

Holy Trinity Primary School

Drugs Policy

Designated Teacher for Drugs

Mrs F Boyd

Assistant Designated Teacher for Drugs

Mrs G Devlin

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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. Holy Trinity does not condone the misuse of drugs but recognises that there has been a considerable increase in the misuse 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 Holy Trinity has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a Drug Education programme in our curriculum.

Holy Trinity 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 F Boyd*).

Copies of the guidance on which this policy is based, Drugs: Guidance for Schools in N. Ireland 2004, are available from the Department of Education website 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 (**NEW CIRCULAR**) (2004/9) **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, tranquillisers, inhalers, Ritalin and other drugs for ADHD;
- 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

The approach offered in this policy is underpinned by the following statements of values:

All human life is sacred.

Everyone is a unique individual.

Everyone in care of children, has the responsibility to promote their overall well-being.

We share responsibilities for those in our care.

Self-discipline and informed decision making are necessary

Foundations for making good choices.

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 F Boyd*)

- 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.
- Ensuring 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

- 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/CCMS
 - * 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 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.

It is recommended that there should be a designated Governor to 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) and Governors will be provided with training to support the full implementation of this policy including the delivery of the drug education programme.

Drug Education in the Curriculum

“education has a key role to play in ensuring that young people know the risks of drug taking and have the knowledge and skills to resist”

(Drug Prevention and Schools DFE 1994)

Education in drugs is delivered through the programmes of study in different subjects supplemented by aspects of the school policies in Pastoral Care and Personal and Social Education subjects such as Science, English, religious Education, Physical Education and the cross curricular theme of health education: clearly have direct relevance to the delivery of the school aims in this context.. A lot will be covered through the Revised Curriculum subject **PERSONAL DEVELOPMENT AND MUTUAL UNDERSTANDING**.

The drug education programme in Holy Trinity 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.

In Holy Trinity we will strive to bring outside agencies into the school to talk to the children about drugs. These will include

1. Pioneers
2. Dunlewey Substance Advice Centre.
3. Resolve
4. Youth com
5. Life Education Bus
6. Upper Springfield Health and Well Being Centre.

PRESCRIBED DRUGS

OCCASIONAL ADMINISTRATION OF PRESCRIBED MEDICATION

1. **No teacher is permitted to administer/ assist in the administration of medication of any description.** Any parent wishing their child to take/be given medication must be directed to the office where they will be required to complete the pro forma for administration of medication.

2. Children with asthma should use the inhaler themselves as required. In the case of a serious attack, the teacher may assist the child whilst awaiting for the arrival of the paramedics.
3. In the case of children with an anaphylactic reaction the procedures for using the epipen should be followed.
4. The epipens are stored in the following places:
 - a. Dinner hall
 - b. Principal's office.
 - c. Main office
 - d. In the classroom with the class teacher.

On occasions when the child is out of school e.g mass, swimming, educational visit etc, it is the responsibility of the child's teacher to ensure that the epipen accompanies the child.

The school will ensure that adequate training on the use of the epipen and CPR techniques is provided on a regular basis for all staff connected with the child.

At the beginning of the year, the child's Care Plan will be updated by the school nurse.

This Care Plan is kept in the school office.

Children who have allergies e.g nut/egg allergies are required to provide the dining hall with a permission slip signed by the parents and a diet sheet stating what the child is permitted to eat. This is stored in the school canteen.

Procedures For Dealing With Daily Medication

Several children in the school suffer from ADHD and require daily doses of medication e.g Ritalin, Equasym and Concerta.

- Parents are required to complete the pro forma giving permission for the school to store the medication and for a member of staff to administer it.
- A number of named people only, designated by the school, will be permitted to administer the medication to the pupils.

- The daily record must be completed detailing the intake of the medication of each pupil, to be signed and dated by the person who administered it.
- In the event of a child refusing to take the medication, the person administering should not force the child to take it. The child's parent/guardian should be contacted to come to the school and give the medication.
- If the parent cannot be contacted, a note will be sent home with the child explaining the situation. A note of this will be made in the daily record.
- All types of daily medication must be administered in the main office only – to safeguard named staff another member of staff should be present.
- All daily medication will be put in a safe place with the child's name clearly marked on the outside of the medication.

School Guidelines on Smoking

Holy Trinity advocates a healthy working environment and as such has made the school a smoke free zone.

Smoking is not permitted on the school premises or on the school grounds. Parents will be reminded of this.

Parents or staff found smoking on the premises will be dealt with by management.

Holy Trinity has a Non Smoking Policy.

Procedures to be followed if a pupil has cigarettes/alcohol in his/her possession

1. Confiscate the cigarettes, alcohol and matches/lighter where possible.
2. Take the pupil to the Vice Principal's office.
3. Vice principal will contact pupil's parent/Guardian and ask them to come to the school to retrieve the cigarettes/alcohol and discuss the implications of this.
4. Sanctions will be taken against the pupil in the form of lines and/or standing out at lunchtime.
5. A record of the incident will be kept in the Discipline File.

Procedures To Be Followed If A Parent Who Is Under The Influence Of Alcohol Or Drugs Comes To Collect Their Child.

- The class teacher informs the General office.
- The office staff informs the most senior member of staff.
- The senior member of staff goes to the classroom and engages the parent.
- The senior member of staff makes a judgement as to whether the child is in safe hands or not.
- If the parent is clearly intoxicated (alcohol or drugs) the senior member of staff will insist on taking parent and child home.
- The school informs the second contact immediately.
- The parent will be interviewed when sober.
- A warning will be issued- if behaviour is repeated social services will be contacted.
- The school will keep a written record of the incident and it will be noted in the discipline record.

**Procedures For Dealing With Suspected Drug Related Incidents In Holy Trinity
Primary School.**

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:

- “over the counter” medicines such as paracetamol.
- Volatile substances such as correcting fluid/thinners, gas lighter fuel, aerosols, glues and petrol.
- Controlled drugs such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms, heroine and cocaine.
- Other substances such as amyl/butyl nitrate (poppers) and unprocessed magic mushrooms.

If a member of staff suspects a child to be in possession of or under the influence of drugs, the following procedures must be followed:

1. Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff.

- Get help immediately from another adult. Remain with the child.
- Alert Vice Principal and Principal immediately.
- Assess the situation, to see if this is a life threatening situation or not,
- **If an emergency**
 - Contact an ambulance.
 - Put the person under the influence of drugs in the recovery position.
 - Ensure all airways are cleared.
 - Remove any other bystanders from the immediate vicinity.

Then in all cases:

- carefully gather up all drugs or paraphernalia/evidence lying around and keep safely.
- Ascertain which substance /drugs have been taken and how much.
- Secure all drugs and paraphernalia and give to the Designated Teacher/Principal immediately, and lock them in the safe located in the main office.
- Vice Principal/principal will contact parents immediately.

2. Ensure all incidents are properly investigated and recorded.

The Vice Principal/Principal will:

- Never accuse pupils of drug dealing/possession, these are alleged illicit substances until substantiated by the PSNI.
- Conduct a search according to the school policy (Never search personal belongings without permission. It is okay to search school property such as cupboards)
- Ensure all drugs are safely and securely stored or destroyed, making sure that it is witnessed by another witness and recorded.
- Gather details and data from eye witnesses at the scene.
- All statements and phone calls should be recorded, dated and signed.

- Record all information on official incident forms and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign.
- Ensure the BELB incident form and CCMS documentation is filled in and returned to the Pastoral Care Advisor.

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

- PSNI- the school is obliged by law to inform the police if the child is suspected of being in possession of a controlled substance.
- Chairperson initially and subsequently the Board of Governors,
- The Education Welfare officer.
- No media statements. Only the Principal will do this.
- Other pupils, parents and staff are only told on a need to know basis.

Disciplinary Measures

Holy Trinity School is conscious of the necessity to maintain a balance between the needs of a particular child and those of the wider community.

We understand that a child who commits a drug related offence, may be the unfortunate victim of circumstances beyond his/her control, and may need professional help. We are also aware of the interests of other pupils who may have become curious about a suspected incident. The school cannot be seen to tolerate drug related incidents, and discipline of the offending child will be necessary. Procedures, as set down in the CCMS document, Revised scheme for the suspension and expulsion of pupils will be adhered to.

The school will consider it unwise to discipline a child for using a substance away from school. In such circumstances, the child will be removed from the classroom to an inaccessible part of the school and the parents notified.

In all circumstances related to drug abuse holy trinity is justified in expecting full parental support.

This policy will be kept under regular review.

Monitoring and Evaluation

Holy Trinity 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 pupils and staff as part of the monitoring process, and this will then be evaluated against the aims and objectives of it.

Permission Form for the Administration of Prescribed Medication

Name of Pupil _____ Class _____

Name and type of medication _____

Dosage to be given: _____ Time: _____

Date medication is to be given from: _____

Date medication is to cease: _____

I give permission for the office staff to administer medication to my child

Signed _____ (Parent/ Guardian) Date: _____

Signed _____ (Principal/Vice-principal) Date: _____

Record of Medication Administered

Name of child: _____ **Class:** _____

