

HIGH CLOSE SCHOOL POLICY & PROCEDURE

SUBSTANCE MISUSE POLICY (36) (INCORPORATING ALCOHOL)

(Reviewed and revised January 2010)

Healthy Schools	Theme 4 Emotional Health and Wellbeing
School Improvement Plan	4.1.4
Ofsted Self-evaluation	D 2.3.2
National Minimum Care Standards	Standard 14
Every Child Matters Outcomes	Being Healthy Staying safe Making a positive contribution Achieving economic well-being

HIGH CLOSE SCHOOL

‘ Working together to unlock potential ’

MISSION STATEMENT

“High Close School, inspired by the unique worth of every individual, strives to create opportunities to achieve full potential through the pursuit of excellence in both academic and social education”

The Leadership of the school will facilitate the realisation of the school’s Mission through the following aims:

AIMS OF THE SCHOOL

1. To deliver an enjoyable, stimulating and differentiated curriculum, which encourages every pupil to achieve to their highest level both academically and socially. (ECM3)
2. To provide a caring environment in which pupils feel safe and learn to make healthy choices about their style of life. (ECM1&2)
3. To develop pupils’ awareness of moral, social, cultural and spiritual values so that they can make a positive contribution to the community. (ECM4)
4. To prepare pupils to become independent, responsible citizens. (ECM5)
5. To work in partnership with parents, carers and other stakeholders to ensure pupils are given every opportunity to achieve their full potential. (ECM3)
6. To ensure a well managed school in which the school’s resource needs, and staff development needs, are met.

**(ECM – Every Child Matters)
INTRODUCTION**

All drugs have the potential to harm; but some drugs are more harmful than others. For a small number of people, substance misuse can lead to serious and far reaching consequences, not only for themselves, but their families, their communities and society in general. For children and young people in particular, substance misuse can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

All children and young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving substance misuse; by creating a safe and supportive learning environment; and ensuring those for whom the misuse of substances is a concern, receive appropriate support.

In the context of this policy, use of the word 'Drugs' refers to all drugs, including medicines, volatile substances, alcohol, tobacco and illegal drugs

RELATIONSHIP TO OTHER SCHOOL POLICIES:

This policy should be read in conjunction with:

- [Safeguarding](#)
- [Confidentiality](#)
- [Health and Safety](#)
- [Science Policy](#)
- [Staff Code of Conduct](#)
- [Arrangements for regulating, accompanying and vetting visitors](#)
- [Administration of Medication](#)
- [First Aid](#)
- [Working with parents and carers](#)
- [PSHME Policy](#)

THE PURPOSE OF THIS POLICY

The purpose of this policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and Safeguard the health and safety of pupils and others who use the school
- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme

- Enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency and in the best interest of those involved
- Ensure that the response to incidents involving substance misuse complements the overall approach to substance misuse education and the values and ethos of the school
- Provide a basis for evaluating the schools substance misuse programmes and the management of incidents involving illegal and other unauthorised substances
- Reinforce the role of the school in contributing to local and national strategies

Every school in England and Wales is required to have a Substance Misuse Policy in place with clear guidelines for the management of substance-related incidences on school premises. This policy reflects the whole school health ethos and approach to health

The definition of the term ‘substances’ includes illegal and legal drugs; including alcohol, prescription medicines, illegal drugs, over-the-counter drugs, volatile substances (glue, aerosols etc) which alter mood of an individual. Paraphernalia are items associated with substance misuse that aid their use such as needles, rizzla papers (smoking), ‘bongs’, pipes, small bags/wraps etc.

At High Close School we are committed to positively and constructively address the issue of substance use and misuse. We believe that by providing effective education and having a process in place by which we respond to substance-related incidents we are demonstrating responsibility for the young people in our care.

At High Close School we appreciate that the use of substances is not confined to one particular setting and we are not immune from the effects. We do recognise that some young people will experiment and use substances.

The School’s approach is to minimise harm to young people as part of our duty to safeguard them. ‘Harm minimisation’ is an approach in which an attempt is made to reduce or minimise the harm towards an individual and/or others through changing high-risk behaviour to safer behaviour.

This policy has a whole school community approach. We will canvass pupil attitude, level of knowledge and behaviour as part of the programme to ensure the relevance of the programme. Parents’ views will also be sought in the process.

PRESCRIBED MEDICATION

Prescribed medication is kept safe whilst on school premises. The School has a [Administration of Medication Policy](#) which addresses relevant issues with regards to prescribed medication.

STAFF CONSIDERATIONS

This policy recognises the importance of a whole school approach and therefore there are considerations for staff involved in caring for young people, as they have a particular responsibility in relation to the use of substances.

Controlled substances use will be viewed as a criminal offence; staff considered to be under the influence may be asked to leave the campus pending investigation. This issue is addressed within the [Staff Code of Conduct](#).

EDUCATION

We believe that education about the use and misuse of substances is most effective as part of a wider personal, social and health education (PSHME) programme that should begin at primary school and continue into secondary school. We consider that the earlier that drug education begins and the more consistently it is made available at an age-appropriate level, the more effective it will be in enabling young people to grow up safely in a drug using world and achieve their full potential.

High Close School has embraced the government's 'Healthy Schools' initiative and has achieved National Healthy Schools Status (NHSS). In accordance with the Healthy Schools standards, we deliver this particular education programme targeted specifically at pupils' individual needs. An effective education programme should increase pupils' knowledge about substances and also enable them to:

- Make informed choices and decisions;
- Develop personal initiatives and be able to take responsibility;
- Develop assertiveness in appropriate situations
- Develop the motivation to succeed.

As part of our responsibility for the education, care and welfare of young people, High Close School delivers education about substances through the 24 hour curriculum undertaken by school staff and residential workers. The primary vehicle for the substance education programme will be through PSHME. The advantages of delivering this particular topic through PSHME are:

- The allocation of time that can be given to the issue and the opportunity for pupil discussion and involvement;
- The opportunity to draw on other related PSHME topics
- To enable pupils to develop the necessary knowledge, skills and attitude that enable them to resist misusing substances by addressing the social, legal, health, and moral impact.

See 'Framework' for further information

DRUGS AND THE LAW

Misuse of Drugs Act 1971

The Misuse of Drugs Act 1971 is the main law covering drugs that are considered 'dangerous or otherwise harmful'. It categorises these drugs as Class A, B or C controlled drugs and places restrictions on their possession, supply and production.

Under this Act it is against the law to:

- Possess a controlled drug unlawfully
- Possess a controlled drug with intent to supply it
- Supply a controlled drug (even where no financial charge is made for the drug)
- Knowingly allow premises you occupy or manage to be used for supply or production of a controlled drug.

Medicines Act 1968

The other important law governing drugs is the Medicines Act 1968. This regulates drugs that are used as medicine. There are three main categories:

- 'Prescription-only' drugs – pharmacists can dispense these, but only if the drugs have been prescribed by a qualified medical professional
- 'Pharmacy medicines' – a qualified pharmacist can sell these in a chemist's shop without the need for a doctor's prescription
- 'General' – these everyday medicines, such as aspirin, may be sold without a prescription in any shop or outlet.

The majority of controlled drugs have a legitimate medical use and are therefore also available on prescription. It is therefore possible for a qualified medical professional to prescribe them to patients but possession without a prescription is illegal.

Drugs Act 2005

The Drugs Act 2005 contains a provision which requires courts to take into account aggravating factors – such as dealing near a school – when sentencing offenders.

LAWS ON ALCOHOL

It is against the law:

- To give a child under five alcohol (except in a medical emergency)
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol in any circumstances or in any place at all
- For someone under 18 to consume alcohol in any part of licensed premises, with one exception: 16 and 17 year-olds accompanied by an adult may consume, but not buy, beer, wine and cider with a table meal in licensed premises
- For an adult to purchase alcohol for a person under 18 for consumption on licensed premises, except where beer, wine or cider is bought for 16 and 17 year-olds who are accompanied by an adult, for consumption with a table meal in licensed premises
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18

- For children under 16 to be on a premises which is used primarily or exclusively for the sale of alcohol for consumption on the premises, unless they are accompanied by an adult
- For children under 16 to be on any licensed premises selling alcohol for consumption between the hours of midnight and 5am, unless they are accompanied by an adult
- To sell liqueur confectionery to anyone under 16
- To be drunk in a public place
- To drive with more than 80mg of alcohol in 100ml of blood

Further detailed information, including Drug Classification, can be found by following the link to [Understanding Drugs](#) which provides substance misuse information for teachers.

Framework

Personal development in school is the means by which all young people are supported in their spiritual, moral, physical, emotional, cultural and intellectual development according to their needs, and regardless of their social and/or economic backgrounds. It promotes their wellbeing and enables them to develop their potential as healthy, enterprising and responsible citizens in our society.

An effective curriculum that supports personal development is one of the main ways in which a school can demonstrate its contribution to the Every Child Matters (ECM) outcomes.

These outcomes are reflected directly in the curriculum aims – for young people to become successful learners, confident individuals and responsible citizens – and this makes ECM a fundamental feature of the curriculum. The personal, learning and thinking skills are also integral to the personal development of young people and the roles they take on in life – as family member, friend, neighbour, partner, parent, employee, employer, citizen and member of communities.

An effective curriculum will include a planned and coherent approach to personal development and ECM and be reflected in the ethos and values of the school. Every member of the school staff can contribute to personal development and therefore to the wellbeing of each young person in the school.

Following an independent review, the government have now stated their intention to make Personal, Social, Health and Economic Education (PSHE), a statutory programme of study. Further updated information can be found by following the link to the [National Curriculum](#).

The current PSHME programme provided in school:

Key Stage 3

- Raising awareness of substances that are used and abused

- Designer images; understanding the impact of the media in relation to substance misuse and stereotypes it reinforces
- Attitudes to risks, looking at the affect of alcohol in society; the rules and laws
- Attitudes to smoking and behaviour linked with smoking
- The influence of peers, the messages received from friends and the media on alcohol
- Under the influence of alcohol; the facts
- Understanding the effects and associated risk of using illegal substances
- Raising awareness of the types and groups of illegal substances and the different effects, information and language
- Making decisions about substances; making informed and considered choices
- Alcohol use in social settings – attitudes and messages in the media
- Substances – the law, attitudes to substances, users and facts
- Smoking; assessing the appeal, tobacco’s history and the risks involved

Key Stage 4

- Taking risks; identifying and exploring risky behaviour
- Under the influence of peers and self value and assertiveness
- Affect of alcohol advertising and related responses
- Risks related to the misuse of alcohol and substances
- Use of drugs in sports and role models
- Exploring local and national support groups/organisations
- Treatments of substance misuse
- Immediate help for someone under the influence of a substance – ABC of first aid
- Making decisions about smoking, alcohol and substances
- Managing stress

Residential setting

The work undertaken by Residential Project Workers as part of the 24 hour curriculum complements the more formal provision of education within the school setting. PSHME programmes are devised, implemented, monitored and reviewed by residential staff, including individual, and where appropriate, group work, including substance misuse. These programmes are tailored to meet the needs of individuals, based on age, stage of development as well as social background and circumstance.

THE ROLE OF ‘SUBSTANCE MISUSE COORDINATORS’

Within the school, there are identified Substance Misuse Co-ordinators. The Co-ordinators’ responsibilities are:

1. To implement, manage, support, monitor, evaluate and develop the substance misuse programme across the whole school provision.

2. To ensure that the programme complies with DCSF guidance and is properly resourced.
3. To maintain their personal levels of knowledge and skill, to keep informed about local and national developments and to communicate these to staff as appropriate.
4. To liaise with other schools/settings about continuity, progression and consistency for children and young people with regard to both substance misuse education and the management of substance misuse related incidents.
5. To be the contact person for substance misuse related issues for external agencies.
6. To provide support for staff involved in substance misuse related incidents and to offer guidance and advice to staff delivering substance misuse education.
7. To ensure that all substance misuse related incidents (and sanctions) are properly recorded and retained confidentially.
8. To organise in-house staff training on substance misuse issues.
9. To review the implementation of the School provision substance misuse policies and provide a biennial report.
10. To keep the Principal and Governors informed of any developments.

DEALING WITH SUBSTANCE RELATED INCIDENTS

All staff have a responsibility for the safety and well-being of the pupils at High Close School. The following practice guidelines are to assist staff to deal with immediate issues and thereafter other responsibilities arising from suspected substance use by any pupil at the school:

HEALTH ISSUES

- The pupil's health and well-being must be assessed and closely monitored.
- Staff should endeavour to gather as much information regarding the incident including what drug(s) was used, when it was used and how
- If there are any concerns about the young person's health they should be taken by staff to Accident and Emergency at a local hospital.
- Parents should be informed when medical attention/treatment is sought.

OTHER AREAS OF RESPONSIBILITY:

- All substance related incidents need to be reported to a senior member of staff.
- All substance related incidents are to be viewed as serious and should be recorded on a Serious Incident Sheet.
- Police will usually be informed of controlled substance related incidents.
- The School intends to work closely with the police in dealing with incidents where controlled substances are involved.
- The law permits staff to take temporary possession of a confiscated suspicious substance.
- Confiscated substances will be handed to the police or destroyed if asked to do so by the police.
- Any suspicious substance that the police ask to be destroyed will be undertaken in the presence of a witness and records kept.
- While awaiting collection or delivery of a substance by the police; it should be stored in a locked/secure place, e.g. in the Principal's office.
- Legal substances, such as glue or solvents can be disposed of or destroyed on the school premises.
- It is the school's responsibility to deal with the disposal of sharps (needles and syringes) in a safe way using Sharps Boxes.
- Young people are required to hand over any suspected illegal and unauthorised drug/substance and paraphernalia with a second member of staff present wherever possible. Staff may request a young person to turn out the contents of bags and pockets; if a pupil refuses then police can be called to deal with the situation.
- Staff are permitted to search pupils' bedrooms on suspicion of possession of illegal substances and record this appropriately on the individual's Health and Safety Check form within their Placement / Care Plan.
- Pupils may wish to disclose information in confidence. Staff should explain that they can not guarantee confidentiality.
- It is the School's policy to work in partnership with parents/carers. Parents/carers will usually be informed of any substance related incidents involving their child.

PROCEDURE TO FOLLOW IF SUSPICIOUS SUBSTANCES OR CONTROLLED DRUGS FOUND.

Storing

If a controlled substance is seized it must be put in an envelope, sealed, signed, dated and the time must be recorded across the seal of envelope. This ensures the chain of evidence is protected best as possible.

It is lawful for staff to keep seized substances until delivery to Thames Valley Police. The controlled substance must be put in the unit safe until handed over to the police.

Records

Staff must phone Senior On Call or liaise with the Senior Management Team to inform them of the situation and seek permission to involve the police.

Staff must keep a written record of incident on Substance Misuse Form (See Appendix) and this should also be noted using the appropriate key within the Daily Log Book.

The record should include:

- The names of the pupils involved
- Ground of suspicion
- Who was present
- Outcomes and follow up activities
- Parents informed

If Thames Valley Police are involved it is important to record the reference or URN number and the names of the officers dealing with the case.

SANCTIONS

Any sanctions imposed for substance related incidents should be justified in terms of:

- Appropriateness of response;
- Be proportionate to the gravity of the incident;
- Address the needs of all concerned;
- Be consistent with existing rules and any previous action taken in response to incidents of this nature

Strategies to deal with substance related incidents will include:

- Written warnings, where letters will be sent to parents
- Specific areas of intense drug education
- Police caution
- Police prosecution
- Exclusion – fixed period

A decision to exclude a pupil permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following use of wide range of other strategies, which have been tried without success. Permanent exclusion will be used in cases of repeated possession of or dealing substances.

PARENTS/CARERS

High Close places a great deal of importance on working with parents and carers. Effective support, communication and cooperation are central to the relationship between school and parents/carers in order to safeguard and promote young people'

welfare. Parents/carers are encouraged to contact the school to discuss any concerns arising from this policy or in terms of their child's education with regards to substance use/misuse.

Where appropriate, the School will seek to involve parents/carers at an early stage in the management of any incident and keep them informed of progress thereafter.

GOVERNORS

The Board of Governors should appoint a member who has the remit to monitor the implementation of this Policy and report back to the governing Body on a regular basis.

LINKS WITH DRUG ACTION TEAM (DAT) - AND JOINT WORKING

A Barnardos Project – Wokingham Substance Misuse, has been in operation since July 2007. Barnardos currently has a Substance Misuse Worker, who works between Waterford House, Wokingham and Tannadice at High Close School. (See Contacts). Their work will entail individual and group work within Wokingham community and will also undertake some work with pupils and staff at High Close School.

High Close School recognises the need for joint working and collaboration with other relevant agencies. These include Health, Education, Social Services, Police, specialist drug services - Drug Action Teams (DATs).

For a list of useful resources see Appendix. The School will work in partnership with parents to safeguard their children, consulting with parents about referrals to other specialist agencies, where appropriate.

If it is considered appropriate to make a referral to Wokingham DAT, this will need to be done in consultation with the young person, parents/cares and where applicable, local authority social care departments. A Drug Use Screening Tool (DUST) is available for use with young people to assess their use of substances (see Appendix).

Staff may want to use a more child friendly screening tool in working with young people. If so please see Appendix - Self Drug Use Screening Tool SUST. Information gained in completing the SUST with a young person can then be used as a basis to complete a DUST and Wokingham or another local authority DAT.

Appendix

COMMUNITY CONTACTS

Further information and contact details can be found by following the link to: Wokingham Substance Misuse services.

Berkshire Healthcare NHS Trust information can be found at this link; Berkshire NHS Trust

The Reading **Drug and Alcohol Action Team (DAAT)** oversee substance misuse treatment services and further information can be found at the following link: Reading Borough Council substance misuse services

The **Source Young Persons' Drug Service** (for under 18s) 16 North Street, Reading RG1 7DA, Telephone: (0118) 901 5666

Follow this link for the **Alcohol Advice leaflet** for West Berkshire.

Arc Youth Counselling – counselling, advice, signposting and leaflets
35 Reading Road, Wokingham, RG41 1EG
Tel: 0118 9776710 Email: coordinator@arcweb.org.uk Website: www.arcweb.org.uk

Why Let Drink Decide? A website which aims to raise awareness of how alcohol can make young people vulnerable to many social problems.

HEALTH

Moss Pharmacy – Needle Exchange Programme (to obtain sharps boxes) 33 Broad Street, Wokingham,
Tel: 0118 9787459.

LOCAL POLICE

The School's Liaison Officer based at: Loddon Valley Police Station, Lower Earley,
Tel: 0118 9181600 – can:

- identify a substance
- dispose of a substance confidentially (staff or pupil do not have to be named)
- take part in home-visits or fixed exclusions related to drugs/alcohol.

NATIONAL ORGANISATIONS AND WEBSITES

Adfam

An organisation offering support and information to families of drug users. Tel: 020 7928 8898

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

Alcohol Concern

The national agency on alcohol misuse. Works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Tel: 020 7928 7377 Email: contact@alcoholconcern.org.uk www.alcoholconcern.org.uk

Department of Health (DH)

The Department's website includes drug-related information, such as the annual survey on young people's drug use. www.dh.gov.uk

Drug Education Forum (DEF)

The forum promotes the provision of effective drug education for all children and young people in England. Tel: 020 7739 8494 Email: def@mentoruk.org www.drugeducationforum.com

DrugScope

The education and prevention team provides advice and information on drugs. Tel: 020 7928 1211 Email: ed&prev@drugscope.org.uk www.drugscope.org.uk

Giving up smoking

For all the advice, information and support smokers need to stop and stay stopped. NHS smoking helpline: 0800 169 0 169 www.givingupsmoking.co.uk

National Children's Bureau (NCB)

NCB provides information and support on all aspects of Personal, Social and Health Education including alcohol and other drugs. Tel: 020 7843 1901 www.ncb.org.uk/library/pshecis

NATIONAL ORGANISATIONS AND WEBSITES**National Drugs Strategy**

The strategy website contains information for DATs and interested individuals to find out about the government's National Drug Strategy. www.drugs.gov.uk

PSHE framework

The entire PSHE framework can be found at: www.nc.uk.net/home.html

Release

Provides a range of services dedicated to meeting the health, welfare and legal needs of drug users and those who live and work with them. Tel: 020 7729 5255 www.release.org.uk

Re-Solv

The Society for the Prevention of Solvent & Volatile Substance Abuse. Tel: 01785 817885 Helpline: 0808 800 2345 www.re-solv.org

National Drugs Helpline – ‘Talk to Frank’ Tel: 0800 77 66 00 Website: www.talktofrank.com

DAT – www.drugs.gov.uk/dat/directory

Drinkline - Tel: 0800 917 8282

Drink and Drugs – website www.drinkanddrugs.net

Drugscope – www.drugscope.org.uk

Every Child Matters – Choosing not to take illegal drugs is an aim within the ‘be healthy’ outcome www.everychildmatters.gov.uk

ASSESSMENT AND RECORDING

Following each incident the Substance Misuse Co-ordinators must be informed and a record made.

Assessment

Factors which need to be taken into account will include:

- The age of the pupil;
- The type of substance used;
- The nature of the incident;
- The likely impact on the pupil’s health/development;
- The likely impact of the pupil’s behaviour on others;
- Whether this is the first incident or not;
- The pupil’s attitude and response to the incident;
- The pupil’s circumstances and need for support;
- What sanctions have been imposed in the past (if any) and their impact;
- The sanctions/support which have been offered to other pupil’s in similar situations in the past;

Upon completion of the assessment a decision will be made about what (if any) sanctions will be applied. A discussion should take place with the pupil about their need for support and how this might be met.

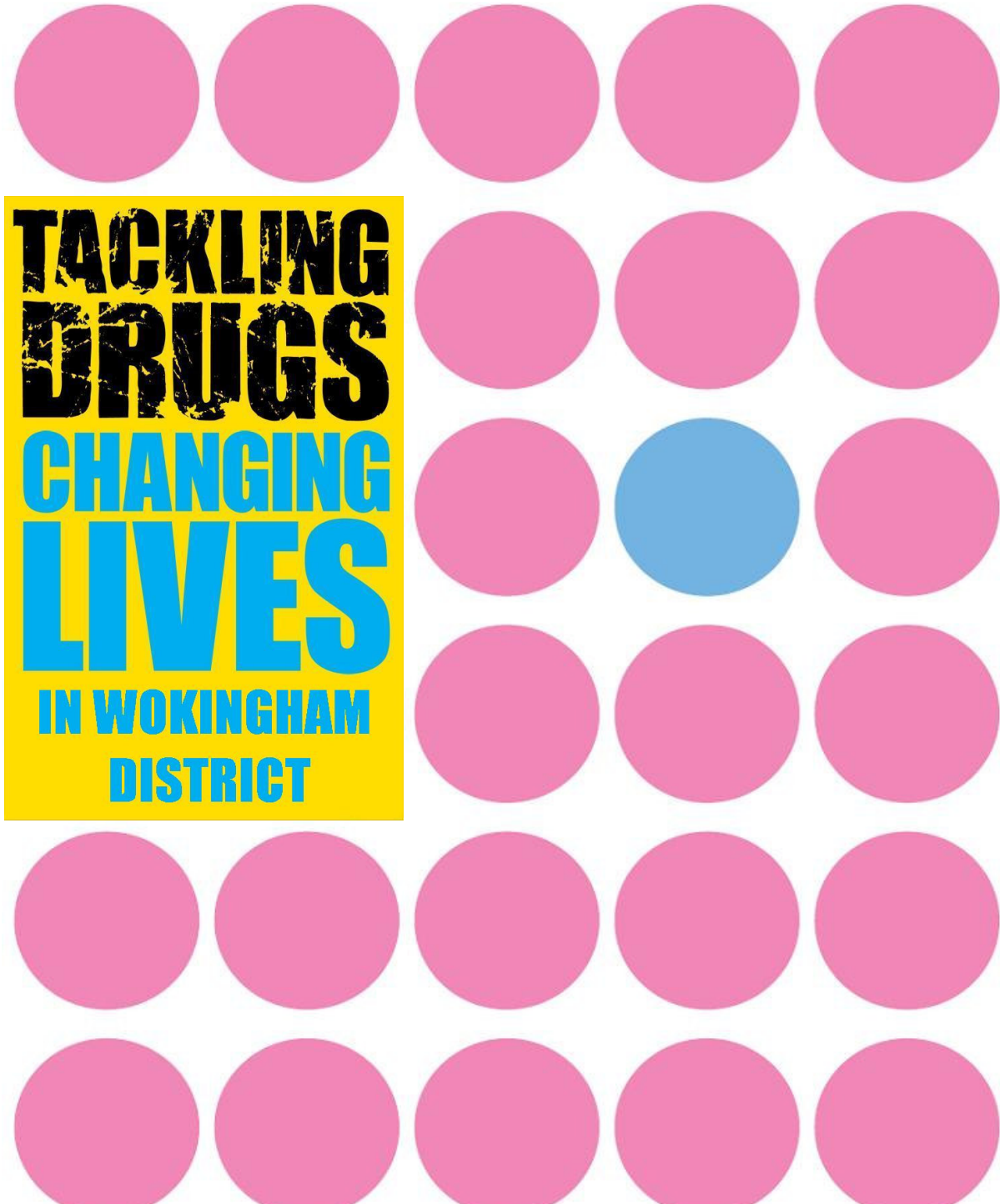
RECORD OF SUBSTANCE MISUSE RELATED SITUATION

Unique Incident No

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Child's name:	Age:	Date:	Staff involved:
Unit:	Date:	Time:	
<i>(Please Tick)</i>			
Emergency intoxication		<u>Medical treatment</u> Young person referred to: 1. First Aider Y/N N/A 2. GP Y/N N/A 3. Hospital Y/N N/A	
Suspicion on campus			
Discovery on campus			
Pupil disclosure			
Parent/Carer expresses concern			
Health <i>(any impacting health issues)</i> :			
First incident:	Y/N	If yes, indicate number of previous incidents:	
Substance involved: <i>(if known)</i>		Sample found:	Y/N
		Time:	
		Passed to police:	Y/N
		Date:	
Parents/Carer informed by:		Date:	Time:
Attitude/response of young person to incident:			
Impact on other young people:			
Further action taken/support offered e.g. referral to outside agency, exclusion, sanction imposed:			
Any additional information:			

Drug Use Screening Tool (DUST)



**TACKLING
DRUGS
CHANGING
LIVES
IN WOKINGHAM
DISTRICT**

Where to access confidential advice and further information

WOKINGHAM – telephone 0118 974 3795 or 07808 143 649

Young People's Drug Action Team, Waterford House, Erfstadt Court, Denmark Street,
Wokingham, Berkshire RG40 2YF

For out of hours, talk to FRANK 0800 77 66 00 or visit www.talktofrank.com

Email: jane.wood@wokingham.gov.uk or graham.griffiths@berkshire.nhs.uk

Although many young people will try drugs at some time, most do not progress beyond experimentation. However, research indicates that many factors can increase the risk of a young person moving from “drug use” to “drug misuse”, whilst some protective factors can reduce these risks. Unless you are a specialist drug worker it can be difficult to distinguish between use and misuse, and to accurately assess these risk factors. This tool should help.

To complete this form you do not need a comprehensive knowledge of drugs but you may need to know how to contact your nearest drugs service for young people (see above). This service will be able to provide appropriate information, leaflets and guidance.

DUST is designed for use with young people about whom there may be concerns regarding drug / alcohol use.

- It will not provide a comprehensive substance use assessment
- It will indicate when specialist advice should be sought.
- It will help identify risk factors.

Defining the terms

Drug: the term “drug” is used to refer to any psychotropic substance, including illegal substances, illicit prescription drugs and volatile substances (e.g. solvents)

Substance: Young people’s drug use is often linked together with alcohol use. Drugs and alcohol together are collectively termed “substances”.

Drug use: the consumption of a drug by a young person. When the term “use” is contrasted with “misuse”, “use” means the consumption of a drug that does not cause any perceptible immediate harm - even though it may carry some risk of harm.

Drug misuse: Use of a drug or combination of substances, that harms health or social functioning - either dependent use (physical or psychological) or use that is part of a wider spectrum of problematic or harmful behaviour.

Vulnerable group: Young people are at increased risk of drug misuse if they belong to certain groups and this risk increases if there is membership of more than one group.

Protective factors: Increase a young person’s resilience to the development of drug misuse problems.

Risk factors: Increase the likelihood that drug misuse will occur.

Protective Factors

- Positive temperament
- Intellectual ability
- Supportive family environment
- Social support system
- Caring relationship with at least one adult
- In education / employment / training

Risk Factors

1. Belonging to a ‘vulnerable’ group

- Young sex workers
- Young offenders
- Looked after children
- Mental health problems
- School non-attenders
- Substance misuse by parents
- Abuse within the family
- Homeless

2. Social and Cultural Factors

- High levels of neighbourhood crime
- High levels of poverty and decay
- Easy drug availability
- Areas where there is widespread social acceptance of drug use
- Lack of perception of the risks from drugs

3. Interpersonal and Individual Risk Factors

- Physiological & psychological factors
- Family dysfunction
- Behavioural difficulties
- Academic problems
- Association with peers who use drugs
- Early onset of drug or alcohol use

The Under 19’s Drug Strategy in Wokingham.

Services are delivered using the Health Advisory Service. Four-Tier model:

1. Universal drug education and information
2. Targeted drug related prevention & education, advice & general counselling services
3. Young people’s specialist drug services & other specialised services that work with complex needs
4. Very specialised and intense forms of treatment

Within Wokingham there are six themes to this strategy

1. Providing quality drug education and supporting parents, carers and staff
2. Positive local responses to experimental drug use.
3. Community interventions for vulnerable groups
4. Treatment services
5. Identifying needs and good practice
6. Ensuring best value through a multi-agency approach.



This tool is designed for two main purposes:

- To help people who have to make a decision about how to respond to substance use by a young person
- To allow a professional team to create a caseload profile and audit the prevalence of substance use within their case load

The form is divided into sections designed to assess risk factors regarding Young people's specialist drug services & other specialised services that work with complex needs

- Substance use
- Social situation / behaviour
- General and psychological health

Instructions

- Complete the form by ticking the most appropriate response. If in doubt do **not** tick
- A scoring system is employed for each section
- Once you have completed each sections, add up the points and refer to the scoring table

Scoring Table

Section 1 Substance use

Score 0-4	Score 5-6	Score 7+
Consider giving drugs information / advice	Consider seeking advice from Young persons Drug Service	Refer to Young persons drug Service

Section 2 Social situation / behaviour

A high score means that a young person is vulnerable to developing substance misuse problems and should increase your level of concern

Score 0-1	Score 2-5	Score 6+
Low risk	Medium risk Consider seeking advice from Young persons Drug Service	High risk Consider seeking advice from Young Persons Drug Service or other relevant agency

Section 3: General and psychological health

A high score means that a young person is vulnerable to developing substance misuse problems and should increase your level of concern

Score 0-4	Score 5-9	Score 10+
Low risk	Medium risk Consider seeking advice from Young persons Drug Service	High risk Consider seeking advice from Young Persons Drug Service or other relevant agency

SECTION 1: Substance Use

Drug Type	
2	Alcohol
2	Amphetamine
2	Cannabis
4	Cocaine
4	Crack
4	Ecstasy
4	Heroin
4	LSD
4	Magic mushrooms
4	Solvents / gas / aerosols
2	Other(s) please list (include misuse of prescribed drugs). Score 2 each.
Substance use - frequency	
1	Occasional drug / alcohol use
2	Regular drug / alcohol use
Injecting	
0	No injecting
5	Currently / recently injecting
Substance Use - intoxication	
0	Substance use without loss of consciousness or aggression
2	Substance use with loss of consciousness or aggression
Contact with other substance users	
0	No drug / alcohol using friends
1	Some friends who use drugs / alcohol and some who don't
2	All friends use drugs / alcohol
Family drug / alcohol use	
0	No known family drug / alcohol misuse
2	Known drug / alcohol misuse among close family member(s) / carer(s).
5	Significantly affected by someone else's drug / alcohol misuse
TOTAL SECTION 1	

SECTION 2: Social situation/behaviour

Living situation	
0	No problems with accommodation
1	Problems with accommodation, insecure or inadequate housing
1	Looked after by Local Authority
6	Homeless
Adult Support	
0	Has supportive relationships with more than one adult
1	Has supportive relationship with one adult
2	Has no supportive relationship with adults
	Occupation
0	In education / employment / training
1	Truanted from school / at risk of school exclusion / drug or alcohol related absences from work
2	School excluded / unemployed
Criminal involvement	
0	No criminal involvement
1	At risk of involvement in the Criminal Justice System
2	Involved in Criminal Justice System or committing more serious crimes
Sexual behaviour	
0	Age appropriate / safe sexual behaviour
2	Inappropriate behaviour / unsafe sexual behaviour
6	Commercial sex / abusive sexual relations
TOTAL SECTION 2	

SECTION 3: General & Psychological Health

General Health	
0	Young person reports no significant health problems
1	Teeth problems
1	Stomach problems
1	Regular headaches
1	Difficulty sleeping
5	Chronic fatigue
5	Severe sleep problems
5	Self neglect
10	Extreme weight loss
10	Blackouts and / or memory loss
10	Pregnant
10	Fitting
10	Accidental / planned overdose
Psychological Health	
0	Young person reports no significant psychological problems
1	Low self esteem
1	Mild anxiety
1	Shyness
5	Eating disorder / marked change in eating pattern (e.g. loss of appetite / bingeing)
5	Frequent bouts of unhappiness / depression
5	Self harm
5	Severe anxiety / panic attacks
10	Suicide attempts
10	Severe paranoia
10	Hallucinations (when not under the influence of substances)
TOTAL SECTION 3	

Young Persons Service Referral Form

This form is for a referral for assessment by a specialist service. The Young Person's Drug and Alcohol Service will use this information to determine an appropriate course of action. This may result in the young person being offered some form of intervention / treatment or in further advice and guidance being offered to the referrer. All information on completed DUST forms sent to Drug and Alcohol Services will be treated in accordance with their confidentiality policies. (Exceptions to confidentiality include following Child Protection procedures).

Wokingham District

Young Person's Service Referral Form
is available on

www.wokingham@gov.uk
Young People/Substance Misuse

Please return the completed referral form to:

Young People's Drug Action Team
Wokingham District Council
Waterford House, Erfstadt Court, Denmark Street
Wokingham, Berkshire RG40 2YF

S.U.S.T

Substance use

1. Can you describe any substances you think you have ever used or are currently using (this includes alcohol and tobacco)? Please include how often you use them and how much you use.
2. Have you thought about why you use substances if you do? Is it part of having a good time with your friends and/or does it help you feel more able to cope with certain things about your life?
3. Sometimes young people are affected by their friend's or someone in their family's substance use. If this is true for you, it may help to talk about it here.

Knowledge of substances

4. What do you know about the dangers/effects/side effects of substances you or your friends are using?
5. Are there any substances you'd like to know more about? If so what?

Risk/harm involved in use

6. What kind of places and times of day/night do you like to use substances?
7. Do you mainly use on your own or with your friends?
8. How do you use? - Smoke, drinking, swallowing, sniffing, injecting?
9. How do you manage to pay for the substances you use?
10. Do you always know what you are taking? If so, how?

11. Do you ever take more than one substance at a time? If so, which substances? (remember this includes alcohol and tobacco)

12. What problems (if any) do you think your use causes you or others? How does it affect your life?

13. How do you feel about your substance use? Do you think it's fine Are there things about it that worry you at all?

14. What advice/information have you received about substance use before? What did you find useful and what wasn't helpful?

REFERENCES

Barnardo’s (2001) Barnardo’s Policy Manual: S.W.15.2 Alcohol Drug Taking/Solvent Abuse.

Department for Education and Skills (2004) Drugs: guidance for schools. DfES Publications: Nottingham.

Department for Education and Skills (2003) Improving behaviour and attendance: guidance on exclusion from schools and pupil referral units. DfES Publications: Nottingham.

Teachernet – website reference source for schools

Healthy Schools - National Healthy School standard guidance. Department for Education and Skills: Nottingham.

Approved by Governors:.....

Date:.....