



**Cookstown High School**

# **Misuse of Substance Policy**

**Name of Designated Teacher for Drugs**

**Mrs R Prekop**

**Date of Policy**

**February 2005**

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## Rationale

For the purpose of this document the term 'drugs' includes tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs. Cookstown 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. Drug misuse appears to be affecting an ever-younger population and the so-called "recreational" use of drugs can lead to a dangerous acceptance of illegal and harmful drug misuse as part of everyday life.

We believe that Cookstown High School has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include drug education as part of our PSHE programme.

Cookstown High School sees its role as that of a caring community committed to the physical, mental, social, emotional, moral and spiritual health, safety and well being of our pupils and staff.

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

*"There is a public perception that drug misuse is mainly an issue in disadvantaged inner city areas ..... Drug misuse is just as much an issue in rural areas and affluent communities: it extends across socioeconomic, geographical and cultural boundaries. Educationally successful young people are just as likely to put themselves at risk as low attainers."* (DENI 1996/16)

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

Copies of the guidance on which this policy is based ('Drugs: Guidance for Schools in Northern Ireland') are available from the Department of Education website [www.deni.gov.uk](http://www.deni.gov.uk)

## Definitions

For the purpose of this document and in line with the guidance issued to all schools by the Department of Education **drugs will include any substance which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks.**

As well as everyday substances such as tea and coffee, drugs include:

- alcohol and tobacco;
- “over-the-counter” medicines, such as paracetamol;
- prescribed drugs, such as antibiotics, tranquillizers, inhalers and Ritalin;
- volatile substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glues and petrol;
- controlled drugs, such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms (processed), heroin and cocaine; and
- other substances such as amyl/butyl nitrite (‘poppers’) and unprocessed magic mushrooms.

## Ethos

Cookstown 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.

We endeavour to provide an environment and programme which develops self-respect, self-reliance and self-discipline leading to a drug free lifestyle, but taking into account the needs of those individuals for whom prescribed drugs are essential.

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.

We have an important role to play in helping our young people respond to this drug culture. We must recognize that we are only one of several interested parties addressing the issue of preventing, delaying or limiting drug use. Drugs education alone will not solve the problem, but the problem will not be solved in the absence of effective drugs education.

## **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 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 drug education programme which
  - develops pupils' self esteem and promotes positive attitudes in their relationships with others
  - gives pupils' opportunities to develop the values, skills, knowledge and understanding necessary to make informed and responsible decisions about the use/misuse of drugs including tobacco, alcohol and volatile substances, within the context of a healthy lifestyle; and
  - helps pupils develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those pupils affected by drug-related issues.
- To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.
- To establish an environment in which the school is free from the misuse of all drugs.

## **Roles and Responsibilities**

### **Pupils**

- 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.

### **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 pupils 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 R Prekop)**

- 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.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding the incident
- Complete a suspected incident report form and forward to principal.
- Act as the point of contact for outside agencies working with the school.

## **The Principal**

- 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 pupil(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 ELB
  - \* Members of staff
  - \* Other pupils 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 ensuring a copy of the reports are submitted to Board of Governors, ELB/CCMS as appropriate.
- Review procedures and amend.

## **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.

## **Parents/Guardians**

- Support your son/daughter if they have become involved with drugs.
- Support the school in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drug misuse and the drug education programme.

## **The Caretaker**

- Be vigilant around and conduct regular checks of school grounds for drug-related paraphernalia. Inform the designated teacher for drugs should any be found.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

## **Training and Information**

All staff (teaching and non-teaching) will be provided with training to support the full implementation of this policy including the delivery of the Drug Education Programme and how to deal with an incident.

Governors will be offered training in respect of drugs education and the implementation of the policy, including the procedure in dealing with an incident.

## **The Drugs Education Programme**

The drug education programme in Cookstown High School 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 Cookstown High School will always take the steps that would reasonably be expected of any parent to safeguard the well being and safety of all the pupils in their charge.

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

The parents/guardians of the pupil(s) directly involved in an incident of suspected drug use/misuse will be informed of the incident 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.

### **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 pupil(s), his/her family and/or any staff members will be respected at all times.

### **Monitoring and evaluation**

Cookstown High School will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy.

## **CHECKLIST FOR HANDLING SUSPECTED DRUG RELATED INCIDENTS IN SCHOOLS**

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

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

- Get help immediately from another adult.
- Contact the school nurse and pastoral vice principal.
- 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.
- Try to ascertain which substances / drugs have been taken and how much.
- Secure all drugs and paraphernalia and give to the Principal / Designated teacher immediately, and lock them away.
- Contact the parents as soon as possible.

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

- Never accuse pupils of drug dealing/possession, these are alleged illicit substances until substantiated by the PSNI.
- Conduct search procedures according to school policy. (Never search personal belongings without 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 eye-witnesses 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 the ELB incident form is filled in and returned to the Advisor for Pastoral Care (and CCMS documentation if appropriate).
- Ensure that you follow all the procedures in your Schools Drugs Policy.

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

- Principal and Designated drug teacher.
- Parents / Guardians
- PSNI (CSIO or Uniform Branch)

- ❑ ELB Pastoral Care Advisor
- ❑ Chairperson initially and subsequently the Board of Governors.
- ❑ The Education Welfare Officer.
- ❑ No media statements, only the Principal should do this.
- ❑ Other pupils, parents and staff are only told on a need-to-know basis.

A pastoral / disciplinary response 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.