

# St. Joseph's College Enniskillen



## Drug Policy

Designated Teacher for Drugs  
Mrs C. Lynch

Updated - June 2018



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## Rationale

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.

Key findings from the *Young Persons' Behaviour and Attitudes Survey* (YPBAS) (2013)

indicate that of 11-16 year olds surveyed in Northern Ireland:

- 38 percent had consumed alcohol;
- 38 percent had been drunk on at least one occasion;
- 82 percent had not bought alcohol themselves;
- 77 percent had received education about the dangers of alcohol;
- 56 percent were with a group of friends and a further 26 percent stated they were with a friend the last time they took drugs;
- 9 percent had been offered solvents to inhale;
- 86 percent had never smoked;
- 4 percent were regular smokers (smoking cigarettes every day or at least once a week);
- 45 percent of the regular smokers bought their cigarettes from a newsagent, tobacconist or sweet shop; and
- 28 percent of all those surveyed thought that 'smoking can help calm you down' and 31 percent thought that 'smokers tend to be more "hard" than people who don't smoke'.



## Context of St Joseph's College

We believe that this school has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a drugs education programme in our curriculum.

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

We want our students to make informed and responsible decisions about drugs by increasing their knowledge and by developing in them appropriate values, attitudes and skills. We develop a culture of acceptance and understanding within our school community. 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.



## Definitions

For the purpose of this document and in line with the guidance issued to all schools by the Department of Education (2015/23), 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 UK Government has published an NPS resource pack for informal educators and practitioners. It is available on the C2k digital library, Equella. You can find further information on NPS at [www.drugscope.org.uk](http://www.drugscope.org.uk)

**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. the terms '**drug**' and regulation of these substances and therefore no way of knowing what chemicals they contain.

**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.

### **Electronic cigarettes on school premises**

Electronic cigarettes are battery-powered vapour inhaler devices that generally contain nicotine, along with propylene glycol and glycerine. They were developed as an alternative to tobacco products and have become increasingly popular. Although we perceive electronic cigarettes to be less harmful than tobacco, there are concerns about their safe use, particularly when children and young people use them, because the electronic cigarette market is unregulated. The Chief Medical Officer (CMO) for Northern Ireland has advised that schools prohibit electronic cigarettes on their premises, in line with tobacco products, because:

- nicotine is very addictive and there is a risk that using electronic cigarettes could act as a gateway into smoking for many young people;
- evidence suggests that adolescent exposure to nicotine may also have long term consequences for brain development;
- the availability and promotion of electronic cigarettes is reversing progress made by smoke-free legislation to de-normalise smoking; and
- there is insufficient evidence to determine whether the vapour produced by electronic cigarettes causes damage to users' health in the long term. The same applies to the impact of second-hand vapour the user exhales.

There is also a potential risk that users might fill the refillable cartridges used in some electronic cigarettes with substances other than



nicotine. This has the potential to serve as a new and potentially dangerous way to deliver other drugs.

The CMO recommended that the Department of Education extend its current guidance to schools, which encourages them to implement a complete smoking ban on both internal and external premises, to include electronic cigarettes. Reflecting this advice, the Department issued Circular 2014/25 to all schools on 15 December 2014. You can find the Employing Authority's *Smoking Policy for Schools* (TNC 2000/3) at [www.deni.gov.uk](http://www.deni.gov.uk)

For more information about tobacco and NRT, visit [www.want2stop.info](http://www.want2stop.info)

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



## Aims and Objectives

- 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 agreed procedures are consistently and sensitively 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 drug education programme which
  - Develops students' self esteem and promotes positive attitudes in their relationships with others;
  - Gives students' 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 students' develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those students 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.

## **Roles and Responsibilities**

### **Students**

- 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.

### **Parents/Guardians**

- 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.
- Support your son if they have become involved with drugs.



**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.
- Any information, substance or paraphernalia received should be forwarded to the designated teacher for drugs who may have to take immediate action.

**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 students in their class if necessary.
- Liaise with the designated teacher for drugs regarding any aspect of the programme/policy, as necessary.



### The Designated Teacher for Drugs - Mrs C. Lynch

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements including periodic update and review of the policy.
- Liaise with other staff responsible for pastoral care in co-ordinating the delivery of the drug education programme.
- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding any suspected drug-related incident.
- Complete a suspected incident report form and forward to the Principal.
- Ensure the engagement and active participation of parents in all aspects of drug education.
- Act as the point of contact for outside agencies working with the school.



**The Principal - Mrs H Palmer**

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.

In the case of incidents of suspected drug misuse:

- Ensure the welfare and well being of the student(s) involved in the incident and the rest of the school community.
- Ensure that the following people are informed (where relevant):
  - \* Parents/guardians
  - \* PSNI - preferably the Community and Schools Involvement Officer (CSIO)
  - \* Board of Governors
  - \* Designated Officer in WELB/CCMS
  - \* Members of staff
  - \* Other students and parents informed within the confines of confidentiality.
- Agree, in consultation with the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.
- Retain written records of the incident and ensure a copy of the report is submitted to Board of Governors and WELB/CCMS as appropriate.
- Review procedures and amend as appropriate.



### **The Board of Governors**

- Examine and approve the completed policy and education programme, prior to their implementation in the school.
- Ensure the policy is published in the school prospectus and that it is reviewed at regular intervals.
- Be fully aware of and adequately trained to deal with suspected 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.
- Designate a Governor to work with the Principal and designated teacher for drugs in relation to drug-related incidents.

### **The Caretaker**

- Be vigilant around and conduct regular checks of the school grounds for drug-related paraphernalia, and inform the designated teacher for drugs as appropriate.
- 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 programme will be delivered mainly through Personal Development Lessons but is also included in other learning areas such as; Science, Religion, English, Music and Art. Information awareness sessions/drug awareness evening will be offered to parents/guardians, in consultation with our PTA during the 3<sup>rd</sup> term.

### **The Drug Education Programme**

The drug education programme in St.Joseph's is just one part of the whole school response to drug use/misuse. The programme provides opportunities for pupils 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.



## **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 the school will always take the steps that would reasonably be expected of any parent to safeguard the well being and safety of all the students in their charge.

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, students and parents/guardians.

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



## **St. Joseph's College – Rules in Relation to Drugs**

### **In relation to tobacco**

St. Joseph's College is a smoke free school; neither staff nor students are permitted to smoke on school premises.

Students who smoke or bring cigarettes into school shall be dealt with under the school's discipline policy as follows.

1. Parents will be informed of any infringements of this rule.
2. Prohibited materials will be confiscated and destroyed.
3. Repeated offences may lead to suspension.

### **In relation to alcohol**

Alcohol may not be brought into the school buildings or grounds. Any student infringing this rule will be dealt with under the school's discipline policy.

Parents will be informed and the student concerned may be suspended.

### **In relation to solvents or other legally held materials**

Should a case of the misuse of legally held substances be discovered or suspected the member of staff present should:

1. Ensure the safety of the student.
2. Remove other students from the area.
3. Inform the designated teacher.



To ensure the safety of the student give him plenty of fresh air. If he is drowsy or asleep put him on his side to avoid choking should vomiting occur. Retain any evidence of the material misused by the student.

The designated teacher will:

1. Assess the situation
2. Medical assistance if that should seem advisable and
3. Inform the parents.

### **In relation to controlled substances**

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.

It is not illegal for a pupil to possess or use other substances that are not controlled, for example alcohol, solvents, tobacco, tobacco-related products, electronic cigarettes, over the-counter medication or prescribed medication. Prescribed medication, however, may be considered a controlled substance if it has been prescribed for someone else. The teacher should make a preliminary enquiry to clarify who the



medication is for. This will establish whether the school should contact the PSNI about the incident.

### **Unknown Substances**

Although some unknown substances may be new psychoactive substances, schools should treat all unknown substances as suspected controlled drugs and respond accordingly.

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. Where a principal feels that there are issues about the origin of these substances, the school may notify the designated officer in the local PSNI area for advice and guidance.

**Where it is known or suspected that controlled substances are present or where it is known or suspected that a student has been using such substances the actions outlined below will be taken.**

### **In each case**

1. Parents will be informed. The student is likely to be suspended while the matter is being investigated.
2. Where an illegal substance has been found on the premises the police will be informed.
3. Where it is confirmed that trafficking in illegal drugs has taken place the person(s) concerned will be suspended while the question of expulsion is considered by the governors.



## **Legal responsibilities of all staff and the involvement of the police.**

- The police should be notified in ALL instances where it has been alleged or suspected that a crime has been committed.
- Be aware of relevant Drugs legislation relating to N.Ireland.
- St.Joseph's has a Community and Schools Involvement Officer (CSIO) - Leslie Ward. Links have been established to ensure that there are agreed procedures in dealing with any drug related incidents.
- The police will always try to ensure that all incidents are handled promptly and with discretion.
- The local CSIO must be informed where a student is found to have, or is suspected of having, controlled drugs in his possession, either on his person or in his belongings, or where controlled drugs are found on school premises.
- There is no legal requirement to contact the police in circumstances where the misuse of solvents, alcohol or prescription medication is suspected. However it is recommended that the CSIO is notified as she will be able to



offer advice, support and assistance to help prevent reoccurrence and to ensure that the student is no longer at risk.

- In exceptional circumstances, the police may interview a student on school premises with the principal's agreement. It is important in these circumstances that all possible efforts have been made to inform the students parents/guardians before allowing the police interview to take place.



## **Agencies Available to Assist and Support Staff, Young People and Families.**

- St. Joseph's College have a Student Information Point (outside the staff room) on this notice board are the contact numbers of many agencies and counselling services available to our young people and their families.
- Contact Youth and Ego are two counselling services that are available to our students and we can signpost our students towards them for expert guidance and a confidential ear.



## **St. Joseph's College position in relation to the issues of searching, detaining and confidentiality.**

### **Searching**

If an allegation regarding a student, the designated teacher for drugs may feel it is appropriate to search a student's locker or desk.

**A search of a student's personal belongings, including school bag, coat or other items should only be made with the students consent.**

A search must only be made with the student present and another adult witness.

A member of staff should **NEVER** carry out a physical search of a student.

If a substance or object is recovered which may be linked to the allegation, this should be taken possession of and a full record should be made.

If a student refuses consent to search his property, we must weigh up the students right to privacy and the allegation made.

Procedures for such a search are as follows:

- Student plus at least one adult witness must be present.
- Parent / guardian will be informed.



- Any items found will be taken possession of and a record of same will be made.
- If necessary/appropriate police will be informed.

### Detaining.

When managing a drug related incident;

- The student concerned should be invited to remain in school under the supervision of appropriate members of staff until parents and police arrive.
- If a student refuses to remain, the school cannot detain the student against his will. However, if reasonable grounds of the student having drugs on their person or has taken controlled drugs then consideration can be given to a citizen's arrest (Appendix 7)
- It is not illegal for a student to possess or use, alcohol, solvents and tobacco. Therefore a student in these circumstances will be dealt with under the schools discipline policy.

### Confidentiality.

- Teachers cannot and should not promise total confidentiality.
- Staff should carefully consider their response to a student who seeks individual advice on drug use / misuse.
- If information regarding controlled drugs is disclosed, the member of staff has to pass this on to the DT for Drugs - Mrs Palmer.



- Staff should direct students to sources of confidential information and advice. Student Information Point notice board holds this information; it is positioned outside the staff room.



## Pastoral and Disciplinary responses

- **Every incident should be dealt with on its own merit.**
- Parents/Guardians will be informed of school procedures in the event of suspected drug related incidents. These will be included in the information section of our Homework diary. Full policy will be available if requested from Principal.
- Parents will be contacted; either by phone or in person, (depending on the seriousness of the incident) for all alcohol, solvent or controlled drugs incidents. Care will be taken in how the parent is informed and the emotional state that may result from such a disclosure. Counselling services and advice may be given.
- Students' individual needs are imperative in these situations.
- Clear communication between staff and parents is extremely important in order to give student the required support.
- Counselling services will be offered through the two school link organisations; Ego - specifically aimed at alcohol and drug issues and Contact Youth - general school counselling service.
- Support and Counselling services beyond those used in school - See *Appendix 7*



## **Emergency First Aid - Procedures for incidents of suspected drug misuse.**

Information given is taken from 'Illicit Drug Use in N.I. - A handbook for professionals' (2000)

- Try to establish what has been taken to help medical crew.
- If student has taken Depressant drug (solvents, alcohol, sleeping pills, painkillers) he may be drowsy, try to keep him awake (Talking and walking.) Do not give him anything to eat or drink.
- If he is unconscious, put him in the recovery position.
- If he stops breathing, begin mouth to mouth.
- Stay with him until ambulance arrives.
- If student has taken a stimulant drug (speed or E) he may show signs of distress. Try to reassure him. Try to get him to calm down and relax.
- If he has taken LSD - supervise him in a darkened, quiet room to avoid sensory stimulation.



## **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, a designated nominee.

When responding to the media the privacy of the student(s), his family and/or any staff members will be respected at all times.

## **Monitoring and Evaluation**

The 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 students 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.

Monitoring will take place in the form of staff and student questionnaire. Each Year team will assess this data and feed back to their Head of Key Stage, who will in turn liaise with the designated teacher for Drugs.

Monitoring will take place at the end of each Year groups work on Drugs education within the PHSE lesson are complete.

Each Form teacher will take responsibility for giving out the questionnaire and along side his/her year group colleagues,



- 1 Act upon the findings
- 2 Propose changes in the programme / Policy
- 3 Feed this information back to the Head of Key Stage.
- 4 The Head of both Key Stage 3 and 4/5 will in consultation with the Designated Teacher for Drugs act upon these findings.

The ultimate responsibility for the monitoring and evaluation of the Drugs Education Policy and Programme will lie with the Head Of Both Key Stages and the Designated Teacher for Drugs.

### **Communication and Dissemination of Policy**

St. Joseph's College drug policy is referred to in the school prospectus and parents, visitors and those people who work with our students can request this from our school secretary.



## **CHECKLIST FOR HANDLING SUSPECTED DRUG RELATED INCIDENTS IN ST. JOSEPH'S COLLEGE**

1. **Ensure the safety of the individual student involved, of other students, yourself and other staff.**

2. **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 the drugs in the recovery position.*
- *Ensure airways are cleared.*
- *Remove any other bystanders from the immediate vicinity.*

**Then in all cases: -**

- *Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.*
- *Ascertain which substances / drugs have been taken and how much.*
- *Secure all drugs and paraphernalia and give to the Principal / designated teacher for drugs immediately, and lock them away.*
- *Contact the parents/guardians as soon as possible.*

3. **Ensure all incidents are properly investigated and recorded: -**



- Never accuse students 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 permission.** It is okay to search school property such as lockers, cupboards or desks).
- Ensure all drugs are safely and securely stored or destroyed, making sure that this is witnessed by another adult and recorded.
- Gather details and data from all the eyewitnesses at the scene.
- All statements and phone calls should be recorded, signed and dated.
- Record all information on official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign.
- Ensure an incident form is filled in and forwarded to the WELB/CCMS, as appropriate. A hard copy of this form is provided overleaf, however an interactive digital copy should be completed as this can be emailed/printed as appropriate.  
This is available at  
[http://ccea.org.uk/sites/default/files/docs/curriculum/area\\_of\\_learning/pdmu/drugs/IncidentsReport\\_Appendix\\_5.pdf](http://ccea.org.uk/sites/default/files/docs/curriculum/area_of_learning/pdmu/drugs/IncidentsReport_Appendix_5.pdf)
- Ensure that you follow all the procedures in our School's Drugs Policy.

**4. Ensure appropriate individuals and agencies are informed and contacted as needed:**



- ❑ Principal and designated teacher for drugs
- ❑ Parents / guardians
- ❑ PSNI (CSIO)
- ❑ WELB/CCMS as appropriate
- ❑ Chairperson initially and subsequently the Board of Governors
- ❑ The Education Welfare Officer
- ❑ No media statements, only the Principal should do this
- ❑ Other students, parents and staff are only told on a need-to-know basis

A pastoral / disciplinary response needs to 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 behaviour and the impact on the school community.



# Appendices

- **Appendix 1** - Main Types of Drug by Class
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## Appendix 1

### Main Types of Controlled Substance 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)



## 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 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.



### Appendix 3

#### Drugs Incident Report Form

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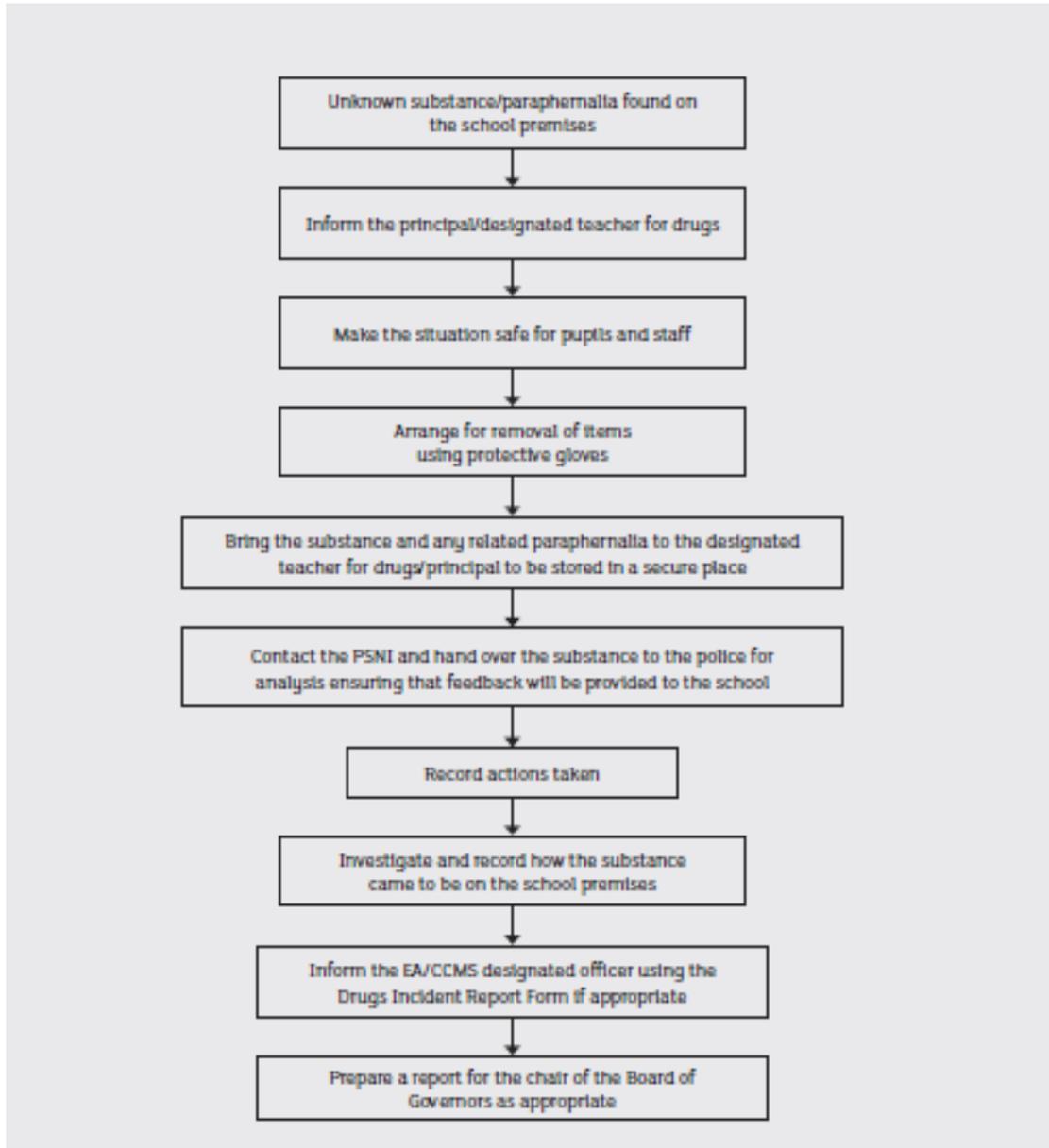




## Appendix 4

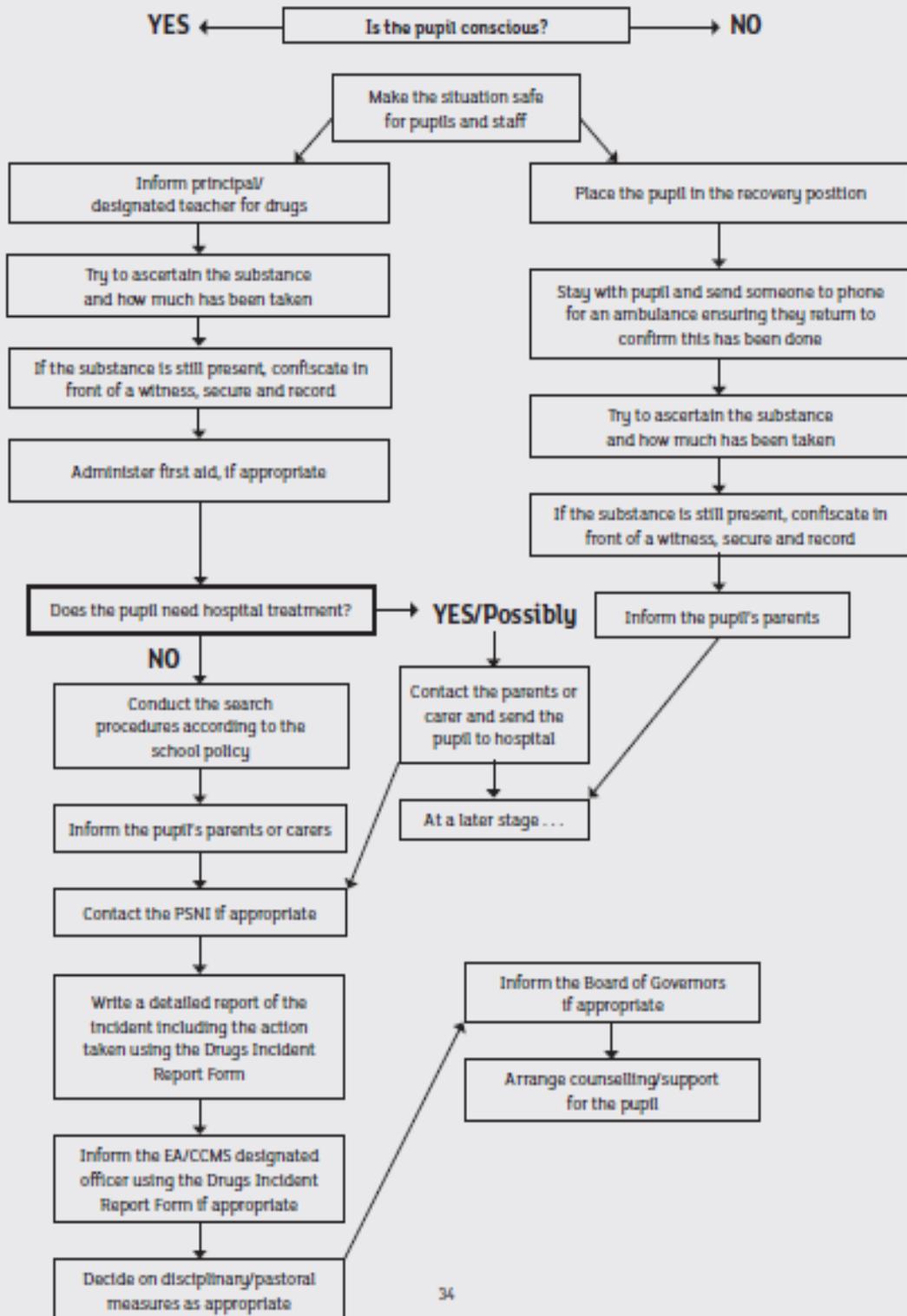
### Handling Drug-Related Incidents

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



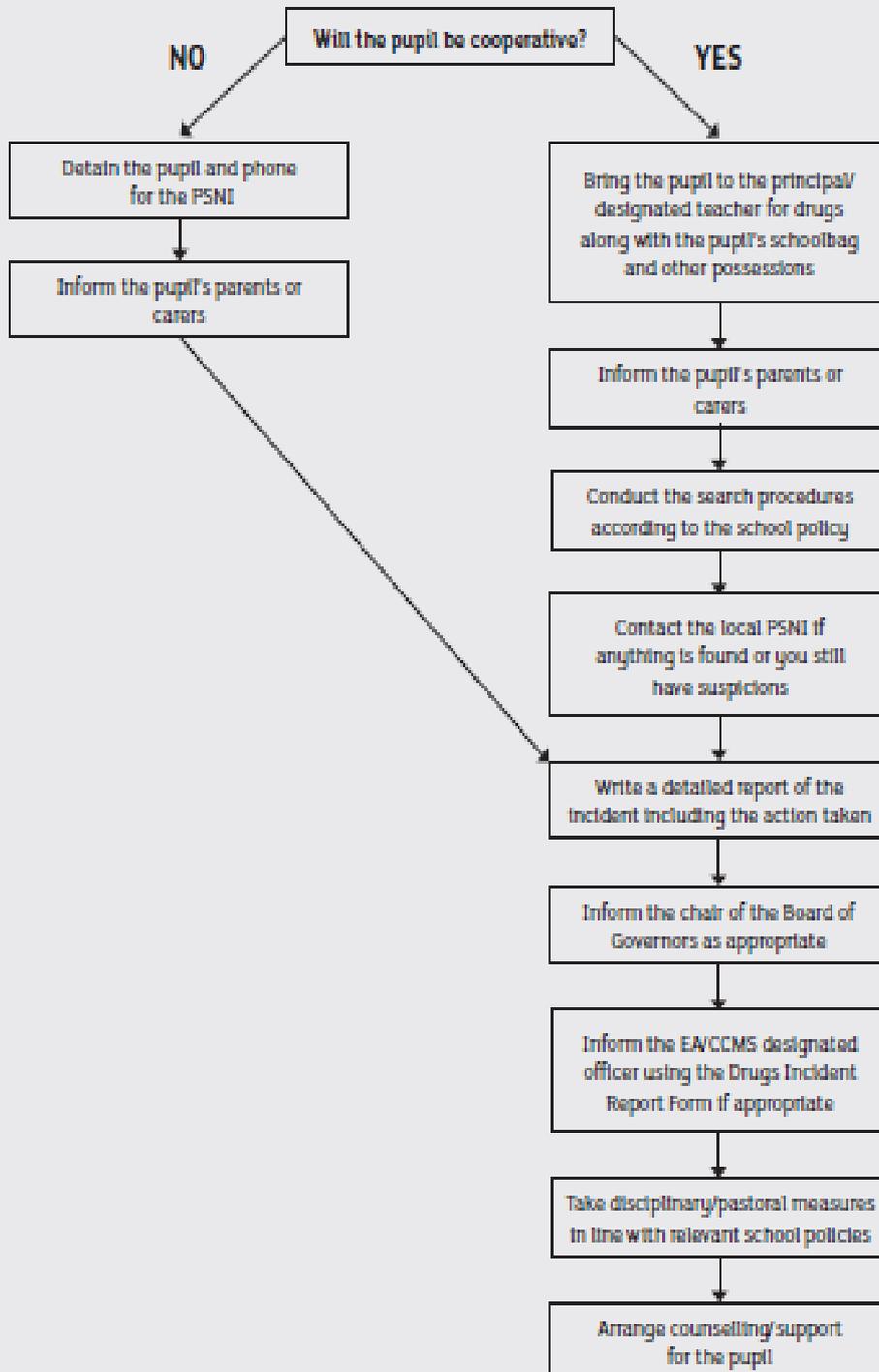


### 4.2 Pupil suspected of having taken drugs/alcohol on school premises



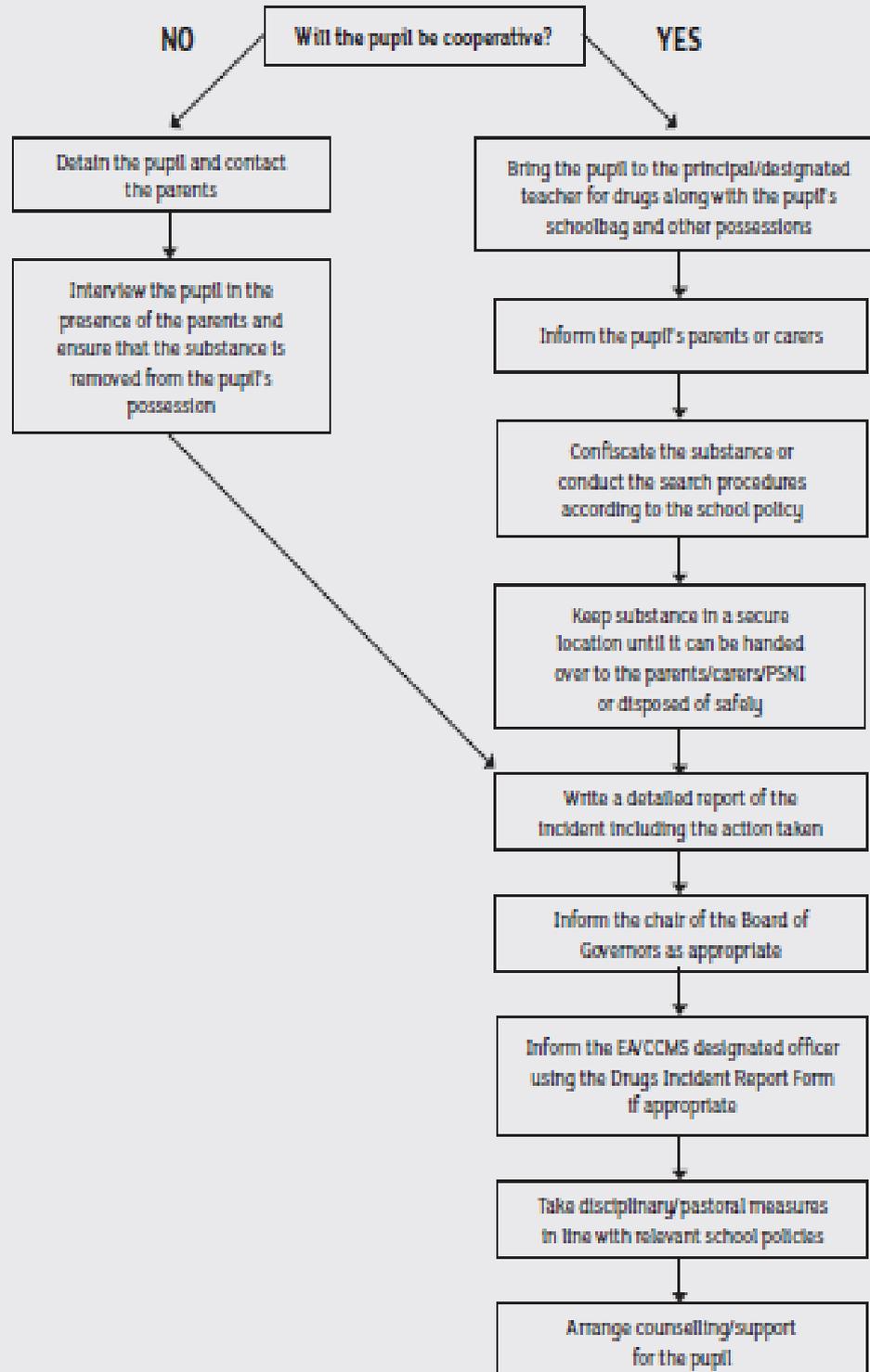


### 4.3 Pupil suspected of possessing/distributing an illegal substance



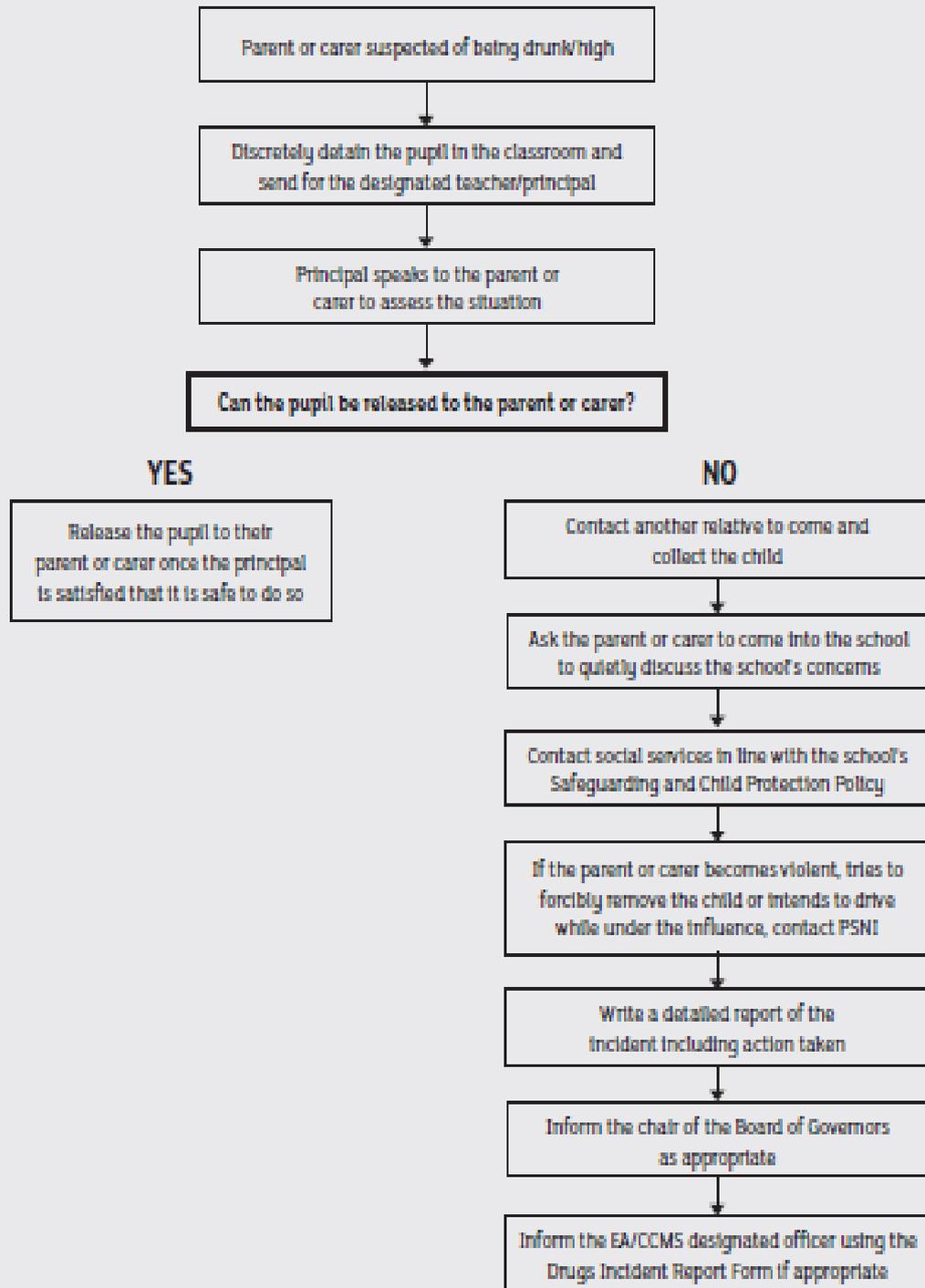


#### 4.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises





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





## Appendix 5

### Recognising Signs of Substance Abuse

#### 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 6

### 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 7

### Useful Contacts in Northern Ireland

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

Diocesan Advisers		
Diocesan Advisers provide support for maintained schools, you can contact them at the Diocesan Offices below: The Council for Catholic Maintained Schools (CCMS)	Tel: 028 9042 6972	<a href="http://www.onlineccms.com">www.onlineccms.com</a>

Department of Education		
The Department of Education has produced information and sources of help on a range of topics, including smoking and drugs, as part of the iMatter programme.		<a href="http://www.deni.gov.uk">www.deni.gov.uk</a>

Independent Counselling Service for Schools		
The Department of Education funds the Independent Counselling Service for Schools (ICSS). It is available to all post-primary aged pupils, including those in special schools, during school hours and on school premises. Contact is through the school.	Tel: 028 9127 9729 for further information from the ICSS Regional Co-ordinator	

Health and Safety		
The Health and Safety Executive	Tel: 028 9024 3249 for Northern Ireland (HSENI)	<a href="http://www.hseni.gov.uk">www.hseni.gov.uk</a>



Public Health Agency for Northern Ireland		
The Public Health Agency (PHA) is a regional organisation that aims to protect and promote the health and well-being of the population. It was established in April 2009 as part of the reforms to Health and Social Care (HSC) in Northern Ireland. The PHA addresses the causes and associated inequalities of preventable ill health and lack of well-being. It is a multidisciplinary, multi-professional body with a strong regional and local presence. The PHA is responsible for commissioning services to address alcohol, tobacco and drug issues across Northern Ireland.		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>
Local Drug and Alcohol Co-ordination Teams		
Contact details for local services in the Local Service Directories prepared by the DACTs		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>
Police Service for Northern Ireland (PSNI)		
Drugs Squad	Tel: 028 9065 0222	
Community Involvement	Tel: 028 9070 0964	
Crimestoppers	Tel: 080 0555 111	
Treatment, Counselling and Support Agencies		
Health and Social Care Organisations		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>
Family Support NI		<a href="http://www.familysupportni.gov.uk">www.familysupportni.gov.uk</a>
Children and Adolescent Mental Health Services, Belfast		<a href="http://www.belfasttrust.hscni.net">www.belfasttrust.hscni.net</a>
Local Organisations		
A list of local organisations that provide information and advice and/or resources about drugs.		<a href="http://www.mindinyourhead.info">www.mindinyourhead.info</a>
		<a href="http://www.fasaonline.org">www.fasaonline.org</a>
		<a href="http://www.talktofrank.com">www.talktofrank.com</a>
		<a href="http://www.thesite.org/drinkanddrugs">www.thesite.org/drinkanddrugs</a>
		<a href="http://www.nhs.uk/Livewell/Pages/Topics.aspx">www.nhs.uk/Livewell/Pages/Topics.aspx</a>