



## RATIONALE

Portadown College condemns and prohibits the misuse of drugs and alcohol and recognises that there has been a considerable increase in the misuse of drugs and alcohol in recent years in N. Ireland. Drug and alcohol 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 recognise that drug and alcohol misuse is a whole-community issue and that schools alone cannot solve the drug problem. However, we believe that Portadown College has a significant role to play in combating the misuse of drugs and alcohol by young people and therefore a Drugs Education programme is included within the Personal Development (PD) Curriculum to ensure that young people understand the risks involved and have the confidence, knowledge and skills to avoid them.

In implementing this policy the school will actively cooperate with parents/carers, appropriate specialist external agencies through the Education Authority (E.A.), Southern Health and Social Services Board (SHSSB) Health Promotion Department and the Police Service of Northern Ireland (PSNI) Drugs Squad.

The function of this policy is to clarify the school's approach to drugs education and to communicate it to staff, students and parents/carers. Portadown College is committed to tackling drug and alcohol misuse among students, and any instances of possession, or use or supply of illegal drugs on school premises or on school trips is unacceptable and will be regarded with the utmost seriousness.

This policy has taken account of guidance in the following documents:

- Department of Education for Northern Ireland (DENI) Circular 2014/25 ([www.education-ni.gov.uk](http://www.education-ni.gov.uk))
- Education Authority (EA) Smoking Policy for Schools (TNC 2000/3 - Amended June 2014) (<http://www.eani.org.uk/resources/assets/inline/full/0/26283.doc>)
- Council for Curriculum, Examinations and Assessment (CCEA) Drugs – Guidance for Schools in N. Ireland (Revised Edition 2015) ([http://ccea.org.uk/curriculum/drugs\\_guidance](http://ccea.org.uk/curriculum/drugs_guidance))
- Department of Education for Northern Ireland (DENI) publication *Supporting Students with Medication Needs* (February 2008) ([www.education-ni.gov.uk](http://www.education-ni.gov.uk))

## RELEVANT COLLEGE POLICIES AND PROCEDURES

This policy is set within the broader school context of pastoral care and as such should be read in conjunction with the following school policies:

- Pastoral Care
- Child Protection
- Behaviour Management
- Code of Conduct for Students.

## DEFINITION OF DRUGS

For the purpose of this document and in line with the guidance issued to schools by the Department of Education (Circular 2004/9) the term '**drugs**' will include any substance which,

when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks, drugs include:

- alcohol and tobacco;
- 'over the counter' medicines;
- 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 (processed), 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/butyl nitrite (known as 'poppers') and unprocessed magic mushrooms.

\* It is now illegal (Psychoactive Substance Act 2016) to supply any so called 'legal highs' for human consumption. This includes selling them or giving them away for free (even to friends) when they are going to be taken for their psychoactive effects.

**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/supply, possess with intent to supply or allow premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs. 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.

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

**Electronic cigarettes or E-cigarettes** are battery-powered vapour inhaler devices that generally contain nicotine, along with propylene glycol and glycerine.

Reflecting the advice of the Chief Medical Officer and DENI encourages Principals and Boards of Governors to take a lead role, by ensuring that children and young people within their care are educated and developed within a completely smoke-free and e-cigarette free environment (DENI Circular 2014/25).

## **ETHOS**

Portadown College subscribes to the concept of the health promoting school and the Drugs Policy and Education Programme will be placed within this conceptual framework.

The school is committed to the health and safety of its members and will take action to safeguard and promote their well being. The school has an important role to play in enabling its students to make informed and responsible decisions and helping them to cope with living in an increasingly drug-tolerant society. It acknowledges the importance of its pastoral role in the welfare and protection of students and, through its general ethos is committed to discouraging drug misuse, encouraging positive attitudes and self-esteem, promoting healthy lifestyles.

## **AIMS AND OBJECTIVES**

- To have a clear and agreed understanding among everyone in the school community about the implications and possible consequences of drug and alcohol use/misuse.
- To protect our students from the harm associated with the use and misuse of drugs and alcohol.
- To have clear and agreed procedures for the management of suspected drugs-related incidents by students on school premises, when travelling to and from school and when engaged in authorised school-related activities.
- To ensure that a sensitive and consistent approach to drugs-related issues is adopted by all members of the school community.
- To ensure that all staff (both teaching and non-teaching) are completely familiar with the school's procedures, and know whom to contact and what to do when a student is suspected either of being in possession of drugs or being under the influence of drugs, including alcohol.
- To provide training for all staff to support the full implementation of the school's drugs policy including the delivery of an effective drugs education programme.
- To provide a drugs education programme which:
  - is developmental and appropriate to the age, maturity and ability of our students
  - gives students opportunities 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 about the use/misuse of drugs including tobacco, alcohol and volatile substances.
- To provide appropriate support and assistance for those students affected by drugs-related issues.
- To inform parents/carers of the content of this policy and the procedures to be implemented in the management of incidents of suspected drugs misuse.
- To maintain an environment in which the school is free from the misuse of all drugs.

## **THE LEGISLATION**

It is the policy of Portadown College to comply with the legal requirements laid down in the Misuse of Drugs Act (1971) and other relevant legislation.

Schools have a duty in law to:

- Teach drugs education, as part of the Health Education cross-curricular theme;
- Have a drugs education policy, and publicise it in the prospectus;
- Inform the Police in every case where a student is found to have, or is suspected of having, controlled drugs in his/her possession, either on his/her person or in belongings, or where controlled drugs are found on the school premises. However, in circumstances where the misuse of solvents, alcohol or prescription medication is suspected, while there is no legal

obligation to notify the Police, it is recommended that the PSNI Community and Schools Involvement Officer (CSIO) is informed.

In relation to staff - employers are required by the Health & Safety at Work (Northern Ireland) Order 1978 to ensure so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who use their premises.

Article 4(2) (e) of the Order requires that, so far as is reasonably practicable, the working environment is safe, without risks to health and adequate as regards facilities and arrangements for employees. In addition, under Article 8, employees must take reasonable care of their own health, safety and welfare, as well as that of others and must co-operate with their employers' efforts to discharge any statutory health and safety duties placed upon them. Such statutory duties are reinforced by a common law duty of care.

## **SMOKE FREE AND E-CIGARETTE FREE ENVIRONMENT**

As stated in the Code of Conduct, students are not permitted to engage in smoking of any kind (including e-cigarettes).

Children and young people are more likely to become smokers themselves if parents or friends smoke, or if they are exposed to role models who smoke. In order to set an appropriate example for our young people, it is important that our school is a completely **smoke-free and e-cigarette** free environment. Portadown College is a non-smoking environment.

All staff - teaching, peripatetic, support and non-teaching, as well as visitors and students, may not smoke while on school premises. The prohibition of tobacco or e-cigarette smoking will apply during related school activities undertaken outside school premises, e.g. Educational Visits.

When school premises are used for purposes other than school related activities the school smoking policy that includes a restriction on the use of e-cigarettes will remain in operation.

## **DEVELOPMENT AND IMPLEMENTATION**

### **Roles and Responsibilities**

#### ***Students***

- Be aware of and adhere to school rules in relation to drugs use/misuse, including tobacco, alcohol, over the counter and prescribed medication, volatile substances and controlled drugs.
- Be aware of the school's disciplinary procedures for drug-related issues and the legal obligations of teachers in dealing with these types of incidents.
- Conform to all the rules and standards outlined in the Code of Conduct for any educational visits or trips.
- Be aware of the provision of pastoral support for students with drug-related problems.

#### ***All staff (teaching and non-teaching)***

- Staff recognise that adults are role models for the students and commit themselves to:
  - providing a smoke free environment, both during school and activities undertaken outside school premises e.g. educational trips or visits.
  - not consuming alcohol while in charge of students.
- Be alert to the possibility of drugs use/misuse.
- Be vigilant around the school premises and grounds for drugs-related paraphernalia.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

- Be familiar with the school's procedures for handling suspected drugs-related incidents (Appendix 1).
- An individual member of staff is not required to investigate the circumstances surrounding an incident; however he/she should deal with any emergency procedures if necessary.
- Forward any information, substances or paraphernalia received to the designated teacher for drugs.
- Complete a factual report of the suspected incident and forward it to the designated teacher for drugs.
- PSNI will be informed if any student is found to be in possession of illegal drugs.

### ***Teachers delivering the Drugs Education Programme***

In addition to the above:

- Deliver the school's drugs education programme.
- Try to create an atmosphere in the classroom in which students can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Help the students to develop the skills to resist pressures to experiment in drug taking, including alcohol and tobacco.
- Support students in their class if necessary.
- Liaise with the designated teacher for drugs regarding any aspect of the programme/policy, as necessary.
- Assist with monitoring and evaluating the drugs education programme.

### ***The Designated Teacher for Drugs***

The Designated Teacher for Drugs is Mr P Richardson and the Deputy is Mr S Harper.

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Oversee and co-ordinate the planning of curricular provision, in compliance with the statutory requirements.
- Liaise with other staff in co-ordinating the delivery of the drugs education programme.
- Co-ordinate the school's procedures for handling suspected drugs-related incidents and train new and existing staff in these procedures.
- Act as the point of contact for outside agencies working with the school or with students.
- Take possession of any substance(s) and associated paraphernalia found in the event of a suspected incident. Paraphernalia may include: small bottles/boxes; hypodermic needles; twists of paper; cigarette papers, lighters and spent matches; punctured cans/plastic bottles/containers; aerosols, butane gas refills; and drugs;
- Complete an incident report form (Appendix 3) and forward it to the Principal.

### ***The Principal***

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.
- Determine the circumstances of all incidents, but it is the responsibility of the PSNI to investigate any criminal offence.
- Ensure that the following people are informed:
  - Parents/carers of those students involved
  - PSNI – preferably the Community and Schools Involvement Officer (CSIO)
  - Board of Governors
  - Designated Officer in the Education Authority (Southern Region)
  - Members of staff
- Ensure the welfare of the student(s) involved in the incident, the other students in the school and the handling, storage and safe disposal of any drugs/drugs-related paraphernalia.
- Agree, in consultation with the Board of Governors, any appropriate pastoral and/or disciplinary responses to the incident, including counselling services/support.

- Forward a copy of the report form (Appendix 3) to the Board of Governors and the Education Authority.
- Review procedures and amend as required.

### ***The Board of Governors***

- Approve the policy and ensure its implementation.
- Support the development, implementation and review of the drugs policy by collaborating with appropriate staff, students and parents/carers.
- Ensure the policy is referenced in the school prospectus and that it is reviewed at regular intervals.
- Be cognisant of strategies of dealing with suspected drugs related incidents including alcohol and tobacco, and their appropriate disciplinary response.
- With the Principal, agree pastoral and disciplinary responses in relation to suspected drugs related incidents as appropriate.

It is recommended that there should be a designated member of the Board of Governors (Health and Welfare Governor) who has received specific training in drugs related issues.

### ***Parents/Carers***

- Support their son/daughter if he/she becomes involved with drugs.
- Support the College in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drugs misuse and the drugs education programme.
- Liaise with the school if their son/daughter is using Nicotine Replacement Therapies (NRTs)
- The administration of medication to children remains the responsibility of the parent or those with parental responsibility.
- Must inform the College of possible adverse reactions/side effects of prescribed medicines where these are likely to impact on the student's well-being and that of others.

### ***Premises Team (including caretakers and cleaning staff)***

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

## **ADMINISTERING PRESCRIBED MEDICINES**

Where a particular medical condition may require school support for administration of medicines the parent/carer must liaise with the Designated Teacher for Drugs or the Deputy.

Medicines, including inhalers, supplied by the parent will be used and kept within an agreed location in the school office. It is the parents responsibility to ensure all such medication is within the expiry date. Parents are responsible for marking medication or inhalers and, when necessary, collecting them each evening.

## **DEVELOPMENT AND DELIVERY OF THE DRUGS EDUCATION PROGRAMME**

The drug education programme in Portadown College is just part of the whole school response to drug use/misuse. The programme delivered through the Personal Development classes provides opportunities for students 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.

A number of subject areas also contribute to the drugs education programme, as listed below:

In GCSE Science, drugs are defined and described and the dangers of dependence discussed. The short-term behavioural and long-term physical effects of drug consumption are also taught. GCSE Chemistry deals with solvents and the dangers of their abuse and the chemical effects of drug taking is described.

In GCSE Biology (specification to change in Sept 2017), students are required to understand how drugs may be used or misused:

- alcohol and its effects on the individual and society: binge drinking; and the effect of drinking on the development of the foetus;
- tobacco smoke: tar – cause of bronchitis (narrowing of bronchi and bronchioles), emphysema (damage to alveoli reducing the surface area for gas exchange) and lung cancer (abnormal cell division); nicotine – addictive and affects heart rate; and carbon monoxide – combines with red blood cells to reduce the oxygen-carrying capacity of the blood; and
- the effects of cannabis and cocaine on the individual and society.

In GCSE English Language students discuss healthy eating, body image and produce an anti-smoking leaflet.

In A-Level PE, students are required to understand how drugs may be use or misused with a focus on the effects of smoking/alcohol on the sports performer.

### **Students with Special Educational Needs**

Students with special educational needs may require more help than others in understanding what sorts of behaviour are and are not acceptable and desirable, and in developing the confidence and skills to resist drugs. Where necessary the school will implement a more individual drugs education programme and provide support measures.

### **Managing external agencies**

We acknowledge the importance of ensuring that any external agencies used to support our work with students adhere to the values and ethos particular to our school. A teacher will always be present in the room when a visiting speaker addresses students. **Service level agreements** (Appendix 6) are drawn up for use with external agencies working in the school and the agencies are also subject to Child Protection vetting procedures.

### **PROCEDURE FOR RESPONDING TO A SUSPECTED DRUGS-RELATED INCIDENT**

A school's 'duty of care' to students requires that all staff act *in loco parentis*. Portadown College will always take the steps that would reasonably be expected of any parent to safeguard the well being and safety of all its students. In the unlikely event of an incident occurring we will follow the practices and procedures outlined in the Misuse of Substance Flowchart and Managing an Incident – Summary (Appendix 1) and in the Roles and Responsibilities section of this Policy.

Where it is considered that a student may have taken a substance suspected to be a drug the Emergency First Aid Procedures (Appendix 4) will be followed and medical assistance will be sought immediately. In addition, parents/carers will be notified as will the Board of Governors, the Designated Health and Welfare Officer in the EA (S Region - 028 37512575), and the PSNI CSIO

(Community and Schools Involvement Officer) in order that investigations into the source of, and possible trafficking in, illegal substances can be expedited.

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 students concerned, their families and our school.

## **RESPONSES IN THE EVENT OF A SUSPECTED DRUGS-RELATED INCIDENT**

A suspected drugs-related incident includes:

- Inappropriate behaviour;
- An allegation;
- Possession, possession with intent to supply and/or supply of controlled drugs; and
- Finding drugs-related paraphernalia.

### **Illness/Inappropriate Behaviour**

Any indications of illness/inappropriate behaviour as a result of suspected drugs misuse should be brought to the attention of the designated teacher for drugs. There are a number of warning signs which may indicate to staff that a student is misusing drugs. Some of the main warning signs are summarised in Appendix 5.

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

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

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a student from harm and from committing the offence of possession. The member of staff should take the suspected drug and any associated equipment and/or paraphernalia as soon as possible to the designated teacher for drugs who will arrange for its safe storage until it can be handed over to the local police to identify whether or not it is a controlled drug.

**School staff should not attempt to analyse or taste an unidentified substance.** An adult witness should be present when confiscations occur and a record kept of the details.

### **An allegation of a suspected controlled drugs-related incident**

If the designated teacher for drugs receives an allegation of a suspected controlled drugs-related incident it may be appropriate to search a student's desk or locker if there is cause to believe it contains unlawful items, including controlled drugs. However, personal belongings within the desk or locker cannot be searched without consent. **A search of the student's personal belongings, including schoolbag, coat or other items should only be made with the student's consent.**

Such a search should be made in the presence of the student and another adult witness.

Where a student is suspected of concealing drugs on his/her person or in their personal belongings, every effort should be made to secure the voluntary production of these substances, by asking them to turn out their pockets or schoolbag.

If the student refuses, the parents/carers and police should be contacted, if appropriate, to deal with the situation. **A member of staff should never carry out a physical search of a student.** If a substance or object is recovered which may be linked to the allegation, this will be taken possession of and a full record made.

Where consent is refused, the school will need to balance the likelihood that an offence has been committed against the risk that the student's right to privacy may be infringed without just cause, before deciding whether to proceed with the search without consent.

## **Detaining a student**

When managing a suspected drugs-related incident the student(s) concerned will be invited to remain in school under the supervision of appropriate members of staff until parents/carers and police arrive.

If the student refuses to remain, the school cannot as a rule detain a student against their will. It is important that staff should be able to recognise the point at which a student becomes a danger either to themselves or others and their duty of protection as a result of being *in loco parentis*.

It is illegal for student(s) to be in possession of a controlled drug. If a member of staff comes across a student in possession of what they believe to be a controlled drug, he/she should immediately attempt to take possession of the drug and escort the student(s) to the designated teacher for drugs.

It is not illegal for students to possess or use other substances which are not controlled e.g. alcohol, solvents and/or tobacco. A student caught in possession of such materials will be dealt with under the College's disciplinary procedures and parents/carers notified. There is no legal obligation to notify the police. However, where the Principal feels that there are issues relating to the source of origin of these substances, the CSIO may be contacted for advice and guidance.

## **Recording an incident**

The school will make an initial phone call to the EA (S Region) designated officer to alert them to the incident and then make a full written factual record of the incident (Appendices 3). Any sensitive information about students will be treated in a confidential and secure manner. Care will be taken to record any statements provided by those students suspected of being involved in or a witness to an incident.

It may be necessary to engage the help of another adult to support both the designated teacher for drugs and the students involved in the incident, particularly when students may need to be interviewed separately.

Records of all statements provided by student(s) and staff involved in/or witness to the suspected drugs-related incident will be carefully stored as they may be required by the police if the incident becomes a criminal investigation.

## **ACTION FOLLOWING A SUSPECTED/CONFIRMED DRUGS-RELATED INCIDENT**

### **Pastoral Care and Support for Students at Risk**

Where a student has been identified by the school as having experimented with illegal drugs, or as being at risk of doing so, he/she will be offered appropriate counselling and support within the school's general arrangements for the pastoral care of its students, and his/her parents will be informed. In this context relevant external support agencies may also be involved e.g. Contact Youth, CSIO, and the Education Welfare Officer.

The Principal will retain responsibility for deciding how to respond to particular incidents, taking account of factors such as the age of the student concerned, whether the incident involved one student or a group of students, whether there has been evidence of particular peer group pressure, the level of involvement and whether this is a first offence.

The school will develop a repertoire of responses, incorporating both counselling and sanctions, such as suspension or, in extreme cases, expulsion, which reflects the different kinds of drugs-related offences, such as being under the influence of or in possession of alcohol or a controlled drug, and individual use or selling/sharing drugs with other students. At all times the needs of

individual students will be considered and appropriate interventions and support mechanisms put in place.

### **Confidentiality**

Members of staff should carefully consider their response if approached by a student for individual advice on drugs use/misuse. The member of staff can direct the student to sources of confidential information and advice and to treatment and rehabilitation services. However, where a student discloses to a teacher or other member of staff that he or she is taking drugs, the staff member should make it clear to the student that he or she can offer no guarantee of confidentiality given the seriousness of drugs misuse. The staff member must pass this information on to the designated teacher for drugs.

Staff should be mindful that the school accepts its legal responsibility to inform the police where it believes or suspects a student to be in possession or under the influence of an illegal drug.

### **Communication following a suspected/confirmed drugs-related incident**

Information will only be disclosed to those members of staff concerned with the pastoral needs of the individual student. Only the parents/carers of the student(s) directly involved will be informed of the incident and subsequent outcomes. Every effort will be made to contact the parents or carers before involving the police. Individual cases will not be discussed with other students. However, after an incident it may be necessary to make a general statement informing the school community if rumours are circulating and creating a negative atmosphere.

### **Dealing with the Media**

If the school receives an enquiry from the media, the caller will be referred only to the Principal or in his absence to a designated nominee. When responding to the media, the privacy of the student(s), his/her family and/or any staff members will be respected at all times. The Principal will prepare a checklist of the appropriate key facts and may consider liaising with the CSIO and the Education Authority Communications Officer before issuing a statement. Any statements made will be positive, short, factual and without elaboration.

## **SAFETY IN THE SCHOOL**

The following procedures should be employed to minimise risk:

1. Potentially harmful chemicals (cleaning, reprographic or teaching) will be labelled and stored under secure conditions.
2. The school has several qualified First Aiders who are known to all staff and are easily accessible.
3. Staff who provide cover at break and lunchtime will be vigilant to prevent or manage situations in which students could potentially misuse drugs.
4. Any substances and associated paraphernalia will be collected, stored under lock and key and delivered to the CSIO from the PSNI.

## **TRAINING AND INFORMATION**

All staff (teaching and non-teaching) and Governors will be provided with the necessary training to understand the school's drugs policy and their role in implementing it. The procedures will be drawn to the attention of new members of staff as part of their induction training and information will be given to substitute and student teachers. The opportunity to attend appropriate courses will be available. INSET training will be organised as and when required, and if appropriate, outside agencies will be involved in delivering training on school development days.

The importance of parent/carer involvement is recognised and the school policy of promoting positive attitudes to health will be included in the school prospectus and re-emphasised at regular intervals through Principal's letters/annual report, the school website and on other appropriate occasions.

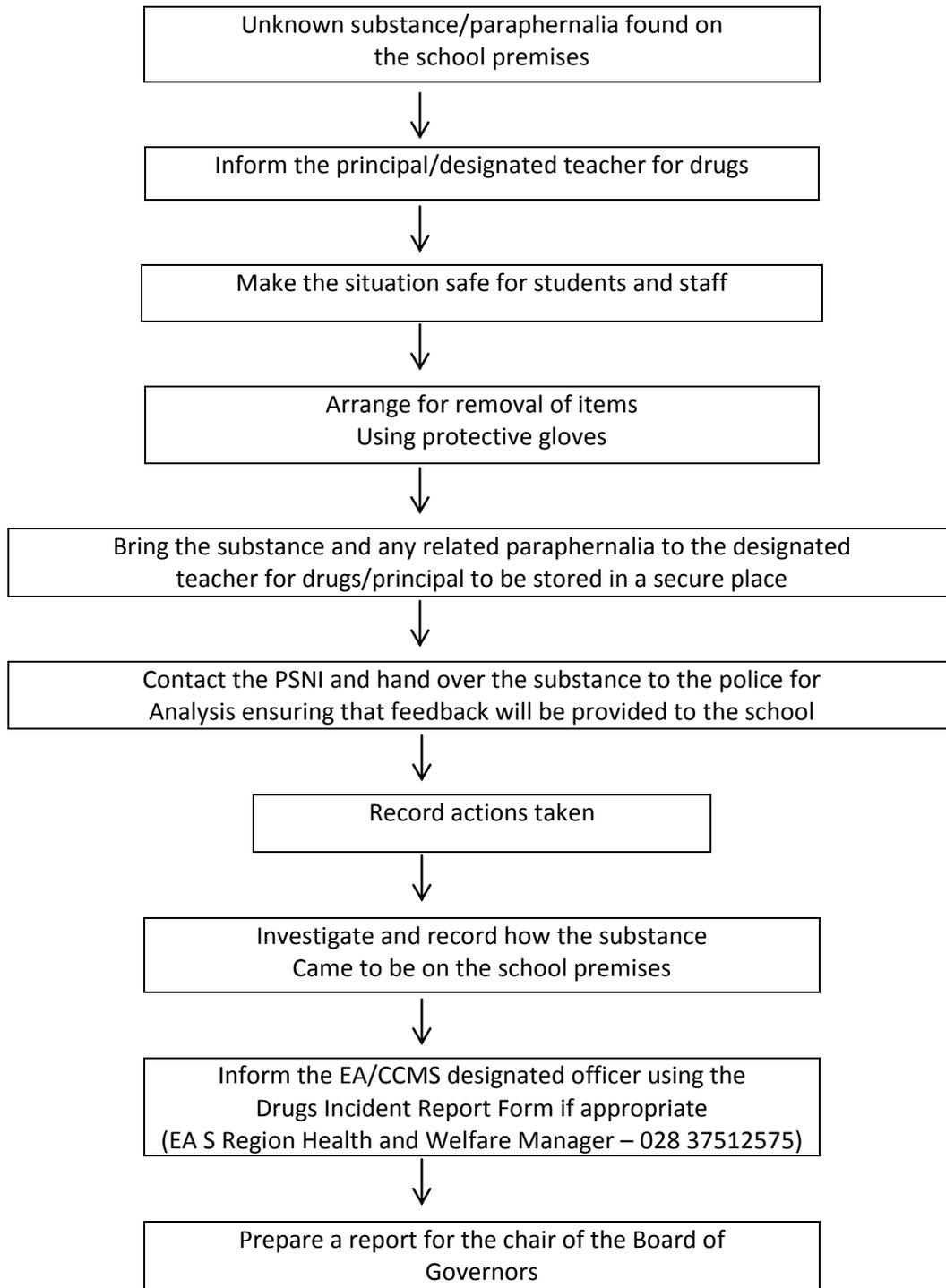
#### **MONITORING, REVIEW AND EVALUATION OF POLICY**

Portadown College will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy.

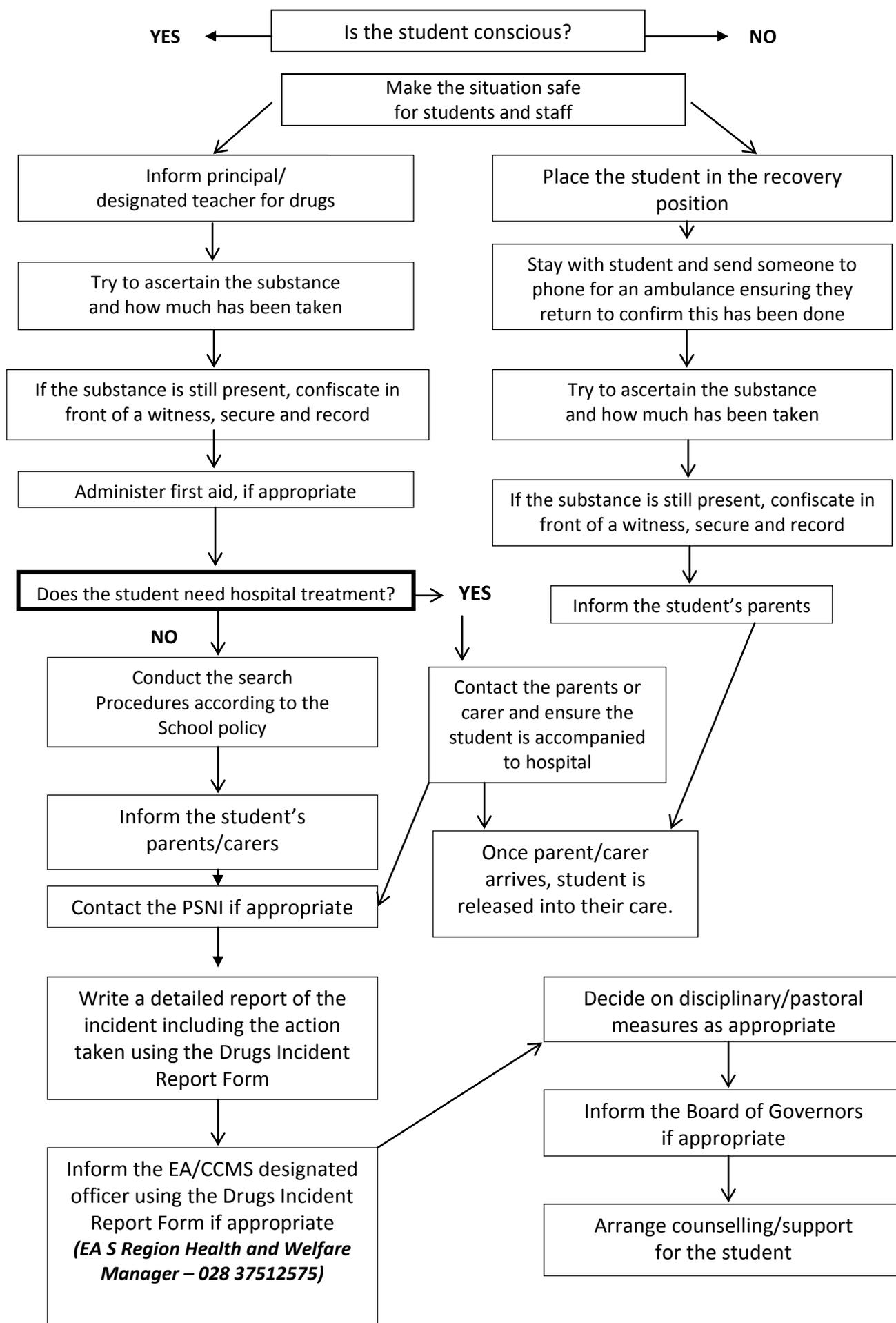
*Original Policy ratified by Board of Governors 2007*  
*Policy amendments ratified by Board of Governors 13 October 2016*

**APPENDIX 1**  
**Handling Drug Related Incidents**

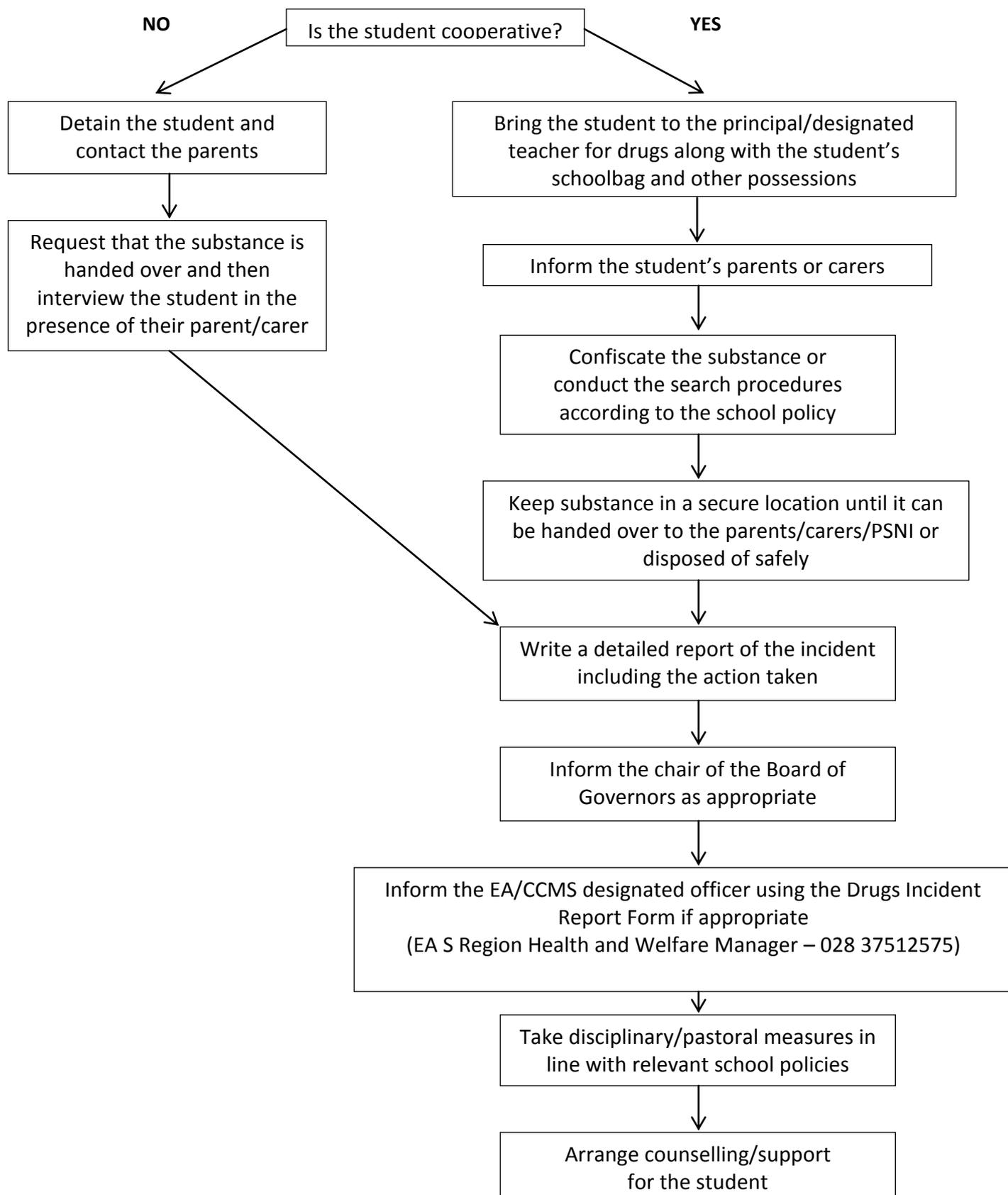
**1.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises**



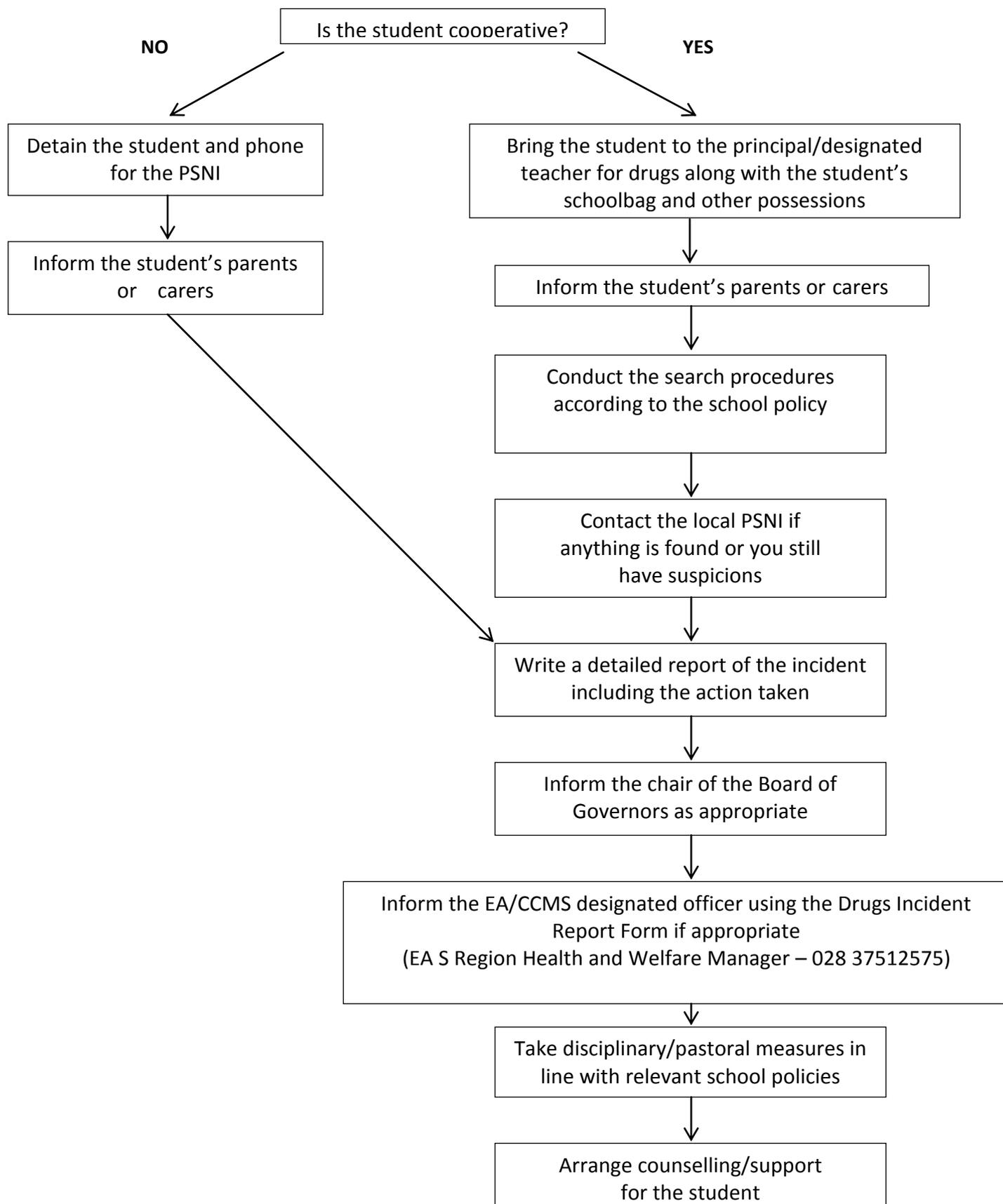
## 1.2 Student suspected of having taken drugs/alcohol on school premises



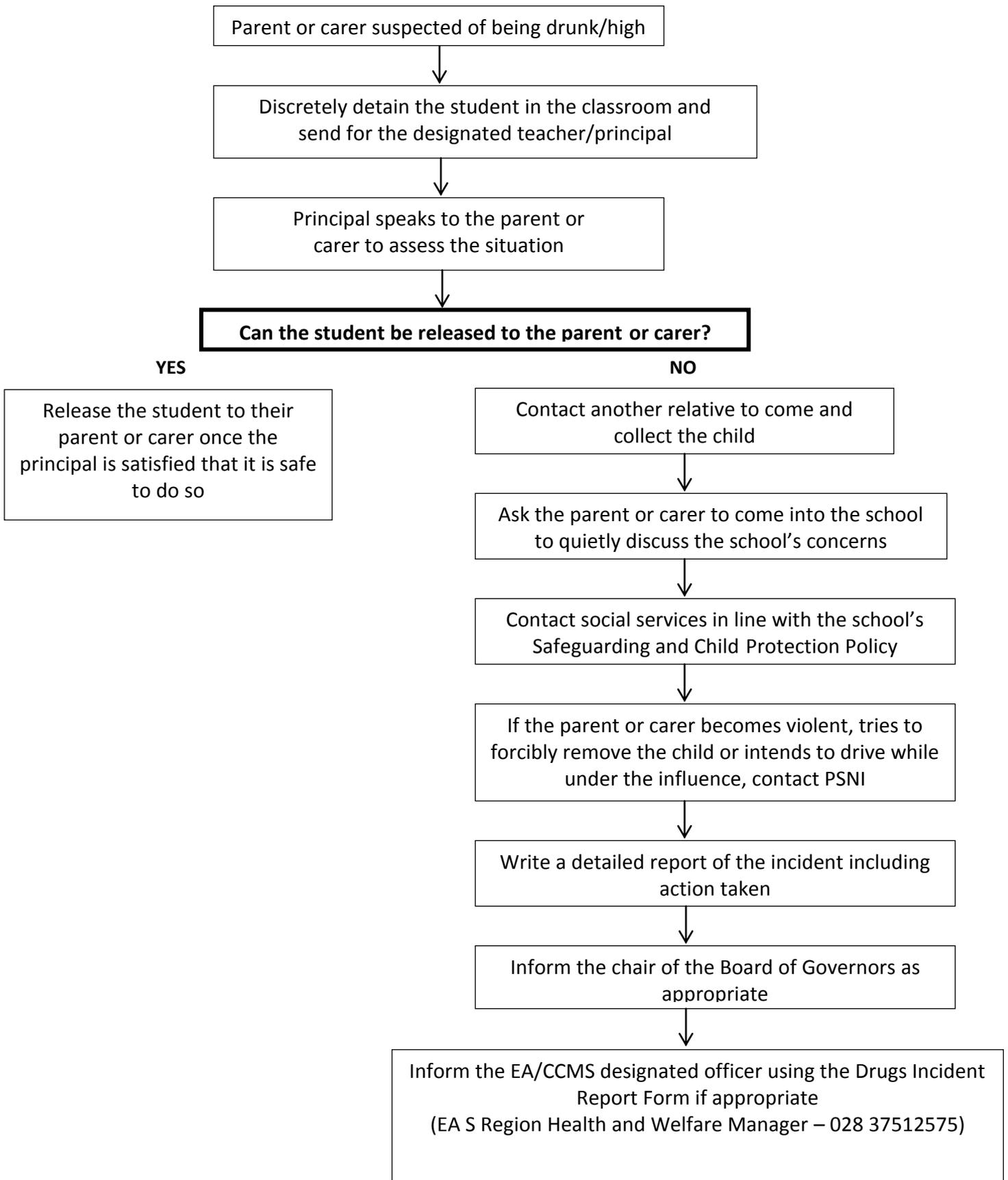
### 1.3 Student in possession of alcohol or unauthorised prescribed medication on the school premises



## 1.4 Student suspected of possessing/distributing an illegal substance



**1.5 A parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance**



## APPENDIX 2

### **Managing an Incident – Summary**

Actions by members of staff in the event of a suspected drugs-related incident:

#### **Individual Staff Member**

- Assess situation, to see if it is life-threatening or not and decide action;
- Secure First Aid and send for additional staff support if necessary;
- Make situation safe for all students and other members of staff;
- Carefully gather up any suspected drugs and/or associated paraphernalia/evidence. **Staff should not attempt to analyse or taste an unidentified substance.** Pass all information/evidence to the designated teacher for drugs; and
- Complete a brief factual report (Pro forma required?) of the incident and forward it to the designated teacher for drugs.

#### **If an emergency:**

- If necessary contact an ambulance;
- Put the person under the influence of drugs in the recovery position;
- Ensure airways are cleared;
- Remove any other bystanders from the immediate vicinity.

#### **Designated Teacher for Drugs**

- Respond to the first aiders advice/recommendations regarding the incident;
- In the case of an emergency inform parents/carers immediately;
- Take possession of any substance(s) and associated paraphernalia found and arrange for its safe storage until it can be handed over to the local police to identify whether or not it is a controlled drug;
- Inform Principal;
- Take initial responsibility for student(s) involved in suspected incident; and
- Complete an incident report form (Appendix 3) and forward it to the Principal.

#### **Principal**

- Determine the circumstances surrounding the incident;
- Ensure that the following people are informed where relevant:
  - Parents/carers;
  - Community and Schools Involvement Officer (CSIO);
  - Board of Governors;
  - Designated Health and Welfare Officer in the Education Authority (028 37512575);
- Agree pastoral and disciplinary responses including counselling services/support;
- Forward a copy of the incident report form (Appendix 3) to the chairperson of the Board of Governors and the designated officer within the Education Authority if appropriate; and
- Review procedures and amend, if necessary.

The Emergency First Aid Procedures (Appendix 4) contains the current best advice of what to do if someone is in difficulty as a result of misusing drugs.

**APPENDIX 3**

**Drugs and Substance Misuse Incident Report Form –  
(Form to be completed by Teacher involved in Incident)**

**Drugs Incident Report Form**

<b>1</b>	<b>Name of Pupil</b>	<b>Date of Birth</b>	<b>Address</b>

<b>2</b>	<b>Date of Incident</b>	<b>Reported by</b>	<b>Address</b>
	<b>Time of Incident</b>	<b>Location of Incident</b>	

<b>3</b>	<b>First Aid Given</b>
	YES <input type="radio"/> NO <input type="radio"/>

<b>4</b>	<b>Parent or Carer Informed</b>
	YES <input type="radio"/> NO <input type="radio"/>

<b>5</b>	<b>Was the Substance Retained <input type="radio"/> Destroyed <input type="radio"/> or Passed to PSNI <input type="radio"/></b>
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<b>6</b>	<b>Was the Education Authority Informed</b>
	YES <input type="radio"/> NO <input type="radio"/>

<b>7</b>	<b>Was the CCMS Designated Officer Informed</b>
	YES <input type="radio"/> NO <input type="radio"/>

<b>8</b>	<b>Form Completed by</b>	<b>Date</b>
	<b>Position</b>	

<b>Description of the Incident</b>

<b>Actions Taken</b>

<b>Incident Form Completed by</b>	<b>Date</b>

## **APPENDIX 4**

### **Emergency First Aid Procedures**

The following is the current best advice of what to do if someone is in difficulty as a result of misusing drugs.

*Reproduced from 'Illicit Drug Use in Northern Ireland – A Handbook for Professionals' (2000) with the kind Permission of the Health Promotion Agency for Northern Ireland.*

- Find out what has been taken as this could affect emergency aid, for example it will help the ambulance crew.
- If the person has taken a depressant drug, for example, solvents, alcohol, sleeping pills, painkillers, it is likely that they will be drowsy or unconscious. If the person is drowsy, it is important to try to keep them awake – by getting them to walk if possible, talking to them, or applying a cool damp cloth or towel to the back of their neck. They should not be given anything to eat or drink as this could lead to vomiting or choking.
- If they are or become unconscious, put them into the recovery position, clear airway if blocked, loosen clothing and call for an ambulance immediately. Keep checking on any changes to pulse and breathing rates.
- If they stop breathing, begin mouth-to-mouth resuscitation. Stay with the person until the ambulance crew arrive, and then tell them all the facts, including what the person has taken. This is very important as it could save his or her life.
- If the person has taken a stimulant, such as amphetamines (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 out loud slowly. If hyperventilation occurs – that is they cannot control their breathing – get them to breathe in and out of a paper bag – if there is one available (not a plastic bag).
- If the person has taken LSD, they should be supervised in a darkened, quiet room to avoid sensory stimulation.
- If the person has taken a hallucinogen, such as LSD, magic mushrooms, or cannabis in combination with Ecstasy, they may become very 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 drugs and that the effects 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.
- This may take a long time depending on amount taken. If they show no signs of becoming calmer or they become hysterical, take them to hospital – explain calmly to the person what is happening – this will help decrease any feelings of panic.

## **APPENDIX 5**

### **GUIDANCE ON MANAGING SUSPECTED DRUGS-RELATED INCIDENTS**

#### **Recognising Signs of Drug Use**

The recognition of current drug use is a major issue for many professionals who work with young people. There is also the issue of identifying those young people who may be at increased risk of drug use. Below are specific physical and behavioural signs that may be associated with drug use but it should be noted that some of these can also be confused with the onset of adolescence.

#### **Physical Signs**

These can differ depending on the type of drug taken, for example stimulant or hallucinogenic. Below are some of the physical signs related to those drugs used illicitly in Northern Ireland.

#### ***Solvents***

Solvents include glues, butane gas refills, aerosols, typewriting correcting fluids and thinners.

- Usual signs of intoxication – uncoordinated movement, slurred speech;
- Possible odour on clothes and breath;
- If using glue, redness around the mouth and nose;
- A cough; and
- Possible stains on clothing etc. depending on type of solvent used.

#### ***Cannabis***

Cannabis can have the effect of a depressant or mild hallucinogen, depending on the amount taken and situational factors. The effects of taking cannabis include:

- Tendency to laugh easily;
- Becoming talkative;
- More relaxed behaviour;
- Reddening of the eyes; and
- Hunger.

If the drug is smoked, it produces a distinctive sweet smell.

#### ***Ecstasy***

Ecstasy is sometimes referred to as an hallucinogenic stimulant. Its effects will therefore include those listed for stimulants. In addition it can cause:

- Increased temperature;
- Perhaps excessive sweating;
- Very dry mouth and throat;
- Jerky, uncoordinated movements;
- Clenched jaws;
- Occasional nausea when first used; and
- Fatigue after use, but also possibly some anxiety, depression and muscle pain.

#### ***Stimulant drugs (amphetamines (speed), butyl nitrite (poppers), and cocaine)***

The effects can result in:

- Increased pulse rate;
- Increased blood pressure;
- Agitation;
- Lack of coherent speech or talkativeness;
- Dilated pupils;

- Loss of appetite;
- Damage to nasal passages;
- Increased tendency to go to the toilet;
- Mouth ulcers; and
- Fatigue after use.

### ***Hallucinogens (LSD, Magic Mushrooms)***

Effects can vary depending on nature of experience. They include:

- Relaxed behaviour;
- Agitated behaviour;
- Dilation of pupils; and
- Uncoordinated movements.

### ***Heroin***

Heroin acts as a depressant. The effects of taking heroin include:

- Slowing down of breathing and heart rate;
- Suppression of cough reflex;
- Increase in size of certain blood vessels;
- Itchy skin;
- Runny nose;
- Lowering of body temperature; and
- Sweating.

### **Behavioural Signs**

Drug use can often result in behavioural changes and to recognise them demands some prior knowledge of the person in order that an accurate comparison can be made. Such changes can be obvious or very subtle and may be due to some other reason totally unconnected with drug use.

Signs can include:

- efforts to hide drug use through lying, evasiveness and secretive behaviour;
- unsatisfactory reasons for unexpected absences or broken promises;
- changes in friendships;
- changes in priorities, including less concern with school work; less care of personal appearance,
- non-attendance at extra-curricular activities;
- efforts to get money for drug use, ranging from saving dinner or allowance money, borrowing from friends and relatives and selling own possessions, stealing from friends and home and involvement in petty crime;
- secretive telephone calls.

Other possible signs include:

- being very knowledgeable about drugs and the local drug scene;
- a defensive attitude towards drugs and drug taking;
- unusual outbreaks of temper;
- absence from or poor performance at school or work experience on days following attendance at night club, bars etc; and
- a pattern of absences on a certain day, for example, Monday.

These signs may often only become apparent in students who are using drugs on a regular basis. It can be difficult to see such signs in the experimental or casual drug user.

**APPENDIX 6 - DRUGS EDUCATION PROGRAMME –EXTERNAL AGENCY**

School	Portadown College		
Principal	Mr S Harper	Agency	
Contact Teacher		Agency Contact	
Tel No	028 3833 2439 (PC)	Tel No	
Fax No	028 3835 0733 (PC)	Fax No	
E-mail	<a href="mailto:info@pc.portadown.ni.sch.uk">info@pc.portadown.ni.sch.uk</a>	E-mail	
Agreed Aims		Title of session(s) to be delivered	
		Date	Time
Number of participants		Type of group (age, ability, etc)	
Members of teaching staff attending:			
Speaker provided with Child Protection summary form and completed feedback sheet (please tick)			
Methodology (Brief description of programme content and methods)			
Intended Learning Outcomes		Evaluation (Brief description of how this will be conducted and reported)	

Signed \_\_\_\_\_  
(Year Head)

Signed \_\_\_\_\_  
(Agency contact)

**APPENDIX 7**

**PORTADOWN COLLEGE**

***Request by parent/carer for school to administer medication***

**Note: The school will not give your child medicine unless you complete and sign this form.**

Name

DOB

Class

**Condition or illness:** \_\_\_\_\_

Medication

Name/type of medicine (as described on the container)

\_\_\_\_\_

For how long will your child take this medicine:

\_\_\_\_\_

Full directions for use/dosage and method:

\_\_\_\_\_

Timing:

\_\_\_\_\_

Special precautions/Side effects

\_\_\_\_\_

Self- administration

\_\_\_\_\_

Contact Information

Name \_\_\_\_\_ Daytime Tel. No. \_\_\_\_\_

Relationship to student \_\_\_\_\_

I understand that I must deliver the medicine personally to a member of the College office staff and accept that this is a service which the school is not obliged to undertake.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Parent/Carer)

## **APPENDIX 8**

### **Drug Telephone and Website Help**

The following websites and telephone helplines are for young people who may want to seek confidential advice and support on drug problems.

#### **Action on Smoking and Health (ASH) London**

Website: [www.ash.org.uk](http://www.ash.org.uk)

Telephone: 020 7739 5902

#### **Alcoholics Anonymous**

Website: [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Telephone: 028 9043 4848

#### **Breakthru – Drugs and Alcohol Advice Helpline**

Website: [www.breakthru.co.uk](http://www.breakthru.co.uk)

Telephone: 0808 800 2020

#### **Contact Youth (LifeLine) 24/7 Helpline support for drug, alcohol and solvent abuse**

Website: [www.contactyouth.org](http://www.contactyouth.org)

Telephone: 0808 808 8000

#### **Drinkline – 24/7 Helpline**

Telephone: 0800 917 8282

#### **The National Drug Helpline (Talk to Frank) 24/7 Helpline – Drugs, alcohol and solvent abuse**

Website: [www.talktofrank.com](http://www.talktofrank.com)

Telephone: 0800 77 66 00

#### **ChildLine**

Website: [www.childline.org.uk](http://www.childline.org.uk)

Telephone: 0800 1111