



# Children and Young People's Substance Use Policy

## Record of Incident Involving Substances

Tick to indicate the category

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Substance or paraphernalia found on the premises | <input type="checkbox"/> | Disclosure of parent/carer's substance use | <input type="checkbox"/> |
| Possession of unauthorised substance             | <input type="checkbox"/> | Emergency intoxication                     | <input type="checkbox"/> |
| Supplying unauthorised substance on premises     | <input type="checkbox"/> | Parent/carer expresses concern             | <input type="checkbox"/> |
| Disclosure of substance use                      | <input type="checkbox"/> | Incident occurring off premises            | <input type="checkbox"/> |

Name (optional*) .....	Time of incident .....
Age ..... Male/Female	Date of incident .....
Ethnicity ** .....	Postcode (for Statistical Monitoring) .....
Child Looked After <input type="checkbox"/> Full/part time education/excluded from education/employment .....	
Disability .....	Tick box if second or subsequent incident involving same child/young person <input type="checkbox"/>
Report form completed by .....	Signature .....
Name of service reporting incident .....	

- First Aid given Yes  No  Ambulance/doctor called Yes  No
- First Aid given by ..... Called by ..... Time .....

Substance involved (if known) .....	Substance found? <input type="checkbox"/>
E.g. alcohol/paracetamol/ecstasy	Where found .....
Senior staff involved .....	Name and signature of witness:
Name of parent/carer informed .....	
Informed by ..... Time .....	

- Police contacted Yes  No  Child protection issue identified Yes  No  Police Incident Number .....

**Brief description of incident #** (including any physical symptoms, child protection issues, geographical location and setting etc)

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**Other action taken #** (include information; advice and support given; contact with other service e.g. Police: 0300 300 99 99 Face It: 01623 643 598; WAM: 01623 635330; Hetty's 01623 643476, FREEPHONE 0800 0850 941 or text 07896 228547; Regents House 0115 91 28050, FREEPHONE 0800 082 5959)

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\*For service records only #Continue on blank sheet if necessary  
 \*\* Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated