

POLICY DOCUMENT

Misuse of Drug, Alcohol and Substance Policy - Students

Appropriate consultation undertaken	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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1 Introduction

- 1.1 NHC UHI is committed to maintaining healthy, safe and productive learning and working environments for its students, staff, customers and suppliers. NHC UHI recognises the adverse impact that drug, alcohol and substance misuse may have upon an individual's ability to study and work safely and appropriately.
- 1.2 In addition, NHC UHI is committed to promoting the health, safety and well-being of its students and will help and advise students of the risks associated with the use of drug, alcohol and substances, providing support to those with specific dependency problems.

2 Aims

- 2.1 This policy has two overall aims:
 - To ensure a safe learning and working environment free from the use of inappropriate substances.
 - To promote the health, safety and well-being of our students by providing advice and guidance on the risks associated with the use of drug, alcohol and substance misuse whilst also providing appropriate support to students with drug, alcohol or substance dependency problems.
- 2.2 In order to achieve these aims, NHC UHI will work in partnership with public and voluntary sector agencies which are able to provide specialist information and support in addressing these issues.
- 2.3 In order to achieve the first aim, the following are explicitly prohibited:
 - Any student processing, using or dealing in drugs whilst engaged in NHC UHI activities (including trips, external placements and work experience) or in any NHC UHI premises.
 - Any student drinking alcohol whilst engaged in NHC UHI activities (including trips, external placements and work experience) or in any NHC UHI premises.
 - Emergency situations should be dealt with in accordance with severity of the incident.
 - Reporting for study, studying or attempting to study whilst apparently under the influence of alcohol and/or drugs – including not only substances covered by the Misuse of Drugs Act 1971 (as amended) but also prescribed and 'over the counter' drugs used inappropriately, New Psychoactive Substances (NPS) and solvents and other such chemicals used

inappropriately.

2.4 In order to achieve the second aim, NHC UHI will:

- Raise awareness and provide information to students and staff on issues relating to alcohol, drug or substance misuse through ongoing provision of health fairs, plasma screen presentations and information on Staff and Student intranets.
- Help students to understand the expectations of employers relating to drugs and alcohol and substance misuse in the work-place.
- Ensure students are aware of the NHC UHI's position on the use of drugs, alcohol and substance misuse.
- Develop guidelines for appropriate disciplinary responses to incidents involving the misuse of drugs, alcohol, and similar substances and apply these as appropriate with reference to the Positive Behaviour Management Policy.
- Provide students with access to information on relevant local support networks and agencies as appropriate.
- Brief staff on the implications for NHC UHI of legislation relating to drugs, alcohol and similar substances, and clarify how staff should deal with situations that arise relating to their suspected use.
- Maintain procedures for identifying and disposing of illegal substances or other prohibited substances found on NHC UHI premises.

2.5 Appendix 1 provides definitions of some key terms used in this policy.

3 Responsibilities (Students/Senior Management & Staff)

3.1 Students have responsibilities as follows;

- Each student is responsible for ensuring that their own behaviour and work or student performance remains appropriate whilst on NHC UHI premises and engaged in NHC UHI activities (including trips, external placements and work experience).
- It is not acceptable for a student to attend NHC UHI or NHC UHI activities (including trips, external placements and work experience) when under the influence of any substance which impairs or may impair their judgement or dexterity in such a way that they may be a danger or disruption to themselves or others.
- Students must not bring any illegal substances into NHC UHI premises.
- Students must not use or provide alcohol to others on NHC UHI premises or NHC UHI activities (including trips, external placements, work experience) except in the very rare

circumstances where Hospitality students are serving alcohol to clients or guests of NHC UHI in one of the Training Restaurants, under the supervision of NHC UHI staff.

- Students need to be aware that NHC UHI approach reflects and is a reinforcement of the standards and expectations of employers relating to drugs, alcohol and substance misuse.
- Students who know or suspect that they have a drug, alcohol, or substance-related problem should seek professional help at an early stage to avoid the problem becoming worse. The Student Support Team will be able to provide contact details for agencies who can assist with this.
- Students must notify a relevant member of staff if they are taking prescribed medication that could adversely affect their ability to undertake their course of study safely and/or without disruption to others.
- If a student has a medical condition that may make them mistakenly appear to be under the influence of drugs or alcohol or they should inform an appropriate member of staff (for example Student Support Team) so that other staff of NHC UHI can be advised as necessary.
- Be familiar with the NHC UHI Policy, avoid covering up for, or colluding with, any unacceptable or illegal activities or behaviour. If the dealing/selling of drugs is witnessed, a member of staff must be contacted immediately. Never confront those involved yourself.

3.2 Senior Management and Managers have a responsibility:

- To make themselves familiar with the Policy
- To ensure that their staff are aware of and understand the Policy
- To be alert to possible drug, alcohol and substance misuse in their subject area
- To take an objective and non-judgmental approach when investigating, or taking action on any potential or actual case of drug, alcohol or substance misuse
- To identify any aspects of the learning environment which could lead to drug, alcohol or substance misuse problems and take steps to change them (where possible)

3.3 Staff have a responsibility:

- To make themselves familiar with the Policy
- To ensure that students are aware of and understand the Policy
- To be alert to possible drug, alcohol and substance misuse in their subject area
- To take an objective and non-judgmental approach when investigating or taking action on any potential or actual case of drug, alcohol or substance misuse.

- To identify any aspects of the learning environment which could lead to drug, alcohol or substance misuse problems and take steps to change them where possible.

4 Drug Testing

- 4.1 NHC UHI does not undertake or facilitate the testing of students for drugs or alcohol on NHC UHI premises.
- 4.2 Where drug testing is a requirement of an employer or employer organisation as a condition of employment it is a matter for the employer or employer organisation to arrange the necessary testing away from NHC UHI premises.
- 4.3 While this is a matter for the employer or employer organisation NHC UHI will expect that testing will be in line with best practice guidelines – i.e. involve obtainment of student's explicit written consent, provide clarity and guidance on standards and what substances students are being tested against. Describe how the results are to be communicated, who this involves and providing a clear appeals process.

Appendix 1

Definitions

1.1 DRUGS

A chemical substance that affects the processes of the mind or body, any chemical compound used in the diagnosis, treatment, or prevention of disease or other abnormal condition. A substance used recreationally for its effects on the central nervous system, such as a narcotic.

1.2 ALCOHOL

Any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

1.3 SUBSTANCE MISUSE

Harmful use of substances (like drugs and alcohol) for non-medical purposes. The term “substance misuse” often refers to illegal drugs. However, legal substances can also be misused, such as alcohol, prescription medications, caffeine, nicotine and volatile substances (e.g. petrol, glue, paint)

1.4 PRESCRIBED MEDICATION AND OVER THE COUNTER MEDICATION

A prescription drug (also prescription medication or prescription medicine) is a pharmaceutical drug that legally requires a medical prescription to be dispensed. In contrast, over-the-counter drugs can be obtained without prescription.

1.5 NEW PSYCHOACTIVE SUBSTANCES (NPS)

NPS have been known in the market by terms such as “legal highs”, “bath salts” and “research chemicals”. These are a range of drugs that have been designed to mimic established illicit drugs, such as cannabis, cocaine, ecstasy and LSD.

Other Definitions

- **NHC UHI premises or facilities** - All property of NHC UHI including, but not limited to, teaching areas, offices, facilities (including leased facilities) and surrounding areas on NHC UHI owned property, parking areas and storage areas.
- **Misuse** – the use of alcohol at work or dependency on alcohol and/or drugs for a purpose not consistent with legal guidelines or medical recommendations for dosage, intervals or amounts.
- **Activities** – any aspect of the experience provided by NHC UHI for its learners, including formal classes on NHC UHI premises and a range of events organised by NHC UHI in a range of locations, including those of third parties and in public spaces.