

From: Foi Enquiries

Sent: 06 November 2019 16:04

Subject: FOI-19-1341 - Drugs in Schools

Thank you for your information request of 07 October 2019. Aberdeen City Council (ACC) has completed the necessary search for the information requested. Our response is now detailed below.

How many pupils have been suspended over the past three years for:

1. Possession of class A drugs?
2. Possession of class B drugs?
3. Possession of class C drugs?
4. Supply of class A drugs?
5. Supply of class B drugs?
6. Supply of class C drugs?

The number of the pupils is available on the Scottish Government website, the link is as follows:
<https://www2.gov.scot/Topics/Statistics/Browse/School-Education/exclusiondatasets>

As **how many pupils have been suspended over the past three years for possession and supply drugs** is otherwise accessible on the above link on Scottish Government website, it is exempt from disclosure. In order to comply with our obligations under the terms of Section 16 of the FOISA, we hereby give notice that we are refusing your request under the terms of Section 25(1) - Information Otherwise Accessible - of the FOISA.

Please note that schools would not have a record of the type or class of substances if a pupil was found to be in possession or supply of drugs, therefore, we are unable to provide you the details on the type of drugs.

We are unable to provide you with information on **possession and supply of class A, B & C drugs** as it is not held by ACC. In order to comply with our obligations under the terms of Section 17 of the FOISA, we hereby gives notice that this information is not held by us.

How many have faced any other disciplinary action from schools for any of the above- again broken down by the six categories?

Could you please break all categories down by year.

Not applicable, please see the response provided to Question above.

What is the policy when a pupils is found to be in possession of drugs? What is the policy when a pupil is found to be supplying drugs?

Please find enclosed policy document.

ACC is unable to provide you the third party names and personal details as well as the ACC officers who are below Chief Officer level as it is exempt from disclosure. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing your request under the terms of Section 38(1)(b) in conjunction with Section 38(2)(A)(a) – Personal Information - of the FOISA.

In making this decision ACC considered the following points:

ACC is of the opinion that Section 38(1)(b) applies to the information specified above as the information in question is personal information relating to living individuals, of which the applicant is not the data subject.

ACC is of the opinion that Section 38(2A)(a) applies, as we consider that disclosure of this information would be a breach of the 'lawfulness, fairness and transparency' principle. These individuals have not consented to the disclosure of their information, and ACC does not consider that they would expect ACC to release this information about them into the public domain under the FOISA.

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

We handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

We hope this helps with your request.

Yours sincerely,



Access to Information Team

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Policy and Procedure for Managing Substance Misuse Incidents Involving Children and Young People in Schools



Lead Officer: [REDACTED]
Chief Operating Officer: Rob Polkinghorne
Date approved: September 2018
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Introduction

This document sets out, in partnership with Aberdeen City Council, NHS Grampian, Police Scotland, Aberdeen City Alcohol and Drugs Partnership (ADP) and Alcohol & Drugs Action (ADA) Aberdeen, the policy to be adhered to should a substance misuse incident occur within a primary or secondary school. The policy applies to all staff within Aberdeen City Council educational establishments and outlines actions to be taken along with the relevant roles and responsibilities.

In order to enable staff to meet their responsibilities in relation to substance misuse, this policy contains information and guidelines on the following areas:

- Management of incidents of substance misuse
- Reporting and recording of incidents
- Support for children and young people involved in a substance misuse incident
- Communication with relevant partners following incident

This policy provides a procedure for staff and partners to help respond to information, evidence or allegations that children or young people are misusing drugs as well as in managing incidents and supporting children, young people and other adults involved in substance misuse.

Background

Aberdeen City Council regards substance misuse as a serious matter. It affects the physical and emotional health and wellbeing of our children and young people. The council and its schools have an important part to play in educating children, young people and their families about substance misuse and the risks associated.

The policy supports our responsibilities as set out in the United Nations Convention on the Rights of the Child:

- **Article 3** says that adults should think about the best interests of children and young people when making choices that affect them.
- **Article 24** says that healthcare for children and young people should be as good as possible, but also goes further than this by saying children and young people have the right to be both physically and mentally fulfilled.
- **Article 33** says that children and young people have a right to be protected from all harmful drugs.

The national drug strategy for Scotland; The Road to Recovery (May 2008) – A New Approach to Tackling Scotland's Drug Problem, requires the Council to have a clearly laid out set of procedures to help deal effectively with incidents of substance misuse within schools.

<http://www.scotland.gov.uk/Publications/2008/05/22161610/0>

This policy should be considered in conjunction with:

- National Guidance for Child Protection in Scotland, 2014
- National Practice Model
- Getting it right for every child in Aberdeen – Operational Guidance 2016
- Curriculum for Excellence
- Integrated Children's Services Aberdeen
- Getting Our Priorities Right (GOPR) updated good practice guidance
- Hidden Harm (next steps, supporting children working with parents)

Aberdeen City Alcohol and Drug Partnership (ADP) oversee the implementation of national strategy at a local level. Their supporting strategy documents; "Together we will tackle drugs misuse and its effects in Aberdeen City (2011-21) and "A Safer, Healthier & Responsible attitude to Alcohol in Aberdeen" (2009-19) outline the partnership responsibilities for substance misuse in Aberdeen City as well as outlining local service and supports:
<http://aberdeencityadp.org.uk/support-services/>

Policy Implementation

Responsibilities of Senior Management:

- Ensure all staff members are familiar with the procedure for dealing with an incident and aware of their role in management of incidents involving substance misuse.
- Aware of the legal implications of discovering a child or young person with a controlled substance, and how they are expected to deal with such an event.
- Ensure robust reporting and recording of any incident to the appropriate channels.
- Informed of the limits of confidentiality that can be offered.
- Aware that it is acceptable for a responsible person to take possession of a controlled drug for the purpose of preventing an offence in connection with that drug.
- After any incident organise a review to discuss incident management and procedures and ensure that the health and wellbeing of the child/young person has been supported.

Responsibilities of all school staff members:

- Aware of the procedure for dealing with an incident and their role in managing any incident.

Responsibilities of children and young people:

- Create a culture within the school to encourage pupils to speak out if they have taken or know of someone who has taken a substance. Reassure pupils they will be protected from harm for disclosing a peer has been involved in substance misuse. If information is disclosed staff can complete a Police Information Sharing Form (Appendix 3).

Definitions

Definition of a 'substance'

Within this policy a *substance* here will be defined as that when administered (e.g. ingested, inhaled, or injected) into the body, will affect the central nervous system (i.e. has psychoactive properties). This often results in variable changes to cognition, and thereby affects the behaviour, mood and/or consciousness of the individual consuming.

Drug Group	Drug (examples)	Effects
Stimulants (uppers)	Amphetamine Cocaine	Increase energy, activity, heart rate, blood pressure
Depressants (downers)	Alcohol Heroin Solvents	Slow down reactions, heart rate, breathing
Hallucinogens	Cannabis LSD Magic Mushrooms	Cause hallucinations (see hear and feel things differently)

Providing a definitive list of substances is not practical, but for the purposes of this policy the scope of the term 'substance' will include:

- Alcohol;
- Substances scheduled within the Misuse of Drugs Act 1971 as well as any covered by the Psychoactive Substances Act 2016;
- Prescription medication/over the counter (OTC) drugs;
- Volatile substances (e.g. solvents, gases, aerosols and glues);
- Any substance subject to temporary controls and placed within a Temporary Class Drug Order (TCDO) within the Misuse of Drugs Act 1971.

Tobacco

Throughout this document tobacco will not be included when reference is made to a substance. Everyone on school premises should be clear that use of tobacco products or bringing cigarettes is not tolerated.

NHS Grampian have produced guidance to support schools to develop and implement their own tobacco-free policy -

<http://www.hi-netgrampian.org/wp-content/uploads/2017/05/Smoking-in-Local-Authority-Educational-Settings-FINAL-KL-2016-Update.pdf>

Scottish Directors of Public Health strongly advocate that e-cigarettes as they stand should be treated in the same way as normal cigarettes in relation to local policy.

Definition of 'substance misuse'

- Use that results in any impairment to the capability, conduct, behaviour and/or safety of the individual (or to the safety of others in proximity) and/or;
- Use of an illegal substance (in direct contravention of legislation above) and/or;
- Use of a prescription or OTC medication in a way that is inconsistent with medical guidance

Definition of a 'substance related incident'

1. Substance misuse incidents involving a pupil (page 7) -

- a. Pupil in possession of a substance and/or substance related paraphernalia (e.g. papers, packaging needles, grinders, 'bongs'/pipes, tin foil etc.)
- b. A suspicion (or presentation) during the school day of a pupil being 'under the influence' of a substance. This may present in a variety of ways and could include obvious (but usually unexplained) changes in personal presentation, demeanor, ability to communicate and/or 'out of character' interaction

2. Substance misuse incidents not involving a pupil (APPENDIX 1) -

- a. Substance or paraphernalia (or substance related litter) found within the school or grounds
- b. A suspicion that person(s) are dealing in substances and/or distributing paraphernalia in or around school premises

3. Substance misuse incidents involving adults (APPENDIX 2) –

- a. Parent/Carer being under the influence whilst coming to/visiting school
- b. Staff member under the influence whilst at school

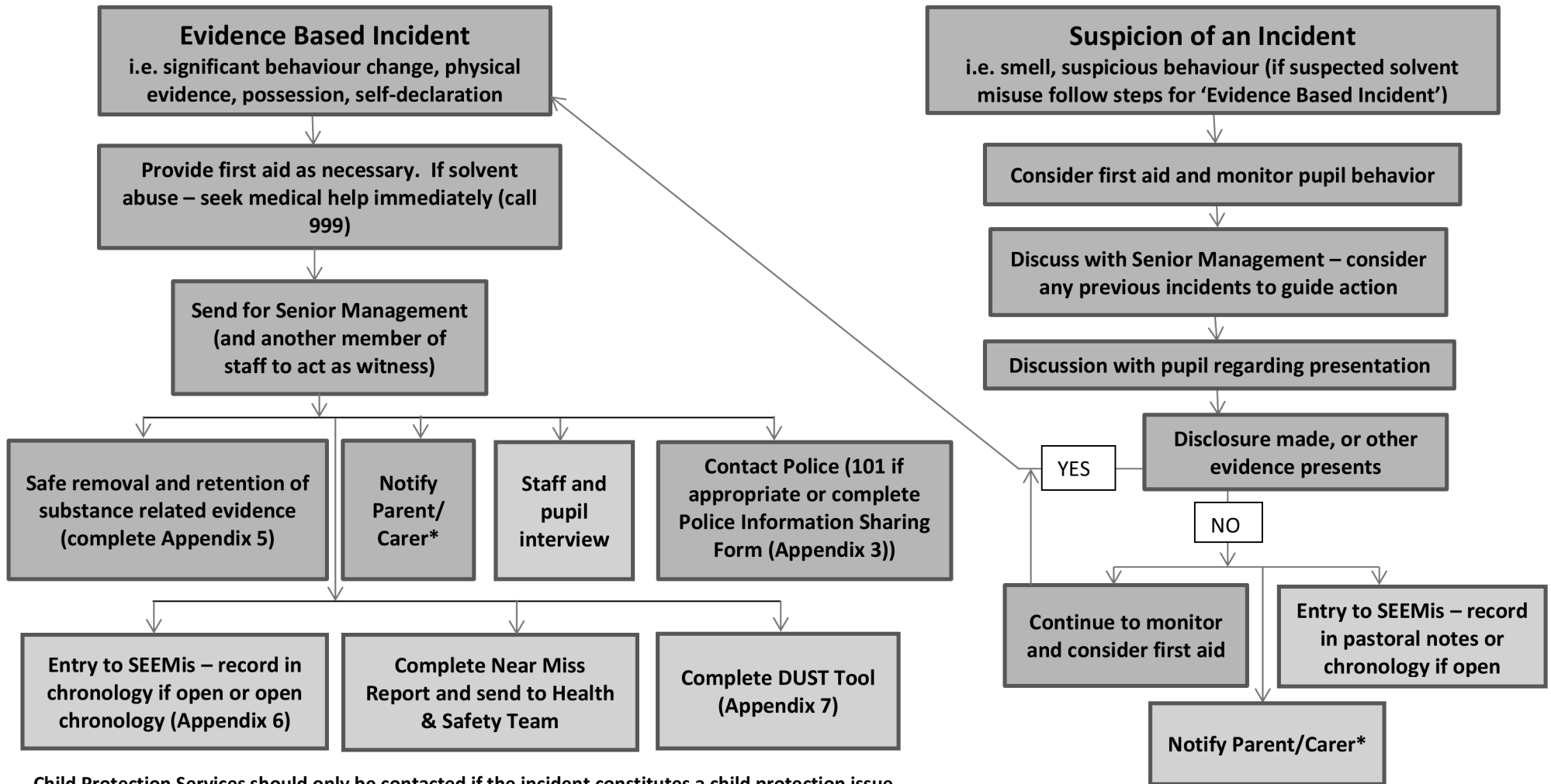
Procedure

Procedural and operational guidance for all Aberdeen City Council schools and communities with regard to **substance misuse incidents involving a pupil**:

- a. Pupil in possession of a substance or paraphernalia (action checklist – appendix 4)
- b. Suspicion of a pupil being under the influence

Key	Immediate Actions
	Recording and Reporting

The medical treatment of the child or young person should be the priority



Child Protection Services should only be contacted if the incident constitutes a child protection issue.

*Do not notify parent/carer if in contrast to the welfare of the child

Immediate Actions

The medical treatment of the child or young person should be the priority

Medical Treatment

In the event of a young person requiring an ambulance, steps are required to take possession of any substances and/or related items. Medical staff will require a description of any substances or related items or other pertinent information that may have a bearing on the young person's health.

All staff should be made aware that extreme physical dangers present after an incident of solvent misuse. **Solvent misuse** demands a different approach from other types of substance misuse. The potential for heart failure demands that any suspected incident of this nature be treated as a medical emergency. Care should be taken not to 'over-excite' in any way as this may exacerbate their condition.

Medical assistance should always be the first consideration if there is any possibility that the young person has taken an unknown psychoactive substance or there is concern or uncertainty regarding the nature of that substance. If there is only a suspicion that a young person has used a substance continue to monitor behaviour and physical presentation in case medical treatment is required.

Immediate role and responsibility of staff

When there is an incident of substance misuse in school it is important that all staff and partners working within schools are familiar with the procedure for dealing with the incident. The member of staff will contain the situation and make contact through the main office to senior management (and another member of staff to act as witness) as soon as possible. In some instances it may be difficult to access the support of another member of staff immediately. Until another member of staff can be contacted the child or young person will not be left alone or have contact with anybody else.

The member of staff will remind the child or young person of policy regarding substance misuse and the procedures to be followed to investigate the incident, including the intention to contact parents/carers (if the child or young person is under 16) and the police. There can be little doubt as to the potential seriousness relating to incidents of substance misuse. It is important that all incidents are dealt with robustly.

Contacting Parents and Police Scotland

The Age of Legal Capacity (Scotland) Act 1991 states that a person under the age of 16 has legal capacity where they have sufficient maturity and understanding, and there is a general presumption that children aged 12 and over have that capacity. This requires schools to communicate directly with the pupil if he/she has legal capacity. **However, it is considered good practice to also keep parents informed and involved at every stage regardless of the age of the child unless this action is seen to be in contrast to the welfare of the child.**

When contacting parents the time of the call should be recorded. The child/young person's parents will be asked to come to the school as soon as practicable. If the child or young person is a looked after child, living at home, the schools should also inform the allocated social work team. If parents are not available, the authority has a duty of care to the young person and, accordingly, the designated senior member of staff must support the young person, until such a time as an interview can take place.

Police should be contacted by calling 101; unless of course the situation requires a more urgent response in which case call 999 e.g. if the pupil runs off and may require medical assistance. If parents/carers arrive before the police, the parents/carers should be allowed access to the child or young person with an adult present at all times, unless otherwise instructed by the police. If police arrive before parents/carers, the police must be asked to wait until the parents/carers arrive. However, circumstances may dictate the police taking immediate action. In such cases an adult must be present during the subsequent interview.

Police are entitled to detain and search anyone suspected to be in possession of suspicious substances. Such searches are the responsibility of the police. If the police require to search the child/young person on the premises, this must be carried out in the presence of the parent and/or appropriate member of staff. The police may wish to take the child or young person away for questioning. In such cases staff should seek an explanation from the attending police officer(s) for their actions and ensure a member of staff accompanies the child/young person if the parents have not already arrived.

Safe removal and retention of substance related evidence

Any child or young person suspected of being involved must be requested to hand over suspected substances and/or related items. A description of the items handed over, including any packaging or paraphernalia, must be recorded and signed by both the person in charge, and the member of staff involved acting as a witness. The young person must be given a receipt (see Appendix 5) for anything he/she hands over to staff. Should the child or young person refuse to sign the receipt ensure another staff member signs to witness the handing over of said materials.

It is acceptable for a responsible person to take possession of a controlled drug for the purpose of preventing an offence in connection with that drug. The controlled drug must then be delivered into custody of a person lawfully entitled to take custody of it (Section 5(4)(b) of the Misuse of Drugs Act 1971). They will then have a defence against prosecution for possession if the incident were deemed severe enough for prosecution.

The receiving adult must lock the suspected substances and/or related items away in a secure place, in the presence of a witness. The items must be handed over to the police at the first opportunity. If a young person refuses to hand over any substances or related items, isolate them until the police arrive who then have the power to search them.

This policy applies equally on school excursions. When there is no access to a safe place to hold the substance, the person in charge should take overall responsibility for holding the substance(s). All such actions must be witnessed and recorded and subsequently reported to the police at the earliest opportunity.

Recording and Reporting

The collection of substance use data serves to act as an early warning system for establishing patterns and overall prevalence of use throughout the city. This can help inform where limited resources can be allocated as a way of reducing the likelihood of trends becoming common use. Without data collection it can be difficult to argue for additional support or input from funders, service or agency intervention.

Interview

Anyone involved in dealing with an incident of controlled drug misuse should expect to be interviewed by a senior member of staff and possibly the police, and to supply a statement of their involvement. A court case may result from an incident and, therefore, a written record of the interview with a young person suspected of being in possession of, or supplying substances, must be made and stored in a locked cabinet in line with the Data Protection Act 1998.

SEEMis

Reference to the incident is written in the young person's pastoral notes or chronology. If an evidence based incident has occurred this constitutes the opening of a chronology (if not already open). If a series of suspicious incidents are recorded in the young person's pastoral notes or chronology this should be escalated to ensure the young person receives appropriate support. See Appendix 6 for information to record in the chronology.

Education and Children's Services work towards an agenda for inclusion of all children/young people. For this reason every effort must be made to allow the child/young person to continue his/her education. **If the incident does result in the exclusion of the young person involved, ensure that the exclusion reason is recorded as 'Substance Misuse – alcohol' or 'Substance Misuse – not alcohol'.** This will ensure accurate collation of substance use data and appropriate allocation of support and resource.

Near Miss Report

All substance misuse incidents must be reported using the Aberdeen City Council Near Miss Report form available on The Zone.

Police Information Sharing Form

Any information or intelligence relating to substance misuse (whether on or off of school premises) must be forwarded to Police Service of Scotland on the following e-mail address on the designated form (see Appendix 3) - DIONorthEast@scotland.pnn.police.uk

This must also be e-mailed to ACC Integrated Children's and Family Services – substancemisuse@aberdeencity.gov.uk

Support

It is important that children and young people receive appropriate support and reassurance in the period following a substance misuse incident or disclosure of substance misuse. Staff should work closely with parents and identified partner agencies to ensure the best outcome for the child or young person involved.

All children and young people are unique and their individual needs and circumstances should be considered, those needs and circumstances may change.

It is impossible to predict when a young person may need support for substance misuse however as professionals we may be able to identify children and young people more at risk. The response that the school gives has to match the level of concern that the school has for the young person. The response must be appropriate for that young person, an appropriate response for one young person may not be appropriate for another.

Consider time to respond:

- Suspicions – record, monitor and carefully set a date to review
- Evidence based incidents require a timely and/or immediate response

In order for practitioners to effectively evaluate the level of concern and support required, the ‘Drug Use Screening Tool’ (DUST) should be used (See Appendix 7). This is a brief assessment screening tool. It will form part of the initial information gathering process, initial assessment of risk and will also inform an assessment of wellbeing. This will help to determine whether it is appropriate to manage the incident or series of incidents at a curriculum level, single agency or multi agency level. It will provide level of risk to the child rated as low, medium or high risk which corresponds to the Staged Intervention Framework levels of Universal, Targeted and Specialist.

When a series of suspicious or significant evidence based incidents occur a wellbeing assessment should be completed using the GIRFEC National Practice Model. In the first instance the SHANARRI indicators should be used to consider concerns and protective factors. If practitioners assess a medium level of risk and the need for targeted support, through use of DUST and a wellbeing assessment, then consideration of a Pupil Centred Risk Assessment and Child’s Plan is appropriate. When a high level of risk and Specialist levels of support are assessed as essential then a Pupil Centred Risk Assessment and Child’s Plan should be completed by multi agency partners.

A list of local support is available in Appendix 8.

Communication of the Incident

Responding to the media

Where applicable, following a substance misuse incident, the Aberdeen City Council press office should be informed by the SMT involved and a statement for the press prepared - http://thezone/AskHR/YourEmployment/additional_employee_info/EMP_media_protocol.asp

Where Police are in attendance and there is either an ongoing investigation or someone has been charged the incident is subject to Sub Judice rules; all media calls should be directed to Police Service of Scotland. Media outlets will have a dedicated number to make direct contact with Police Scotland media teams.

Where other agencies are involved, they should agree a strategy for handling any approaches from the media. Aberdeen City ADP can also be contacted and seen as an expert mediator between schools and the media. www.aberdeencityadp.org.uk/contact-us/

If staff are approached by the press, they must be directly referred to the SMT responsible for managing the incident. If the press approaches the establishment before an agreed statement is prepared, they must be directed to Aberdeen City Council's press office. Apart from the agreed statement, no further comment should be made.

Communicating with staff members

School Senior Management Teams will need to consider how information on individual substance misuse incidents should be communicated.

School staff need to:

- Be given the broad facts
- Know that the incident is being managed in line with current procedures
- Agree the response to inquiries by children, young people and parents/carers, and the need to follow this advice to ensure consistency
- Know that they are required to refer all media inquiries to the designated senior member of staff

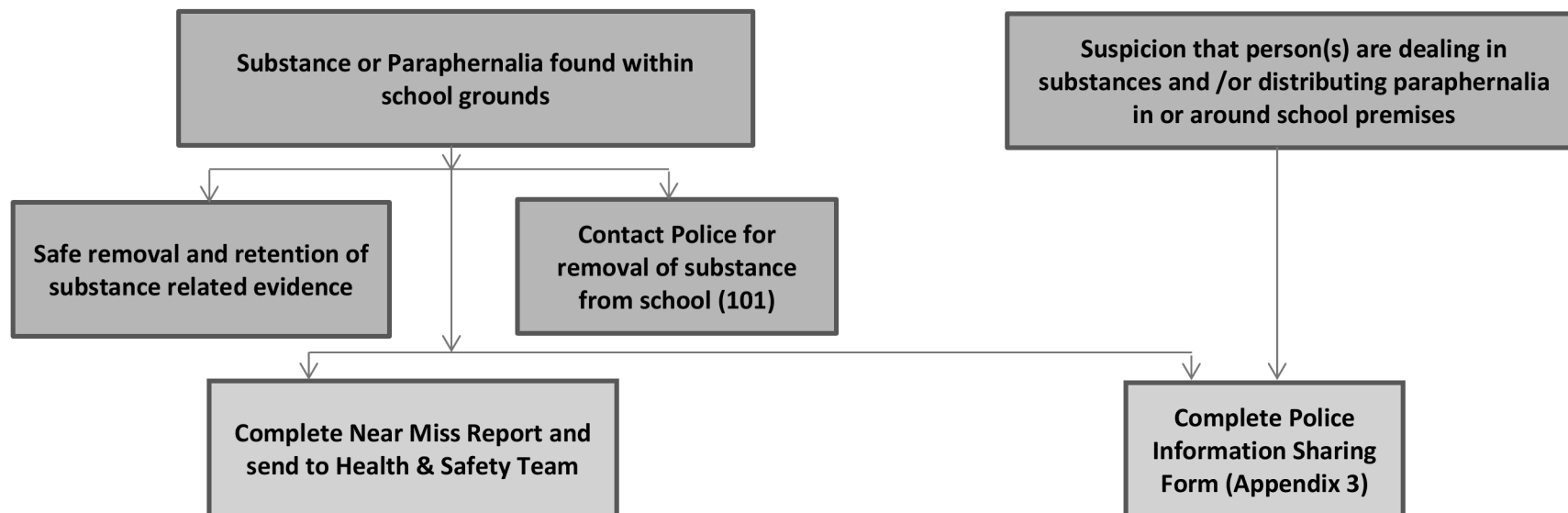
In the event of school exclusion, all staff directly involved with the child/young person should be informed of the decision, but no details should be given. Other than to the staff involved, the name of the child/young person involved must be kept confidential.

Appendices

APPENDIX 1 - Substance misuse incidents not involving a pupil

Procedural and operational guidance for all Aberdeen City Council schools and communities with regard to **substance misuse incidents not involving a pupil**:

- a. Substance or paraphernalia found within school grounds
- b. Suspicion that person(s) are dealing in substances and/or distributing paraphernalia in or around school premises



Substance Related Litter

If any member of staff finds substance-related litter (e.g. bottles, needles, syringes or product packaging) they must first arrange for its safe retention where it may prove useful for identification or removal in accordance with Health and Safety protocols.

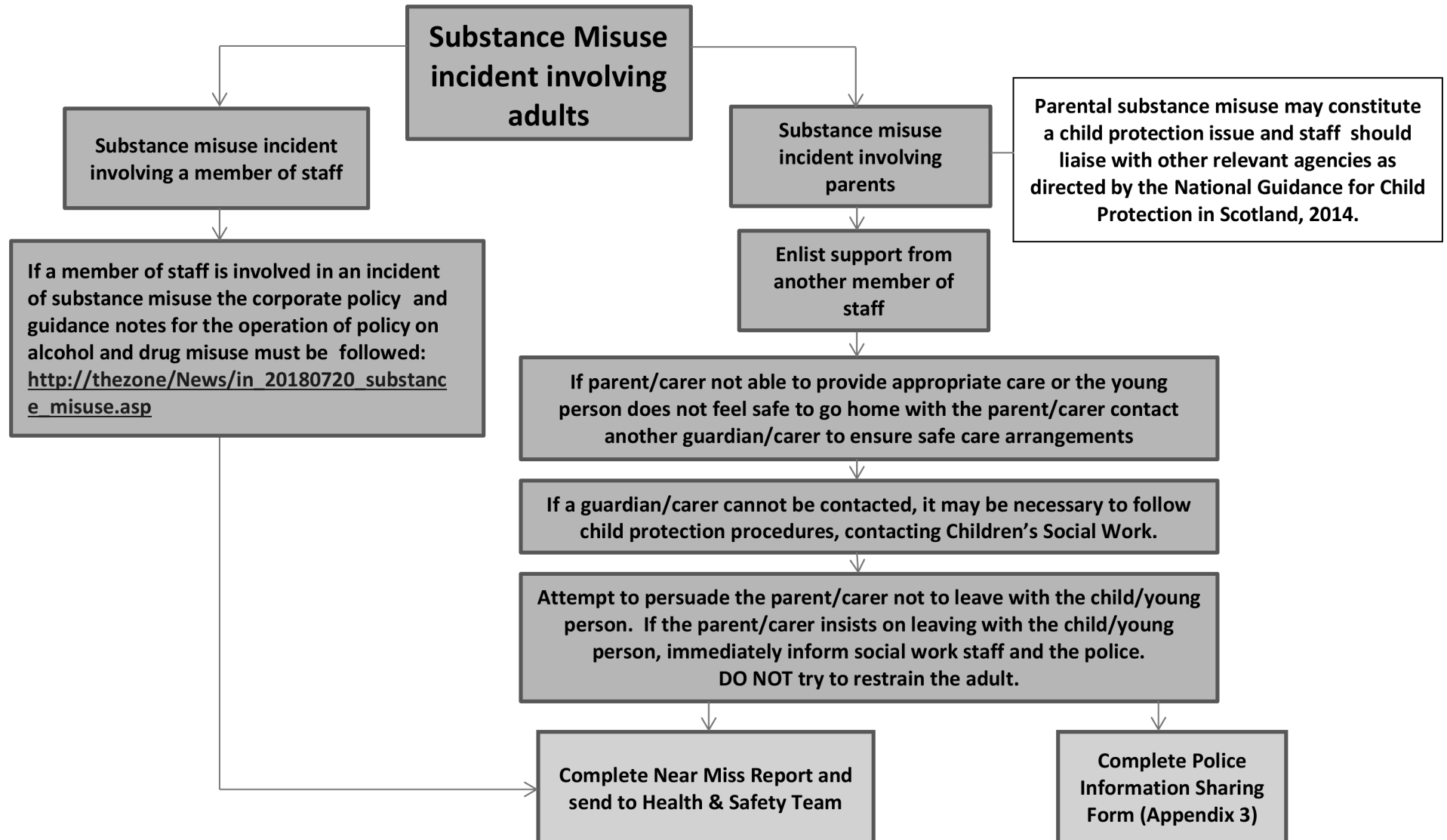
For needle/syringe type litter:

- Discarded needles and used syringes present environmental health and safety implications for school, staff, young people and the wider community and should only be removed by persons appropriately trained and equipped to do so. The removal of substance related litter of this nature should be in accordance with Health Scotland protocols and the Council's Health and Safety at Work Standing Procedures.
- Staff, if not properly trained or equipped, should isolate discarded needles and syringes from young people and other staff members before calling Environmental Services (01224 219281) who will arrange the safe removal of needles. Needles and syringes can only be transported or stored safely in a "sharps" box.

APPENDIX 2 - Substance misuse incidents involving adults

Procedural and operation guidance for all Aberdeen City Council schools and communities with regard to **substance misuse incidents involving adults**:

- a. Parent/carer being under the influence whilst visiting school
- b. Staff member under the influence whilst at school



APPENDIX 3 – Police Information Sharing Form

Guidance

Intelligence

Intelligence can be defined as any information, whether in relation to criminals or crimes which, when researched and analysed, can be disseminated to Police Officers, to help prevent crime, disrupt criminal activity and apprehend offenders.

Intelligence can be obtained by various means, and a few examples for the school setting are;

- The person saw/heard the event themselves
- Being informed pupils/staff/parents/ members of the public
- Overheard talk amongst pupils/staff/parents/ members of the public
- Social Media

Examples

- Are any pupils involved in use, or supply, of controlled drugs?
 - Where do they buy it? Where do they sell it?
 - Where do they go to consume/smoke etc the drugs?
 - Do they consume the drugs during school hours?
 - Are the pupils attending parties at the weekend where drugs/alcohol will be widely used?
 - If drugs are confiscated - colour/design of the tablets, any design on the packaging of powders?
- Do you have concerns regarding a member of the public who would attend near to school grounds at regular intervals despite having no known links to pupils/staff or the school? Are their actions suspicious? Could they be selling drugs to pupils?
 - Do parents/guardians drop off/pick up children whilst apparently under the influence of alcohol/drugs?
 - Are they driving? - What is the registration of their vehicle?
 - Do other pupils pass comment on the appearance of the parents to suggest they may use drugs or excessive alcohol?

Useful Information

It is important to give as much information as possible to ensure that we can take appropriate and proportionate action.

- **People** - name, address, age, nickname - if this is unknown a full description should be provided
- **Places** - full address, if unknown description/directions should be provided
- **Vehicles** - Make, Model, Colour, Vehicle Registration mark
- **Social Media** - URL, description of user name/profile photo, email address
- **Photos** - photographic evidence, screen shots of social media

The Information Sharing Form can also be used to provide intelligence on all other areas such as violence/weapons, anti-social behaviour, road traffic matters and public protection.

It is important to remember that whilst gathering intelligence is important, all crimes and ongoing incidents MUST be reported in the usual manner to Police Scotland on 101 or 999

Police Information Sharing Form



Name	
School/Designation	
Telephone Number	
Time and date the information became known to you	
Intelligence Text- What information would you like to pass on? Please include vehicles, location, descriptions, nominal details etc.	
Provenance- Help us assess how we handle this information Please provide details of how you know this information? Have you personally witnessed the events / have you heard this information from another person? If you have been told this information by another person, please provide their details. It should be noted that the source details will be protected.	

Risk Assessment - Please help us identify the risks associated with this information

How many other people are aware of this information? Is the source aware that you have passed the information and their details to Police? If the source is a child - are their parents aware?

Do you have any concerns about the information?

Could there be a motive for the information being passed to you i.e could the person be trying to get someone in trouble?

The Intelligence Office is manned between 0700 - 2200 hours Monday - Friday and 0700 - 1500 hours Saturday and Sunday. For any assistance please call 01224 306222.

ONCE COMPLETE PLEASE SEND TO BOTH:

DIONorthEast@scotland.pnn.police.uk

substance misuse@aberdeencity.gov.uk

APPENDIX 4 – Action checklist for a pupil in possession of a substance or paraphernalia

	Complete (✓/*)
Immediate Actions	
Checked for first aid requirements	
SMT informed and attend	
Another member of staff attends to act as witness	
Safe removal and retention of substance related evidence	
Parent/carer notified	
Police contacted if appropriate (101)	
Recording and Reporting	
Staff and pupil interview	
Entry to SEEMIS	
Near Miss Report	
Police Information Form (only if Police not contacted via 101)	
DUST tool	

APPENDIX 5 – Substance Receipt

Establishment:		
Date of Incident:	Date & time reported:	Reported by:
Person(s) involved:		
Name(s):	DOB:	Home contact number:
Description of substance:		
Description of any packaging:		
Substance surrendered by: Signed: Date:		
Substance surrendered to: Name: Designation: Signed: Date: Witnessed by: Name: Designation: Signed: Date:		
Where is substance being kept?		

A copy of this form must be given to the person(s) as receipt of surrender.

APPENDIX 6 - Chronology

Information to record in the chronology:

1. Date and time of incident
2. What has been observed as a significant event
3. What actions have been taken as a result
4. DUST Screening Tool Score
5. How this will be followed up and monitored
6. Has consent been given to share this information? If not, give justifications.

APPENDIX 7 - Drug Use Screening Tool (DUST)

This tool is for screening purposes in order to identify substance misuse risks and other risk factors that assist in providing a holistic assessment of the young person's needs. It will form part of the initial information gathering process, initial assessment of risk and will also inform an assessment of wellbeing. If risks are identified the professional ought to follow the recommendations supporting the scoring system and seek further guidance as required. The tool will assist in helping to identify the severity of risk and level of intervention potentially required.

Instructions:

- Complete by ticking the most appropriate response. **If something is in doubt, do not tick.**
- Once all sections are completed, the corresponding scores are **added up within each section and referred to the scoring table** for guidance on appropriate action
- Section 1
 - **P** – relates to 'past use' of substance. **Do not include 'past use' scores when totalling section 1.**
 - **R** – relates to 'recent' (in last 28 days) use of substance
- Sections 1-3
 - **S** – relates to the score weighting for each substance or item

Section 1 <i>Drug / Alcohol Type / Use Frequency</i>				Section 2 <i>Social Situation / Behaviour</i>			Section 3 <i>General & Psychological Health</i>		
Drug Type:	S	P	R	Living Situation:	S	R	General Health:	S	R
Tobacco	1			Problems with Accommodation	5		Chronic fatigue	5	
Khat	2			Insecure Housing	5		Severe sleep problems	5	
Cannabis	3			Looked After by Local Authority	5		Self-neglect	5	
Alcohol	3			Homeless	10		Extreme weight loss	10	
'Magic' Mushrooms	4			Adult Support:			Blackouts and/or memory loss	10	
Prescribed Drug	4			Limited (Adult) Support	2		Pregnant	10	
NPS	4			No Supportive Adult	5		Fitting	10	
NPS (Unknown)	4			Problematic peer relationships	6		Accidental / Planned overdose	10	
LSD	5			Education:			Psychological Health:		
Mephedrone	5			Not in education	2		Low self-esteem	2	
Ecstasy	5			Truancy / at risk of exclusion	5		Mild anxiety	2	
Amphetamine	5			Crime:			Eating disorder / marked change in eating pattern	5	
Ketamine	5			At risk of involvement youth justice	2		Frequent unhappiness / depression	5	
Cocaine	5			Currently involved youth justice	5		Sever anxiety / panic attacks	10	
Crack Cocaine	10			Sexual Behaviours:			Self-harming / suicide attempts	10	
Meth Amphetamine	10			Inappropriate sexual behaviour	5		Severe paranoia	10	
Solvents	10			Sexual abuse / relations / exploitation	10		Hallucinations (when not under influence of substances)	10	
Heroin	10								
Substance Use Frequency:				Contact with Substance Users:			TOTAL SCORE Section 3:		
Occasional	1			Some peers using substances	2				
Monthly	2			All peers using substances	4				
Weekly	3			Known substance use in close family/carers	4				
Daily	7			Significantly affected by another's substance use	5				
Currently Injecting	10			TOTAL SCORE Section 2:					
TOTAL SCORE Section 1:									

Scoring Table: Section 1:

Low Risk (Universal)	Medium Risk (Targeted)	High Risk (Specialist)
Score 0-4	Score 5-9	Score 10 & Above
<i>Alcohol and Drug Use. A high score indicates that there are current substance issues which should increase your level of concern</i>		
Lead/Named Professional contact seek alcohol/drug advice: <ul style="list-style-type: none"> Alcohol and Drugs Partnership - nhsg.aberdeencityadp@nhhs.net (share DUST score but no requirement to share confidential information) 	Lead/Named Professional seek further advice from relevant agency: <ul style="list-style-type: none"> Police School Liaison School Nurse Service Youth Work Alcohol & Drugs Action (confidential helpline) 	Lead/Named Professional make immediate referral to support agency: <ul style="list-style-type: none"> Alcohol & Drugs Action – ypreferral@alcoholanddrugaction.org.uk

Scoring Table: Section 2:

Low Risk (Universal)	Medium Risk (Targeted)	High Risk (Specialist)
Score 0-4	Score 5-9	Score 10 & Above
<i>Social Situation and Behaviour. A high score means that a young person is vulnerable to developing alcohol/drug problems and this should increase your level of concern</i>		
Lead/Named Professional contact seek alcohol/drug advice: <ul style="list-style-type: none"> Alcohol and Drugs Partnership - nhsg.aberdeencityadp@nhhs.net (share DUST score but no requirement to share confidential information) 	Lead/Named Professional seek further advice from relevant agency: <ul style="list-style-type: none"> Police School Liaison School Nurse Service Youth Work Alcohol & Drugs Action (confidential helpline) 	Lead/Named Professional make immediate referral to support agency: <ul style="list-style-type: none"> Alcohol & Drugs Action – ypreferral@alcoholanddrugaction.org.uk

Scoring Table: Section 3:

Low Risk (Universal)	Medium Risk (Targeted)	High Risk (Specialist)
Score 0-4	Score 5-9	Score 10 & Above
<i>General and Psychological Health. A high score indicates that a young person is vulnerable to developing alcohol/drug problems and this should increase your level of concern</i>		
Lead/Named Professional contact seek alcohol/drug advice: <ul style="list-style-type: none"> Alcohol and Drugs Partnership - nhsg.aberdeencityadp@nhhs.net (share DUST score but no requirement to share confidential information) 	Lead/Named Professional seek further advice from relevant agency: <ul style="list-style-type: none"> Police School Liaison School Nurse Service Youth Work Alcohol & Drugs Action (confidential helpline) 	Lead/Named Professional make immediate referral to support agency: <ul style="list-style-type: none"> Alcohol & Drugs Action – ypreferral@alcoholanddrugaction.org.uk

Always consider review and supplementation of the child/young person's substance misuse education programme – Substance Misuse Guidance.

APPENDIX 8 - Local support and links

Aberdeen City Council Integrated Children's Services Plan 2017-2020

<http://www.aberdeengettingitright.org.uk/wp-content/uploads/2017/04/Aberdeen-City-Integrated-Childrens-Services-Plan-2017-2020.pdf>

Aberdeen City Council Child Protection Corporate Policy and Procedure

<https://www.aberdeencity.gov.uk/sites/default/files/201807/Child%20Protection%20Corporate%20Policy%20and%20Procedure.pdf>

The Aberdeen City Alcohol & Drugs Partnership (ADP)

A local multi-agency partnership formed in 2009

Local services and support

<http://aberdeencityadp.org.uk/support-services/>

ADP - Contacts

www.aberdeencityadp.org.uk/contact-us/

ASH Scotland

Action on Smoking and Health (Scotland) - is the independent Scottish charity taking action to reduce the harm caused by tobacco.

<https://www.ashscotland.org.uk/>

Choices for Life

Information and advice on drugs, alcohol, tobacco and online safety.

<https://young.scot/choices-for-life/>

Use of Substances in Children's Homes

Procedures to support residential staff to manage substance misuse for children and young people accommodated in residential homes

<http://thezone/nmsruntime/saveasdialog.asp?IID=40418&SID=431>