

**The Mill Hill School Foundation
Walker House, Millers Close, The Ridgeway, Mill Hill,
London NW7 1AQ**

**Mill Hill School
Belmont, Mill Hill Preparatory School
Grimsdell, Mill Hill Pre-Preparatory School**

Policy on Drugs and Substance Abuse

**Independent Co-educational Day School for Pupils aged 3 to 18
years and Boarding School for Pupils aged 13 to 18 years**

Effective November 2013

The Mill Hill School Foundation

Policy on Drugs and Substance Abuse

SCOPE

1. **Application:** This policy relates to the misuse of controlled drugs and other substances and applies to all pupils at Mill Hill School Foundation. It applies at all times when it affects the welfare of other pupils or staff or where the reputation of the Foundation is put at risk, whether or not the pupil is in the care of the Foundation or whether the pupil is on or off Foundation premises.
2. **Drugs & Substances:** These expressions refer to the possession, use and supply of controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied for purposes of misuse.

AIMS AND POLICY

3. **Prevention:** The central aim of this policy is to keep drugs and substances out of the Mill Hill School Foundation. We aim to do so by means of education, pastoral care, detection of users and a sanctions policy.
4. **Education:** We educate the pupils to understand that the use of illegal drugs and substances is a criminal offence and will be harmful to their health, integrity, independence, family and other relationships, opportunities and careers and will damage the society in which they live. We educate by means of personal development courses and by example, by discussion and by means of lectures from people such as doctors, lawyers, the police and reformed addicts.
5. **Pastoral Care:** We encourage the pupils to discuss their anxieties about drugs or substances in confidence with any member of staff or the school counsellor. Matters brought into counselling by a pupil or their parents may, at the discretion of the Head, be "ring-fenced" from disciplinary sanctions or adverse report but a pupil who is suspected of involvement with drugs or substances outside this context will face the full disciplinary consequences.
6. **Detection:** Every complaint or report of involvement with drugs and substances will be followed up and investigated. Depending upon the outcome of an investigation, the Foundation reserves the right to inform the Police or any other external agency as appropriate. A pupil suspected of any involvement with drugs and illegal substances must expect, at minimum, to be suspended.
7. **Sanction for Supplying:** ANYONE SUPPLYING DRUGS MUST EXPECT TO BE EXPELLED IMMEDIATELY even if s/he is about to sit public examinations.
8. **Sanction for Possession or Use:** ANYONE POSSESSING OR USING DRUGS MUST EXPECT TO BE SUSPENDED and placed on a supportive regime upon his/her return. In exceptional circumstances or in the case of repeated involvement in drugs, the Mill Hill School Foundation reserves the right to EXPEL a pupil involved in the possession or use of a controlled drug.

TESTING FOR DRUGS

9. ***Urine or other appropriate biological sample:*** If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or substances, s/he may be asked to supply, under medical supervision, a urine sample or other biological sample for analysis. The reason for this policy is:

- 9.1. to deter the use of drugs and substances
- 9.2. to identify users
- 9.3. to absolve those who have been wrongly suspected.

Reason to suspect use of drugs, or other substances, may arise as a result of information or a complaint received or because of a pupil's behaviour.

If the incident comes to light but a drugs test cannot be relied upon as an indication of whether the pupil has taken a drug or substance, then other evidence may be relied upon in allowing the Head to make his/her determination.

10. ***Informed Consent:*** The relevant and lawful consent to a drugs or substance test is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided s/he is of sufficient maturity and understanding and gives his/her informed consent in writing.
11. ***Notifying Parents:*** Reasonable endeavours will be made to notify a parent, guardian or education guardian of the requirement for a urine sample and the reasons for that requirement.
12. ***Medical Supervision:*** The urine sample, or other biological sample, will be taken under medical supervision, normally by a qualified nurse from the **Foundation Medical team**. A Senior member of the school staff (the Supervisor) will be present to “supervise” the process. All due care will be taken to respect the pupil's privacy and human rights.
13. ***Refusal:*** If a pupil refuses to provide a urine sample, or other appropriate biological sample, s/he will be asked to say why s/he has refused. The Foundation will be entitled to draw inferences from his/her response and general demeanour and the police may be informed.
14. ***Testing Procedures*** will be in accordance with standard good practice:
 - 14.1. The urine test will be in two parts. Care will be taken (including the careful measurement of the urine temperature) to make as certain as possible that the sample provided is genuine and uncontaminated.
 - 14.2. The pupil will provide a sample into a commercially available urine testing cup which will within 5 minutes indicate the presence of a drug or substance. This testing will take place in the pupil's presence. If the result is negative the remainder of sample will be destroyed in the presence of the pupil..

- 14.3. If the initial test of the sample gives a positive or ambiguous result the remainder of the sample will then be sent immediately and securely to a recognised independent laboratory for analysis.
- 14.4. The Supervisor will organise the paperwork. The donor will be asked to sign various seals and documents which confirm that the specimens are his/hers. The donor will also be asked to sign a form which signifies that s/he has been satisfied with the collection and testing procedure and gives consent for the results of the test being made available to the Head.
15. **Medical Record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
16. **Outcome:** When the School that requested the test receives the laboratory report:
- 16.1. Reasonable attempts will be made to notify a parent by telephone.
- 16.2. If the result is positive, the pupil or parent may request that a further independent analysis is undertaken

SUBSEQUENT ACTION

17. **Procedure and sanctions:** The Mill Hill School Foundation will treat a positive test, although not infallible, as evidence that the pupil has been using drugs. Where the test result is positive the Head will act in accordance with:
- the pupil's School's disciplinary procedures, as set out in the Expectations and Standards Policy or Behaviour Policy, as appropriate to the School, and
 - as appropriate, the Mill Hill School Foundation's Expulsion, Removal and Review Policy

Circulation on request: Pupils, parents, staff and Governors of Mill Hill School Foundation

Legal Status: Advisory and non-contractual

Last Review: November 2013

TEMPLATE FOR ADAPTION TO EACH SITUATION

Italics denote wording that may be altered to address specific circumstances.

**MILL HILL SCHOOL FOUNDATION DRUGS AND SUBSTANCE
ABUSE SUPPORTIVE REGIME CONSENT FORM**

Date : _____

Full Name of Pupil : _____

Pupil's Date of Birth : _____ Age Now : _____

18. *I have made a voluntary admission of having used a controlled drug or substance in breach of the Foundation's policy and disciplinary rules.*

19. The Head has offered me a supportive regime under which:

19.1. For an appropriate length of time determined by the Head, which will be no less than four terms, without obligation on the part of the Foundation, I may at any time be asked to provide a sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood.

19.2. I understand that I may be asked to provide a urine sample at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances.

20. I agree to be subject to this regime and to co-operate with the Foundation in every respect. I understand that the Foundation will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.

23. *I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the Mill Hill School Foundation.*

Signed: -----

Declaration of Parents/Guardian/Education Guardian

I/WE the undersigned have read Mill Hill School Foundation's Policy on Drugs and Substance Abuse, and this Appendix. For my/our part, I/we accept the Head's offer of a supportive regime for the above named pupil, as described above.

I/We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test.

Signed:-----

Signed:-----

Full Name: -----

Full Name:-----

Relationship to Pupil: -----

Relationship to Pupil: -----

Date:-----

Date:-----