

St. Joseph's Grammar School

Scoil Iósaeif



Drugs Policy

Policy Author	Mrs P McNamee
Date Established	
Frequency of Review	Every 2 years
Date of Last Review	December 2025
Date Approved by Governors	
Date of Next Review	December 2027

Mrs A Mc Gleenan - Designated Teacher for Drugs Related Incidents

Mrs P Mc Namee – Drugs Education co-ordinator

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Rationale

It is a statutory requirement for all schools in Northern Ireland to:

- have a drugs policy and publish details in relation to the policy in their prospectus (Education (School Information and Prospectuses) Regulations (Northern Ireland) 2003);
- deliver drugs education to include legal and illegal substances (The Education (Curriculum Minimum Content) Order (Northern Ireland) 2007); and
- inform the PSNI if they believe or suspect a pupil to be in possession of a controlled substance (Criminal Law Act (Northern Ireland) 1967)

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

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

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

We want our pupils to make informed and responsible decisions about drugs by increasing their knowledge and by developing in them appropriate values, attitudes and skills. However, we recognise that drug misuse is a whole-community issue and that schools alone cannot solve the drugs problem; the school is only one of a number of groups and agencies which must play a part in the education of young people and we make use of their expertise where possible in the delivery of the programme.

"There is a 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 attainers." (DENI 1996/16)

All staff (teaching and non-teaching), should familiarise themselves with the information included in this policy and further copies may be obtained from the Designated Teacher for Drugs - Mrs A Mc Gleenan.

Copies of the guidance on which this policy is based are available from the Department of Education website www.deni.gov.uk

Ethos

St. Joseph's Grammar School is a Catholic educational community where students are nurtured, respected and guided in accordance with the teaching of Jesus Christ. We are fully committed to academic excellence for our students. We seek to inspire and guide them to become leaders who will promote Christian values and justice in their families, the Church and the wider community.

(St. Joseph's Grammar School, Mission Statement)

Definitions

For the purpose of this document and in line with the guidance issued to all schools by the Department of Education Circular 2014/25 and 2015/23) **drugs will include any substance which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks. E-cigarettes are treated in the same way as ordinary cigarettes and their use is prohibited on school premises.**

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.

*The term legal high is no longer used 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

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.

Aims and Objectives

- To protect young people from the harm associated with the use and misuse of substances.
- To have a clear and agreed understanding among everyone in the school community about the implications and possible consequences of drug use/misuse.
- To provide all staff (teaching and non-teaching) with adequate training and support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the procedures are sensitively and consistently applied in all situations.
- 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;
- To empower teaching staff through appropriate training and support to develop and deliver an effective drug education programme.
- To provide a drug education programme which
 - develops pupils' self-esteem and promotes positive attitudes in their relationships with others
 - gives pupils' opportunities to develop the values, skills, knowledge and understanding necessary to make informed and responsible decisions about the use/misuse of drugs including tobacco, alcohol and volatile substances, within the context of a healthy lifestyle; and
 - helps pupils' develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those pupils 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.
- To outline the need for a consistent approach to drugs education and managing incidents in line with SJS Pastoral Care and Safeguarding and Child Protection Policy, Anti-Bullying Policy, Health and Safety Policy, Positive Behaviour Policy and Managing Critical Incidents Policy;

Roles and Responsibilities

The Board of Governors

- School governors will ensure that there is collaboration with appropriate staff, pupils and parents or carers to foster and support developing and reviewing its drugs policy.
- They will also facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality, which the governors will examine and approve before implementing in the school;
- They will 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.
- The Board of Governors will appoint a designated governor for drugs and ensure they receive specific training in drug-related issues.
- The Governors will examine and approve the education programme, prior to its implementation in the school.
- Agree in consultation with the principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

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. **Failure to inform the PSNI of a suspected incident involving controlled drugs is a criminal offence.**

After contacting the PSNI, the principal will 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, using protective gloves at all times;
- informing the Board of Governors;
- agree in consultation with the BoG appropriate pastoral or disciplinary responses in relation to the incident including counselling services/support;
- report the incident 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;
- Inform other members of staff
- Inform other pupils and parents within the confines of confidentiality.
- Ensure that members of the Board of Governors have been consulted on and ratified the policy.
- Review procedures and amend the policy in light of updated DENI guidance or training.

The Designated Teacher for Drugs – Mrs A Mc Gleenan 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 inform the 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;
- The pupil(s) involved in a suspected incident;
- Completing a factual report using the schools Drug-Related Incident Form and forwarding to the principal;
- Reviewing and if required updating the policy bi-annually and after a drug-related incident, where learning from the experience could improve practice.
- Ensuring that all staff and parents are aware of and have access to a copy of the policy.
- Have an oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements;
- Liaising with other staff responsible for pastoral care in co-coordinating the delivery of the drug education programme through PD and LLW.
- Co-ordinating training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Determining the circumstances surrounding the incident
- Ensure the engagement and active participation of parents in all aspects of drug education.

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 (see Appendix 9);
- Any information, substance or paraphernalia received should be forwarded to the designated teacher for drugs who may have to take immediate action.
- Assess the situation and decide on the appropriate actions to take;
- Notify the principal and the designated teacher for drugs at the earliest opportunity;
- Forward any information, substance or paraphernalia received to the designated teacher for drugs, who will respond accordingly (see Appendix 4.1);
- 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 4);
- 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 4.5).

Pupils

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

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 in which pupils can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support pupils in their class if necessary.
- Liaise with the designated teacher for drugs regarding any aspect of the programme/policy, as necessary.

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.

Training and Information

All staff (teaching and non-teaching) and Governors will be provided with training to support the full implementation of this policy including the delivery of the drug education programme. This training will include induction in the school's policy and procedures for all new and long-term substitute teachers. Additionally, when appropriate, Inset training will be offered to relevant teachers in out-centres. All staff will have their training needs assessed and up-dated at least every three years. Information awareness sessions will be offered to parents/guardians.

The Drugs Education Programme

The drug education programme in St. Joseph's Grammar School is just one part of the whole school response to drug use/misuse. The programme provides opportunities for pupils in year 8-14 through PD, LLW or Form Period 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.
- Appropriate external agencies may be used to assist with the delivery of the Drug Education Programme i.e. PSNI Community Liaison Officer, Start 360 etc.

Procedures for dealing with suspected drug related incidents

Fundamental to dealing with incidents of suspected drug misuse is the principle of *'in loco parentis'*, and St. Joseph's Grammar School will always take the steps that would reasonably be expected of any parent to safeguard the well-being and safety of all the pupils in their charge.

1. Emergency First Aid Procedures

As soon as a member of staff is aware of a situation, he/she will need to determine if there is a medical emergency. If the pupil requires first aid, the member of staff should try to ascertain what substance has been ingested and if necessary, place the pupil in the emergency recovery position.

The member of staff should then send for a trained first-aid staff member and if necessary ask for the ambulance to be summoned.

The member of staff should try to stay calm and to clear the area of other pupils.

As soon as possible afterwards, the member of staff should write a report of the incident for the Designated Teacher for drugs, Mrs A Mc Gleenan.

2. School Rules and the Drugs Policy

The school has clear rules in relation to drugs:

1. *"Pupils are not permitted to use Tippex, other correction fluids or materials. (Please note: All public exam boards impose penalties for use of correction fluid)"*
2. *The use of spray deodorants or other aerosols is not permitted.*
3. *Pupils are not allowed to use or have in their possession tobacco, alcohol, e-cigarettes and noxious substances in school or on school-related activities regardless of parental attitude (St. Joseph's Grammar Positive Behaviour Policy, 2025-2026)*

School Policy on Smoking

- Pupils are not allowed to smoke tobacco, tobacco related products or electronic cigarettes (vaping) on school premises or on school outings
- Any pupil caught with or using an e-cigarette/vaping in school will be required to be collected from school by their parents/carers serve a one-day suspension and the item will be confiscated. Confiscated items will be retained for 1 day and may be collected at 3.30 pm.
- Pupils who are caught vaping on another occasion will have an increased period of suspension.
- If the offence is committed repeatedly, the parents/guardians will be asked to come into school to discuss the situation and further disciplinary action may be taken.

3. School Guidelines for Prescription Medicines

1. Parents /Guardians will be asked to complete questions relating to pupils' health as part of the data capture information sheet on admission to school. This will include information on any medical condition or medication the pupil uses. This will be updated as required – see SJS Medical Policy 2025-26.
2. Health information collected will be collated and where it is felt to be necessary, distributed to a pupil's subject teachers. (This information will be confidential and used for professional purposes only).
3. Pupils with long term medical conditions and who require regular medication during school hours will make arrangements with the Principal and Vice-Principal.
4. All medicines kept in the school at a parents'/guardians' request, including inhalers, will be stored in the general office for safety reasons.
5. Teachers and non-teaching staff **will not** distribute painkillers to pupils if they are ill.

4. Legal Responsibilities of School Personnel

1. All teaching and non-teaching staff are trained in the school's drugs policy. Long-term substitute teachers are provided with the policy at the beginning of their tenure and as part of their induction will familiarise themselves with the policy.
2. All teaching and non-teaching staff are obligated to follow the guidance set out in the policy with regard to dealing with drugs related incidents. All suspected incidents must be reported to the Designated Teacher for Drug related incidents – Mrs A Mc Gleenan.
3. It is not the responsibility of the school to investigate whether or not a drugs-related incident has actually occurred or not: nor is it the responsibility of school personnel to ascertain whether a substance is a drug or not. ***It is the responsibility of the Principal to contact the PSNI if there are grounds for suspecting that an incident has actually occurred:***

“Where a person has committed an arrestable offence, it shall be the duty of every person who knows or believes that the offence has been committed or they have any information, to give it to the police within a reasonable time. Failure to do so is an arrestable offence”

PSNI

The staff and pupils who were witness to a suspected incident will be required to write an account of the incident, to sign it and date it (see Drugs Incident Report Form Appendix 9).

Statements should be taken from pupils suspected of being involved in or witness to an incident and carefully recorded. By law, the police may have access to any written reports pertaining to the incident. For an incident that requires only an internal school investigation, for example finding cigarettes on school property, schools must treat any sensitive information about pupils in a confidential and secure manner. Pupils should be interviewed in the presence of two members of staff at all times.

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.

4. Where there is reasonable grounds for suspecting that an incident has occurred, the Principal will first attempt to contact parents/guardians before contacting the PSNI. Where it has not been possible to contact parents/guardians within a reasonable duration of time, the Principal will proceed to contact the PSNI. The Principal will not allow a police interview of any young person to take place prior to the arrival of parents/guardians.
5. Any pupil suspected of involvement in a drugs-related incident will be supervised by two members of staff in the Principal's office until the arrival of parents/guardians and police.
6. Staff/other pupils will only be informed of any confirmed incident on a need-to-know basis with regard to the confidentiality of the young person and their family.

5. Search and detention of a pupil/pupil property

If a pupil is suspected of being in possession of a substance, the member of staff present may ask the pupil to hand over the substance to them. The item/s will be given to the Designated Teacher for Drug Related Incidents for safe storage in an envelope which will be sealed and signed by the Designated Teacher/Principal and placed in the school safe for secure storage. Police may have access to this if a full investigation is called for.

The pupil has the right not to hand over any substance/item but this will not necessarily affect the decision to contact the police if it is still believed that there are grounds for suspecting an incident has taken place.

A member of staff may search the school's property **ONLY**. Such a search – eg: desk, locker, shelves, toilets etc should be made in the presence of the pupil and another member of staff.

If the pupil does not voluntarily turn out his/her school bag, parents and police should be contacted to deal with the situation.

A search of a pupil's personal belongings should never be made **unless with the pupil's consent, in his/her presence and in the presence of another adult witness.**

A member of staff should never carry out a physical search of a pupil.

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 staff recover a substance or an object that they suspect has a connection with drugs, they should take possession of it and make a full record using the school's Drug Incident Report Form (See Appendix 4).

6. 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.

7. 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 Designated Teacher 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 (See Appendix 4).

8. School Response to Incidents of Confirmed Drug Abuse

The school recognises that a repertoire of responses is required to deal with drugs-related incidents. In addition, it is recognised that a pupil may become involved in an incident despite never having been in trouble with school authorities before. Thus the school retains the right to respond to each incident and each individual pupil's roles in any incident on an individual basis. For example, a student found to have smoked tobacco during school hours/on school premises could expect to be treated less severely than a pupil who has been found to be dealing drugs to other pupils.

In cases where there are grounds for suspecting that a serious drugs-related offence has occurred, the Principal, with the approval of the Chair of the Board of Governors, will suspend the pupil/s until a full investigation has been carried out.

A range of both disciplinary and pastoral responses will be considered in each case and the advice sought from relevant school-based and external personnel.

Where it is considered appropriate to suspend or expel a pupil, the procedures for same as laid down in the school's Suspension and Expulsion Policy will be followed.

The school will at all times give careful consideration as to how any information relating to an incident of suspected/confirmed drug use/misuse is communicated to staff, pupils and parents/guardians.

The parents/guardians of the pupil(s) directly involved in an incident of suspected drug use/misuse will be informed of the incident recognizing that the future of a child or adult can be adversely affected. Confidentiality is of paramount importance in drug related incidents and subsequent outcomes.

Pastoral Care

During and after any incident, the individual needs of any pupil or pupils involved will be considered in relation to the provision of support or pastoral interventions. This will involve the pupil or pupils, the principal, parents or carers, the designated teacher for drugs and appropriate pastoral care staff. It could also involve external support agencies where appropriate (See Appendix 9).

Counselling may also be offered to the pupil or pupils but will only be successful if they wish to take avail of this facility. Familyworks School Counselling Service is available in school. Pupils can self-refer or a parent or member of school staff can refer pupils.

Confidentiality

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 member of staff can direct the pupil to sources of confidential information and advice and to treatment and rehabilitation services (see Appendix 10).

Communication following a suspected or confirmed drug-related incident

Staff, pupils and parents or carers

Information about a suspected or confirmed substance-related incident will only be communicated to members of staff concerned with the pastoral needs of the individual pupil.

Only parents or carers of the pupil or pupils directly involved in the incident and subsequent outcomes will be informed on a need-to-know

basis and will only receive information specific to their child/children.

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 the caller will only be referred to the Principal or, in the absence of the Principal, the Vice-Principal.

When responding to the media the privacy of the pupil(s), his/her family and/or any staff members will be respected at all times. Any statements made should be positive, short, factual and without elaboration. Concluding statements should be reassuring and restate that the school has managed the incident effectively.

Monitoring and Evaluation

St. Joseph's Grammar School will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy. Information will be regularly collected from pupils and staff as part of the monitoring process, and this will then be evaluated against the aims and objectives of the policy at appropriate intervals.

Form teachers and LLW teachers will evaluate the content and delivery of PD and LLW lessons which deal with risk-taking behaviour in general and drugs-related issues in particular and feed back to Mrs McGleenan Vice-Principal.

Form teachers, Heads of Year, Drugs education co-ordinator–Mrs P McNamee and Designated Teacher/Vice-Principal- Mrs A McGleenan will evaluate the effectiveness of any outside agencies invited into school to assist in delivery of the Drugs Education Programme.

Senior Leadership will review the effectiveness of the Drugs policy at least every two years or after training has been delivered or after any drugs-related issues arises in school.

The Designated Teacher will assess the need for staff training on the issue of drugs on an annual basis and make arrangements for same where appropriate.

The Senior Leadership and the Board of Governors of the school will undertake a full review of the policy every three years or more frequently if necessary based on changing circumstances and trends in the school and local community.

Communication and Dissemination of Policy

A full copy of the school's Drugs policy is available to all parents on request or via the School App and School Website. A copy of the policy is included in the school prospectus and a summary of the policy is available on the school's website. The prospectus is made available to parents at the Parent Information Evenings. A summary copy of the Drugs Policy is distributed to every parent after a full review and ratification of the amended policy by the Board of Governors.

Appendix 1

Main Types of Controlled Substances by Class

The Misuse of Drugs Act (1971)

Class	Drug	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, ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (eg mephedrone, 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), piperazines (BZP), khat	Up to 2 years in prison, an unlimited fine or both (except anabolic steroids - it's not an offence to possess them for personal use)	Up to 14 years in prison, an unlimited fine or both
Temporary class drugs*	Some methylphenidate substances (ethylphenidate, 3,4-dichloromethylphenidate (3,4-DCMP), methylnaphthidate (HDMP-28), isopropylphenidate (IPP or IPPD), 4-methylmethylphenidate, ethylnaphthidate, propylphenidate) and their simple derivatives	None, but police can take away a suspected temporary class drug	Up to 14 years in prison, an unlimited fine or both

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.

Offences under the Misuse of Drugs Act (1971)

These include:

- possession – to knowingly be in possession of a relatively small quantity of a controlled substance for personal use; the police decide what constitutes a small quantity;
- possession with intent to supply another person a controlled substance – possessing a larger quantity of a substance or packaging it in a way that indicates it is going to be supplied to others;
- supplying another person a controlled substance – giving or selling a substance to someone else, including friends; and
- supplying or offering to supply substance paraphernalia – this includes equipment for smoking cannabis or crack cocaine, but needles and syringes are exempt.

Appendix 2

Checklist of Roles and Responsibilities When Managing an Incident

Individual staff members should:

- assess the situation and decide the action;
- make the situation safe for all pupils and other members of staff, secure first aid and send for additional staff support, if necessary;
- carefully gather up any drugs and/or associated paraphernalia or evidence and pass all information or evidence to the designated teacher for drugs; and
- write a brief factual report of the incident and forward it to the designated teacher for drugs.

The designated teacher for drugs should:

- respond to first aider's advice or recommendations;
- inform parents or carers immediately, in the case of an emergency;
- take possession of any substance(s) and associated paraphernalia found;
- inform the principal;
- take initial responsibility for pupil(s) involved in the suspected incident; and
- complete a Drugs Incident Report Form (see Appendix 4) and forward it to the principal.

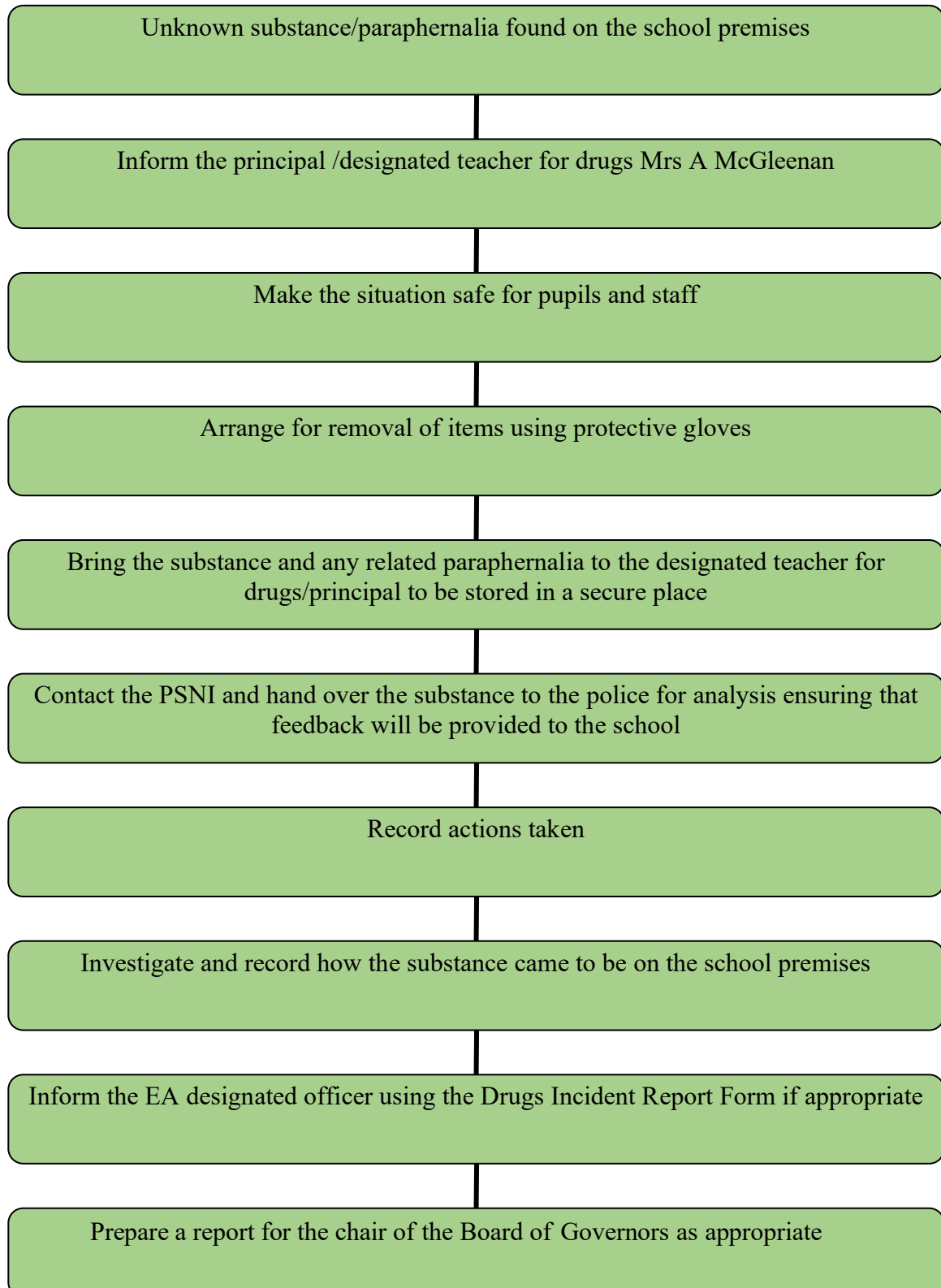
The principal should:

- determine the circumstances surrounding the incident;
- ensure that the following people are informed:
 - parents or carers;
 - designated officer in the local PSNI area;
 - Board of Governors; and
 - designated officer in Education Authority or CCMS.
- consult and agree pastoral and disciplinary responses, including counselling services or support;
- forward a copy of the Incident Report Form to the chairperson of the Board of Governors and the designated officer in the Education Authority or CCMS, if appropriate; and
- review procedures and amend, if necessary.

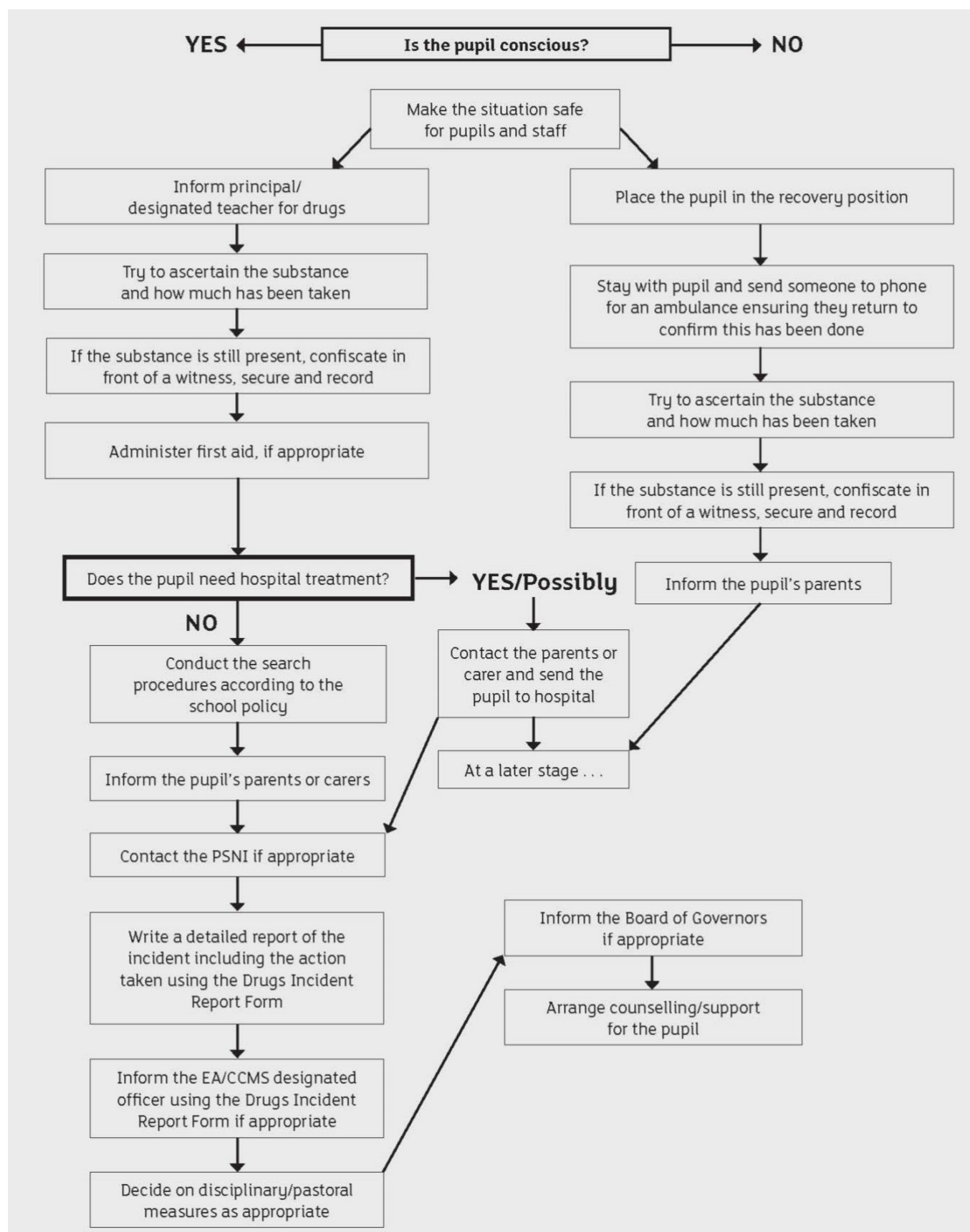
Appendix 3

Handling Drug Related Incidents

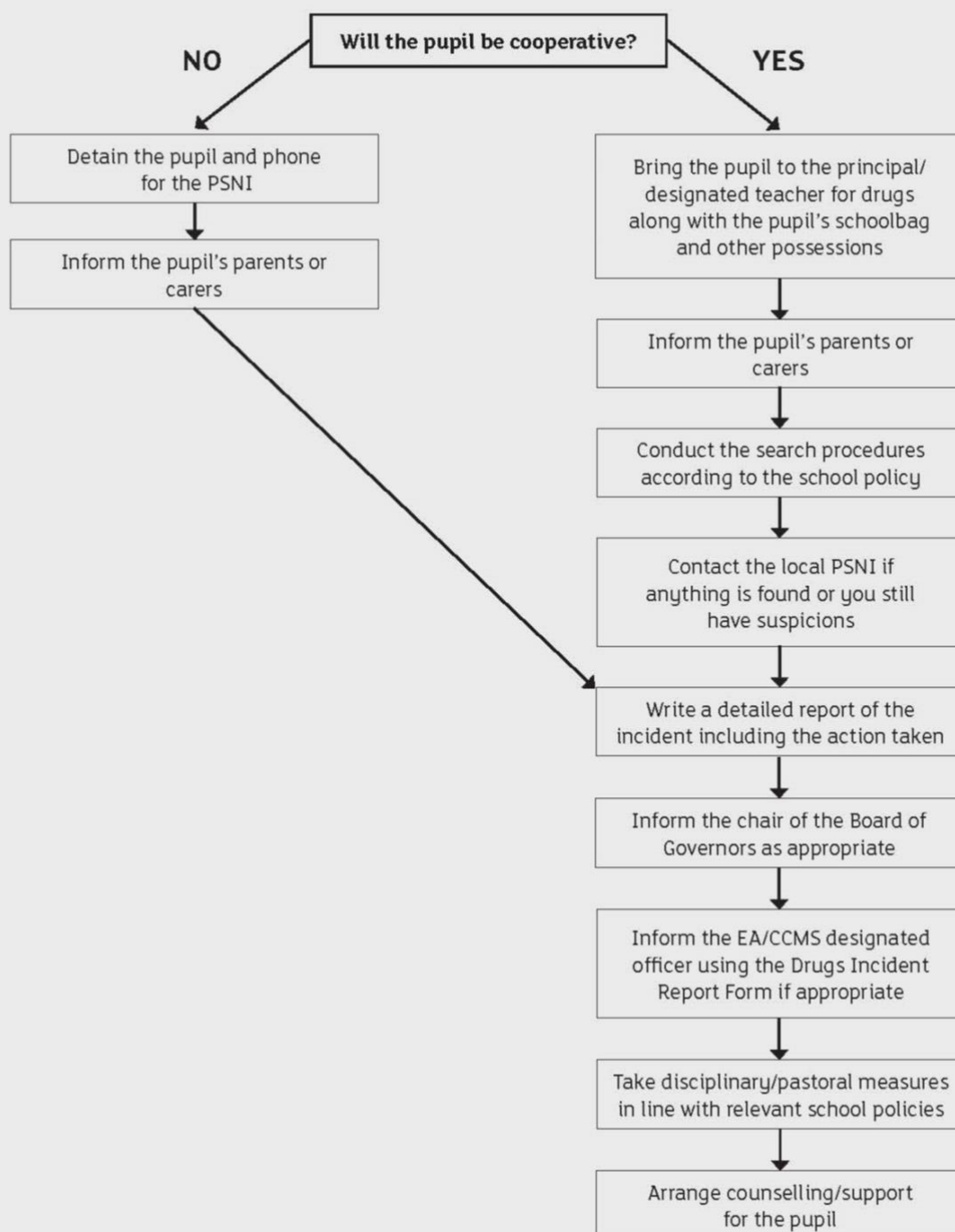
3.1



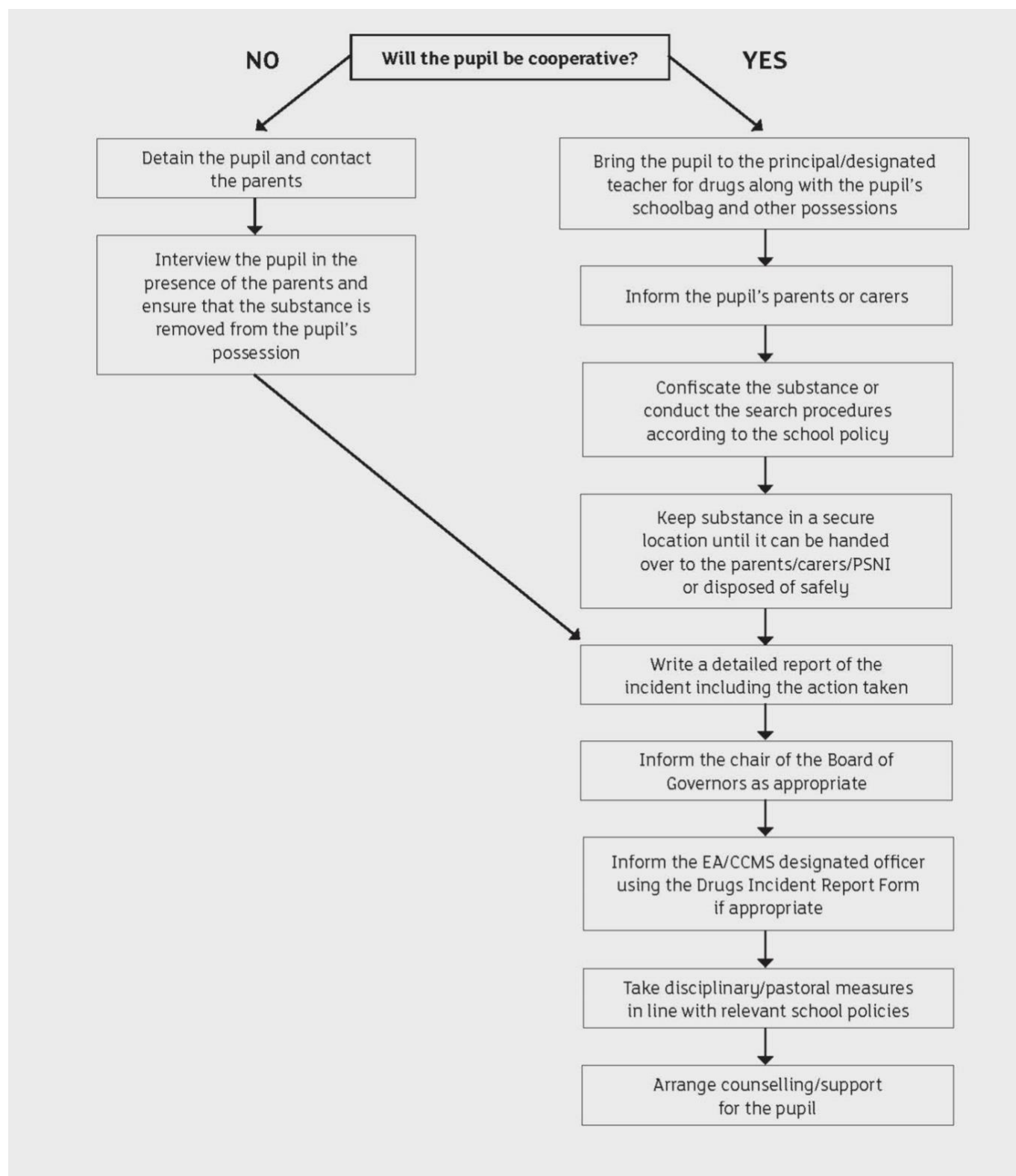
3.2 Pupils suspected of having taken drugs/alcohol on school premises



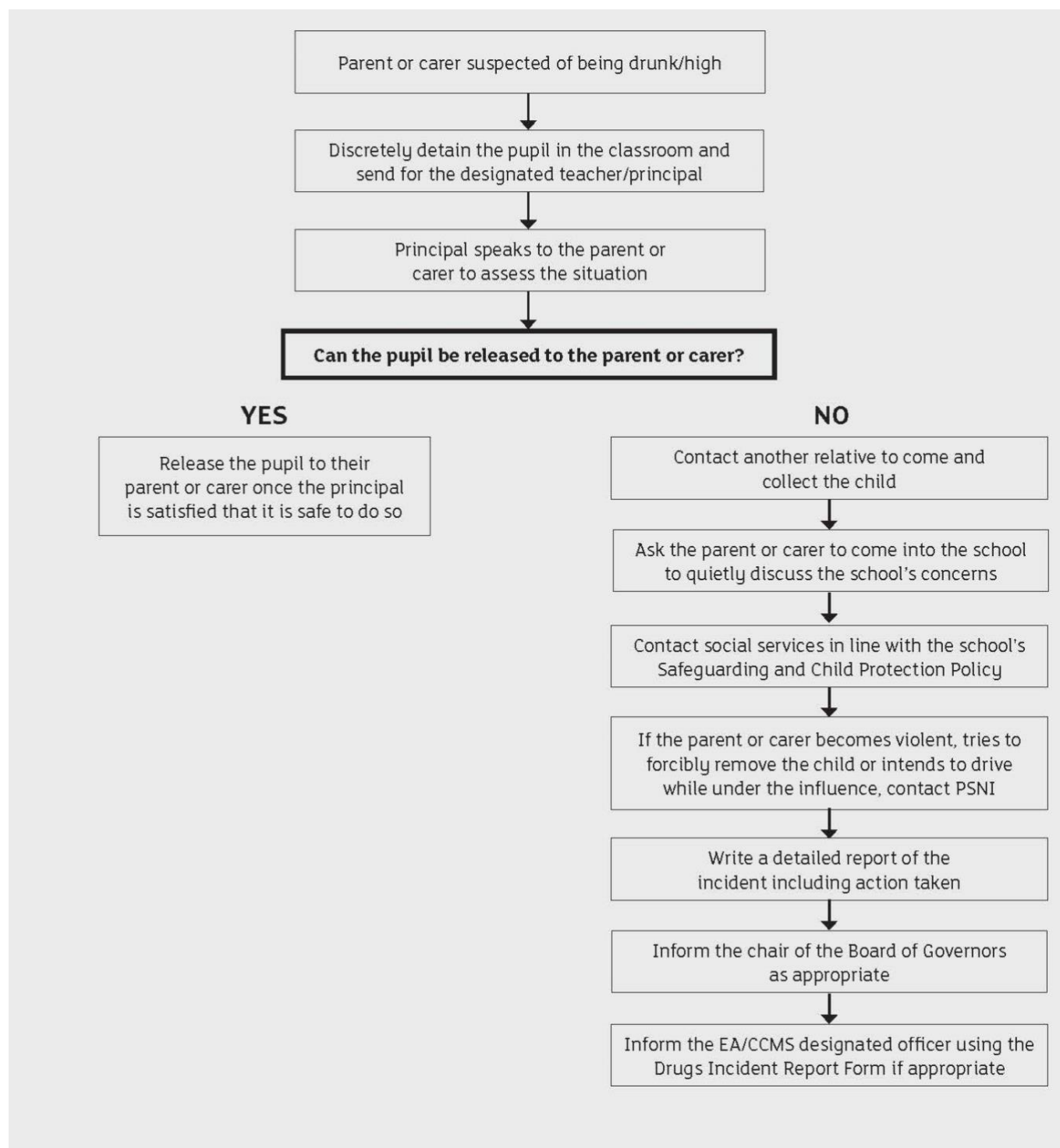
3.3 Pupils suspected of possessing/distributing an illegal substance



3.4 Pupils in possession of alcohol or unauthorised prescribed medication on the school premises



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



Appendix 4

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 _____
----	--

Description of the Incident

Actions taken

Incident form completed by

Date

Appendix 5

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.

Appendix 6

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 and 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 **really 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;
- don't scare them, shout at them or shock them;
- don't give them coffee to wake them up; and
- don't 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.

Appendix 7

Useful Contacts in Northern Ireland

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

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	www.onlineccms.com

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

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 Organisations

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

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	

Appendix 8

This is a guide on the key procedures to undertake when a drug incident occurs in school.

1. Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff. On finding a situation with a suspected substance:-

- ❑ Get help immediately from another adult.
- ❑ Assess situation, to see if this is a life-threatening situation or not.

If an emergency:-

- ❑ If necessary contact an ambulance.
- ❑ Put person under the influence of drugs in the recovery position.
- ❑ Ensure airways are cleared.
- ❑ Remove any other bystanders from the immediate vicinity.
- ❑ Send for a first-aider.

Then in all cases:-

- ❑ Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.
- ❑ Ascertain if possible which substances / drugs have been taken and how much.
- ❑ Secure all drugs and paraphernalia and give to the Principal/Designated teacher – Mrs A McGleenan who will immediately lock them away.
- ❑ Parents will be contacted as soon as possible.

2. Ensure all incidents are properly investigated and recorded:-

- ❑ Never accuse pupils of drug dealing/possession, these are alleged illicit substances until substantiated by the PSNI.
- ❑ Conduct search procedures according to school policy. (Never search personal belongings without the owner's permission and always in their presence if this is given. It is okay to search school property such as lockers, cupboards or desks so long as accompanied by along another member of staff and the pupil concerned as witnesses)
- ❑ Ensure all drugs are safely and securely stored making sure that this is witnessed by another adult and recorded and placed in the school safe.
- ❑ Gather details and data from all the eye-witnesses at the scene.
- ❑ All statements and phone calls should be recorded, signed and dated.
- ❑ The Designated Teacher should ensure complete and accurate details are recorded and kept safely.
- ❑ Ensure the EA designated officer is informed using the Drugs Incident Report Form.
- ❑ Ensure that you follow all the procedures in the Schools Drugs Policy.

3. Ensure appropriate individuals and agencies are informed and contacted as needed:-

- ❑ Principal and Designated Teacher.
- ❑ Parents / Guardians
- ❑ PSNI (CSIO or Uniform Branch)
- ❑ EA Designated Officer Advisor (and CCMS if appropriate).
- ❑ Chairperson initially and subsequently the Board of Governors.
- ❑ The Education Welfare Officer.
- ❑ No media statements, only the Principal should do this.
- ❑ Other pupils, parents and staff are only told on a need-to-know basis.

A pastoral/disciplinary response will be made by the school, balancing the need for compassion and the pupil's welfare with the need to send a clear message about illegal actions and undesirable behaviour and the impact on the school community. Therefore, a full repertoire of responses will be considered by the Principal in each case where they may arise.