

**Kingston University**

**Student  
Substance Use and  
Misuse Policy**

**June 2009**

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## 1. Definitions

Substance within the context of this policy includes:

- Any drug that is illegal or the abuse of prescribed medication e.g. cannabis, amphetamines, Ecstasy, heroin, cocaine and crack cocaine, solvents, buprenorphone, methadone, ketamine, diazepam and tamezepam. This list is intended as a guide and is not exhaustive.
- Alcohol taken to an extent that it interferes with reasonable functioning.

In January 2009, Cannabis was reclassified as a Class B drug. The reclassification will result in there being a more robust enforcement of the law in respect of possession and supply of cannabis.

The table below details the normal penalty for those caught in possession of or dealing in illegal substances.

		<b>Possession</b>	<b>Dealing</b>
Class A	Ecstasy, LSD, heroin, cocaine, crack, magic mushrooms, amphetamines (if prepared for injection).	Up to seven years in prison or an unlimited fine or both.	Up to life in prison or an unlimited fine or both.
Class B	Amphetamines, Cannabis, Methylphenidate (Ritalin), Pholcodine.	Up to five years in prison or an unlimited fine or both.	Up to 14 years in prison or an unlimited fine or both.
Class C	Tranquilisers, some painkillers, Gamma hydroxybutyrate (GHB), Ketamine.	Up to two years in prison or an unlimited fine or both.	Up to 14 years in prison or an unlimited fine or both.

Source: [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) (February 2009)

## 2. Introduction

Kingston University has a responsibility to provide a safe and healthy study and work environment for all its students, staff and visitors. The University recognises that its responsibilities include education regarding the effects of drug and alcohol misuse, the provision of appropriate support and referral as well as taking action under the Student Disciplinary Procedure where necessary.

Kingston University prohibits the use of illegal substances or the misuse of alcohol or other substances on any of its premises. However, it does recognise that alcohol and drug related problems are medical conditions and should be treated as such. Such problems and the resulting consequences will be dealt with in accordance with the Mental Health Protocol and other protocols where appropriate.

### This Policy

- applies to all students studying at Kingston University or on a Kingston University accredited programme;
- aims to enable the University to fulfil its legal, caring and educational responsibilities regarding substance use and misuse;
- complements other University policies, such as those on Health and Safety, Alcohol and Smoking;
- is primarily concerned with the non-medical use of drugs, alcohol and other substances and the risks associated with their misuse;
- recognises the possible misuse of over-the-counter and prescribed drugs.

### **3. Education**

Kingston University wishes to actively promote the health and well being of its students and the wider community. Therefore it aims to raise awareness by providing:

- Information in all University Health and Counselling Centres, Halls of Residence and Students' Union facilities regarding the effects of substance misuse;
- University wide awareness raising events by both internal and external facilitators;
- Accessible information regarding the help and support, both within and outside of the university, to those with substance related problems.

The University will annually review the awareness-raising programmes and training that are available to students regarding substance use and misuse. This will include a review of this policy by Student Affairs and a review of health promotion materials by Health and Counselling and the Students' Union.

### **4. Personal Support**

The University recognises its responsibility in fulfilling its caring and supportive role in the health of students. Those in need of help and support with substance related problems will be encouraged to access and make use of available sources of help.

The individual circumstances surrounding each substance-related problem will be taken into consideration. It is recognised that a variety of responses and approaches may be necessary. The University will seek to balance the interests and concerns of the person experiencing the problem with those of other members of the University and local community.

#### **4.1 Support for students**

Health and Counselling provides the following services and students who are concerned that they may have a problem with drugs, alcohol or other substance are strongly encouraged to make use of them. See StudentSpace for more details, times and locations.

- Confidential counselling service
- Drop-in sessions for confidential advice and support
- GP Surgery
- Stress Management workshops
- Complementary Therapies

Students can meet with a Counsellor or Health Advisor in confidence to discuss appropriate referral to other services within the University or to external agencies.

Students can also visit the Advice and Representation Centre in the Students' Union for confidential signposting to the support services available.

Information about the support available can be obtained on the Get Support section of StudentSpace.

Details of external sources of support can be found in Appendix 2.

Any student seeking advice and support for a substance related problem can do so in confidence. Confidential records held by staff giving support (eg. nurses and counsellors) will be governed by their professional ethical guidelines.

#### **5. Guidance to staff and students on suspected substance misuse amongst students**

Staff and students who have reasonable grounds for believing that a student is using or misusing substances should report this to the Student Support Officer within the Faculty, or the Assistant Faculty Business Manager in their absence, or the Hall Manager if the student resides in Halls and the incident has occurred on Halls premises or to the Student Affairs Office. The staff member will make a note of the details of the suspected problem and, if there is sufficient cause for concern, will make enquiries into the suspected problem. Enquiries should be made as soon as possible after the report being made and will normally be completed within 10 working days of receiving the report.

In the case of Student Affairs or other staff receiving such a report, they will notify the relevant Hall Manager or Student Support Officer who will begin making enquiries.

Enquiries at this stage into the suspected drug or alcohol problem can include:

- A discussion with the student concerned;
- A discussion with other staff members regarding the student's conduct and wellbeing.

Following an enquiry, the staff member can recommend the following options. The student will normally be notified within 5 working days of the completion of all enquiries of any action taken at this stage:

- No further action. If there is either no evidence of substance misuse or the student's behaviour does not present a health and safety risk to other members of the University community, then a student should be provided with appropriate information regarding the effects of drug use as well as support information;
- Referral to Health and Counselling for support and/or referral to an appropriate external organisation. It remains the sole decision of the student to decide whether to attend Health and Counselling for any support or referral;
- That the student's behaviour is of such serious concern that they should be suspended from the University on health and safety grounds. In such situations, written referral should be made to the Student Affairs Office and Health and Counselling. Student Affairs and Health and Counselling will discuss the situation and will implement the procedures outlined in the Student Disciplinary Procedures as appropriate, including the procedures regarding health issues. A student can only be suspended if the request is approved by the Vice-Chancellor.
- In respect of drug and alcohol problems within Halls of Residence, Hall Managers will conduct an enquiry in accordance with the Halls Licence and can issue a penalty in accordance with that licence, this can include issuing the student with a warning or Notice to Quit.

If the student is to be referred to Student Affairs for further disciplinary action, the student should be advised of this in writing. If appropriate, a written response recording the issues discussed will be sent to the student only.

Staff or students who have reasonable grounds for believing that a student is in possession of illegal substances should contact Security on extension 66666. KUSCO Security will confiscate any illegal substances found on University premises and will place the items in evidence bags supplied by the Police. All items are taken to Kingston Police station within 48 hours of being confiscated.

## **6. Fitness for Practise**

Students enrolled on courses which are subject to Fitness for Practise considerations must be aware that any suspected substance use or misuse will be reported to the Head of School. In view of the serious consequences of substance misuse for students on these courses, the Head of School will undertake an initial investigation. As well as referral to Health and Counselling or Student Affairs, the Head of School may decide that the matter

must be referred to a Fitness for Practise panel who will consider the students suitability to remain on the course.

## **7. Discipline**

In line with the responsibility to provide a safe and healthy work and study environment, the University is committed to taking the appropriate disciplinary action when the use of illegal substances has occurred or when the misuse of alcohol or other substances is considered to have a detrimental effect on the University community. All members of the University community are expected to behave responsibly and perform their duties safely.

Any member of the University unable to perform their duties safely due to the effects of alcohol, drugs or other substances, whether on or off campus, will be subject to disciplinary sanctions. Disciplinary action will be taken against anyone driving University transport or their own transport during University activities whilst being unfit to drive due to the influence of alcohol, drugs or other substances. It may also be necessary to take disciplinary action in instances when students refuse to comply with the recommended care and treatment plans considered necessary by the University to ensure a safe and secure work or study environment.

The University will not tolerate the selling and distribution of illegal substances on its premises or by its students. When sufficient evidence exists to indicate that a student is involved in selling illegal substances on University premises then the police will be informed. In such circumstances the procedures outlined in the Student Disciplinary Procedure in respect of misconduct that is also a criminal offence shall apply. Students convicted of supplying illegal substances will normally be expelled under the Student Disciplinary Procedures.

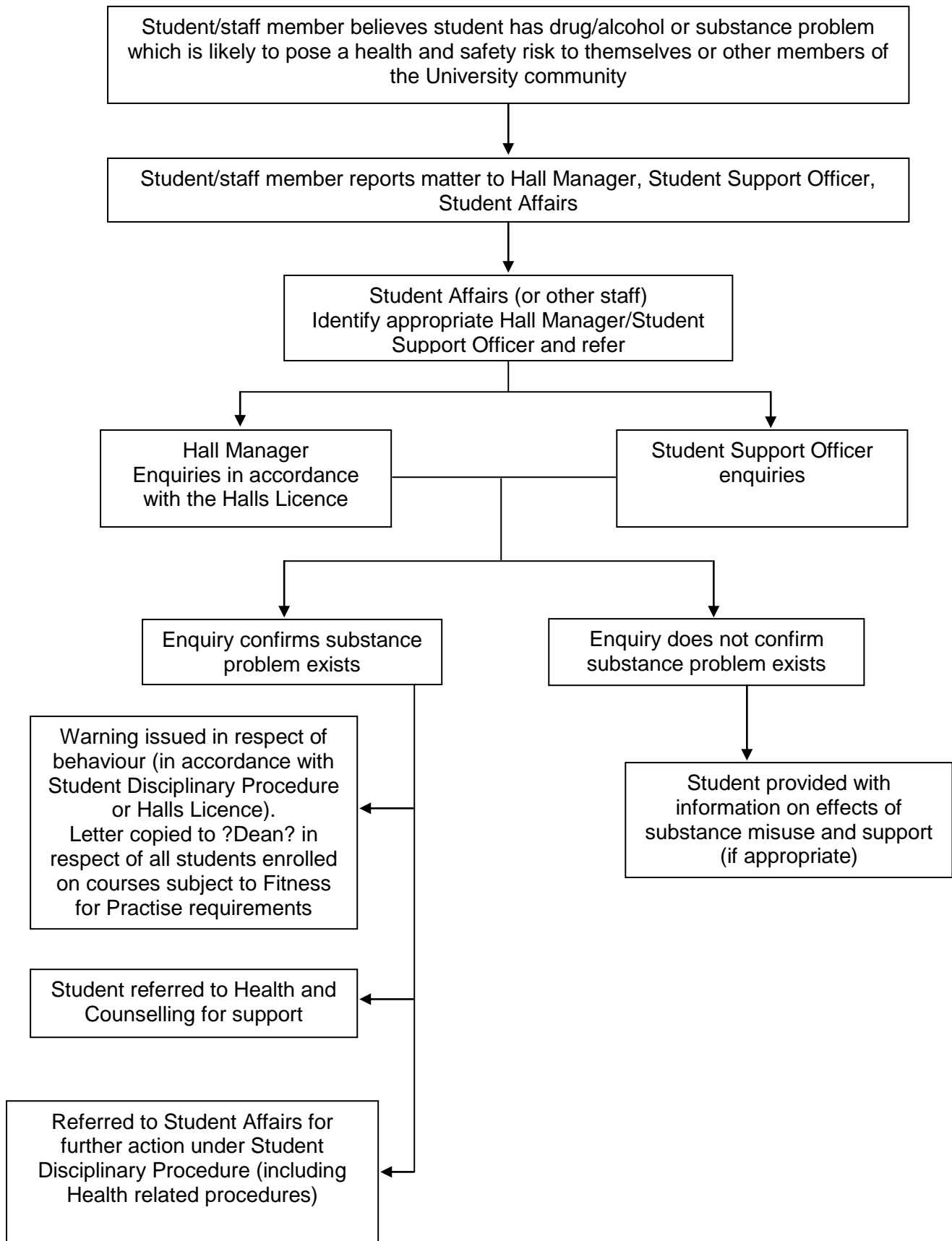
The Student Disciplinary Procedure details the relevant procedures for dealing with disciplinary matters.

## **8. Social Events**

Whilst alcohol is not illegal and its consumption is allowed on University premises, subject to the conditions set out in Appendix 1, the University recognises that the misuse of alcohol may have an impact on the University community. The University is particularly concerned with:

- the use of alcohol during working time;
- the excessive use of alcohol during social events.

**Flow chart of action in respect of students believed to have drug/alcohol problem**





## **APPENDIX 1**

### **KUSU bar opening hours and guidelines**

1. KUSU bars are normally open between 11am – 11pm, Monday to Sunday, with the following exceptions:

- i) Pre-booked social functions at Penrhyn Road and Kingston Hill facilities may stay open until midnight.
- ii) Knights Park bar may stay open until 11.30pm on Friday and Saturday nights.

2. KUSU facilities operate a corporate social responsibility policy which prevents volume/time bound alcohol promotions and includes information on safe drinking.

### **Staff social function guidelines**

1. Alcohol may only be served and consumed on a university premises between the hours of 12.00 noon and 2.30 pm; and after 5.30 pm.

2. All functions and meetings taking place outside those times will serve non-alcoholic refreshments.

3. These rules apply Monday to Friday throughout the year on all university sites.

4. Except that initially for a trial period until Christmas 1998 the bars at Kingston Hill and Penrhyn Road may be open for the sale of alcohol from 11.00 am until 11.00 pm.

5. And except that alcohol may be consumed at social events outside the prescribed hours upon the written permission of the appropriate Dean or Head of Department.

6. Social events (including the provision of alcohol) may only be permitted in the following locations:

- i) licenced areas
- ii) "own" offices
- iii) rooms which have been booked for this function

7. Social events (including the provision of alcohol/ or casual drinking) may only be permitted at the following times:

- i) between 12.00 noon and 2.00pm

ii) after 5.30pm except with the written permission of the appropriate Dean or Head of Department.

## APPENDIX 2

### Sources of external support:

- Community Drug and Alcohol Team, Acre Road Clinic, 204 Acre Road, Kingston. 020 8549 9279. For assessment, advice and community based treatment
- Kaleidoscope Project, 40-46 Cromwell Road, Kingston. 020 8549 2681. For assessment, treatment and advice for opiate dependency
- ASCA (Addiction Support and Care Agency), 96 Ditton Road, Surbiton. 020 8339 9899. For assessment, treatment and advice mainly for alcohol related problems
- Magic Roundabout, 23 Richmond Road, Kingston. 020 8974 9252. Specialist service for young people below 20
- Alcoholics Anonymous – [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)
- Narcotics Anonymous – [www.ukna.org](http://www.ukna.org)
- Al-Anon (for friends and families of Alcoholics – [www.al-anonuk.org.uk](http://www.al-anonuk.org.uk))
- The Police Service

## **Appendix 3**

### **Guidance on how to recognise drug and alcohol misuse**

#### **Recognising drug misuse**

The following signs and symptoms may indicate drug misuse. However, it is important to remember that these may also be an indication of another condition.

- Sudden change in behaviour or mood;
- Tendency to become confused;
- Irritability;
- Abnormal fluctuations in mood and energy;
- Deterioration in standard of work produced;
- Unusual absence from class;
- Deterioration of personal relationships.

#### **Recognising alcohol misuse**

The following signs and symptoms may indicate alcohol misuse. You may also notice an increase in a person's consumption of alcohol.

- Irritability, slurred speech, impaired concentration, memory lapses;
- Poor eye/hand co-ordination, tremor;
- Deterioration in standard of work produced;
- Unusual absence from class;
- Deterioration of personal relationships, paranoia;
- Aggressive and/or anti-social behaviour.

#### **Medication and other substances**

Prescribed medication and other substances, such as glue, lighter fuel and solvents can also alter a person's behaviour or affect their concentration.

## **Appendix 4**

### **Guidance on how to conduct enquiries into suspected drug or alcohol problems with a student**

Contacting a student to discuss a report of substance abuse with them may provoke a range of reactions from a student. The following guidelines may be of use in these situations, however, these are not intended to be prescriptive.

#### Initial contact with student:

- Contact student by phone, letter or email with details of a meeting time;
- Provide sufficient information so that the student is clear about the purpose of the meeting, i.e. that you have received a report from another member of the University which has raised concerns about substance use and the impact this may be having on them;
- Explain that the meeting is to discuss the impact this may be having on their health and/or their interactions with other students/staff.

#### At the meeting:

- Explain to the student that a report has been received which raises concerns about their health, wellbeing and/or their behaviour and that there are concerns that this may be the result of substance use;
- Explain to the student that our primary concern is that we provide them with the appropriate support but that we cannot allow any inappropriate conduct to continue (if this has been the case);
- Explain the possible outcomes of the meeting, i.e. referral to Student Affairs, advice on support available from Health and Counselling, referral to the Faculty (for students with Fitness for Practise requirements), no further action;
- If there has been a specific incident with the student which has caused concern, discuss this with the student and listen to their explanation for their behaviour;

#### Ending the meeting:

- If the next course of action is clear explain this to the student. This could include:
  - that the student may benefit from support from Health and Counselling and you will provide them with appropriate contact information. Explain that it is up to the student to decide whether they contact Health and Counselling;
  - that their behaviour is giving sufficient cause for concern and referral to Student Affairs is considered appropriate. Explain that the Student Affairs Office will be contacting them to discuss further;

- that the Faculty will be notified (for students with Fitness for Practise requirements) and the Faculty may conduct a further investigation in accordance with the Fitness for Practise procedure;
  - that no further action is necessary, you may still wish to provide support information.
- If further consideration needs to be given to the appropriate course of action, explain to the student that you will contact them in a few days to explain what will happen next.