



*Lisnagarvey High School  
Circular No*

## **LISNAGARVEY HIGH SCHOOL DRUGS EDUCATION POLICY**

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**Reviewed August 2023**

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## **INTRODUCTION**

Lisnagarvey High School is a caring, health promoting school which believes that the self-worth of the individual is of great importance and therefore we do not tolerate the misuse of drugs in the school.

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

In today's society there is no one who will not be exposed to, and use, some sort of drug at some time in their lives. Drugs misuse is beginning to affect many communities in Northern Ireland including our own community. We cannot afford to be complacent or think that our pupils are not at risk and we must help them to live safely in a drug using society.

The policy provides a focus for the school to consider how drug education should be implemented and developed within the curriculum, and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community responsibility for involvement in drug issues.

## **RATIONALE - DRUGS EDUCATION IN CONTEXT**

'In today's society, most people will be exposed to and/or use some sort of drug at some time in their lives. Substance misuse affects all communities in Northern Ireland, crossing gender, cultural and social boundaries. No school, parent or carer can afford to be complacent or think that children and young people are not at risk. Research continues to show that by post-primary school age a significant number of young people are engaging with substances such as alcohol, cigarettes, including electronic cigarettes, or solvents and/or have misused prescribed medicines or other substances.'

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

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

Bonding is a key protective factor shown to prevent problematic substance misuse. It strengthens relationships with family members, teachers or other socially responsible adults and provides a sense of connectedness. Resnick et al (1997) found that parent-family connectedness and perceived school connectedness were protective factors against a range of health risk behaviours.' (CCEA Drugs Guidance for Schools in Northern Ireland, Revised Edition 2015).

## **SCHOOL ETHOS**

Lisnagarvey High School recognises that young people in today's society are exposed to the risks associated with the drug culture which exists. Young people are challenged by the changing and sometimes conflicting values of society, which places demands on them to make informed and responsible choices.

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. Lisnagarvey High 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.

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. 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 (Mrs G Curran). Copies of the guidance on which this policy is based (CCEA Drugs Guidance for Schools in Northern Ireland, Revised Edition 2015 ) are available from the Department of Education website [www.deni.gov.uk](http://www.deni.gov.uk).

## **RANGE OF SUBSTANCES - WHAT IS A DRUG?**

Lisnagarvey High School’s Policy on Drug Education covers any substance under the DENI definition:

‘The terms **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.

The school recognises that the policy focuses mainly on illicit drugs. Procedures for handling alcohol and tobacco misuse as well as handling prescribed medicines and volatile substances are found in Appendix 3.

## **AIMS & OBJECTIVES OF THE POLICY**

- 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.
- To empower teaching staff through appropriate training and support to develop and deliver an effective drug education programme.
- To provide a successful drug education programme.
- 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.

## **LHS DRUGS EDUCATION PROGRAMME**

The delivery of this Policy is mainly through Learning for Life and Work, Religious Education, Science and the Insync Programme at KS3 level. As a school we understand that there are opportunities for considering drug-related issues from a variety of perspectives. A life skills approach to drug prevention is essential and within school where pupils are taught about raising self-esteem, self confidence and assertiveness to prepare them for making informed decisions about drug use; the main focus being on knowledge, social skills, attitudes and values.

In addition to the drug education provided within the curriculum, the school offers counselling and support for pupils to explore their own attitudes and values as well as an opportunity to discuss any drug related problems they may have. This is generally done through the Pastoral Care/Counselling System within the school and the pupils are informed that confidentiality cannot always be guaranteed.

## **THE AIMS AND OBJECTIVES OF THE DRUG EDUCATION PROGRAMME**

The school's Drug Education Programme is grounded in the following aims and objectives:

### **AIMS**

- To promote positive attitudes towards personal health
- To develop self-discipline and self-respect
- To build pupils' self esteem
- To develop decision-making skills which may delay or prevent the onset of experimentation
- To inform pupils of the effects of drug abuse, and the risks involved
- To help pupils to understand how they can influence their peers

- To develop knowledge and understanding of themselves and others as individuals

## OBJECTIVES

Drug Education should enable pupils to develop a knowledge and understanding about drugs and drug issues, as well as the skills needed to cope with challenges they will encounter.

Pupils should be able to:

- Understand their own personality, needs, abilities and interests
- Understand the process of reasoning required to make informed choices
- Explore their own attitudes towards drugs and drug issues
- Develop coping strategies to deal with peer pressure
- Develop a competence in challenging attitudes and patterns of behaviour associated with drug misuse
- Develop self-discipline
- Understand what is meant by ‘a drug’ and the definition of ‘addiction’
- Understand how some drugs affect the body
- Be aware of the benefits of healthy lifestyles
- Recognise potential drug exploitation and how to take avoiding action
- Be aware of the current drug culture and the effect of advertising campaigns

**These objectives are closely linked with our school policy on Pastoral Care and they should not be seen in isolation.**

## THE DELIVERY AND ORGANISATION OF THE DRUG EDUCATION PROGRAMME

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

### Key Stage 3

This programme is organised by the Head of Learning for Life & Work (Mr J Gardiner) and delivered through the Personal Development strand. Within the Insync Programme pupils will study;

<ul style="list-style-type: none"> <li>• Self-Esteem &amp; Positive Attitude</li> <li>• Knowledge and Attitudes to Drugs</li> <li>• Categories of Drugs</li> <li>• What Motivates People to Take Drugs?</li> </ul>	<ul style="list-style-type: none"> <li>• What is a Drug?</li> <li>• Health and the Impact of Drugs</li> <li>• The Effects of Specific Drugs on the Body</li> <li>• Knowledge &amp; Understanding</li> </ul>
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## Key Stage 4

This programme is organised by the Head of Learning for Life & Work (Mr J Gardiner) who oversees its implementation. Examples of sub-themes are;

<ul style="list-style-type: none"><li>• Positive Relationships</li><li>• Peer Pressure</li><li>• Legal &amp; Illegal Drugs</li></ul>	<ul style="list-style-type: none"><li>• Alcohol</li><li>• Nicotine</li><li>• A Healthy Lifestyle</li></ul>	<ul style="list-style-type: none"><li>• Mental Health</li><li>• Physical Activity</li></ul>
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## ROLES & RESPONSIBILITIES

### PUPILS

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

### STAFF

The role of the individual staff member (teaching and non-teaching) including all ancillary staff: All staff should be familiar with the content of the school's drug policy. They should also be fully aware of their responsibilities, should a suspected drug-related incident occur. It is not the staff's responsibility to determine the circumstances surrounding the incident, but they should:

- Be alert to the possibility of drug use/misuse.
- Assess the situation and decide on the appropriate actions to take;
- Notify the principal and the designated teacher for drugs at the earliest opportunity;
- Deal with any emergency procedures to ensure the safety of pupils and staff, if necessary (see Appendix 8);
- Forward any information, substance or paraphernalia received to the designated teacher (Mrs G Curran), 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 (see Appendix 6);
- 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).

### TEACHERS DELIVERING THE DRUG EDUCATION PROGRAMME

- 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 regarding any aspect of the programme/policy, as necessary.

## THE ROLE OF THE DESIGNATED TEACHER FOR DRUG RELATED INCIDENTS (Mrs G Curran)

The Designated Teacher is responsible for:

- Ensuring that all staff and parents are aware of and have access to a copy of the policy.
- Co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Receives any substance found in school and determines the circumstances surrounding the incident.
- 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.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Liaison with the 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's Drug Education Policy, when required.
- 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;
- Being the contact point for outside agencies that may have to work with the school or with a pupil or pupils concerned;
- Responding to advice from first aiders, in the event of an incident, and informing the principal, who should contact the pupil's parents or carers immediately;
- Pupil(s) involved in a suspected incident; and
- Completing a factual report using the schools Drug-Related Incident Form, which they forward to the Principal.

## THE PRINCIPAL

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.
- Review procedures and amend.
- In the case of incidents of suspected drug misuse 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, principals should confine their responsibilities to:

- the welfare of the pupil(s) involved in the incident and the other pupils in the school;
- health and safety during the handling, storage and safe disposal of any drug or drug related paraphernalia, using protective gloves at all times;
- informing the Board of Governors;
- agreeing any appropriate pastoral or disciplinary response;
- reporting 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; and



- completing a written report and forwarding a copy to the Board of Governors and the Designated Officer in the Education Authority.
- Agree, in consultation with the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.

## **THE BOARD OF GOVERNORS**

- Examine and approve the completed policy and education programme, prior to their implementation in the school.
- Ensure that a summary of the policy is published in the school prospectus and that it is reviewed at regular intervals.
- Be fully aware of the school policy and procedures in respect of incidents of drug misuse, including tobacco and alcohol, and their appropriate disciplinary response.
- Agree in consultation with the Principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents. The Chairman of the Governors, or his nominee, will work with the Principal and Designated Teacher for drugs in relation to drug related issues.

## **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.

## **LINKS WITH PARENTS, THE COMMUNITY AND THE POLICE**

Parents play a vital role in the prevention of drug misuse. Parents are encouraged to play an active role in homework tasks, and discuss drug issues with their child whenever possible. Parents are also aware of the school's procedures for dealing with drug related incidents.

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

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

## **DEALING WITH SUSPECTED DRUG-RELATED INCIDENTS**

### **What constitutes a drug-related incident?**

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

- a pupil displaying unusual or uncharacteristic behaviour;
- an allegation;
- suspicion of possession, possession with intent to supply and/or supply of any substance as defined on page 4; and

- finding substance-related paraphernalia

Dealing with suspected substance-related incidents requires extreme sensitivity. This guidance will help and empower those charged with handling difficult and complex issues to be fair and consistent in their dealings with pupils. Linking the Drugs Policy with the school's policy on Managing Critical Incidents and Safeguarding and Child Protection will further support the school in handling drug-related situations appropriately.

### **Responses in the Event of a Suspected Drug-Related Incident Illness, Unusual or Uncharacteristic Behaviour**

Young people's behaviour may be unpredictable and bizarre for many reasons during their time at school. Changes in behaviour may indicate a range of difficulties and problems and may be related to a medical condition, rather than substance misuse. It is, however, important to note that intoxication, physical collapse or unconsciousness can also result from an initial experiment with drugs. Staff should bring any indications of illness, unusual or uncharacteristic behaviour because of suspected substance misuse to the attention of the Designated Teacher for drugs. They should not make any judgement until they have determined the circumstances surrounding the incident. Where staff believe a pupil may have taken a substance they suspect is a drug, they should seek medical assistance immediately after following the recommended emergency procedures. The school must inform parents and the PSNI. You can find more information about recognising signs of substance use in Appendix 7.

Appendix 8 details emergency procedures.

### **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. 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.

### **An Allegation of a Suspected Controlled Drug-Related Incident Carrying Out a Search**

If the Designated Teacher for drugs receives an allegation of possession, he or she may need to search a pupil's desk or locker, if he or she has cause to believe it contains unlawful items, including controlled drugs. However, teachers cannot search personal belongings in the desk or locker without consent. Staff should only search the pupil's personal belongings, including schoolbag, coat or other items with the pupil's consent. Staff should carry out this search in the presence of the pupil and another adult witness.

If the school suspects pupils of concealing controlled drugs on their person or in their personal belongings, staff should make every effort to encourage them to produce these substances voluntarily. Staff should ask pupils to turn out their pockets or schoolbags. If the pupils refuse, staff should contact their parents or carers and the PSNI to deal with the situation. **A member of staff should never carry out a physical search of a pupil, unless there is compelling evidence that the pupil has committed an offence.** If 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. If a pupil refuses to be searched the school must

establish whether the probability that the pupil has committed an offence outweighs their right to privacy, before deciding whether to carry out a search without consent. The school Drugs Policy should clearly explain the procedures and circumstances for searches where there is reason for suspicion.

### **Possession, Possession with Intent to Supply and Supply of Controlled Drugs**

Schools must be aware that pupil involvement in suspected controlled drug-related incidents may take several forms. These could include:

- possession;
- possession with intent to supply; and/or
- the supply of controlled drugs.

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

The school should deal with a pupil in possession of substances that are **not controlled**, using the school's disciplinary or pastoral care procedures in line with the school's Child Protection and Safeguarding Policy. It should also notify the pupil's parents or carers. In these circumstances, the school has no legal obligation to notify the PSNI.

### **Detaining a Pupil**

When managing a suspected drug-related incident the school should invite the pupils concerned to remain in school under the supervision of appropriate members of staff until their parents or carers and the PSNI arrive. If the pupil refuses to remain, the school cannot detain a pupil against their will. However, if a member of staff has reasonable grounds to suspect that the pupil has in their possession or has taken a controlled substance, they can make a citizen's arrest under Article 26A of the Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989.

### **Finding Drug-Related Paraphernalia**

Paraphernalia in the school grounds is an indication of drug use or misuse. Any member of the school community who encounters any paraphernalia should use extreme care, as these items may be hazardous. Anyone who finds paraphernalia associated with drug use or misuse should report it to the Designated Teacher for drugs, who will assess the situation and respond accordingly. This response may include contacting the PSNI. The following list is not exhaustive. It gives teachers an idea of what may indicate the presence of controlled substances:

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

### **Recording an Incident**

If the Principal considers an incident to be serious, the school should call the Education Authority Designated Officer to alert them to the incident and then make a full written factual record of

the incident. Schools should carefully record any statements that pupils suspected of being involved in or witness to an incident provide. 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. Schools may need to engage the help of another adult to support both the Designated Teacher for drugs and the pupils involved in the incident, particularly when the pupils may need to be interviewed separately. Drugs Incident Report Form included in Appendix 6.

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.

## **CONFIDENTIALITY**

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

Where a pupil discloses to a teacher that he or she is taking drugs, the teacher should make it clear that he or she can offer no guarantee of confidentiality. However the teacher can advise the pupil of other sources of confidential information or advice. Pupils should also be encouraged to talk to their parents.

## **DEALING WITH THE MEDIA**

If the school receives an enquiry from the media, the caller should be referred only to the Principal. When responding to the media, the privacy of the pupil should be respected, they are only to give short, factual statements, and the concluding statement should be positive, and reassuring. No further comments should be given.

## **OUTSIDE AGENCIES**

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

- The content and delivery of the programme has been jointly agreed
- The programme and methods of delivery are consistent with the aims and objectives outlined in this policy
- The Principal has given his approval for the use of the outside agency
- The staff from the agency have been vetted in relation to Child Protection

## **MONITORING AND EVALUATING**

Lisnagarvey High School will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy. The school's Drug Education Policy is periodically reviewed to reflect changing circumstances and trends in drugs use. The policy is available to parents if they request it and is partly in the school prospectus.

## 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.

### 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.

## 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 5) 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.

**PROCEDURES FOR HANDLING ALCOHOL MISUSE**

The school premises are an alcohol free zone. The school does not allow any alcohol to be brought onto or consumed in school premises. This applies to visitors, staff and pupils. See also Appendix 4.2 AND 4.4.

Adults breaking this rule will be referred to the Principal directly.

Pupils will be dealt with under the school's Discipline Policy.

**PROCEDURES FOR HANDLING TOBACCO MISUSE**

The school is a restricted environment with no one being permitted to smoke on the school premises. Adults breaking this rule will be advised by other members of staff. Pupils breaking this rule will be dealt with under the school's Discipline Policy; this also applies to E-Cigarettes.

**THE MANAGEMENT OF PRESCRIBED MEDICINES**

At the start of the school year, parents must complete a medical form indicating any medical illness their child has. The parent is also advised that the school will not, as a matter of course administer medicine to a pupil. If an emergency arises, the parent will be contacted and permission sought if necessary.

If a pupil needs to bring a prescribed medicine into school, the following guidelines must be adhered to:

- A letter from the parent/telephone call explaining the nature of the illness and the dosage required must be sent with the pupil.
- The pupil must immediately give the medicine to the General Office.
- Mrs Harrison (SENCO) deals with those pupils with Special Educational Needs and keeps the General Office informed of any medications prescribed (these medicines are also kept in the General Office).
- The General Office must store the medicine in a secure place (First Aid Box) and ensure that only the pupil, for whom the medicine is prescribed, takes the medicine.

**THE MANAGEMENT OF SOLVENTS**

Pupils are permitted to bring Tippex fluid and pens and spray deodorants. Staff should be vigilant at all times to ensure they are used appropriately.

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

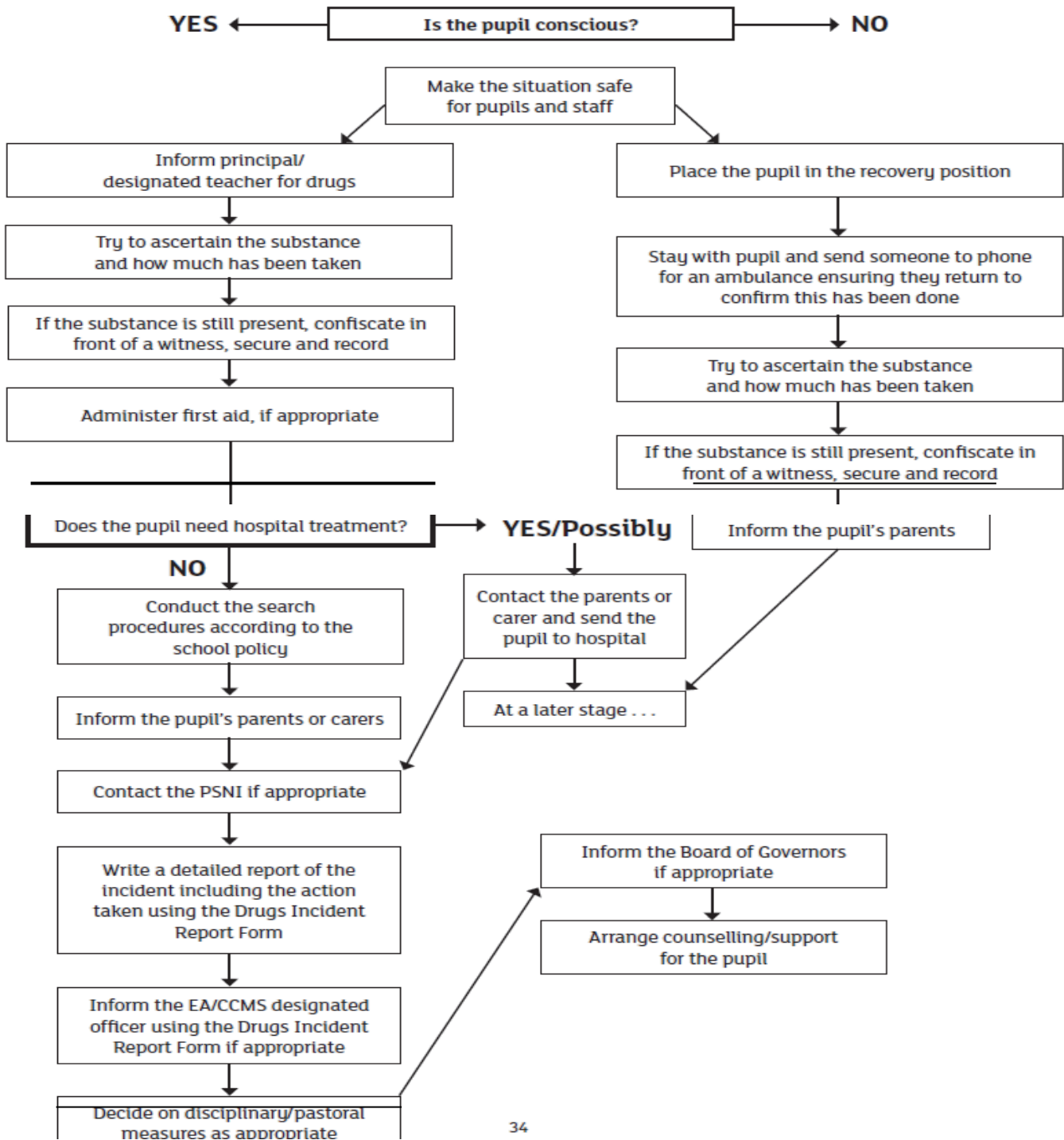
## Handling Drug-Related Incidents

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

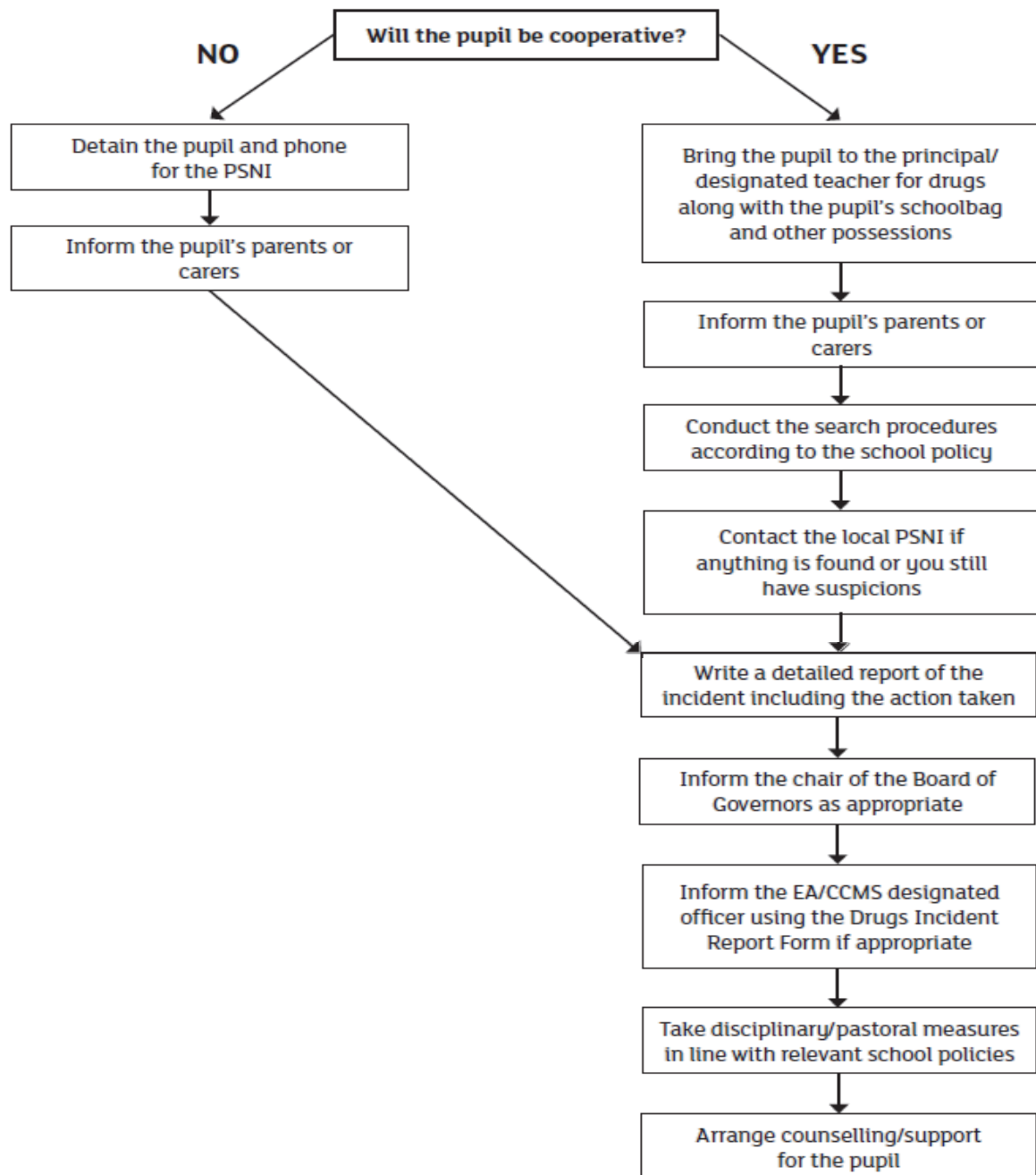




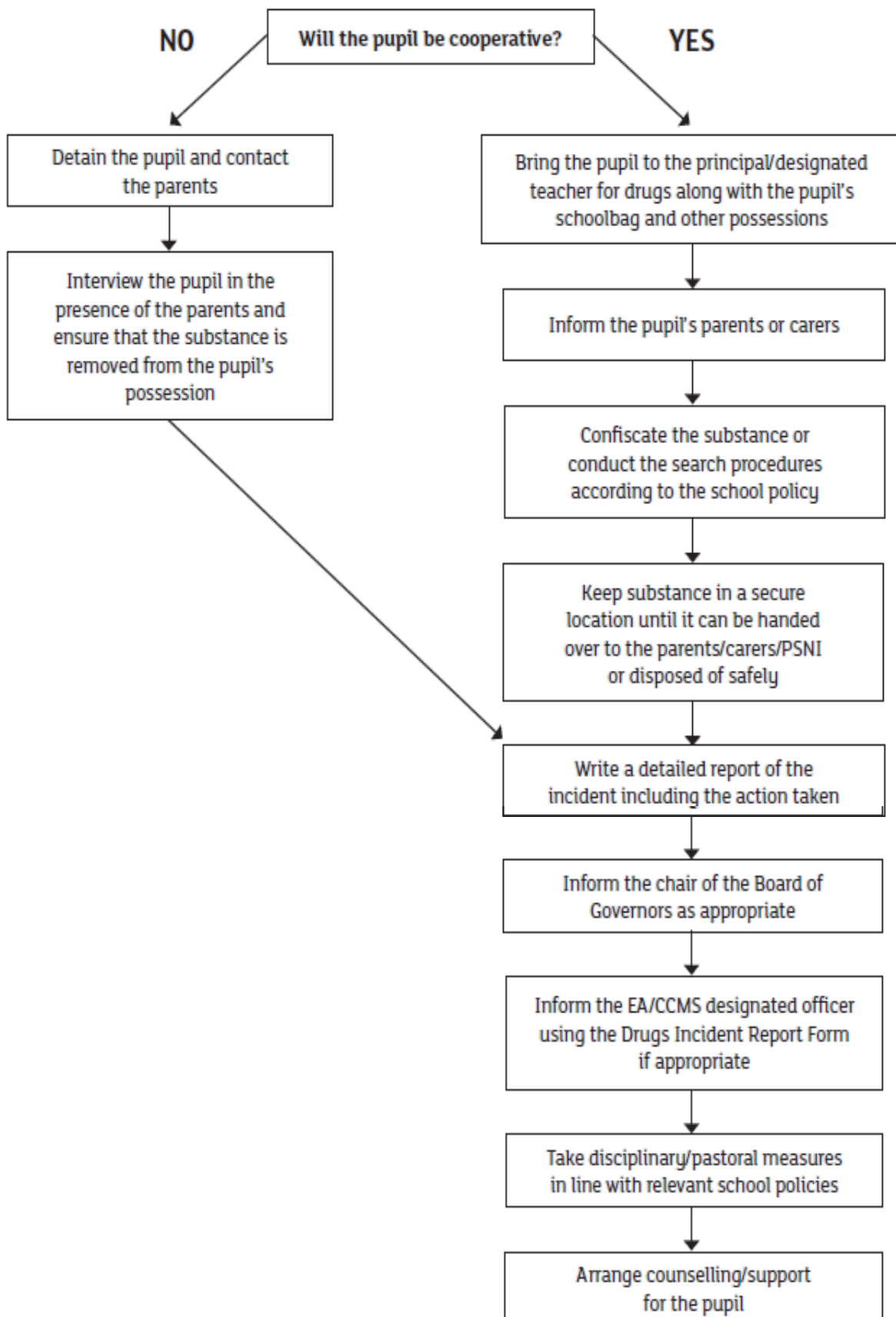
#### 4.2 Pupil suspected of having taken drugs/alcohol on school premises



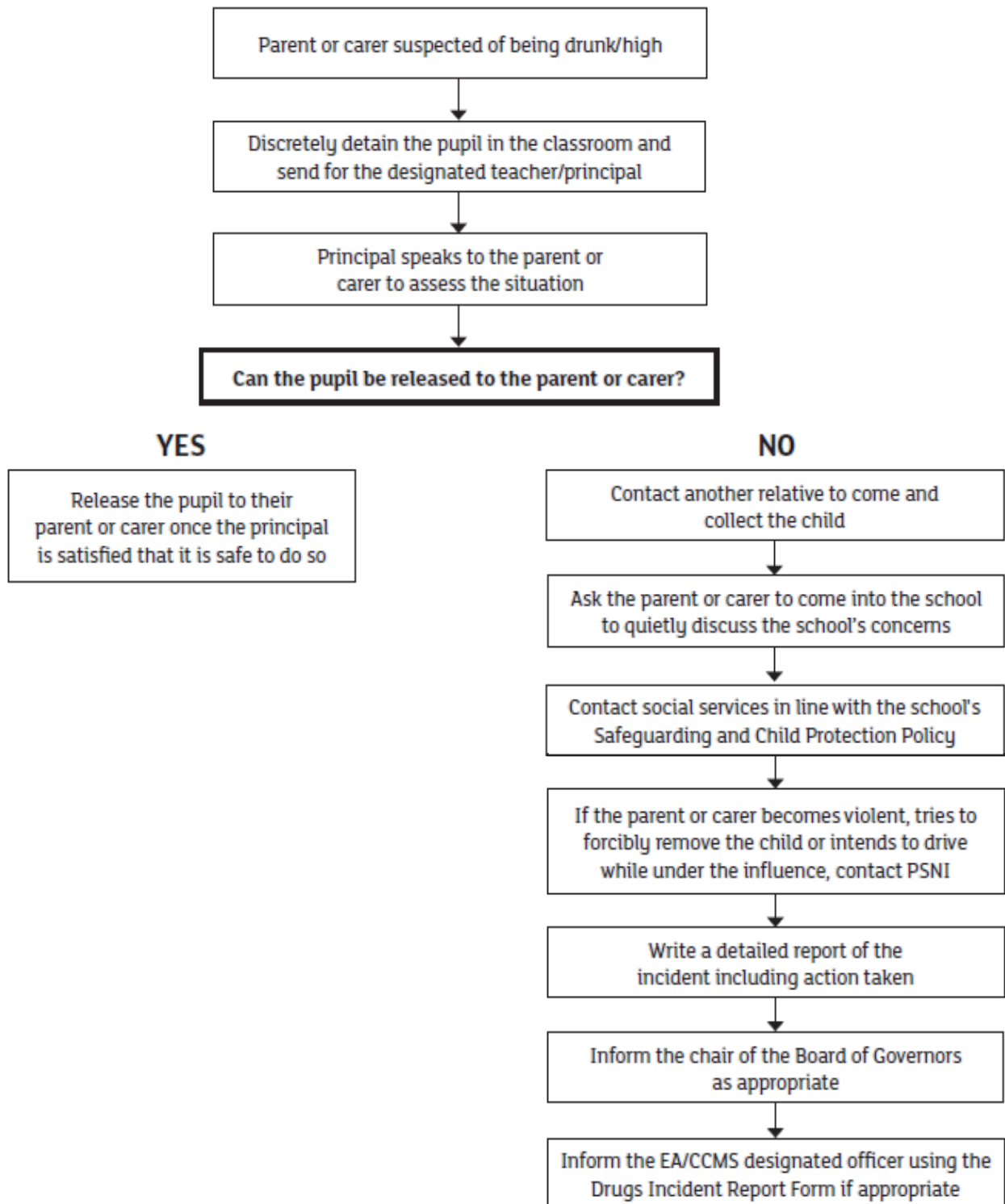
#### 4.3 Pupil suspected of possessing/distributing an illegal substance



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



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



## WHAT ARE THE RISKS OF TAKING ILLEGAL DRUGS?

**Physical Risks** - These depend on the type and strength of the drug, the amount taken, where and how it's taken and the person taking it. There are a range of effects including a change in heart rate and blood pressure, exhaustion, collapse, and in a few cases, death. Physical dependence occurs when the body actually wants the drug. If the drug is not provided, withdrawal symptoms will occur, e.g. stomach cramps, sweating, sleeplessness or anxiety.

**Psychological Risks** - Effects include a reduction in self-confidence, feelings of inability to cope, anxiety and panic. These feelings can be quite mild or extremely frightening and can continue for several days after use. In some cases, lasting psychological damage takes place, especially if there are any underlying mental health problems. Psychological dependence occurs when a person has a strong need to keep taking the drug in order to cope with life.

**Social Risks** - These include difficulties with family and friends and poor performance and difficulties at school, college or work. Drug taking can lead to involvement in anti-social activities, such as 'joy-riding'. Users may also make unwise decisions concerning, for example, their sexual behaviour.

**Legal Risks** - These include being convicted of a drugs offence. Young people may also be convicted of being involved in petty crime to fund their drug taking. The resulting criminal record can affect a young person's life in many ways, including future job prospects and travel to certain countries.

## RECOGNISING DRUG ABUSE

It is very difficult to tell when a young person first tries drugs or only takes them occasionally. Many of the 'signs' are just like the normal signs of growing up, e.g. being moody or distant. It's important that you don't jump to the wrong conclusions.

### Possible indicators:

- sudden and regular changes of mood
- loss of appetite
- gradual loss of interest in school, hobbies, sport, friends
- increased evidence of lying or other secretive behaviour
- money or other objects around the house 'going missing' (including the young person's formerly 'treasured possessions')
- unusually tired
- unable to sleep at night
- sudden appearance of new 'friends'; bouts of talkative, excitable and overactive behaviour

It's unlikely that you will find any actual drugs, but you may come across possible evidence of drug use. These include:

- cigarette papers
- 'wraps' (square folds of paper which may have contained powder)
- cling film, foil and small plastic bags used to package small quantities of drugs
- syringes

## Drugs Incident Report Form

(To be completed by Designated Teacher/Principal)



Name of Pupil:	DOB:
Address:	
Date of Incident:	Reported by:
Time of Incident:	Location of Incident:
First Aid Given: YES/NO	Administered by:
Ambulance/Doctor called: YES/NO	Time of Call:
Parent/carer informed: YES/NO	Name of person informed:
Date:	Time:
Where substance retained:	
OR Date substance destroyed or passed to PSNI:	Time:
PSNI Informed: YES/NO	Date: Time:
EA Designated Officer informed: YES/NO	Date: Time:
Form Completed by:	
Position:	Date:

**Description of Incident:**

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**Action Taken:**

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**Drugs Incident Report**

(To be completed by Staff Member reporting the incident)



Pupil name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

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

**Description of Incident:**

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**Action Taken:**

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**Witnesses:**

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**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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.

## 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