

STRAIDBILLY PRIMARY SCHOOL



Misuse of Substances And Drugs Policy

Date Ratified by Board of Governors: December 2023

Review Date: December 2026

Rationale

Children and young people are exposed to messages about drug use from an early age. Their exposure to the use and misuse of drugs may come through parents / guardians, older siblings, friends, television, the media and popular music. Straidbilly Primary School does not condone the misuse of drugs but recognises that there has been a considerable increase in the abuse of drugs in recent years in Northern Ireland. Drug misuse appears to be affecting an ever younger population and the so-called ‘recreational’ use of drugs can lead to a dangerous acceptance of illegal and harmful drug misuse as part of everyday life. We believe that our school has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a drugs education programme as part of the statutory curriculum for Personal Development and Mutual Understanding (PDMU). This school sees its role as that of a caring community committed to the physical, mental, social, emotional, moral and spiritual health, safety and wellbeing 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 problem; the school is only one of a number of groups and agencies which must play a part in the education of young people, and we make use of their expertise where possible in the delivery of the programme.

Ethos

In Straidbilly Primary School the welfare and safety of our pupils is paramount. We feel that our drugs education programme will promote that sense of wellbeing, as well as the safety and security of the pupils within our school.

This policy is based on the guidance provided by the Department of Education for Northern Ireland in the following documents:

- DE Circular 2015/23 Drugs Guidance
- CEA Drugs Guidance for Schools in Northern Ireland (Revised Edition 2015)

<https://ccea.org.uk/downloads/docs/ccea-asset/Curriculum/Drugs%20Guidance%20for%20Schools%20in%20Northern%20Ireland.pdf>

Straidbilly Primary School promotes the rights of the child based on the United Nations Convention on the Rights of a Child. This policy therefore takes into account Article 3 which states:

‘The best interests of the child must be a top priority in everything we do.’

Definitions

For the purpose of this document, the terms drug and substance include any product that, when taken, has the effect of altering the way the body works or how a person behaves, feels, sees or thinks.

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

- Alcohol, tobacco and tobacco-related products, including nicotine replacement therapy (NRT), and electronic cigarettes;
- Over-the-counter medicines such as paracetamol and cough medicine;
- Prescribed drugs, such as antibiotics, painkillers, antidepressants, antipsychotics, inhalers and stimulants such as Ritalin;

- Volatile substances such as correcting fluids or thinners, gas lighter fuel, aerosols, glues and petrol;
- Controlled drugs such as cannabis, LSD, ecstasy, amphetamine sulphate (speed), magic mushrooms, heroin and cocaine;
- New Psychoactive Substances (NPS), formerly known as legal highs*, which contain one or more chemical substances that produce similar effects to illegal drugs and are sold as incense, salts or plant food and marked ‘not for human consumption’ to avoid prosecution; and
- Other substances such as amyl or butyl nitrite (known as poppers) and unprocessed magic mushrooms.

*We no longer use the term legal high because it is misleading. The public perceived that ‘legal’ meant safe. This is not the case, as these substances are not regulated and there is no way of knowing what chemicals they contain.

Controlled substance: Controlled substances are legally classified according to their benefit when used in medical treatment or harm if misused. The Misuse of Drugs Act sets out a range of substances that are controlled under the act. It is an offense to possess, possess with intent to supply, supply, or allow premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs.

REFER APPENDIX 1

The Act has four separate categories: Class A, Class B, Class C and temporary class drugs. Substances may be reclassified. The Misuse of Drugs regulations, created under the Misuse of Drugs Act, license production, possession and supply of substances classified under the act. These include five schedules that classify all controlled medicines and drugs. • Schedule 1 has the highest level of control, but drugs in this group are very rarely used in medicines. • Schedule 5 has a much lower level of control.

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 or dependence. Drug misuse is therefore taking drugs, including prescribed drugs NPS, that cause harm to the individual, their significant others or wider community.

Aims

- To provide a clear statement of the school's view on drug education.
- To ensure a consistent approach from staff to drug education and in the handling of drug related incidents.
- To safeguard good practice in the future.
- To inform pupils of the effects of drug use and abuse.
- 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, tobacco related products, alcoholic, e-cigarettes, volatile substances etc. 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 establish an environment in which the school is free from the misuse of all drug or substances
- To inform parents / guardians of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.

Whole School Approach

It is the view of this school that education surrounding drugs/substance use and misuse should not be taught in isolation, but rather as an integral part of our PDMU and Religion Programme. This involves developing a set of values and skills that will aid in producing rounded 'whole' 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.

Roles and Responsibilities**Board of Governors**

The school governors have responsibility for Straidbilly Primary School and will foster and support the development and on-going review of the Drugs Policy and education programme by collaborating with appropriate staff, pupils and parent / careers. They will facilitate the consultative process where the school community can respond and contribute to the effectiveness and quality of the policy and programme, which the governors will examine and approve prior to their implementation in school. They will ensure that the policy is referred to in the school prospectus and reviewed at regular intervals. All governors should be fully aware of and one member will be trained to deal with suspected drug-related incidents and their appropriate disciplinary response.

The Principal

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 will 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;
- completing a written report and forwarding a copy to the Board of Governors and the designated officer in the Education Authority.
- ensuring that members of the Board of Governors have been consulted on and ratified the policy.

The Designated Teacher for Drugs (Mr J George)

The designated teacher is responsible for:

- co-ordinating the school's procedures for handling suspected drug-related incidents and training staff in these procedures;
- ensuring that the school's disciplinary policy has an appropriate statement about any disciplinary response resulting from suspected drug-related incidents;
- ensuring that the school's Pastoral Care Policy has an appropriate statement about any pastoral response resulting from suspected drug-related incidents;
- liaising with other staff responsible for pastoral care;
- being the contact point for outside agencies that may have to work with the school or with a pupil or pupils concerned;
- responding to advice from first aiders, in the event of an incident, and informing the Principal, who should contact the pupil's parents or carers immediately;
- taking possession of any substance(s) and associated paraphernalia found in a suspected incident;
- completing a factual report using the schools Drug-Related Incident Form, which they forward to the Principal;
- reviewing and if required updating the policy at least every three years or after a drug-related incident, where learning from the experience could improve practice.

All staff (Teaching and Non-Teaching)

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 or carry out an investigation, but they should:

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- assess the situation and decide on the appropriate actions to take
- notify the principal and the designated teacher for drugs at the earliest opportunity;
- deal with any emergency procedures to ensure the safety of pupils and staff, if necessary;
- forward any information, substance or paraphernalia received to the designated teacher for drugs, who will respond accordingly
- use the school's **Drugs Incident Report Form (Appendix 2)** to complete a brief factual report on the suspected incident and forward this to the designated teacher for drugs
- 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
- forward any information, substance or paraphernalia 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 through the PDMU programme.
- 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 PDMU Coordinator regarding any aspect of the programme/policy, as necessary

The Building Supervisor

The building supervisor should;

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

Pupils

Pupils should;

- 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.

Parents/Guardians

Parents/guardians should;

- 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.

Legal responsibilities and involving the PSNI

All staff must be aware of their legal responsibilities. Schools must notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed. Failure to notify the PSNI is a criminal offence. Staff must be aware of the legal 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.

A summary of relevant legislation is available at www.ccea.org.uk

Contacting the PSNI

Schools must notify their local PSNI officer 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. Schools are not legally obliged to notify the PSNI if they suspect the misuse of solvents or alcohol. However, in a primary school this is a safeguarding issue and the Designated Teacher will seek advice from the Child Protection Support Service for Schools.

The Drug Education Programme

The Drug Education Programme in this school is integrated within the curricular areas PDMU and Religious programme. These programmes provide 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.

These will be appropriate to the pupils' age and understanding and will include:

- Information on how the body works
- Safe and unsafe substances used in home and school
 - Medicines and tablets
 - Personal likes and dislikes
 - Being friends with others
 - Learning how to say "NO"
 - Respect and caring for oneself
 - Respect and caring for others

Administrating Prescribed Medication

Teaching staff are not contractually required to administer medicine to pupils. This is a voluntary role and teachers may choose to assist in the administration of medicines. However, some Classroom Assistants may be employed on contracts which require them to administer medicine and/or carry out certain medical procedures. Some pupils may have long term complex medication needs and the school will endeavour to support these pupils so that they can attend school regularly and take a full and active part in school life. Medication should only be taken in school when absolutely essential and with the agreement of the Principal.

Appropriate care plans and consent forms must be in place before any medication is accepted by school staff in accordance with the schools Supporting Pupils with Medication Needs Policy.

If a member of staff administers medication in accordance with the Supporting Pupils with Medication Needs Policy, the employer will indemnify the member of staff.

Responses in the event of a suspected drug-related incident/Illness, unusual or uncharacteristic

Young people's behaviour may be unpredictable and bizarre for many reasons during their time at school. Changes in behaviour may indicate a range of difficulties and problems and may be related to a medical condition, rather than substance misuse. It is, however, important to note that intoxication, physical collapse or unconsciousness can also result from an initial experiment with drugs. **REFER Appendix 9**

Staff should bring any indications of illness, unusual or uncharacteristic behaviour because of suspected substance misuse to the attention of the Designated Teacher for Drugs. They should not make any judgement until they have determined the circumstances surrounding the incident.

Where staff believe a pupil may have taken a substance, they suspect is a drug, they should seek medical assistance immediately after following the recommended emergency procedures. The school must inform parents and the PSNI

For further details, search for Signs and Symptoms of Drug Use at www.ccea.org.uk

Taking possession of a suspected controlled substance and/or associated paraphernalia

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. Staff 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. **REFER APPENDIX 2**

An allegation of a suspected controlled drug-related incident **REFER APPENDIX 3/4/5/6/7**

Carrying out a search

If the designated teacher for drugs receives an allegation of possession, he or she may need to search a pupil's desk, if he or she has cause to believe it contains unlawful items, including controlled drugs. However, teachers cannot search personal belongings in the desk without consent.

Staff should only search the pupil's personal belongings, including schoolbag, coat or other items with the pupil's consent.

Staff should carry out this search in the presence of the pupil and another adult witness.

If the school suspects pupils of concealing controlled drugs on their person or in their personal belongings, staff should make every effort to encourage them to produce these substances voluntarily.

Staff should ask pupils to turn out their pockets or schoolbags. If the pupils refuse, 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.

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 is exercisable only if:

- the person making the arrest has reasonable grounds for believing that for any of the reasons mentioned, 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.

A summary of relevant legislation is available at www.ccea.org.uk

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.

Finding drug-related paraphernalia REFER APPENDIX 4

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.

Recording an incident REFER APPENDIX 2

If the Principal considers an incident to be serious, the school should call the Education Authority or CPSS Designated Officer to alert them to the incident, take advice and then make a full written factual record of the incident.

For an incident that requires only an internal school investigation, for example, finding cigarettes on school property, we will treat any sensitive information about pupils in a confidential and secure manner.

Reports will be treated as confidential. Senior teachers will be used to supervise pupils if there is more than one pupil involved and separate discussions are required.

However, as a primary school, any drugs issue will be considered a safeguarding matter and will be dealt with under our Safeguarding and Child Protection Policy.

For an incident that requires a police investigation, the PSNI is responsible for investigating any criminal or suspected criminal offence. Under these circumstances, schools 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.

Involving parents or carers

We will make every effort to keep parents or carers 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.

They will make every effort to contact the parents or carers before involving the police. They should also consider parents or carers who may be emotionally distressed in response to a suspected drug-related incident and offer support as appropriate.

Pastoral care

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

As part of planning a pastoral care response, schools should consider developing referral pathways that identify specific support agencies and contacts in their local area for a range of incidents. See CCEA guidance.

Confidentiality

Teachers 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 offer a guarantee of confidentiality.

If the pupil discloses information concerning controlled substances, the staff member must pass this on to the designated teacher for drugs and the designated teacher for child protection.

Communication following a suspected or confirmed drug-related incident

We will carefully consider how we communicate any information about a suspected or confirmed substance-related incident to staff, pupils and parents or carers. We will only disclose information to members of staff concerned with the pastoral needs of the individual pupil. We will inform only the parents or carers of the pupil or pupils directly involved of the incident and subsequent outcomes. Teachers should not discuss individual cases with other pupils. The school may, however, need to make a general statement informing the school community after an incident where rumours may create a negative atmosphere.

A parent or carer suspected to be under the influence of alcohol/another substance REFER APPENDIX 8

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If a parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance the class teacher/ classroom assistant will need to inform the Designated Teacher for Child Protection immediately.

Employees

The Health and Safety at Work (N.I.) Order 1978 requires the employer, i.e. BOG, to protect the health, safety and welfare of employees at work. The employee also has a legal responsibility to protect their own health and safety and that of their colleagues. The BOG has a designated Health and Safety representative. The BOG will refer to the “Drugs and Alcohol in the Workplace Guidance” (HSENI) with respect to problems associated with staff use of alcohol and/or other drugs.

Dealing with the Media

If the school receives an enquiry from the media the caller will only be referred to the principal or, in the absence of the principal, a designated nominee. When responding to the media the privacy of the pupil(s), his/her family and/or any staff members will be respected at all times.

Training and Information

All staff and **Governors** will be provided with training to support the full implementation of this policy including the delivery of the drug education programme that is integrated into the PDMU programme. Parents will be kept informed of this.

Links with Other Policies

This policy should not be seen in isolation and should be cross referenced with other policies; in particular, the Pastoral Care Policy, Safeguarding and Child Protection Policy, Promoting Positive Behaviour Policy, Supporting Pupils with Medication Needs Policy, Anti-bullying Policy, Staff Code of Conduct, Safe Handling Policy, PDMU Policy, Health and Safety Policy and Managing Critical Incidents Policy.

Monitoring, Reviewing and Evaluating

The Drugs Policy will be monitored and evaluated every 3 years to check;

- The effectiveness of the policy to assist pupils in resisting the lure of substance misuse.
 - The effectiveness of the procedures and practices in place to deal with substance related incidents.
- OR
- After a suspected Drugs-related incident

Appendix 1**Main type of controlled substances by class**

Class	Substance	Possession	Supply and Production
A	Crack cocaine, cocaine, Ecstasy (MDMA) Heroin, LSD, Magic mushrooms, methadone, methamphetamine	Up to 7 years in prison, an unlimited fine or both	Up to life in prison and unlimited fine or both
B	Amphetamines, Barbiturates, Cannabis, codeine, methylphenidate (Ritalin) synthetic cannabinoids, Synthetic cathinones For example Mephedrone or methoxetamine	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison and unlimited fine or both
C	Anabolic steroids, Benzodiazepines (Diazepam) Gamma hydroxybutyrate (GHB) gamma butyrolactone (GBL) Ketamine, Piperazines (BZP)	Up to 2 years in prison, an unlimited fine or both	Up to 14 years in prison and unlimited fine or both
Temporary Class substance	NBOME and Benzofuran compounds	None but police can take away a suspected temporary class substance	Up to 14 years in prison and unlimited fine or both

www.Gov.uk/penalties-drug-possessions-dealing

Please note the above table refers to some commonly available drugs. It is not a complete list of controlled drugs.

Offences Under the Misuse of drugs Act 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 to 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 paraphernalia- this includes equipment for smoking cannabis or crack cocaine, but needles and syringes are exempt.



1.	Name of Pupil _____ 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/ Guardian 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 Designated Officer informed, as appropriate: YES/NO Date: _____ Time: _____

8.	Form completed by _____ Date: _____ Position: _____
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Description of the Incident

Actions taken:

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Incident form completed by: _____

Date: _____

Countersigned by School Principal: _____

Date: _____

Appendix 3

Checklist of roles and responsibilities when managing an incident

Individual staff members should:

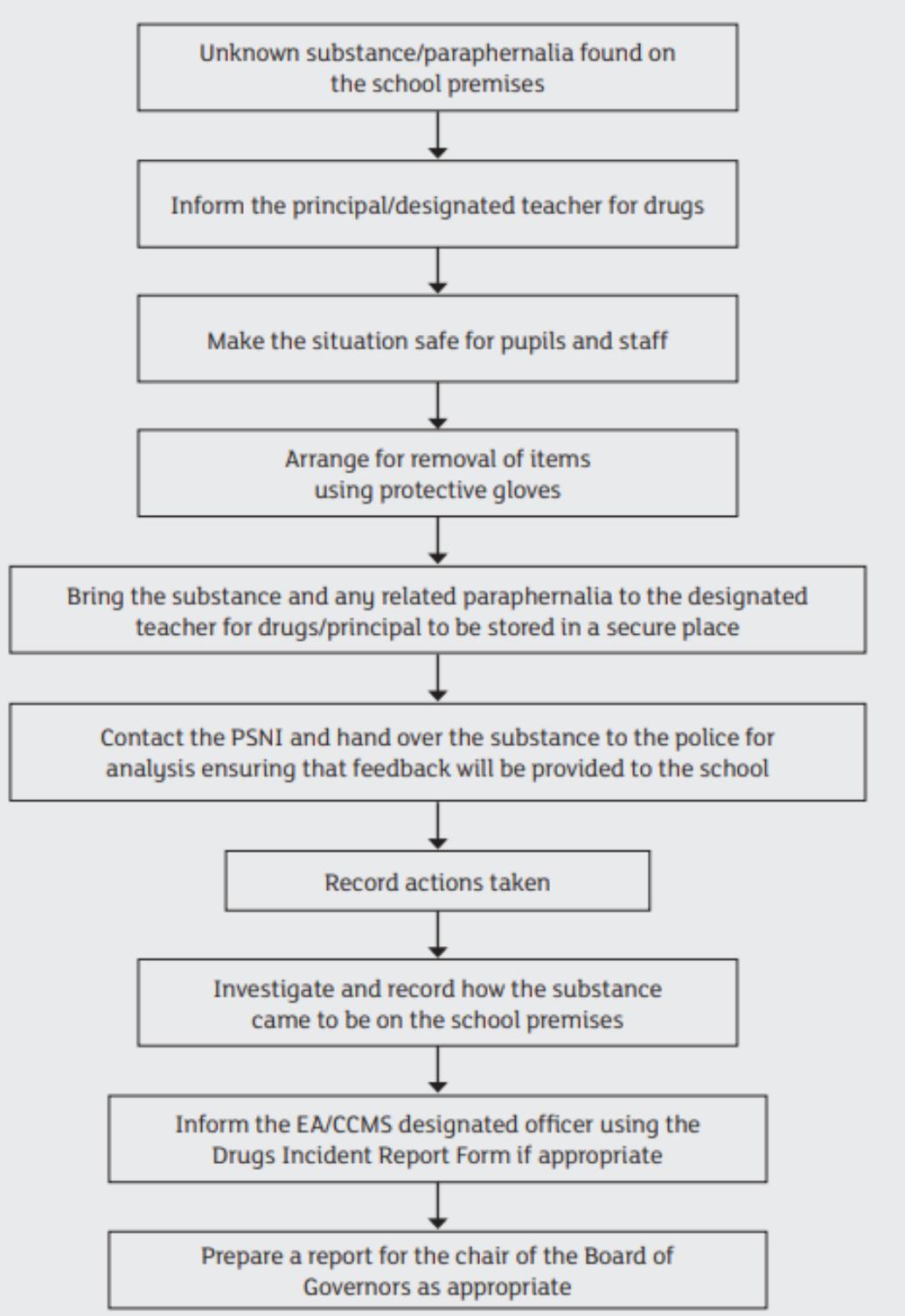
- Assess the situation and decide the action
- Make the situation safe for all pupils and other members of staff, secure first aid and send for additional staff support if necessary
- Carefully gather up any drugs and or associated paraphernalia or evidence and pass all information or evidence to the designated teacher for drugs: and
- Write a brief factual report of the incident and forward it to the designated teacher for drugs

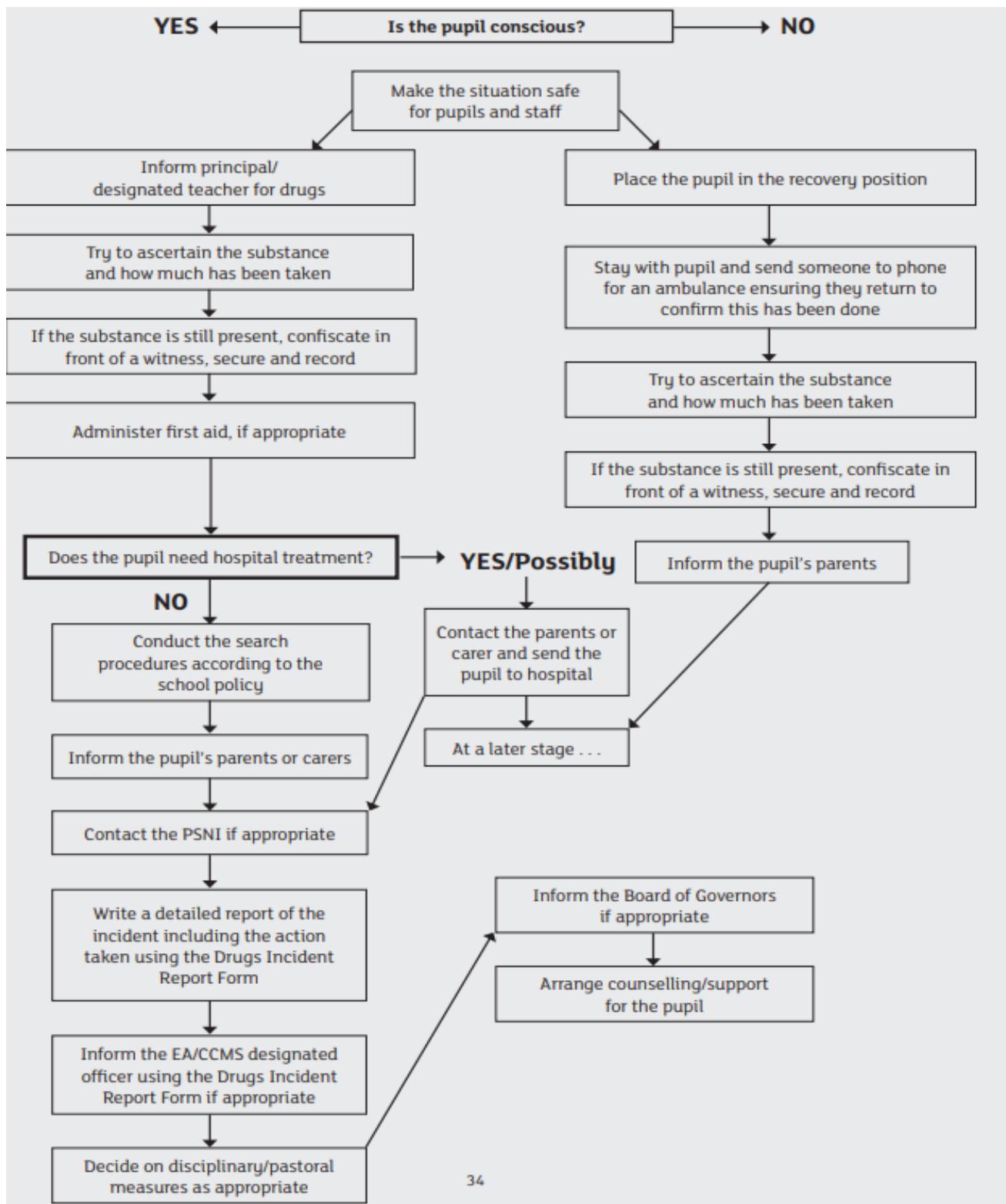
The designated teacher for drugs should:

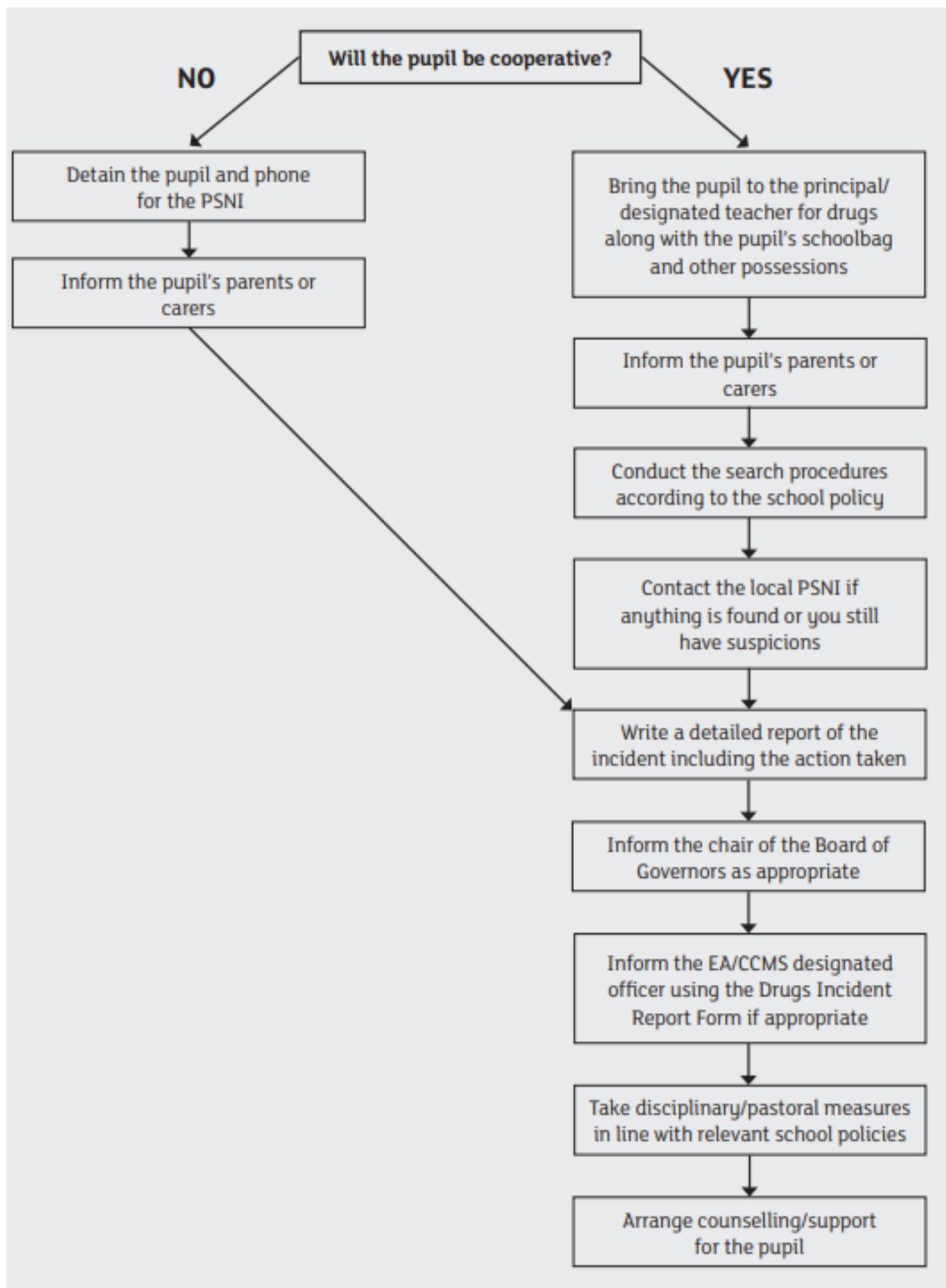
- Respond to first aider's advice or recommendations
- Inform parents or carers immediately, in the case of an emergency
- Take possession of any substance and associated paraphernalia found
- Inform the principal
- Take responsibility for pupil/s involved in the suspected incident and:
- Complete a drugs Incident report and forward to principal

The principal should;

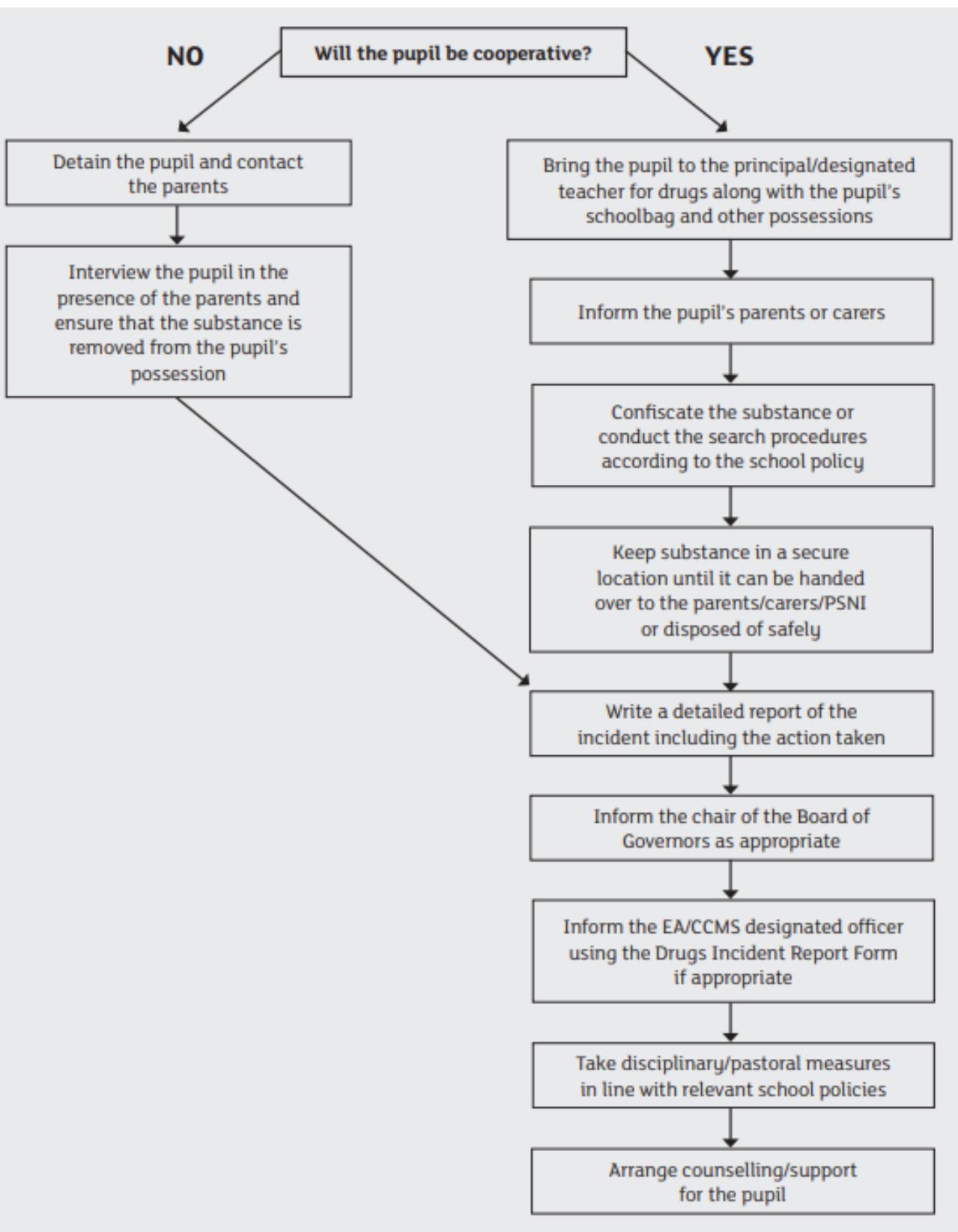
- Determine the circumstances surrounding the incident
- Ensure that the following people are informed
 - Parents/carers
 - Designated officer in the local PSNI area
 - BOG
 - Designated officer in EA
- Consult and agree pastoral and disciplinary responses, including counselling services or support
- Forward a copy of the Incident report to the chairperson of the BOG and designated officer in EA
- Review procedures and amend, if necessary

Appendix 4:**Finding a suspected substance or drug related paraphernalia on or close to school premises**

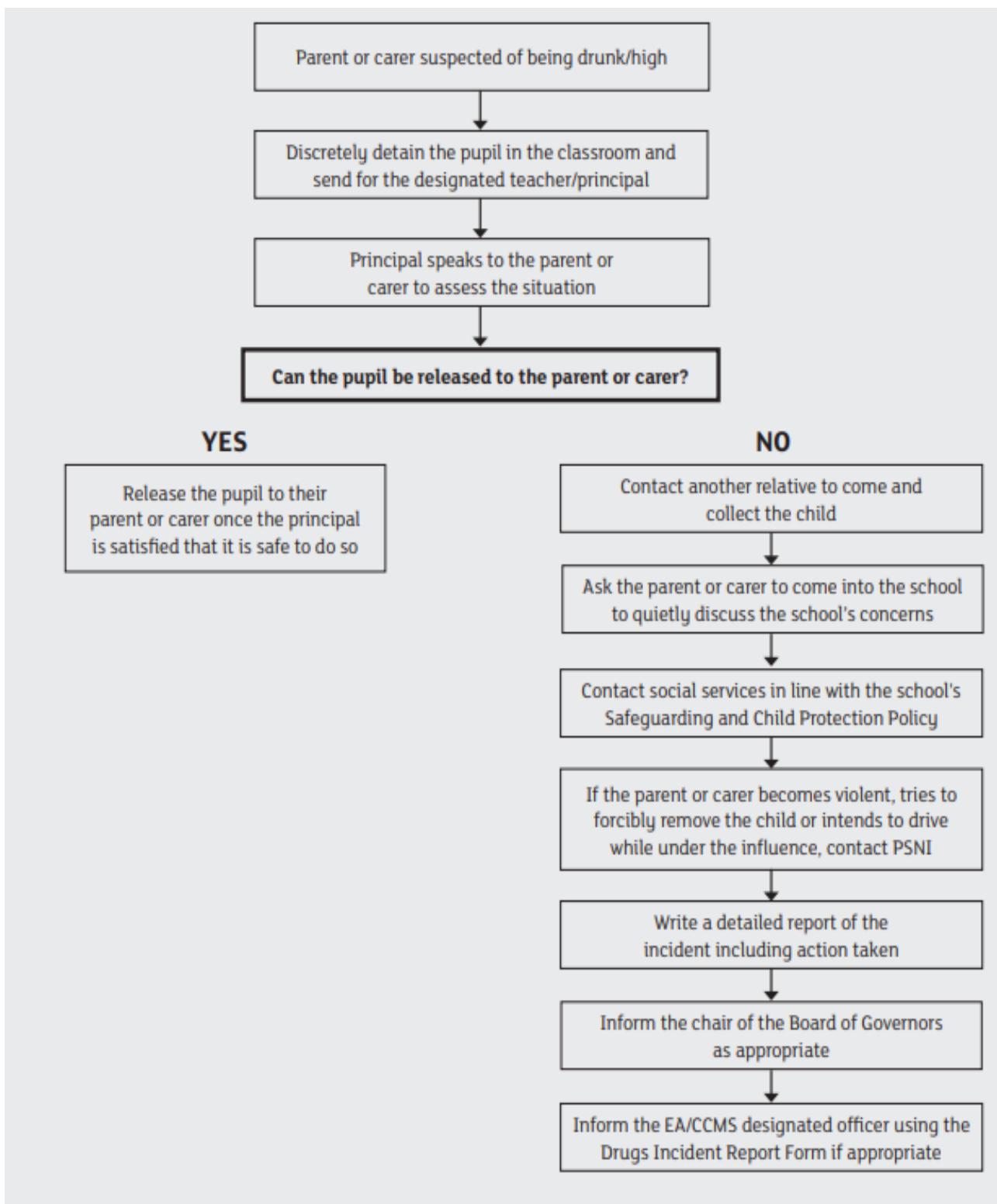
Appendix 5:**Pupil suspected of having taken drugs/alcohol on school premises**

Appendix 6: Pupil suspected of possessing/distributing an illegal substance


Appendix 7: Pupil in possession of alcohol or unauthorised prescribed medication on the school premises



Appendix 8: A parent carer arrives to school to collect a child and appears to be under the influence of alcohol or another substance



Appendix 9: Emergency Procedures

This is the current best practice on what to do if someone is in difficulty because of misusing drugs.

- It is important to find out what they have taken as this could affect emergency aid. Loosen clothing and call for an ambulance immediately
- If the person has taken a depressant substance, for example solvents, alcohol sleeping pills or painkillers, it is likely that they will be drowsy or unconscious. If the person is drowsy, it is important to keep them awake by talking to them or applying a cool damp cloth to the back of their neck. Do not give them anything to eat or drink as this could lead to choking or vomiting.
- If they are or become unconscious, put them into the recovery position, clear their airways if blocked and keep checking on any changes to pulse and breathing rates.
- If they stop breathing, begin mouth to mouth resuscitation, starting with chest compressions. If you have not been trained in CPR, or are worried about giving mouth to mouth resuscitation to a stranger you can do chest compressions only CPR. Stay with the person until the ambulance crew arrive and tell them all the facts, including what the person has taken. This is very important as it could save their life.
- If the person has taken a stimulant, such as amphetamines or speed or ecstasy, they may show various signs of distress. If the person is panicking, try to reassure them. It is important that they calm down and relax. Get them to breathe in and out, deeply and slowly. Help them by counting their breathing-ask them to breathe in and out of a paper bag, if one is available.
- If the person has taken a hallucinogenic, they may become anxious, distressed and fearful. They may act in an unusual way. It is very important to reassure the person-tell them that you will look after them, that they are in no danger, that it is the effects of the substance and that these will soon wear off. You may want to take them to a quiet place, keep other people away and continue to reassure them. Just stay with them and talk calmly to them until the ambulance arrives.