



# **Drug Misuse Procedure for use in University Managed Residences and University Managed Housing**

## **1. PROCEDURE**

### **1.1 INTRODUCTION**

The following procedure is in line with the University Drug Misuse Policy in University Managed Residences and University Managed Housing and the University Policy on Referral to the Police or other relevant Authorities and the “Misuse of Drugs Act 1971”. The procedure should be followed when an allegation is received about an individual or individuals enrolled as a University student[s] who is/are living in University Residences or University Managed Housing.

### **1.2 RUMOUR/SUSPICION OF POSSESSION OR USE IN UNIVERSITY RESIDENCES**

An allegation from a student relating to drug misuse must be made in writing to the Accommodation Officer in Student Services. Members of University staff expressing a concern should complete the standard pro-forma [available from the Accommodation Office]. The Accommodation Officer is the nominated person who is responsible for receiving and acknowledging the complaint, allegation or concern.

The Accommodation Officer will advise the Head of Student Services that a complaint connected with drug misuse has been received and is being investigated.

The Accommodation Officer will assess the complaint and take the appropriate course of action as outlined below:

### **1.3 FOR ALLEGED DRUG DEALING**

The Accommodation Officer will meet with the complainant to explain that the incident must be reported to the Police but an assurance will be given that the name of the complainant will remain confidential to the University.

The Accommodation Officer will advise the Head of Student Services of the nature of the complaint, which will then be referred to the Police in accordance with the University's policy on Disclosure to the Police or other relevant Authorities.

#### **1.4 FOR ALLEGED DRUG MISUSE**

The Accommodation Officer will interview the complainant and any other parties involved, forming a clear picture of the issue, prior to discussing the incident with the student about whom the complaint has been made.

The Accommodation Officer will then meet with the student concerned and discuss the allegation with them.

**If the student denies the allegation**, the Accommodation Officer will nevertheless outline in writing the University Drugs Policy and Procedure and the terms of the Residence Agreement. The student will be informed that a confidential record outlining the discussion will be held in Student Services.

**If the student accepts that the allegation is valid and agrees not to use drugs in University Residences**, the Accommodation Officer will outline in writing the University Drugs Policy and Procedure and the terms of the Residence Agreement. The student will be requested to hand over any drugs still in their possession\*\*. The student will be informed that a confidential record outlining the discussion will be placed on their personal accommodation file and also held by the Head of Student Services.

\*\* Please refer to Section 4 for safe storage of substances handed over.

**If the student accepts that the allegation is valid but does not agree to stop using drugs in University Residences**, the Accommodation Officer will outline in writing the University Drugs Policy and Procedure and the terms of the Residence Agreement and will inform the student that the matter will be referred to the Police and at this stage the Head of Student Services will be informed. This may lead to disciplinary action. The student will be requested to hand over any drugs still in their possession. \*\* The student will be informed that a confidential record outlining the discussion will be placed on their personal accommodation file and also held by the Head of Student Services.

\*\* Please refer to Section 4 for safe storage of substances handed over.

#### **1.5 SUSPICION OF DRUGS/PARAPHENALIA PRESENT IN COMMUNAL AREAS IN UNIVERSITY RESIDENCES**

If there is a suspicion of drug misuse or items alleged to be connected to drug misuse are found in communal areas of University Residences, a written report [as outlined above] should be forwarded to the Accommodation Officer. The Accommodation Officer will then write to each student in the residence to outline the University Drugs Policy and the terms of the Residence Agreement.

## **2. SUMMONING A FIRST AIDER AND CALLING AN AMBULANCE**

Where a member of University staff or student is concerned about the medical welfare of another student and the situation is felt to be life threatening, then an ambulance should be called by dialling 999 and alerting the University Security office on ext. 3200 for immediate assistance.

## **3. RECORDING OF INCIDENTS**

The Head of Student Services will keep a record of the complaint made and action taken.

The following information will be forwarded to the Head of Student Services and recorded in the Drug ledger in order to demonstrate that the University has undertaken clear action to address the situation. For further information please refer to the University of Teesside Policy on Drug Misuse, Appendix1, section 3.

- Ⓡ Date of entry.
- Ⓡ Details of the discussion
- Ⓡ Outcome/recommended action/s.
- Ⓡ Date and time of discussion.
- Ⓡ Signature of person entering information.
- Ⓡ Signature of student

**In the absence of the Accommodation Officer, the formal complaint should be referred to the Head of Student Services for a decision to be made about who will act as a nominated “Appropriate Person”.**

## **4. Procedure for the safe storage and disposal of substances in accordance with the 'Misuse of Drugs Act 1971 [refer to the University Drug Misuse Policy in University Managed Residences and University Managed Housing].**

**This procedure must be carried out in the presence of two people.**

- 4.1** Wearing gloves, place substance in clear plastic bag. Substances should not be tasted and hands should be washed thoroughly afterwards.
- 4.2** Seal the bag with an adhesive label which should then be dated and signed by two persons - by the person depositing the substance and witness present.
- 4.3** Complete the record book and sign in the presence of both persons present -by the person depositing substance and witness present.

- 4.4 Place sealed bag in safe.
- 4.5 Inform the nominated key holder\* of the deposited substance during office hours.  
\* The nominated key holder is the Head of Student Services.

**Disposal of syringes and hypodermic needles/drugs paraphernalia:** In order to facilitate the safe disposal of drugs-related paraphernalia please refer to the University guidelines on Disposal of Hypodermic Needles; Spilt Body Fluids.

## **5. Procedure for the disposal of deposited substances**

- 5.1 The nominated key holder\* will inform the District Drug Team (Cleveland Police) who are also designated key holders.
- 5.2 The safe will be opened by the designated key holders\* and the sealed bag removed  
\* The attending Police Officer and the Head of Student Support.
- 5.3 The record book will be completed and signed by both designated key holders.
- 5.4 The sealed bag will be disposed of by the attending Police Officer.