



European School Luxembourg I

**PROCEDURE TO FOLLOW IN CASE OF
POSSESSION, SALE, CONSUMPTION OF ALCOHOL OR DRUGS**

1. Cases:
 - a. Possession
 - b. Sale
 - c. Consumption

Whatever the case is, if you suspect the pupil to possess, sell or consume such substances, the pupil has to be accompanied to the principal educational adviser, and, if needed, to the infirmary.

The file will be treated with the greatest confidentiality.

2. Name of the pupil(s) involved (*use overleaf if necessary*)

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3. Name of the person who submits the report:

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4. Where and when did the observation take place?

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5. Description of the behaviours, observed facts :

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6. In case of sale/purchase :

▪ were people from outside the school involved :

▪ could these people be identified ?.....

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7. Description of the steps followed :

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8. Did the pupil go to the infirmary?

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9. Other relevant information to report:

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Date and signature:

FOLLOW-UP OF THE FILE

Date:

1. Interview of the pupil(s) involved :

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2. Possible interview of the nurse :

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3. Possible interview of the parents :

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4. Other people interviewed :

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5. Educational measures taken :

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6. Disciplinary measures :

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Signature of the responsible for the follow-up:

FOLLOW-UP OF THE CASE

-date

-date

-date