



**November
2019**

DRUGS POLICY

Policy Created: July 2008
 Date Reviewed: January 2011
 November 2019
 Review: Every 3 years with amendments as they arise

THE SCHOOL ETHOS

Sullivan Upper is a large co-educational interdenominational voluntary grammar school which provides an academic and pastoral programme designed so that every pupil may achieve their full potential whilst recognising that academic achievement in itself does not produce a complete person.

The school provides a secure and stimulating environment that encourages pupils to be conscious of health and safety issues and to exercise responsibility.

There is also good liaison with parents, outside agencies and specialist services to advise, support and contribute to the promotion of health within the school.

The school formulates, implements and reviews regularly a range of pastoral policies, including its drugs education policy.

INTRODUCTION

The school's Drugs Policy is a statutory document, in accordance with Drugs: Guidance for Schools in Northern Ireland Revised Edition 2015. The policy follows the guidance given in the CCEA Drug Education Policy Document.

Our school believes that the misuse of drugs endangers not only our pupils but also affects the wider community in which we live. It is the school's responsibility to ensure the child's health and safety while in our care and we also strive to promote their personal and social well-being. Drug misuse undermines this and hinders the development of the young person.

The policy provides a focus for the school to consider how drug education should be implemented and developed within the curriculum and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for involvement in drug issues. The policy should form an integral part of the Personal Development for mutual understanding strand in the primary curriculum and the Personal Development strand of Learning for Life and Work in the post-primary curriculum.

RATIONALE

Sullivan Upper School recognises that young people in today's society are exposed to the risks associated with the existing drug culture.

Young children are exposed to messages about drug use from an early age. The messages they receive from television and the media tend to glamorise the use of drugs. They are likely to have seen people using tobacco-related products, e-cigarettes, alcohol, prescribed medication in real life and may even be aware of drug misuse in their locality, hence it is important that they are educated as to the side effects and risks of drug use.

The school wishes to promote the development of the 'whole person' which encompasses physical, mental, emotional, social and environmental health; by equipping pupils with the knowledge, skills, attitudes and values to handle their lives effectively in the present and prepare them for adulthood.

Research cites personal inadequacy, a lack of self-esteem and peer pressure as the main reasons for drug misuse among young people. This places a responsibility on the school to '*better prepare young people for adult life*'. [Education Reform [NI] Order 1989]

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Drugs education should therefore form an integral part of the school curriculum.

THE AIMS OF OUR DRUGS POLICY

- [A] To establish a framework within which an effective drugs education programme can be developed and delivered;
and
- [B] To formulate agreed procedures for dealing with drugs-related incidents.

The desired outcome of the drugs education programme is to enable our pupils to make healthy informed choices.

OBJECTIVES

PUPIL FOCUSED

- [a] To provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug abuse.
- [b] To provide opportunities for pupils to be equipped with the knowledge, attitudes and skills they need to avoid misusing drugs.
- [c] To help pupils develop positive attitudes towards themselves and develop skills needed to resist peer pressure in situations.
- [d] To make available information on sources of help.
- [e] To enable any pupils who are misusing drugs or have concerns about the misuse of drugs to seek help.
- [f] To understand school rules and state laws relating to medicines, alcohol, tobacco, solvents and illegal drugs and responses to drug-related incidents.

STAFF FOCUSED

- [g] To provide information and training to allow staff to become competent and confident in delivering drugs education and handling drug-related issues and incidents. New members of staff are also instructed as part of their induction.
- [h] To support staff in the development of schemes of work, teaching syllabuses and tutorial programmes which include drugs education topics.
- [i] To minimise the number of young people who engage in drug misuse.
- [j] To liaise and consult with the PSNI to ensure material delivered is up-to-date and relevant to the local situation.

PARENT FOCUSED

- [k] To provide information where appropriate to parents in the form of written materials and/or meetings.
- [l] To encourage a climate of partnership between parents, pupils and teachers which develops communication and effective action on drugs-related issues.

DRUGS EDUCATION IN CONTEXT

'The purpose of a Drugs Education Programme, is to provide opportunities for young people to acquire knowledge, understanding and skills which enable them to consider the effects of drugs and other substances on themselves and on others. It enables them to make informed and responsible decisions about the use of such substances within the context of a healthy lifestyle.' [DENI Misuse of Drugs - 1996]

The programme of education is integrated within the Learning for Life and Work Programme. A life skills approach to drug prevention is essential and within the programme pupils are taught about raising self-

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esteem, self-confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills, attitudes and values.

Drugs Education is specifically included within the Learning for Life and Work Programme.

In addition to the drug education provided within the curriculum, the school offers supportive environment for pupils to explore their own attitudes and values as well as an opportunity to discuss any drug-related problems they may have. This is generally done through the pastoral system within the school and the pupils are informed that confidentiality cannot always be guaranteed.

RANGE OF SUBSTANCES

The school's policy on drug education covers any substance under the CCEA definition.

'A drug is any substance which, when taken, has the effect of altering the way the body works or how a person behaves, feels, sees or thinks'. As well as everyday substances such as tea and coffee, substances include:

- alcohol and tobacco and tobacco-related products, including nicotine replacement therapy (NRT) and electronic cigarettes;
- 'over the counter medicine' such as paracetamol and cough medicines;
- prescribed drugs, such as antibiotics, painkillers, antidepressants, anti-psychotics, inhalers and stimulants such as Ritalin;
- volatile substances such as correcting fluids, or thinners, or gas lighter fuel, glues, petrol and aerosols;
- controlled drugs such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms, 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 as 'not for human consumption' to avoid prosecution, and;
- other substances such as amyl or butyl nitrite (known as poppers) and unprocessed magic mushrooms.

Controlled Substances

These are legally classified according to their benefit when used in medical treatment or harm if misused. There are four separate categories: Class A, Class B, Class C and temporary class drugs and five schedules with Schedule 1 the highest level of control.

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 to 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 and the wider community.

The school recognises that the policy focuses mainly on controlled substances

Procedures for handling alcohol and tobacco misuse are found in **Appendix 1** and this is also included in the Positive Behaviour Policy. Procedures for handling prescribed medicines and volatile substances are also found in **Appendix 1** and also in the Medication and Medical Conditions Policy and are outlined in the school Health and Safety Policy. This policy complements these policies and also the Child Protection and Pastoral Care Policies. It does not exist in isolation.

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THE LAW IN NORTHERN IRELAND

All staff are aware of their responsibilities under the law. The law in Northern Ireland differs in certain aspects from elsewhere in the UK. The relevant pieces of legislation are: The Misuse of Drugs Act 1971, Section 5 of the Criminal Law Act [Northern Ireland] 1967, and Powers of Arrest, Police and Criminal Evidence Order [NI] 1989.

If the Headmaster has reasonable grounds to suspect that drugs are being used or supplied on the school premises, he will inform the police immediately in order to avoid any liability as a 'manager or occupier' of premises.

If staff have taken possession of a substance for the purposes of protecting a pupil from harm and from committing an offence, they should under no circumstance try to analyse or identify it. In all instances they should wear gloves when handling the substance, to avoid ingestion through the skin. The drug should be immediately stored in a safe and secure place, and the police contacted.

MISUSE OF DRUGS ACT 1971

It is an offence under the Misuse of Drugs Act 1971:

- [i] *to supply or offer to supply a controlled drug to another in contravention of the Act;*
- [ii] *to be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act; it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it;*
- [iii] *for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis, or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.*

The offences listed above are arrestable offences.

Section 8

A person commits an offence if, being the occupier or concerned in the management of any premises, he knowingly permits or suffers any of the following activities to take place on those premises, that is to say:

- [a] *producing or attempting to produce a controlled drug in contravention of Section 4 [1] of this Act;*
- [b] *supplying or attempting to supply a controlled drug to another in contravention of Section 4[1] of this Act or offering to supply a controlled drug to another in contravention of Section 4[1] of this Act;*
- [c] *preparing opium for smoking;*
- [d] *smoking cannabis resin or prepared opium.*

CRIMINAL LAW ACT [NORTHERN IRELAND] 1967 Section 5

Failing to give information. Where a person has committed an arrestable offence, it shall be the duty of every other person who knows or believes:

- [i] *that the offence or some other arrestable offence has been committed, and;*

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[ii] *that he has information which is likely to secure, or to be of material assistance in securing, the apprehension, prosecution or conviction of any person for that offence.*

to give that information, within a reasonable time, to a constable and if, without reasonable excuse, he fails to do so then that person is committing an offence.

This places an onus on individuals to inform a constable.

POWERS OF ARREST - POLICY AND CRIMINAL EVIDENCE [NORTHERN IRELAND] ORDER 1989 Article 26[4]

Any person may arrest without warrant anyone who is, or whom he with reasonable grounds suspects to be, guilty of the offence.

Article 26[5]

*Where an arrestable offence has been committed, **any person** may arrest without warrant anyone who is, or whom he with reasonable grounds suspects to be, guilty of the offence.*

These powers of arrest are available to non-police and, as the following drug offences fall within the definition of Arrestable Offence, are available for use in such circumstances.

1. *Possession of Controlled Drugs.*
2. *Possession of Controlled Drugs with Intent to Supply.*
3. *Supply of Controlled Drugs.*

NB The above information is advisory only and does not represent legal opinion.

PROCEDURES FOR HANDLING AND REPORTING INCIDENTS

A suspected drug-related incident is described as:

- suspect drugs or substance-related paraphernalia found on the school premises;
- a pupil suspected of being in possession of drugs;
- a pupil found to be in possession of drugs;
- a pupil found suspected of possession with intention to supply any substance listed on page 6;
- a pupil is suspected of being under the influence of drugs because of their unusual or uncharacteristic behaviour.

When an incident occurs the member of staff involved should:

- assess the situation;
- notify the Headmaster and designated teacher for drugs at the earliest opportunity;
- make the situation safe;
- send for support;
- administer first aid if necessary;
- if a controlled drug is found it should be secured in a safe place until dealt with by the police;
- complete the school's Drug Incident Report Form (**Appendix 5**) and forward to the designated teacher for drugs;
- consider the needs and safety of the 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.
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.



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The incident will be in the first incidence reported to the designated teacher [Mrs Moore, Vice-Principal (Pastoral)] and then to the Headmaster, who will contact the PSNI. The parents will also be contacted and made aware of the situation, unless advised to the contrary by the PSNI. The incident will be recorded by the member of staff involved and by the designated teacher. A 'Drug Incident Record Form' will be filled out. One copy will be sent to the Education Authority - South Eastern Region designated officer for Drug Education, and a copy will be retained for the school's confidential file. The Board of Governors will also be informed.

All staff are made aware of the procedure, which follow the guidelines issued by CCEA 2015 in the document 'Guidelines on Handling Suspected Incidents of Drug Misuse on School Premises'. This is outlined in **Appendix 2** of this policy.

Taking possession of a suspected controlled substances 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 from committing the offence of possession. It should be given to the designated teacher for drugs for safe-keeping before being handed over to the PSNI. 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's Incident Report Form. No attempt should be made to analyse or taste an unidentified substance.

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, staff 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.

PROCEDURES RELATING TO DISCIPLINE AND COUNSELLING

Procedures will be carried out in line with the Positive Behaviour Policy and each case will be treated separately. However, the school views the possessions of drugs as a serious breach of the discipline code and will treat it as such. The supplying of drugs to others is an even more serious offence and any punishment given will reflect this.

ROLE OF COUNSELLING

Counselling rarely focuses on drug misuse alone. It can consider more holistic needs that may underlie or indicate drug-related problems, eg the 'toxic three'.

- 1 Hidden harm, where a young person is affected by their parents' or carer's substance misuse.
- 2 Domestic violence.
- 3 Parental mental health.

Counselling is only appropriate when a pupil wishes to take advantage of what it offers. The Independent Counselling Service, funded by DE, offers a free school-based service to post-primary aged pupils. Pupils can refer themselves or a parents or member of school staff refer them.

EMERGENCY PROCEDURES

For the purpose of this policy, an emergency is considered to be either:

- a situation in which a pupil or a member of staff is in danger, or;
- a sequence of events which requires urgent attention;
- a flow chart for dealing with emergencies is contained in **Appendix 3** and fuller information is provided in **Appendix 7** of this policy;

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- the reference pathway for specified school incidents is contained in **Appendix 6** and useful contacts and websites in **Appendices 8 and 9**.

CONFIDENTIALITY

The spirit of confidentiality is of primary importance to those who work professionally with young people in a trusting and secure environment. However, the legal requirement of drug legislation will mean that in certain circumstances there will be a change in the convention of confidentiality. The Children [Northern Ireland] Order [1995] makes it clear that the welfare of the young person is paramount and therefore confidentiality must be included.

Where a pupil discloses to a member of staff or the school counsellor that he or she is taking drugs, the member of staff or the counsellor should make it clear that he or she cannot offer confidentiality and report it to the teacher who is designated to deal with drug-related incidents. The member of staff or the counsellor can advise the pupil of sources of confidential information or advice. Pupils should also be encouraged to talk to their parents.

DEALING WITH THE MEDIA

If the school receives an enquiry from the media, the caller should be referred only to the Headmaster.

When responding to the media, the privacy of the pupil should be respected, they are only to give short, factual statements, and the concluding statement should be positive, and reassuring. No further comments should be given.

THE PLACE OF DRUGS EDUCATION WITHIN THE CURRICULUM

Drugs education should not be seen as a one-off topic but as a continuous process which involves the development of skill and attitudes enabling pupils to make informed choices. Effective drug education should take account of not only the individual, but also the family, their peer groups, and the wider community. Where possible, the school promotes the partnership between the parent and child, when addressing drug issues.

In Northern Ireland, the statutory curriculum for young people includes the cross-curricular theme of Health Education. This theme provides opportunities for young people to develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances, their effects of health and lifestyle, and the personal, social and economic implications. These issues are addressed in the school's Learning for Life and Work Programme which pupils follow from Year 8 to Year 14.

Drugs education is specifically included within the Revised Curriculum as a part of Personal Development.

The Head of Department in each relevant subject area is responsible to ensure that the aspects of Drug Education outlined in the Revised Curriculum are covered as appropriate, and this is taught by subject specialists.

A full outline of the areas of study involving drug education is in **Appendix 4** at the back of this policy.

THE DELIVERY AND ORGANISATION OF THE DRUG EDUCATION PROGRAMME

Drug Education is a whole staff issue. Sullivan Upper School ensures that staff are regularly updated with changes in the curriculum and changes to the policy, which have an effect on their delivery of the curriculum. Where possible staff receive in-service training on drug issues.

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However, the greater part of the programme is delivered by LLW staff at KS3 who are allocated 2 periods per week and also through the Section Tutor Pastoral programmes at KS3 and KS4 who have one pastoral period per week. KS5 is more likely to receive talks from appropriate outside agencies., and Where appropriate to include other subject areas the Head of Learning for Life and Work liaises with other Heads of Department to enable support from the wider curriculum.

RESOURCES

The main resources used for the delivery of the drug education programme are given in **Appendix 4**.

OUTSIDE AGENCIES

Sullivan Upper School may use outside agencies to help deliver the drug education programme if the teacher ensures that the following criteria are met:

The content and delivery of the programme has been jointly agreed.

The programme and methods of delivery are consistent with the aims and objectives outlined in this policy.

The Headmaster has given his approval for the use of the outside agency.

The staff from the agency have been vetted in relation to Child Protection.

LINKS WITH PARENTS, THE COMMUNITY AND THE POLICE

Parents play a supportive role in the drugs education programme. They are encouraged to discuss drug issues with their child whenever possible. The drugs education policy will be available for consultation in the school office and on the school website.

The school endeavours to work closely with the local community to help reduce the number of drug-related incidents.

Sullivan Upper School has developed good working relationships with the local police. This helps to ensure that if a drug-related incident is reported, it will be dealt with in a professional and discrete manner, and in keeping the best interests of the child concerned in mind.

Juvenile liaison officers offer advice and support when it is needed.

THE ROLE OF THE HEAD OF LEARNING FOR LIFE AND WORK

Head of LLW is the member of staff responsible for co-ordinating all issues pertaining to drug education programme within the school. The role includes:

- ensuring that the Learning for Life and Work programme of study is being taught effectively;
- liaising with all staff on drug education matters, for curriculum purposes;
- organising training for staff as appropriate;
- liaising with outside agencies for curriculum purposes.

THE ROLE OF THE DESIGNATED TEACHER FOR DRUG-RELATED INCIDENTS

Mrs Moore is responsible for the co-ordination of the arrangements to deal with individual cases of suspected or actual drug misuse. Her role includes:

- implementing procedures as outlined in this policy for dealing with an incident;
- receiving any substance found in school;
- liaison with the Headmaster on any drug-related incident;

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- regularly updating staff on the policy and the procedures for dealing with a drug-related incident;
- the induction of new staff as appropriate;
- liaison with the Head of Learning for Life and Work and staff who have responsibility for pastoral care and delivery of the drug education programme;
- liaison with outside agencies in relation to drug-related incidents;
- reviewing and updating the school drug policy, when required.

In the absence of the Designated Teacher, the Deputy Designated Teacher [Mr Thompson, Vice-Principal (Teaching & Learning)] will assume responsibility.

THE ROLE OF THE HEADMASTER

- To determine the circumstances of all incidents, but not to investigate any criminal or suspected criminal offences.
- To ensure close liaison with the PSNI.
- To consider the welfare of the pupil(s) involved in the incident and the other pupils in the school.
- To consider health and safety during the handling, storage and safe disposal of any drug or drug-related paraphernalia, using protective gloves at all times.
- To inform the Board of Governors.
- To agree any appropriate pastoral or disciplinary response.
- To report the incident to the Education Authority.
- To complete a written report and forward a copy to the Board of Governors and the designated officer in the Education Authority.

THE ROLE OF THE BOARD OF GOVERNORS

- To collaborate with appropriate staff, pupils and parents or carers to foster and support developing and reviewing its drugs policy.
- To facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality which governors should examine and approve before implementing in the school.
- To ensure details of the policy are published in the school prospectus and that these are reviewed at least annually and after a drugs-related incident.
- To be fully aware of and adequately trained to deal with suspected drugs-related incidents, including alcohol and tobacco, and tobacco-related products, electronic cigarettes and their disciplinary response.
- To have a designated Governor for drugs who has received training in drugs-related incidents.

MONITORING AND EVALUATING

The school drug education policy is reviewed every three years to reflect changing circumstances and trends in drugs use. The programmes of study for drug education are continually reviewed and any changes deemed necessary are implemented.

The policy appears as an item on the agenda of staff meetings as required and all new staff are familiarised with it.

The policy is available to parents if they request it and it is printed in the school prospectus and school handbook. The policy can also be accessed from the school website.

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APPENDIX 1

PROCEDURES FOR HANDLING ALCOHOL MISUSE

The school does not allow the abuse of alcohol on the premises. This applies to visitors, staff and pupils. Adults breaking this rule will be referred to the Headmaster directly. Pupils will be dealt with under the school's Positive Behaviour Policy.

Code of Conduct for Senior Pupil (Aged 18) and Staff using alcohol on school trips, at school functions and after dinner social events

- i. Pupils may not be in possession of alcohol.
- ii. Where pupils are staying with a host family (exchanges/sports trips) the party leader must inform host families of the School rules on alcohol.
- iii. No pupil will be allowed to purchase 'Duty Free' eg for a gift.
- iv. Pupils must always behave in an appropriate manner, remain fully in control and not jeopardise the safety of the trip or reputation of the School.
- vii. Smoking is strictly forbidden on all school trips.

PROCEDURES FOR HANDLING TOBACCO MISUSE

The school is a restricted environment with no-one being permitted to smoke on the school premises. Adults breaking this rule will be advised by other members of staff.

Pupils breaking this rule will be dealt with under the school's positive behaviour policy.

THE MANAGEMENT OF PRESCRIBED MEDICINES

At the start of the school year, parents must complete, or update, a medical form indicating any medical illness their child has. The management of prescribed medicines is set out in the Medications and Medical Conditions Policy.

A form M4 should be completed and returned to the nurse if a pupil wishes to carry their own medication in school. This form includes the consent of the Headmaster.

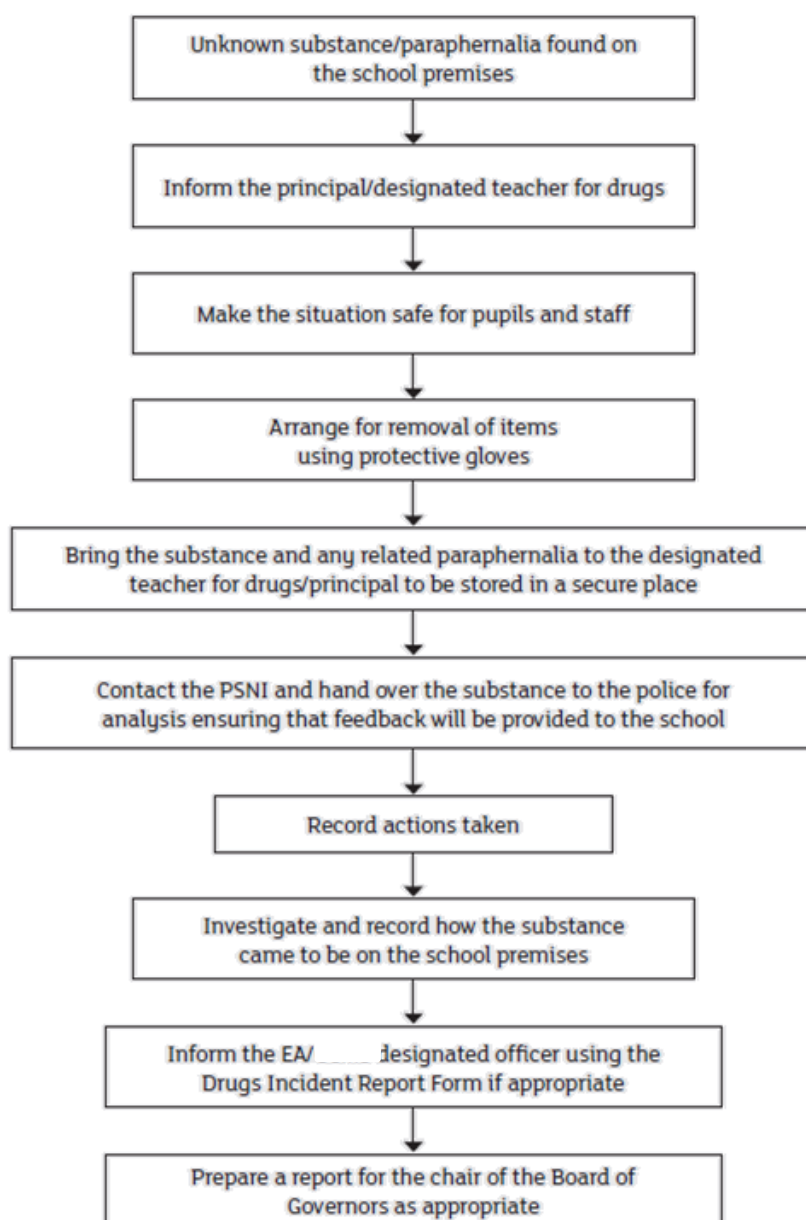
In some circumstances, the task of administering a prescribed medicine may be delegated to a teacher or classroom assistant. This will usually be when the nurse is absent or it is not suitable for a pupil to attend the medical room. The teacher/classroom assistant has to agree to carry out this task and is not obliged to do so.

Before embarking on school trips the teacher-in-charge should have in place a procedure with regard to the storage and administration of medication. They must also make it clear at the outset, to pupils and parents, the procedure for dealing with a pupil found smoking, including electronic cigarettes, drinking alcohol or misusing drugs whilst on the school trip.

THE MANAGEMENT OF SOLVENTS

Pupils are not permitted to bring solvents or aerosols into school. This includes tippex fluid and pens, tippex thinners, solvent-based glue, permanent markers and spray deodorants. Pupils are permitted to bring felt tip pens into school.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board markers, glues and paints. The cleaners and caretakers should also ensure that their stores are locked when not in use and that solvents are held in a secure place.

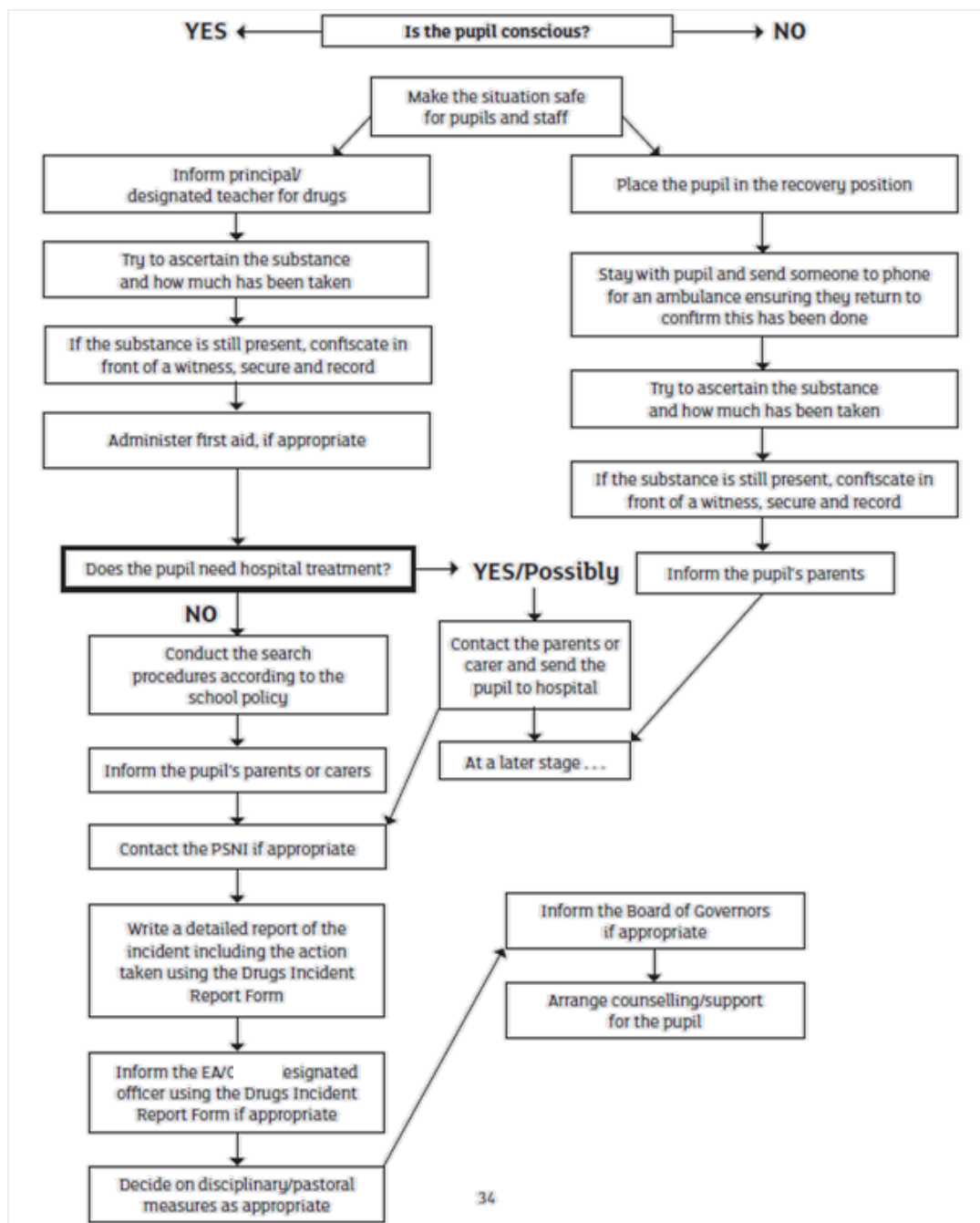
DRUGS POLICY**APPENDIX 2****HANDLING DRUG-RELATED INCIDENTS****2.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises**

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2.2 Pupil suspected of having taken drugs/alcohol on school premises.

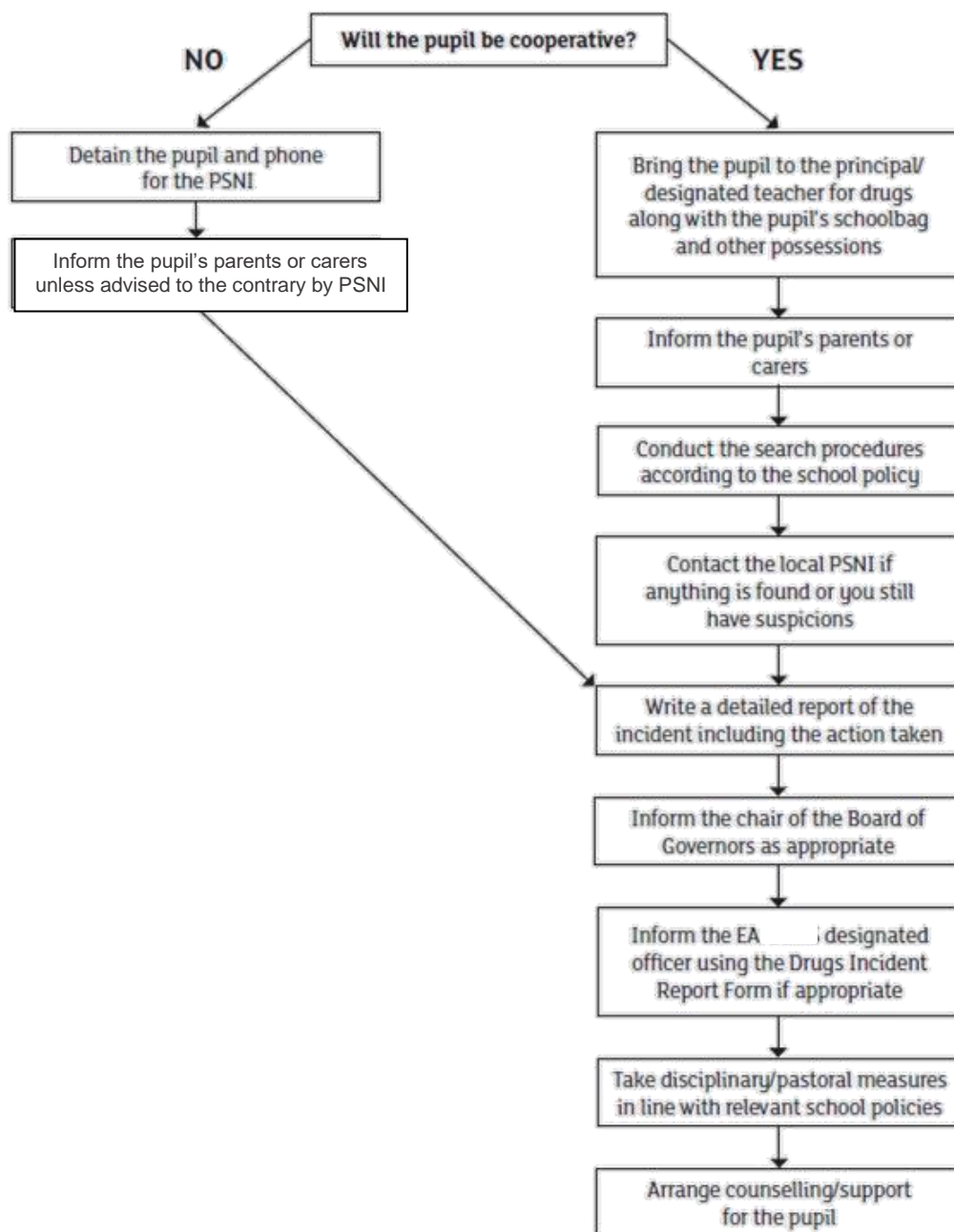


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2.3 Pupil suspected of possessing/distributing an illegal substance.

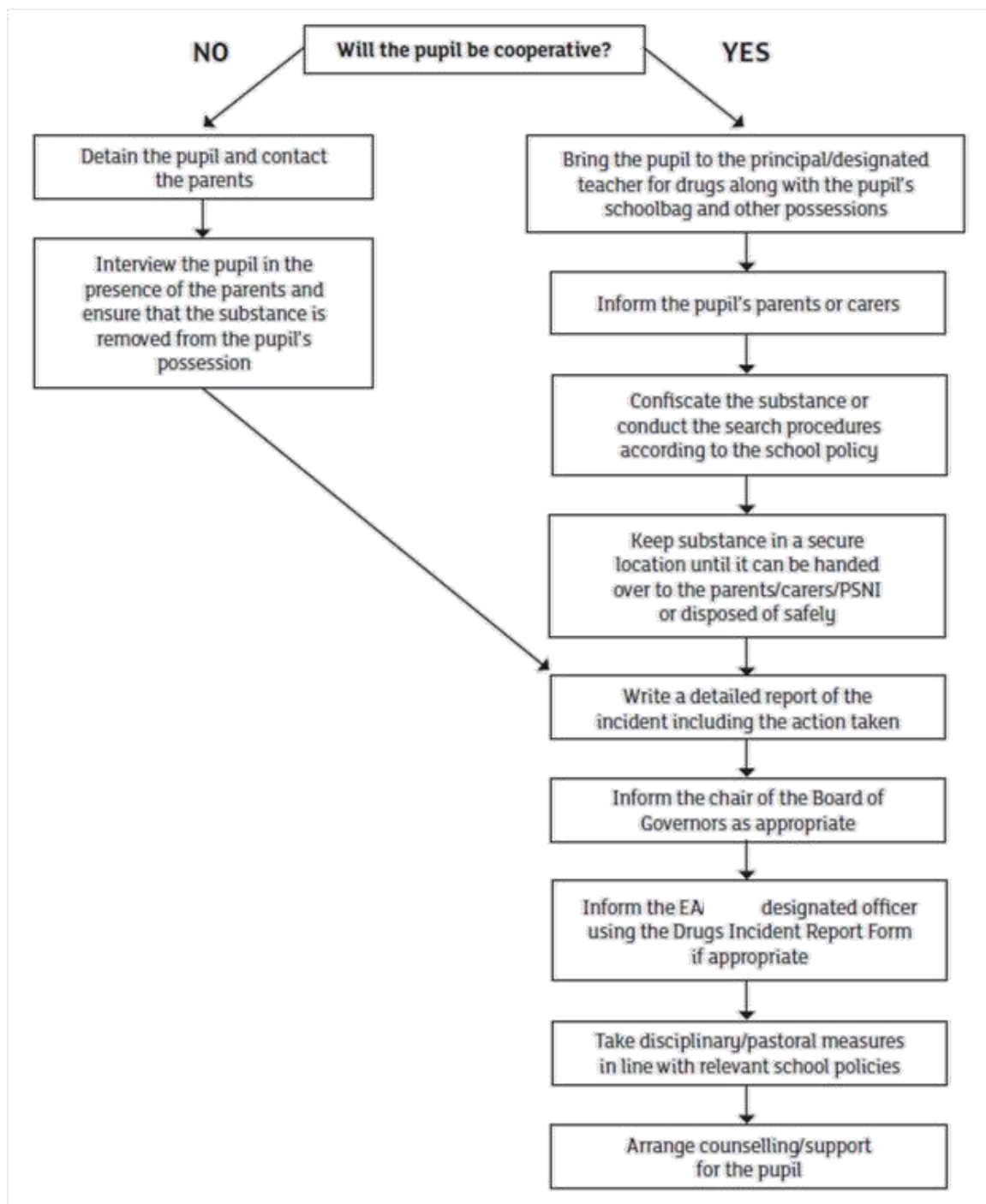


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2.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises.

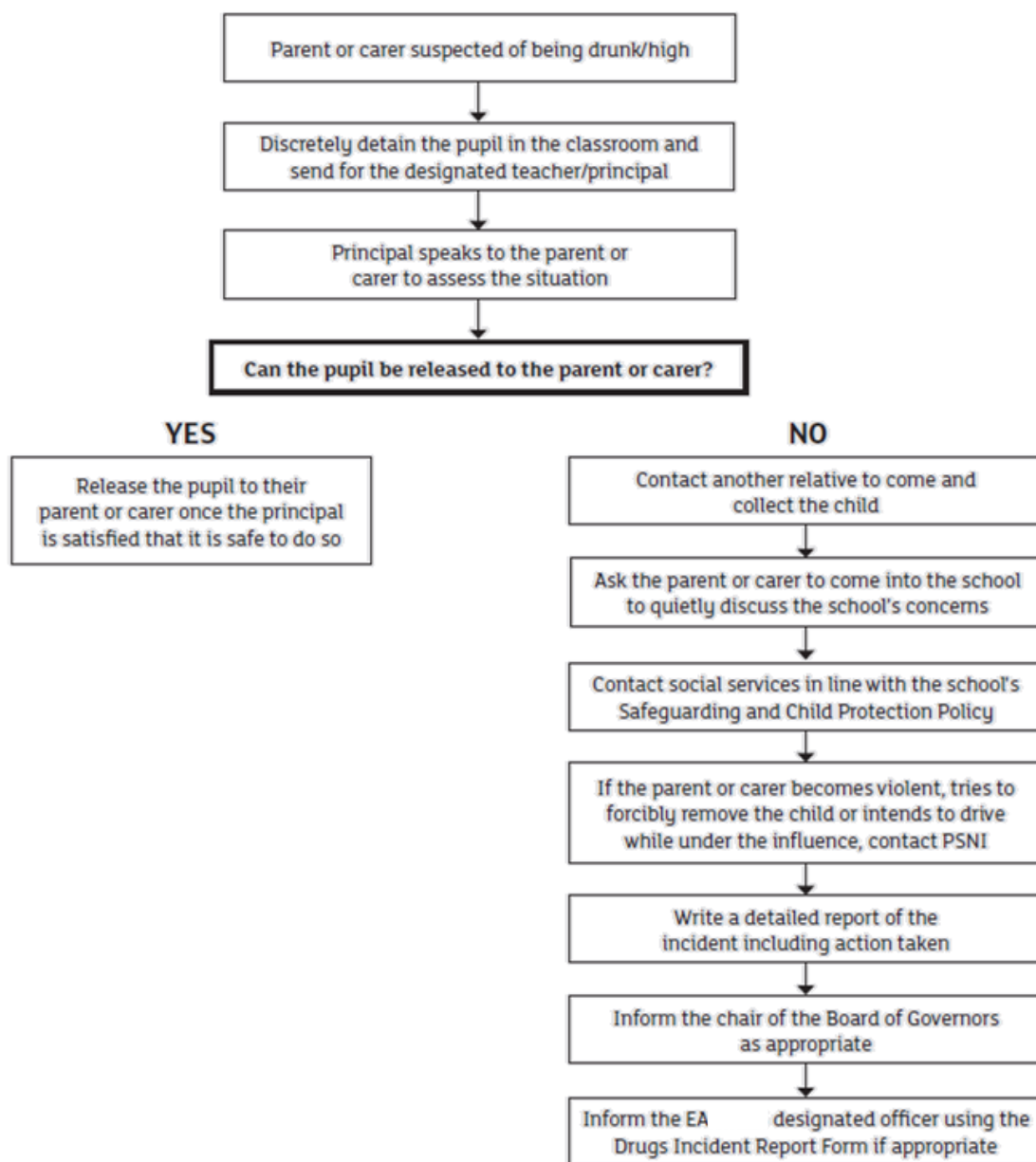


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- 2.5 A parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance



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APPENDIX 3

3.1 EMERGENCY FIRST AID

Emergency Action for all members of the school community:

If casualty is unconscious but breathing, place in the recovery position and call for help, putting phone on speaker.

Contact the nurse via Extension 206 or the school office, Ext 0.

A list of first aiders is beside the phone in the staff rooms and in the school office.

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3.2 THE RECOVERY POSITION



- 1 Make sure the person's legs are straight. Place the arm nearest to you as though it is waving.



- 2 Bring the other arm across their body. Hold the back of their hand against their cheek.



- 3 With your other hand, grasp the thigh furthest from you, and pull up their knee, keeping the foot on the ground. Then roll the person towards you.

- 4 Adjust the upper leg as though they're walking upstairs. Tilt their head back to open their airway.



- 5 Call 999 or 112 and ask for an ambulance.

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APPENDIX 4

KS3 PROVISION FROM LLW AND TAUGHT PASTORAL PROGRAMME

All section tutors and LLW teachers provided with programme of study and teaching resources at the start of the year.

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| YEAR 8 | INSYNC | 6 Lessons delivered by LLW Teachers |
| | Drugs awareness Definition and awareness of what they already know Drug categories and their effects Possible negative outcomes of drug abuse Influence of media, friends and family Why people take drugs | |
| YEAR 9 | INSYNC | 8 lessons delivered by LLW Teachers |
| | Drug awareness Immediate and long-term effects on the body Myths about drugs Risks Smoking and e-cigarettes Short and Long-term effects of alcohol abuse (including to unborn) Understanding units of alcohol Know about long-term and short-term effects of a range of drugs on the body | |
| | SHAHRP | 6 lessons delivered by Section Tutors following training |
| | True/False Making Choices Units of Alcohol Drinking too much Reducing Harm Scenarios | |
| YEAR 10 | INSYNC | Delivered by LLW Teachers |
| | Drugs awareness Review drug categories Drugs and the law Debate on legalisation cannabis | |

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KS4 PROVIISION FROM LLW & TAUGHT PASTORAL PROGRAMME

All section tutors provided with programme of study and teaching resources at the start of the year.

YEAR 11 **SHAHRP** **6 lessons delivered by Section Tutors following training**
 Drug and Alcohol Awareness (SHAHRP) 4 lessons
 Video clips etc shared area/booklets distributed
 2 lessons to follow on drugs
 Why do young people experiment with drugs? 72-73 Activity 1, 2 & 3,
 Effects of commonly used drugs P74-75 Activity 4, 5 & 6
 (and if time, Sourcing help P78-79 Activities 10-13)

YEAR 12 **Delivered by Section Tutors**
 1. Legal highs
 2. Risks of energy drinks and Pro Plus

KS5 PROVISION FROM TAUGHT PASTORAL PROGRAMME

YEAR 13 **SHAHRP** **Talk to year by SHAHRP Rep**

PROVISION FROM WIDER CURRICULUM

YEAR 9 Biology Effect of smoking

YEAR 10 Biology Effect of alcohol and drugs during pregnancy

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APPENDIX 5

DRUGS INCIDENT REPORT FORM

| | |
|---|---|
| 1 | Name of Pupil _____ DOB _____ Address _____ _____ |
| 2 | Date of Incident _____ Reported by _____ Time of Incident _____ Location of Incident _____ _____ |
| 3 | First Aid given YES/NO Administered by _____ Ambulance/Doctor called YES/NO Time of Call _____ |
| 4 | Parent or carer informed YES/NO Date _____ Time _____ |
| 5 | Where substance is retained _____ or Date substance destroyed or passed to PSNI _____ Time _____ |
| 6 | PSNI Informed YES/NO Date _____ Time _____ |
| 7 | Education Authority or CCMS Designated Officer informed, as appropriate YES/NO Date _____ Time _____ |
| 8 | Form completed by _____ Date _____ Position _____ |

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Description of the Incident

Actions Taken

Incident form completed by _____

Date _____

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APPENDIX 6

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 |

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APPENDIX 7

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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APPENDIX 8

USEFUL CONTACT IN NORTHERN IRELAND

| Education Authority (formerly Education and Library Boards) | | |
|---|--------------------|---|
| Belfast Region | Tel: 028 9056 4000 | https://www.eani.org.uk/ |
| North-Eastern Region | Tel: 028 2566 1111 | |
| South-Eastern Region | Tel: 028 9056 6200 | |
| Southern Region | Tel: 028 3751 2200 | |
| Western Region | Tel: 028 8241 1411 | |

| 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. | | www.deni.gov.uk |

| 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) | www.hseni.gov.uk |

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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.

www.publichealth.hscni.net

Local Drug and Alcohol Co-ordination Teams

Contact details for local services in the Local Service Directories prepared by the DACTs

www.publichealth.hscni.net

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 | www.publichealth.hscni.net |
| Family Support NI | www.familysupportni.gov.uk |
| Children and Adolescent Mental Health Services, Belfast | www.belfasttrust.hscni.net |

Local Organisation

A list of local organisations that provide information and advice and/or resources about drugs.

www.mindingyourhead.info
www.fasaonline.org
www.talktofrank.com
www.thesite.org/drinkanddrugs
www.nhs.uk/Livewell/Pages/Topics.aspx

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APPENDIX 9

NATIONAL ORGANISATIONS

A list of national organisations that provide information and advice and/or resources about drugs:

| | | |
|--|---------------------------|--|
| Adfam, London | | www.adfam.org.uk |
| Action on Smoking and Health (ASH), London | | www.ash.org.uk |
| Alcohol Concern, London | | www.alcoholconcern.org.uk |
| CAMH, UK | | www.camh.org.uk |
| FRANK, UK | | www.talktofrank.com |
| Drugscope, London | | www.drugscope.org.uk |
| HIT, Liverpool | | www.hit.org.uk |
| Lifeline, Manchester | | www.lifeline.org.uk |
| Release, London | | www.release.org.uk |
| Lions Lifeskills | | www.lionslifeskills.co.uk |
| Want 2 Stop, Public Health Agency | | www.want2stop.info |
| National Drugs Helpline | 0800 776600 text 82111 | |
| AA National Helpline | 0845 769 7555 | |