

FRIENDS' SCHOOL LISBURN



DRUGS POLICY

Introduction: The Friends' School Drugs Policy is drawn up within the context of our Mission Statement: 'Friends' School seeks to provide an environment in which pupils, staff and parents are committed to the idea of excellence within a caring, supportive community.' The Policy is set within the context of the School's Pastoral Care policy and the School's Promotion of Healthy Lifestyle Policy.

Reference has been made to the Department of Education Circular 2004/09, the manual Drugs: Guidance for Schools in Northern Ireland, (CEA 2004) and the South Eastern Education and Library Board exemplar Drugs Policy for Schools (June 2005).

The policy covers any substance under the Department of Education definition below:

A drug is 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 therefore include:

- alcohol and tobacco*
- 'over the counter medicines' such as paracetamol
- prescribed drugs, such as antibiotics, tranquillisers, inhalers and ritalin
- volatile substances such as glues and aerosols
- controlled drugs such as cannabis, LSD, ecstasy, 'magic mushrooms' and mephedrone
- other substances such as amyl/butyl nitrate ('poppers'), including other 'legal highs'.

(* The School regulations concerning alcohol and tobacco are set out in Appendix 1)

The aims of the Drugs Policy are:

- To ensure that a consistent approach to drugs-related issues is adopted by all members of the school community
- To outline how drugs education is implemented within the curriculum
- To set down the procedures to be followed when dealing with specific incidents of suspected drug misuse
- To define the roles and responsibilities of the Principal and staff

1. Drugs Education in the Curriculum

'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' (Drugs: Guidance for Schools in Northern Ireland CEA 2004)

The aims of the Friends' School drugs education programme are:

- To promote positive attitudes towards personal health.
- To develop self-discipline and self-respect.
- To build pupils' self esteem.
- To develop decision-making skills which may delay or prevent the onset of experimentation.
- To investigate the effects on the body of legal and illegal substances and the risks and consequences of their misuse.
- To develop pupils' knowledge and understanding of themselves and others as individuals.

In Friends' School the taught programme of Drugs Education is set within the Personal Development strand of Learning for Life and Work in the Revised Curriculum. In Key Stage 3, guidance materials for teaching are provided through the CEA 'In-Sync' programme and the Chrysalis programme. Drugs education is taught by trained staff.

Opportunities for drugs education also arise across the curriculum. In subjects such as English, Religious Education, Physical Education, Home Economics, Technology and Design and Science, drugs-related issues are considered from a variety of perspectives.

The Personal Development Co-ordinator is responsible for ensuring that the overall programme of drugs education meets the needs of pupils and ensures continuity and progression across Key Stages 3 and 4. The programme of drugs education is kept under review.

2. The roles and responsibilities of the Principal and staff

2.1 The Principal. It is the responsibility of the Principal to ensure that correct procedures are followed if an incident involving the misuse of drugs occurs. The role involves:

- Ensuring pupils' welfare
- Handling, storage and safe disposal of any drug/drugs related paraphernalia.
- Determining the circumstances surrounding incidents
- Contact with the parent / guardian of pupil/s involved
- Agreement on the appropriate pastoral / disciplinary response in liaison with the Vice Principal (Pastoral).
- Liaison with the PSNI, the EA (SE Region) and through the Governor with responsibility for drugs related incidents, Alan Woodside, to the Board of Governors.

2.2 The designated teacher for drugs incidents and curriculum co-ordination. The designated teacher is the Vice-Principal (Pastoral), Mr Phillip Elliott. The role involves:

- Oversight of co-ordination of planning of curricular provision in conjunction with the co-ordinator of Personal Development, Mrs Lorraine Burch.
- Implementing procedures as outlined in this policy for dealing with an incident involving the misuse of drugs
- Receiving any substance and associated paraphernalia found in School
- Regularly updating staff on the policy and the procedures for dealing with a drug related incident
- Liaison with the principal on any drug related incident and with other staff responsible for pastoral care
- Liaison with outside agencies
- The induction of new staff and training of existing staff as appropriate

2.3 Members of staff (teaching and non-teaching)

- Members of staff should be familiar with the School procedures for dealing with an incident of the use of suspected drug misuse

3. Procedures to be followed when dealing with specific incidents of suspected drug misuse.

A suspected drug related incident is described as

- Suspect drugs or paraphernalia found on the school premises
- A pupil suspected of being in possession of drugs
- A pupil found to be in possession of drugs
- A pupil suspected of supplying drugs
- A pupil found to be supplying drugs
- A pupil suspected of being under the influence of drugs

Please note the above covers any instance of involvement in a suspected drug related incident on the School site, or when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.

When an incident occurs the member of staff involved should:

- Make the situation safe
- Send for support
- Administer first aid if necessary
- Secure any drugs/associated paraphernalia found and pass to the Vice Principal for storage in a safe place until dealt with by PSNI
- Report the incident to the Designated Teacher for Drugs Education
 - i. The Designated Teacher will report to the Principal, who will first contact parents to make them aware of the situation and then contact the Community and Schools Involvement Officer (CSIO) in Lisburn.
 - ii. An Incident Report Form (Appendix 2) will be completed and a copy sent to the EA (SE Region) Designated Officer for Drugs Education and a copy retained for the School's confidential file. The member of the Board of Governors with responsibility for Drugs related incidents will also be informed.

(Note 2 to this policy outlines the main types of controlled drugs by class and offences under the Misuse of Drugs Act (1971))

Sanctions

If a drug related incident occurs it will be treated with the utmost seriousness.

The disciplinary response made will be dependent upon the particular circumstances of the incident. It is also the duty of the School to provide appropriate pastoral support. In brief, the following will apply in the event of a case of drugs misuse:

- Parents will be informed as soon as possible
- PSNI will be informed in the case of controlled drugs, and may be informed in the case of any other drug, depending on the circumstances
- Disciplinary action taken will include the possibility of suspension
- Governors will consider expulsion in the case of pupils found in possession of drugs with intent to supply.
- External agencies may be involved to provide counselling and other programmes of support

Conclusion

The school is aware of the risks and dangers to which young people may be exposed through the availability of drugs and similar substances. Our pastoral responsibility commits us to playing a role in helping to combat the misuse of drugs and to providing support for those at risk. In dealing with issues arising, we seek to balance the welfare of the pupil, the ethos of the school and our responsibility to the community. The spirit of this policy is intended to be both educative and preventative.

NOTE 1 The Management of Medicines in School

The School employs a qualified nurse who will administer emergency first aid to those who become ill or are injured in School. Parents are asked to complete a Medication Consent Form giving permission for a range of simple 'over the counter' medications to be administered by the nurse should the need arise.

Parents are also informed that if pupils require other specific or prescription medicines during the school day, these should be left with the school nurse and must be accompanied by written consent from a parent or guardian.

NOTE 2 Main Types of Controlled Drugs by Class The Misuse of Drugs Act (1971)

Principal drugs include:

Class A Opium; Heroin/methadone; Cocaine/Crack; LSD; Ecstasy; Magic mushrooms (processed); Class B drugs prepared for injection.

Class B Amphetamines eg Ritalin, Barbiturates, Codeine, mephedrone. Cannabis resin and Cannabis herb.

Class C Mild amphetamines; Anabolic steroids; Benzodiazepines (minor tranquillisers eg temazepam, diazepam); Some stimulant, anti-depressant and anti-obesity medicines; Cannabis resin; Cannabis herb; GHB (Gammahydroxy butyrate)

Offences under the Misuse of Drugs Act include;

- **Possession** – to be knowingly in possession of a relatively small quantity of a controlled drug for personal use
- **Possession with intent to supply another person a controlled drug** – possessing a larger quantity of a drug or packaging it in a way that indicates it is going to be supplied to others
- **Supplying another person a controlled drug** – giving or selling drugs to someone else, including friends
- **Supplying or offering to supply drug paraphernalia** – this includes equipment for smoking cannabis or crack cocaine

(extract from Drugs: Guidance for Schools in Northern Ireland CEA 2004)

The local CSIO must be informed in every case where a pupil is found to have, or is suspected of having, controlled drugs in his/her possession, either on his/her person or in their belongings, or where controlled drugs are found on the school premises. In circumstances where the misuse of 'legal highs', solvents, alcohol or prescription medication is suspected, while there is no legal obligation to notify the police, it is the policy of the School that, if considered appropriate, the local CSIO is informed.

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APPENDIX 1: SCHOOL REGULATIONS CONCERNING ALCOHOL AND TOBACCO

The regulations concerning alcohol and smoking apply to all pupils when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips. An educative, preventative approach, rather than a disciplinary approach, is preferred, but sanctions will also be applied to any pupil in breach of regulations concerning alcohol and smoking.

Alcohol

- Pupils are not permitted to possess or consume alcohol, or to supply another pupil with alcohol when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.
- The priority of any member of staff becoming aware of alcohol being consumed by a pupil will be to ensure the safe care of the pupil.
- In addition, in the event of a member of staff becoming aware of any incident involving alcohol, he or she will:
 - i Remove the alcohol from the scene;
 - ii Report the incident as soon as possible to the Principal or Vice Principal (Pastoral) as the Designated Teacher for Drugs within School;
 - iii The Principal or Vice Principal, having established the details of the incident, will inform parents and decide on the sanctions to be applied and other measures to be taken. The particular circumstances of the incident will determine the response. Sanctions applied will range from Saturday detention to suspension and, in the case of a repeated offence, expulsion.

Smoking

The School is cognisant of the requirements of The Smoking (Northern Ireland) Order 2006 which took effect on 30 April 2007 and has been a non-smoking environment since November 2004.

- Pupils are not permitted to be in possession of smoking materials (including e-cigarettes) or to smoke cigarettes or e-cigarettes when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.
- A member of staff becoming aware of a pupil smoking will inform the appropriate Year Teacher or the Vice Principal (Pastoral) and may remove the smoking materials from the pupil.
- The following sanctions will be applied to any pupil in breach of the regulations concerning smoking:
 - i Letter to parents and a Saturday detention (for a first offence)
 - ii Letter to parents and suspension (for any further offence)

APPENDIX 2 INCIDENT REPORT FORM

1. Name of Pupil / Young person _____ DOB _____

Address: _____

School: _____

2. Date of Incident _____ Reported by: _____

Time of Incident _____ Location of Incident _____

Further details _____

3. First Aid given YES / NO Administered by _____

Ambulance/Doctor Called YES / NO Time of Call _____

Drug Involved (if known) _____ Sample Found YES / NO

4. Parent Informed YES / NO Date _____ Time _____

By whom _____

5. Where sample retained _____ or

Date Sample Destroyed _____ Time _____

Witnessed by _____

6. Police Informed YES / NO Date _____ Time _____

By _____ Name of Station / Officer _____

7. EA (SE Region) Drug Education Officer Informed YES / NO Date _____

Time _____ By whom _____

8. Form completed by _____ Date _____

Position _____

Countersigned by School Principal _____

Dated _____