

August 2023

Management Circular No 71

To Heads of all Establishments

Managing Incidents of Substance Use in Education Establishments Involving Young People

If there is an incident involving a parent or carer on the school premises, make contact with community police officer or call 101 if appropriate.

1. Introduction and Background

Alcohol and drug use and its consequences are of concern to all. The majority of children and young people of early years' and school age will not become involved in incidents related to alcohol / drug use. It is however accepted that some will become involved in using alcohol, drugs and solvents. Where there is a chance of such incidents occurring, there must be clear guidelines in place for the management of these incidents. All educational establishments fall into this category. Heads of Establishment must ensure that guidelines are in place, and are well understood by each member of staff, to enable incidents of alcohol / drug use to be managed effectively and ensure that the safety and welfare of everyone within the educational establishment continues to be of paramount importance.

This Management Circular is supported by:

- Substance Use Education Guidance for Staff in Educational Establishments (Dec 2018)
- Alcohol and Drug Partnerships: delivery framework (2019)
- The Curriculum for Health and Wellbeing: Guidance on Partnership Working (Nov 2017)

Links to supporting documents and supporting educational teaching and learning resources can be found on **Appendix C**.

- 1.1 This Management Circular provides Heads of Establishment with a statement of the policy of Education Services for the management of incidents of alcohol and drug use. This will assist educational establishments in responding appropriately to information, allegation or evidence that children or young people are using alcohol or drugs. It also provides advice for managing incidents involving alcohol or drug use by adults at the educational establishment.
- 1.2 Within this Management Circular, **alcohol-related incidents** should be reported using the electronic form, 'Managing Incidents of Substance Use in Educational Establishments' [here](#) and should be taken to include:
 - Suspicion and allegations about alcohol-related activities in and out of the educational establishment;
 - Disclosure about alcohol use taking place in the educational establishment and during out-of-establishment activities;
 - Child or young person displaying symptoms of alcohol use;
 - Child or young person in possession of alcohol on educational establishment premises, trips or transport;
 - Child or young person drinking alcohol on educational establishment premises, trips or transport;

- Child or young person selling / supplying alcohol on educational establishment premises, trips or transport.

1.3 Within this Management Circular, the use of the term drug refers to all drugs controlled under the Use of Drugs Act 1971 as well as any substance suspected to be a psychoactive substance or prescription only medicine for which the person does not have a prescription in their own name. **Drug-related incidents** involving controlled drugs should be reported using the 'Managing Incidents of Substance Use in Educational Establishments' reporting form [here](#) and should be taken to include:

- Drug-related litter on or near educational establishment premises;
- Suspicion and allegations about drug-related activities in and out of the educational establishment;
- Disclosure about drug use taking place in the educational establishment and during out-of-establishment activities;
- Child or young person displaying symptoms of drug use;
- Child or young person in possession of drugs on educational establishment premises, trips or transport;
- Child or young person taking controlled drugs, prescribed drugs or New Psychoactive Substances on educational establishment premises, trips or transport; and
- Child or young person selling / supplying controlled drugs, prescribed drugs or Psychoactive Substances on educational establishment premises, trips or transport.

1.4 **Parents / carers should be notified of the incident, advised to monitor their child for any unusual symptoms and to seek medical attention if necessary.**

See **Appendices A and B** for further clarification of action required and of the reporting process.

All incidents reported should be recorded on Seemis as a Significant Event

1.5 Heads of Establishment are responsible for ensuring that they are well prepared to manage incidents of alcohol or drug use, should they occur, and that staff, parents, carers and young people are aware of their role and function in the event of their involvement in incidents of this type.

1.6 Heads of Establishment should ensure that parents and carers are fully aware of the unacceptability of any incident of alcohol and drug use, including those involving parents and carers, and that all such incidents involving suspicious substances will always be reported to the appropriate authorities.

1.7 Each educational establishment should have its own policy in line with this Management Circular detailing how incidents of alcohol or drug use will be managed. Children, young people, parents / carers and staff should know what to do and who to tell in the event of an incident. These responsibilities and outline of school procedures should be recorded in school handbook.

2. Action Required Following an Incident of Alcohol or Drug use

Managing the child or young person involved in an incident of alcohol or drug use

2.1 Incidents of alcohol or drug use **must** be reported immediately to the Senior Manager on duty.

2.2 Each educational establishment should have in place procedures to protect the welfare of a child or young person after an alcohol or drug incident. The child or young person should receive extra supervision and reassurance in the period following an alcohol or drug incident as they may feel extremely vulnerable at this time.

- 2.3 After the event there should be a consideration of the need to create or update an existing personal risk assessment for the young person. For further information and examples of risk assessments: <http://www.goglasgow.org.uk/Pages/View/67>
- 2.4 Monitoring and support should be based on the child's plan and where possible agreed by the child or young person and his or her parents / carers. It is intended that this provision will prevent further alcohol or drug use. Provision of supports should be monitored to ensure that further alcohol or drug use does not put the child or young person or others at risk.
- 2.5 Where a child or young person is attending the educational establishment and receiving support or treatment from an outside agency, the educational establishment will be required to liaise closely with Health and Social Care Partnership staff and / or other service providers and agencies involved.
- 2.6 Following a reported incident, school staff, in particular staff involved in pastoral care, are expected to review chronology recorded for a young person to ensure that the plan in place to support them is responsive to their needs. A "Team Around Child" approach is promoted to ensure that all supports are in place to support the child.

See **Appendices A and B** for further clarification of action required and of the reporting process.

3. Other agencies and services

- 3.1 Local multi-agency partnerships are in place to respond and offer support to incidents where required. These include education staff, Police Scotland, Third sector organisations and Health and Social Care Partnerships.
- 3.2 Many secondary schools have a Campus member of Police within the establishment. This close partnership can be utilised to support the response to any incidents. Education staff are required to report the incident to the Education Department if the campus police person that is the person involved in the investigation to the school based incident.
- 3.3 Multi-agency partnerships can be accessed with any plans of follow up work for the young person and/or their family. These supports should be considered as part of the "Team Around the Child" approach.

4. Taking possession of substances suspected of being controlled drugs, non-prescription drugs or New Psychoactive Substances

- 4.1 Under the Use of Drugs Act 1971, staff may take temporary possession of a substance while waiting to hand it over to the Police. Staff should have corroboration of any substance seizure, and it should be logged and locked in a safe or locked compartment until handed over to the Police. All such actions should be witnessed, recorded and subsequently reported to the Executive Director of Education Services and copy in the Quality Improvement Officer for Health and Wellbeing.
- 4.2 Police are entitled to detain and search anyone suspected to be in possession of drugs. Such searches are the responsibility of Police Scotland not the Educational Establishment.
- 4.3 If any member of staff should take possession of a suspicious substance, this should be immediately brought to the attention of Senior Management who will store it securely, contact the police and record the incident on the relevant forms.

5. Dealing with discarded needles and syringes

- 5.1 Each educational establishment has agreed procedures to deal with discarded needles and syringes. In the event of a needle or syringe being found, these should not be touched. The

Janitor or designated member of staff should be alerted to remove the needle or syringe using protective equipment and dispose of the item safely and securely. A 'Managing Incidents of Substance in Educational Establishments' report form, [here](#) should be completed and action taken based on local arrangements. Any needles can be uplifted by GCC, "Report a Discarded Needle in a Public Place." <https://www.glasgow.gov.uk/index.aspx?articleid=20296>

- 5.2 All staff, children and young people should know what to do and who to tell in the event of a needle or syringe being found in or around the establishment.

6. Responding to the Media

- 6.1 Staff should refer any media enquiries they may receive to the Head of Establishment (or another nominated person in the educational establishment or Education Services) who will liaise with the appropriate Head of Service and the Senior Communications Officer, Chief Executive's Department Public Relations and Marketing Media Office (0141 287 0918).
- 6.2 If the press approaches the educational establishment before a statement is ready, the response should be that a statement will be released in due course.
- 6.3 Apart from agreed statements, educational establishment staff should not make comment to the press.

7. Managing incidents of alcohol or drug use involving school staff, parents or carers.

- 7.1 Heads of Establishment must deal appropriately with incidents involving alcohol or drug use or alcohol or drug-related behaviour by adults.
- 7.2 If there is an incident involving staff involving alcohol or drug use, HR policy and procedures should be followed.
- 7.3 As with incidents involving children and young people, some situations will require immediate action in collaboration with other agencies to ensure the protection of any child or young person.

If educational establishment staff are not confident that an adult is able to provide appropriate care and supervision of a child or young person because they are under the influence of alcohol or drugs, they should attempt to contact an alternative guardian / carer before contacting Health and Social Care Partnership staff, and if necessary, the police.
- 7.4 If there are concerns about the safety of a child or young person, staff should attempt to persuade the adult not to leave with the child or young person until appropriate help arrives. If the adult insists on leaving with the child or young person, staff should not attempt to restrain them but immediately inform Health and Social Care Partnership staff and Police Scotland.
- 7.5 Where there is an incident involving staff, the Head of Establishment should refer to the information and guidance that can be found on Connect [here](#).

8. Communication and Handling within the Establishment Community

- 8.1 In conjunction with the Executive Director of Education Services (or agreed representative) Heads of Establishment will need to consider how information on individual alcohol or drug incidents should be communicated. Depending on the nature of the incident/s staff may be informed if deemed necessary by the Head of Establishment. Whether information should be communicated to all parents / carers generally, and the wider community, will depend on the nature of the incident and whether lack of communication would cause the spread of misinformation about the incident. No information should be released without agreement from the Executive Director in consultation with the Media Office.

- 8.2 At all times, the name of the child or young person involved should not be divulged, as the matter may be '*sub judice*'.
- 8.3 Where Heads of Establishment decide there may be a possible risk to the health of other children or young people in the educational establishment, they should seek agreement from the Executive Director to inform parents / carers.

9. Education Department

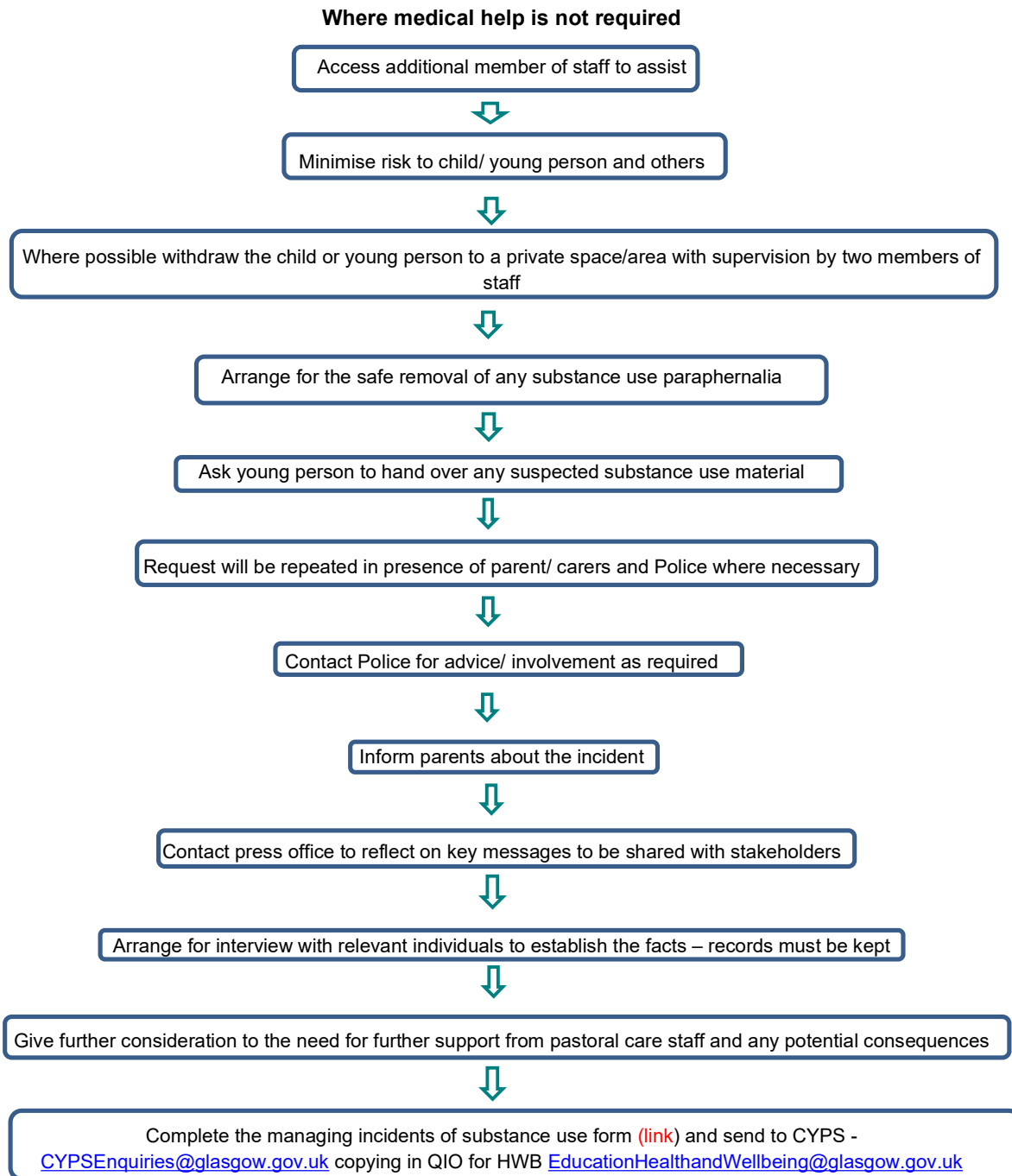
- 9.1 Reports submitted by schools will be recorded and used to target support within the city where necessary.
- 9.2 Relevant data from reports will be shared at Area Improvement Teams (AIT) three times a year. This will provide the area teams the opportunity to reflect upon the incidents and implement targeted supports to individual schools and/or areas of Glasgow if required. Quality Improvement Officer for HWB will share data taken from submitted reports with Health Improvement and Education Group (HIEG) three times a year. This will provide the partnership group the opportunity to reflect upon trends and themes that may emerge. In response, supports within areas can be reviewed and/or training opportunities for staff in response to the data shared.

10. Conclusion

This Management Circular provides a statement of the procedures to be undertaken when managing incidents of alcohol or drug use. It constitutes Education Services' policy in this area and is mandatory for all Glasgow City Council educational establishments.

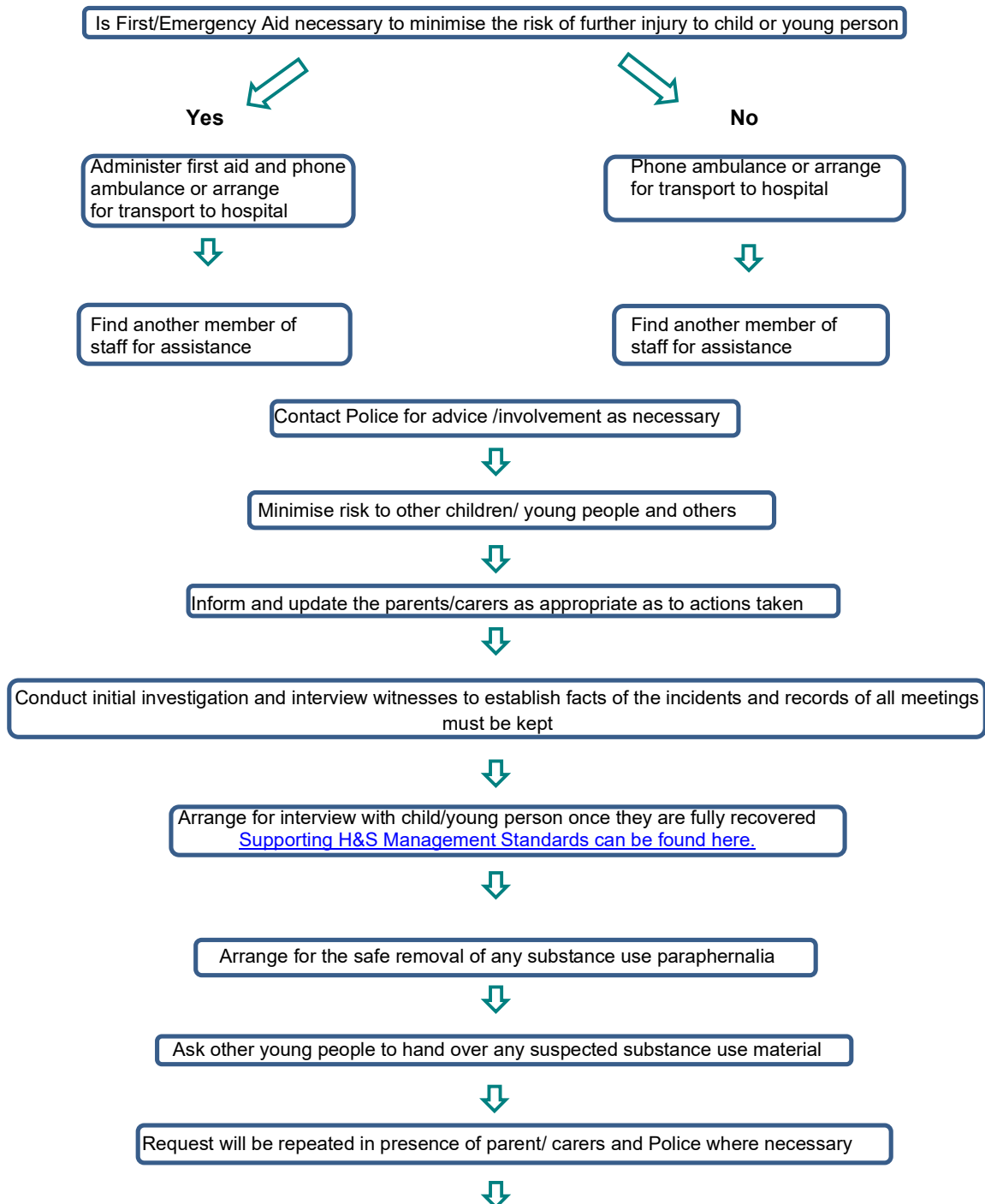
Douglas Hutchison
Executive Director of Education Services

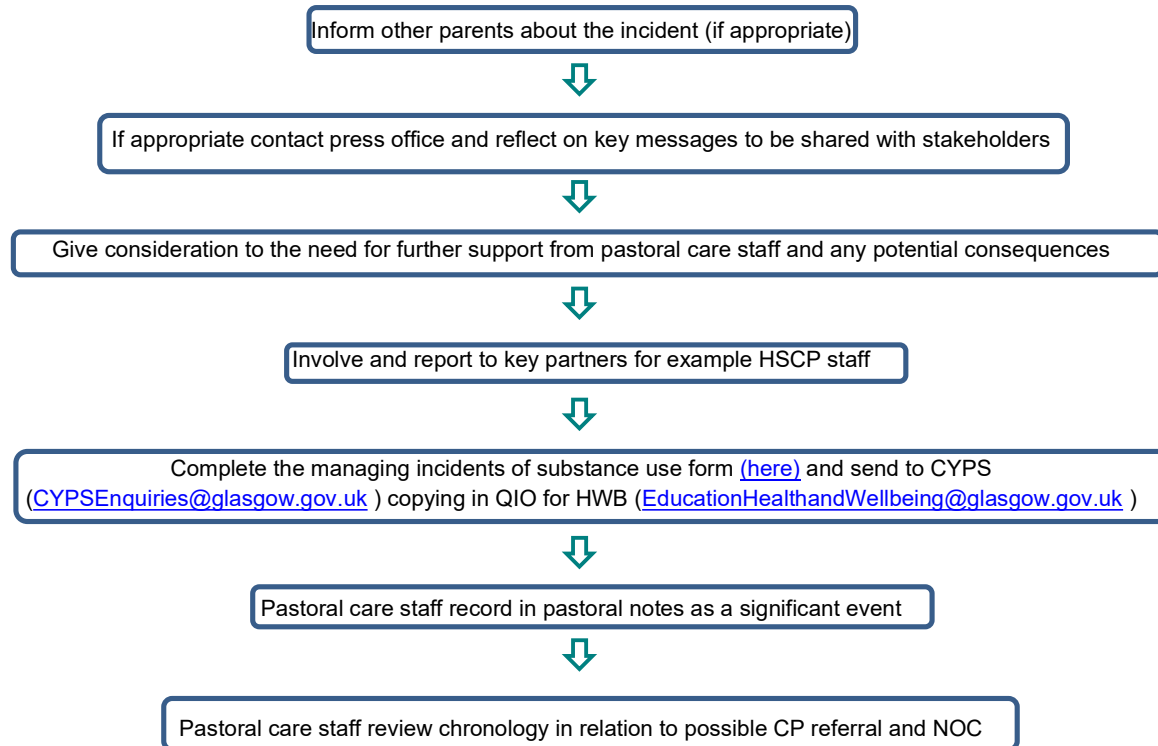
Managing an Incident Involving Substance use of a Controlled Drug by a Child or Young Person



Managing an Incident Involving Substance use of a Controlled Drug by a Child or Young Person

Where medical help is required





Resources

The main resource for teaching and learning for substance use in Glasgow is the Glasgow City Council Substance use Toolkit. This quality assured resource can be found on the HWB framework, GO Glasgow and from the QR code below. Please note that Health Improvement update this resource periodically so please ensure the most updated version is in use.



In addition, further information and guidance can be found at:

1. The Mental Health, Equalities, Alcohol and Drug Team for GCC NHS can be contacted at: ggc.mhead@ggc.scot.nhs.uk
2. In addition, Education Scotland have published, Alcohol and Drug resources for teaching substance use for early years, primary and secondary school pupils. These lessons can be used to supplement the GCC Substance Use Toolkit. <https://iammescotlandeducation.org.uk/>

Free usernames and passwords can be requested by emailing iamme@renfrewshire.gov.uk or iammescotland@outlook.com to allow full access to this resource.

Related Reports/Initiatives

Alcohol

3. **Alcohol Framework (2018)** – A framework which sets out the Scottish Government's national aims on alcohol. <https://www.gov.scot/publications/alcohol-framework-2018-preventing-harm-next-steps-changing-relationship-alcohol/>
4. **Rights, Respect and Recovery (2018)** - Scotland's strategy to improve health by preventing and reducing alcohol and drug use, harm and related deaths. <https://www.gov.scot/publications/rights-respect-recovery/>

Alcohol and Drugs

5. **Alcohol and Drug Partnerships: delivery framework (2019)** - Framework for local partnerships between health boards, local authorities, police and voluntary agencies working to reduce the use of and harms from alcohol and drugs. <https://www.gov.scot/publications/partnership-delivery-framework-reduce-use-harm-alcohol-drugs/>

Drugs

6. **Rights, Respect and Recovery (2018)** - Scotland's strategy to improve health by preventing and reducing alcohol and drug use, harm and related deaths. <https://www.gov.scot/publications/rights-respect-recovery/>

Other

7. **Children's Social Circumstances and Educational Outcomes (2018)** - A briefing paper which offers information about how the circumstances in which children and young people are born, grow up and learn contribute to inequalities in educational outcomes. <http://www.healthscotland.scot/media/2049/childrens-social-circumstances-and-educational-outcomes-briefing-paper.pdf>

8. **Scottish Schools Adolescent Lifestyle and Substance User Survey (SALSUS) 2018** - SALSUS is a source of information on alcohol, drug and tobacco use among Scotland's young people. It is important because the survey data acts as the official measures of progress towards targets for reducing smoking and drug use, and to monitor their priority of addressing harmful drinking <https://www.gov.scot/publications/scottish-schools-adolescent-lifestyle-substance-use-survey-salsus-national-overview-2018/>

Examples of Services/Support for Young People

Glasgow City Youth Health Service - <https://www.nhsggc.scot/downloads/glasgow-city-youth-health-service-leaflet/>

Glasgow Council on Alcohol - <https://www.glasgowcouncilonalcohol.org/>

Alcohol and Drug Recovery Services (ARDS) - [Alcohol and Drug Recovery Services - NHSGGC](#)

FASD Hub Scotland – Provides [Factsheets](#) for educational practitioners including: Strengths of Students with FASD and Flexible FASD Support Strategies for Education Staff. This website also includes resources on events/training.

