

**St. Patrick's
High School**



Drugs Education Policy

ADOPTED BY THE BOARD OF GOVERNORS

Mission Statement

As a Catholic School in partnership with parents and the community, the school seeks to provide children of all abilities with a secure, caring, stimulating and happy environment where high values of work, personal integrity and learning can be achieved and where all pupils are encouraged to develop their talents and character and to contribute positively to home, school, church and society.

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Drugs Education Policy

Section 1

Context

Substance misuse affects all communities in Northern Ireland, crossing gender, cultural and social boundaries. 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.

Rationale

In St Patrick's High School, we recognise that we 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. As a Catholic school, we work together to engender in our pupils positive attitudes and behaviours based on respect for self and others. We acknowledge the importance of our pastoral role in the welfare of all our young people and through our mission statement and ethos, every pupil is encouraged to be the best that they can be. St Patrick's High School believes that all teachers have a role in helping young people develop positive attitudes and behaviour towards themselves and their relationships with others. It is held that such positive attitudes and behaviour will help young people resist any pressures and influences which might lead them to participate in activities which could have serious consequences for their health and well-being. The Pastoral Programme and related curricular areas actively teach and reinforce the importance of making informed decisions in relation to drug related issues. As an inclusive school, we liaise with external agencies to further raise awareness of social issues.

As a community we will adopt the following policy and procedures in relation to drug abuse. This policy also applies to students outside of school when students are in school uniform.

Aims

(a) Educational Rationale

- To establish an environment free from the misuse of all drugs
- To promote the concept of preventative health education as part of a whole school process which provides for the wellbeing and protection of all students
- To increase the students' self-awareness and decision-making skills which will enable them to make informed choices

(b) Procedural Guidelines

- To provide a framework for dealing with substance abuse
- To provide guidelines for dealing with substance related problems

Objectives

- To provide factual information and knowledge about drugs
- To establish and develop personal, social and moral skills that will enable our young people to make positive, informed decisions

- To embed our school ethos and values of tolerance, openness, honesty, respect and caring for oneself and others.

Guidance and Related Policies

This policy is set within the broader school context of Pastoral Care and as such should be implemented in conjunction with the following school policies:

- Pastoral Care Policy
- Anti-Bullying Policy
- Critical Incidents Policy
- Curriculum policies for Learning for Life and Work, Religious Education, Physical Development and Teaching and Learning Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Positive Behaviour Management Policy
- Expulsions and Suspensions Policy

This Policy has taken into consideration:

- The DENI publication - Circular No. 1996/16 - *Misuse of Drugs: Guidance for Schools*;
- DENI publication - *Evaluating Pastoral Care 1999*;
- The DENI/ELBs/CCMS/CCEA publication - *Misuse of Drugs - Guidelines on Handling Suspected Incidents of Drugs Misuse on School Premises*;
- *Pathways to Life*;
- *Young Persons' Behaviour and Attitudes Survey (YPBAS) (2013)*
- *Drugs & Guidance for Schools* in NI – CCEA
- PSHE for CCEA GCSE Learning for Life and Work book and texts.

Section 2

Legal Legislation

It is the policy of St Patrick's High School to comply with the legal requirements laid down in *The Misuse of Drugs Act (1971)* and other relevant legislation. In keeping with requirements we will publish relevant sections of our *Drugs Education Policy* in our school prospectus. A copy of the policy may also be obtained from the school.

Definitions:

St Patrick's High School defines:

- (a) A '**Drug**' as *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*. Drugs include:
- Alcohol, tobacco and nicotine;
 - "over-the-counter" medicines, such as paracetamol;
 - prescribed drugs, such as antibiotics and benzodiazepines (tranquillisers);
 - 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;
 - 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.
- (b) **Drugs misuse** (abuse): is the non-medical use of a drug to achieve the experience of some altered state of consciousness.
- (c) **DE Circular 2014/25 (15 December 2014) Encouraging a Smoke-Free and E-Cigarette Free Environment in Schools and Youth Organisations**

Electronic cigarettes are battery-powered vapour inhaler devices that generally contain nicotine, along with propylene glycol and glycerine. They were developed as an alternative to tobacco products and have become increasingly popular.

The recent legislative changes since 2007; guidance from DHSSPS in relation to the 'Tobacco Control Strategy' and the conclusive advice contained within the DE Circular 2014/25 issued on 15 December 2014 provide guidance in relation to electronic nicotine devices (hereafter referred to as e-cigarettes). St Patrick's High School endorses fully DE guidance advocating that young people and children are educated and developed within a completely smoke-free and e-cigarette free environment. Thus e-cigarettes are **prohibited** in St Patrick's High School.

E-cigarettes contravene the Drugs Policy in agreement with the Chief Medical Officer NI due to the following reasons.

- Nicotine is very addictive and, through e-cigarettes, has the potential to act as a gateway into tobacco smoking;
- There is evidence to suggest that adolescent exposure to nicotine may also have long-term consequences for brain development;
- The availability and promotion of e-cigarettes is reversing the progress made by smoke-free legislation to de-normalise smoking;
- There is insufficient evidence to determine whether the vapour produced by e-cigarettes causes damage to user's health in the long-term. The same applies to the impact of second hand vapour exhaled by the user;
- E-cigarettes are not currently regulated and there have been recent reports of young people being poisoned by ingesting refill liquids;
- There is the potential risk that refillable cartridges used by some e-cigarettes could be filled with substances other than nicotine, thus serving as a possibly new and dangerous vector to deliver other drugs.

Delivering Drugs Education within the Curriculum

Education surrounding drugs misuse is not taught in isolation, but rather as an integral part of our taught Pastoral Programme, in the Personal Development Programme, and through various subject areas. For example, Drugs Education is addressed in the following subjects: Learning for Life and Work (PSHE), Science and Physical Education. It is revisited at cyclical levels as students progress through the school. The topics and themes covered are always relevant and age appropriate (Appendix 3.3). As an inclusive School, we link with external agencies to best meet the curricular and pastoral needs of our pupils. We aim to develop values and skills that will aid the holistic development of our pupils - physically, intellectually, emotionally and spiritually.

The aims stated above are fulfilled through pupils' experiences in the taught curriculum, the informal curriculum and through opportunities in extra-curricular activities. We continually review the needs of pupils and advocate:

- frequent re-emphasis placed on tobacco and alcohol abuse;
- in addition to the knowledge of the effects of drug misuse, emphasis will be placed on the social effects of drug taking and how it impacts on individuals, on family life and on society;
- the personal skills, which underpin the positive ethos of our school community. We will seek to provide opportunities for the personal growth of our pupils by following the guidelines of our *Pastoral Policy*.

Section 3

Dealing with Drug Related Incidents

Dealing with suspected substance-related incidents requires extreme sensitivity. This policy aims to ensure that the handling of these difficult and complex issues is fair and consistent. The procedures outlined in the *Drugs Education Policy* are directly linked to the school's policy on *Managing Critical Incidents* and *Safeguarding and Child Protection*, thus further supporting the school in handling drug-related situations appropriately.

Any student who brings illegal drugs or inappropriate prescription drugs into school, any student who has illegal drugs or inappropriate prescription drugs in his/her possession, takes them themselves, encourages other students to take them, sells, buys or exchanges them will face disciplinary action which could lead to expulsion.

All drug-related incidents are reported to the police.

A multi-disciplinary approach is adopted in dealing with all issues relating to drugs misuse. Personnel who may be included are:

- Board of Governors
- Principal
- Designated Teacher for Drugs Education
- Personal Development Co-ordinator
- Designated Teacher for Child Protection
- All Members of Staff
- External Agencies

Roles and Responsibilities

(a) The role of the individual staff member (teaching and non-teaching) including all 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 Designated Teacher for Drugs and the Principal at the earliest opportunity;
- deal with any emergency procedures to ensure the safety of pupils and staff, if necessary (see Appendices);
- forward any information, substance or paraphernalia received to the Designated Teacher for Drugs, who will respond accordingly (see Appendices);
- 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 1.4);
- 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.

All members of staff are responsible for the safe storage and use of solvents in their classroom; where possible, they should be locked away when not in use. In Science, general Risk Assessments are applied and actions to be taken, in case of incident, are outlined in Health and Safety guidelines issued by CLEAPSS.

(b) Designated Teachers for Drugs Education

The Designated Teacher for Drugs Education:
Mrs K McKenna (Vice-Principal)

The Designated Teacher for Drugs Education is responsible for the co-ordination of the arrangements to deal with individual cases of suspected and actual drug misuse. Their role includes responsibility for:

- assisting with planning of curriculum provision;
- co-ordinating the school's procedures for handling suspected drug-related incidents and training and inducting new and existing staff in these procedures;
- regularly updating staff on the policy and procedures for dealing with a drug-related incident;
- completing and storage of our 'Incident Report Form' (Appendix 1.3) and reporting to the Principal, SLT and Pastoral team;
- 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;
- liaising with external support agencies in relation to drug related incidents;
- 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;
- implementing procedures as outlined in this policy for dealing with an incident taking possession of any substance(s) and associated paraphernalia found in a suspected incident, including off-site/school trips;
- 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 updating the policy bi-annually and after a drug-related incident, where learning from the experience could improve practice.

In the absence or unavailability of the Designated Teacher for Drug Education the Principal/Vice-Principal will fulfil the procedural role.

(c) The Principal

The Principal will have overall responsibility of ensuring that the ***Drug Education Policy*** is enacted. This role, in tandem with the Board of Governors, will ensure that all legislative orders are enshrined and acted upon. 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 should confine their responsibilities 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 school will deal with a pupil in possession of substances that are not controlled, using the school's disciplinary or pastoral care procedures in line with the Child Protection and Safeguarding Policy. It should also notify the pupil's parents or carers. However, prescribed medication may be considered

a controlled substance *if it has been prescribed for someone else*. Where the Principal feels that there are issues about the origin of these substances, the school may notify the designated officer in the local PSNI area for advice and guidance.

In the absence of the Principal, the Vice-Principal will assume and undertake the duties of the Principal.

(d) The Board of Governors

The Board of Governors may invoke disciplinary sanctions on a pupil(s) involved in misuse of drugs, according to the school *Positive Behaviour Management Policy*.

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;
- be aware of procedures to deal with suspected drug-related incidents, including alcohol and tobacco, tobacco-related products, electronic cigarettes, and their appropriate disciplinary response.

(e) Legal responsibilities and involving the PSNI

The school will notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed.

Responding to Misuse of Drugs and Related Incidents

This section should be read in conjunction with the *Critical Incidents Policy*.

A suspected drug related incident is described as:

- Suspect drugs or suspicious items found on the school premises;
- A pupil(s) suspected of being in possession of drugs on the school premises or under the supervision of staff on an 'out of school trip';
- A pupil(s) found to be in possession of drugs;
- A pupil(s) suspected of being under the influence of drugs;
- An allegation.

In the event of an incident occurring the practices and procedures outlined in Appendix 2 will be implemented. The following personnel should be notified:

- Parents/guardians
- Chair of Board of Governors
- PSNI
- Education Authority

Our policy in these matters is to proceed with the utmost discretion and sensitivity, bearing in mind the need to protect the rights of the pupil concerned, their families and our school. However, it will be made clear to our pupils that no guarantee of confidentiality can be offered if he/she discloses to a St Patrick's High School employee that he/she is taking drugs. Due to the seriousness of substance misuse, any incidences/knowledge will be reported to the Designated Teacher or Principal/Vice-Principal who will ensure that proper action is taken to protect that pupil.

- It is acceptable to ask the pupil to empty pockets and/or schoolbag.
- A search of pupils' personal belongings including schoolbag, blazer should only be made with the pupil's consent. Such a search should be only made in the presence of the pupil and another adult (teacher / parent/police officer).
- If the pupil refuses, staff should contact their parents or carers and the PSNI to deal with the situation.
- A member of staff should never carry out a physical search of a pupil, unless there is compelling evidence that the pupil has committed an offence.

If staff recover a substance or an object that they suspect has a connection with drugs, they should take possession of it and make a full record using the school's Drug Incident Report Form. If a pupil refuses to be searched, the school must establish whether the probability that the pupil has committed an offence outweighs their right to privacy, before deciding whether to carry out a search without consent.

As safety is paramount teachers must not attempt to detain the pupil by duress and signed 'statements' are not permitted without parental or police presence.

Procedures to be followed (Please see appendices for additional guidance)

1. Pupils under influence - ensure immediate safety of pupil and others, and administer first aid if and when necessary. The Designated Teacher/Principal should then be informed, followed by parents. The Designated Child Protection Officer should be informed.
2. Pupil suspected/known to be in possession of a drug – contact the Designated Teacher for Drugs and refer to flow chart.
3. Pupil Dealing –Designated Teacher/Principal should be informed immediately whereupon the police will be contacted.

Finding Drug-Related Paraphernalia

Paraphernalia in the school grounds is an indication of drug use or misuse. Any member of the school community who encounters any paraphernalia should use extreme care, as these items may be hazardous. Anyone who finds paraphernalia associated with drug use or misuse should report it to the Designated Teacher for Drugs, who will assess the situation and respond accordingly. This response may include contacting the PSNI. The following list is not exhaustive. It gives teachers an idea of what may 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 (there is a potential risk that refillable cartridges used in some electronic cigarettes could be filled with substances other than nicotine, serving as a new and potentially dangerous way to deliver drugs);
- roaches (ends of rolled-up cigarettes);
- punctured cans, plastic bottles or containers;
- aerosols or butane gas refills; and
- drugs themselves.

The law permits school 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 teacher should, using appropriate safety precautions, take the suspected substance and any associated equipment and/or paraphernalia to the Designated Teacher for Drugs as soon as possible. They should 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 school should keep a record of the details, using the school's Drug Incident Report Form. Please see Appendix 2.1 for additional guidance.

Recording an incident

If the Principal considers an incident to be serious, the school should call the Education Authority to alert them to the incident and then make a full written factual record of the incident. A careful record will be kept of any statements that pupils, suspected of being involved in or witness to an incident, provide. 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. 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 investigating officer is responsible for dealing with the incident, to co-ordinate recording all statements that could be required for a potential court case.

Media

In line with *The Critical Incidents Policy*, the Principal will take responsibility for liaison with the media. If the school receives an enquiry from the media, the caller will be referred only to the Principal. When responding to the media the privacy of pupils will be respected and short, factual statements will be given.

Following the Incident

- Agree pastoral and disciplinary responses including counselling services/support
- Forward a copy of the Incident Report Form to the Chairperson of the Board of Governors and the Designated Officer within the Education Authority if appropriate
- Review procedures and amend, if necessary

Procedures for Events Reported Outside of Schools

- Student to be interviewed by a Designated Teacher from Pastoral team
- Parent to be informed
- Other appropriate steps to be taken

Managing External Agencies

We acknowledge the importance of ensuring that any external agencies used to support our work with young people must adhere to the values and ethos particular to our school. A checklist is included (Appendix 3.1). A member of staff will always be present when a visitor to the school is presenting or talking to a class or year group. External agencies will be asked to complete a proforma to ensure commitment to our school aims, ethos and values (Appendix 3.2).

Safety in School

St Patrick's High School has several qualified First Aid personnel who are known to all staff and are easily accessible. This list is published and made available to all staff. Lists should be displayed in each classroom and the staffroom.

All drugs and associated paraphernalia will be collected, stored under lock and key and delivered to the PSNI by the Designated Teacher for Drugs Education and /or Principal. Policies and procedures are in place to communicate with parents regarding the safe storage and administration of prescribed and over-the-counter medication during school hours. The school liaises closely with the Community School Nurse on the implementation of Care Plans.

Administration of Prescribed Drugs during School Trips

Risk Assessments are completed for all school trips in line with school policy. Where a pupil has a Care Plan, the Care Plan and medication should be signed in/out by the teacher with overall responsibility for a Trip/Educational Event off Site.

Students who have to take prescribed drugs for medical reasons must bring the medication to the teacher with responsibility for the trip, when necessary, under supervision. It is the responsibility of the parent to inform the school about the nature of the medicine and to ensure their child knows how and when to take the prescribed drug. If a student has to take prescribed medication when on a school outing or residential, the teacher in charge should be fully informed by the parent.

Teachers **should not** administer prescribed drugs to students.

Staff Development

We annually update and train our staff regarding issues surrounding drug misuse.

Section 4

Monitoring, Evaluation and Review

An annual review of our Drugs Policy will take place to reflect changing circumstances and trends. Each incident will be reviewed and evaluated. The Designated Teacher for Drug Education will carry out the evaluation and report to the Principal, Vice-Principals and Pastoral Senior Leadership Team. Evaluation will cover two areas:

- The effectiveness of the policy to assist pupils about drug misuse;
- The effectiveness of the procedures and practices in place to deal with drug related incidents.

We follow the procedures for self-evaluation as outlined in the Department of Education for Northern Ireland's document 'Together towards Improvement'. Evaluations carried out during the 'Love for Life' seminars will also inform our evaluation process. The consultation procedure will involve our school staff, representatives of our School Council, representatives of our parents, representatives of our Board of Governors and personnel from the Education Authority (EA).

Dissemination of the Policy:

Pastoral Policies are shared annually with parents, and are available on our school website. Paper copies are available from the school on request.

Section 5

Appendix 1 Additional Guidance for Staff

1.1 Procedures

Individual staff members should:

- assess the situation and decide the action;
- make the situation safe for all pupils and other members of staff, secure first aid and send for additional staff support, if necessary;
- carefully gather up any drugs and/or associated paraphernalia or evidence and pass all information or evidence to the Designated Teacher for Drugs; and
- write a brief factual report of the incident and forward it to the Designated Teacher for Drugs.
- The Designated Teacher for Drugs should:
 - respond to first aider's advice or recommendations;
 - inform parents or carers immediately, in the case of an emergency;
 - take possession of any substance(s) and associated paraphernalia found;
 - inform the Principal;
 - take initial responsibility for pupil(s) involved in the suspected incident; and
 - complete a Drugs Incident Report Form (see Appendix 1.3) and forward it to the Principal.

The Principal should:

- determine the circumstances surrounding the incident;
- ensure that the following people are informed: Parents or Carers; – Designated Officer in the local PSNI area; – Board of Governors; and – Designated Officer in Education Authority.
- consult and agree pastoral and disciplinary responses, including counselling services or support;
- forward a copy of the Incident Report Form to the Chairperson of the Board of Governors and the Designated Officer in the Education Authority if appropriate; and review procedures and amend, if necessary.

1.2

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 can do are:

- Stay calm;
- Calm them and be reassuring, don't scare them or chase after them;
- Try to find out what they have 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 with 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 anything to eat or drink;

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 have taken, tell the ambulance crew; this can help make sure that they get the right treatment straight away.

1.3

Drugs Misuse Incident Report Form
(Form to be completed by Teacher involved in Incident)

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 or carer informed YES/NO
Date _____ Time _____

5. Where substance is retained _____
Date substance destroyed or passed to PSNI _____ Time _____

6. PSNI informed YES/NO
Date _____ Time _____

7. Education Authority or CCMS Designated Officer informed, as appropriate YES/NO
Date _____ Time _____

8. Form completed by _____ Date _____

1.4

Action Plan of Support

Support Strategy for:

Name: _____

Class: _____

Background:
--

Support Plan:

Date	Support Plan / Action Taken	Personnel Involved
	Multi Agency: <ul style="list-style-type: none">○ Parents○ GP○ Child & Family Clinic○ Social Services○ Community services○ Community police○ School Nurse○ EWO○ Learning Mentor○ School Counselling	

Review Date: _____

1.5

Pro-forma to inform EA/Employing Authority

School Details

Name of school: _____

Address: _____

Telephone No: _____

Date of incident: _____

Principal: _____

Contact Teacher: _____

Details of Incident:

Substance (if identified):

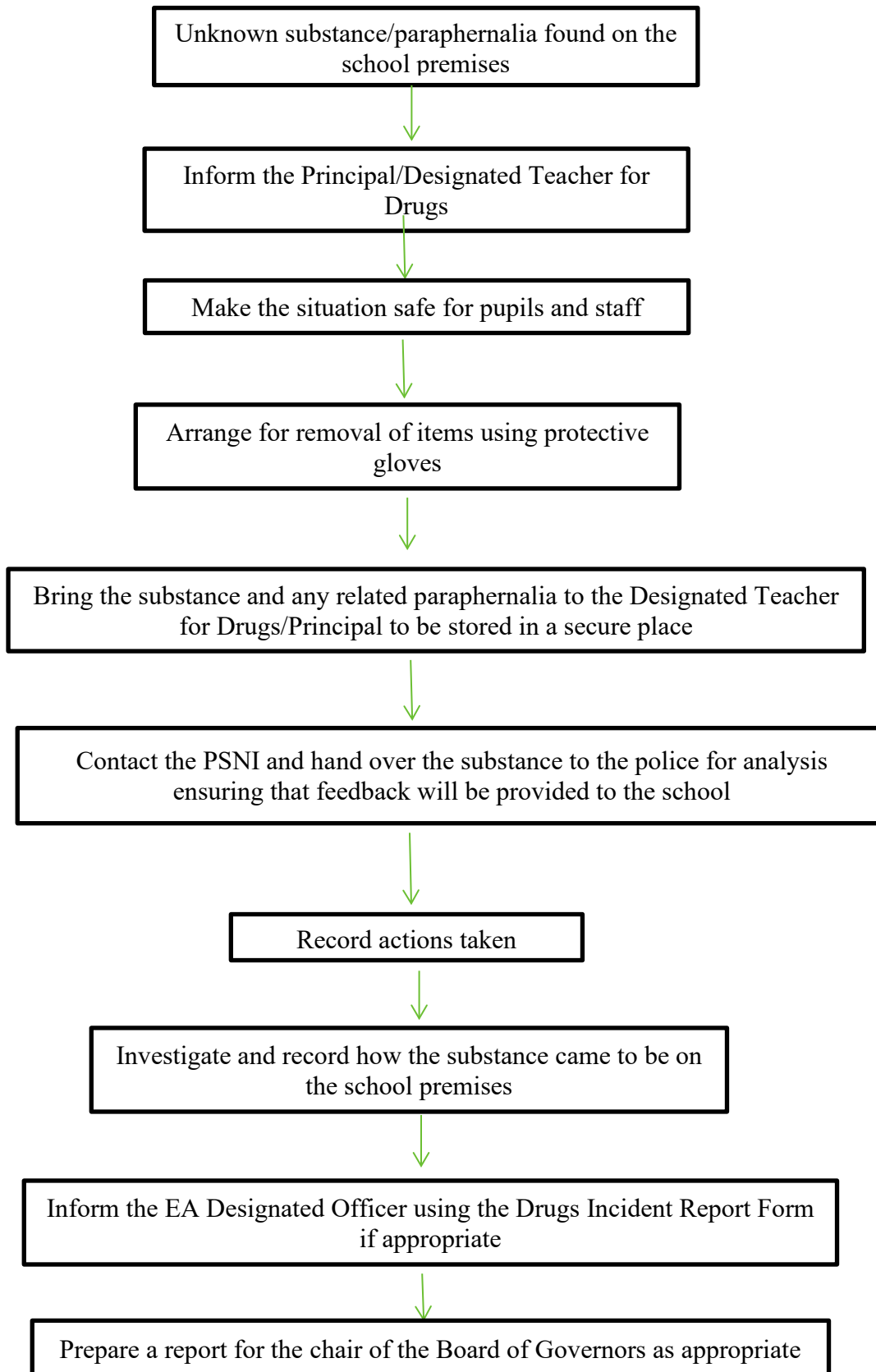
Signed: _____

Date: _____

Appendix 2

Handling Drug-Related Incidents

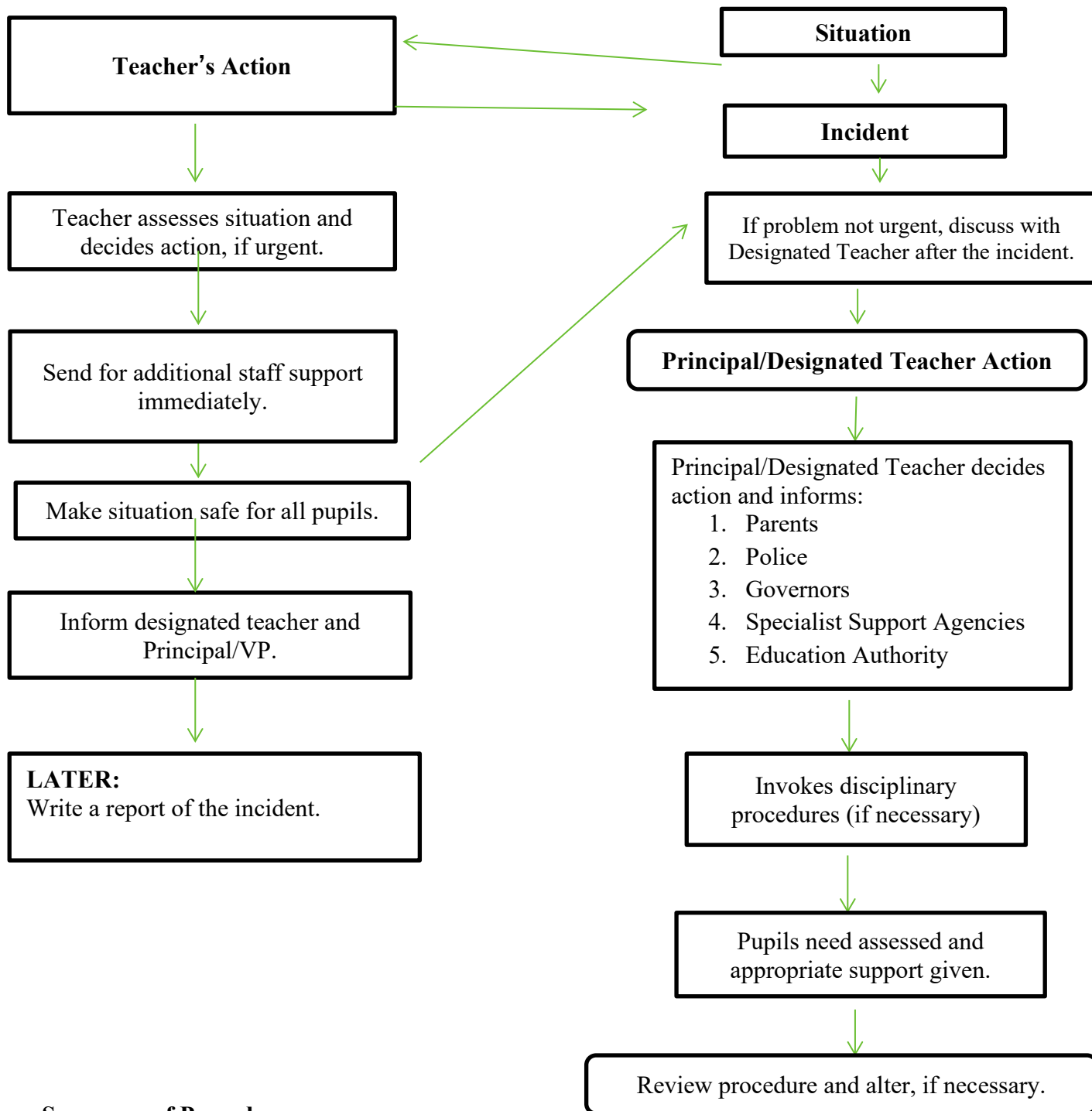
2.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises



2.2

Suspected Incident of Drug Misuse

Action to be taken in the Event of a **Suspected** incident of Drug Misuse



Summary of Procedures

As directed by the flow chart above, when an incident occurs the member of staff involved should:

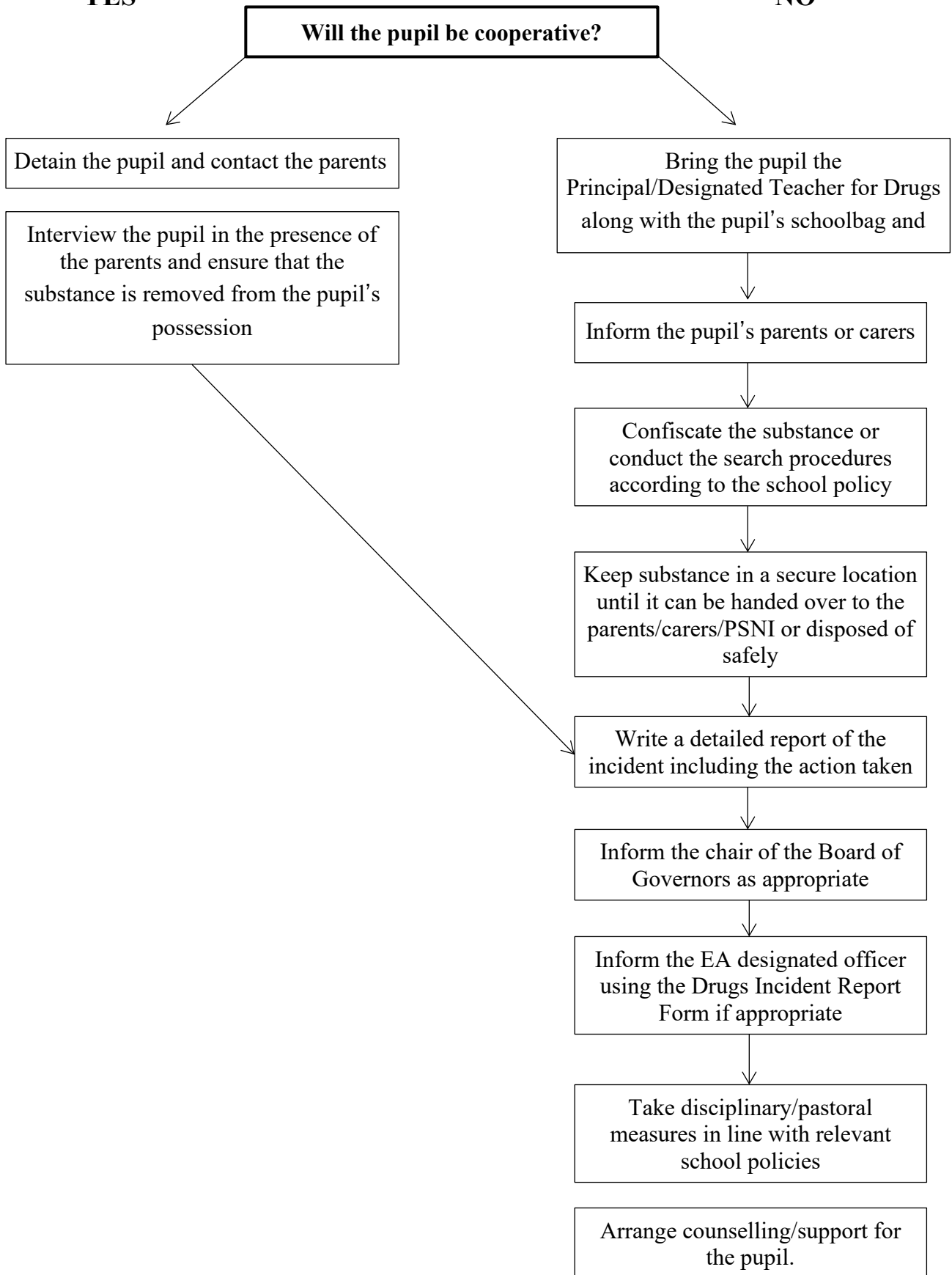
- Make the situation safe;
- Send for support immediately;
- Call for First Aid if necessary (if not urgent, discuss with Designated Teacher later);
- Inform Designated Teacher and /or Principal;
- Complete an Incident Report Form and give to Designated Teacher for logging.

2.3

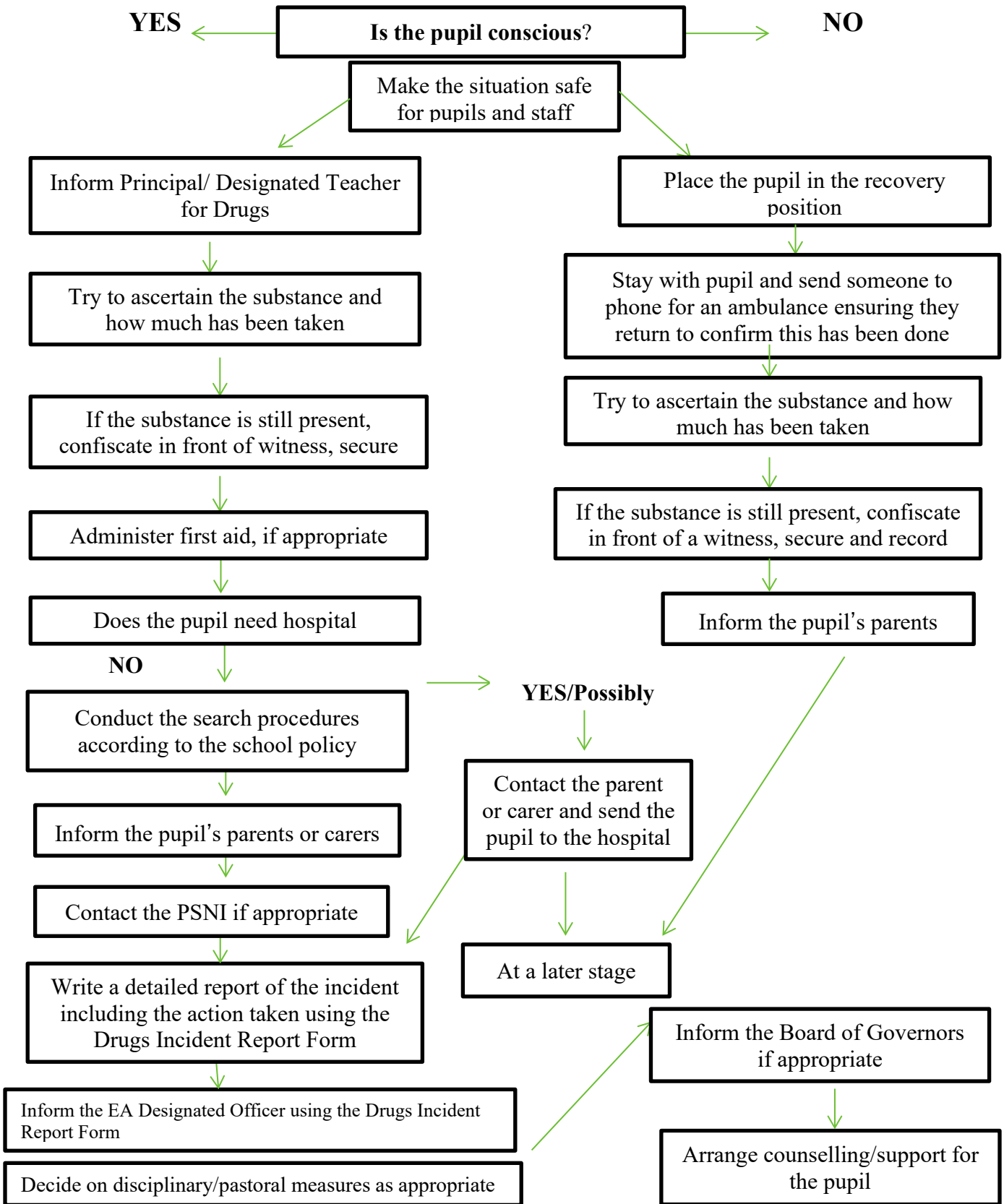
Pupils in possession of alcohol or unauthorized prescribed medication on school premises

YES

NO

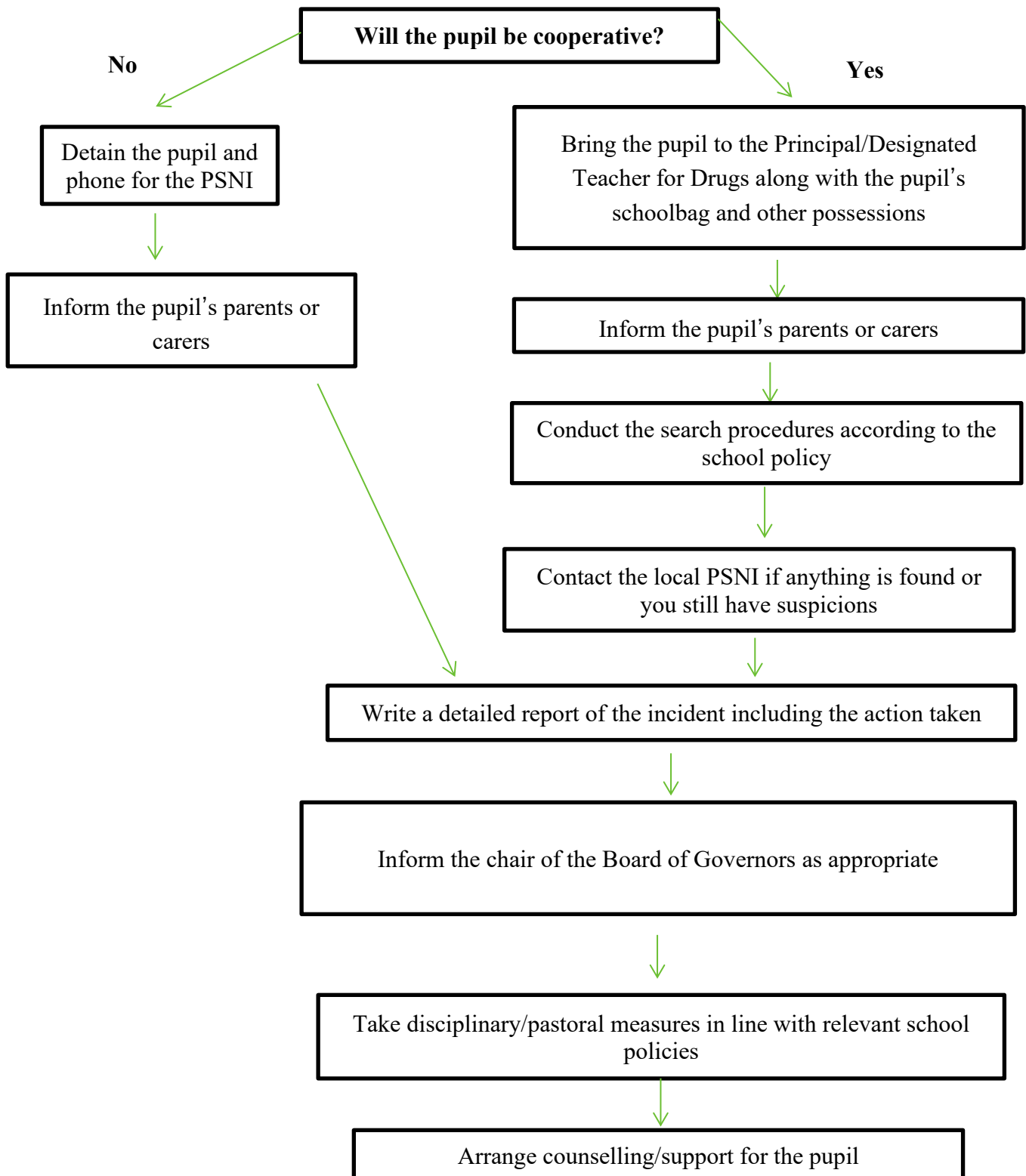


Pupils suspected of having taken drugs/alcohol on school premises



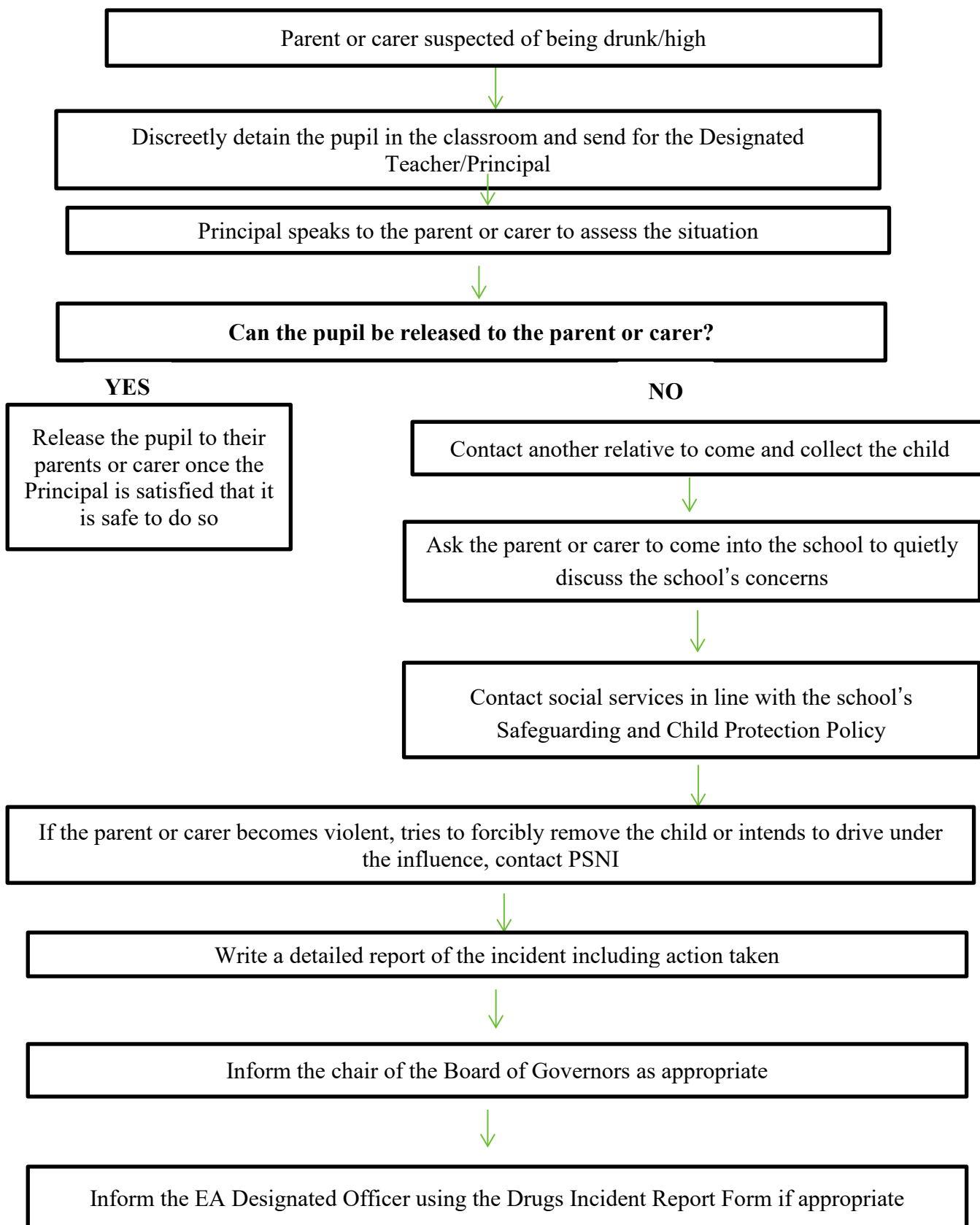
2.5

Pupil suspected of possessing/distributing an illegal substance



2.6

A Parent/Carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance.





Mission Statement

As a Catholic School in partnership with parents and the community, the school seeks to provide children of all abilities with a secure, caring, stimulating and happy environment where high values of work, personal integrity and learning can be achieved and where all pupils are encouraged to develop their talents and character and to contribute positively to home, school, church and society.

Service Level Agreement for Use with External Agencies Working in School

I/We have read the school ethos and policies of St Patrick's High School. Conscious that we are providing guidance and support within a Catholic school, we agree to formally adhere to your ethos and policies:

- In working with young people

- In the delivery of the programmes outlined below:

I am/We are willing to provide full details of material content to: Principal, Senior Leaders, Teachers, Parents, Governors and other appropriate bodies, and agree to fully implement any changes deemed necessary by the above representatives. I accept the right of the school to withdraw the invitation issued to support the school in the education of our young people. I/We formally accept the above terms of reference and in so doing I/we will acknowledge the agreement made.

Signed: _____ (External Agency)

Area of Delivery: _____

Date: _____

Countersigned: _____ (Principal/Designated Teacher)

3.2 External Agency Vetting List Checklist for use of school's Designated Teacher for Child Protection/Designated Teacher for Drug Education to vet External Agencies

- Accredited Body
- Copy of Mission Statement
- Personnel to be used:
- Police Check
- Official Qualification
- Key Person
- All statutory requirements fulfilled: i.e. Health and Safety Policy etc.
- Sufficient Insurance
- Principal informed and approval granted
- School ethos read and understood
- Service agreement completed and signed
- Evidence of current legislation
- Established format for feedback
- Evaluation process in place

3.3 Drug Education within St Patrick's High School Curriculum

The following whole-school programme indicates the curriculum input:

Subject	KS3 (Details per year group)	Details	KS4 (Details per year group)	Details	KS5 (Details per year group)	Details
Learning for Life and Work (Personal Development Component)						
Science						
Home Economics						
Child Development						
Health and Social Care						
Religion						