



Approved by: Andy Messent

Date: September 2026

Next review due by: September 2027

Drugs & Substance Misuse Policy

The aim of this policy is to acknowledge and clarify the provision's role in drug and alcohol prevention and education and ensure it is appropriate to pupils' needs. The policy provides information and guidance about drug and alcohol education, as well as procedures to respond to any drug and alcohol-related incident, for pupils, teachers, support-staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs and alcohol is a whole-provision one and is part of our commitment to and concern for the health and well-being of the whole provision community. Staff will need to be confident and skilled to teach drug and alcohol education and pupils need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug and alcohol-related incidents. Sanctions for incidents may be consistent with the provision's behaviour policy. This policy should also be read in conjunction with the RSHE, medicines, health and safety, smoking and SEND policies. This policy applies at all times to the provision premises, provision transport as well as provision visits/trips/residentials.

Definition: "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD, Novel Psychoactive Substances (NPS) and any other substances covered by the 1971 misuse of drugs act; psychoactive substances act 2016, or that is subject to a temporary class drug order(TCDO). The provision prohibits all substances having psychoactive effects on the brain: depressants, stimulants, cannabinoids, and hallucinogens.

The provision believes that the possession and or use of such drugs in provision, during the provision day or while travelling to/from provision is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto provision premises during the provision day, or while pupils are on provision visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.



Drug Education:

The provision provides discretionary topics that are delivered through RSHE and outside agencies and may reflect knowledge, understanding, attitudes and social skills that may:

- Enable pupils to make healthy, informed choices
- Key Stage 3, 11-14-year olds should be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange
- Key Stage 4, 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions.
- Promote positive attitudes to healthy lifestyles
- Provide accurate information about substances
- Increase understanding about the implications and possible consequences of use and misuse
- Widen understanding about related health and social issues
- Enable young people to identify sources of appropriate advice and personal support

On the whole, it will be tutors and outside agencies teach drug education. Such agencies should be used in a planned way and their contributions evaluated. Teachers may have access to on-going advice, support and training as part of their own professional development. The provision actively cooperates with agencies such as the LA, police, health and drug agencies (CGL, Jigsaw), of whom are commissioned to do so by the Local Authority.

Statutory duty of the provision:

The principal takes overall responsibility for the policy and its implementation, for liaison with its Stakeholder(s), parents / carers, LA and appropriate outside agencies.

The principal will ensure that all staff dealing with substance issues are adequately supported and trained.

No alcohol or drugs are allowed on the NTC premises.

Any alcohol or drugs will be confiscated and parents contacted; the relevant authority may also be informed.



Implementation of the policy:

In incidents involving substance misuse or supply on the premises/during the provision day and following discussion with the pupil(s) and staff, action may proceed as follows.

- Any medical emergencies may be dealt with as per Appendix A
- In cases of substance use/misuse or supply on the premises, during the provision day or during provision visits, the case will be discussed with the young person and recorded on CPOMS. Parents/carers and stakeholder school will be informed by the principal or vice principal as soon as possible. The support of outside agencies may be sought if appropriate
- If a young person admits to using or supplying substances off the premises, the appropriate action will be to inform the pastoral manager or vice principal who may inform the principal, who may inform the parents/carers
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the principal in consultation with his leadership team, business director and staff who know the young person well
- The provision may consider each incident individually and may employ a range of responses to deal with each incident. All staff, pupils, parents/carers may be informed of these issues.
- The Senior Management Team will be involved in drug-related incidents as they are concerning other matters relating to the provision.
- Both the Principal and Business Director may take responsibility for liaison with the media, where required. Additional support and advice are available from the LA Communication Officer-Education

APPENDIX A: Drug situation – medical emergencies

APPENDIX B: Situations involving drugs – non emergency



Appendix A: Drug situations – medical emergencies

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

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

Always:

- Assess the situation
- If a medical emergency, send for medical help and ambulance

Before assistance arrives If the person is conscious:

- Ask them what has happened and to identify any drug used
- Collect any drug sample and vomit for medical analysis
- **Do not** induce vomiting
- **Do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

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

For needle stick(sharps) injuries:

- Encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- If used/dirty needle seek advice from a doctor

When medical help arrives

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

“Drugs” refers to all drugs including medicines (prescription and “over the counter”), volatile substances, alcohol, tobacco, Novel Psycho-actives and illegal drugs.



Appendix B: Drug situations – non medical emergencies

Any student who attempts to enter the building or engage with 1:1 tuition whilst under the influence of drugs or alcohol will be assessed to check in case of medical emergency. If there is no such medical emergency parents will be informed and asked to collect their child from the school. This is made clear at time of induction. If for any reason the parents cannot arrange the safe passage home of their child, the stakeholder school will be informed and, following the advice of Clare McClean – Nottingham City LADO, asked to get involved.

Any person whose coat or clothes smell of drugs, and the senior management and/or behaviour manager are sure are not under the influence at the time, may be refused entry to the building. If the clothes can be respectfully removed & the student is allowed in parents may be contacted to collect the offending items immediately. If the smell of drugs is on clothes that cannot be respectfully removed, or coming from the student themselves, the student may be refused entry to lessons. In this case the parent will be contacted immediately, and the student sent home to change and bathe, to return later the same day not smelling of drugs.

As with other drug related incidents a record will be kept and stakeholder school informed.