



# Drugs Policy

<b>Reviewed/Updated</b>	<b>Date</b>
Updated	19 <sup>th</sup> August 2019
Review	August 2022

## **Kircubbin Integrated Primary School**

### **Drugs Policy**

#### **Rationale and Ethos underpinning this policy**

Kircubbin Integrated Primary School recognises that young people in today's society are exposed to the risks associated with the drug culture.

The school has a statutory requirement to have a policy and provide drugs education as part of the school's curricular provision and this is delivered through a cross curricular approach and as a key element in the school's programme for Personal Development and Mutual Understanding.

Young children are exposed to messages about drug use from an early age. The messages they receive from television and the media tend to glamorise the use of drugs. They may have seen older members of the community smoking, drinking or taking pills and medicines. Some children may already have tried alcohol or cigarettes and taken prescribed medicines or other drugs. Inevitably, older children want to pass on their knowledge and experiences in an effort to try to influence younger children, these experiences could well include their experiments with drugs.

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

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.

Consequently, the school will educate the children on the damage the use or misuse of harmful substances will have on them as individuals, on their family unit and the wider community. The children will be taught about the importance of avoiding harmful substances and, through the school's PDMU programme, will be equipped with the skills to make positive choices with regards to their own well-being. The school will engage with recognised outside agencies, as appropriate, in order to receive additional expert support to assist it to deliver the programme for Personal Development and Mutual Understanding.

All drug related incidents will be dealt with in line with the school's responsibilities under its Child Protection and Safeguarding Policy and the procedures contained within it.

The procedures and protocols that the school has established will be kept under review by the Board of Governors and will be amended to reflect any new guidance issued by the statutory bodies which support the school and its work. This policy will be monitored and evaluated by the school's Safeguarding Team as part of its annual

review of Child Protection and Safeguarding. The outcome of this review will be reported to the full Board of Governors annually at its meeting in Term Three.

### **Definitions of Drugs or Substances, ‘Use and Misuse’**

For the purpose of this policy, the term **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 substance that produce similar effects to illegal drugs 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.

**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 offence 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.

**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.

### **Roles and Responsibilities**

## **The role of the individual staff member (teaching and non-teaching)**

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

- assess the situation and decide on the appropriate actions taken,
- notify the principal and the designated teacher for drugs at the earliest opportunity,
- deal with any emergency procedures to ensure the safety of pupils and staff, if necessary forward any information, substance and paraphernalia received to the designated teacher for drugs, who will respond accordingly,
- use the school's Drugs Incident Report Form to complete a brief factual report on the suspected incident and forward this to designated teacher for drugs,
- 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 loco parents, 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.

## **The role of the Designated Teacher for Drugs**

The Designated Teacher has responsibility for dealing with drugs related incidents'. The school has a procedure in place for handling cases of suspected drug misuse on the premises. Every member of the school's staff, both teaching and non-teaching, is completely familiar with their school's procedures and knows who to contact and what to do when a child is suspected either of being in possession of drugs or being under the influence of drugs, including alcohol.

The Designated Teacher is responsible for:

- co-ordinating the school's procedures for handling suspected drug-related incidents and training and inducing new and existing staff in these procedures,
- ensuring that the school's disciplinary policy has an appropriate statement about any disciplinary response resulting from suspected drug-related incidents,
- ensuring that the school's pastoral care policy has an appropriate statement about any pastoral response resulting from suspected drug-related incidents,
- liaising with other staff responsible for pastoral care,

- being the contact point for outside agencies that may have to work with the school or with a pupil or pupils concerned,
- responding to advice from first aiders, in the event of an incident, and informing the principal, who should contact the pupil's parents or carers immediately,

### **The role of the Principal**

It is the Principal's responsibility to determine the circumstances of all incidents, but it is the responsibility of the PSNI to investigate any criminal offence. In any suspected drug-related incident, the Principal will contact the parents or carers of those pupils involved. The Principal will ensure that in any incident involving a controlled substance there is close liaison with the PSNI. It is noted that failure to inform the PSNI of a suspected incident involving controlled drugs in a criminal offence. After contacting the PSNI, the principal will:

- ensure the welfare of the pupil(s) involved in the incident and other pupils in the school,
- be responsible for health and safety during the handling, storage and safe disposal of any drug or drug related paraphernalia, using protective gloves at all times,
- inform the Board of Governors,
- agree any appropriate pastoral or disciplinary response,
- report the incident to the Education Authority if, for example, an incident:
  - is serious enough to require PSNI involvement
  - requires that a child protection procedure is involved, or
  - leads to the suspension or exclusion of a pupil, and
  - 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**

- Support developing and reviewing its Drug Policy,
- ensure all parents are informed about protocols and procedures,
- ensure details of the policy are published in the school prospectus,
- review the policy at least annually and after a drug-related incident,
- be fully aware of and adequately trained to deal with suspected drug-related incidents, including alcohol and tobacco, tobacco-related products, electronic cigarettes, and the appropriate disciplinary response.

### **Procedures for Handling and Reporting incidents**

A suspected drug related incident is described as:

- Suspect drugs found on the school premises
- A pupil suspected of being in possession of drugs
- A pupil found to be in the possession of drugs
- *A pupil suspected of being under the influence of drugs*

When an incident occurs the member of staff involved should:

- Make the situation safe
- Send for support
- Administer first aid if necessary
- If an illegal drug is found it should be secured in a safe place until dealt with by the PSNI
- Report the incident
- Principal or Designated teacher will inform the child's parents about the incident and the school's response to it.

School staff are not permitted to search pupils' clothing or possessions. However, it is acceptable to ask the pupil to empty pockets and schools bags. Staff may search **school property** such as cloakrooms, store rooms or desks.

- *A flow chart setting out the school's response to drug related incidents is included in Appendix 2.*

## **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 confidentiality information or advice. Pupils should also be encouraged to talk to their parents.

## **Disciplinary or Pastoral Care Response**

Any drugs related incidents will be addressed in accordance with the procedures set out in the school's Positive Behaviour policy, Child protection and Safeguarding Policy and wider Pastoral Care policies. In all instances the pupil's health and well-being will be considered before determining the appropriate response to a drug-related incident. This may include signposting parents to relevant counselling and external support services.

## **The Management and Administration of Medicines**

The school's procedures in relation to the management and administration of medication is set out in a separate policy. If a pupil is required to take medication in school parents are obliged complete the appropriate consent forms. Parents should contact Mrs Smyth (Designated Teacher) for further advice regarding the protocols which govern the administering of prescribed medication.

## **Emergency First Aid Procedures**

The school's emergency First Aid procedure is set out in a separate policy.

## **Staff use of Alcohol, Drugs, Controlled Substances and Tobacco.**

Kircubbin Integrated is a smoke free environment and smoking is prohibited anywhere in the school site. This extends to include all staff accompanying children and, in particular, residential trips. The consumption of alcohol is prohibited.

## **Communicating the Policy to Staff, Parents and other relevant Agencies.**

- All staff have received a copy if the Drug Policy which is contained in the school's Pastoral Care Policy. They are fully informed of how they should respond to any child protection issue, including drug related matters, at the annual training session which is provided by the Designated Teacher.
- All parents receive a copy of the Pastoral Care guide which includes a summary of all the school's pastoral care policies including the Drugs Policy. The policy sets out clearly how the school will respond to any drugs related incident. Parents are reminded about the school's policies and procedures annually and are advised that the Pastoral Care Guide contains more detail on all of the school's pastoral policies and that this is available on the policies section of the school website.
- Any amendments or revisions to the school's policies and procedures are issued to parents for their comments and/or suggested amendments. These are considered by the Board of Governors and implemented if appropriate.

## **Monitoring and Review**

This policy will be monitored regularly by the Senior Leadership Team and the issues arising reported by the Principal to the Governors. The policy will be reviewed by the Principal and the Board of Governors.

Signed:

Principal

Signed:

Chair of Board of Governors

Date:

## **Appendix 1**

### **Checklist of Roles and Responsibilities When Managing an Incident**

#### **Individual staff members should:**

- Assess the situation and decide action,
- Make the situation safe for all pupils and other members of staff, secure first aid and send for additional 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 the 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.

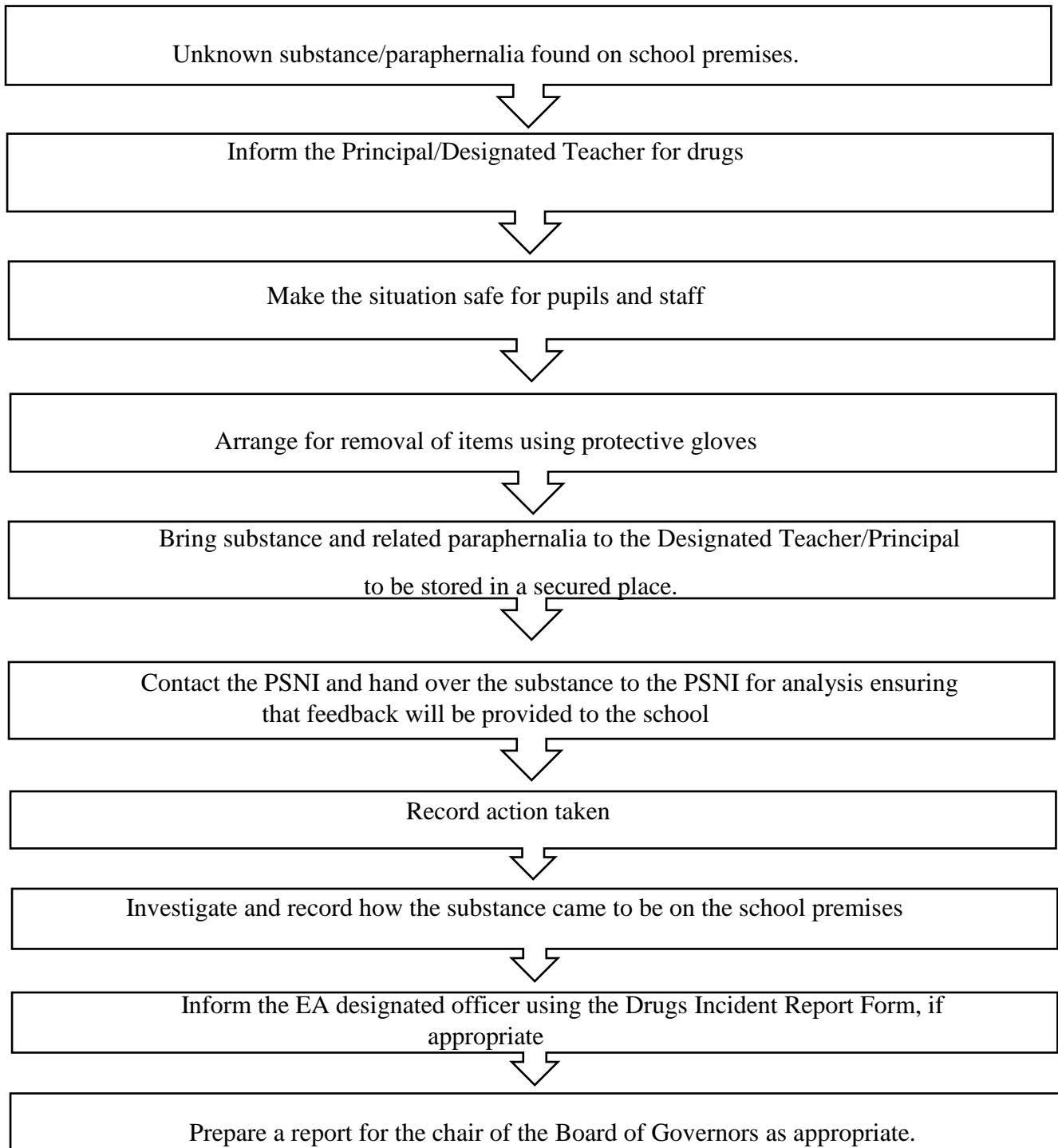
#### **The Principal should:**

- 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 the Education Authority.
- 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, if appropriate, and
- Review procedures and amend if necessary.

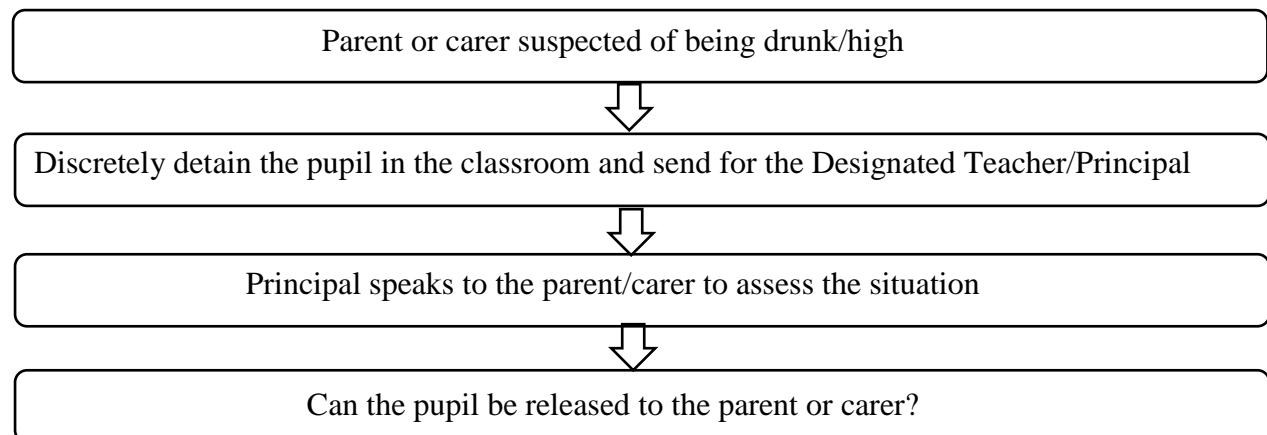
## **Appendix 2**

### **Handling Drug-Related Incidents**

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



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



**YES**

Release the pupil to their parent or carer once the principal is satisfied that it is safe to do so

**NO**

Contact another relative to come and collect the child

Ask the parent or carer to come into School to quietly discuss concerns.

Contact social services in line with the school's Safeguarding and Child Protection Policy.

If the parent or carer becomes violent, tries to forcibly remove the child or intends to drive while under the influence, contact PSNI

Write a detailed report of the Incident including action taken

Inform the chair of the Board of Governors as appropriate

Inform the EA designated officer using the Drugs Incident Report Form

## **Appendix 3**

### **Handling Drug-Related Incidents**

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 Designated Officer informed Yes/No Date: _____ Time: _____
8	Form completed by: _____ Date: _____ Position: _____

Description of the Incident:

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Actions taken:

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Incident Form completed by

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Date:

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