2026/2027

Drugs, Alcohol and Substance Use Policy

WHOLE SCHOOL

MORNA INTERNATIONAL COLLEGE

IBIZA

SINCE 1973

Policy Owner:

Head Teacher

1. Purpose and Scope

Morna International College is committed to safeguarding students and maintaining a safe, healthy and supportive learning environment. The school combines prevention, education, early help, safeguarding, proportionate consequences and clear operational procedures when responding to drugs, alcohol, nicotine, vaping products, medication misuse and other harmful or intoxicating substances.

This policy applies to all enrolled students in EYFS, Primary and Secondary and to all school-related contexts, including school premises, the school day, school transport, educational visits, residentials, sports fixtures, social events and activities organised or supervised by the school. It also sets out the professional expectations that apply to staff and other adults while working for, representing or supervising activities on behalf of the school. Conduct outside school may be addressed under this policy where there is a clear and significant connection to student welfare or safeguarding, the supply of substances to students, or the safe operation of the school.

2. Definitions and Prohibited Substances

For this policy, prohibited substances include illegal drugs; alcohol; tobacco; nicotine products; vapes, e-cigarettes and devices capable of releasing nicotine, whether or not they contain nicotine; controlled, prescription or non-prescription medicines used without proper authorisation, contrary to medical or school instructions, or for the purpose of intoxication or misuse; volatile substances; solvents; nitrous oxide or similar intoxicants; psychoactive substances; cannabis and cannabis-derived intoxicants; and any other substance taken with the intention of becoming intoxicated, impaired or achieving a harmful psychoactive effect.

Possession includes having a substance or prohibited item on a person, in clothing, bags, lockers, vehicles or other property under a student's control. Supply includes selling, sharing, giving, exchanging, distributing, facilitating access or possessing with intent to supply, whether or not money changes hands. Paraphernalia includes equipment or materials associated with substance use, preparation, concealment or supply.

3. Prevention and Education

The school will provide age-appropriate education through PSHE, science, pastoral provision and other relevant curriculum opportunities. Education will develop accurate understanding of health, legal and social risks; strengthen decision-making and help-seeking; address alcohol, drugs, tobacco, nicotine and vaping; challenge misinformation; and ensure students know how to seek support within appropriate safeguarding limits.

Heads of Section and relevant pastoral or curriculum leaders will review provision during the year and may arrange targeted education, parent information, supervision changes or staff training in response to local risks, student needs or incident patterns.

4. Responsibilities

Executive Director. The Executive Director is consulted on incidents that may result in withdrawal or termination of a school place, significant legal or contractual implications, police involvement of particular seriousness, or other matters requiring executive or legal oversight.

Head Teacher. The Head Teacher has overall responsibility for implementation of this policy, authorises or delegates significant operational decisions, determines serious disciplinary outcomes in line with the Behaviour Policy and school terms, subject to the School's executive and contractual approval arrangements, and decides when legal or specialist advice is required.

Heads of Section and Pastoral Leaders. The relevant Head of Section or Pastoral Leader normally coordinates the student incident response, identifies who will lead any investigation required, ensures parents/carers are informed, oversees records, risk assessment, support and reintegration, and reviews follow-up.

Designated Safeguarding Lead (DSL) and Wellbeing and Protection Coordinator (Coordinador/a de Bienestar y Protección). The DSL and/or Wellbeing and Protection Coordinator leads or advises where substance use may involve exploitation, coercion, neglect, self-harm, criminal involvement, abuse or other safeguarding vulnerability and coordinates external safeguarding referrals where required.

All Staff. Staff must act immediately on medical or safety risks, report substance-related concerns promptly, preserve evidence without unnecessary handling, record objective information and follow the procedures in this policy.

Students. Students must follow the prohibitions in this policy, report medical emergencies immediately and are encouraged to seek help for themselves or others.

Parents/Carers. Parents/carers are expected to provide accurate medication and health information, cooperate with investigations and safety arrangements, and support agreed intervention or reintegration plans.

5. Student Expectations

Students must not possess, use, consume, be under the influence of, supply, distribute, promote or facilitate access to prohibited substances in any context covered by this policy. Students must not bring related paraphernalia onto school premises or school activities where it is connected to substance misuse.

Alcohol is prohibited for students without exception at school, on school transport, on educational visits, residentials and at school-related events, irrespective of local adult arrangements at the venue. Tobacco, nicotine products and vaping products are also prohibited for students in all contexts covered by this policy.

A genuine voluntary request for help will be treated primarily as a welfare and safeguarding matter, although associated conduct may still need to be addressed. Students must report immediately any suspected overdose, severe intoxication, collapse or other medical danger.

6. Staff and Adult Expectations, Including Alcohol at Events

Staff and other adults working for or on behalf of the school must not possess, use, supply or be impaired by illegal or unauthorised substances while working, supervising students, driving on school business or otherwise carrying responsibility for students. Concerns about an adult's fitness for work or conduct will be managed under the Staff Code of Conduct and relevant safeguarding, health and safety, employment or disciplinary procedures.

Staff must not consume alcohol while responsible for, supervising or transporting students. Where the school authorises alcohol at an adult-only event or in a clearly separated adult hospitality context, the Head Teacher or event lead must ensure that student supervision is undertaken by staff who do not consume alcohol and remain fully fit for duty. No alcohol may be supplied to students or other persons under 18.

The use of tobacco, nicotine products and vaping devices is prohibited in school buildings and educational settings as required by law and school rules. Adults must not use such products while directly supervising students or in a manner visible to students during school activities.

7. Prescribed and Non-Prescribed Medication

Legitimate medication is not prohibited when managed in accordance with school medical procedures. Parents/carers must provide accurate information about relevant medication and health needs. Prescription medication must be used only by the person for whom it was prescribed and in the prescribed manner.

Sharing, selling, misusing or deliberately overusing medication is prohibited. The school may require medication to be held and administered by authorised staff, except where an agreed healthcare arrangement permits a student to carry essential medication such as an inhaler or emergency treatment.

8. Incident Response and Decision-Making Procedure

Stage 1 - Immediate safety and medical response. The receiving member of staff must address immediate danger, separate students where necessary, summon a trained first-aider or emergency services where indicated, and ensure a student with a significant health concern is not left alone.

Stage 2 - Notify and secure. The concern must be reported without delay to the relevant Head of Section or Pastoral Leader. Any suspected substance or prohibited item voluntarily handed over or lawfully obtained must be secured under the protocol in section 10. The DSL and/or Wellbeing and Protection Coordinator must be notified immediately where safeguarding indicators are present.

Stage 3 - Initial review and allocation. The Head of Section or Pastoral Leader will assess immediate risk, identify students involved, check previous or linked concerns, decide whether a safeguarding response is required and identify who will lead any investigation required. The Head Teacher must be informed promptly of serious possession, supply, significant intoxication, police involvement or any incident likely to result in suspension or withdrawal/termination of a school place.

Stage 4 - Investigation and communication. The investigating lead will gather information fairly and promptly, normally speaking with relevant students separately, preserving available evidence and recording direct evidence, observations, hearsay and unverified allegation distinctly. Parents/carers will normally be informed promptly unless the DSL and/or Wellbeing and Protection Coordinator determines that contact may increase safeguarding risk or compromise an external investigation.

Stage 5 - Decision, support and follow-up. The Head of Section/Pastoral Leader, with the Head Teacher for serious cases and the DSL and/or Wellbeing and Protection Coordinator where safeguarding is relevant, will determine protective, pastoral, educational and disciplinary action. A named member of staff will oversee any reintegration/support plan and review it within ten school days of the student's return or the incident outcome, or sooner where risk requires.

9. Medical Emergencies and Suspected Intoxication

A suspected overdose, severe intoxication, loss of consciousness, breathing difficulty, seizure, chest pain, extreme agitation, serious confusion or other acute deterioration must be treated as a medical emergency. Emergency services must be contacted without delay where indicated and first aid provided within staff competence.

Staff should record objective observations rather than attempt a medical diagnosis. Emergency responders should be given any available information about the suspected substance, quantity and timing. No student should be encouraged to vomit or given food, drink or medication as a substitute for professional advice where poisoning or overdose is suspected.

10. Search, Confiscation, Storage, Transfer and Disposal Protocol

Authority and proportionality. Any search must be necessary, proportionate, respectful of dignity and privacy, and consistent with the school's lawful authority, safeguarding duties, contractual rules and current Spanish/Balearic requirements. Any search by school staff must be authorised by the Head Teacher or a specifically delegated senior leader, except where immediate action is necessary to protect a student or others from an imminent risk of harm. Staff must not conduct an intimate search or use force to search a student. Where the school does not have clear authority or a serious risk remains, the matter must be referred to parents/carers and/or the police or other competent authorities rather than exceeding the school's powers.

Consent and refusal. A student should be told the reason for a requested search and asked to cooperate. Where consent is required, it should be sought clearly. Refusal must be recorded and referred to the Head Teacher or delegated senior leader; refusal does not itself authorise staff to use force or conduct an intrusive search. The school may apply proportionate behaviour consequences for refusal to follow a reasonable school instruction where permitted by the Behaviour Policy, while separately deciding whether police assistance is necessary.

Witness and dignity. A search of bags, lockers or other student property should normally be conducted by two members of staff, with one acting as witness, and with the student present where practicable. Any request involving clothing must preserve dignity and safeguarding; staff must not require removal of clothing other than outer items such as a coat or jacket.

Confiscation and logging. Any item taken into school possession must be handled as little as possible. Two staff members should, where practicable, witness the item being secured. The record must include date, time, place, student, item description, circumstances, names of staff, action taken and each transfer of custody.

The item must be passed as soon as practicable to the Head Teacher or a specifically delegated senior leader, who will be responsible for ensuring that it is secured and logged in accordance with this policy.

Sealed storage and access. A suspected substance should be placed, where safe to do so, in a suitable sealed container or evidence bag, labelled with a unique incident reference and stored securely in a designated locked location. Access is restricted to the Head Teacher and staff specifically authorised for the incident. Unknown substances must never be tasted or deliberately smelled.

Transfer and disposal. Suspected illegal drugs will not be returned to a student or parent/carer. The Head Teacher will decide, with police or other competent-authority advice where appropriate, how and when the item is transferred. Transfer must be witnessed and recorded, including recipient, date and time. Medicines, alcohol, tobacco, nicotine/vaping products or other lawful items may be returned to a parent/carer or disposed of only where lawful and appropriate; the method and authorisation must be recorded. Staff must not independently destroy a suspected illegal substance.

11. Supply, Exploitation and Police or Other Competent Authorities

Supplying or facilitating access to illegal or harmful substances is exceptionally serious. The school will consider the nature and quantity of the substance, evidence of planning or financial gain, coercion, involvement of other students, age and vulnerability, and any indication of criminal exploitation.

A student involved in supply may also be a victim of coercion or exploitation. The DSL and/or Wellbeing and Protection Coordinator must therefore consider safeguarding need alongside disciplinary action. The Head Teacher, advised by those safeguarding leads where relevant, will decide whether to contact the police, child protection/social services or another competent authority. Immediate police contact is appropriate where there is an urgent threat to safety, suspected serious criminality, significant supply or exploitation, or where safe management is beyond the school's lawful powers.

12. Parents and Carers

Parents/carers will normally be informed promptly of a significant concern involving their child. Where contacting a parent/carer could increase risk to the student or compromise a safeguarding process, the DSL and/or Wellbeing and Protection Coordinator will determine the appropriate course of action.

The school expects parents/carers to cooperate with safety plans, medical advice, investigations and agreed support. Where appropriate, the school may recommend assessment or support from a qualified health, counselling, addiction or safeguarding service.

13. Support, Risk Assessment and Reintegration

Following a significant incident, the Head of Section or Pastoral Leader will decide whether a written student support and risk plan is required. The plan should identify the named lead, known risks and triggers, medical or safeguarding needs, supervision or timetable arrangements, contact with parents/carers, agreed external support, expectations for conduct, and review dates.

Where a student returns after suspension, medical absence or another significant substance-related incident, reintegration should include a return meeting with the student and parent/carer where appropriate, review of the risk/support plan, clarification of expectations, identification of a trusted adult

and scheduled check-ins. The first formal review should normally occur within ten school days, with further review according to need.

Support may include counselling or wellbeing provision, targeted education, safety planning, referral to external professionals and reasonable monitoring. Support does not remove the possibility of consequences for serious misconduct, and disciplinary action does not remove the school's safeguarding responsibilities.

14. Consequences and Morna Decision-Making

Breaches of this policy will be considered under the Whole School and relevant Primary/Secondary Behaviour Policies, safeguarding procedures and the school's contractual terms. Possible responses include educational or restorative action, parent meetings, behaviour agreements, loss of privileges, internal sanctions, suspension and, in the most serious cases, withdrawal or termination of a school place, subject to the School's executive and contractual approval arrangements, in accordance with the applicable Behaviour Policy, admissions/enrolment terms and contractual procedures.

Consequences will be individual and proportionate. Supply, repeated possession, significant intoxication, conduct placing others at serious risk, coercion of other students or deliberate concealment of dangerous substances will normally be treated more seriously than a first incident of personal possession or a voluntary request for help. No outcome will be automatic solely because a substance is suspected; decisions must be based on the available evidence and circumstances.

15. Educational Visits, Residentials and School Events

This policy applies fully to educational visits, residential trips and school events. Trip leaders must include substance-related risks within planning and emergency arrangements. A student whose conduct creates an unacceptable safety risk may be removed from an activity or returned home where necessary and proportionate, with costs and arrangements handled in accordance with school terms and trip information.

For overseas or off-island visits, staff must take account of local law. The school cannot prevent police or other competent authorities from taking action where local law has been breached.

16. Recording, Confidentiality and Review of Incidents

Significant incidents, decisions, searches, refusals, confiscated items, custody transfers, medical actions, safeguarding referrals, communications with parents/carers or authorities, sanctions, support plans and follow-up must be recorded in iSAMS, using the school's designated behaviour/pastoral recording area. iSAMS is the authoritative record for significant substance-related incidents under this policy. Safeguarding information must also be recorded in the school safeguarding record where required.

Information will be shared on a need-to-know basis for safety, safeguarding, investigation and legal compliance. Staff must not promise absolute confidentiality. Senior leaders will review substance-related incident data and patterns at least termly, including repeated concerns, locations, student groups, vaping/nicotine incidents, supply or exploitation indicators, medical emergencies and the effectiveness of interventions. Findings will inform prevention, curriculum, supervision, staff training, parent communication and policy. Significant safeguarding patterns will also be reviewed with the DSL and/or Wellbeing and Protection Coordinator.

17. Legal and Regulatory Framework

This policy is intended to operate consistently with applicable Spanish and Illes Balears law and must be read with current school procedures. The relevant legal framework includes Ley Orgánica 8/2021, de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia; Ley 9/2019, de 19 de febrero, de la atención y los derechos de la infancia y la adolescencia de las Illes Balears; Ley 4/2005, de

29 de abril, sobre drogodependencias y otras adicciones en las Illes Balears; and Ley 28/2005, de 26 de diciembre, as amended, concerning tobacco and devices capable of releasing nicotine.

The school will also act consistently with applicable education, employment, health and safety, data protection, medicines and criminal law. Because powers to search, retain or transfer items can depend on the circumstances and the legal status of the item, staff must follow section 10 and seek legal or police/competent-authority advice where authority is uncertain. This policy does not confer powers beyond those available to the school under law.

18. Related Policies and Review

This policy should be read alongside the Whole School and Primary/Secondary Behaviour Policies, Safeguarding and Child Protection Policy, First Aid and Medical Needs procedures, Educational Visits Policy, E-Safety and Electronic Devices Policy, Staff Code of Conduct, Complaints Policy and relevant school terms and conditions.

This policy will be reviewed at least annually and sooner where legislation, safeguarding guidance, school procedures, local risks or significant incidents indicate that amendment is required.

Policy Control

Policy Title	Drugs, Alcohol and Substance Use Policy 2026/2027
Policy Owner	Head Teacher
Responsible Officers	Heads of Section, Pastoral Leaders, relevant Designated Safeguarding Lead (DSL) and Coordinator/a de Bienestar y Protección
Applies to	All enrolled students in EYFS, Primary and Secondary, and staff/other adults working for or on behalf of the school where this policy sets professional or supervisory expectations.
Approved by	Executive Director
Date Approved	10th September 2026
Review Frequency	At least annually and sooner following legal, safeguarding, procedural or other relevant change
Next Review Date	10th September 2027
Version	2.1