

# DRUGS POLICY

## 2023-24

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Reviewed October 2022

**ST CIARAN'S COLLEGE**

*Including Everyone, Inspiring all to Succeed*



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# INTRODUCTION

- Rationale
- Ethos
- Definitions
- Aims & Objectives

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## RATIONALE

St. Ciaran's College does not condone the misuse of drugs/alcohol but recognises that there has been a consideration increase in the abuse of drugs/alcohol in recent years in Northern Ireland. Drug/alcohol misuse appears to be affecting an ever-younger population and the so-called "recreational" use of drugs and alcohol can lead to a dangerous acceptance of illegal and harmful drug misuse as part of everyday life.

Research continues to show that by post-primary school age a significant number of young people are engaging with substances such as alcohol, cigarettes, including e-cigarettes, or solvents and/or have misused prescribed medicines or other substances.

Key findings from the Young Persons' Behaviour and Attitudes Survey (YPBAS) (2013) indicate that of 11–16-year-olds surveyed in Northern Ireland:

- 38 percent had consumed alcohol.
- 38 percent had been drunk on at least one occasion.
- 82 percent had not bought alcohol themselves.
- 77 percent had received education about the dangers of alcohol.
- 56 percent were with a group of friends and a further 26 percent stated they were with a friend the last time they took drugs.

We believe that St. Ciaran's has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a Drug/Alcohol Education programme in our curriculum.

St. Ciaran's sees its role as that a caring community committed to the physical, mental, social, emotional, moral, and spiritual health, safety and well-being of our pupils and staff.

The school has a key role to play in ensuring that pupils are given accurate information and opportunities to develop personal skills that will enable them to make informed decisions in relation to drugs.

The New Strategic Direction for Alcohol and Drugs, Phase 2, 2011–2016, (DHSSPS) describes what we need to put in place to reduce the harm that substance misuse causes in Northern Ireland. One of the aims of this cross-departmental approach is to 'promote opportunities for those under the age of 18 years to develop appropriate skills, attitudes and behaviours to enable them to resist societal pressures to drink alcohol and/or misuse drugs', with particular emphasis on those identified as potentially vulnerable. Schools have an important role to play in enabling children and young people to make informed and responsible decisions and helping them to cope with living in an increasingly substance-tolerant society.

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“There is public perception that drug misuse is mainly an issue in disadvantaged inner-city areas. Drug misuse is just as much an issue in rural areas and affluent communities: it extends across socioeconomic, geographical, and cultural boundaries. Educationally successful young people are just as likely to put themselves at risk as low achievers.” (DENI 1996/16)

The education system can provide a holistic response to substance misuse. This includes:

- helping to build the factors that protect children and young people from becoming involved in substance misuse.
- providing knowledge and skills to make healthier choices and reduce problematic behaviour and risk; and
- directing children and young people to appropriate services and support, where misuse has been identified.

Bonding is a key protective factor shown to prevent problematic substance misuse. It strengthens relationships with family members, teachers or other socially responsible adults and provides a sense of connectedness. Resnick et al (1997) found that parent–family connectedness and perceived school connectedness were protective factors against a range of health risk behaviours.

The policy takes account of the guidance in DE circular 2015/23 on Drugs Guidance, DE Circular 2014/25 on Encouraging a Smoke-Free and E-Cigarette Free Environment.

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# ETHOS

In St. Ciarán's we are concerned with providing a suitable environment for our students in which to develop and grow, protected as far as possible from physical and psychological harm. Our students have the right to receive from us all the help we can give them physically, intellectually, spiritually, and emotionally.

We will respect the rights of the young people in our care and provide a suitable environment in which they can grow and have their individual needs catered for. We will work closely with all the relevant agencies in developing and implementing any procedures necessary for the protection of our students against substance misuse.

## DEFINITIONS

For this purpose of this document and in line with the guidance issued to all schools by the Department of Education (1996/16) drugs will include any substance which, when taken, has the effect of altering the way the body works or the way the person behaves, feels, sees, or thinks.

**Drug Use:** refers to taking a drug; there is no value judgement, although all drug use has an element of risk.

**Drug Misuse:** refers to legal, illegal, or illicit drug taking or alcohol consumption, which leads a person to experience social, psychological, physical, or legal problems related to intoxication or regular excessive consumption and/or dependence. Drug misuse is therefore taking drugs, including prescribed drugs and NPS, that cause harm to the individual, their significant others, or the wider community.

As well as everyday substances such as tea and coffee, drugs include:

- Alcohol, tobacco, and tobacco related products, including electronic cigarettes, vaping products, and nicotine replacement therapy (NRT).
- "over the counter" medicines such as paracetamol and cough medicine.
- prescribed drugs such as antibiotics, tranquillisers, inhalers, painkillers, antidepressants, antipsychotics, inhalers, and stimulants such as Ritalin.
- Volatile substances such as correcting fluids, thinners, gas lighter fuel, aerosols, glues, and petrol.
- controlled drugs such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), THC, magic mushrooms (processed), heroin and cocaine.
- new psychoactive substances (NPS), formerly known as legal highs\*, which contain one or more chemical substances that produce similar effects to illegal drugs and are sold as incense, salts or plant food and marked 'not for human consumption' to avoid prosecution.
- Other substances such as amyl/butyl nitrite ('poppers') and unprocessed magic mushrooms.

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## Electronic cigarettes on school premises

Electronic cigarettes are battery-powered vapour inhaler devices that generally contain nicotine, along with propylene glycol and glycerine. They were developed as an alternative to tobacco products and have become increasingly popular. Although we perceive electronic cigarettes to be less harmful than tobacco, there are concerns about their safe use, particularly when children and young people use them, because the electronic cigarette market is unregulated.

The Chief Medical Officer (CMO) for Northern Ireland has advised that schools prohibit electronic cigarettes on their premises, in line with tobacco products, because:

- nicotine is very addictive and there is a risk that using electronic cigarettes could act as a gateway into smoking for many young people.
- evidence suggests that adolescent exposure to nicotine may also have long term consequences for brain development.
- the availability and promotion of electronic cigarettes is reversing progress made by smoke-free legislation to de-normalise smoking; and
- there is insufficient evidence to determine whether the vapour produced by electronic cigarettes causes damage to users' health in the long term.

The same applies to the impact of second-hand vapour the user exhales. There is also a potential risk that users might fill the refillable cartridges used in some electronic cigarettes with substances other than nicotine (THC). This has the potential to serve as a new and potentially dangerous way to deliver other drugs.

The CMO recommended that the Department of Education extend its current guidance to schools, which encourages them to implement a complete smoking ban on both internal and external premises, to include electronic cigarettes. Reflecting this advice, the Department issued Circular 2014/25 to all schools on 15 December 2014. You can find the Employing Authority's Smoking Policy for Schools (TNC 2000/3) at [www.deni.gov.uk](http://www.deni.gov.uk)

For more information about tobacco and NRT, visit [www.stopsmokingni.info/](http://www.stopsmokingni.info/). For information on electronic cigarettes visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net)

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## AIMS & OBJECTIVES

This policy aims to:

- ensure that all members of the school community adopt a consistent approach to drug-related issues.
- define the roles, responsibilities, and legal duties of different people, including the principal, the designated teacher for drugs, all staff (teaching and non-Teaching), governors, pupils and parents or carers.
- identify how they will implement and deliver drugs education as part of the overall provision for PD in the curriculum.
- develop procedures and protocols that address drug-related issues across all areas of school life and deal with specific incidents of suspected drug misuse; and
- consider the wider issues of drug use or misuse as part of a whole-school approach and show how it relates to other policies; Positive Behaviour Policy, Safeguarding and Child Protection Policy, Anti-Bullying Policy, Managing Critical Incidents Policy.

Also, throughout the school community, St Ciaran's aims to:

- To promote and develop the ideals, values and beliefs of the school as set out in the school mission statement.
- To ensure the welfare of the pupils is always of paramount importance.
- To develop the idea of the school as a health promoting environment.
- The school's policy on substance use and misuse will revolve around prevention and intervention.
- The school will work towards these aims in partnership with parents and outside agencies.
- All curricular areas will contribute to the raising of pupil awareness of the health risks associated with substance abuse and to the development of the pupil's ability to reject the drug culture to which they are currently exposed.
- To provide appropriate support and assistance for those affected by drug-related issues.
- To inform parents of the content of this Policy and the procedures to be implemented in the management of incidents of suspected drug misuse.
- To establish an environment in which the school is free from the misuse of all drugs.



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## EDUCATIONAL OBJECTIVES

- To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes, and developing and practising skills.
- To provide them with accurate information about substances.
- To increase their understanding about the implications and possible consequences of use and misuse of substances.
- To encourage an understanding for those experiencing or likely to experience substance use.
- To widen their understanding about related health and social issues, e.g., crime and HIV.
- To seek to minimise the risks that users and potential users face.
- To enable them to identify sources of appropriate personal support if the need arises.

The effective delivery of the Drug Education Programme and efficient handling of drug related incidents requires input from many sources, for example;

- Students
- Teaching and nonteaching staff
- Teachers delivering the Drug Education Programme and the School PD Programme
- The designated teacher for drugs
- The principal
- The Board of Governors
- Parents and carers
- Caretakers
- Outside agencies

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# DEVELOPMENT AND IMPLEMENTATION

- Roles & Responsibilities
- Drugs Education Programme
- Procedure for dealing with drug-related incidents
- Procedure for the administration of prescribed medication
- Monitoring & Evaluation

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## **ROLES & RESPONSIBILITIES**

### **PUPILS**

Be aware of and adhere to school rules in relation to drug use/misuse, including tobacco, alcohol, over the counter and prescribed medication, volatile substances, and controlled drugs.

### **ALL STAFF (teaching and non-teaching)**

- Be alert to the possibility of drug use/misuse.
- Be familiar with the school's procedures in the handling of suspected drug-related incidents.
- It is not the responsibility of the individual staff member to investigate the circumstances surrounding an incident; however, he/she should deal with any emergency procedures if necessary.
- Any information, substance or paraphernalia received should be forwarded to the designated teacher for drugs who may have to take immediate action.

### **TEACHERS DELIVERING THE DRUG EDUCATION PROGRAMME**

In addition to the above:

- Deliver the school's Drug Education Programme
- Try to create an atmosphere in the classroom where students freely contribute to discussion, in the knowledge that the comments, ideas and feelings of the students are valued.
- Support pupils in the class if necessary.
- Liaise with the designated teacher for drugs regarding any aspect of the programme as necessary.

### **DESIGNATED TEACHER FOR DRUGS (Mr Brendan Rodgers)**

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements including periodic update and review of the policy.
- Liaise with other staff responsible for pastoral care in co-ordinating the delivery of the Drug Education Programme.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding the incident.
- Complete a suspected incident report form and forward to Principal.
- Ensuring the engagement and active participation of parents in all aspects of drug education.
- Act as the point of contact for outside agencies working with the school.

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## THE PRINCIPAL

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.
- In the case of incidents of suspected drug misuse:
- Ensure the welfare and well-being of the students involved in the incident and the rest of the school community.
- Ensure that the following people are informed (where relevant):
  - Parents/Guardians
  - PSNI – preferably the Community and Schools Liaison Officer
  - Board of Governors
  - Designated Officer in EA and CCMS
  - Members of staff
  - Other persons and carers named within the confines of confidentiality
- Agree in liaison with the Board of Governors, appropriate pastoral, and disciplinary responses in relation to the incident, including counselling services/support
- Prepare written records of the incident and ensure a copy of the reports are submitted to Board of Governors, ELB/CCMS as appropriate
- Review procedures and amend.

## THE BOARD OF GOVERNORS

- Examine and approve the completed policy and education programme, prior to their implementation in the school.
- Ensure the policy is published in the school prospectus and that it is reviewed at regular intervals.
- Be fully aware of and adequately trained to deal with suspected incidents of drug misuse, including tobacco and alcohol, and their appropriate disciplinary response.
- Agree in consultation with the principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

Designated representative of the Board of Governors is Mrs D McSorley.

## PARENTS/GUARDIANS

- Support your son/daughter if they have become involved with drugs.
- Support the school in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drug misuse and the drug education programme.

## THE CARETAKER

- Be vigilant around and conduct regular checks of school grounds for drug related paraphernalia. Inform the designated teacher for drugs should any be found.
- Ensure the safe storage, handling, and disposal of potentially harmful substances such as solvents and cleaning fluids.

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## THE DRUGS EDUCATION PROGRAMME

The Drug Education Programme in St. Ciaran's College is just one part of the whole school response to drug use/misuse. This is part of the PD programme. The programme provides opportunities for pupils to:

- Acquire knowledge and understanding in relation to drug use/misuse.
- Identify values and attitudes in relation to drug use/misuse.
- Develop skills to enable them to consider the effects of drugs on themselves and others; and
- Make informed and responsible choices within the context of a healthy lifestyle.

External agencies will also be used to educate pupils such as "The Smashed Programme" and the PSNI Community Support Officer.

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# PROCEDURES FOR DEALING WITH SUSPECTED DRUG RELATED INCIDENTS

Fundamental to dealing with incidents of suspected drug abuse is the principle of 'in loco parentis', and St. Ciaran's will immediately take the steps that would reasonably be expected of any parents to safeguard the well-being and safety of all the pupils in their charge. Sensitivity is required when dealing with these issues.

While confidentiality is of paramount importance in drug related incidents and subsequent outcomes if a pupil discloses to a teacher or other member of staff that he/she is taking drugs, the staff member should make it clear to the pupil that he/she can offer no guarantee of confidentiality.

For the purposes of this guidance, a drug-related incident may include:

- a pupil displaying unusual or uncharacteristic behaviour.
- an allegation.
- suspicion of possession, possession with intent to supply and/or supply of any substance as defined on page 3.
- finding substance-related paraphernalia.

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## **The role of the individual staff member (teaching & non-teaching) including all ancillary staff**

All staff should be familiar with the content of the school's drug policy. They should also be fully aware of their responsibilities, should a suspected drug-related incident occur. It is not the staff's responsibility to determine the circumstances surrounding the incident, but they should:

- assess the situation and decide on the appropriate actions to take.
- notify the principal and the designated teacher for drugs at the earliest opportunity.
- deal with any emergency procedures to ensure the safety of pupils and staff, if necessary.
- forward any information, substance or paraphernalia received to the designated teacher for drugs, who will respond accordingly.
- use the school's Drugs Incident Report Form to complete a brief factual report on the suspected incident and forward this to the designated teacher for drugs (see Appendix).
- consider the needs and safety of a pupil when discharging him or her into the care of a parent or carer who appears to be under the influence of alcohol or another substance (staff, who are in loco parentis, should maintain a calm atmosphere when dealing with the parent and, if concerned, should discuss with the parent alternative arrangements for caring for the pupil).
- invoke safeguarding procedures if a parent or carer's behaviour may place a pupil at risk.

Teachers cannot and should not promise total confidentiality. They should make the boundaries of confidentiality clear to pupils. Members of staff should carefully consider their response if a pupil approaches them for individual advice on drug use or misuse. In the case of controlled substances, the staff member should explain to the pupil that they cannot offer a guarantee of confidentiality. If the pupil discloses information concerning controlled substances, the staff member must pass this on to the designated teacher for drugs.

## **The role of the designated teacher for drugs**

The designated teacher is responsible for:

- co-ordinating the school's procedures for handling suspected drug-related incidents and
- training and inducting new and existing staff in these procedures.
- ensuring that the school's disciplinary policy has an appropriate statement about any disciplinary response resulting from suspected drug-related incidents.
- ensuring that the school's pastoral care policy has an appropriate statement about any pastoral response resulting from suspected drug-related incidents.
- liaising with other staff responsible for pastoral care.
- being the contact point for outside agencies that may have to work with the school or with a pupil or pupils concerned.
- responding to advice from first aiders, in the event of an incident, and informing the

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- principal, who should contact the pupil's parents or carers immediately.
  - taking possession of any substance(s) and associated paraphernalia found in a suspected incident.
  - pupil(s) involved in a suspected incident.
  - completing a factual report using the schools Drug-Related Incident Form, which they forward to the principal; and
  - reviewing and if required updating the policy at least annually and after a drug-related incident, where learning from the experience could improve practice.

## **The role of the principal**

It is the principal's responsibility to determine the circumstances of all incidents, but it is the responsibility of the PSNI to investigate any criminal or suspected criminal offence. In any suspected drug-related incident, the principal should contact the parents or carers of those pupils involved.

The principal must ensure that in any incident involving a controlled substance there is close liaison with the PSNI. They will make every effort to contact the parents or carers before involving the police. Failure to inform the PSNI of a suspected incident involving controlled drugs is a criminal offence.

Confidentiality can never be guaranteed. Suspected criminal activity related to drugs will be reported to the designated teacher, PSNI and EA/CCMS.

After contacting the PSNI, principals should confine their responsibilities to:

- the welfare of the pupil(s) involved in the incident and the other pupils in the school.
- health and safety during the handling, storage and safe disposal of any drug or drug related paraphernalia, always using protective gloves.
- informing the Board of Governors.
- agreeing any appropriate pastoral or disciplinary response.
- reporting the incident to the Education Authority or CCMS if appropriate, for example if an incident:
  - is serious enough to require PSNI involvement.
  - requires that a child protection procedure is invoked; or
  - leads to the suspension or exclusion of a pupil; and
- completing a written report and forwarding a copy to the Board of Governors and the designated officer in the Education Authority or CCMS.



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## Contacting the PSNI

Schools should establish and maintain contact with the designated officer in their local PSNI area to ensure an appropriate response when dealing with suspected drug-related incidents that might arise in school.

Each PSNI area has a designated officer who will advise on and agree procedures for schools to follow. The PSNI will always try to handle all incidents promptly and with discretion, understanding and tact. A non-uniformed officer will respond, wherever possible, depending on the circumstances and the nature of the suspected offence.

Schools must notify their local PSNI officer in every case where a pupil has or is suspected of having controlled drugs in their possession, either on their person or in their belongings, or if controlled drugs are found on the school premises. This may include new psychoactive substances or prescription medication.

Schools are not legally obliged to notify the PSNI if they suspect the misuse of solvents or alcohol, although we recommend that they notify the designated officer. The officer will be available to work with the school, pupils, parents or carers and other appropriate agencies to provide support, advice, and assistance to help prevent reoccurrence and ensure the pupil is no longer at risk.

## Interviewing pupils

In certain circumstances, the PSNI may interview a pupil on school premises with the principal's agreement. This may be a less intrusive and upsetting option for a pupil than going to a police station.

If the school takes this course of action, the PSNI will conduct the interview in accordance with The Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989. This has strict guidelines about when and where to exercise this option. The school needs to make all possible efforts to inform the pupil's parents or carers before a PSNI interview takes place. The PSNI will not conduct an interview without the correct persons being present.

## The role of the Board of Governors

School governors are responsible for their individual school. They should collaborate with appropriate staff, pupils and parents or carers to foster and support developing and reviewing its drugs policy.

They should also:

- facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality, which the governors should examine and approve before implementing in the school.

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- ensure details of the policy are published in the school prospectus and that these are reviewed at least annually and after a drug-related incident; and
  - be fully aware of and adequately trained to deal with suspected drug-related incidents, including alcohol and tobacco, tobacco-related products, electronic cigarettes, and their appropriate disciplinary response.

As a matter of good practice, every Board of Governors should have a designated governor for drugs who has received specific training in drug-related issues.

### **Responses in the event of a suspected drug-related incident**

Young people's behaviour may be unpredictable and bizarre for many reasons during their time at school. Changes in behaviour may indicate a range of difficulties and problems and may be related to a medical condition, rather than substance misuse. It is, however, important to note that intoxication, physical collapse, or unconsciousness can also result from an initial experiment with drugs.

Staff should bring any indications of illness, unusual or uncharacteristic behaviour because of suspected substance misuse to the attention of the designated teacher for drugs. They should not make any judgement until they have determined the circumstances surrounding the incident.

Where staff believe a pupil may have taken a substance, they suspect is a drug, they should seek medical assistance immediately after following the recommended emergency procedures. Mrs T. Gallagher or any other First Aid officer should be contacted immediately, and emergency first aid procedures should be followed.

The school must inform parents and the PSNI.

The PSNI may interview a pupil on school premises with the principal's agreement. The school needs to make all possible efforts to inform the pupil's parents or carers before a PSNI interview takes place. The PSNI will not conduct an interview without the correct persons being present.

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## **Taking possession of a suspected controlled substance and/or associated paraphernalia**

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug to protect a pupil from harm and prevent the pupil committing the offence of possession.

The teacher should, using appropriate safety precautions,

- take the suspected substance and any associated equipment and/or paraphernalia to the designated teacher for drugs as soon as possible. The Assistant Principal's office is the safe storage space for confiscated substances.
- arrange for its safe storage until the school can hand it over to the local PSNI officer to identify whether it is a controlled substance.

School staff should not attempt to analyse or taste an unidentified substance. An adult witness should be present when staff confiscate the substance and the school should keep a record of the details, using the school's Drug Incident Report Form.

## **An allegation of a suspected controlled drug-related incident**

### Carrying out a search

If the designated teacher for drugs receives an allegation of possession, he or she may need to search a pupil's desk or locker, if he or she has cause to believe it contains unlawful items, including controlled drugs.

However, teachers cannot search personal belongings in the desk or locker without consent. Staff should only search the pupil's personal belongings, including schoolbag, coat, or other items with the pupil's consent. Staff should carry out this search in the presence of the pupil and another adult witness.

Staff should ask pupils to turn out their pockets or schoolbags. If the pupils refuse, staff should contact their parents or carers and the PSNI to deal with the situation. A member of staff should never carry out a physical search of a pupil, unless there is compelling evidence that the pupil has committed an offence.

If a member of staff comes across a pupil in possession of what they believe or suspect to be a controlled drug, they should immediately attempt to take possession of the substance and detain the pupil. They should then send for assistance from the designated teacher for drugs, who will deal with the incident as outlined in the school policy.

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## Detaining a pupil

When managing a suspected drug-related incident the school should invite the pupils concerned to remain in school under the supervision of appropriate members of staff until their parents or carers and the PSNI arrive.

If the pupil refuses to remain, the school cannot detain a pupil against their will.

However, if a member of staff has reasonable grounds to suspect that the pupil has in their possession or has taken a controlled substance, they can make a citizen's arrest under Article 26A of the Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989.

## **Finding drug-related paraphernalia**

Paraphernalia in the school grounds is an indication of drug use or misuse. Any member of the school community who encounters any paraphernalia should use extreme care, as these items may be hazardous. Anyone who finds paraphernalia associated with drug use or misuse should report it to the designated teacher for drugs, who will assess the situation and respond accordingly. This response may include contacting the PSNI.

The following list is not exhaustive, it gives teachers an idea of what may indicate the presence of controlled substances:

- small bottles or pill boxes.
- hypodermic needles.
- twists of paper.
- cigarette papers, lighters and spent matches.
- electronic cigarette liquid refill bottles (there is a potential risk that refillable cartridges used in some electronic cigarettes could be filled with substances other than nicotine, serving as a new and potentially dangerous way to deliver drugs).
- roaches (ends of rolled-up cigarettes).
- punctured cans, plastic bottles, or containers.
- aerosols or butane gas refills; and
- drugs themselves.

## **Recording an incident**

If the principal considers an incident to be serious, the school should call the Education Authority or CCMS designated officer to alert them to the incident and then make a full written factual record of the incident. Schools should carefully record any statements that pupils suspected of being involved in or witness to an incident provide.

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For an incident that requires a PSNI investigation, the principal is responsible for determining the circumstances of all incidents. The PSNI is responsible for investigating any criminal or suspected criminal offence. Under these circumstances, schools should not take any written statements from individuals involved in the incident. The investigating officer is responsible for dealing with the incident to co-ordinate recording all statements that could be required for a potential court case.

## **School response to drug-related incidents**

St Ciaran's will consider what sanctions or actions would be in the best interests of the pupil in the longer term, while ensuring the safety and well-being of other pupils.

We will explore the relevant factors to determine the seriousness of the incident and the needs of those involved and then respond appropriately.

Sanctions may include:

- Suspension or expulsion
- Behavioural contracts
- Withdraw pupil from normal contact with peers during school day
- Other actions in line with the Positive Behaviour Policy

## **Provision of counselling services in the school**

Familyworks school counselling service will be available in school and can be offered to pupils involved in any drug related incidents. A referral can be made through Mr B. Rodgers or through the school website. Parents will be signposted to relevant support organisations, e.g., Parenting NI, CAMHS.

## **Communication following a suspected or confirmed drug-related incident**

The school will only disclose information to members of staff concerned with the pastoral needs of the individual pupil. The school will inform only the parents or carers of the pupil or pupils directly involved of the incident and subsequent outcomes.

Teachers should not discuss individual cases with other pupils. The school may, however, need to make a general statement informing the school community after an incident where rumours may create a negative atmosphere.

## **Dealing with the media**

If the school receives an enquiry from the media, only the principal or a designated nominee will respond to the call.

When responding to the media, it is essential that the school respects the privacy of pupils and their families.

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## **Staff use of alcohol and smoking on school premises, on school trips and other social events**

The following policies are followed by the school regarding drugs and alcohol:

- the workplace policy on smoking, drugs and alcohol at [www.nibusinessinfo.co.uk](http://www.nibusinessinfo.co.uk);
- Don't Mix It: A Guide for Employers on Alcohol at Work from [www.hse.gov.uk](http://www.hse.gov.uk);
- Drugs Misuse at Work: A Guide for Employers from [www.hse.gov.uk](http://www.hse.gov.uk).

The school smoking policy includes the use of electronic cigarettes in school; and the code of conduct applies for the use of alcohol during school events.

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# PROCEDURE FOR THE ADMINISTRATION OF PRESCRIBED MEDICATION

Young people vary in their ability to cope with poor health or a particular medical condition and this involves St. Ciaran's responding to individual health care needs.

The school medication plan must be applied uniformly but not inflexibly or sensitively and in line with the DE publication Supporting Pupils with Medication Needs.

Each plan will identify the student's medical condition, its impact in relation to the school and the assistance the student will require during the school day. This includes the use of NRT by pupils who are accessing smoking cessation programmes. This can only be approved by the principal, the teacher responsible for Health and Well-being and the designated teacher for drugs. A medical letter/certificate will be required to access this support.

Refer to:

- St. Ciaran's Drugs Administration Form – MP2
- St. Ciaran's Student Request Form to carry medication – MP3
- St. Ciaran's Medication Details record – MP4

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## MONITORING & EVALUATION

The policy will be reviewed annually using data from SIMS, records of incidents involving drugs, alcohol, cigarettes, or e-cigarettes.

Evaluations from PD lessons on this topic will be used to evaluate the impact of the drug education programme. Teachers will also be asked for feedback on the programme.

Serious incidents will be followed by a review meeting involving the principal, designated teacher for drugs, relevant outside agencies, pupils, and parents involved.

Staff training on the implementation of the policy, responding to a drug related incident and the delivery of drugs education as part of the PD programme was delivered to all staff in August 2019 by the designated teacher for drugs, Mr B Rodgers.

The policy will be presented to the Board of Governors for their approval.

Parents and carers will be signposted to the relevant local and national support agencies. Page 24 in the pupil planner also contains information on support for those affected by substance misuse.

The school prospectus contains a summary of the school's drugs education policy including rationale, aims, objectives, key roles, curricular provision and support available.

Employees affected by drugs: The Health and Safety at Work (Northern Ireland) Order 1978 requires employers to protect the health, safety, and welfare of employees at work. Employees also have a legal responsibility to protect their own health and safety and that of their colleagues. You can find the Employing Authority's Alcohol and Drugs Misuse Policy (TNC 2005/5) at [www.deni.gov.uk](http://www.deni.gov.uk)





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# APPENDICES

Appendix I – Drugs Incident Report Form

Appendix II - Recognising Signs of Substance Use

Appendix II – Emergency Procedures

Appendix IV - Drugs Education in the Curriculum

Appendix V – Main Types of Substances by Class

Appendix VI – Handling Drug Related Incidents

Appendix VII – Useful Contacts

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# DRUGS INCIDENT REPORT FORM

## 1. Pupil Information

Name of Pupil: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Incident Details

Date: \_\_\_\_\_

Reported by \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### 3. First Aid

First Aid given: YES/NO  
Administered by: \_\_\_\_\_  
Ambulance/Doctor Called: YES/NO  
Time of Call : \_\_\_\_\_

### 4. Reporting

Parent or carer informed YES/NO  
Date \_\_\_\_\_  
Time \_\_\_\_\_

PSNI informed: YES/NO  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

EA or CCMS Designated Officer informed, as appropriate: YES/NO  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

### 5. Substance Details

Where substance is retained: \_\_\_\_\_ or  
Date substance destroyed/ passed to PSNI: \_\_\_\_\_  
Time: \_\_\_\_\_

.....  
Form completed by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Position: \_\_\_\_\_

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# RECOGNISING SIGNS OF SUBSTANCE USE

## What to look out for

if someone is having a bad time on drugs, they may be:

- anxious
- tense
- panicky
- overheated & dehydrated
- drowsy; or
- having difficulty with breathing.

## What to do

The first things you should do are:

- stay calm
- calm them and be reassuring, don't scare them or chase after them
- try to find out what they've taken; and
- stay with them

If they are anxious, tense, or panicky, you should:

- sit them in a quiet and calm room
- keep them away from crowds, bright lights, and loud noises
- tell them to take slow deep breaths; and
- stay with them

If they are drowsy, you should:

- sit them in a quiet place and keep them awake
- if they become unconscious or don't respond, call an ambulance immediately and place them in the recovery position

You should not:

- scare them, shout at them, or shock them
- give them coffee to wake them up; and
- put them in a cold shower to 'wake them up'

If they are unconscious or having difficulty breathing, you should:

- immediately phone for an ambulance.
- place them into the recovery position.
- stay with them until the ambulance arrives; and
- if you know what drug they've taken, tell the ambulance crew; this can help make sure that they get the right treatment straight away.

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## EMERGENCY PROCEDURES

This is the current best advice on what to do if someone is in difficulty because of misusing drugs.

- It is important to find out what they have taken as this could affect emergency aid, for example it will help the ambulance crew. Loosen clothing and call for an ambulance immediately.
- If the person has taken a depressant substance, for example solvents, alcohol, sleeping pills or painkillers, it is likely that they will be drowsy or unconscious.
- If the person is drowsy, it is important to try to keep them awake by talking to them or applying a cool damp cloth or towel to the back of their neck. You should not give them anything to eat or drink as this could lead to vomiting or choking.
- If they are or become unconscious, put them into the recovery position, clear their airway if blocked and keep checking on any changes to pulse and breathing rates.
- If they stop breathing, begin mouth-to-mouth resuscitation, starting with chest compressions. (If you have not been trained in CPR or are worried about giving mouth-to-mouth resuscitation to a stranger, you can do chest compression-only (or hands-only) CPR). Stay with the person until the ambulance crew arrive and then tell them all the facts, including what the person has taken. This is very important as it could save his or her life.
- If the person has taken a stimulant, such as amphetamines (speed) or ecstasy, they may show various signs of distress. If the person is panicking, try to reassure them. It is important that they calm down and relax. Get them to breathe in and out, deeply, and slowly. Help them by counting aloud slowly. If they start to hyperventilate – that, is they can't control their breathing – ask them to breathe in and out of a paper (not a plastic) bag, if there is one available.
- If the person has taken a hallucinogen, such as LSD, magic mushrooms, or cannabis in combination with ecstasy, they may become very anxious, distressed, and fearful. They may act in an unusual way. It is very important to reassure the person – tell them that you will look after them, that they are in no danger, that it is the effects of the substance and that these will soon wear off. You may want to take them to a quiet place, keep other people away and continue to reassure them. Just stay with them and talk calmly to them until the ambulance arrives.

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## **DRUGS EDUCATION IN THE CURRICULUM**

Key Stage 3 pupils cover Drugs Awareness in Theme 10 of the INSYNC programme.

Key Stage 4 pupils cover the topic of Drugs in the Health and Well-being topic.

Post-16 pupils have lessons on the misuse of drugs and alcohol.

## MAIN TYPES OF CONTROLLED SUBSTANCES BY CLASS

### The Misuse of Drugs Act (1971)

Class	Substance	Possession	Supply & Production
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (for example mephedrone or methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam) gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, piperzines (BZP)	Up to 2 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
Temporary class substance*	NBOMe and Benzofuran compounds	None, but police can take away a suspected temporary class substance	Up to 14 years in prison, an unlimited fine or both

[www.gov.uk/penalties-drug-possession-dealing](http://www.gov.uk/penalties-drug-possession-dealing)

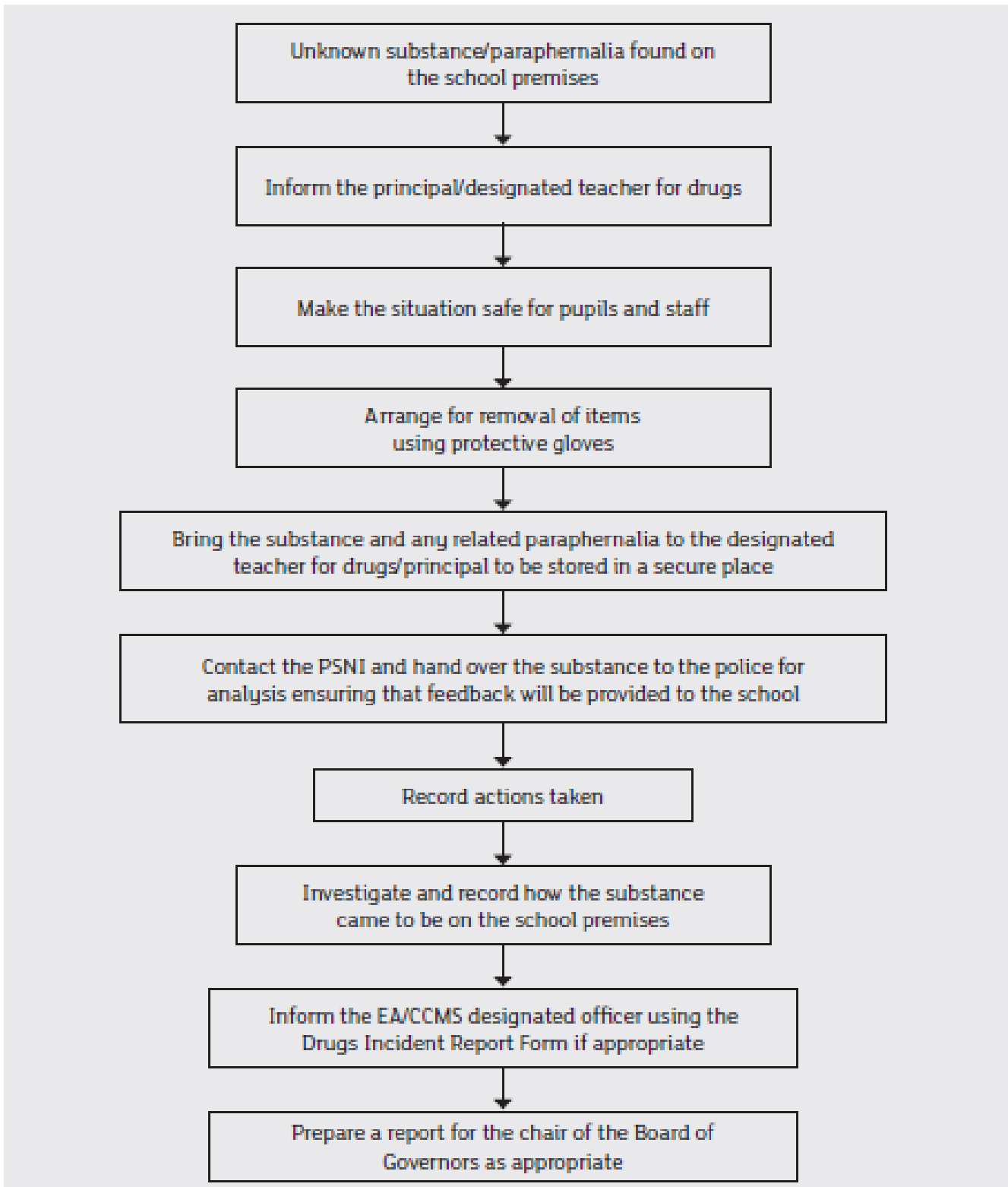
Please note the above table refers to some commonly available drugs. It is not a complete list of controlled drugs.



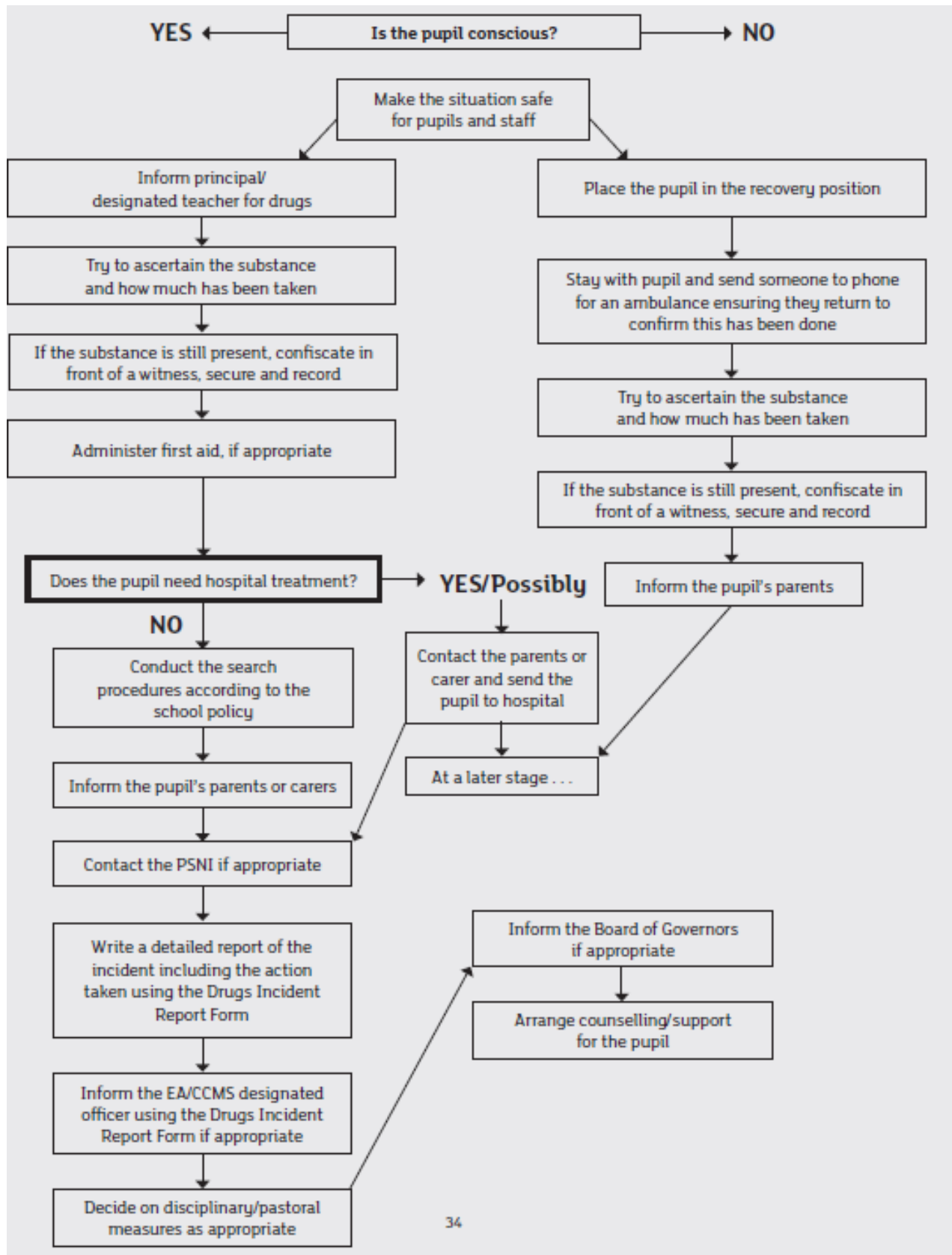
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## HANDLING DRUG RELATED INCIDENTS

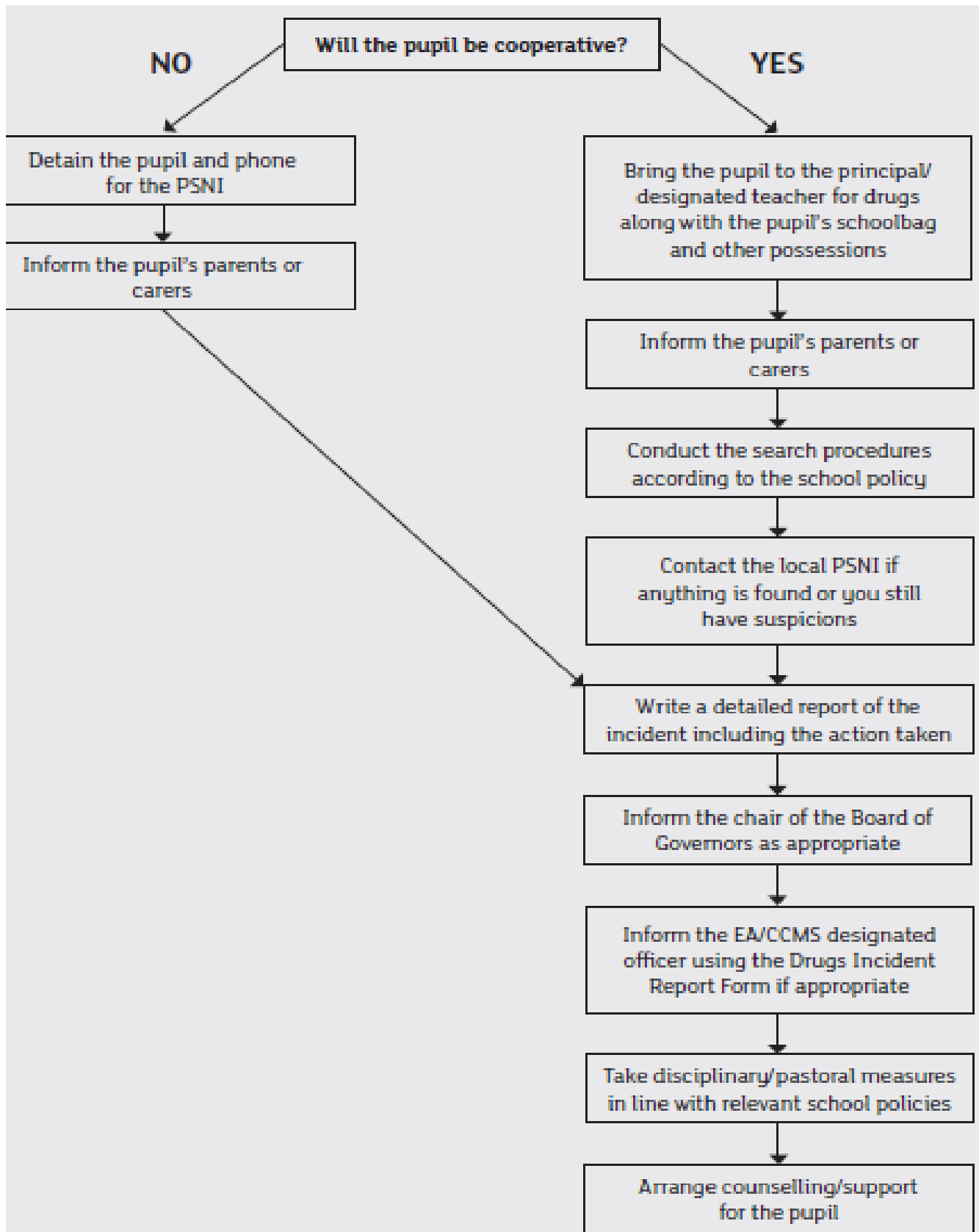
Finding a suspected substance or drug related paraphernalia on or close to the school premises:



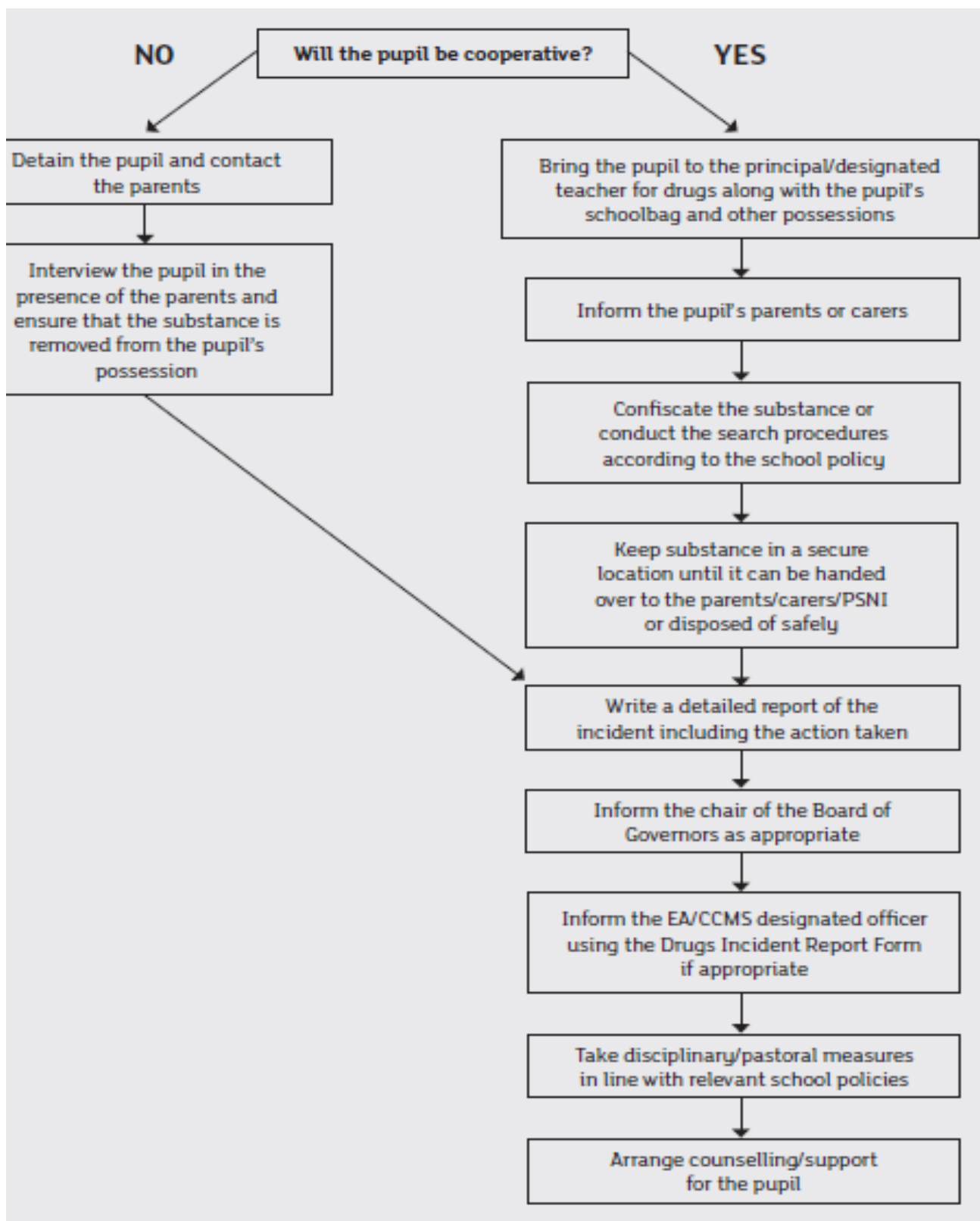
**Pupil suspected of having taken drugs/alcohol on school premises:**



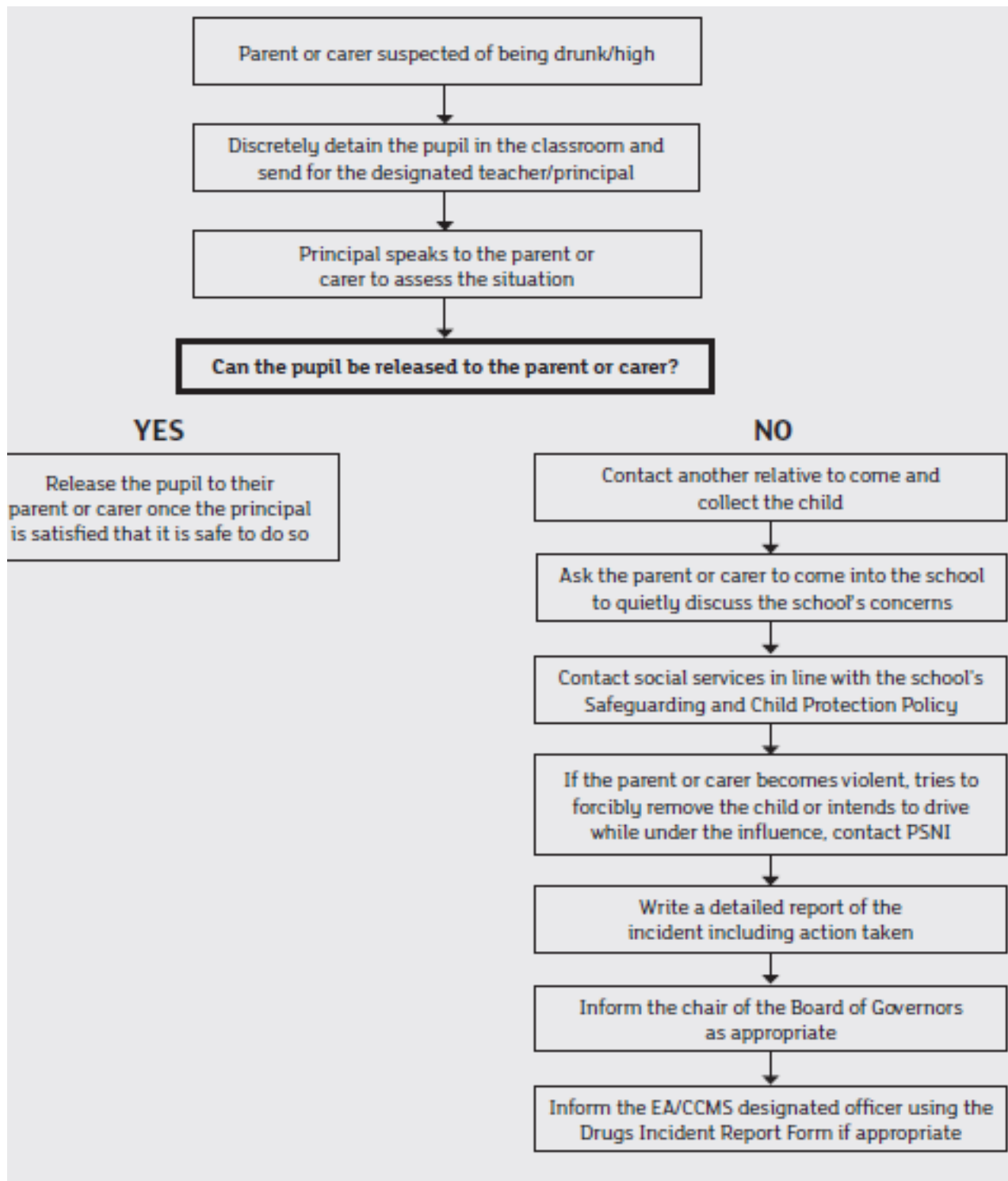
**Pupil suspected of possessing / distributing an illegal substance:**



**Pupil in possession of alcohol or unauthorized prescribed medication on the school premises:**



A parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance:



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## Referral Pathway for Specified School Incidents:

### Type of incident:

### Internal Staff referral:

Refer incident to:

a. \_\_\_\_\_

b. \_\_\_\_\_

### External agency referral:

Contact details of relevant agencies or personnel.

Name of Agency \_\_\_\_\_

Name of contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Relevant Details \_\_\_\_\_

\_\_\_\_\_

Contact number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Agency \_\_\_\_\_

Name of contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Relevant Details \_\_\_\_\_

\_\_\_\_\_

Contact number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Agency \_\_\_\_\_

Name of contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Relevant Details \_\_\_\_\_

\_\_\_\_\_

Contact number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Agency \_\_\_\_\_

Name of contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Relevant Details \_\_\_\_\_

\_\_\_\_\_

Contact number \_\_\_\_\_

Email address \_\_\_\_\_

## USEFUL CONTACTS

Education Authority (formerly Education and Library Boards)		
Belfast Region	Tel: 028 9056 4000	<a href="http://www.belb.org.uk">www.belb.org.uk</a>
North-Eastern Region	Tel: 028 9448 2200	<a href="http://www.neelb.org.uk">www.neelb.org.uk</a>
South-Eastern Region	Tel: 028 9056 6200	<a href="http://www.seelb.org.uk">www.seelb.org.uk</a>
Southern Region	Tel: 028 3751 2200	<a href="http://www.selb.org">www.selb.org</a>
Western Region	Tel: 028 8241 1411	<a href="http://www.welbni.org">www.welbni.org</a>

Diocesan Advisers		
Diocesan Advisers provide support for maintained schools, you can contact them at the Diocesan Offices below: The Council for Catholic Maintained Schools (CCMS)	Tel: 028 9042 6972	<a href="http://www.onlineccms.com">www.onlineccms.com</a>

Department of Education		
The Department of Education has produced information and sources of help on a range of topics, including smoking and drugs, as part of the iMatter programme.		<a href="http://www.deni.gov.uk">www.deni.gov.uk</a>

Independent Counselling Service for Schools		
The Department of Education funds the Independent Counselling Service for Schools (ICSS). It is available to all post-primary aged pupils, including those in special schools, during school hours and on school premises. Contact is through the school.	Tel: 028 9127 9729 for further information from the ICSS Regional Co-ordinator	

Health and Safety		
The Health and Safety Executive	Tel: 028 9024 3249 for Northern Ireland (HSENI)	<a href="http://www.hseni.gov.uk">www.hseni.gov.uk</a>

Public Health Agency for Northern Ireland		
The Public Health Agency (PHA) is a regional organisation that aims to protect and promote the health and well-being of the population. It was established in April 2009 as part of the reforms to Health and Social Care (HSC) in Northern Ireland. The PHA addresses the causes and associated inequalities of preventable ill health and lack of well-being. It is a multidisciplinary, multi-professional body with a strong regional and local presence. The PHA is responsible for commissioning services to address alcohol, tobacco and drug issues across Northern Ireland.		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>

Local Drug and Alcohol Co-ordination Teams		
Contact details for local services in the Local Service Directories prepared by the DACTs		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>

Police Service for Northern Ireland (PSNI)		
Drugs Squad	Tel: 028 9065 0222	
Community Involvement	Tel: 028 9070 0964	
Crimestoppers	Tel: 080 0555 111	

Treatment, Counselling and Support Agencies		
Health and Social Care Organisations		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>
Family Support NI		<a href="http://www.familysupportni.gov.uk">www.familysupportni.gov.uk</a>
Children and Adolescent Mental Health Services, Belfast		<a href="http://www.belfasttrust.hscni.net">www.belfasttrust.hscni.net</a>

Local Organisations		
A list of local organisations that provide information and advice and/or resources about drugs.		<a href="http://www.mindingyourhead.info">www.mindingyourhead.info</a>
		<a href="http://www.fasaonline.org">www.fasaonline.org</a>
		<a href="http://www.talktofrank.com">www.talktofrank.com</a>
		<a href="http://www.thesite.org/drinkanddrugs">www.thesite.org/drinkanddrugs</a>
		<a href="http://www.nhs.uk/Livewell/Pages/Topics.aspx">www.nhs.uk/Livewell/Pages/Topics.aspx</a>



A list of national organisations that provide information and advice and/or resources about drugs:		
Adfam, London		<a href="http://www.adfam.org.uk">www.adfam.org.uk</a>
Action on Smoking and Health (ASH), London		<a href="http://www.ash.org.uk">www.ash.org.uk</a>
Alcohol Concern, London		<a href="http://www.alcoholconcern.org.uk">www.alcoholconcern.org.uk</a>
CAMH, UK		<a href="http://www.camh.org.uk">www.camh.org.uk</a>
FRANK, UK		<a href="http://www.talktofrank.com">www.talktofrank.com</a>
Drugscope, London		<a href="http://www.drugscope.org.uk">www.drugscope.org.uk</a>
HIT, Liverpool		<a href="http://www.hit.org.uk">www.hit.org.uk</a>
Lifeline, Manchester		<a href="http://www.lifeline.org.uk">www.lifeline.org.uk</a>
Release, London		<a href="http://www.release.org.uk">www.release.org.uk</a>
Lions Lifeskills		<a href="http://www.lionslifeskills.co.uk">www.lionslifeskills.co.uk</a>
Want 2 Stop, Public Health Agency		<a href="http://www.want2stop.info">www.want2stop.info</a>
National Drugs Helpline	0800 776600 text 82111	
AA National Helpline	0845 769 7555	