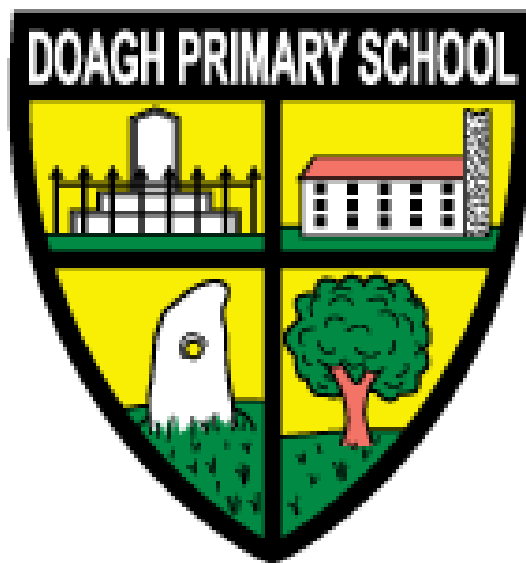


Doagh Primary School



Drugs Education and Procedures

February 2024
(ratified June 2024)

***Designated Teacher – Mrs L Brown
Deputy Designated Teacher/Governor – Miss Bell***

In the case of a Handling Drug related incident, staff will refer immediately to the following flow charts:-

- **Finding a suspected substance on/close to the school premises: Appendix 4:1**
- **Pupil suspected of having taken drugs/alcohol on school premises: Appendix 4:2**
- **Pupil suspected of possessing/distributing an illegal substance: Appendix 4:3**
- **Pupil in possession of alcohol or unauthorised prescribed medication on the school premises: Appendix 4:4**
- **Parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance: Appendix 4:5**

Section 1: Introduction

(a) School Ethos

Our Mission Statement:

To promote excellence in child centred education in a safe, nurturing and stimulating environment where the dignity of all is valued and where everyone can aspire, aim and achieve their full potential and experience success.

As part of the school's care and welfare of its pupils, we believe that we have a duty to inform and educate children about drug use. Consequently, as a safe and nurturing school, the over-riding aim of our Drugs Education Policy is to equip our children to make wise and informed decisions in an ever-changing society. We achieve this by working together with parents and the local community to provide opportunities for our children to acquire the knowledge, understanding and skills which will enable them to make these decisions in order to adopt a safe and healthy lifestyle in a society where drugs are readily available.

Consistent with, and in addition to, our appropriate educational programme for all of our children, is the adoption of a whole school 'smoke free' policy (including e-cigarettes). We also have very clear procedures for dealing with incidents of the misuse of any drugs.

We endeavour to maintain and act upon this policy, which considers the pastoral needs of all members of the school community.

(b) Rationale:

It is a statutory requirement for all schools in Northern Ireland to have a Drugs Education Policy and the school's programme for such education forms part of our teaching and learning throughout the curriculum, and particularly in PDMU. A copy of this policy is available from the school office on request. A summary of this policy is available on the school's website.

In addition, as part of our Pastoral Care, Doagh Primary School recognises **that primary school children can be exposed to a drugs culture through the media, popular music, television programmes, magazines and by socialising with older children, resulting in the fact that they are now much more 'drug-literate' from a young age.** Therefore, we feel that children should be adequately prepared for transfer to Post Primary Education as statistics (YPBAS 2013) indicate that the 11 - 16 year age range is extremely vulnerable.

We feel that this policy is necessary to ensure a consistent approach by all members of staff, to develop an effective partnership with parents and to provide a clear statement regarding how any incident would be addressed. It is hoped that this policy will ensure our children acquire the knowledge, understanding and skills to help them to make the right decisions to live a healthy lifestyle.

Drugs are a reality in children's lives and schools share responsibility with parents and the community to –

- educate pupils about the risks and consequences of drug use and misuse
- encourage children to make healthy, informed choices by increasing knowledge, challenging attitudes and practising skills

Our Drugs Education Programme aims to enable all our pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes about drug use and developing and practising their decision making skills. Children are taught real facts about tobacco, alcohol, drugs and solvent abuse at an appropriate level. Teachers help and guide children sensitively as they explore these areas and seek to inform and involve the whole school community as appropriate.

The programme we follow is intrinsically linked to PDMU and is sensitive to the age and experiences of our pupils. Teaching is based on an understanding that a variety of approaches should be used in order to meet the needs of our pupils.

This policy is not to be considered in isolation from other curricular and pastoral policies, but reflects an integrated and consistent approach to the overall education and well-being of our pupils. This policy has been created and will be reviewed in consultation with staff, pupils, governors and parents/carers. The latest consultation in January 2023 (27 responses) found that

- All consultees believed that drugs education is important for the long-term health and well-being of children
- All consultees believed that the ethos, procedures and Designated staff are clearly laid-out within this policy
- All consultees understood and agreed with the contents of this policy
- One consultee expressed concern that drugs education was perhaps being introduced too early. Upon receiving this comment we published the full policy

with the education programme per year group on the school website to ensure clarification/our measured approach is shown to parents.

As a staff, we endeavour to prevent the use of drugs in our young people, whilst also recognising that our Drugs Education Programme may only reduce the number of children who become drug users or delay the age at which young people begin to use drugs.

We cannot solve this problem alone and the positive support from parents and the community (including the PSNI and local church/youth groups) should not be underestimated.

This policy was created in consultation with *'Drugs: Guidance for Schools in Northern Ireland' (CCEA 2015, last updated on the CEA website on 29/10/19) and Circular 2015/23. Consideration was also given to ETI's The Preventative Curriculum in Schools and EOTAS Centres (April 2023).*

(c) Drugs Definitions:

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

Drugs include:

- Alcohol and 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/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
- Other substances such as amyl or butyl nitrite (known as poppers) and unprocessed magic mushrooms

***The term 'legal high' is no longer used as 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. Further information can be found at www.drugwise.org.uk**

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 offence to possess, possess with intent to supply, supply, or allow premises you occupy or manage to be used

unlawfully for the purpose of producing or supplying controlled drugs. The Act has 4 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

This refers to taking a drug: there is no value judgement, although all drug use has an element of risk

Drug Misuse

This refers to legal, illegal or illicit drug taking or alcohol consumption, which leads to a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. Drug misuse is therefore taking drugs, including prescribed drugs and NPS, that cause harm to the individual, their significant others or the wider community.

(d) Aims:

Our ultimate aim is to protect our pupils from the harm associated with the use and misuse of drugs. In addition, we aim:

1. To provide a clear statement of the school's view on drugs education.
2. To have a consistent approach to drug-related issues in line with our pastoral care provision for all members of the school community
3. To provide a progressive educational programme which gives our children the opportunities to acquire the life skills, knowledge and understanding necessary to make informed and responsible decisions/actions about the use of drugs and other substances within the context of a healthy lifestyle.
(PDMU)
4. To build up the self esteem and confidence of all children by establishing an environment which empowers them to feel comfortable and safe when actively participating in activities and discussing issues relating to drugs.
(PDMU)
5. To have clear procedures and protocols in place that address drug-related issues across all areas of school life
6. To have clear procedures for managing specific incidents of suspected drug misuse
7. To monitor and evaluate the effectiveness of this policy in line with whole school self-evaluation procedures
8. To inform parents of the content of the school's Drugs Education Policy and to clarify appropriate procedures, agreed by staff and governors, in the management of drug related incidents.

Section 2: Development and Implementation

(a) Roles and Responsibilities

Children play an active role in our approach to Drugs Education. All children are provided with a programme of learning opportunities to enable them to acquire the knowledge, understanding and skills necessary to take responsibility for the decisions they make.

Parents play a vital role and share real **responsibilities** in ensuring the effectiveness of our Drugs Education Programme.

- Parents are made aware of our Drugs Education Policy Statement through the School Prospectus and Parents' Newsletter as appropriate.
- Parents are made aware that full copies of our Drugs Education Policy are available upon request/on school's website.
- Parents are consulted as part of a planned review of our Drugs Education Policy within our School Development Plan.
- Additional information may be circulated to parents through a range of home / school communications as appropriate.
- On occasions parents may be invited to attend meetings re Drug related issues.
- Parents should be aware of the curriculum content of our Drugs Education programme through specific curriculum tasks set for their child and through discussion with their child about drug related issues.
- Parents will be informed and involved, as soon as possible, in the event of a drugs related (or suspected drugs related) incident involving their child.
- Parents have a pastoral duty of care to support their child outside of school if they are involved in a drugs incident.

Doagh Primary School will seek parental support and co-operation regarding the implementation of any disciplinary action that may be necessary as a result of any drugs related (or suspected drugs related) incident involving their child.

All **school staff, both teaching and non-teaching**, have important roles and responsibilities in relation to the effective implementation of our Drugs Education Programme.

- All school staff are given copies of the full Drugs Education Policy Document
- All school staff are given clear guidance re the procedures for responding to drugs-related incidents.
- All school staff are made aware of who the Designated/Deputy Designated Teacher/s are
- Additional INSET opportunities may be available for specific and or key staff within school.
- The Pastoral Care team discuss the Drugs Education Policy on an annual basis or as necessary

- All staff will be consulted as part of a planned review of our Drugs Education Policy within our School Development Plan.

Individual staff members are likely to be the first to encounter a suspected drugs related incident. **It is not their responsibility to determine the circumstances surrounding the incident.**

It is their responsibility:

- To assess the situation and decide on appropriate actions to take
- To make the situation safe for all pupils and other members of staff
- To notify the Principal/Designated (or deputy in her absence) at the earliest opportunity
- To deal with any emergency procedures to ensure the safety of pupils and staff if necessary. (See Appendix 9 of CCEA Drug Guidance for Schools Northern Ireland 2015)
- To forward any information, substance or paraphernalia received to the Designated/Deputy Designated Teacher for Drugs who will respond accordingly (See Appendix 4:1 of CCEA Drug Guidance for Schools NI 2015). **Staff should always wear protective gloves if touching any substances or suspected drugs.**
- Use the school's Drugs Incident Report Form to complete a brief factual report on the suspected incident and forward this to the Principal/Designated Teacher for Drugs (Deputy teacher in her absence) (See Appendix 5 of CCEA Drugs Guidance for Schools NI 2015)
- Consider the needs and safety of a pupil when discharging him/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 (See Appendix 4:5 of CCEA Drugs Guidance for Schools NI 2015)
- If approached by the media concerning any drug related incidents, not to give any statement; **only the Principal or Deputy Designated Teacher** should make a statement to the media.

In addition to the above, teaching staff should:

- Deliver the school's Drugs Education Programme.

Try to create an atmosphere in the classroom in which pupils can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued. As noted in *ETI's The Preventative Curriculum in Schools and EOTAS Centres (April 2023)*, children raised the importance of teacher sensitivity, particularly during group/discussion work. It also noted that children's preferred learning methods include games or physical activity (44%); discussions in small groups (40%); drama/role play (38%); working with a partner (37%); and debate (31%).

- Support pupils in their class if necessary.
- Liaise with the Designated Teacher for drugs regarding any aspect of the programme/policy, as necessary.

Role of the Building Supervisor:

- Watch out for suspected drug taking materials anywhere in the school building or grounds
- Inform the Designated/Deputy Designated Teacher for Drugs should any suspected drug related materials be found
- Conduct regular checks of school grounds for suspected drug taking materials

The Deputy/Designated Teacher's role is to:

- Co-ordinate the school's procedures for handling suspected drug-related incidents and training new and existing staff in these procedures
- Liaise with the Pastoral Care team
- Liaise with other bodies/be the contact point for outside agencies that may have to work with the school or with a pupils/pupils concerned
- Respond to advice from first-aiders, in the event of an incident, and inform the Principal (if not already aware), who should contact the pupil's parents or carers immediately
- Take possession of any substances and associated paraphernalia found in a suspected incident.
- Receive/complete a factual report on any drug-related incident and forward to the principal.(See Appendix 5 of CCEA Drugs Guidance for Schools NI 2015)
- Review and if required update the policy at least annually and after a drug-related incident, where learning from the experience could improve practice
- Ensure that all staff are aware of emergency procedures and the implementation of the other parts of this policy. (See appendices)
- Recognise the need for staff training re first-aid skills necessary to cope with a pupil under the influence of drugs.
- Work alongside the PDMU and other curriculum coordinators to ensure that an effective programme is being taught.

The Principal's role is to:-

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 will contact the parents or carers of the 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 her responsibility to:

- The welfare of the pupil(s) involved in the incident and 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 pastoral or disciplinary response
- Reporting the incident to the EA, if appropriate, eg if an incident:
 - Is serious enough to require PSNI involvement
 - Requires that a child protection procedure is invoked
 - 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 EA

The **Board of Governors** has important roles and responsibilities in relation to the effective implementation of our Drugs Education Programme and Procedures.

- The Board of Governors fosters and supports the development and ongoing review of the Drugs Education Policy, Procedures and Education Programme for Doagh Primary School.
- The Board of Governors will be consulted as part of any planned review of our Drugs Education Policy within this School Development Plan.
- The Board of Governors will collaborate with appropriate staff, pupils and parents/guardians as appropriate.
- They ensure that a policy statement is published in the school prospectus and that it is reviewed at least annually and after any drug-related incident
- All governors should be fully aware of and adequately trained to deal with suspected drugs related incidents including alcohol and tobacco, tobacco related products, electronic cigarettes, and their appropriate disciplinary response.

As it is recommended that there should be a designated governor for drugs who has received specific training in drugs related issues, our Governor's name is listed on the front of this policy.

(b) Staff Training

All staff (teaching, auxiliary and ancillary) should be updated in their training annually so that they can respond to situations with consistency and sensitivity. The training is provided by the Designated Teacher, the EA and/or PSNI. All staff should therefore be aware of the procedures to be put in place should a drug related incident occur. **(See Appendices)** Teaching staff are provided with adequate training and support, as required, to help them deliver an effective Drugs Education Programme. It is the duty of the Deputy Designated Teacher to liaise with the Principal on any incidents in school and to arrange a programme deemed necessary because of any incident.

(c) Our Drugs Education Programme

Purpose

'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.' (CCEA 2004)

Our Drugs Education Programme aims to -

- provide accurate and up-to-date information on drugs and their effects on health
- introduce opportunities for pupils to enhance their self respect, personal competence and self-esteem by encouraging the development of -
 - positive attitudes and behaviours towards themselves and others
 - skills and behaviours which enable them to communicate effectively and assert themselves
 - the ability to make responsible decisions, identify risks, help others, and cope with pressures and influences
 - an appreciation of the varying attitudes, values and perspectives which exist towards drug-related issues
- ensure continuity and progression in the knowledge, understanding, skills, attitudes and values being addressed
- ensure that the context and teaching methods used are appropriate to the age, maturity and experiences of the pupils:
 1. for those pupils who are not likely to have experimented with drugs, alcohol, tobacco etc, the programme should aim to support and maintain them in this position;
 2. for those pupils who are likely to have begun to experiment in an ad hoc and infrequent way, the programme should aim to encourage them to stop and/or to delay the onset of regular use; and
 3. for those pupils who may be using drugs regularly, the programme should aim to empower them to seek help and support, to minimise the proportion of misusers who adopt particularly dangerous forms of misuse, and to try to persuade them to stop.

However, although Point 1 above will provide the context for our programme, staff are still aware of Points 2 and 3 and the procedures to follow if necessary.

As stated in Section 1d, our aim is to *'provide a progressive educational programme which gives our children the opportunities to acquire the life skills, knowledge and understanding necessary to make informed and responsible decisions/actions about the use of drugs and other substances within the context of a healthy lifestyle.'* In addition, we aim to *'build up the self esteem and confidence of all children by establishing an environment which empowers them to feel comfortable and safe when actively participating in activities and discussing issues relating to drugs.'*

Our programme, although cross-curricular, is delivered mostly through the PDMU area of the NI Curriculum and supported by the Pastoral Care Programme throughout the school. *Children are taught real facts about tobacco, alcohol, drugs and solvent abuse at an appropriate level. Teachers help and guide children sensitively as they explore these areas and seek to inform and involve the whole school community as appropriate.*

Active Learning methodologies such as discussion, debates, circle time, role-play etc. are used to help the children develop their decision-making, problem-solving and thinking skills as well as giving them the necessary knowledge.

Each class teacher is responsible for delivering the Drugs Education Programme.

From P1-4, children will have opportunities to develop ideas about how to keep healthy through exercise, rest, diet, personal hygiene and safety, for example, through discussion of the dangers of some household substances. In Key Stage 2, children will learn about factors that contribute to good health including diet, exercise and hygiene whilst developing an awareness of the safe use of medicines and the harmful effects of tobacco, alcohol and other substances.

Within other subject areas, and throughout all key stages, there are opportunities to consider drug-related issues from a variety of perspectives. For example:

Literacy (Communication) can provide opportunities for pupils to:

- explore relevant issues through stories and other texts;
- develop communication skills, for example, in forming, clarifying and expressing ideas and arguments;
- develop inter-personal skills through drama or role play;
- make considered use of a range of reference materials.

Religious Education can provide opportunities for pupils to:

- develop their understanding of moral issues;
- develop the skills to express their own views clearly;
- consider the individual, social and moral consequences of actions.

Physical Education can provide opportunities for pupils to:

- develop positive attitudes towards physical activity and a healthy lifestyle;
- develop safety awareness;
- understand the relationship between physical activity and good health;
- know that opportunities to participate in physical activities exist in the local community.

Although the content of our Drugs Education Programme is mainly delivered by our teaching staff, we endeavour to include specialist staff (such as PSNI officers) and community workers to support the work being done. This is organised by the Designated Teacher, working alongside the principal and other staff as appropriate.

Our Drugs Education Programme is detailed in the appendices of this policy.
(See Appendix 11).

(d) Smoking (including Electronic cigarettes) on school premises

As per DE Circular 2014/25 Smoking including E-Cigarettes is prohibited on school premises (internal and external). No-Smoking signs are displayed throughout the school, clearly visible to all members of staff and visitors. Anyone smoking will be advised that they are committing an offence and will be politely asked to stop smoking, informed that it is also an offence for the school to allow anyone to smoke on the premises and asked to stop smoking or leave the premises. 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. Although we perceive electronic cigarettes to be less harmful than tobacco, there are concerns about their safe use, particularly when children and young people use them, because the electronic cigarette market is unregulated. The Chief Medical Officer for NI has advised that schools prohibit electronic cigarettes on their premises, in line with tobacco products, because:

- nicotine is very addictive and there is a risk that using electronic cigarette could act as a gateway into smoking for many young people
- evidence suggests that adolescent exposure to nicotine may also have long term consequences for brain development
- the availability and promotion of electronic cigarettes is reversing progress made by smoke-free legislation to de-normalise smoking
- there is insufficient evidence to determine whether the vapour produced by electronic cigarettes causes damage to users' health in the long term. The same applies to the impact of second-hand vapour the user exhales.

There is also a potential risk that users might fill the refillable cartridges used in some electronic cigarettes with substances other than nicotine. This has the potential to serve as a new and potentially dangerous way to deliver other drugs.

The EA's Smoking Policy for Schools (TNC 2000/3) is available at www.deni.gov.uk For issues relating to staff use of alcohol or drugs, the Alcohol and Drug Misuse Policy (TNC 2005/5) is also available from the DENI website.

The 'Drug Misuse at Work Guidance' document is available from the Health and Safety Executive for Northern Ireland.

(e) Communicating the Policy to Parents and other Relevant Agencies

Reference is made to our Drugs Education and Procedures Policy in the school prospectus and parents are informed through the Parents' Newsletter that a full copy of the policy is available from school upon request at any time. Their views and ideas will be welcomed whenever the policy is being reviewed as part of the School Development Plan.

The policy will also be given to any outside agency coming into the school, so that they are clear about their role in the school and that they are supporting the on-going programme.

Section 3 Procedures and Protocol

This school believes we should be a drug free community. Illegal substances should not be brought into school and the use of or supply of such drugs on the school premises will be regarded with the utmost seriousness.

(a) Procedures for Managing Suspected Drug Related Incidents

The procedures for dealing with drugs related incidents are clearly laid out as Appendix 4 (CCEA Drugs Guidance for schools in Northern Ireland 2015). All staff are familiar with these approaches and know whom to contact and what to do when

1. A suspected substance or drug related paraphernalia is found on or close to the school premises
2. A pupil is suspected of having taken drugs/alcohol on school premises
3. A pupil is suspected of possessing/distributing an illegal substance
4. A pupil is in possession of alcohol or unauthorised prescribed medication on school premises
5. A parent/carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance

Legal responsibilities and involving PSNI

The school's legal responsibilities

Schools must ensure that all staff are aware of their legal responsibilities. School 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

Each PSNI area has a designated officer for drug-related incidents who will advise on and agree procedures for schools to follow. The PSNI will always try to handle all incidents promptly and with discretion, understanding and tact. A non-uniformed officer will respond, wherever possible, depending on the circumstances and nature of the suspected offence.

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, although it is recommended that they contact the designated PSNI officer who will be able to work with the school, pupils, parents/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 rather than in a police station. If the school takes this course of action, the PSNI will conduct the interview in accordance with The Police and Criminal Evidence (NI) Order (PACE) 1989. The school needs to make all possible efforts to inform the pupil's parents or carers before a PSNI interview takes place. The PSNI will not conduct an interview without the correct persons being present.

Illness, unusual or uncharacteristic behaviour

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.

Any indications of illness, unusual or uncharacteristic behaviour because of suspected substances should be brought to the attention of the Designated/Deputy Designated teacher. 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 (Appendix 9 CCEA Drugs:Guidance for schools in NI 2015). The school must inform parents and the PSNI.

See Appendix 12 for further guidance

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. The staff member should, using appropriate safety precautions, take the suspected substance and any associated equipment and/or paraphernalia to the Designated/Deputy Teacher for Drugs as soon as possible. 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 will not attempt to analyse or taste an unidentified substance. An adult witness should be present when staff confiscate the substance and a record will be kept of the details using the school's Drug Incident Report form.

An allegation of a suspected controlled drug-related incident

Carrying out a search

If the Designated/Deputy Designated Teacher receives an allegation of possession, she may need to search a pupil's desk or coat peg area if she has cause to believe it contains unlawful items including drugs. **However, teachers cannot search personal belongings in the desk or coat pegs without consent. Staff should only search the pupil's personal belongings, including schoolbag, coat or other item 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/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 a 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 to carry out a search without consent.

Possession, Possession with intent to Supply and Supply of controlled Drugs

Schools must be aware that pupil involvement in suspected controlled drug-relation may take the form of

- Possession
- Possession with intent to supply; and/or
- The supply of controlled drugs

It is illegal for pupils to be in possession of a controlled drugs. If a member of staff comes across 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 pupils. They should then send for assistance from the Designated/Deputy Designated Teacher for drugs, who will follow the procedures within this policy.

It is not illegal for a pupil to possess or use other substance that are not controlled, eg alcohol, solvents, tobacco, tobacco-related products, e-cigarettes, over the counter medication or prescribed medication. Prescribed medication may, however, be considered a controlled substance if it has been prescribed for someone else. The teacher should make a preliminary enquiry to clarify who the medicine is for which will clarify if the school should contact the PSNI about the incident.

The school should deal with a pupil in possession of substances that are not controlled in line with the school's child protection and safeguarding/pastoral policies. It should also notify parents/carers. In these circumstances, the school has no legal obligation to notify the PSNI, although they may choose to contact the PSNI's Designated Officer for advice or guidance.

Detaining a Pupil

When managing a suspected drug-related incident the school will invite the pupils concerned to remain in school under the supervision of appropriate members of staff until their parents/carer and the PSNI arrive.

If a 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 may adopt the procedures within the Use of Reasonable Force Policy, recognising the point where a young person becomes a danger to either themselves or others.

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/Deputy Designated teacher who will assess the situation and respond accordingly.

Examples may include

- Small bottles or pill boxes
- Hypodermic needles
- Twists of paper
- Cigarette papers, lighter and spent matches
- Electronic cigarette liquid refill bottles (these could be refilled with substances other than nicotine)
- Roaches (ends of rolled-up cigarettes)
- Punctured cans, plastic bottles or containers
- Aerosols or butane gas refills
- Drugs themselves

Recording an incident

If the Principal considers the incident to be serious, the school will call the EA's Designated Officer to alert them to the incident and then make a full written factual record of the incident.

School will carefully record any statements that the pupils suspected of being involved in or witness to the incident provide. The form in Appendix 5 (CCEA Drugs:Guidance for schools in NI 2015) will be used. For an incident that requires only an internal school investigation, eg finding cigarettes on school property, school will treat any sensitive information about pupils in a confidential and secure manner.

For an incident that requires 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, school will not take any written statements from the 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.

(b) A Range of Disciplinary Measures

It is not appropriate to prescribe specific sanctions for any drug-related incident. The principal will decide how to respond to any such incident (in line with our Promoting Positive Behaviour Policy) after taking into account a range of factors such as: -

- Age of pupil
- Whether the incident involved one or a group of pupils
- Whether there has been evidence of particular peer group pressure
- The level of involvement
- Relevant factors will be considered to explore the seriousness of the incident
- Does the pupil admit or deny the allegations?
- Is this a first offence?
- Is the substance legal or illegal?
- What quantity of substance was involved?
- What was the pupil's motivation?
- Are the pupils knowledgeable and careful or reckless about their own/others' safety?
- Does the pupil have a parent/carer who is misusing drugs?
- Does the pupil know and understand school 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 of the 'one whose turn it was' to buy for others or is there evidence of organised or habitual supply?

At all times we will consider the needs of individual pupils and, if appropriate, support mechanisms will be put into place, such as appropriate counselling advice/signposting from EA or another appropriate agency. The matter will be handled discretely and sensitively and parents are expected to support the school and work together with us to support the child. (see Appendix 10)

It is emphasised that all measures taken will be for the long term benefit of the pupil as well as the protection of other pupils.

(c) Confidentiality

As per Child Protection guidelines, staff members cannot and should not promise total confidentiality. These boundaries should be made clear to the pupils if approached for help or advice. In the case of information revealed about controlled drugs, this must be passed on immediately to the Designated Teacher for drugs.

The PSNI and EA should be notified by the Principal (or Deputy Designated Teacher if the Principal is absent) in all incidents where it has been alleged or suspected that the pupil has in their possession or has taken an illegal drug.

Where a pupil seeks help, the matter will be handled discretely and sensitively with the intention that the pupil may receive help either from a counselling service or from another appropriate agency.

Staff should be sensitive towards all issues related to drugs, understand that such matters are extremely confidential and, consequently, only disclose any information to the Designated Teacher, Principal or PSNI.

Further information about services can be found at www.publichealth.hscni.net

If school has any concerns about substances found on their premises, and in particular any adverse reactions that these may have caused, they can contact Public Health Agency for advice (website address as previously noted) / DAMIS (Drugs and Alcohol Monitoring Information System). This information will be treated as confidential and will not identify the provider of the information.

Dealing with the Media

The Principal, or in their absence the Deputy Designated Teacher, will make an official school response, through a written statement to the media, should this be deemed necessary. Advice should, if necessary, be sought from EA.

The statement will endeavour to:

- Protect the privacy of the pupil and their family
- Present a checklist of appropriate facts
- Make a short report, factually and without elaboration
- Make positive statements
- Conclude with a reassuring statement informing that the incident has been managed effectively

(d) Procedures for using Outside Agencies

If using an outside agency, the visitor(s) will -

- Have their own Child Protection policy
- Be given copy of the school policy to ensure that the school's views on confidentiality are known to the visitor
- Have appropriate resources
- Have a clear set of aims /objectives and an understanding of the impact they will have on the children.
- Ensure that their programme is part of the school's drugs programme

The teacher will:

- Always be present in the room
- Ensure that the content is appropriate
- Evaluate the programme and the impact it made on the children.
- Provide introductory/follow-up activities before and after the visit

(e) Emergency First Aid Procedures

Where it is considered that a pupil may have taken a substance suspected to be a drug, medical assistance will immediately be sought and the parents and police informed.

These procedures are highlighted in the school's First Aid Policy. Staff Training is provided for relevant personnel annually or as required. If possible, only staff who are 'First Aid Trained' should administer First Aid and deal with any incidents requiring medical assistance due to a drugs incident. The names of these staff members are clearly visible on posters around school.

(f) Storage of Harmful Substances

Any illegal substance/paraphernalia, which is found, will be given to the Designated/Deputy Designated Teacher who will pass it on to the Principal. The Principal will keep the substance/paraphernalia in safe/secure storage until it can be handed over to the police.

(g) Storage, Handling and Disposal of Hazardous Substances

Care is taken when purchasing and storing solvent materials which are used throughout the school.

Classrooms

- In classrooms, teachers and classroom assistants are expected to closely monitor the distribution, use and collection of all potentially hazardous substances and materials such as glue, felt-tips, aerosols etc when used by pupils
- Tippex and other correction fluids should not be used by children in school
- Hazardous substances, including Tippex (staff use) and medication for children, are kept in a locked container, with access only for staff

Cleaning Staff

- All cleaning materials and substances used in the maintenance and cleaning of the school are stored in their original containers, correctly labelled and kept locked in a store or cupboard when not in use. These are the responsibility of the building supervisor.

(h) Administration of Medicines in School

As of December 2008, all schools were directed by DENI to have a separate policy on administering medicines in schools.

All information regarding these procedures can be found in the school's 'Administration of Medicines' Policy.

In summary,

- Teachers have the right to refuse to administer any medication.
- Medication is only administered on receipt of details (on the appropriate form) from the parent/guardian and when medication is in its original container.
- Appropriate steps are taken to ensure that all medicines are securely stored to prevent access by children.
- If a child is likely to encounter an emergency situation in school which does not follow a pattern/routine or occur regularly, but requires medication, this must be clearly defined by parents/guardians and the necessary medication left in school for such a situation e.g. an epi-pen. In such circumstances, a meeting is arranged with the parents and outside agencies (e.g. diabetic nurse) if appropriate. A care plan is then agreed and established.
- The appropriate forms must be completed if children need to self-administer an inhaler.

(i) Employees affected by Drugs

The Health and Safety at Work (NI) Order 1978 requires employers to protect the health, safety and welfare of employees at work. Employees, also have a legal responsibility to protect their own health and safety and that of their colleagues. TNC 2005/5 (available at www.education-ni.gov.uk) is the Employing Authority's Alcohol and Drugs Misuse policy.

Monitoring and Evaluation

It is the responsibility of the Principal and the Deputy/Designated Teacher for Drugs to ensure the effective monitoring and evaluation of this policy.

The procedures within this policy will be reviewed on an annual basis. However, they will be reviewed immediately following any incident and any areas for development highlighted and disseminated accordingly.

The Drugs Education Programme will be monitored as part of our ongoing evaluation of the Teaching and Learning in the school. A review and evaluation, involving the

whole school community (including children and parents), will take place as part of our school development plan, in response to future initiatives or in the light of any drug related incident.

Appendices

Appendix 1 – 10 CCEA Drugs: Guidance for Schools in Northern Ireland 2015

Appendix 11 Drugs Education Programme Audit

Appendix 12 Signs and symptoms of Drug Use (CCEA Guidance 2015)

*Doagh Primary School – Drugs Education Programme Audit
(Cross referenced with PDMU Schemes of Work – updated as necessary)*

	FOUNDATION STAGE AND KEY STAGE 1	P1	P2	P3	P4
Knowledge & Understanding	<ul style="list-style-type: none"> • Basic information about how the body works, what goes onto and into the body and ways of looking after the body • Safe and unsafe substances used in the home and school, and simple safety rules • Medicines and tablets, the reasons people use them, simple safety rules and school rules • People who are involved with medicine and drugs, (for example, health professionals, chemists, shopkeepers) • People who can help pupils when they have questions and concerns • Introduction to the drugs which pupils may encounter and an understanding that all drugs can be harmful if not used properly 	✓	✓	✓	✓
Skills	<ul style="list-style-type: none"> • Personal likes and dislikes • Being friends with others • Communicating feelings and concerns about illness and taking medicines. • Following simple safety instructions (for example, actions which pupils need to take to keep themselves and others safe.) • When and how to get help from adults • Knowing how to say “NO”. 	✓	✓	✓	✓
Attitudes	<ul style="list-style-type: none"> • Respect and caring for oneself and valuing the uniqueness of one’s own body. • Respect and caring for others • Realising that it is sometimes appropriate and important to say “NO”. • Realising that adults or older children are not always “friends”. 	✓	✓	✓	✓

Doagh Primary School – Drugs Education Programme Audit
(Cross referenced with PDMU Schemes of Work – updated as necessary)

	KEY STAGE 2	P5	P6	P7
Knowledge & Understanding	<ul style="list-style-type: none"> • More detailed information about the body, how it works and how to keep it healthy. 	✓	✓	✓
	<ul style="list-style-type: none"> • Different types of medicines (prescribed and over-the-counter), the value of life-saving qualities of some drugs; safety procedures when using medicines. 		✓	✓
	<ul style="list-style-type: none"> • Caffeine, alcohol, tobacco and other drugs pupils are likely to encounter, their general effects on the body and on behaviour, and the associated risks of drug-taking. 	✓	✓	✓
	<ul style="list-style-type: none"> • School rules relating to medicines, alcohol, tobacco, solvents and other drugs. 	✓		
	<ul style="list-style-type: none"> • Consideration of why some people take drugs. 		✓	✓
	<ul style="list-style-type: none"> • People who might persuade pupils to take drugs, including friends, known adults, peers, older children, stereotypical images. 		✓	✓
	<ul style="list-style-type: none"> • Identifying and understanding pressures and influences 	✓	✓	✓
	<ul style="list-style-type: none"> • Dangers from handling discarded drugs-related equipment. 	✓	✓	✓
	<ul style="list-style-type: none"> • Simple first-aid. 	✓	✓	✓
	<ul style="list-style-type: none"> • People who can help pupils when they have questions or concerns. 	✓	✓	✓
	<ul style="list-style-type: none"> • Introduction to the law relating to the use of legal and illegal drugs. 			✓
	<ul style="list-style-type: none"> • Knowledge about alcohol. 	✓	✓	✓
	<ul style="list-style-type: none"> • Knowledge about tobacco. 	✓	✓	✓
	<ul style="list-style-type: none"> • Knowledge about magic mushrooms 			✓
<ul style="list-style-type: none"> • Knowledge about solvents. 			✓	
<ul style="list-style-type: none"> • Knowledge about poppers. 			✓	

Doagh Primary School – Drugs Education Programme Audit
(Cross referenced with PDMU Schemes of Work – updated as necessary)

	KEY STAGE 2 <i>continued</i>	P5	P6	P7
Skills	• Personal strengths and weaknesses	✓	✓	✓
	• Handling social relationships	✓	✓	✓
	• Expressing and communicating feelings and concerns about drugs and their use.	✓	✓	✓
	• Identifying risks.	✓	✓	✓
	• Coping with peer influences.	✓	✓	✓
	• Communicating with adults.	✓	✓	✓
	• Making choices and knowing the consequences of actions.	✓	✓	✓
	• Keeping safe: giving and getting help.	✓	✓	✓
Attitudes	• Valuing oneself and other people.	✓	✓	✓
	• Attitudes towards the use of alcohol and tobacco within the home and the wider society.	✓	✓	✓
	• Parents’ and teachers’ reactions to drugs and their use.	✓	✓	✓
	• Attitudes and beliefs about different drugs, the people who use/misuse them, and why they use them.	✓	✓	✓
	• Responses to media and advertising presentations of medicines, alcohol, tobacco and other legal drugs.		✓	✓

