

Carrickfergus College

Drugs Policy

Reviewed December 2007

ETHOS

At Carrickfergus College we are committed to providing a quality educational experience for each young person placed in our care. We endeavour to create a secure, enjoyable and supportive environment where all pupils can thrive emotionally, academically, physically and spiritually to achieve their full potential as well-qualified, caring and contributing members of the community. High expectations for pupils and staff facilitate the pursuit of excellence in all areas of learning and pastoral care.

Our school is a happy school where relationships are built on trust and respect for each other. We promote tolerance, we celebrate difference and every pupil is valued and we actively promote partnership with our parents and the local community.

RATIONALE

As a community of students, teachers and parents we are aware and concerned that substance abuse is a growing social problem in our broader community and in this Province. As part of our collective pastoral responsibility we believe that it is our duty as a school, with the support of the broader community and the professional support agencies available, to promote a drug free lifestyle and enable our young people to make informed choices. This policy statement is essential both as a statement of intent and as a guide to action in educating ourselves and our students about substance abuse, in assisting those who have fallen victim to abuse and in dealing with those who supply substances which place our young people at risk.

It is important that students know who to turn to if they, or a friend have fallen victim to substance abuse. They must understand the consequences of their actions and the likely procedures the school will adopt in supporting them and or disciplining them.

Parents must know who to approach when they suspect or know that their child has fallen victim to substance abuse. Parents must understand the school's position in such matters and how incidents of substance abuse will be dealt with.

Teachers must know how to respond to both students and parents where they suspect or know that a young person is abusing substances. This ensures a professional, caring and consistent approach in all cases.

DEFINITION OF DRUGS

A drug is any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.

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

- alcohol and tobacco;
- 'Over the counter' medicines, such as, paracetamol for headaches;
- Volatile substances, such as, glues, solvent based correcting fluid/thinners, gas lighter fuel, aerosols and petrol;
- Prescribed drugs, such as, antibiotics to treat infection and benzodiazepines (tranquillisers) to control anxiety and treat insomnia;
- Illegal drugs, such as, Cannabis, LSD, Ecstasy, Amphetamine Sulphate (speed), Cocaine, Heroin and magic mushrooms.

AIMS OF THE POLICY

Our Policy will include the following aims:

- To ensure a consistent approach by all staff to drug education and in the handling of drug related incidents.
- To develop and implement a drugs education programme within the school curriculum.
- To develop procedures for addressing any drug related issue.

ROLES AND RESPONSIBILITIES

Board of Governors

- Support the development and on-going review of the drugs policy and programme.
- Ensure a summary of the policy is published in the school prospectus
- Ensure they are fully aware and adequately trained to deal with any drug related incident including alcohol and tobacco.
- Have one member of the Board specifically trained in drugs-related issues.

Principal (Mr D. Campbell)

- Determine (not investigate) any drug-related incident. (The PSNI will investigate)
- Contact the parents and or guardians of any pupils involved in any drugs-related incident.
- Contact the PSNI, then confine responsibilities to the welfare of the pupil(s) involved
- Inform the Board of Governors about the incident.
- Agree with them any appropriate pastoral or disciplinary measures to be taken.
- Store or dispose of any drug or drug related paraphernalia.
- Report the incident to Philip Hewitt, Advisor for Health Education for the North Eastern Education & Library Board at Antrim Board Centre.
- The Vice-Principal, Mr Borland, will fulfil the duties of the Principal in his absence.

Designated Teacher for Drugs

The Designated teacher for Drugs in Carrickfergus College is Mrs Shannon. Her responsibilities are: -

- To oversee and co-ordinate the drugs education programme
- To co-ordinate the school's procedures for handling suspected drugs-related incidents
- Arrange for a member(s) of staff to have training in the necessary first aid skills to cope with a pupil under the influence of drugs.
- To ensure teachers are trained in procedures for handling drug-related incidents
- To act as contact point for outside agencies coming into the school
- To take possession of any substance or drugs paraphernalia found in the event of any drugs-related incident.
- To complete a report following any drug-related incident.

Individual Staff Members (teaching and non-teachers)

- Deal with any emergency procedures surrounding the incident they have just encountered.
- Forward any information, substance or paraphernalia to designated teacher.
- Complete a factual report for the designated teacher.

OVERVIEW OF THE DRUGS EDUCATION PROGRAMME

- It clearly discourages taking drugs for anything other than prescribed medicinal purposes.
- It is aimed at keeping the school drug free and also the students in their lives outside school.
- Preventative and educative measures are adopted.
- Parental involvement is stressed.
- Partnership with support agencies is necessary.
- Victims of substance abuse will be assisted without prejudice in a caring environment.
- At no stage will we compromise the safety and rights of the majority of students, parents and staff.

For the purpose of this policy substance abuse will refer to:

- The use of any illegal substance.
- The improper use of any natural substance which has psychoactive (mind altering) properties (excluding tea and coffee).
- The intake of any medicines for purposes other than for which they are intended or in doses or frequency exceeding those intended.
- The injection, inhalation, or other intake of any other substance known to have psychoactive properties (including alcohol but excluding cigarettes. See the section on smoking tobacco).
- The use of any of the above substances need only occur on one occasion to qualify as substance abuse.

AIMS OF THE DRUGS EDUCATION PROGRAMME IN SCHOOL

- To promote positive attitudes towards personal health.
- To help young people distinguish between different drug substances and consider their use, abuse, benefits and harm.
- To minimise the chances of any pupil using drugs.
- To help pupils acquire skills in managing the pressures of the youth culture they live in.
- To help young people understand the wider social implications of drug abuse.
- To build up the self-esteem of the pupils
- To help our pupils acquire decision making skills
- To create a climate where our young people feel comfortable in discussing problems around substance misuse

The need for a co-ordinated approach to drugs education is recognised. In the College Mrs Shannon co-ordinates the drugs education programme. Drugs Education is specifically included within the programmes of study for Science and Personal Development/PSHE. In Religious Education, English, Home Economics, Technology and Design and Physical Education opportunities are taken to consider drug related issues from a variety of perspectives. In addition to this, the school works with specialist outside agencies to deliver drugs awareness raising for pupils of all ages. It is the policy of the school to continue to improve the quality of provision of drugs education and this will be achieved through the monitoring and evaluation of ongoing work in this area of the curriculum.

The drugs education programme is one of prevention and quality teaching is essential for this important part of the curriculum, so active, pupil-centred teaching methods will be used wherever possible.

SMOKING AND ALCOHOL:

STAFF

As from 30 April 2007, it is a legal requirement that our premises are smoke free. No-Smoking signs have been displayed, clearly visible to all members of staff or visitors to the school. Anyone smoking will be advised that they are committing an offence and will be politely asked to stop smoking and advised that it is also an offence for the school to allow anyone to smoke. (See Smoking Policy)

For issues relating to staff use of alcohol, we refer them to the Alcohol and Drug Misuse Policy (TNC 2005/5) available from the D.E.

PUPILS

Smoking is forbidden on the school campus and at any time when a pupil is representing the school or under the supervision of a member of staff, or at any time they are wearing school uniform. The school policy is to inform parents when pupils are caught smoking or have been reported for doing so.

PARENTS AND VISITORS

The school will endeavour to keep parents informed about 'drugs awareness' through parent evenings and in the distribution of appropriate literature as it becomes available.

The policy will be available for all parents to view within the school or can be accessed on the website. Any recommendation they might wish to make regarding the policy will be given due consideration.

Any agency visiting the school will also be given a copy of the policy so that they can adhere to its content.

GUIDELINES FOR ANY MEMBER OF STAFF WORKING ON THE SCHOOL CAMPUS HAVING TO DEAL WITH A DRUGS RELATED INCIDENT.

Carrickfergus College believes that the misuse of drugs/solvents will not only damage individuals directly, but also others involved such as families, school and the wider community. The procedures to be followed in managing such misuse are clearly defined in CCEA's *Drugs: Guidance for Schools*. We have included in our appendices these step-by-step procedures which all members of staff and visitors must follow:

- (a) Finding a substance on the school campus. (Appendix A)
- (b) Pupil(s) suspected of possessing/distributing an illegal substance. (Appendix B)
- (c) Pupil(s) suspected of having taken drugs on the school campus or during the school day. (Appendix C)

When an incidence of substance abuse is suspected you should seek the immediate support of the designated teacher, currently Mrs L Shannon.

CONTACT WITH PARENTS

In all cases of drugs related incidents parents will be notified at the earliest opportunity.

SEARCHING STUDENTS

In (b) and (c) above it may be necessary to carry out a search for drugs. Staff should note that a physical search must not be made under any circumstances. You can, however, search a pupil's desk or locker. You should attempt to secure the voluntary production of any unlawful substances or substances banned in school, for example, by asking them to turn out their pockets and school bag. If the young person refuses then he/she should be detained until the police arrive to deal with the situation. Parents by this stage will already have been contacted and invited to be present (appendices B and C). A young person may be detained using reasonable means where there are reasonable grounds to suggest that an offence is being committed.

It is important that in any of the above situations you should have the support of an adult witness.

CONFIDENTIALITY

Involvement in a substance related incident can adversely affect a pupil's personal development and continuing education. Staff should always be sensitive to potentially damaging effects. Staff should never respond to written or verbal requests for information regarding an individual student's possible involvement in substance abuse without first consulting with the Principal. It may be appropriate to direct the enquiry to the Principal, or suggest that a request in writing be made to him.

Neither teachers nor any visitor to the school can guarantee confidentiality. Any drug- related activity disclosed to any teacher or agency while on the school premises must be passed on to the designated teacher. This should be made clear to pupils.

However, a distinction can be made between the student who has come to the teacher willingly for help and the student who has been caught possessing, using or supplying drugs to others in school. In the former case support will be offered and the pupil directed to sources of confidential information by the designated teacher.

CONTACT WITH THE POLICE

The Schools and Community Involvement Officer (02893 351880 ext 29819) will advise on any drugs incident involving pupils and procedures to be followed will be agreed with him and NEELB. The police will always endeavour to handle all incidents with discretion, understanding and tact. At no stage will the police be permitted to interview a young person on school premises without the presence of a parent.

DEALING WITH THE PRESS

Should any member of staff receive an enquiry from the media the enquirer should be referred **only** to the Principal. On no account should anyone make a comment to the media unless instructed to do so by the Principal.

If deemed necessary:-

1. A written statement will be prepared beforehand
2. It will be positive, short and factual
3. No further questions will be answered
4. The privacy of the pupil/family will be respected
5. The statement will conclude on a reassuring note that the incident had been managed effectively

SUPPORTING STUDENTS INVOLVED IN SUBSTANCE ABUSE

Firm disciplinary measures will be taken in cases involving substance abuse and those with a pastoral responsibility for the student(s) involved will support the young person and his/her parent in obtaining appropriate counselling and professional support.

DISCIPLINARY MEASURES

The involvement of any student in a drugs related incident on the school campus, during any school organised activity, or when wearing school uniform will be treated as a very serious matter. The action taken may vary depending on the facts of the case in question, the age and case history of the student(s) involved and any other contributory factors considered relevant. Examples of these might be: -

1. Is this a first or subsequent offence?
2. Is the drug illicit or illegal?
3. What was the pupil's motivation?
4. Is the pupil aware of the drugs policy?
5. Is it a case of possession or supply?

The needs of the individual pupils will always be considered and appropriate interventions and support/counselling mechanisms put in place

The sanction(s) imposed will be in line with school disciplinary procedures. A period of suspension is probable once the circumstances have been determined. Should it be considered necessary the Board of Governors will also make a recommendation for exclusion from the school. In all cases of substance abuse those students who are directly involved will be expected to participate fully in any rehabilitation or counselling support which is arranged by the school or the school support services on their behalf.

USING OUTSIDE AGENCIES/VISITORS

Visitor/Agency will:

- Have Child Protection policy
- Be given copy of policy to ensure school's views on confidentiality
- Have appropriate resources
- Have a clear set of aims and objectives and the impact it had on the children.
- Ensure their programme is part of the school's drugs programme
- The teacher will:
 - Always be present in the room
 - Ensure 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

EMERGENCY FIRST AID PROCEDURES

- Send for the teacher trained in first aid.
- Find out what has been taken. This will help the emergency crew.
- If a depressant drug (alcohol, solvents, sleeping pills or painkillers) has been taken, they will feel drowsy. Keep them awake by getting them to walk or by applying a cool damp cloth to the back of their neck
- Do not give anything to eat or drink.
- If unconscious, put in recovery position, clear airways and call an ambulance immediately
- If they stop breathing, begin mouth-to-mouth or CPR procedure. Stay until ambulance arrives and inform them of the facts.
- If a stimulant (Amphetamines or ecstasy) has been taken, the person will be distressed. It is important they remain calm and relaxed. Get them to breathe in and out slowly. If hyperventilating occurs, get them to breathe in and out of a paper bag.

If LSD or hallucinogen has been taken, keep them in a darkened, quiet room to avoid sensory stimulation. They should be supervised at all times and kept reassured that the effects will wear off and they are in no danger.

THE MANAGEMENT OF SOLVENTS ON SCHOOL PREMISES

- Solvents are present in a wide variety of forms.
- Staff will make themselves aware of those materials in general use which contain solvents, eg certain felt-tips, glues, aerosols, butane gas, paints and polishes.
- Staff will ensure that all solvent based materials are securely stored and inaccessible to pupils when not in use.
- Solvents and solvent based materials which are necessary for use in school should only be used under direct supervision of teachers, or a responsible adult aware of school procedures.
- Staff should be diligent in accounting for any solvent based material issued to pupils for use in class.
- Caretaking and cleaning staff will be aware of the importance of safe storage of solvent based materials and of the procedures regarding supervision of such materials when in use at times when the school premises are unsecured.

THE MANAGEMENT OF PRESCRIBED MEDICINES IN SCHOOL

As parents are responsible for the administration of medicine to their children, they will be encouraged where reasonably possible to have the pupil return home at lunchtime if a dose of medicine is required then, or the parent or other nominated responsible adult should come to school at the necessary time to administer the medicine. If this is not feasible:

- The smallest practical dose should be brought to the school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- Glass containers must not be carried by pupils.
- The medicine should NOT be kept by the pupil, but in a locked cupboard or cabinet away from pupils. This will be in the school office.
- Exceptions to these guidelines may include asthma inhalers, epilepsy medication, diabetic medication and certain allergy medication.
- The medicine should be self-administered if possible and where appropriate under the supervision of an adult.
- We recognise that teachers' or support staff contracts do not commit them to the administration of medicine and that they have the right to refuse to do so. In such cases alternative arrangements will be made by a senior member of staff. At present administration of necessary medication is through the school office.

- **At the request of a parent in writing, should the school agree to administer medicine, a written record of the date and time of administration will be kept by the member of staff. - Appendix E**
- Should a pupil be found in possession of a prescribed medicine about which the school has not been informed, the pupil's Head of Year should be informed. The Head of Year will inform the parents of the pupil, reminding them of the school procedures. If abuse is suspected the designated teacher will be informed and normal procedures followed. **Appendix F**
- Consult with the designated teacher on any drug related incident at school.
- Ensure the distribution of update materials to all members of the school community.

MONITORING AND EVALUATION

Review of Policy and Procedures

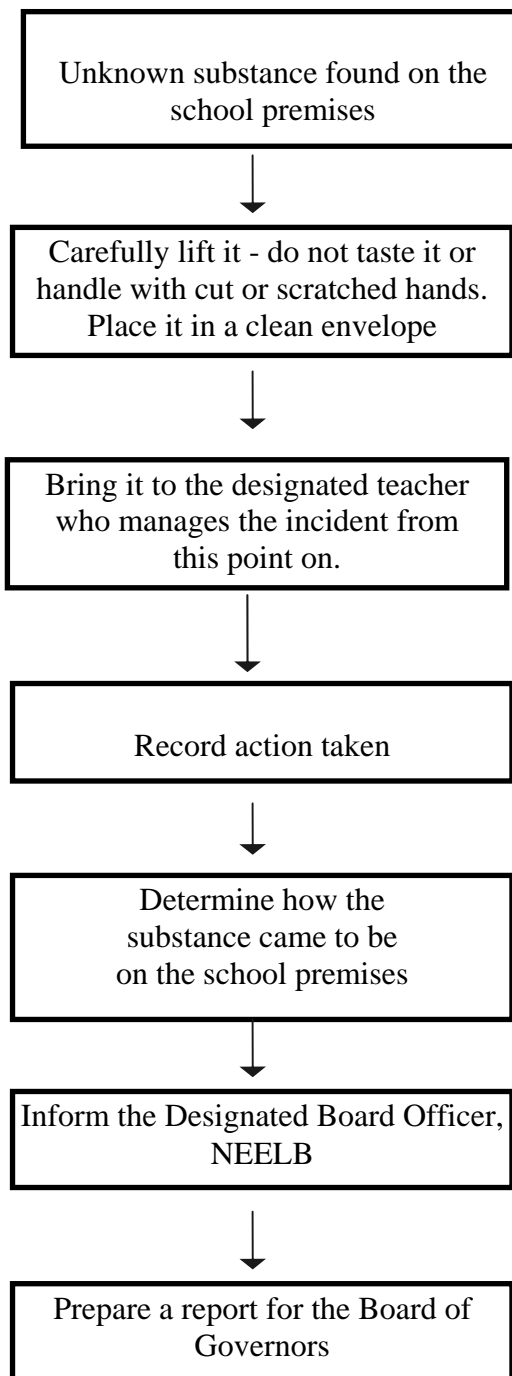
This policy and the procedures contained within it will be monitored and amended, after consultation, when appropriate and certainly following any incident, actual or suspected.

Criteria for Evaluating Success of Programme

The evaluation process will be assisted by information from teachers which will have been gained through monitoring the teaching situation. Both Teacher's and Pupil's Evaluation Sheets will be used at the end of each module to assist in the evaluation. Oral feedback from parental sources and the pupils themselves will also impinge upon the process. Necessary changes in practices and content arising from the review will be implemented.

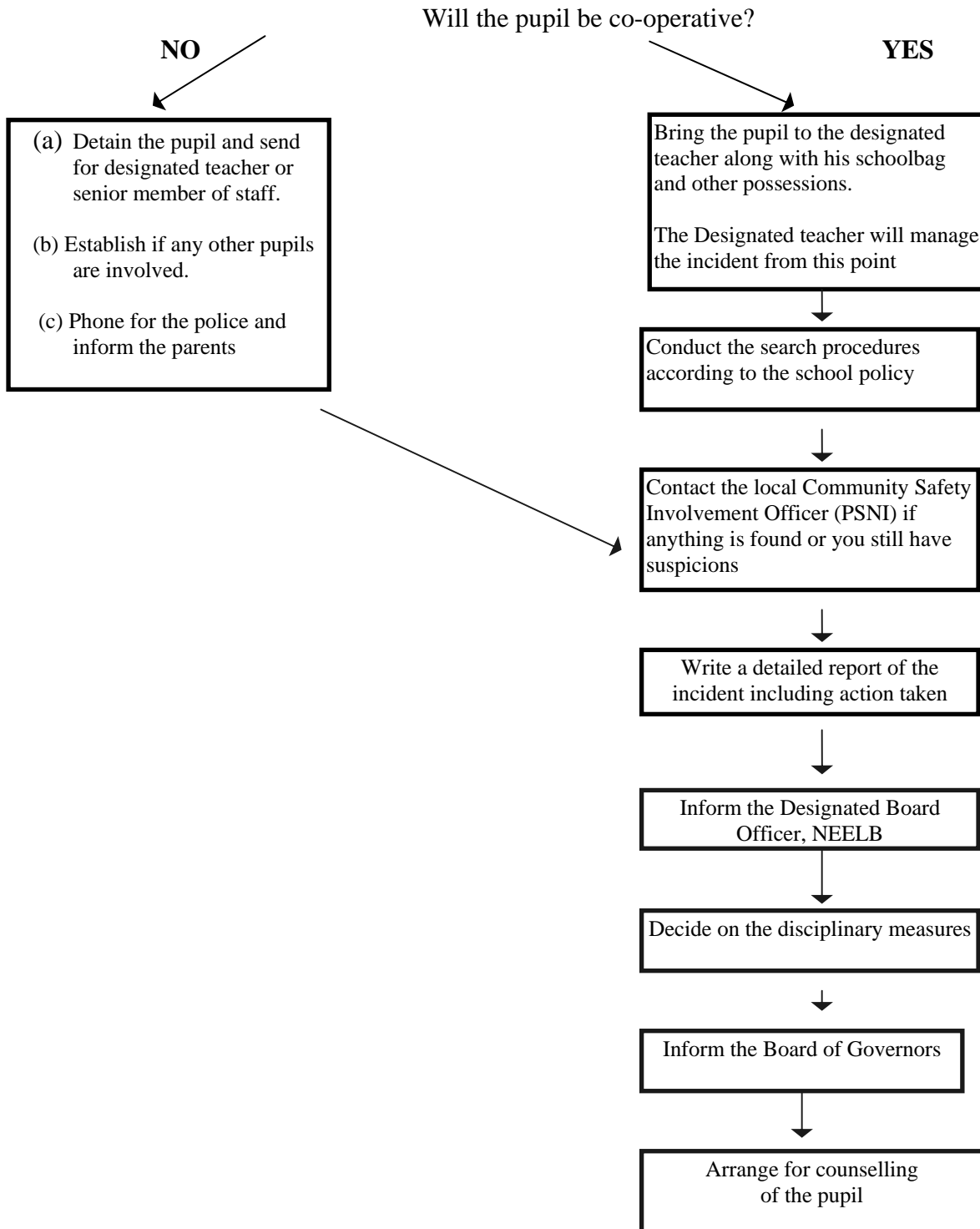
APPENDICES

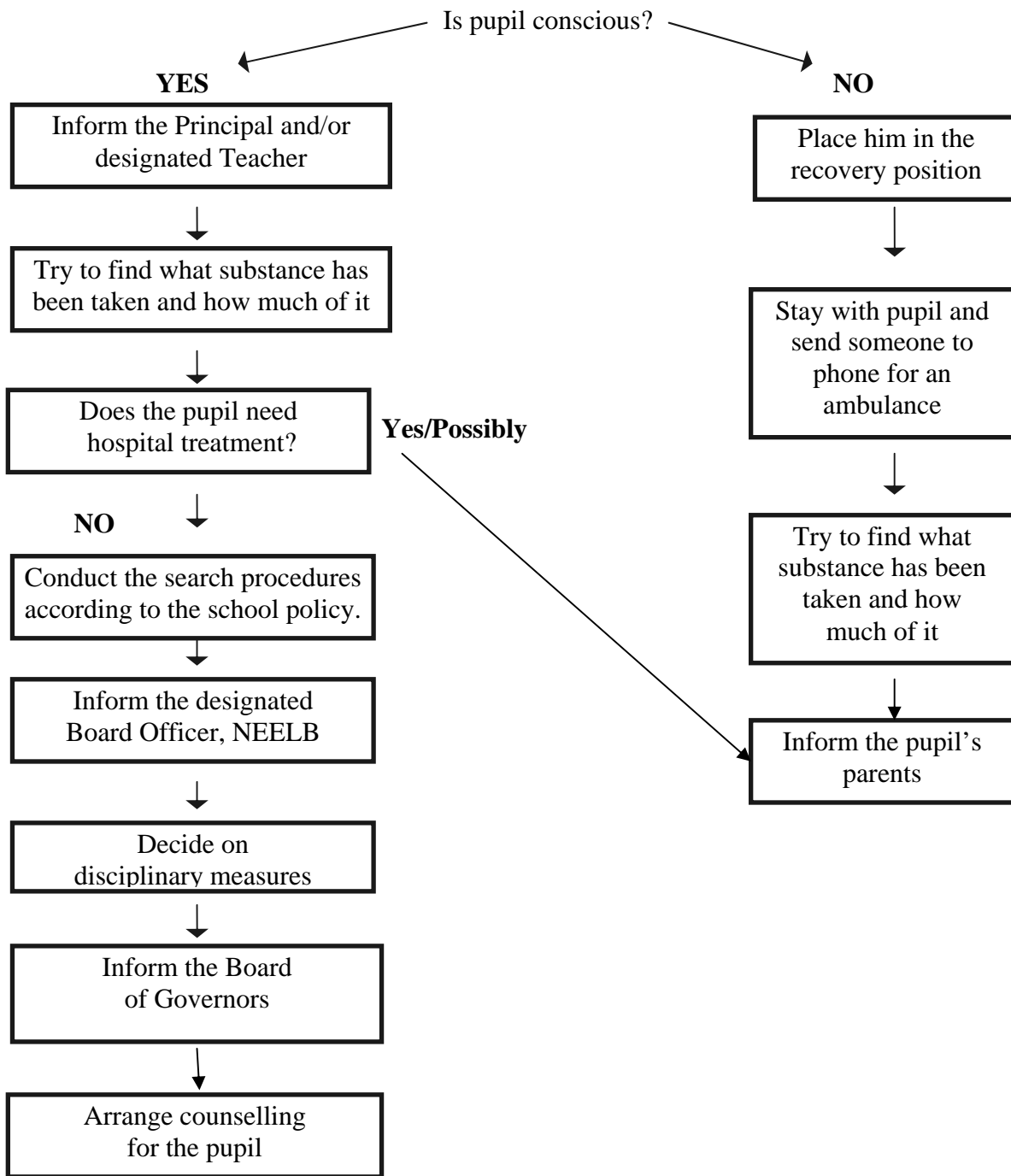
- Appendix A Finding a substance on the school premises
- Appendix B Pupil suspected of possessing/distributing an illegal substance
- Appendix C Pupil suspected of having taken drugs in school
- Appendix D Drugs Incident Report Form
- Appendix E Parental request for the school to store and administer medication
- Appendix F Parental request for a pupil to carry his/her medication (short term)



PUPIL SUSPECTED OF POSSESSING/DISTRIBUTING AN ILLEGAL SUBSTANCE

APPENDIX B





Drugs Incident Report Form

Name of Pupil _____ **Class** _____

Address _____

Date/time of Incident _____

Reported by _____

First Aid given by _____

Details _____

Police Informed _____

NEELB informed _____

Disciplinary/pastoral/other response

Details _____

DESCRIPTION OF THE INCIDENT and ACTION TAKEN

CARRICKFERGUS COLLEGE**REQUEST FOR THE SCHOOL TO STORE AND ADMINISTER MEDICATION**

The school will not give your young person medicine unless you complete and sign this form, and the Principal has agreed that the school staff can administer the medicine.

DETAILS OF PUPIL

Surname _____ Forename(s) _____

Address _____

Date of Birth ____/____/____ M F Class _____

Condition of illness _____

MEDICATION

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

Date dispensed _____ Expiry Date _____

Full Directions for use

Dosage and method _____

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the school needs to know about?

Self Administration Yes/No (delete as appropriate)

PROCEDURES TO TAKE IN AN EMERGENCY

CONTACT DETAILS

Name _____

Phone No (home/mobile/work) _____

Relationship to pupil _____

Address _____

I understand that I must deliver the medicine personally to the school office/Vice Principal and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed _____ Date _____ Relationship to pupil _____

AGREEMENT OF PRINCIPAL

I agree that _____ (pupil) will receive _____

_____ (quantity and name of medicine) every day at _____

_____ (time(s) medicine to be administered).

This pupil will be given/supervised whilst he/she takes their medication by an instructed member of staff.

This arrangement will continue until the end of the course of medicine _____ or until instructed by parents.

Signed _____
(Principal/authorised member of staff)

Date _____

CARRICKFERGUS COLLEGE REQUEST FOR THE SCHOOL TO STORE AND ADMINISTER MEDICATION

Copy to Medical File, Pupil File, Parent

CARRICKFERGUS COLLEGE**REQUEST FOR A PUPIL TO CARRY HIS/HER MEDICATION - Short term use only**

The College does not permit pupils to carry prescribed medicine without written consent. Therefore when a pupil is self medicating e.g. taking paracetamol or cough mixture etc, parents should request permission for this in writing. Only a small dosage should be brought on a daily basis.

DETAILS OF PUPIL

Surname _____ Forename(s) _____

Address _____

Date of Birth ____/____/____ M F Class _____

Condition of illness _____

MEDICATION

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

PROCEDURES TO BE TAKEN IN AN EMERGENCY**CONTACT DETAILS**

Name _____

Phone No (home/mobile/work) _____

Relationship to pupil _____

I would like my child to keep his/her medication on him/her for use as necessary.

Signed _____ Date _____ Relationship to pupil _____

AGREEMENT OF PRINCIPAL

I agree that _____ (pupil) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will only be for a short term until _____ or as instructed by the parent.

Signed _____ Date _____

(Principal/authorised member of staff)

*CARRICKFERGUS COLLEGE REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION - SHORT TERM
Copy to Medical File, Pupil File, Parent*