handed over to the police

disciplinary sanctions

School will recognise 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 pupils with the opportunity to learn from their mistakes and develop as individuals. The needs of pupils 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.'

(ref DfES Drugs: guidance to schools /0092/2004)

- Pupils must know the school rules relating to drugs e.g. through drug education lessons, pupils must understand that drug use or supply cannot be tolerated on school premises.
- Incidents involving illegal drugs can range from minor or peripheral involvement or possession to serious cases of supplying drugs.
- is a need for maximum flexibility whilst maintaining consistency and fairness.
- Carefully assess the situation and your options for action.
- Consider the impact of sanctions on the pupil involved, on other pupils, on the school as a whole, on parents and on the wider community.
- Seek advice from the School Drugs Advisor. 0151-346-6628

Punitive and uncaring actions will often stifle dialogue between staff and pupils as a whole. Other pupils become less likely to approach teachers if they have problems with drug use. Pupils 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. Exclusions should be regarded as a last resort when all other options have been exhausted.

(see also Improving Behaviour and Attendance Guidance on Exclusion from Schools and Pupil Referral Units DfES/0087/2003)

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drug related incident

policy framework

Responsibility for Managing drug-related Incidents in the school

- The health and welfare of all pupils is of paramount importance. Any drug related incident should be addressed by a senior member of staff who will be named within the school policy. This may or may not be the same person who has responsibility for co-ordinating drug education programmes. This member of staff should be fully aware of all legal requirements and responsibilities as well as current guidance.

Define drug-related incidents

- A drug related incident does not necessarily mean that substances have been found but could include suspicion of substances being used either on or off the premises or some form of disclosure. Generally, a drug related incident is deemed to be so if it is perceived by anyone as an incident that requires some form of recording or intervention,. It would be good practice for staff teams to come to an agreement beforehand as part of training as to what they perceive a drug-related incident to be.

Management of drugs at school

- Describe the policy on dealing with drug paraphernalia and suspected illegal and unauthorised drugs. Outline storage, disposal and safety guidance for staff.
- Make explicit the school's policy on searches, including personal searches and searches of school and pupils' property.
- Outline strategies for responding competently and fairly to any incidents involving illegal and other unauthorised drugs, and the range of options for responding to the identified needs of those involved.

Outline procedures for managing parents/carers under the influence of drugs on school premises.

The policy should be clear about the boundaries of acceptable behaviour. It is important that schools respond calmly and promptly to any incident in order to ensure the well being of individuals within the school. This will enable the appropriate action to be taken and ensure that an accurate assessment can be made of what support the pupil needs. Schools will need to develop a range of responses for addressing drug-related incidents and these should detail any sanctions.

Police involvement (see section 2)

- Outline the agreed criteria for when police should be informed, consulted or actively involved in an incident, and what action is expected if police involvement is requested.
- Include name and contact details (see page 17)

Highlight links with other School Policies

- The policy should relate to and complement other school policies e.g. PSHE policy, Medicines Policy, Child Protection policy and Behaviour and Discipline policy.

Consultation

- Schools should consult closely with all staff (including non-teaching staff), governors, parents/carers and pupils to ensure that the policy reflects pupils, teachers' and parents' wishes and is in keeping with the culture of the school community.

The needs of pupils

- Outline the mechanisms for addressing the wider pastoral needs of pupils and how pupils are made aware of the various internal and external support structures.

External Support, Referral and Advice

- It is important to place the policy in a community context. This will involve close consultation with Youth & Community Service (Response), Connexions Service, Primary Care Trusts and specialist Drug Agencies and police.
- Outline the relationship with local partner agencies and the roles negotiated with them for supporting pupils and agreed protocols for referral.

Confidentiality (see page 11)

- Specify the school's approach to ensuring that sensitive information is only disclosed internally or externally with careful attention to pupils' rights and needs.
- Outline local child protection procedures to be followed if a pupil's safety is considered under threat (or make links to relevant school policy).

Involvement of parents/carers

- Include the policy for informing and involving parents/carers of incidents involving illegal and other unauthorised drugs.
- Outline the school's approach to encouraging parental involvement in developing and reviewing the policy and in their child's drug education.

The role of governors

- State the arrangements for ensuring that governors are well informed on drugs issues as they affect the school.
- Outline the role of governors (or the designated governor if appointed,) in policy development and overseeing the drug education programme, and contributing to any case conferences called, or appeals against exclusions.

Monitoring and review

- There should be regular monitoring and reviewing of the policy.

tobacco in the managing drug related incidents section of the whole school drug policy

Why should 'smoking tobacco' be specifically outlined in the school drug policy?

- The impact on pupil learning and understanding.
- The impact on health.
- The impact on the school curriculum.
- Health and safety legislation.
- The possibility of litigation.

What should schools be aiming for?

- A smoke free environment at all times to promote the health and welfare of all who work in or visit the school.
- A smoke-free environment when pupils are on the premises.
- Supportive and consistent links to the curriculum.
- A developmental process, sensitive to the needs of all school members that recognises the many issues of implementing change in this area.
- Providing a supportive environment for those who wish to stop smoking.

The development of a school smoking policy should include some of the following elements:

- A review of school members' smoking behaviour and attitudes (this may include data which could be used to assess policy impact).
- Information prepared about the issues of smoking and school smoking policies.
- A negotiated action plan with key action specified.

This could include:

1. The establishment of a working party and policy co-ordinator (including staff, pupils, parents, governors and external agencies).
2. Review current practice within the school.
3. Raise awareness of the importance of smoke-free schools.
4. A time scale for a smoke free environment with identified stages.
5. Ensure all prospective and new staff members are informed of the policy.
6. Opportunities to attend stop smoking sessions for school members.
7. The promotion of the policy.
8. Clear and applied procedures in response to the policy being deliberately ignored or flouted.

A practical, realistic approach, which recognises issues such as:

1. The policy is not about who smokes, but where and when smoking takes place.
2. Smokers who wish to stop can benefit from professional support which is available to them.
3. Links to formal planned curriculum. Pupils need to know about and understand the school policy and practice in these areas.
4. Members of staff, parents, pupils and governors can all play a role in taking responsibility for the management, implementation and review of the policy. These could be named people or a task group.

Tobacco - smoke-free school

In line with increasing evidence of the adverse health effects of secondhand smoke, the Department expects to see schools making significant progress towards smoke-free status. This is in keeping with a whole school approach advocated by the National Healthy School Standard.

How to become a smoke-free school:

- review existing arrangements
- communicate with staff, pupils and parents/carers on plans to move towards smoke-free status and seek their views on the best way to achieve this.
- develop an action plan outlining steps to prohibiting smoking. Part of the process towards smoke-free schools could include:
- restricting smoking by staff and visitors to the school to a designated area, which is well ventilated and, as far as practical, away from pupil view – providing access to smoking-cessation support for those who want to stop smoking (www.givingupsmoking.org.uk).

(ref DfES Drugs: guidance to schools /0092/2004)

For further support or information contact the Smoke Free Wirral Co-ordinator or Project Officer at Health Links on 0151 647 1702

prescribed and non prescribed medicines and the whole school drug policy

Illegal drugs have no place in schools. However, there are instances where other drugs may legitimately be in school.

Medicines

Some pupils may require medicines that have been prescribed for their medical condition during the school day. When schools manage and administer medicines they should have clear procedures and arrangements in place. These must comply with legislation and take account of local and national guidance. The policy should be clearly set out and understood by staff, parents/carers and pupils. Schools should be aware that a long-term medical condition that has a substantial and adverse effect on a pupil's ability to carry out normal day-to-day activities is recognised as a disability and schools must be mindful of their duties under the Disability Discrimination Act 1995 to have a school access plan.

When drafting a medicines policy a school will need to consider the following in relation to prescribed medicines:

- staffing – managing medicines is not part of a teacher's duties although some support staff may have this as part of their contract of employment. Staff may volunteer to take on such a role but must receive appropriate training. The employer must make sure that their insurance arrangements provide full cover for staff acting within the scope of their employment.
- administration – medicines must only be administered in accordance with the prescriber's instructions, as displayed on the container/packaging.
- self-management – in deciding whether pupils can carry and administer their own medicines schools will want to ensure that pupils have ready access to essential medicines, such as asthma inhalers, and that medicines are only accessible to those for whom they have been prescribed.
- storage – some medicines should be readily available to pupils (e.g.their asthma inhalers) whilst some may require suitable storage (in a fridge, or a secure container).
- record keeping – it is important to keep an accurate record of when medicines have been given or if a child has refused their medication. Records offer proof that schools have followed appropriate procedures. Schools should be aware of the potential misuse of medicines. Medicines that have been prescribed for an individual must only be used by them e.g. Ritalin (see note below). They must not be given or passed to a third party. Responses to the misuse of medicines should be included within the school's drug policy. For non-prescribed medicines the policy will need to set out the circumstances in which pupils may take over-the-counter medicines, such as those providing relief from period pains or hay fever. It is advised that school staff do not give non-prescribed medication to pupils.

- record keeping – it is important to keep an accurate record of when medicines have been given or if a child has refused their medication. Records offer proof that schools have followed appropriate procedures. Schools should be aware of the potential misuse of medicines. Medicines that have been prescribed for an individual must only be used by them e.g. Ritalin (see note below). They must not be given or passed to a third party. Responses to the misuse of medicines should be included within the school's drug policy. For non-prescribed medicines the policy will need to set out the circumstances in which pupils may take over-the-counter medicines, such as those providing relief from period pains or hay fever. It is advised that school staff do not give non-prescribed medication to pupils.

Note: Schools should be aware that Methylphenidate Hydrochloride (Ritalin) is a class B drug that may be prescribed as part of the treatment for those diagnosed with Attention Deficit Hyperactivity Disorder (ADHD). As with all prescribed medication it may only be taken by those for whom it has been prescribed. Possession of Ritalin is illegal under the Misuse of Drugs Act if no prescription is held. Inappropriate use of Ritalin, including sharing or selling to others, should be dealt with in line with the school's drug policy.

Volatile substances

Schools should take careful account of how any solvents or hazardous chemicals are legitimately used by school staff or pupils, and how these substances are stored securely and managed to prevent inappropriate access or use. Arrangements should be set out in the school's health and safety policy.

(ref DfES Drugs: guidance to schools /0092/2004)

alcohol in the managing drug drug related incidents section of the whole school drug policy

Why should alcohol specifically be outlined in the management of drug related incidents section of the whole school drug policy?

- The impact on pupil learning and understanding.
- The impact on the school curriculum.
- The impact on health.
- The effectiveness and safety of school staff.
- Health and safety legislation.
- The possibility of litigation.

What should schools be aiming for?

A school response to alcohol that is consistent, safe and promotes the health and welfare of the school community. This will require staff, pupils and parents to support a policy, which acknowledges that:

- Drinking alcohol when engaged in curriculum activities is unacceptable.
- It is not acceptable for staff to be under the influence of alcohol when professionally active and responsible for either pupils, parents, other colleagues and/or school property.
- It is not acceptable for staff or pupils to bring alcohol onto school premises for consumption.
- Social activities are planned to ensure they promote sensible drinking
- There are supportive and consistent links to the curriculum.
- There is a need for a developmental process of implementation that is sensitive to school members.

Issues:

- There is no situation, when staff are professionally responsible for young people, in which it is acceptable to drink alcohol or be under the influence of alcohol.
- School trips and holidays are particularly difficult refer to page 14 for information. See also **Wirral Guidance H004/02 Educational Visits, overnight stays and hazardous activities.**

Good practice to develop as part of an implementation action plan:

- The involvement and ownership of the action plan by different groups.
- Promotion of information about the impact of drinking.
- Procedures regarding staff drinking both before and after times when they are professionally responsible.
- Clear guidance to staff, parents, and pupils for school trips (particularly abroad).
- Social occasions arranged by/in the school have non-alcohol drinks available.
- Access to support for staff and pupils if drinking is a problem.
- Links to formal planned curriculum.

questions and answers

to the collection and disposal of discarded syringes and needles on school premises

1. "What should I do on finding a discarded syringe or needle?"
 - Ensure that it is not touched or handled with bare hands. Wear thick rubber gloves/or other protective gloves and use a litter picker or dustpan and brush or tong (e.g. barbecue type) to remove the discarded item (s).
 - Make sure that no other person handles the discarded item (s) without authorisation.

2. "Where do I put the discarded syringe/needle?"
 - Place items, by litter picker or shovel into a 'Sharps Box', which is supplied on request for this purpose.

3. "What happens if I do not have a sharps box?"
 - A suitable container will do for this purpose as long as it is puncture-proof and labelled accordingly (e.g. jar with secure top). **Do not** decant into a sharps box at a later date. Do not dispose in mainstream rubbish. Arrange disposal as stated in point 6

4. "Where can 'Sharps Boxes' be obtained?"
 - Schools Drug Advisor 346 6628
 - The Lodge 653 3871
 - Response Outreach Team 666 4123
 - St Catherine's Hospital Needle Exchange on 678 7272
 - Health & Safety Section 666 5603

5. "Do I need to inform anyone?"
 - Contact your line manager as soon as possible who will advise The LEA Schools Drug Advisor on 666 6628

6. "What happens to syringes/needles after they are placed in 'Sharps Box'?"

- All discarded needles are taken to St Catherine's Hospital for disposal by incineration contact Community Patrol 666 5265 or Street Scene 606 2004 or contact The Lodge 653 3871 for advice on disposal arrangements.

7. "What should I do if my skin is punctured by a discarded syringe/ needle?"

- Stay calm, Encourage bleeding, Wash puncture under warm running water, Seek medical help immediately (A&E), or G.P, Notify your line manager.

8. "What should I do if I keep finding discarded syringe/ needles?"

- Notify your line manager who will discuss with The School Drug Advisor 346 6628. or seek advice from Head of Response on 666 4123 or The Lodge 653 3871

the role of the named senior staff member

The role of the named member of staff who has responsibility for drug related incidents is very important and he/she should be a member of the school's senior management team:

- To act as a focal point for responses to situations involving drugs and ensure a consistent response to drug related incidents
- To undertake training on drug related matters, including drug awareness, information and teaching approaches.
- To identify staff development needs in relation to drug use. To organise drug training for staff, pupils, parents and governors.
- To make contact with local drug agencies and police to establish a relationship.
- To provide information and advice to colleagues in school on drug-related issues.
- To liaise with the PSHE co-ordinator regarding drug education in the curriculum.
- Liaise with pastoral staff to establish a monitoring procedure and agree on appropriate responses to incidents that should always require the senior member of staff being informed and involved in decision on the correct procedure.
- To attend appropriate meetings and updates.
- To manage the introduction of new initiatives.

record of drug related incident

School: Date:

Form to be completed by School

1. For help and advice, telephone the Schools Drug Advisor 346 6628
2. Send a copy of the incident form to the Schools Drug Advisor
- 3. The school drug advisor does not need the name of the pupil but schools are advised to keep a record for their own purposes.**

Tick to indicate the category:

- Drug or paraphernalia found ON school premises
- Pupil disclosure of drug use
- Emergency/Intoxication
- Disclosure of parent/carer drug misuse
- Pupil in possession of unauthorised drug
- Parent/carer expresses concern
- Pupil supplying unauthorised drug on school premises
- Incident occurring **OFF** school premises

Was First Aid given? Ambulance/Doctor called:

First Aid given by: Called by: Time:

Drug involved (e.g. Alcohol,Paracetamol):

Known / Suspected* (delete as appropriate)

Results of analysis if appropriate:

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.....

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Brief description of symptoms/situation (continue on blank sheet if necessary):

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SENIOR STAFF INVOLVED (Insert name):

PARENT/CARER INFORMED BY:

Time (am/pm):

DISPOSAL ARRANGED WITH POLICE/CARER/OTHER:

.....

if Police, incident reference number:

Other action taken (e.g. other agency involved, Case Conference called; sanction imposed):

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Please return a copy of this form to:
Schools Drug Advisor, WPDC, Acre Lane, Bromborough CH62 7BZ

paraphernalia

associated with drug use

- Small piece of plumbing pipe (elbow bend) (crack)
- Glass bottle or container with whole bored into it near bottom with glass straw or tube (hard)
- Smokey glass, tumbler type (crack)
- Foil containers or cup shapes made from silver foil, perhaps discoloured by heat
- Metal tins, drinks cans discoloured by heat
- Knives discoloured by heat (cannabis)
- Spoons discoloured by heat
- Plastic, cellophane or metal foil wrappers
- Small pieces of rolled up cardboard- 'roaches' (cannabis)
- Small plastic or glass phials or bottles
- Syringes or needles (heroin, amphetamine, cocaine and others)
- Cigarette paper and lighters
- Plastic bags or butane gas containers (volatile substances)
- Cardboard or other tubes (heroin)
- Shredded cigarettes, home-rolled cigarettes and pipes (cannabis)
- Aromatic smell (cannabis)
- Paper (about 2 inches square) folded to form an envelope (amphetamine, heroin, cocaine)
- Bong, plastic bottles (cannabis)
- Drawing and graffiti (drug related e.g. cannabis leaf)

This list is not exhaustive and changes from area to area

NOTE This equipment when found in certain circumstances might give grounds for concern, but their presence alone is not necessarily conclusive proof of drug misuse

NOTE trying to spot signs and paraphernalia is no substitute for good communication - talk to the pupil concerned if you feel there is something wrong, and if necessary their parents.

For help and advice, telephone the Schools Drug Advisor 346 6628

list of contributors

The following people have all contributed to this document. Without their support, advice and hard work the production of this guidance would not have been possible. All their efforts are greatly appreciated.

- The Schools Drug Advisor
- The General Inspector for PSHE
- The Advisory Teachers for Health Promoting Schools
- Members of the LEA Early Years Advisory Team
- The Science Advisory Teacher Team
- The School Nursing Manager
- The Drug and Alcohol Team Co-ordinator
- Wirral Health Authority Health Promotion Specialist
- Members of the Drug and Alcohol Action Team Young Person's Commissioning Group
- Wirral Metropolitan Borough Council (WMBC) Press and Media Team
- All members of the Working Party:
 - Birkenhead 6th Form College
 - Wallasey School
 - Gilbrook School
 - Prenton High School
 - Meadowside Special School
 - St Anselm's College
 - Pupil Access Support Services
 - Social Inclusion Officer
 - Response
 - Merseyside Police
 - Health and Safety Section
 - Churches Action on Substance Misuse CASM
 - Birkenhead & Wallasey Primary Care Trust

support and advice services in wirral

Young People

Response

The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD Tel: 0151 666 4123
(answerphone service outside office hours)

A counselling, support and advice service for young people aged 13 to 25 years. Offers a range of advice and support including housing, benefits, health, drugs and information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13 to 18 years who have problems with their drug or alcohol use.

Connexions

Conway Building, Conway Street, Birkenhead, CH41 6JD Tel: 0151 666 4385

Connexions Bebington

41-43 Bebington Road, New Ferry, CH62 5BE Tel: 0151 472 4600

Connexions Wallasey

Liscard Municipal Buildings, 52 Seaview Road, Wallasey, CH44 8ED Tel: 0151 638 5625

Connexions West Kirkby

56-60 Grange Road, West Kirkby, CH48 4EG Tel: 0151 471 6020

Connexions offers information, advice, guidance and support for 13 to 19 year olds (and 20 to 24 year olds with special needs) to enable them to access jobs, training, education, voluntary or personal and social opportunities. A network of personal advisers provide a single source of confidential help and support with the full range of issues affecting young people and can signpost to specialist advisers.

Churches Action on Substance Misuse(CASM)

224 Liscard Road, Wallasey CH44 5TN Tel: 630 1879
(answerphone outside office hours)

A voluntary organisation that offers drug education and counselling for schools, and help and advice to drug users, their families, partners and friends.

Youth Offending Service

Youth Justice Centre, 4 Cavendish Road, Birkenhead, CH41 8AX Tel: 0151 670 5900

Information, advice and support for young people who use drugs or alcohol and are involved with the Youth Offending Service.

Wirral Sport and Art Initiative

The Caretaker's House, Grange Road West Sports\Centre, Grange Road West, Birkenhead, CH43 4XE
Tel: 0151 653 3251 Fax: 0151 653 2946 Email: sportartinitiative@wirral.gov.uk

Provides activities for young people between the ages of seven and 17, with the aim of reducing crime and drug and alcohol use. Also offers education and advice to young people on drugs and alcohol.

Drugs

Wirral Drug Alcohol & Action Team (DAAT)

Clock Tower, St Catherine's Community Hospital, Church Road, Tranmere, Wirral CH42 0LQ
Tel: 0151 651 3884 Fax: 0151 651 1485 Website: www.wirraldaat.org

Is a partnership of statutory and voluntary agencies concerned with the effects of the use of drugs and alcohol in the borough. These include representatives from organisations such as the local NHS, Merseyside Police, National Probation Service Merseyside, voluntary agencies and Metropolitan Borough of Wirral's education, youth and social services. Working with these organisations, Wirral DAAT is responsible for meeting the targets of the government's National Drug Strategy.

ARCH Initiatives

23 Conway Street, Birkenhead, CH41 6PT Tel: 0151 647 8633 Fax: 0151 650 0912
Email: mail@ARCH.u-net.com

ARCH Initiatives offers information, advice, one-to-one support, guidance and training, to those affected by substance misuse. Qualified staff are available to provide confidential help and support with a range of services available to individuals which include:

- 'drop in' services
- structured day programmes
- counselling programmes
- training and work experience
- support for people who have become drug free (aftercare)
- support for partners and families of drug users
- stimulant service
- bail support

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Birchwood

23/25 Balls Road, Oxton, Birkenhead, CH43 5RF Tel: 0151 647 8633

A residential centre, managed by ARCH Initiatives, that provides detoxification and stabilisation for substance misusers.

Parents Against Substance Misuse

12 – 14 Church Parade, Ellesmere Port, Cheshire, CH65 2ER Tel: 08457 023867 (24-hour helpline) or 0151 356 1996 (admin) Email: admin@pada.org Website: www.pada.org

Information, referral and support group for drug users' parents, carers and families.

Drug Treatment and Testing Orders (DTTO)

National Probation Service, 1st Floor, Albion House, 30 James Street, Liverpool L2 7TD
Tel: 0151 255 0330

A DTTO is an enforceable court order which combines medical treatment and alternative therapies, complimented with cognitive behavioural work, to provide the greatest opportunity for offenders to become drug and offence free. Contact the National Probation Service if you require help and advice on a DTTO.

InnerAction

144 Argyle Street South, Birkenhead, CH41 9BZ Tel: 0151 647 8633 or 0151 647 2162

A group that brings together service users to offer support by helping them to shape drug and alcohol support services in Wirral.

Service User Advocate

c/o ARCH Initiatives, 23 Conway Street, Birkenhead, CH41 6PT Tel: 0151 647 8633

Co-ordinates the involvement of service users in the Wirral DAAT (Drug and Alcohol Action Team) and its partners. Helps service users, through training, to become more involved in how services are provided.

Narcotics Anonymous

P.O. Box 57, Manchester, M60 1HP Tel: 01253 850018 Website: www.ukna.org

A fellowship of men and women who hold regular meetings to help each other stay clean from drugs. If you think you have a drug problem, NA can help.

Phoenix House

Upton Road, Bidston, CH43 7QF Tel: 0151 652 2667

Phoenix House is a national charity that provides a range of services for drug users in Wirral.

Adult Residential Service

Six to nine month intensive therapeutic residential programmes.

Detoxification Treatment Service for opiate and non-opiate based substances

Including stimulant and benzodiazepine detoxification, available as a part of the residential programme or as a 'stand alone' service.

Wirral Community Services

Support for clients before embarking on the residential programme and assistance with housing and life skills after treatment.

Prison Services

Year-long therapeutic programmes at various prisons.

Prisoner Rehabilitation Project

c/o ARCH Initiatives, 23 Conway Street, Birkenhead, CH41 6PT Tel: 0151 647 8633 Ext: 219

Provides inmates from HMP Liverpool and HMP Styal with support, advice and information prior to release. There is also additional community-based support from a criminal justice liaison worker after release.

Wirral Arrest Referral Scheme

Tel: 0151 647 8633

Managed by ARCH Initiatives, the scheme provides advice and support for people in police custody who use drugs or alcohol and puts them in touch with other services that can help.

Wirral Drug Service (Cheshire and Wirral Partnership NHS Trust)

St Catherine's Community Hospital, Church Road, Tranmere, CH42 0LQ

Tel: 0151 604 7330 Website: www.wirraldrugservice.org.uk

A health care facility that offers a wide range of treatment options for people who have problems with their drug use. The Wirral Drug Service also employs a substance misuse worker to provide support to hostel residents.

HIT

Hanover House, Hanover Street, Liverpool L1 3DZ UK

Tel: 0870 990 9702 Fax: 0870 990 9703 Website: www.hit.org.uk

Publisher of drug information leaflets, develop and deliver training and conferences on drug issues.

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Alcoholics Anonymous

Cheshire and North Wales Intergroup Tel: 01244 659759 Website: www.alcoholics-anonymous.org.uk

A group that meets regularly to enable people recovering from alcoholism to share their experiences.

Wirral Alcohol Service (Cheshire and Wirral Partnership NHS Trust) and Turning Point

25 Hamilton Square, Birkenhead, CH41 6AY Tel: 0151 647 4999

Free and confidential advice, treatment and support to anyone affected by alcohol.

Health and Welfare

Social Services, Central Advice and Duty Team

P.O. Box 32, Birkenhead, CH41 5UE Tel: 0151 666 5262 Minicom: 0151 666 5259

Fax: 0151 666 5263 Out of hours Emergency Service: 0151 652 4991

Or by calling into a One Stop Shop at Bebington, Birkenhead or Moreton provides a single contact point for advice and information. The team also receive requests and provide referrals for people who have difficulties, which may require the support of social services professionals.

Wirral Harm Reduction Centre (Cheshire and Wirral Partnership NHS Trust)

The Lodge, St Catherine's Community Hospital, Church Road, Tranmere, CH42 0LQ

Tel: 0151 653 3871

Helps drug users to reduce the harm associated with substance misuse. Services include a needle exchange scheme, HIV/hepatitis B/C testing, hepatitis B vaccination, advice on safer injection and sexual health.

national support and advice agencies

ADFAM

Waterbridge House, 32-36 Loman Street, London SE1 0EE Tel: 020 7928 8898

Email: admin@adfam.org.uk Website: www.adfam.org.uk

Adfam offers information to families of drug and alcohol users, and the website has a database of local family support services.

Alcohol Concern

Waterbridge House, 32-36 Loman Street, London SE1 0EE Tel: 020 7928 7377

Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

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.

Alcohol Education Resource Directory

Tel: 020 7907 3700 Email: info@portmangroup.org.uk Website: www.portmangroup.org.uk

Directory of resources and contacts for teaching about alcohol, funded by the Portman Group (an organisation funded by the UK's leading drinks producers).

ASH (Action on Smoking and Health)

102-108 Clifton Street, London EC2A 4HW Tel: 020 7739 5902

Email: enquiries@ash.org.uk Website: www.ash.org.uk

A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Children's Legal Centre

University of Essex, Wivenhoe Park, Colchester, Essex CO4 3SQ Tel: 01206 873820

Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

The Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Children's Rights Alliance for England

94 White Lion Street, London N1 9PF Tel: 020 7278 8222

Email: info@crights.org.uk Website: www.crights.org.uk

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.

Drinkline

Tel: 0800 917 8282 (lines are open between 9 am and 11 pm on Tuesday to Thursdays and from 9 am on Friday mornings to 11 pm on Monday evenings)

A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

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Drug Concern

Tel: 0845 120 3745

This organisation provides a helpline, support groups and training for parents and carers concerned about their child's drug use.

Drug Education Forum (DEF)

C/o Mentor UK, 4th Floor, 74 Great Eastern Street, London EC2A 3JG

Tel: 020 7739 8494 Website: www.drugeducation.org.uk

A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do.

DrugScope

Waterbridge House, 32-36 Loman Street, London, SE1 0EE Tel: 020 7928 1211

Email: info@drugscope.org.uk Website: www.drugscope.org.uk

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.

FRANK (replaces the National Drugs Helpline)

24 Hour Helpline: 0800 77 66 00 Email: frank@talktofrank.com Website: www.talktofrank.com

Schools can receive free FRANK resource materials, updates and newsletters by registering at www.drugs.gov.uk/campaign

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide details of sources of 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.

National Association for Children of Alcoholics

Tel: 0800 358 3456 Website: www.nacoa.org.uk

NACOA provides information, advice and support to children of alcoholics through its free, confidential helpline.

National Children's Bureau

8 Wakley Street, London EC1V 7QE Tel: 020 7843 6000 Website: www.ncb.org.uk

NCB promotes the interests and well-being of all children and young people across every aspect of their lives.

National Health Education Group

Website: www.nheg.org.uk (please see the website for regional contact details)

A membership group, open to professionals whose work has a primary focus of supporting health and/or drugs education with children and young people in formal and informal educational settings.

National Tobacco Campaign (Department of Health)

NHS Smoking Helpline: 0800 169 0 169 Website: www.givingupsmoking.co.uk

National Children's Bureau

8 Wakley Street, London EC1V 7QE Tel: 020 7843 6000 Website: www.ncb.org.uk

NCB promotes the interests and well-being of all children and young people across every aspect of their lives.

Parentline Plus

Tel: 0800 800 2222 Website: www.parentlineplus.org.uk

A charity offering support and information to anyone parenting a child. It runs a free-phone helpline and courses for parents, and develops innovative projects.

QUIT

Tel: 0800 00 22 00 Email: info@quit.org.uk Website: www.quit.org.uk

An independent charity that aims to reduce tobacco-related harm by helping smokers to stop.

RELEASE

388 Old Street, London EC1V 9LT Tel: 020 7729 9904

Email: info@release.org.uk Website: www.release.org.uk

Provides advice and referral on drug-related legal problems. They also provide a Drugs in Schools Helpline for pupils, parents and staff concerned about drug incidents in schools.

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)

30A High Street, Staffordshire ST15 8AW Tel: 01785 817885 Helpline: 0808 8002345

Email: information@re-solv.org Website: www.re-solv.org

A national charity providing information for teachers, other professionals, parents and young people.

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- Wirral LEA Child Protection and Children in Need Spring 2003
- Wirral Guidance H004/02 Educational Visits, Overnight stays and hazardous activities

telephone contact list

Local Educational Authority

Schools' Drug Advisor Tel: 346 6628

Advisory Teachers: Health Promoting Schools Tel: 346 6501

General Inspector PSHE and Pupil Response Tel: 346 6503

POLICE

DC Paul Johnson Tel: 0151 777 5857

Mobile: 07801 741 781

Page: 0800 672 067 doc 135 (pager)

or

Det Sgt Berni Jones Tel: 0151 777 5856

Mobile: 07801 740 545

Page: 0800 672 067 doc 143 (pager)

or

Inspector Bill Stupples Tel: 0151 777 5855