



Cookstown High School

Misuse of Substances (Drugs) Policy

Date of review: October 2021

Date of next review: October 2024

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PROCEDURE OVERVIEW

DETAILS

TITLE	Misuse of Substances Policy
TARGET AUDIENCE	Parents/Guardians, School Stakeholders, Staff
REVIEW DATE	Oct 21
REVIEW LEAD	Mrs C Allen
PERSONNEL INVOLVED IN THE REVIEW OF THIS PROCEDURE:	Senior Leadership Team
POLICY PRESENTED TO THE BOARD OF GOVERNORS ON:	7 December 2021
POLICY RATIFIED BY THE BOARD OF GOVERNORS ON:	7 December 2021
EFFECTIVE FROM:	8 December 2021
REVIEW FREQUENCY:	Every three years (minimum)
PRINCIPAL	Miss G J Evans
CHAIR OF BOARD OF GOVERNORS	Mrs L Dripps

This procedure has been reviewed to include reference to the remit of the Northern Ireland Public Services Ombudsman (NIPSO) in investigating complaints from members of the public in relation to maladministration in publicly-funded schools.

RECORD OF PROCEDURE AMENDMENTS

The following table outlines any significant changes/amendments made to this procedure since it was ratified by the Board of Governors on:

DATE OF REVIEW OR AMENDMENT	SUMMARY OF CHANGED / AMENDMENTS TO PROCEDURE	AMENDED BY

Setting the context (Extract from Drugs Guidance for Schools in Northern Ireland, revised 2015)

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.

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'.

The New Strategic Direction for Alcohol and Drugs, Phase 2, 2011–2016, (DHSSPS) describes what we need to put in place to reduce the harm that substance misuse causes in Northern Ireland. One of the aims of this cross-departmental approach is to 'promote opportunities for those under the age of 18 years to develop appropriate skills, attitudes and behaviours to enable them to resist societal pressures to drink alcohol and/or misuse drugs', with particular emphasis on those identified as potentially vulnerable.

Schools have an important role to play in enabling children and young people to make informed and responsible decisions and helping them to cope with living in an increasingly substance-tolerant society.

Ethos

As a school founded upon Christian principles, we believe in and celebrate the uniqueness of each individual and encourage all members of our community to show respect for all.

We seek the development of Character through Knowledge believing each individual has a duty to build a community, to strive to do their best, to show compassion for those in need, and to take responsibility for their own words and actions.

Cookstown High School seeks to develop young people who are independent learners and active citizens.

Rationale

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 Personal Development (PD) programme.

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 PD programme.

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 C Allen).

The Policy is set within the context of the school's:

- Pastoral Care policy
- Positive Behaviour Policy
- Safeguarding and Child Protection Policy
- Administration of Medicines Policy

Definitions

For the purpose of this policy, and in accordance with the Drugs Guidance for Schools in Northern Ireland, Revised 2015, 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 regulations concerning alcohol and tobacco and e-cigarettes are set out in Appendix 1)

A fuller description of what constitutes controlled drugs and offences related to controlled drugs are set out in Appendix 2.

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

Administration of Prescribed Medication

The school will not administer any medicines to pupils except:

a) to retain and administer as necessary an epi-pen for any pupil liable to suffer allergic reactions in accordance with that pupil's Health Care Plan. The epi-pen dosage will only be administered by those staff trained to do so;

b) to allow pain relief e.g. paracetamol or ibuprofen but only where the written permission of parents/guardians has been obtained via AM2 form;

c) to allow pupils to take, under supervision, prescribed medication which must be taken during school hours and where the written permission of parents/guardians has been obtained and in accordance with school Administering Medication Policy.

All prescribed medicines remain the responsibility of the parent and should a child require taking such, it is the responsibility of the parent to inform the school in writing accordingly. Parents should refer to the School's Administration of Medicine Policy which may be accessed via the school website.

Aims

The aims of this policy are: To ensure that a consistent approach to drugs-related issues is adopted by all members of the school community

- To outline how drugs education is implemented within the curriculum
- To set down the procedures to be followed when dealing with specific incidents of suspected drug misuse
- To define the roles and responsibilities of the Principal and staff

Drugs Education in the Curriculum

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. (Drugs Guidance for Schools in Northern Ireland 2015)

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:

- To promote positive attitudes and healthy choices in relation to personal health.
- To develop self-discipline and self-respect and understand the effects of drugs misuse on others.
- To build pupils' self-esteem.
- To develop decision-making skills which may delay or prevent the onset of experimentation.
- To acquire knowledge in relation to drugs use/misuse and the effects on the body of legal and illegal substances and the risks and consequences of their misuse.
- To identify values and attitudes in relation to drug use / misuse
- To develop pupils' knowledge and understanding of themselves and others as individuals.

In Cookstown High School the taught programme of Drugs Education is set within the Personal Development (PD) strand of Learning for Life and Work in the Revised Curriculum.

In Key Stage 3, guidance materials for teaching are provided through a Personal Development programme. Outside agencies may also be invited into school as part of drugs education.

Opportunities for drugs education also arise across the curriculum. In subjects such as English, Religious Education, Physical Education, Biology Health & Social Care or Home Economics. Drugs-related issues are considered from a variety of perspectives.

The Personal Development Co-ordinator is responsible for ensuring that the overall programme of drugs education meets the needs of pupils and ensures continuity and progression across Key Stages 3 and 4. The programme of drugs education is kept under review.

Roles and Responsibilities

The Board of Governors

School governors are responsible for their individual school. They should collaborate with appropriate staff, pupils and parents or carers to foster and support developing and reviewing its drugs policy. They should also:

- facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality, which the governors should examine and approve before implementing in the school;
- ensure details of the policy are published in the school prospectus and that these are reviewed at least annually and after a drug-related incident; and
- be fully aware of and adequately trained to deal with suspected drug-related incidents, including alcohol and tobacco, tobacco-related products, electronic cigarettes, and their appropriate disciplinary response.
- Agree, in consultation with the Principal, appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

The Chairman of the Governors, or their nominee, will work with the Principal and Designated Teacher for Drugs Incidents in relation to drug related issues.

The Principal

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

It is the responsibility of the Principal to ensure that correct procedures are followed if an incident involving the misuse of drugs occurs. It is the Principal's responsibility to determine the circumstances of all incidents, but it is the responsibility of the PSNI to investigate any criminal or suspected criminal offence.

In any suspected drug-related incident, the Principal should contact the parents or carers of those pupils involved. The Principal must ensure that in any incident involving a controlled substance there is close liaison with the PSNI. Failure to inform the PSNI of a suspected incident involving controlled drugs is a criminal offence.

After contacting the PSNI, the Principal's duty of care is 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.

The Designated Teacher for Drugs Incidents

The Designated Teacher is the Vice-Principal (Pastoral), Mrs C Allen. The role involves:

- co-ordinating the school's procedures for handling suspected drug-related incidents and training and inducting new and existing staff in these procedures;
- ensuring that the school's disciplinary policy has an appropriate statement about any disciplinary response resulting from suspected drug-related incidents;
- ensuring that the school's pastoral care policy has an appropriate statement about any pastoral response resulting from suspected drug-related incidents;
- liaising with other staff responsible for pastoral care;
- being the contact point for outside agencies that may have to work with the school or with a pupil or pupils concerned;
- responding to advice from first aiders, in the event of an incident, and informing the principal, who should contact the pupil's parents or carers immediately;
- oversight of co-ordination of planning of curricular provision in conjunction with the co-ordinator of Personal Development, Mrs N Cheevers.
- taking possession of any substance(s) and associated paraphernalia found in a suspected incident;
- pupil(s) involved in a suspected incident;
- completing a factual report using the schools Drug-Related Incident Form, which they forward to the principal; and
- reviewing and if required updating the policy at least annually and after a drug-related incident, where learning from the experience could improve practice.
- The induction of new staff and training of existing staff as appropriate

Members of staff (teaching and non-teaching, including 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:

- 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;
- forward any information, substance or 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 the designated teacher for drugs (see Appendix 2);
- 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
- specifically, in respect to role of the Facilities Manager, ensure the safe and restricted storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

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.

Procedures to be followed when dealing with specific incidents of suspected drug misuse

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

A suspected drug related incident is described as:

- Suspect drugs or paraphernalia found on the school premises
- A pupil suspected of being in possession of drugs
- A pupil found to be in possession of drugs
- A pupil suspected of supplying drugs
- A pupil found to be supplying drugs
- A pupil suspected of being under the influence of drugs (See Appendix 5)

*Please note the above covers any instance of involvement in a suspected drug related incident on the School site, or when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.

When an incident occurs the member of staff involved should:

- Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff.
- Send for support from another adult
- Ascertain if the situation constitutes an emergency and if required follow first aid procedures and if necessary contact an ambulance (providing as full a picture of the incident as possible, including details of substances involved). In an emergency, it is appropriate to remove bystanders from the immediate vicinity to limit distress.

- In all cases: Secure any drugs/associated paraphernalia found and pass to the Principal or Vice Principal for storage in a safe place until dealt with by PSNI. If the drug has to be destroyed, do so in the presence of a witness after recording amounts and type of drug.
- Report the incident to the Designated Teacher for Drugs Education/Vice Principal Pastoral (if not available, report directly to the Principal).
- The Designated Teacher will report to the Principal, who will first contact parents to make them aware of the situation and then contact the PSNI Community and Schools Involvement Officer (CSIO).
- An Incident Report Form will be completed, and a copy sent to the EA (Southern Region) Designated Officer and a copy retained for the School's confidential file. (Appendix 3)
- The Chair of the Board of Governors will be informed.
- There should be no statements given to the media. This will be coordinated by the Principal.
- Respect confidentiality: other pupils, parents and staff are only informed on a need-to-know basis.

Advice When Investigating Incidents of Drugs Misuse

- Avoid accusing pupils of drug dealing / possession; these are alleged illicit substances until substantiated by the PSNI
- Conduct search procedures according to school procedures. (Never search personal belongings without permission. It is appropriate to search school property e.g. rooms, cupboards or desks)
- Gather details and data from all the eye-witnesses at the scene
- All statements and phone calls should be recorded, signed and dated;
- Securely retain all emails pertaining to the situation for further investigation
- Record all information on an official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign if required

Pastoral Care

During and after any incident, the school must consider the individual needs of any pupil or pupils involved. This should involve the pupil or pupils, the principal, parents or carers, the designated teacher for drugs and appropriate pastoral care staff. It could also involve the PSNI officer and an education welfare officer, where appropriate.

Communication between staff and early involvement of parents or carers may set the scene for early, supportive, pastoral intervention. In some instances, either before or following a drugs incident, schools should identify counselling or other appropriate support as potentially valuable to a pupil.

Sanctions

If a drug related incident occurs it will be treated with the utmost seriousness. **The disciplinary response made will be dependent upon the circumstances of the incident.**

In brief, the following will apply in the event of a case of drugs misuse:

- Parents will be informed as soon as possible
- The PSNI will be informed in the case of controlled drugs (preferably through the Community and Schools Involvement Officer) and may be informed in the case of any other drug, depending on the circumstances.
- Disciplinary action taken will include the possibility of suspension
- Governors will consider expulsion in the case of pupils found in possession of drugs with intent to supply.
- External agencies may be involved to provide counselling and other programmes of support

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 wellbeing and safety of all the pupils in their charge.

The school will always 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, only the principal or a designated nominee should respond to the call. When responding to the media, it is essential that the school respect the privacy of pupils and their families. The principal should prepare a checklist of the appropriate key facts and decide whether to liaise with the PSNI before issuing a statement. Any statements made should be positive, short, factual and without elaboration. Concluding statements should be reassuring and restate that the school has managed the incident effectively.

Conclusion

The school is aware of the risks and dangers to which young people may be exposed through the availability of drugs and similar substances. Our pastoral responsibility commits us to playing a role in helping to combat the misuse of drugs and to providing support for those at risk. In dealing with issues arising, we seek to balance the welfare of the pupil, the ethos of the school and our responsibility to the community. The spirit of this policy is intended to be both educative and preventative.

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.

APPENDIX 1: SCHOOL REGULATIONS CONCERNING ALCOHOL AND TOBACCO

The regulations concerning alcohol and smoking apply to all pupils when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.

An educative, preventative approach, rather than a disciplinary approach, is preferred, but sanctions will also be applied to any pupil in breach of regulations concerning alcohol and smoking.

Alcohol: pupils are not permitted to possess or consume alcohol, or to supply another pupil with alcohol when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips. The priority of any member of staff becoming aware of alcohol being consumed by a pupil will be to ensure the safe care of the pupil. In addition, in the event of a member of staff becoming aware of any incident involving alcohol, he or she will:

- Remove the alcohol from the scene;
- Report the incident as soon as possible to the Principal or Vice Principal (Pastoral) as the Designated Teacher for Drugs within School;
- The Principal or Vice Principal, having established the details of the incident, will inform parents and decide on the sanctions to be applied and other measures to be taken. The particular circumstances of the incident will determine the response and accompanying sanctions.

Smoking: the School is cognisant of the requirements of The Smoking (Northern Ireland) Order 2006 which took effect on 30 April 2007 and has been a non-smoking environment since November 2004.

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.

Pupils are not permitted to be in possession of smoking materials (including e-cigarettes) or to smoke cigarettes or e-cigarettes when on the School site, when in school uniform, or

when taking part in any school approved activity, including sporting fixtures, school visits and trips. They should also refrain from being in the company of those smoking cigarettes or e-cigarettes when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.

A member of staff becoming aware of a pupil smoking/vaping will inform the appropriate Year Head or the Vice Principal (Pastoral) and may remove the smoking materials from the pupil.

The particular circumstances of the incident will determine the school's response and accompanying sanctions.

APPENDIX 2: MAIN TYPES OF CONTROLLED DRUGS BY CLASS

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.

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

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 include;

- Possession – to be knowingly in possession of a relatively small quantity of a controlled drug for personal use
- Possession with intent to supply another person a controlled drug – possessing a larger quantity of a drug or packaging it in a way that indicates it is going to be supplied to others
- Supplying another person a controlled drug – giving or selling drugs to someone else, including friends
- Supplying or offering to supply drug paraphernalia – this includes equipment for smoking cannabis or crack cocaine (extract from Drugs: Guidance for Schools in Northern Ireland CEA 2004)

The local CSIO must be informed in every case where a pupil is found to have, or is suspected of having, controlled drugs in his/her possession, either on his/her person or in their belongings, or where controlled drugs are found on the school premises.

In circumstances where the misuse of 'legal highs', solvents, alcohol or prescription medication is suspected, while there is no legal obligation to notify the police, it is the policy of the School that, if considered appropriate, the local CSIO is informed.

APPENDIX 3: INCIDENT REPORT FORM

1. Name of Pupil / Young person _____ DOB _____

Address: _____

School: _____

2. Date of Incident _____ Reported by: _____

Time of Incident _____ Location of Incident

Further details

3. First Aid given YES / NO Administered by

Ambulance/Doctor Called YES / NO Time of Call

Drug Involved (if known) _____ Sample Found YES / NO

Further Details

4. Parent Informed YES / NO Date _____ Time

By whom

5. Where sample retained

_____ or

Date Sample Destroyed _____ Time _____

Witnessed by _____

6. Police Informed YES / NO Date _____ Time _____

By _____ Name of Station / Officer

7. EA (SE Region) Drug Education Officer Informed YES / NO Date _____

Time _____ By whom _____

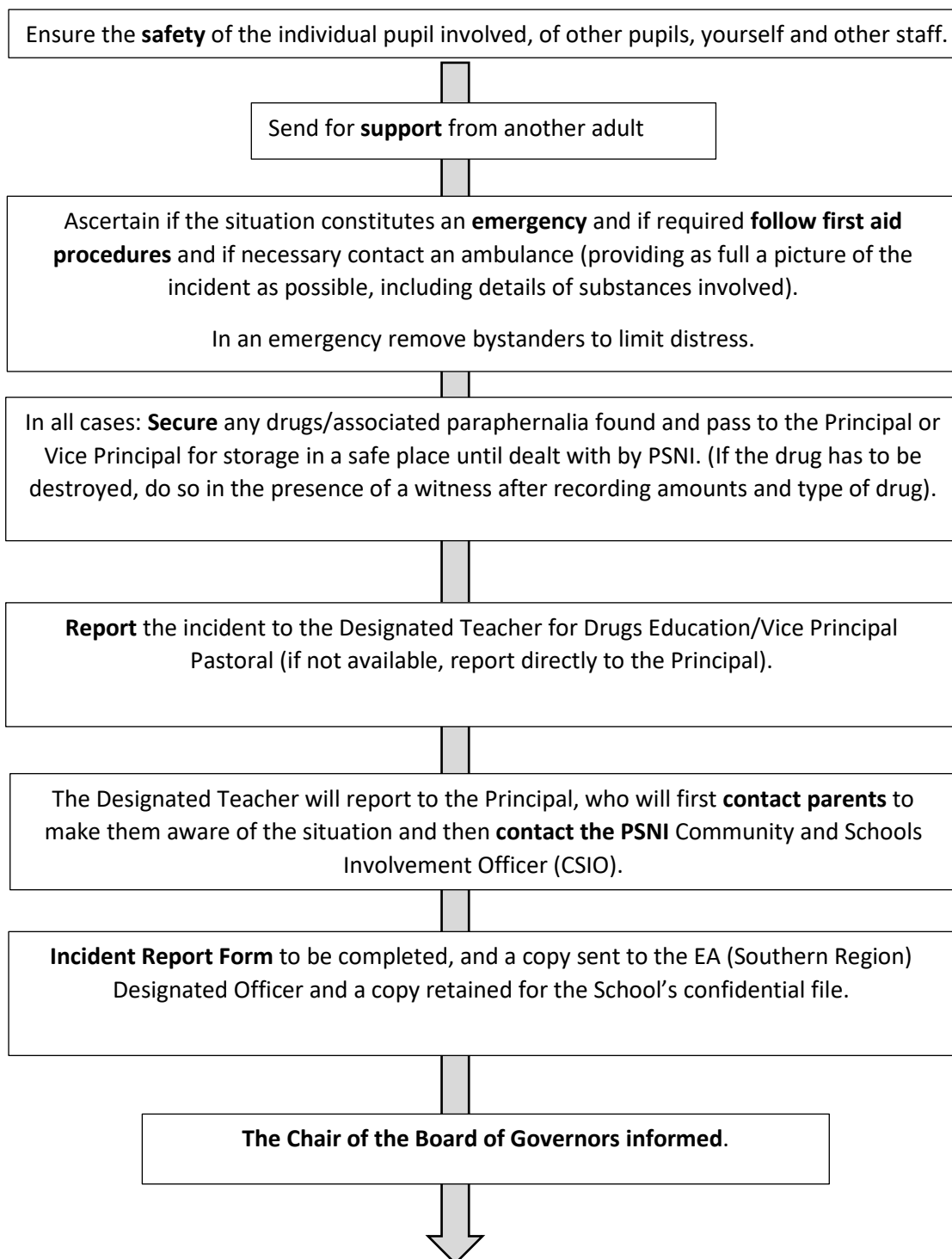
8. Form completed by _____ Date _____

Position _____

Countersigned by School Principal

Dated _____

APPENDIX 4 PROCEDURES FOR DEALING WITH A SUSPECTED DRUG INCIDENT



Please note: no statements given to the media. This will be coordinated by the Principal.

Respect confidentiality: other pupils, parents and staff are only informed on a need-to-know basis.

APPENDIX 5 RECOGNISING SIGNS OF SUBSTANCE USE

What to look out for?

If someone is having a bad time on drugs, they may be:

- anxious;
- tense;
- panicky;
- overheated and dehydrated;
- drowsy; or
- having difficulty with breathing.

What to do?

The first things you should do are:

- stay calm;
- calm them and be reassuring, don't scare them or chase after them;
- try to find out what they've taken; and
- stay with them.

If they are anxious, tense or panicky, you should:

- sit them in a quiet and calm room;
- keep them away from crowds, bright lights and loud noises;
- tell them to take slow deep breaths; and
- stay with them.

If they are really drowsy, you should:

- sit them in a quiet place and keep them awake;
- if they become unconscious or don't respond, call an ambulance immediately and place them in the recovery position;
- don't scare them, shout at them or shock them;
- don't give them coffee to wake them up; and
- don't put them in a cold shower to 'wake them up'.

If they are unconscious or having difficulty breathing, you should:

- immediately phone for an ambulance;
- place them into the recovery position;
- stay with them until the ambulance arrives; and
- if you know what drug they've taken, tell the ambulance crew; this can help make sure that they get the right treatment straight away.