

Misuse of Drugs & Alcohol Procedure (Students)

[QP2.04]

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1.0 Overview

- 1.1 Students who believe they have an alcohol or drug related problem are encouraged to seek confidential help and treatment at an early stage by speaking to Guidance staff who can put them in touch with external agencies.
- 1.2 The responsibility for accepting treatment will remain with the student. The college will make reasonable adjustments to support students on a course of treatment.
- 1.3 Where course work performance and progression is unsatisfactory due to an alcohol or a drug related problem and the individual refuses assistance, denies the alcohol or drug problem or discontinues a course of treatment and reverts to unsatisfactory levels of performance and/or conduct then the normal disciplinary procedures will apply.

If a student is found in possession of drugs or is found to be trafficking in drugs it will be considered Gross Misconduct and these being criminal offences the Police will be notified. (4.3).

If a student would like to report any information regarding drug use or supply they may wish to call the anonymous and confidential police phone line Crimestoppers 0800 555 111.

Individuals looking for support can phone FRANK (National Drugs Helpline) (Appendix 3).

2.0 Responsibilities

Directors and Managers have a responsibility:

- to make themselves familiar with the Policy
- to ensure that their staff are aware of and understand the Policy
- to be alert to possible alcohol and drug misuse in their subject area
- to take an objective and non-judgmental approach when investigating or taking action on any potential or actual case of alcohol or drug misuse
- to identify any aspects of the learning environment which could lead to alcohol or drug misuse problems and take steps to change them (where possible).

Staff have a responsibility to:

- to make themselves familiar with the Policy
- to ensure that students are aware of and understand the Policy
- to be alert to possible alcohol and drug misuse in their subject area
- to take an objective and non-judgmental approach when investigating or taking action on any potential or actual case of alcohol or drug misuse.

- to identify any aspects of the learning environment which could lead to alcohol or drug misuse problems and take steps to change them where possible.

All students will have a responsibility to:

- be familiar with College Policy,
- avoid covering up for, or colluding with, any unacceptable or illegal activities or behaviour.

Summary: Action will always be taken against anyone found to be supplying, or using, illegal drugs on college premises, or selling alcohol illegally. The College will always inform the Police.

Procedures – Drugs

In any incident involving possible drug misuse:

- 3.1 Involve another member of staff as a witness.
- 3.2 Contact first-aider via Reception.
- 3.3 First-aider has responsibility to decide if incident involves medical emergency.
- 3.4 **If medical emergency:**
 - 3.4.1 Provide first aid as necessary.
 - 3.4.2 Send for an ambulance.
 - 3.4.3 Contact Department Manager or the Curriculum Head, as the Depute.
 - 3.4.4 If incident involves a school pupil at College, the school head teacher **MUST** be informed at this stage. The pupil must be accompanied in the ambulance by an appropriate adult, usually the first aider. If hospitalisation is not required, the head teacher must make arrangements to remove the pupil from the college premises. If the incident involves a Winter Leaver, the school should be notified and arrangements made to contact the parents / guardian.
 - 3.4.5 Contact the emergency contact as on the SR1.
 - 3.4.6 Follow procedures specified at section 3.5.2 to 3.5.9 below if appropriate.
- 3.5 **If non-medical emergency:**
 - 3.5.1 Contact Department Manager or the Curriculum Head as the Depute.
 - 3.5.2 Student with belongings to be taken to a private room and supervised by 2 members of staff.

- 3.5.3 Retain ALL evidence, including vomit – if possible – but do NOT search the young person. The janitors should be called to secure the area.
- 3.5.4 Establish facts with witnesses.
- 3.5.5 Remind student of College DRUG MISUSE Policy.
- 3.5.6 Follow college Disciplinary Policy.
- 3.5.7 Contact Police. 0845 600 5702.
- 3.5.8 If incident involves a school pupil at College, the school head teacher MUST be informed at this stage and arrangements made for pupil to return to school. If the incident involves a Winter Leaver, the school should be notified and arrangements made to contact the parents / guardian. – see 3.4.4.
- 3.5.9 Record incident using an Incident Report form. Appendix 4.

NB: Students under 16 and Vulnerable Adults must have someone to support them if they are to be interviewed by the Police. This can be a relative, their tutor, a curriculum head or a member of the Guidance team.

4.0 Procedure if Drugs and drug related litter are found on College premises (Drugs litter could be: syringes, spoons, plastic bags, inhaling devices, silver foils, laces or other suspicious objects or substances)

- 4.1 If drugs and drug related litter are found on college premises DO NOT touch.
- 4.2 Whilst any drugs found on College premises MUST be reported to the Police, staff should in the first instance contact the Principal's Office to speak to a member of the Principal's group, before contact is made with the Police.
- 4.3 The local police will be contacted for the safe removal of any drugs. Tel: 0845 600 5702.
- 4.4 Staff member should complete an Incident Report form. (Appendix 4)
- 4.5 The Head Janitor will ensure the security and safety of the area and the people in the vicinity.
- 4.6 Environmental Health will be contacted by the janitor for the removal of any drug related litter such as syringes. Tel 08451 550022.
- 4.7 The Head Janitor will complete an Incident Report form. (Appendix 4)
- 4.8 Copies of Incident reports by the member of staff finding the Drugs, and the Head Janitor, if involved, should be sent to the Assistant Principal Curriculum and Quality; Institute Director, Health and Safety Manager and the Director Learner Services. These should also be retained for use in a disciplinary.

5.0 Procedure: Alcohol Misuse

Summary

It is the responsibility of all students to maintain appropriate standards of conduct ensuring a safe and satisfactory learning environment.

Disregarding College policy in respect of restrictions on drinking may lead to action being taken under College Disciplinary Policy.

The following should be noted:

- 5.1 Students may not consume alcohol during normal study hours nor should they be incapable of class work due to consumption of alcohol.
- 5.2 Drinking alcohol is prohibited in any situation where, as a direct consequence, the safety of the individual, or other students, is put at risk.
- 5.3 Students can be held personally liable on the grounds of contributory negligence in the event of an accident which causes harm to themselves or others and where drinking is considered to have been a factor.
- 5.4 Students are not obliged to study with someone who has consumed alcohol if they consider that by doing so they put themselves or others at risk. Any student in this position should immediately report the matter to their Class Tutor, Curriculum Head or a senior member of staff.
- 5.5 Students considered incapable of performing work safely and competently due to alcohol consumption should immediately be removed from the area and the College Disciplinary Policy followed.
- 5.6 In the event of a medical emergency, please refer to procedures outlined in section 3.4.
- 5.7 In the event of a non-medical emergency, please refer to the procedures outlined in 3.5

Appendix 1

Behaviour to be aware of

Listed below are examples of the kind of behaviour, **which may occur** if a student has an alcohol or drug related problem. Clearly, cases vary and not all of these will apply in every instance.

The symptoms below may arise but be wholly unconnected with alcohol or drugs. Developments giving cause for concern not related to alcohol or drugs misuse may be attributable to a medical or welfare issue. In which case the student should be referred to Learning Support or Guidance.

However, where a student is suspected of having a drink or drug related problem they should be encouraged to seek help at an early stage by speaking to Guidance staff who can put them in touch with external agencies.

Absenteeism/Irregular Attendance

- multiple instance of unauthorised absences
- frequent Monday or Friday absences
- improbable reasons for absences
- unusually high non-attendance levels
- excessive lateness eg. Monday mornings
- repeated absences from class more often than reasonably necessary
- frequent trips to the cloakroom/toilet
- overlong tea/coffee or lunch breaks
- leaving class early

Lack of concentration and confusion

- class work requires greater effort or
- takes an unreasonable time to complete tasks
- difficulty in recalling instructions
- increasing difficulty in handling assignments
- incapacity due to the influence of alcohol or drugs

Spasmodic patterns and deteriorating performance

- alternating periods of high and low productivity
- increasing general unreliability and unpredictability
- missed deadlines for course work
- mistakes due to inattention or poor judgement
- complaints about performance from Subject Tutors/Workplace Supervisors etc.
- improbable excuses for poor performance

Other

- over-reaction to real or imagined criticism
- unreasonable resentment

- irritability
- complaints from class tutors/other students about behaviour
- attempts to borrow money from friends/other students
- arriving at College under the influence of alcohol or drugs
- smelling of alcohol
- unkempt appearance/lack of hygiene

Appendix 2

Categories of Illegal Drugs

Unlike drinking alcohol, there are no sensible intake levels for drugs and many are illegal. The Misuse of Drugs Act 1971 defines three categories according to their relative harmfulness when abused.

- **Class A** includes cocaine, ecstasy, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of class B drugs.
- **Class B** includes oral preparations of amphetamines, benzodiazepines, codeine and methaqualone.
- **Class C** includes most benzodiazepines (sleeping pills, tranquillisers) cannabis, cannabis resin and the less harmful amphetamines.

Penalties for offences tend to be more severe the more harmful the drug class.

Medication and Other Substances

Prescribed medication and some over-the-counter drugs such as antidepressants, sleeping pills or hay fever remedies can cause drowsiness and loss of concentration. These effects may be intensified if even small quantities of alcohol are also consumed.

Students taking medication are advised to ascertain potential side effects from their GP or pharmacist and to inform their Curriculum Head and Learning Support if there are any safety implications or factors which may affect their course of study.

Appendix 3

Local Organisations

<p>Clued Up Project The Bunker, Unit 9, Coal Wynd Estate Coal Wynd, Kirkcaldy Tel 01592 858 248 CLUEDUP@hotmail.com www.cluedupdrugs.org.uk A comprehensive and friendly drug information and support service for young people under 25 in the Kirkcaldy area. Also targeting the wider issues of general well-being and lifestyle.</p>	<p>DELTA Project 16 Church Street Glenrothes Tel 01592 611 733</p> <p>Drug Education Liaison and Training Agency across Fife. Main remit is education and training for adults.</p>
<p>Drug and Alcohol Project (Levenmouth) 1-2 Parkdale Avenue, Leven Tel 01333 422 277 daplevenmouth@yahoo.co.uk www.dapl.net Provides a free confidential service to individuals and families who are affected by drug and alcohol use.</p>	<p>Fife Alcohol Support Service 17 Tolbooth Street Kirkcaldy Tel 01592 206 200 enquiries@fife-alcohol-support.org.uk One-to-one counselling service for those with alcohol problems and also those affected by others with alcohol problems.</p>
<p>Fife NHS Addiction Service Ward 11, Cameron Hospital Windygates Community Alcohol Team Harm Reduction Team Provides advice and information on drug use and alcohol, and drug and alcohol related issues; support and counselling to clients and their families; confidential liaison and referral; education and harm minimisation programme</p>	<p>Fife Intensive Rehabilitation and Substance Misuse Team (FIRST) 3 Fergus Place, Kirkcaldy Tel 01592 585 960 enquiries@firstforfife.co.uk FIRST provides a Fife-wide community based rehabilitation service to individuals with Substance Misuse problems via one to one, group and volunteer support.</p>

Needle Exchange Services

Fife NHS Addiction Service

Ward 11
Cameron Hospital
Windygates
01592 716 446

West Fife Community Drugs Team

8 Viewfield Terrace
Dunfermline
01383 732 613
mail@wfcddt.co.uk

National Helplines and Websites

Alcoholics Anonymous 0845 769 7555

Drinkline 0800 917 8282

FRANK (National Drugs Helpline) 0800 776 600
www.talktofrank.com

Know the Score 0800 587 5879
www.knowthescore.info

Breathing Space 6pm-2am 0800 838 587

Samaritans email jo@samaritans.org 0845 909090

www.chooselife.net



Misuse of Drugs and Alcohol Policy and Procedure

INCIDENT REPORT

This report to be completed by members of staff for all incidents involving drugs.
Copies ASAP to the:

- ❖ Assistant Principal Curriculum and Quality
- ❖ Director Learner Services
- ❖ Executive Director
- ❖ Health and Safety Manager

1. **Date and Time of Incident:** _____

2. **Name of person completing this Report:** _____

3. **Campus**

- Stenton Southfield IAT Leven St Brycedale
 Leuchars Cosmos Kelty Brag Priors V1

Other: _____

Location: _____ Room no: _____

4. **People involved**

- Student Visitor Other: *Please specify* _____

Name and Address: _____

If a student - Course: _____

Curriculum Head: _____

5. Description of Incident (*please use a separate sheet if needed*)

6. Immediate action taken

7. To whom was the incident reported: _____

8. Subsequent action taken/comments

9. Drug type (if known): _____

Description of substance: _____

Name of person handed over to: _____

Where retained: _____

10. Contacts made (if applicable)

For office use only

ACTION TAKEN BY Assistant Principal Curriculum and Quality
Director Learner Services
Executive Director
Health and Safety Manager

Signature:

Date: