

# OMAGH ACADEMY



## Drugs Education Policy

<b>Title</b>	Drugs Education Policy
<b>Summary</b>	Guidance for all stakeholders: The ethos of the School in the context of drugs.
<b>Purpose</b>	To ensure that all pupils, parents and staff are aware of the Drugs Policy and procedures for any incident involving drugs in the School.
<b>Author</b>	Vice Principal Pastoral
<b>Date of Approval</b>	June 2023
<b>Approved by</b>	Board of Governors
<b>Frequency of Review</b>	Every 3 years
<b>Next Review Date</b>	June 2026

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson, Board of Governors)

### RECORD OF AMENDMENTS

DATE OF REVIEW	AMENDMENTS	AMENDED BY

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## **INTRODUCTION**

This policy is based on the guidance provided by the Department of Education for Northern Ireland in the following documents:

- DE Circular 2015/23 Drugs Guidance
- CCEA Drugs Guidance for Schools in Northern Ireland (Revised Edition 2015)

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 health and safety of the young people while they are 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. The policy outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for positive involvement in issues surrounding drugs.

## **RATIONALE**

Omagh Academy recognises that young people today are exposed to messages about drug use from an early age. The messages young people 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.

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

**ETHOS:** This policy is consistent with the aims of our school to:

- Educate and develop pupils to the highest standards according to their ability, providing equal opportunity for all, and promoting the fulfilment of each pupil's potential in the academic, cultural and sporting fields;
- Provide an orderly and caring learning environment which combines high expectations with the support necessary to challenge and fully develop pupils intellectually, morally and socially;
- Engender a sense of community, loyalty and mutual respect within the School, and promote a partnership between pupils, staff and parents;
- Encourage positive engagement with the wider community;
- Foster initiative and independent judgement, and encourage pupils to take responsibility for their conduct, learning and future plans;
- Promote the development of the self-discipline, confidence, knowledge and skills that are required to progress in modern society and the World of Work, including entrepreneurial skills and those related to the use of new technologies;
- Provide appropriate information to allow pupils to make informed decisions on personal, social and environmental issues;

### **THE AIMS AND OBJECTIVES OF THE DRUGS EDUCATION POLICY**

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

8. To support staff in the development of schemes of work, teaching syllabuses and tutorial programmes which include drugs education topics.
9. To minimise the number of young people who engage in drug misuse.
10. To liaise and consult with the PSNI to ensure that material delivered is up-to-date and relevant to the local situation.
11. To provide information, where appropriate, to parents in the form of written materials and/or meetings.
12. To encourage 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 school aims to educate pupils about the use, misuse, risks and effects of drugs, their effects on health and lifestyle and the personal, social and economic implications. A cohesive and progressive programme for drugs education is delivered through Personal Development lessons and is supplemented by the input of subject departments.

## **DEFINITION**

*CCEA definition (Drugs Guidance for Schools Northern Ireland, 2015)*

Drug and substance include any product that, 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 products such as tea and coffee, substances include:

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

\*We no longer use the term legal high because it is misleading. The public perceived that 'legal' meant safe. This is not the case, as these substances are not regulated and there is no way of knowing what chemicals they contain\*

Controlled substances are legally classified according to their benefit when used in medical treatment or harm if misused. The Misuse of Drugs Act sets out a range of substances that are controlled under the act. It is an offense to possess, possess with intent to supply, supply, or allow premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs.

The Act has four separate categories: Class A, Class B, Class C and temporary class drugs. Substances may be reclassified.

The Misuse of Drugs regulations, created under the Misuse of Drugs Act, license production, possession and supply of substances classified under the act. These include five schedules that classify all controlled medicines and drugs.

Schedule 1 has the highest level of control, but drugs in this group are very rarely used in medicines.

Schedule 5 has a much lower level of control.

## Main Types Of Controlled Substances by Class

### The Misuse of Drugs Act (1971)

Class	Substance	Possession	Supply and 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, piperazines (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.

## **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. 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.want2stop.info](http://www.want2stop.info) For information on electronic cigarettes visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net)

Procedures for handling alcohol, electronic cigarette and tobacco misuse are found in Appendix 1 and this is also included in the Behaviour Management Policy. Procedures for handling prescribed medicines and volatile substances are also found in Appendix 1.

## **LINKS TO OTHER POLICIES**

Behaviour Management Policy  
Administration of Medicines Policy  
Pupils' Code of Conduct

This policy complements these policies, and also the Child Protection and Safeguarding Policy and Pastoral Care Policies. It does not exist in isolation.

## **THE LAW IN NORTHERN IRELAND**

The relevant pieces of legislation are:

- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- Intoxicating Substances (Supply) Act 1985
- Cigarette Lighter Refill (Safety) Regulations 1999
- Section 5 of the Criminal Law Act (Northern Ireland) 1967 and
- Powers of Arrest, Police and Criminal Evidence Order (PACE) [Northern Ireland] 1989.

If the Principal has reasonable grounds to suspect that drugs are being used or supplied on the school premises, they will inform the PSNI 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 PSNI contacted. See Appendix 2.

## **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 suspected of possession with intention to supply any substance listed on pages 7 and 8;
- a pupil 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 and decide on the appropriate actions to take;
- notify the principal and the designated teacher for drugs (Pastoral Vice Principal) at the earliest opportunity;
- seek advice from a first aider if required;
- deal with any emergency procedures to ensure the safety of pupils and staff, if necessary (see Appendix 10)
- forward any information, substance or paraphernalia received to the Designated Teacher for drugs, who will respond accordingly (see Appendix 4);
- 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 8)
- 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); and
- invoke safeguarding procedures, if a parent or carer's behaviour may place a pupil at risk (see Appendix 6)

The incident will, in the first instance, be reported to the Designated Teacher and then to the Principal, 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. The Principal will also report to the Education Authority 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;

The Board of Governors and the Education Authority Designated Officer 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 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. They should 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.

### Carrying out a search

- If the Designated Teacher 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.
- If the pupil refuses to consent to a search being conducted, staff should contact their parents or carers and the PSNI to deal with the situation

### 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.

## **PROCEDURES RELATING TO DISCIPLINE AND COUNSELLING**

Procedures will be carried out in line with the Behaviour Management 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 supply of drugs to others is an even more serious offence and any punishment given will reflect this.

### Deciding on appropriate sanctions

The Principal is responsible for deciding how to respond to particular incidents, taking account of factors such as:

- the age of the pupil concerned;
- whether the incident involved one pupil or a group of pupils;
- whether there has been evidence of particular peer group pressure; and • the level of a pupil's involvement.

In accordance with the Behaviour Management Policy, the school will consider what sanctions or actions are most appropriate and in the best interests of the pupil in the longer term, whilst ensuring the safety and wellbeing of other pupils. The school will determine the seriousness of the incident and the needs of those involved before responding accordingly. Factors for consideration include:

Does the pupil admit to or deny the allegations?

- Is this a first offence?
- Is the substance legal or illegal?
- What quantity of the substance was involved?
- What was the pupil's motivation?
- Is the pupil knowledgeable and careful or reckless about their own and others' safety?
- Does the pupil have a parent, carer or family member who is misusing drugs?
- Does the pupil know and understand the policy and School rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply'?

If the school suspects the pupil of supplying, how much was supplied and was the pupil coerced into the supply role for others, or is there evidence of organised or habitual supply?

Omagh Academy will develop a range of strategies for responding to the identified needs of those involved in a specific drug-related incident. Whatever response is put in place will always aim to give pupils the opportunity to learn from their mistakes and to develop as individuals.

The school will justify any sanction it imposes, according to:

- the seriousness of the incident;
- the identified needs of the pupil, which are particularly important under such circumstances;
- the needs of other pupils, the school and the community;
- the published School rules and expectations; and
- any related breaches of other school rules (such as theft, violence or bullying).

We will take into account whether a pupil involved in an incident has previously displayed good behaviour and engagement with the school, how proposed sanctions might affect the pupil's educational outcomes, and any other relevant pastoral issues when deciding on responses to drug-related incidents.

## Suspension or Exclusion

Omagh Academy will consider and carry out any suspension or exclusion within the terms of schemes prepared by the Board of Governors. When the School permanently excludes a pupil on a drug-related offence, the Education Authority will work to secure an alternative school place for the pupil. Where this cannot be secured quickly, the Education Authority will ensure that, in line with its legal obligations, it makes appropriate Education Otherwise Than at School (EOTAS) provision until a further school placement becomes available or the pupil is beyond compulsory school age. In either mainstream or EOTAS provision there will be a clear need to provide appropriate pastoral support for the pupil, including drugs awareness and counselling.

## Role of counselling

Counselling rarely focuses on drug misuse alone. It can consider more holistic needs that may underlie or indicate drug-related problems, e.g., 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 i.e., Familyworks, funded by DE, offers a free school-based service to post-primary aged pupils. Pupils can refer themselves or a parent or member of school staff may refer them. The school counsellor, where present, and/or the school's pastoral Vice Principal may assess appropriate support needs for individual pupils and identify who is in the best position to meet these. Schools should always seek the pupil's consent before referring them for counselling.

## **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;

Additional information is provided in Appendix 10 of this policy. The reference pathway for specified school incidents is contained in Appendix 5, and useful contacts and websites in Appendices 11 and 12.

## **CONFIDENTIALITY**

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.

## **COMMUNICATION FOLLOWING A SUSPECTED OR CONFIRMED DRUG RELATED INCIDENT**

### Staff and pupils, parents and carers

Information will only be disclosed to members of staff concerned with the pastoral needs of the individual pupil. 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.

### The media

If the school receives an enquiry from the media, the caller should be referred only to the Principal. When responding to the media, the privacy of the pupil and their family 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.

## **OUTSIDE AGENCIES**

Omagh Academy may use outside agencies to help deliver the drug education programme – Appendix 11. The content and delivery of the programme have to be jointly agreed and the programme and methods of delivery are consistent with the aims and objectives outlined in this policy.

## **LINKS WITH PARENTS**

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.

## KEY STAFF

### The role of the Designated Teacher for drug-related incidents

The Pastoral Vice Principal is responsible for the co-ordination of the arrangements to deal with individual cases of suspected or actual drug misuse. Their role includes:  
implementing procedures as outlined in this policy for dealing with an incident;  
receiving any substance found in school;

- liaison with the Principal on any drug-related incident;
- regularly updating staff on the policy and the procedures for dealing with a drug-related incident;
- liaison with the Teacher in charge 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 Education Policy, when required.
- liaison with members of staff who are First Aid trained;

### The role of the Principal

- 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 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 is available to parents if they request it. The policy can also be accessed from the school website.

## **LEGAL RESPONSIBILITIES AND INVOLVING THE PSNI**

Omagh Academy must ensure that all staff are aware of their legal responsibilities. Omagh Academy must notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed.

Failure to notify the PSNI is a criminal offence.

Staff must be aware of the legal implications of:

- receiving information about a controlled drug;
- discovering a young person in possession of a controlled drug; or
- discovering a young person is involved in supplying a controlled drug.

A summary of relevant legislation is available at [www.ccea.org.uk](http://www.ccea.org.uk)

### 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.

## APPENDIX 1

### **PROCEDURES FOR HANDLING TOBACCO, ALCOHOL AND ELECTRONIC CIGARETTE MISUSE**

#### Procedures for handling alcohol misuse

The school does not allow the misuse of alcohol on the premises. This applies to visitors, staff and pupils. Adults, visitors, and staff may be provided with wine and other soft drink options on school premises on special occasions approved by the Board of Governors. Adults misusing alcohol on school premises will be referred to the Principal directly.

Pupils are not permitted to possess or consume alcohol, or to supply another pupil with alcohol when on the school site, when in school uniform, or when taking part in any school approved activity. The particular circumstances of the incident will determine the response and accompanying sanctions.

#### Code of Conduct on school trips

- Pupils must not be in possession of alcohol, drugs, or electronic cigarettes.
- Where pupils are staying with a host family (exchanges/sports trips) the party leader must inform host families of the school rules on drugs, alcohol, smoking and electronic cigarettes.
- No pupil will be allowed to purchase 'Duty Free' e.g., for a gift.
- 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.
- Consumption of alcohol/ smoking/use of electronic cigarettes 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 or vape 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 Behaviour Management Policy.

#### The management of prescribed medicines

At the start of the school year, parents must complete, or update, a medical information, indicating any medical condition their child has.

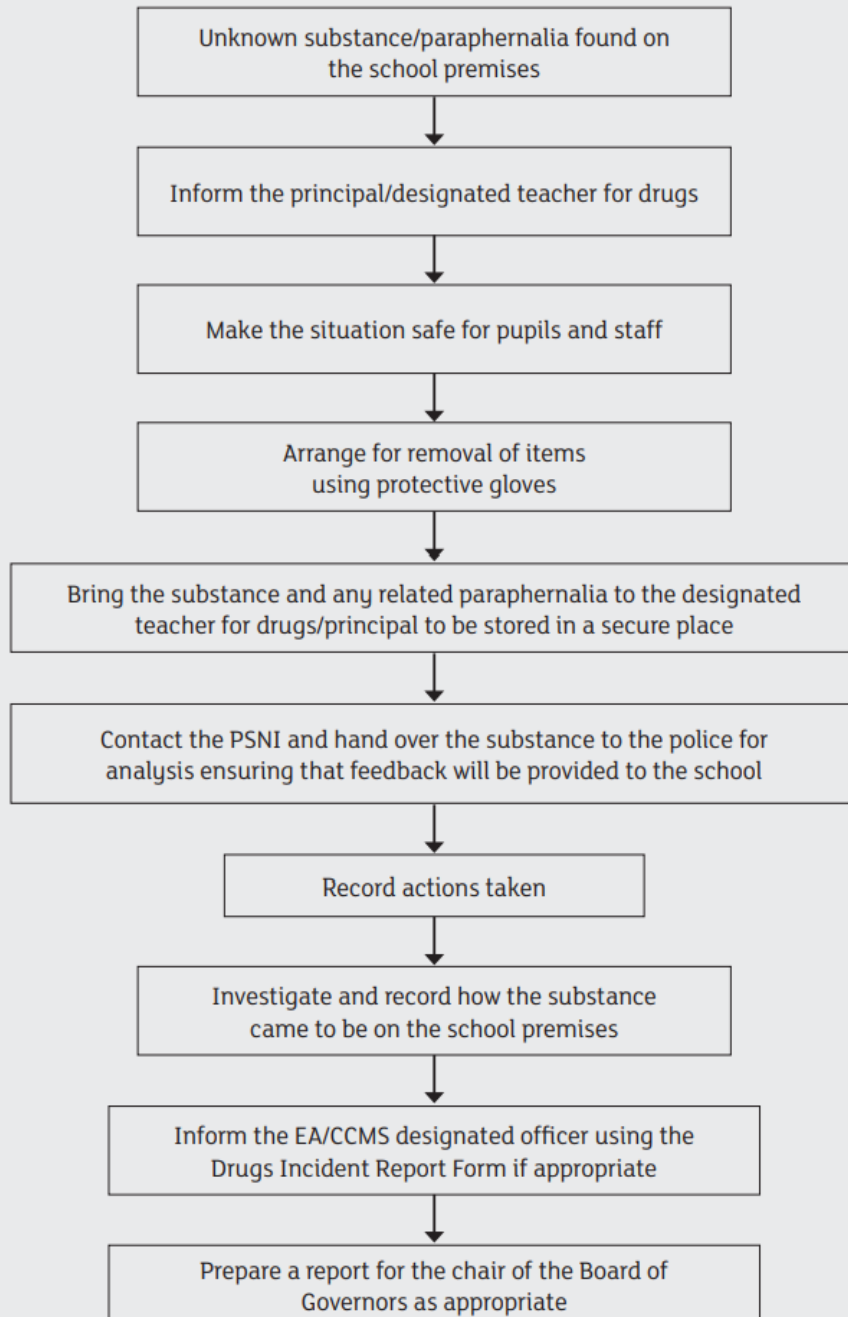
Before embarking on school trips, the teacher-in-charge should have in place a procedure regarding the storage and administration of medication. They must also make it clear at the outset, to pupils and parents, the procedure for dealing with a pupil found smoking, including electronic cigarettes, drinking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

#### The management of solvents

Pupils are not permitted to bring solvents into school. This includes Tipp-Ex fluid. 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.

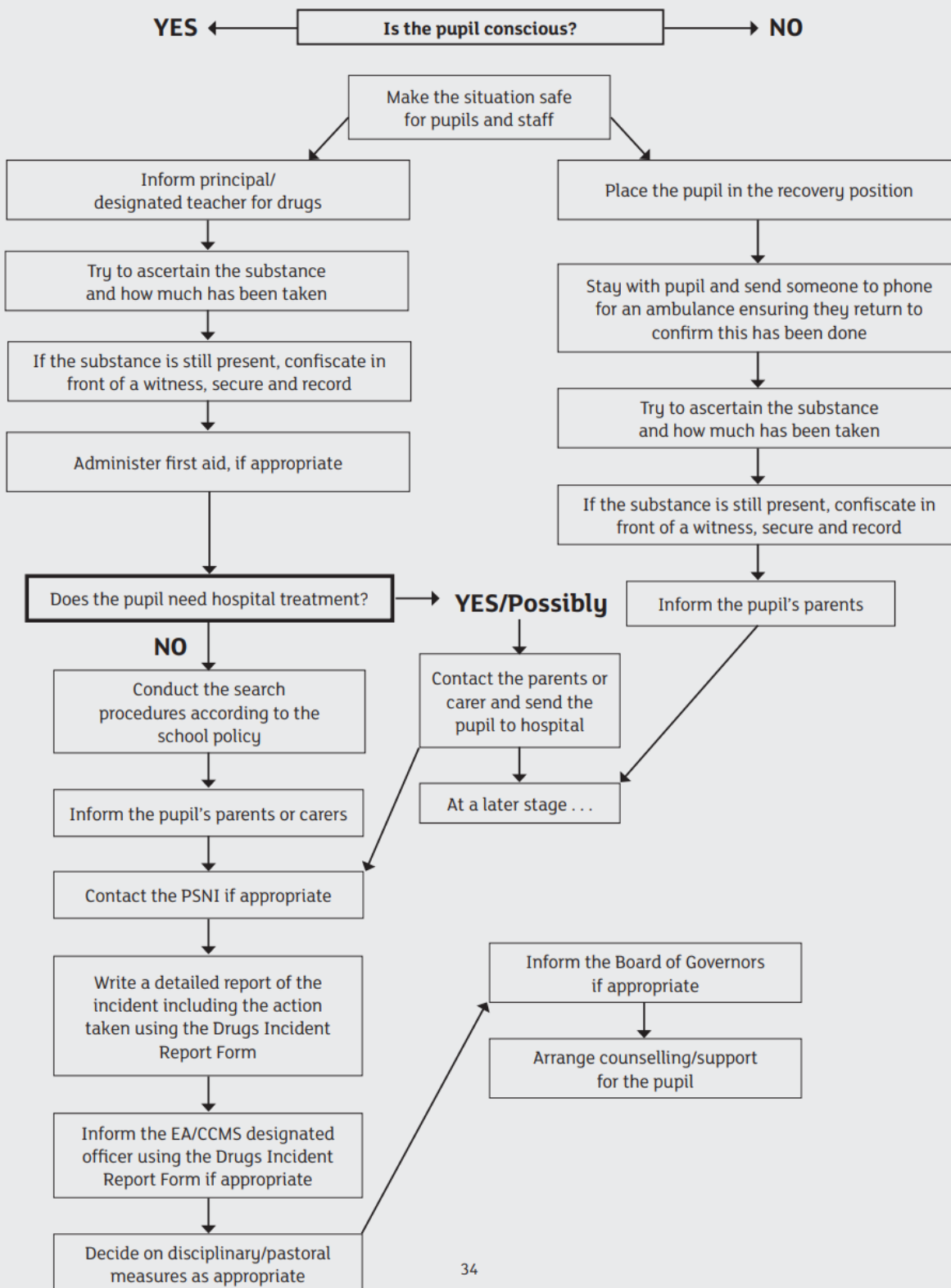
## Handling Drug-Related Incidents

### 4.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises

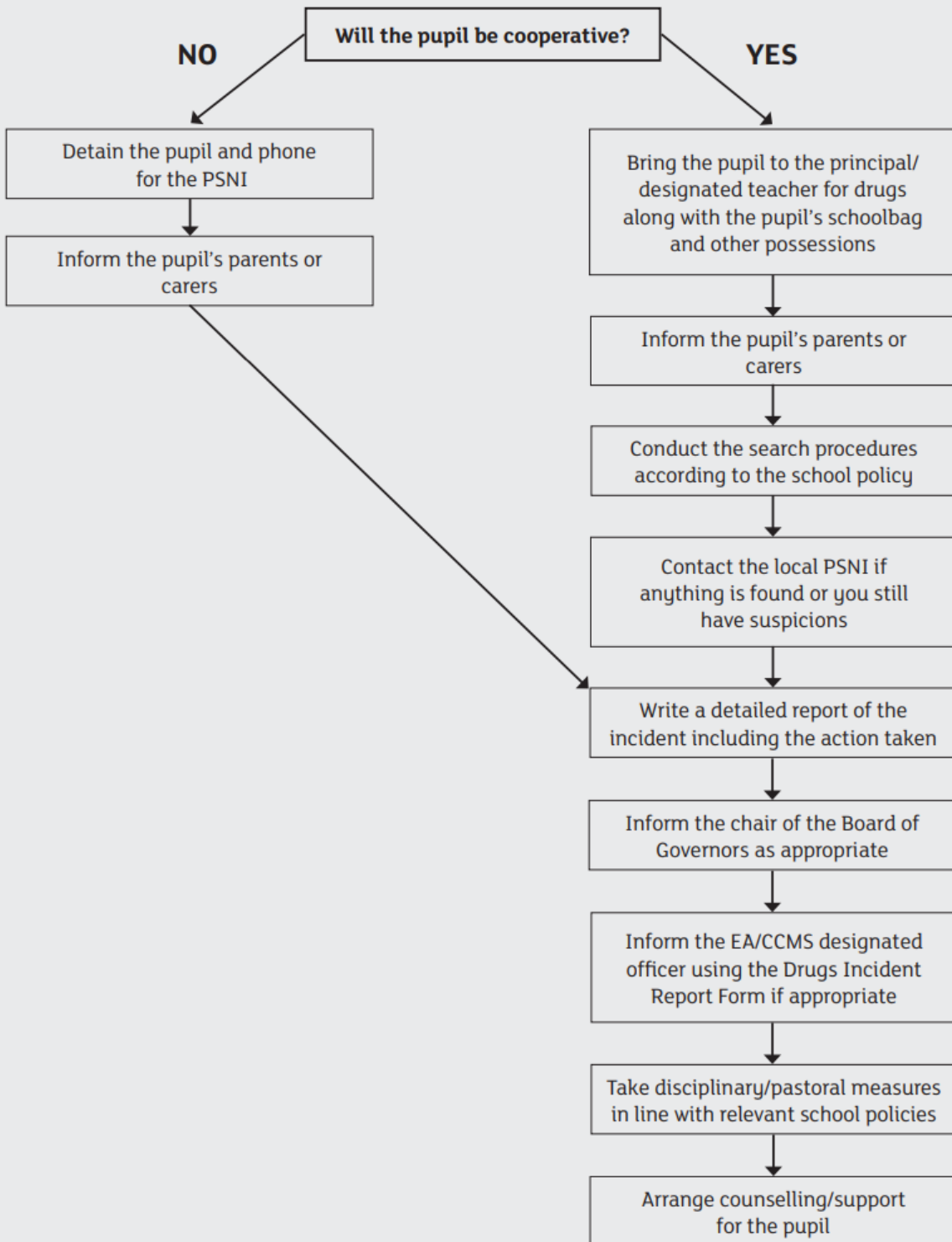


## APPENDIX 3

### 4.2 Pupil suspected of having taken drugs/alcohol on school premises

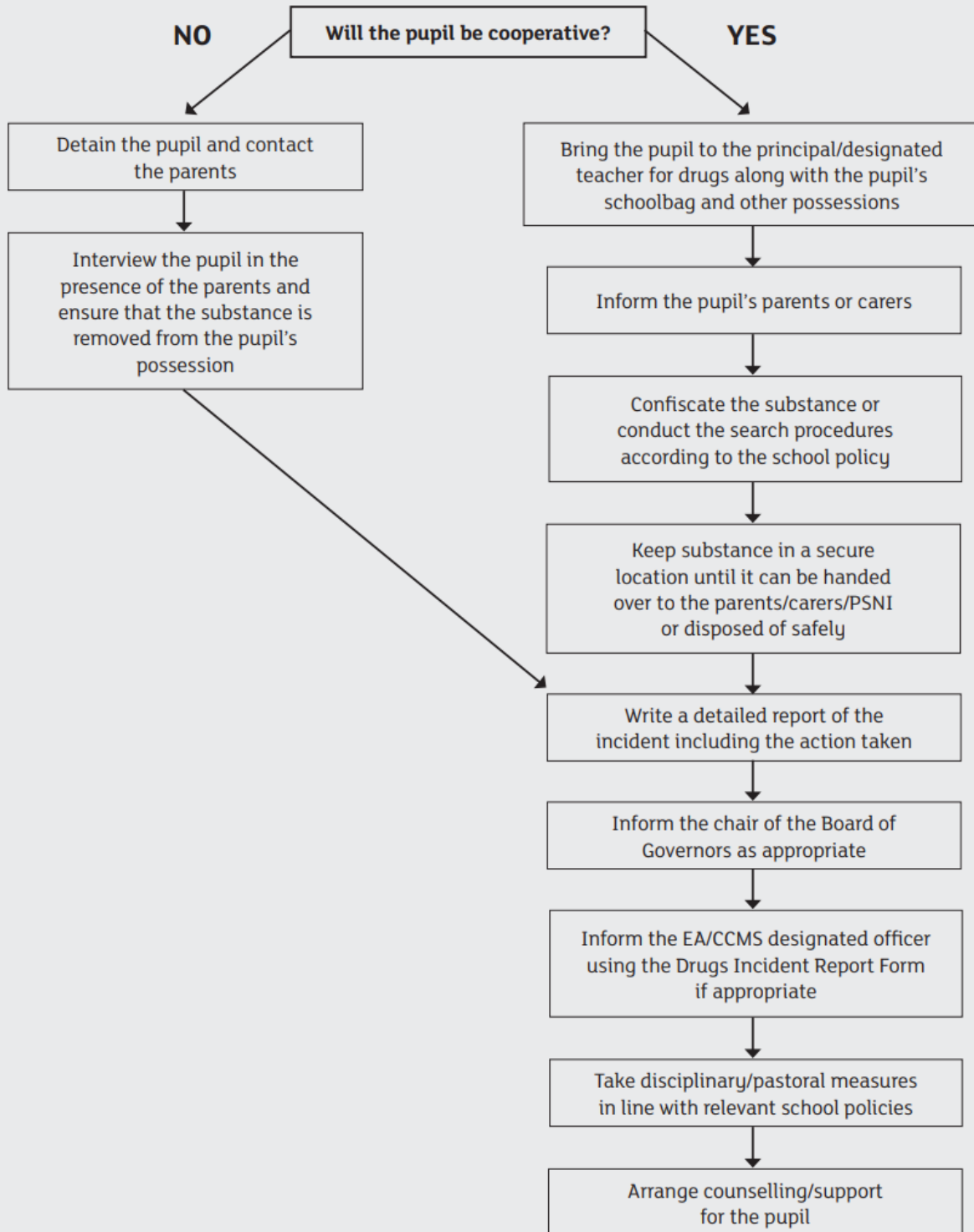


4.3 Pupil suspected of possessing/distributing an illegal substance



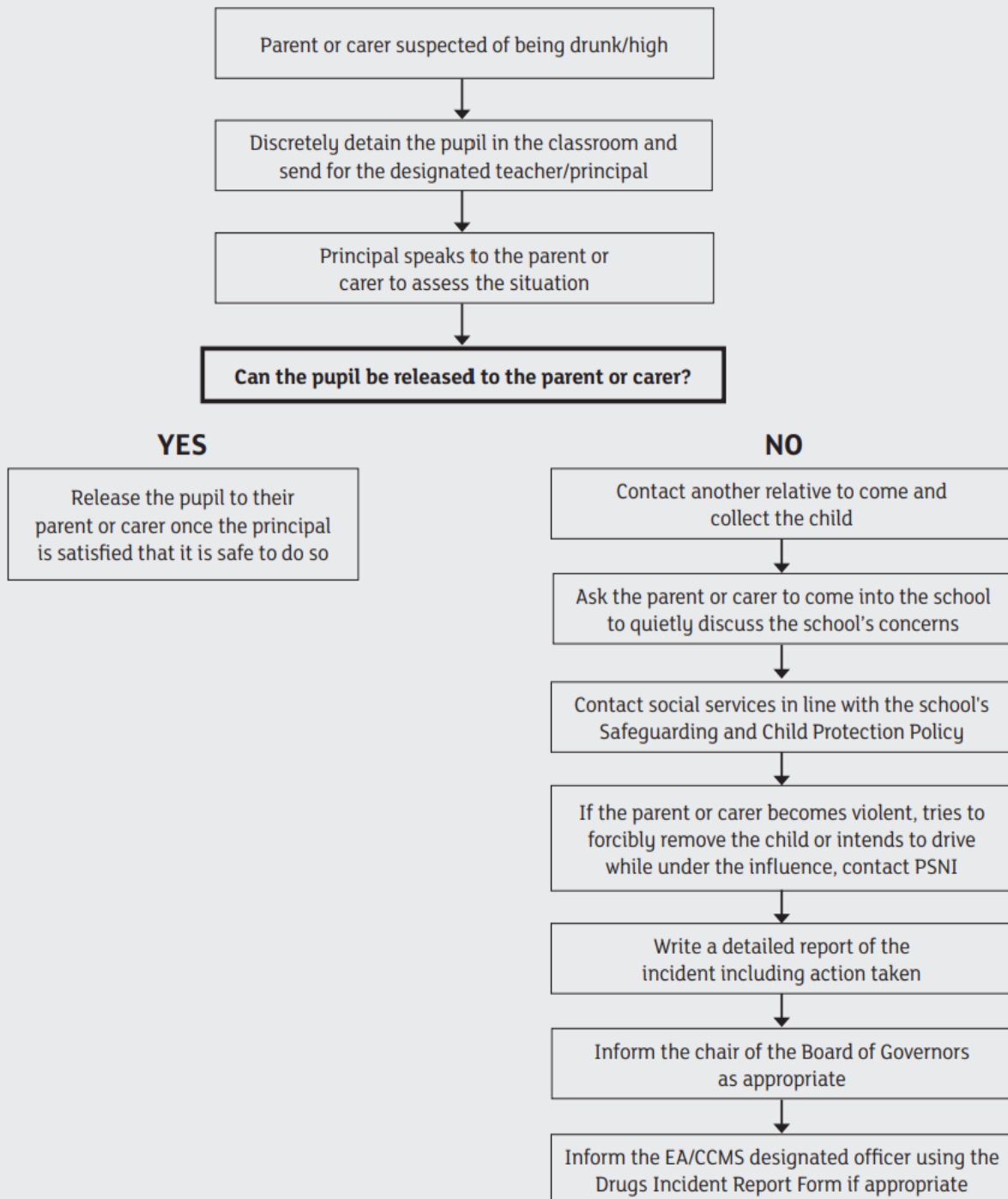
## APPENDIX 5

### 4.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises



## APPENDIX 6

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



## APPENDIX 7

### Drugs Education Programme within Personal Development

<b>Year 8</b>	Risky decisions Influences on me So what do I know about drugs What effects do drugs have? Risks and Personal safety
<b>Year 9</b>	Health and the impact of drugs The effect of specific drugs on the body: nicotine, alcohol, cannabis, solvents & ecstasy.
<b>Year 10</b>	Understanding Drugs and Addiction Impact of drug misuse on emotions Exploring consequences on self and others Understanding rights and responsibilities.

### Contributions of other subject areas to Drugs Education.

#### Science

- The effects of smoking, alcohol and drugs on health
- The requirements needed to maintain healthy bodies and healthy babies during pregnancy.
- The effects of alcohol and drug and alcohol abuse on society.

#### English

- develop communication skills, e.g. formulating, clarifying and expressing ideas and arguments;
- develop inter-personal skills through drama

#### Religious Education

- develop understanding of moral issues;
- develop the skills to express their own views clearly;
- consider the individual, social and moral consequences of actions.

#### Physical Education

- develop positive attitudes towards physical activity and a healthy lifestyle;
- develop safety awareness;
- understand the relationship between physical activity and good health;
- know that opportunities to participate in physical activities exist in the local community.

#### Technology and Design

- develop awareness of safety, hazards and risks (for example, through the safe handling of volatile materials, including solvents and glues);
- take responsibility for the consequences of their actions for themselves and others.

#### Home Economics

- explore the contribution of family life to the development of its members;
- recognise the importance of family relationships, interdependence and interaction among individuals, families and society;
- apply a process of decision-making to issues which can arise within the home in a changing society.

**APPENDIX 8**

**Drugs Incident Report Form**

<b>1</b>	Name of pupil _____ DOB _____ Address _____ _____
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<b>2</b>	Date of incident _____ Reported by _____ Time of incident _____ Location of Incident _____
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<b>3</b>	First Aid given YES / NO Administered by _____ Ambulance / Doctor Called YES / NO Time of call _____
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<b>4</b>	Parent or carer informed YES / NO Date _____ Time _____
----------	--

<b>5</b>	Where substance is retained _____ or Date substance destroyed or passed to PSNI _____ Time _____
----------	---

<b>6</b>	PSNI informed YES / NO Date _____ Time _____
----------	---

<b>7</b>	Education Authority informed YES / NO Date _____ Time _____
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<b>8</b>	Form Completed by _____ Date _____ Position _____
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**APPENDIX 9**

**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 \_\_\_\_\_

## **APPENDIX 10**

### **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.

## Useful Contacts in Northern Ireland

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>

