



Student Alcohol, Drugs and Substance Misuse Policy

2016/17

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Contents

Student Alcohol, Drugs and Substance Misuse: Policy	3
1. Policy Statement	3
2. Introduction	3
3. Aims and Objectives of the Policy	4
4. Legal Context	4
5. Definitions	7
6. University Rules for Student Conduct	8
7. Information	8
8. Help & Advice	9
9. Training & Awareness	9
10. Other Related University Policies	9
11. Further Information and Guidance	10
12. Monitoring and Review	11
Student Alcohol, Drugs and Substance Misuse: Procedure	12
13 Purpose of Procedure	12
14 Dealing with Alcohol, Drugs and Substance Misuse Related Incidents	12
15 Key Stages for Dealing with a Drug/Alcohol/Substance Related Incident	13
16 Where to Get Help?	21
Appendices	
Appendix 1: Useful Contact Details	22
Appendix 2: UCA Drugs Log Sheet	25
Appendix 3: How to contact your H&SRP	26
Appendix 4: Location of Designated University Safes	27
Appendix 5: How to arrange for a pre-paid taxi	28
Appendix 6: List of External Organisations	29
Appendix 7: Information on Drugs & Alcohol Overdose	31

Library & Student Services

STUDENT ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY



1 Policy Statement

The University for the Creative Arts (UCA) is committed to promoting a safe, healthy and supportive environment in which to learn and work. To achieve this, we will:

- Recognise the legal responsibilities of the university for health, safety and wellbeing of its staff, students and visitors to ensure a safe, healthy and supportive learning environment.
- Provide guidance and information to staff and students to help develop confidence to know what action to take if they are concerned about alcohol, drug or substance misuse.
- Work with staff and students on understanding acceptable and responsible behavior.
- Support and educate staff and students to make informed decisions about drug and alcohol use.
- Promote a community which is supportive and which recognises different attitudes to drug and alcohol use.
- Provide information and implement effective support to enable staff to be alert to indicators of alcohol, drug or substance misuse and take appropriate action where necessary.
- Facilitate early identification and to encourage students to seek advice, help and assistance voluntarily, before their studies are adversely affected.

2 Introduction

This policy is part of the University for the Creative Arts (UCA) approach to promoting a safe, healthy and supportive environment in which to learn and work.

The university recognises that alcohol and drugs/substances will play a part in the lives of some people. The misuse of drugs/substances and alcohol may cause harm to themselves or others and often affects their performance, conduct and relationships both on their course and at home.

This policy aims to facilitate the early identification of such problems and to encourage students to seek advice, help and assistance voluntarily before their studies are adversely affected.

Information and support is available to students from Library & Students Services or the Students' Union to help make informed decisions about appropriate levels of alcohol, drug and substance use.

Advice, training and information is also available to help staff work with students who need support in relation to alcohol, drug or substance use.

The accompanying **Students Alcohol, Drugs and Substance Misuse Procedure** sets out specific actions and identifies the key lines of communication in order to ensure a timely, compassionate and professional response to an incident.

The University has a legal responsibility for the health, safety and welfare of its students, staff and visitors and aims to provide a safe, healthy learning environment.

3 Aims and Objectives of the Policy

The purpose of the policy is to:

- Promote a safe, healthy and supportive community for University staff, students and visitors.
- Inform students about drug and alcohol use and define 'misuse'.
- Provide guidance and advice to staff and students on the support options available.
- Enable staff and students to make informed decisions about drug and alcohol use.
- Offer guidelines to all students and staff regarding their responsibilities and the **University Rules for Student Conduct**.
- Explain how misuse may lead to disciplinary or legal action.

4 Legal Context

The Misuse of Drugs Act 1971 is the main law to control and classify drugs that are 'dangerous or otherwise harmful' when misused. The act lists all illegal (or controlled) drugs in the UK and divides them into one of 3 'classes' – A, B and C – based on the harm they cause to individuals and society. Class A drugs are considered the most harmful. This is commonly known as the 'drug classification system'.

Under this Act, the term 'misuse' covers the supply, possession and use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Supply or possession of an illegal drug is unlawful. It is an offence for an employer, an occupier of premises or persons concerned in the management of premises to allow the supply, use or production of drugs to take place on their premises. The penalties for offences involving controlled drugs depend on the classification of the drug.

The Government has now introduced new powers, meaning they can place a temporary ban on any potentially harmful substance, while they await a recommendation from the Advisory Council on the Misuse of Drugs (ACMD), an independent group of experts, on whether it should be permanently controlled under the Misuse of Drugs Act 1971.

When it is used, the temporary ban will come into immediate effect, but it will have to be agreed by Parliament within 40 days. The drug will not be Class A, B, or C, but called a temporary class drug. It is not illegal to possess a temporary class drug for personal use, but the police can confiscate it and destroy it. It is illegal to import, distribute and sell the drug, and anyone caught could be fined, sent to jail or both.

The Psychoactive Substances Act 2016 came into force on 26 May 2016 making it illegal to produce, distribute, sell and supply any new psychoactive substances (NPS) previously known as 'legal highs'. Police will take action where they find people committing these offences. Punishments range from a prohibition notice, which is a formal warning, to 7 years in prison.

The Health and Safety at Work Act 1974 requires the University to do what is reasonable to protect the health and safety of staff, students and visitors. Alcohol, drug and substance misuse can have an impact on the health and safety of an individual and others, for example students in shared accommodation or staff having to handle illegal substances and drug-related paraphernalia.

The Road Traffic Act 1988 states that a person is guilty of an offence if driving or attempting to drive a motor vehicle in a public place while unfit through drink or drugs. Under licensing laws it is illegal to sell alcohol to someone who is inebriated.

The University has a responsibility to uphold the law. Students, who contravene the legislation outlined above, will be subject to disciplinary action under the Rules for Student Conduct by the University and this may include reporting incidents to the Police.

Misuse of Drugs Act 1971 – Maximum Penalties

Possession	Supply
Possession Class A 7 years imprisonment or a fine or both	Supply Class A Life imprisonment or a fine or both
Possession Class B 5 years imprisonment or a fine or both	Supply Class B 14 years imprisonment or a fine or both
Possession Class C 2 years imprisonment or a fine or both	Supply Class C 14 years imprisonment or a fine or both

Under certain conditions of production and possession, penalties may be increased, for example passing drugs amongst friends is supplying and can dramatically increase the penalties.

A conviction for any Misuse of Drugs Act Offence can affect future employment. Many other countries, including Australia and the USA, may refuse visas to people with drugs convictions.

5 Definitions

5.1 What is the definition of 'drugs'?

The definition of 'drugs' for the purposes of this policy is any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks. Such substances can include:

- alcohol,
- 'over the counter' medicines,
- prescribed drugs,
- volatile substances such as glues and aerosols,
- all drugs listed as illegal under the Misuse of Drugs Act 1971, including new psychoactive substances (NPS) previously referred to as 'legal highs' and any substances under a temporary class drug order,
- other substances which are illegal for human consumption within medicines legislation; this may include so-called dietary supplements, such as dinitrophenol (known as DNP).

5.2 What do we mean by 'misuse'?

The term 'substance misuse' relates to all illegal drugs, all legal drugs (including alcohol, tobacco and volatile substances) and all over-the-counter and prescription medicines.

As well as acknowledging the legal definition of misuse, the University's policy includes within that definition the habitual or intermittent use of alcohol or any drug or other substance that causes detriment to an individual's health, social functioning or study/work performance. It can often impair the safety of themselves or others and affect attendance, time keeping, efficiency or conduct.

5.3 Who is covered by the policy?

The policy applies to all students enrolled to study at UCA, including Further Education (FE), Higher Education (HE) and Post Graduate (PG), both taught and research students, and those on short courses.

6 University Rules for Student Conduct

The use of alcohol, drugs and substances can affect an individual's perceptions and behaviours. It is expected that students will consider these effects before using alcohol and/or drugs and/or substances. The University requires all students to act in accordance with the published University Rules for Student Conduct which form part of the **University Student Regulations**; the use of alcohol and/or drugs and/or substances will not mitigate this requirement in any way.

Students must:

- Behave in a manner consistent with their membership of the University community and with their status within it. At all times, whether on or off University premises, students are expected to avoid conduct likely to bring the University into disrepute.
- Act within the law of England and Wales.
- Behave in a considerate manner towards staff, fellow students and visitors.
- Prohibit students from behaving in any way that is disruptive to the learning environment and other University activities.
- Familiarise themselves with, and observe all the Health and Safety regulations of the University and for particular areas which they use (e.g. workshops, studios and residential accommodation etc).

In accordance with the law, the University prohibits the possession, taking or supply of drugs or other illegal substances in the halls of residence or any other University premises. Any breach of this policy may be notified to the police and result in arrest, prosecution, exclusion from halls or expulsion from the University.

The misuse or possession of prescribed drugs and the trafficking of such drugs are criminal offences and will be regarded as offences under the University Rules for Student Conduct.

7 Information

Alongside the policy, information and support is available at Library & Student Services to enable students to make informed decisions about appropriate levels of alcohol, drug and substance use. Advice and information is also available to help staff work with students who need support in relation to alcohol, drug or substance use, to arrive at the most satisfactory outcome for the individual and for the University. Information available to students will include:

- the short and long-term effects of alcohol, drug or substance misuse,
- identification of potential hazards,
- drugs and the law,
- information on associated hazards, e.g. transmission of HIV and hepatitis,
- identification of local drug/alcohol agencies.

This information will be available at the Students' Union, Library & Student Services, myUCA, UCA website and on notice boards on all campuses. Information will also be available throughout the year, with particular emphasis during Fresher's Week.

8 Help & Advice

The University ensures the provision of a confidential support service within the University where students may discuss alcohol, drug or substance misuse related problems, or be referred to a specialist agency.

It is recognised that the misuse of alcohol, drugs or substances can have an impact on a student's academic work, mental health or physical wellbeing. In some cases, the impact of alcohol or drug misuse on a student can give cause for concern to themselves, or to other students and staff. In these situations, the University provides support and guidance through Library & Student Services.

Students who have concerns about their own use of alcohol, drugs or substances or that of a friend may seek support from Library & Student Services or speak to their GP. These staff can all offer advice and support, as well as identify appropriate resources in the local community. If required, referrals for treatment for drug dependency can be made via the GP.

9 Training & Awareness

Guidance and training will be available to all UCA staff where necessary and with particular regard to ensuring appropriate training is made available to those staff that have named responsibilities within the policy, via the University's Learning & Development Team.

Information and guidance will be provided for UCA First Aiders regarding the signs of alcohol poisoning via the first aid resource page on the Health & Safety web pages or can be obtained directly from the UCA Health & Safety Manager.

Library & Student Services will provide and circulate publicity materials to raise student awareness (e.g. posters, leaflets etc).

The Students' Union will invite local police liaison officers and/or other organisations to provide information to students during Fresher's events and other appropriate forums.

10 Other Related University Policies

- University Rules for Student Conduct
- Fitness to Study
- University Student Regulations

11 Further Information and Guidance:

Further information and guidance can be found:

- [Misuse of Drugs Act 1971](#)
- [NUS: Legal Highs' Campaign Briefing: Development in legislation for so-called 'legal highs \(September 2010\) \(Accessed April 2016\)](#)
- [GOV.UK: Psychoactive Substances Act 2016](#)
- [GOV.UK: New Psychoactive Substances \(NPS\): Resource pack for informal educators and practitioners](#)

12 Monitoring and Review

12.1 Policy Review

12.1.1 The **Student Alcohol, Drugs and Substance Misuse Policy** will be reviewed by the Director of Library & Student Services every year and be signed off by the University Health, Safety & Wellbeing Committee.

The following stakeholders will be consulted through the period of review:

- Vice Chancellor
- Deputy Vice Chancellor (CR)
- Executive Deans
- Registrar & Secretary
- Head of Estates & Facilities Management
- Health & Safety Manager
- Director of Marketing & Student Recruitment/Head of Corporate Communication
- Director of Human Resources
- Deputy Registrar & Head of Student Administration
- Campus Registrars
- Chief Executive Officer, Students' Union
- Accommodation & Catering Services' Manager

12.1.2 The reviewed policy is to be agreed and signed off by the University Health, Safety & Wellbeing Committee at beginning of each academic year.

Student Alcohol, Drugs and Substance Misuse - Procedure

13 Purpose of Procedure

The purpose of this procedure is to provide general guidelines for staff regarding action to be taken when dealing with an alcohol, drug or substance misuse related incident.

14 Dealing with Alcohol, Drug and Substance Misuse Related Incidents

It is recognised that there is a broad range of possible alcohol, drug and substance misuse related incidents, which vary according to, among other things, the nature of the evidence of use/misuse and according to the nature of the substance used/abused. The University's aim is to deal with all such incidents in a way that balances its legal, Health and Safety, welfare, educational and confidentiality responsibilities.

14.1 Different types of Alcohol, Drug and Substance Misuse Related Incidents

There are four broad types of drug and alcohol related incidents, as follows:

- **Emergency Intoxication/Influence:** where intoxication/influence involves a perceived threat to the health, well-being and/or safety of the individual(s) involved and others.
- **Non-Emergency Intoxication/Influence:** where no immediate danger is apparent but referral for support is advised.
- **Discovery:** where an individual finds a student in possession of, or using what is thought to be, an illegal drug or drug-related paraphernalia (e.g. a syringe).
- **Disclosure, Suspicion or Rumour:** where an allegation is made by a third party that a student is misusing drugs and/or alcohol, where this allegation may be substantiated by evidence.

15 Key Stages for Dealing with a Drug/Alcohol/Substance Related Incident

15.1 Stage 1: Initial Assessment of the Incident and Immediate Action

Any member of staff (First Responder) who becomes aware of an alcohol/drug/substance related incident will need to make an initial assessment of the situation and take any necessary immediate action. This action may involve, where appropriate:

- **Assessing** the incident
- **Escalating** the incident to the campus Health Safety & Responsible Person (HS&RP) and/or person responsible for the area
- **Responding** to the incident
- **Reporting** and recording the incident

15.1.1 Assessing

The First Responder should assess the incident with the aim of deciding what steps to take next.

The First Responders should ask themselves ‘what sort of incident is occurring’?

- **Emergency Intoxication/Influence:** where intoxication/influence involves a perceived threat to the health, well-being and/or safety of the individual(s) involved and others.
- **Non-Emergency Intoxication/Influence:** where no immediate danger is apparent but referral for support is advised.
- **Discovery:** where an individual finds a student in possession of, or using what is thought to be, an illegal drug or drug-related paraphernalia (e.g. a syringe).
- **Disclosure, Suspicion or Rumour:** where an allegation is made by a third party that a student is misusing drugs and/or alcohol, where this allegation may be substantiated by evidence.

15.1.2 Escalating

Escalate the incident immediately to either the Health & Safety Responsible Person (H&SRP) and/or person responsible for the area.

See **Appendix 3 on How to Contact your Campus Health & Safety Responsible Person (H&SRP)**

If in doubt contact the Campus Registry Office who holds a list of the Health & Safety Responsible Persons on campus.

15.1.3 Responding

15.1.3.1 To an Emergency or Non-Emergency intoxication/influence Incident

Where a student is intoxicated or under the influence of alcohol, drugs or other substances, the following should be carried out, where appropriate:

- Remove student from the initial area of risk.
- Together with either HS&RP or Person Responsible for the Area, interview the student to investigate the situation further.
- Advise the student of the potential consequences of their behaviour.
- Confiscate drugs/suspicious substances wherever possible, without escalation or conflict.
- Request statements from any witnesses.
- Signpost the student to information and support available from Library & Student Services. Support available includes:
 - General information, advice and guidance.
 - Confidential counselling service.
 - Signposting and referral to specialist external support services.
- Promptly report and record the incident.

If, in assessing the incident, either the First Responder or the Person Responsible for the Area believes that the student is at University under the influence of alcohol, drugs or substances, and where such attendance is deemed by staff to be disruptive and contravening the University Rules for Student Conduct or in breach of Health & Safety Regulations, the student will be requested to leave UCA premises.

Make all reasonable efforts to ensure that the student can leave safely to an appropriate place such as their home or accommodation.

In cases where staff are concerned about the student's ability to reach an appropriate place safely, the Person Responsible for the Area should contact the First Aider. The First Aider will endeavour to ascertain from the student an appropriate place for them to go and may contact a taxi company to provide transportation. In such cases, the University will retrospectively charge the student for costs incurred. (See **Appendix 5 - How to Arrange for a Pre-paid Taxi**)

Where the First Aider deems it necessary, they will refer the student to their doctor or emergency services.

Parents/carers/guardians should be informed where the student is under 18 years of age by a designated person identified by the Person Responsible for the Area, only where consent have been given by the student.

Supporting Documents: **Appendix 7 - Information on Drugs & Alcohol Overdose**

15.1.3.2 To a Discovery

When the First Responder or Person Responsible for the Area becomes aware of, or discovers a suspicious item or substance with reasonable cause to believe that it may be an illicit or illegal substance, or discovers an item (or items) which lead to suspicions that illegal substances may be in use on the premises, then they should take the following steps:

- Remove student(s) from the initial area of risk.
- Together with either HS&RP or Person Responsible for the Area, interview the student(s) to investigate the situation further.
- Request statements from any witnesses.
- Remove any drugs/suspicious substances that have been discovered - without a confrontation.
- Advise the student of the potential consequences of their behaviour in relation to:
 - University Rules for Student Conduct
 - Accommodation Services' Terms & Conditions of Residence (where appropriate)

- Signpost the student to information and support available from Library & Student Services. Support available includes:
 - General information, advice and guidance.
 - Confidential counselling service.
 - Signposting and referral to specialist external support services.
- Promptly report and record the incident.

In Halls of Residence, contracts covering University accommodation, signed prior to occupancy, make it clear that authorised personnel (these are the ‘persons responsible’ for halls) have the right to access any part of the accommodation at reasonable times to fulfill their duties and responsibilities. Likewise, authorised staff may access all academic areas to ensure facilities are being used for the purpose for which they have been allocated.

15.1.3.3 To a Disclosure

Where there is a report (allegation or complaint) about student who is suspected of being in personal possession of drugs or is allegedly engaged in substance misuse the following should be carried out, where appropriate:

- Together with either HS&RP or Person Responsible for the Area, interview the student(s) to investigate the situation further and gather as much information and/or evidence relating to the disclosure.
- The Person Responsible for the Area to arrange to meet with student(s) concerned to discuss about the allegation.
- Advise the student of the potential consequences of their behaviour in relation to:
 - University Rules for Student Conduct
 - Accommodation Services’ Terms & Conditions of Residence (where appropriate)
- Confiscate drugs/suspicious substances, wherever possible, without escalation or conflict.
- Signpost the student to information and support available from Library & Student Services, support available includes:
 - General information, advice and guidance
 - Confidential Counselling service
 - Signposting and referral to specialist external support services
- Promptly report and record the incident.

15.1.3 Reporting and Recording Incidents

All incidents should be reported in accordance with the University's Health, Safety and Wellbeing Policy and an Accident and Incident Reporting form should be completed.

If a suspicious item/substance has been found, the Person Responsible for the Area should:

- Complete a UCA Drugs Log Sheet (See **Appendix 2**), and include signed statements of witnesses, within 24 hours. The UCA Drugs Log Sheet should confirm:
 - the date the suspicious substance/item was found or is suspected to be,
 - the exact location found,
 - who was present at the time the substance/item was found,
 - the storage procedure for the item(s).
- Lock the sealed and labelled item(s) in a secure place to prevent unauthorised access.
- **All** seizures of suspected illegal substances should be reported to the police within 24 hours via their non-emergency number 101.
- The person responsible for responding to the incident will keep a clear record of any actions, and the decisions behind those actions.
- The completed UCA Drugs Log record should be passed to either the Executive Dean as a report of action to date, or to the Senior Accommodation Officer (if the incident occurred in the University Halls of Residence).

15.2 Stage 2: Decision on next appropriate step

15.2.1 Incident in University Halls of Residence

All information regarding the incident (e.g. a copy of the Incident Report) should be submitted to the Accommodation Office (or if out of hours to be submitted to the Security Officer).

The Accommodation Officer shall review the report and will make a decision as to the appropriate next steps. Accommodation Officer will escalate to the Senior Accommodation Officer if necessary (i.e. if it is a repeat offence or if the student is already on a final written warning).

The Accommodation Officer will decide the next appropriate step(s), which would normally be one or more of the following:

➤ **Contact the Police**

The Accommodation Officer, if reasonably satisfied that the substance is an illicit/illegal substance, would normally report the matter to the Police, if this has not already been done.

➤ **Disciplinary**

The Accommodation Officer shall consider and determine whether the student(s) should be subject to Disciplinary Action under the University Rules for Student Conduct* and under the Terms and Conditions of Halls of Residence.

**"Students are expected to act within the law of England and Wales. Any offence against such criminal law shall automatically be an offence against University Rules, including offences involving one or more of the following: the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking"*

(University Rules for Student Conduct 2015 -16, 3.ii)

➤ **Referral for support**

Where illicit substances (or legal substances to excess) are confirmed, the student will be provided with information regarding controlled substances or alcohol abuse as appropriate and will be referred for support to Library & Student Services.

Accommodation Services may liaise with Course Leaders if there are concerns around dependency issues.

➤ **No action**

Should the Accommodation Officer be reasonably satisfied that the substance is not an illicit/illegal substance, no further action shall be taken and this outcome shall be notified to the student or students in writing and, should any items have been confiscated, they will either be destroyed with the student's consent or returned.

15.2.2 Incident elsewhere on campus

All information regarding the incident (e.g. a copy of the Incident & Accident form and UCA Drugs Log) should be forwarded to the Executive Dean indicating the course of action taken.

The Executive Dean shall review the investigation report and will make a decision as to the

appropriate next steps.

The Executive Dean may choose to resume any investigation, particularly if there is evidence of repeat offences or they are at all concerned with how the situation was dealt with in the first instance.

The Executive Dean will decide the next appropriate step(s), which would normally be one or more of the following:

➤ **Contact the Police**

The Executive Dean, if reasonably satisfied that the substance is an illicit/illegal substance, would normally report the matter to the Police, if this has not already been done.

➤ **Disciplinary**

The Executive Dean shall consider and determine whether the student(s) should be subject to Disciplinary Action under the University Rules for Student Conduct.*

**Students are expected to act within the law of England and Wales. Any offence against such criminal law shall automatically be an offence against University Rules, including offences involving one or more of the following: The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking*
(University Rules for Student Conduct 2015 -16, 3.ii)

➤ **Referral for support**

Where illicit substances (or legal substances to excess) are confirmed, the student will be provided with information regarding controlled substances or alcohol abuse as appropriate and will be referred for support to Library & Student Services.

➤ **No action**

Should the Executive Dean be reasonably satisfied that the substance is not an illicit/illegal substance, no further action shall be taken and this outcome shall be notified to the student or students in writing and, should any items have been confiscated, they will either be destroyed with the student's consent or returned.

15.3 Stage 2a: Referral for Support

Students with drug or alcohol problems may present their misuse in a number of ways:

- Following an incident and investigation as described in Stage 1.
- To a member of staff as a result of performance or attendance problems.
- Through self-referral.

Following initial presentation and discussion of the problem, a student may be referred to Library & Student Services, through one of the above routes.

Information shared with Library & Student Services will be treated as confidential in accordance with the department's Student Confidentiality Statement.

Staff who have concerns about a student's misuse of alcohol, drugs or other substances should raise this with the Person Responsible for the Area who will apply **Stage 1: an Initial Assessment**.

15.4 Stage 2b: Disciplinary Procedures

15.5 Where appropriate disciplinary procedures will be followed as detailed in the **University Rules for Student Conduct**.

Sanctions: The University recognises the legal distinction between alcohol and other drugs or substances and would not normally take disciplinary or other actions for excessive use of alcohol, unless there was evidence that this was causing harm to the individual, to their studies, or resulting in unacceptable behaviour towards other people or University buildings and facilities. The University expects all staff to promote a responsible attitude among students, regarding the consumption of alcohol.

Each case will be considered on its own merits, and the sanctions applied via the **University Rules for Student Conduct**. Sanctions against offenders may range from monetary fines for minor offences, to suspension from the University and/or Halls of Residence and legal action for major offences.

Appeals: Students have the right to appeal against any disciplinary sanction applied to them. The appeals procedure is described in the **University Rules for Student Conduct**.

15.6 Stage 3: Monitoring

15.7 After the issue has been resolved, the general information about the case (without any information that might identify the student involved) will be passed to the Director of Library & Student Services. Information will be reviewed quarterly and will be used to determine the level and trends of drug or alcohol misuse in the University, and to inform University policy concerning student and staff information and training needs.

16 Where to Get Help?

16.1 Self-Referral

As a student, a good place to start is to visit your GP. You can discuss your concerns with your GP and they will be able to assess the nature of your problems and help you choose the most appropriate treatment.

If you don't want to talk to your GP and you would like further information about finding the right sort of help call the **Frank drugs helpline** on **0300 123 6600**.

See **Appendix 6** for the **List of External Organisations** that provide specialist information, advice and support.

Appendix 1: Useful Contact Details

Campus Contacts

Canterbury			
Library & Student Services	Gateway Services Desk	gatewaycanterbury@uca.ac.uk	7314
Caretakers/Security		01227 817322 Number transfers to Security out of hours	7322
Accommodation Office	Dave Edwards	dedwards@uca.ac.uk	7380
Campus Registry	Judi Batten	jbatten@uca.ac.uk	7466

Epsom			
Library & Student Services	Gateway Services Desk	gatewayepsom@uca.ac.uk	2461
Caretakers		01372 202452 Between 5pm-8pm Mon- Fri Duty Caretaker: 07879 482876	2452
Security		Security Guard: 07919 320235	
Accommodation Office	Sarah Blake	sblake1@uca.ac.uk	2448
Campus Registry	Tracey Draper	tdraper@uca.ac.uk	2409

Farnham			
Library & Student Services	Gateway Services Desk	gatewayfarnham@uca.ac.uk	2709
Caretakers		01252 892663	2663
Security		Duty Caretaker 1: 07881 908831 Duty Caretaker 2: 07881 908832 Standby Caretaker 07789 503258 Security Guard: 07881 908832 Number transfers to Security out of hours	
Accommodation Office	Philippa Brooks	pbrooks2@uca.ac.uk	2974
Campus Registry	Carol Fricker	cfricker@uca.ac.uk	2793

Rochester			
Library & Student Services	Gateway Services Desk	gatewayrochester@uca.ac.uk	3334
Caretakers/Security		01634 888726 Number transfers to Security out of hours	8726
Accommodation Office	Debby Dickman	ddickman@uca.ac.uk	8723
Campus Registry	Alison Quinn	aquinn4@uca.ac.uk	8655

UCA Senior Managers and other Key Contacts

Executive			
Deputy Vice-Chancellor (Corporate Resources)	Alan Cooke	acooke@uca.ac.uk	2647

Executive Deans			
PVC (Academic Development) and Executive Dean Faculty of Art, Media And Communication Design	Prof. Roni Brown	rbrown6@uca.ac.uk Mobile Number*	2788
Executive Dean, Faculty of Fashion, Architecture & Design	Mark Little	mlittle2@uca.ac.uk Mobile Number *	8674
Executive Dean Learning, Teaching & Research	Prof. Trevor Keeble	tkeeble2@uca.ac.uk Mobile Number*	8662

* Please refer to the UERIMP confidential contact list.

Head of School			
Head of School: Architecture	Alan Attlee	aatlee@uca.ac.uk	7330
Head of School: Communication Design	Jamie Dobson	jdobson@uca.ac.uk	2929
Head of School: Fashion	Thomass Atkinson	tatkinson@uca.ac.uk	8631
Head of School: Film, Media and Performing Arts	Sarah Jeans	sjeans@uca.ac.uk	2742
Head of School: Fine Art & Photography	Sophia Phoca	sphoca@uca.ac.uk	2880
Head of School: Further Education	Mike Addison	maddison@uca.ac.uk	1115
Head of School: Craft & Design	Colin Holden	cholden2@uca.ac.uk	1483

Departments			
Director of Estates & Facilities	Peter Rhodes	prhodes@uca.ac.uk	7436
Director of Library & Student Services	Jan Conway	jconway3@uca.ac.uk	2703
Director of Human Resources	Angela Fisher	afisher@uca.ac.uk	2673

Registrar & Secretary	Marion Wilks	mwilks@uca.ac.uk	2603
Deputy Registrar & Head of Student Administration	Andrew Penman	apenman@uca.ac.uk	2712
Students' Union Chief Executive Officer	Jamie Stratton	jstratton.su@uca.ac.uk	1491
Accommodation & Catering Services' Manager	Lesley Balaam	lbalaam@uca.ac.uk	8715
Campus Registrar (Epsom and Farnham)	Michele Maher	mmaher@uca.ac.uk	2743
Campus Registrar (Canterbury and Rochester)	Andrew Varley	avarley@uca.ac.uk	7372

Appendix 2: UCA Drugs Log Sheet

1. About the person making this report
Full Name:Campus: C / E / F / R Job Title:Contact Number:
2. Details of Incident
Date: .../.../..... Time: Location: Names of those involved in incident: Location of suspicious substances/items found: Suspicious substance/items found:
Witnesses to Incident
Name:
Checklist <input type="checkbox"/> Place substance/item in plastic bag and seal <input type="checkbox"/> Label plastic bag with the following information: > Date > Location > Your name Names and signatures of witness <input type="checkbox"/> Store sealed plastic bag in designated University safe What arrangements have been made for the disposal of suspicious substance/item: (<i>Police to advise</i>)
Other Action taken
Please record below any other actions taken in response to this incident.

Appendix 3: How to Contact your Campus Health & Safety Responsible Person (H&SRP)

	Telephone	Location
Canterbury	Dial 0	Reception
Epsom	Dial 2213	Reception
Farnham	Dial 0	Reception
Rochester	Dial 0	Reception

Appendix 4: Locations of Designated University Safes

	Location	Person Responsible for Safe
Canterbury	Caretakers Office Hofham Court	Dave Edwards (Accommodation Officer)
Epsom	Security Office	Alice Weston (Senior Accommodation Officer)
Farnham	Porters Lodge	Sue Dibble (ACS Finance Assistant)
Rochester	Doust Way	Debby Dickman (Accommodation Officer)

Appendix 5: How to Arrange for a Pre-paid Taxi

	Telephone	Who to contact
Canterbury	Dial 0	Reception
Epsom	Dial 2213 or 0 for Farnham Reception	Reception
Farnham	Dial 0	Reception
Rochester	Dial 0	Reception

Appendix 6: List of External Organisations

Information, advice and support

Alcoholics Anonymous

AA provides a national telephone helpline if you need help with a drinking problem

Telephone: 0800 9177 650

Email: help@alcoholics-anonymous.org.uk

Website: www.alcoholics-anonymous.org.uk

Angelus Foundation

The Angelus Foundation aims to raise awareness of about the dangers of 'legal highs' and party drugs.

Website: www.angelusfoundation.org.uk

Drinkline

Drinkline is a national helpline for anyone concerned about their alcohol use.

Telephone: 0300 123 1110 (England and Wales) (Mon – Fri, 9-8, Weekends 11-4)

Telephone: 0800 7314 314 (Scotland)

Email: contact@drinkaware.co.uk

Website: drinkaware.co.uk

Dry Out Now

Dry Out Now provides an advice line for 12 hours day, 7 days a week, to help you with expert, completely practical advice about drug addiction and alcoholism, free-of-charge. The website has a selection of online resources

Telephone: 0845 004 9755

Website: www.dryoutnow.com

FRANK

FRANK offers free confidential drugs information and advice 24 hours a day, Live Chat 2-6pm

Telephone: 0300 123 6600

Telephone for hearing impaired: 0300 123 1099

SMS: 82111

Email: frank@talktofrank.com

Website: www.talktofrank.com

Narcotic Anonymous

NA UK provide telephone helpline between 10am -12am to provide support and advice on about the nature of drug addiction.

Telephone: 0300 999 1212

Website: ukna.org

NHS Information – Effects of Drugs

Website: www.nhs.uk/Livewell/drugs/Pages/Drugsoverview.aspx

Referral Agencies

Surrey
<p>Surrey Drug and Alcohol Care Surrey Drug and Alcohol Care (SDAC) provides a 24 hour helpline offering support to anyone concerned about the problems drugs and alcohol cause.</p> <p>Telephone: 0808 802 5000 Email: info@surreydrugcare.org.uk Website: www.surreydrugcare.org.uk</p> <p>Catalyst (formerly Southern Addictions Advisory Service (SdSA) Catalyst provides advice and information about alcohol, drugs and related situations.</p> <p>Telephone: 01483 590150 Text (SMS): 07909 631623 Email: info@catalystsupport.org.uk Website: www.catalystsupport.org.uk</p> <p>Surrey and borders partnership NHS foundation Trust Website: www.sabp.nhs.uk</p> <p>Catch 22 (Surrey) Provides advice and support to young people in Surrey (11 – 21 year olds as well as adults with disabilities and Care Leavers)</p> <p>Telephone: 01372 832 905 Telephone: 0800 622 6662 (Emergencies) Email: ypsm@catch-22.org.uk Text: 07595 088 388 Website: www.catch-22.org.uk/programmes-services/surrey-young-peoples-substance-misuse-service</p>
Kent
<p>Addaction (merged with Kent Council on Addiction) Addaction provides substance misuse services for adults who are experiencing problems related to their drug or alcohol use.</p> <p>Website: www.addaction.org.uk</p> <p>Open Road (Medway) Open Road are providers of young peoples (up to 18 or 21 for Care Leavers)' substance misuse services in Medway Medway Young Persons' Service, 205-217 New Road, Chatham, ME4 4QA,</p> <p>Telephone: 01634 338640 Website: openroad.org.uk/medway</p>

Many local alcohol and drug treatment services will accept self-referrals. You can find your local treatment services via the NHS Choice website:

www.nhs.uk/Service-Search/Drug-treatment-services/LocationSearch/340

Appendix 7: Information on Drugs & Alcohol Overdose

Almost any drug taken in excess can cause a person to suffer the effects of an overdose. Some prescribed medicines and recreational drugs taken in excess or without medical supervision can prove fatal unless prompt care is available.

The effects of any drug will vary depending on the nature of the substance, the age, weight and general health of the patient, and whether any alcohol was consumed at the same time.

Many young people are exposed to the risks of taking a 'recreational drug' at a party or entertainment venue, often without knowing the nature of the substance concerned. Sometimes a cocktail of drugs may be taken in the hope of enjoying a 'high', but this can prove to be a fatal step and seriously complicates the medical treatment required. The first aider is unable to give any specific treatment for the patient of drug abuse and can only give care following the normal priorities of basic life support.

Overdose: Drugs

Alcohol taken in excess can have a serious effect on the body. In the early stages the patient may be unaware of hazards, with loss of coordination, and is at risk of injury. Later the patient is likely to become unconscious and needs close supervision and airway care to avoid airway obstruction and possible death.

Symptoms and signs: not all may be present

- drowsiness, loss of coordination and collapse
- confusion or hallucinations
- altered breathing pattern or breathing difficulty
- mood changes including excitability, aggression or depression
- pale, cold and clammy skin
- nausea or vomiting
- seizures
- abdominal pain
- evidence of poisons, containers, smells, etc

How you can help

1. Assess the patient

- Check the level of consciousness. If the student is not fully conscious and alert, turn them onto their side and ensure they are not left alone.

2. Reassure the patient

- Talk to the student in a quiet and reassuring manner.
- Sometimes individuals may become agitated. Enlist friends or family to calm and reassure the student. Consider calling the police if the safety of the patient or others becomes threatened.

3. Identify the drug taken

- Ask what the student has taken, how much was taken, when it was taken, and whether it was swallowed, inhaled or injected.
- Look for evidence that might assist the hospital staff with treatment and keep any container, syringe or needle and any vomit to aid analysis and identification.
- Some drugs create serious overheating of the body, and if this is noticed, remove unnecessary clothing to allow air to reach the skin surface to assist with cooling.

4. Call for an ambulance.

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