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# Strathearn School

## Drugs and Substance Misuse Policy

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<b>Review date:</b>	June 2025



## Ethos

Strathearn School aims to provide a safe and caring environment. As a School we are committed to the physical, mental, social, emotional, moral and spiritual health, safety and wellbeing of pupils and staff. Drug misuse undermines this and hinders the development of the young person. We believe that we have a vital preventative role to play in combating drug misuse and recognise that it cannot only endanger our pupils but also affects the wider community. We alone cannot solve any drug problem and must work alongside other agencies / groups in their role to educate young people on drug misuse.

## Rationale

Strathearn School recognise that young people are exposed to the risks associated with a drug culture. They can be exposed to messages about drug use from an early age. The messages they receive from television and the media (including social media) tend to glamorise the use of drugs. Young people will have witnessed people using tobacco-related products, e-cigarettes, alcohol, prescribed medication and other drugs. In response to this, it is important that they are educated as to the side effects and risks of drug use. As such, drugs education should form an integral part of the School curriculum.

## Legal Framework

It is a statutory requirement for all Schools in Northern Ireland to:

- have a drugs policy and publish details in relation to the policy in their prospectus (Education (School Information and Prospectuses) Regulations (Northern Ireland) 2003);
- deliver drugs education to include legal and illegal substances (The Education (Curriculum Minimum Content) Order (Northern Ireland) 2007); and
- inform the Police Service of Northern Ireland (PSNI) if they believe or suspect a pupil to be in possession of a controlled substance (Criminal Law Act (Northern Ireland) 1967).

This policy has been developed in accordance with the *Drugs guidance for Schools in Northern Ireland (CCEA, 2015 (updated 2019))* and should form an integral part of the Personal Development strand of the curriculum delivered at Strathearn School.

## Aims of policy

This policy aims to protect our pupils from the harm associated with the use and misuse of substances. It is designed to:

- Develop a consistent approach to drug-related issues in line with Strathearn's pastoral care provision that all members of the School community can adopt;
- Develop, implement, review and evaluate an effective drugs programme, as part of the provision of the Personal Development curriculum, which educates young people

about, and to protect them from, the harm associated with the use and misuse of substances;

- Develop procedures and protocols that address drug-related issues across all areas of School life;
- Establish procedures for managing specific incidents of suspected drug misuse;
- Outline the likely sanctions when drug misuse has taken place;
- Provide appropriate support and assistance for those pupils affected by drug-related issues; and
- Monitor and evaluate the effectiveness of this policy in line with whole-School self-evaluation procedures.

This policy contributes to an integrated and consistent approach to the overall education and health of the School community and is underpinned by the overarching pastoral aim of the safeguarding of every pupil. This policy should not be considered in isolation from other pastoral policies in Strathearn; it must be read alongside the Pastoral, Safeguarding and Child Protection, and Positive Behaviour policies.

## Preventative Curriculum

‘A drugs education programme is just one part of a whole School response to drug misuse. It should provide opportunities for pupils to acquire the knowledge, understanding and skills to enable them to consider the effects of drugs on themselves and others, and to make informed and responsible choices within the context of a healthy lifestyle’ (DE circular 2004/09).

As a School we want to support the social, emotional and behavioural needs of individual pupils to strengthen their resilience, and all of the pastoral support structures in Strathearn aim to facilitate this. As such, a programme of drugs education is integrated within the Personal Development strand of the Learning for Life and Work programme. A life skills approach to drug prevention is essential and within the programme, pupils are taught about raising self-esteem, self-confidence and assertiveness to prepare them for making informed decisions about drug use. Knowledge alone will not change behaviour, but an effective Personal Development programme can shape attitudes, values and aspirations that will allow young people to make these informed and considered decisions.

Pupils at Strathearn School acquire some knowledge and understanding in relation to drug use/misuse through the delivery of the curriculum in a range of subjects, particularly Science. However, the main opportunity to gather knowledge, identify values and develop skills is provided in the Personal Development Strand of the Learning for Life and Work programme at Key Stages 3 and 4. It is presented in a sensitive manner in line with the ethos of the School and provides pupils with the opportunity 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;
- make informed and responsible choices within the context of a healthy lifestyle.

## Use of Outside Agencies

Visitors from the wider community can bring their specialist knowledge, expertise and experience into the classroom. This also increases the pupils' knowledge of the services available in the local community and how to access these. Sessions delivered by outside agencies can also help teachers to update their knowledge. In Strathearn, outside agencies will be used as part of a planned programme with adequate preparation and follow up.

Any agency or individual entering the School to support drugs education will be given a copy of this policy. They must agree to respect the ethos of the School and be aware of confidentiality issues.

The guidance on vetting requirements provided in DE Circular 2012/19 will be adhered to. A staff member must always be present when a representative from an agency or other individual is taking a session with a class and teachers will prepare pupils thoroughly for the visit. Appropriate feedback will be gathered from pupils as part of the School's evaluation of the external support.

Strathearn will inform parents or carers before an agency or individual comes into the School to support its drugs education programme and will ensure that parents can raise any concerns they might have before the visit. This consultation has the added benefit of letting parents or carers know what is going on and strengthening ties between home and School.

## Definitions

### Drugs

The School's policy covers any substance under the DENI definition:

'A drug is any substance which, when taken, has the effect of altering the way the body works or how a person behaves, feels, sees or thinks' (CCEA revised guidance, 2015). Such 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.

## **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 non-prescription drugs, that cause harm to the individual, or others.

## **Parent**

Anyone who has parental or caring responsibilities for a pupil at the School.

## **Roles and Responsibilities**

The following persons have a key role within the School in relation to drugs:

<b>Designated Teacher for drugs</b>	Mrs N Sinnerton	Vice Principal (Pastoral)
<b>Deputy Designated Teacher for drugs</b>	Mr A Anderson	Vice Principal (Curriculum)
<b>Designated Governor for Drugs:</b>	Mrs R Bailie	

Below are a list of responsibilities for members of the School community:

### **Staff**

- Staff (teaching and non-teaching) should be familiar with the content of this Drugs Policy;
- Be alert to the possibility of drug use/misuse through illness, unusual or uncharacteristic behaviour and bring these to the attention of the designated teacher for drugs at the earliest opportunity; and
- Be familiar with the School's procedures, and their responsibilities, should a suspected drug-related incident occur (See Appendices 2 and 3).

### **School Health Nurse and First Aider**

- Assist the Designated Teacher for drugs to provide first aid as required until the necessary medical support (e.g. paramedic, doctor) arrives; and
- Keep an up-to-date register of pupils taking prescribed medication and ensure these are securely stored in the medical room.

### **Learning for Life and Work Coordinator**

- Work with the Pastoral Care team (including Vice Principal (Pastoral), Senior Teacher (Pastoral), Heads of Year and form tutors to coordinate an appropriate drug education programme.
- Review, monitor and evaluate the drug education programme using quality indicators provided by ETI.

## **Designated Teacher for Drugs**

- Liaise with staff responsible for pastoral care in coordinating the delivery of the drug education programme including Heads of Year and the Learning for Life and Work coordinator;
- Coordinate procedures for handling suspected drug-related incidents and training and inducting new and existing staff in these procedures;
- Take possession of any substance(s) and associated paraphernalia found in a suspected incident and store in a secure place;
- Respond to the advice or recommendations from first aiders;
- Inform parents/carers immediately, in the case of an emergency;
- Inform the Principal;
- Take initial responsibility for pupil(s) involved in the suspected incident;
- Complete a Drug Incident Report Form (see Appendix 5) and forward to the Principal;
- Be the contact point for outside agencies that may have to work with the School or with a pupil or pupils concerned; and
- Review and, if required, update the policy annually and after a drug-related incident, where learning from the experience could improve practice.

In the absence of the Designated Teacher, the Deputy Designated Teacher for drugs will assume responsibility.

## **Principal**

- Determine the circumstances of all incidents but not to investigate any criminal or suspected criminal offences;
- Ensure that the following people have been informed:
  - Parents/carers;
  - Designated Officer in the local PSNI area;
  - Board of Governors; and
  - Designated Officer in the Education Authority (where the incident is serious enough to require PSNI involvement, where child protection procedures are invoked or where the incident leads to the suspension or expulsion of a pupil);
- Ensure the welfare of the pupil(s) involved in the incident and the other pupils in the School;
- Consider health and safety during the handling, storage and safe disposal of any drug or drug-related paraphernalia, using protective gloves at all times;
- Agree any appropriate pastoral or disciplinary response; and
- Complete a written report and forward a copy to the Board of Governors and the Designated Officer in the Education Authority.

## **Board of Governors**

- Work with the appropriate staff, pupils and parents to foster and support the School when it is developing and reviewing its drugs policy;
- Facilitate a consultative process where the School community can respond and contribute to the policy's effectiveness and quality, before implementing in the School;

- Ensure details of the policy are published in the School's prospectus and that these are reviewed 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.

The Board of Governors have appointed a Designated Governor for drugs who should receive specific training in drug-related issues.

## **Parents**

Parents play a vital role in the prevention of drug misuse. They are asked to:

- 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;
- Inform the School Health Nurse of medication being taken by their daughter and continue to update them should dosage and/or medication change;
- Be aware of the signs and symptoms of drug misuse; and
- Liaise with the Designated Teacher for drugs if they are concerned about their daughter.

## **Pupils**

Pupils in Strathearn are expected to:

- Behave in a lawful way in relation to drugs and follow School rules in relation to prescription medication;
- Adhere to the School's Positive Behaviour policy / Code of Conduct whilst in School, travelling to and from School in School uniform or attending an event organised by the School e.g. School trips, School formal etc.;
- Engage actively with the Drugs Education programme in School; and
- Speak to an adult if there are any drug-related concerns, either personal or linked to other individuals in the School.

## **Procedures for dealing with suspected drug-related incidents**

Procedures on how we manage suspected drug-related incidents on School premises, when travelling to and from the School and when engaged in authorised School-related activities are given below. A summary of actions can be found in Appendices 2 and 3.

A suspected drug related incident is described as:

- Suspect drugs or substance-related paraphernalia found on the School premises;
- An allegation/suspicion of use, possession, possession with intent to supply and/or supply of any drug or substance as defined on pages 4 and 5;
- A pupil suspected of being under the influence of drugs because of unusual or uncharacteristic behaviour (see Appendix 4).

It is illegal for pupils to be in possession of a controlled drug. If a member of staff encounters 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 this policy.

When managing a suspected drug-related incident the School should invite the pupils concerned to remain in School under the supervision of appropriate members of staff until their parents or carers, and the PSNI, arrive. If the pupil refuses to remain on site, the School cannot detain a pupil against their will. However, if a member of staff has reasonable grounds to suspect that the pupil has in their possession or has taken a controlled substance, they can make a citizen's arrest (see Appendix 6).

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 and as such there is no legal requirement for the School to contact the PSNI. However, we reserve the right to make such contact. In such cases, the School will notify the pupil's parents.

Pupils who possess or use other substances that are not controlled, whilst in School, on a School-organised activity or where they are representing the School, shall be dealt with under the Positive Behaviour Policy.

Prescribed medication may be considered a controlled substance if it has been prescribed for someone else and will be dealt with as such. The Designated Teacher for drugs will make a preliminary enquiry to clarify who the medication is for. This will establish whether the School should contact the PSNI about the incident.

Although some unknown substances may be new psychoactive substances, Schools are advised to treat all unknown substances as suspected controlled drugs and respond accordingly.

### **Electronic cigarettes on School premises**

Electronic cigarettes are battery-powered vapour inhaler devices that generally contain nicotine, along with propylene glycol and glycerine. Whilst a less harmful alternative to tobacco products there are concerns about their safe use, particularly when children and young people use them, because the electronic cigarette market is unregulated. In line with the Chief Medical Officer (CMO) for Northern Ireland's advice, Strathearn School prohibits electronic cigarettes on the premises. Pupils breaking this rule will be dealt with under the School's Positive Behaviour policy.



## **The management of prescribed medication**

At the start of the academic year, parents must complete, or update, a medical form indicating any medical illness their child has. The following details will be required:

- Name of medication
- Dosage
- How often it is to be taken

Should it be necessary for medication to be taken during the School day, it should be kept, locked, in the medical room under the supervision of the School Health Nurse/First Aider.

The management of prescribed medicines is set out in the Medication Administration Policy.

## **Legal Responsibilities and involvement of PSNI**

### **The School's legal responsibilities**

Staff should be aware of their legal responsibilities and implications of:

- Receiving information about a controlled drug;
- Discovering a young person in possession of a controlled drug; or
- Discovering a young person is involved in supplying a controlled drug.

### **Taking possession of a suspected controlled substance and/or paraphernalia**

The law permits staff to take temporary possession of a substance, suspected of being a controlled drug, to protect a pupil from harm and prevent the pupil committing the offence of possession. The member of staff should, using appropriate safety precautions, pass the suspected substance and any associated equipment and/or paraphernalia to the Designated Teacher for drugs without delay. They will arrange for its safe storage until the School can hand it over to the local PSNI officer to identify whether it is a controlled substance. School staff should not attempt to analyse or taste an unidentified substance. An adult witness should be present when staff confiscate the substance and the staff involved should record the details using the Drug Incident Report Form (Appendix 5).

The following list, whilst not exhaustive, could indicate the presence of controlled substances:

- Small bottles or pill boxes;
- Hypodermic needles;
- Twists of paper;
- Cigarette papers, lighters and spent matches;
- Electronic cigarette liquid refill bottles/cartridges;
- Roaches (ends of rolled-up cigarettes);
- Punctured cans, plastic bottles or containers;
- Aerosols or butane gas refills; and
- Drugs themselves.

### **Carrying out a search**

School staff are not permitted to search a pupils' clothing or possessions. Staff may search **School property** such as lockers. However, personal belongings within a locker cannot be searched without consent. **A search of pupils' personal belongings, including School bag, coat or other items should only be made with the pupils', or parents', consent.** Such a search should be made in the presence of the pupil and another adult witness.

Staff should make every effort to encourage a pupil to produce these substances voluntarily. It is acceptable for staff to ask pupils to turn out their pockets or Schoolbags. If a pupil refuses, staff should contact their parent/carer and the PSNI to deal with the situation.

### **Involving Parents or Carers**

Strathearn will ensure that parents or carers are kept fully informed of School procedures in the event of suspected drug-related incidents. The Designated Teacher for drugs will carefully consider their approach when contacting parents or carers for all incidents involving possession or misuse of drugs. Every effort will be made to contact parents or carers before involving the police and to exercise extreme sensitivity in this contact.

### **Contacting the PSNI**

The School will establish and maintain contact with a Designated Officer in the local PSNI area to ensure an appropriate response when dealing with suspected drug-related incidents that might arise in the School. A Designated PSNI Officer will advise on and agree procedures to be followed by the School.

In accordance with criminal legislation, Strathearn will notify the PSNI in every case where a pupil has or is suspected of having controlled drugs in their possession, either on their person or in their belongings, or if controlled drugs are found on the School premises. This may include new psychoactive substances or prescription medication (that has not been brought to the attention of the School by the pupil or parents). Whilst there is no legal obligation to notify the PSNI if the School suspect the misuse of solvents or alcohol, it is recommended that we notify the Designated Officer. The officer will be available to work with the School, pupils, parents or carers and other appropriate agencies to provide support, advice and assistance to help prevent reoccurrence and ensure the pupil is no longer at risk.

### **Interviewing pupils**

In certain circumstances, the PSNI may interview a pupil on School premises with the Principal's agreement. This may be a less intrusive and upsetting option for a pupil than going to a police station. The School will make all possible efforts to inform the pupil's parents before a PSNI interview takes place. School will liaise with parents and the Designated PSNI Officer to confirm that the correct persons are present before a PSNI interview takes place on School premises.

### **Recording an Incident**

The School will carefully record any statements provided by pupils suspected of being involved in or who are witness to an incident.

For an incident that requires only an internal School investigation, for example finding cigarettes on School property, the School will treat any sensitive information about pupils in a confidential and secure manner. The School will always seek to engage the help of other appropriate adults to support both the Designated Teacher for drugs and the pupils involved in the incident, particularly when the pupils need to be interviewed separately.

For an incident that requires a PSNI investigation, the Principal is responsible for determining the circumstances of all incidents. The PSNI is responsible for investigating any criminal or suspected criminal offence. Under these circumstances, the School should not take any written statements from individuals involved in the incident. The PSNI Investigating Officer is responsible for dealing with the incident so that he or she can co-ordinate the recording of all statements that might be required for a court case.

### **Deciding on appropriate sanctions**

The Principal is responsible for deciding how to respond to particular incidents, taking account of factors such as:

- the age of the pupil concerned;
- whether the incident involved one pupil or a group of pupils;
- whether there has been evidence of particular peer group pressure; and
- the level of a pupil's involvement.

In accordance with the Positive Behaviour Policy, the School will consider what sanctions or actions are most appropriate and in the best interests of the pupil in the longer term, whilst ensuring the safety and wellbeing of other pupils.

The School will determine the seriousness of the incident and the needs of those involved before responding accordingly. Factors for consideration include:

- Does the pupil admit to or deny the allegations?
- Is this a first offence?
- Is the substance legal or illegal?
- What quantity of the substance was involved?
- What was the pupil's motivation?
- Is the pupil knowledgeable and careful or reckless about their own and others' safety?
- Does the pupil have a parent, carer or family member who is misusing drugs?
- Does the pupil know and understand the policy and School rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply'?
- If the School suspects the pupil of supplying, how much was supplied and was the pupil coerced into the supply role for others, or is there evidence of organised or habitual supply?

Strathearn will develop a range of strategies for responding to the identified needs of those involved in a specific drug-related incident. Whatever response is put in place will always aim to give pupils the opportunity to learn from their mistakes and to develop as individuals.

The School will justify any sanction it imposes, according to:

- the seriousness of the incident;
- the identified needs of the pupil, which are particularly important under such circumstances;
- the needs of other pupils, the School and the community;
- the published School rules and expectations; and
- any related breaches of other School rules (such as theft, violence or bullying).

We will take into account whether a pupil involved in an incident has previously displayed good behaviour and engagement with the School, how proposed sanctions might affect the pupil's educational outcomes, and any other relevant pastoral issues when deciding on responses to drug-related incidents.

### **Suspension or Exclusion**

Schools are advised that they should not automatically exclude a pupil because they have broken the law. However, Schools have a duty to protect all pupils from exposure to potentially dangerous substances. Strathearn will consider and carry out any suspension or exclusion within the terms of schemes prepared by the Board of Governors. When the School permanently excludes a pupil on a drug-related offence, the Education Authority will work to secure an alternative School place for the pupil.

### **Pastoral Care**

During and after any incident, the School will 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 may 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, the School will identify counselling or other appropriate support as potentially valuable to a pupil. The School has access to a range of specialised agencies, support and counselling services available that may support a pupil at risk.

### **Role of Counselling**

Where the School has identified a pupil as having experimented with a controlled substance or as being at risk of doing so, it will offer the pupil appropriate counselling or support within the School's general arrangements for the pastoral care of its pupils. The School will also inform the pupil's parents.

Counselling is only appropriate when a pupil wishes to take advantage of what it offers. The Independent Counselling Service for Schools (ICSS), funded by DE, offers a free School-based service to post-primary aged pupils in mainstream and special Schools. Pupils can refer themselves or a parent or member of School staff can refer them.

The School will explain the purpose and benefits of counselling or other support agencies and assure confidentiality in line with the School's Safeguarding and Child Protection Policy.

As part of planning a pastoral care response, Strathearn will consider developing referral pathways that identify specific support agencies and contacts in the local area for a range of issues relating to the misuse of drugs.

Details for information and support agencies, which may be accessed by pupils, can be found in Appendix 7.

## **Confidentiality**

Staff (teaching and non-teaching) cannot and should not promise total confidentiality; they should make the boundaries of confidentiality clear to pupils. Members of staff should carefully consider their response, if a pupil approaches them for individual advice on drug use or misuse. In the case of controlled substances, the staff member should explain to the pupil that they cannot guarantee confidentiality. If the pupil discloses information concerning controlled substances, the staff member must pass this on to the Designated Teacher for drugs.

## **Communication following a suspected or confirmed incident**

### **Staff, pupils and parents or carers**

Strathearn will carefully consider how to communicate any information about a suspected or confirmed substance-related incident to staff, pupils and parents or carers. Information will only be disclosed to members of staff concerned with the pastoral needs of the individual pupil. Only the parents or carers of the pupil or pupils directly involved in an incident and subsequent outcome will be informed. The School may, however, need to make a general statement informing the School community after an incident where rumours may create a negative atmosphere. Such statements will never identify the pupil(s) by name and care will be taken to ensure that statements help to protect the identity of the pupil(s) in question.

Staff members must not discuss individual cases with other pupils.

### **Media**

If the School receives an enquiry from the media, only the Principal or a designated nominee from the Board of Governors should respond. When responding to the media Strathearn will respect the privacy of the pupil(s) and their families. The Principal will decide whether to liaise with the PSNI before issuing a statement. Any statements made will be positive, short, factual and without elaboration stating that the School has managed the incident effectively.

### **Reporting to relevant authorities**

The School should inform the PSNI if the Principal has concerns about a substance found in a pupil's possession. The Drugs and Alcohol Monitoring Information System (DAMIS) operates as an early warning system in Northern Ireland. It gathers information about emerging trends in drug misuse and alerts government organisations so that they can act quickly and provide relevant information or advice to those who misuse drugs. DAMIS monitors:

- sudden increases in a particular drug being misused;

- drugs being misused in new ways;
- new drugs becoming available (for example NPS/legal highs); and
- contaminated drugs or bad batches available on the streets.

The Department of Health oversees DAMIS with support from the Public Health Agency, the Department of Justice and the PSNI. DAMIS treats all information as confidential and does not identify the provider of information.

Strathearn, like other schools, can contact DAMIS for information or advice on issues related to drug misuse in Northern Ireland.

Dealing with suspected drug-related incidents requires extreme sensitivity. The procedures, laid out by the School, aim to help and empower designated staff to be fair and consistent in their dealings with pupils and to operate within the requirements of relevant legislation.

### **Training and Information for all Partners**

All staff will be provided with training to support the full implementation of this policy. This policy is supported by a shortened 'flyer' version which is discussed with pupils by Form Tutors and sent home to parents at the start of each academic year. The Designated Governor for drugs will also receive training on drug-related issues.

### **Monitoring and Evaluating**

This policy is reviewed every three years. The programmes of study for drug education are continually reviewed, evaluated and updated as necessary. The policy is available on the School's website and paper copies are available, on request, from Reception.

## Appendix 1

### Main Types of Controlled Substances by Class

#### The Misuse of Drugs Act (1971)

Class	Substance	Possession	Supply and production
<b>A</b>	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>B</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
<b>C</b>	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
<b>Temporary class substance*</b>	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

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 (1971)

These include:

- possession – to knowingly be in possession of a relatively small quantity of a controlled substance for personal use; the police decide what constitutes a small quantity;
- possession with intent to supply another person a controlled substance – possessing a larger quantity of a substance or packaging it in a way that indicates it is going to be supplied to others;
- supplying another person a controlled substance – giving or selling a substance to someone else, including friends; and
- supplying or offering to supply substance paraphernalia – this includes equipment for smoking cannabis or crack cocaine, but needles and syringes are exempt.

## Appendix 2

### Checklist of Roles and Responsibilities when managing an incident:

When an incident occurs the **member of staff** involved should:

1. Assess the situation and decide on action;
2. Make the situation safe for all pupils and members of staff, secure first aid and send for additional support, if necessary;
3. Carefully gather up any drugs and/or associated paraphernalia, evidence or information to the designated teacher for drugs; and
4. Complete a brief factual report on the suspected incident and forward to the Designated Teacher for drugs at the earliest opportunity.

When the **Designated Teacher for drugs** has been informed that an incident has occurred, they should:

1. Respond to first aider's advice or recommendations;
2. Inform parents or carers immediately, in the case of an emergency;
3. Take possession of any substance(s) and associated paraphernalia found;
4. Inform the Principal;
5. Take initial responsibility for pupil(s) involved in the suspected incident; and
6. Complete a Drugs Incident Report Form (see Appendix 4) and forward it to the Principal.

The **Principal** will:

1. Determine the circumstances surrounding the incident;
2. Ensure that the following people are informed:
  - parents or carers;
  - Designated Officer in the local PSNI area;
  - Board of Governors; and
  - Designated Officer in the Education Authority.
3. Consult and agree pastoral and disciplinary responses, including counselling services or support;
4. Forward a copy of the Drug Incident Report Form to the Chairperson of the Board of Governors and the Designated Officer in the Education Authority, if appropriate; and
5. Review procedures and amend, if necessary.

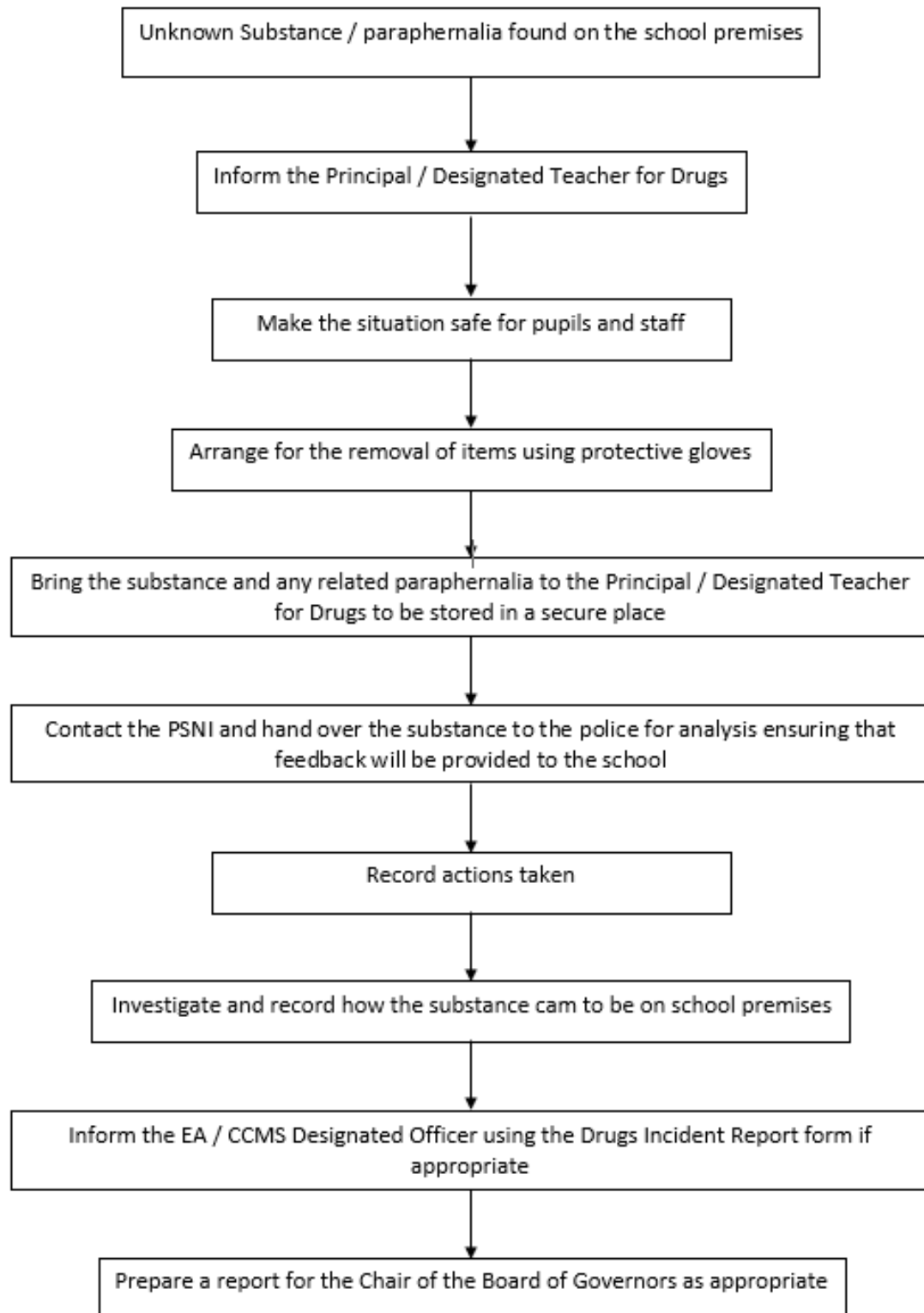
If you suspect a pupil might be at risk and in the absence of the one of the Designated Members of Staff or any other member of staff from whom you could take advice, please contact **Gateway Services Emergency 'Out of Hours' number: 028 95049999**.



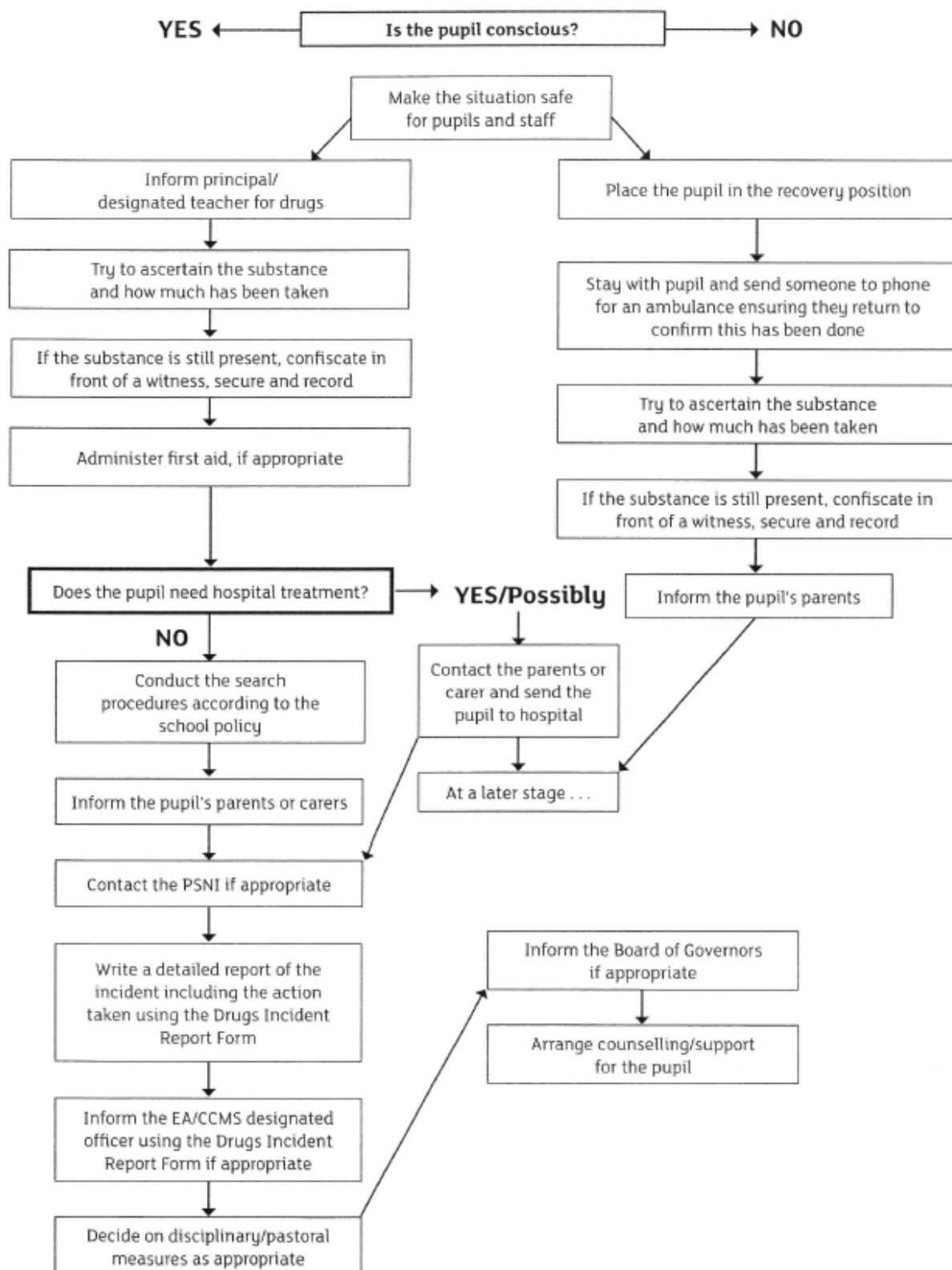
## Appendix 3

### Handling Drug-Related Incidents

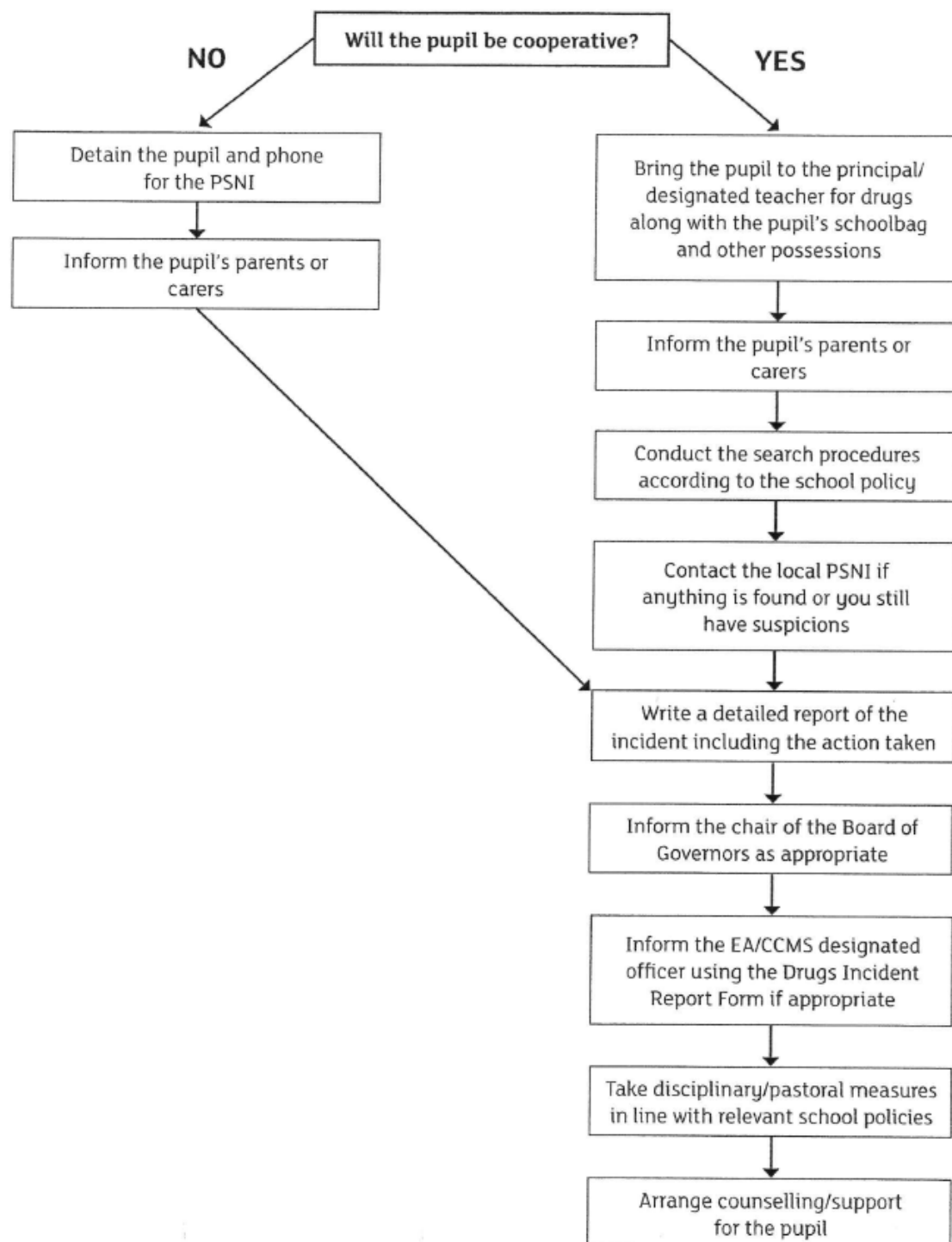
- 3.1 Finding a suspected substance or drug-related paraphernalia on or close to the School premises:



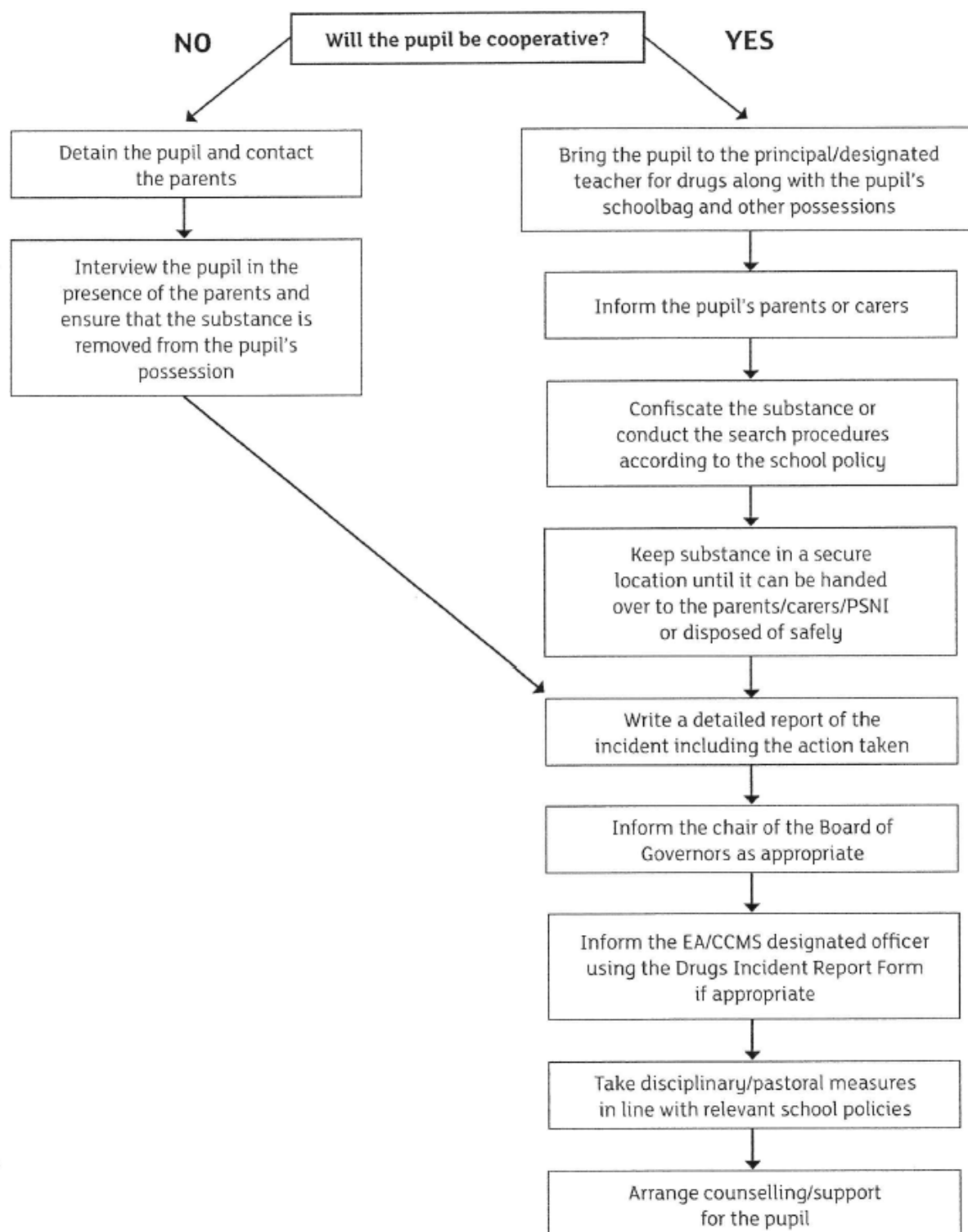
### 3.2 Pupil suspected of having taken drugs/alcohol on School premises:



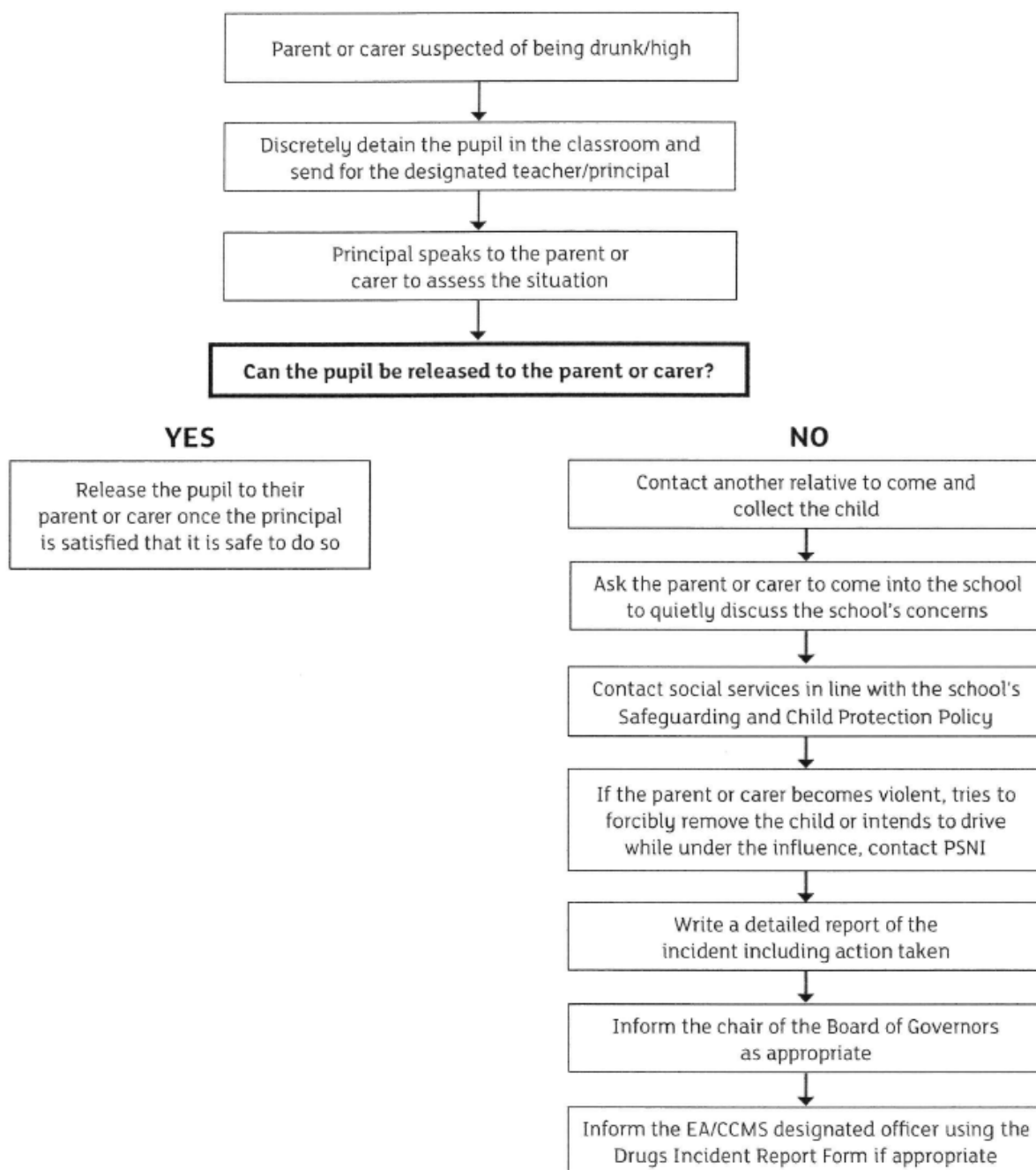
### 3.3 Pupil suspected of possessing/distributing illegal substance:



3.4 Pupil in possession of alcohol or unauthorised prescribed medication on School premises:



3.5 A parent or carer arrives at School to collect a child and appears to be under the influence of alcohol or another substance:



## Appendix 4

### Recognising signs of substance use

#### What to look out for

If someone is 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 the pupil 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;
- encourage them to take slow deep breaths; and
- remain with them.

If they are **drowsy**, you should:

- sit them in a quiet place and keep them awake by talking to them or placing a cool, damp cloth or towel to the back of their neck;
- do not give them anything to eat or drink as this could lead to vomiting or choking;
- if they become unconscious or don't respond, call an ambulance immediately and place them in the recovery position ensuring their airway is clear;
- 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 or send someone to Reception to phone for an ambulance. Ensure that the School Health Nurse or First Aider and the designated teacher for drugs have been informed;
- place them into the recovery position ensuring their airway is clear;
- if they stop breathing administer mouth-to-mouth resuscitation;
- remain with them until the ambulance arrives; and
- if you know what drug they've taken, tell the paramedics as this can help make sure that they get the right treatment straight away.

## Appendix 5

### Drugs Incident Report Form

1.	Name of Pupil _____ DoB _____ Address _____ _____
2.	Date of Incident _____ Reported by _____ Time of Incident _____ Location of Incident _____ _____
3.	First Aid given YES/NO Administered by _____ Ambulance/Doctor called YES/NO Time of Call _____
4.	Parent/Carer informed YES/NO Date _____ Time of Call _____
5.	Where is substance retained _____ or Date substance destroyed or passed to PSNI _____ Time _____
6.	PSNI informed YES/NO Date _____ Time of Call _____
7.	EA informed, as appropriate YES/NO Date _____ Time of Call _____
8.	Form completed by _____ Date _____ Position _____

**Description of the Incident**

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**Actions taken**

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**Incident form completed by** \_\_\_\_\_

**Date** \_\_\_\_\_



## Appendix 6

### Detaining a pupil

When managing a suspected drug-related incident the School should invite the pupils concerned to remain in School under the supervision of appropriate members of staff until their parents or carers and the PSNI arrive.

If the pupil refuses to remain, the School cannot detain a pupil against their will. However, if a member of staff has reasonable grounds to suspect that the pupil has in their possession or has taken a controlled substance, they can make a citizen's arrest under **Article 26A of the Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989**.

A person other than a constable may arrest without a warrant:

- anyone who is in the act of committing an indictable offence; or
- anyone whom he has reasonable grounds for suspecting to be committing an indictable offence.

Where an indictable offence has been committed, a person other than a constable may arrest without a warrant:

- anyone who is guilty of the offence; or
- anyone whom he has reasonable grounds for suspecting to be guilty of it.

But the power of summary arrest conferred by paragraph (1) or (2) is exercisable only if:

- the person making the arrest has reasonable grounds for believing that for any of the reasons mentioned in paragraph (4) it is necessary to arrest the person in question; and
- it appears to the person making the arrest that it is not reasonably practicable for a constable to make it instead.

The reasons are to prevent the person in question:

- causing physical injury to himself or any other person;
- suffering physical injury;
- causing loss of or damage to property; or
- making off before a constable can assume responsibility for him.

The member of staff should make the pupil fully aware of the implications before making the arrest, confirming:

- that the pupil is not free to leave once they have been informed by the arresting person why they are being arrested, and
- that they will be detained until they are handed over to a PSNI officer who will then deal with the investigation.

Staff must be able to recognise the point where a young person becomes a danger to either themselves or others. They should also be aware of their duty of protection because they are in loco parentis.

## Appendix 7

### Information and Support Agencies

Education Authority		
Belfast Region	028 9056 4000	<a href="http://www.eani.org.uk">www.eani.org.uk</a>
South-Eastern Region	028 9056 6200	<a href="http://www.eani.org.uk">www.eani.org.uk</a>

Department of Education	
iMatter resources on topics including drugs and smoking, available	<a href="http://www.deni.gov.uk">www.deni.gov.uk</a>

Independent Counselling Service for School	
Counselling available during School hours and on School premises. Referral made through the School.	028 9127 9729

Health and Safety Executive		
HSENI	028 9024 3249	<a href="http://www.hseni.gov.uk">www.hseni.gov.uk</a>

Public Health Agency (PHA)	
Responsible for provision of services to address alcohol, tobacco and drug issues	<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>

PSNI	
Community Involvement	028 9070 0964
Crimestoppers	080 0555 111
Drug Squad	028 9065 0222

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>
CAMHS	<a href="http://www.belfasttruest.hscni.net">www.belfasttruest.hscni.net</a>

Local organisations providing information, advice and/or resources about drugs:	
<a href="http://www.mindingyourhead.info">http://www.mindingyourhead.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>	

National organisations providing information, advice and/or resources about drugs:	
Adfam, London	<a href="http://www.adfam.org.uk">www.adfam.org.uk</a>
Action on Smoking and Health, London	<a href="http://www.ash.org.uk">www.ash.org.uk</a>
Alcohol Concern, London	<a href="http://www.alcoholconcern.org.uk">www.alcoholconcern.org.uk</a>
Drugscope, London	<a href="http://www.drugscope.org.uk">www.drugscope.org.uk</a>
HIT, Liverpool	<a href="http://www.hit.org.uk">www.hit.org.uk</a>
Lifeline, Manchester	<a href="http://www.lifeline.org.uk">www.lifeline.org.uk</a>
Release, London	<a href="http://www.release.org.uk">www.release.org.uk</a>
Lions Lifeskills	<a href="http://www.lionslifeskills.co.uk">www.lionslifeskills.co.uk</a>
Want 2 Stop, Public Health Agency	<a href="http://www.want2stop.info">www.want2stop.info</a>
National Drugs Helpline	0800 776600 or Text 82111

