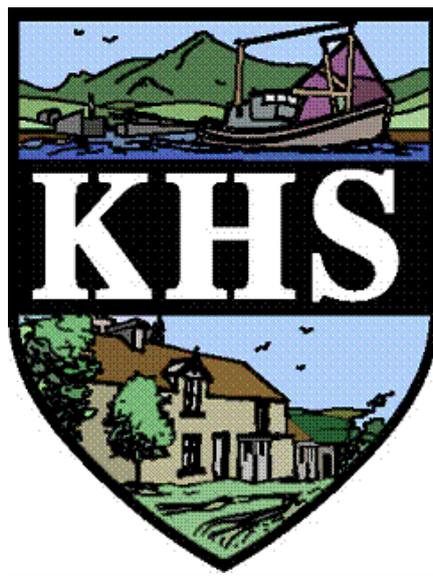


KILKEEL HIGH SCHOOL



DRUGS POLICY

June 2019

Rationale

It is a statutory requirement for all schools in Northern Ireland to

- have a drugs policy (Education (School Information and Prospectuses) Regulations (NI) 2003)
- to deliver drugs education (including legal and illegal substances) (The Education (Curriculum Minimum Content) Order (NI) 2007); and
- to inform the PSNI if they believe or suspect a pupil to be in possession of a controlled substance (Criminal Law Act (NI) 1967)

As a school we are committed to the health and safety of all our members and will take the necessary action to safeguard their well-being. We seek to provide a holistic response to substance misuse, including:

- helping to build the factors that protect young people from becoming involved in substance misuse
- providing knowledge and skills to make healthier choices and reduce problematic behaviour and risk; and
- directing young people to appropriate services and support, where misuse has been identified.

In today's society, most people will be exposed to and/or use some sort of drug at some time in their lives. Substance misuse affects all communities in Northern Ireland, crossing gender, cultural and social boundaries.

We acknowledge the importance of our pastoral role in the welfare of young people and, through the general ethos of the school in addition to our **Drugs' Education Programme**, will seek to inform and educate our pupils in the consequences of drug use and misuse. We take a pro-active stance on this matter, believing that Health Education is a vital part of the Personal Development of every student.

Fundamental to our school's values and practice is the important principle of sharing the responsibility for the education of young people with parents and guardians; we will, therefore, keep them informed and involved at all times.

The school will actively co-operate and liaise with locally based community initiatives, the PSNI, Social Services, EA and the Health and Drug Agencies in order to deliver its commitment to Drugs' Education and to deal with incidents of substance use and misuse.

School Ethos

We in Kilkeel High School have a responsibility for the care, welfare and safety of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential.

Definitions

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

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

- alcohol, tobacco and tobacco-related products, including nicotine replacement therapy (NRT) and electronic cigarettes;
- over-the-counter medicines such as paracetamol and cough medicine;
- prescribed drugs, such as antibiotics, painkillers, antidepressants, antipsychotics, inhalers and stimulants such as Ritalin;
- volatile substances such as correcting fluids or thinners, gas lighter fuel, aerosols, glues and petrol;
- controlled drugs such as cannabis, LSD, ecstasy. Amphetamine sulphate (speed), magic mushrooms, heroin and cocaine
- new psychoactive substances (NPS), formally known as legal highs, which contain one or more chemical substances that produce similar effects to illegal drugs and are sold as incense, salts or plant food and marked 'not for human consumption' to avoid prosecution; and
- other substances such as amyl or butyl nitrate (known as poppers) and unprocessed magic mushrooms

Drug Use refers to taking a drug; there is no value judgement, although all drug use has an element of risk.

Drug Misuse refers to legal, illegal or illicit drug taking or alcohol consumption, which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption 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.

Aims and Objectives

Kilkeel High School utterly opposes the misuse of drugs by members of the school as well as the illegal supply of such substances to or by anyone connected with the school community.

We recognise the need for a consistent approach to drugs education and managing incidents in line with our pastoral care and safeguarding policies. Procedures and protocols for dealing with incidents will be evaluated and reviewed in line with all other school policies in place. The monitoring, evaluation and review of this policy will be completed by KHS annually, taking account of changing circumstances and trends in the local community.

The school's overall aim encompasses **TWO** main areas:

1. **PREVENTION**, including primary prevention and harm reduction;

2. **PROTECTION**, which will give our young people the opportunities to acquire knowledge, understanding and skills which will enable them to consider the effects of drugs and other substances on themselves and on others, and to make informed and responsible decisions about the use of such substances within the context of a healthy lifestyle.

PREVENTION

Through the **Drugs' Education Programme**, we aim to:

- minimise the number of young people in the school who ever engage in drugs' misuse;
- persuade our young people to resist experimentation, or, if already experimenting with or misusing drugs, to stop;
- encourage any who do experiment regularly to seek help and support and, eventually, to persuade them to stop.

PROTECTION

Through the **Drugs' Education Programme**, we aim to help our young people by:

- providing accurate and up-to-date information on drugs and their effects on health, and on the risks and legal aspects of drug-taking so that they will be enabled to distinguish fact from myth;
- introducing opportunities to enhance the young people's self-respect, personal competence and self-esteem by encouraging the development of:
 1. positive attitudes and behaviours towards themselves as well as in their social relationships with others;
 2. skills and behaviours which enable them to communicate effectively, assert themselves, take responsible decisions, identify risks, help others and resist pressures and influences which might lead them to participate in activities which could have serious consequences for their health and well-being;
 3. an understanding of the varying attitudes, values and perspectives which exist towards drug-related issues and so enable them to reach an informed personal viewpoint.

At all times we will endeavour to ensure progression and continuity in the knowledge, understanding, skills, attitudes and values addressed. The specific content, the depth of treatment, the strategies and the activities included will be, as

far as possible, matched to the age, maturity and circumstances of our young people.

Our **AIMS** will be fulfilled through aspects of the students' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. The **Drugs' Education Programme** will be delivered in the taught curriculum mainly through Personal Development, Religious Studies, Home Economics, Physical Education and English (as directed by the Revised Curriculum), but further opportunities to reinforce learning will occur in other areas of the teaching programme.

Roles and Responsibilities

Board of Governors

The Board of Governors will collaborate with appropriate staff, pupils and parents or carers to foster and support developing and reviewing this drugs policy. They will also:

- facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality;
- ensure details of the policy are published and that it is reviewed annually and after a drug-related incident; and
- be fully aware of and adequately trained to deal with suspected drug-related incidents and their appropriate disciplinary response.

The Principal

It is the principal's responsibility to determine the circumstances of all incidents, but it is the responsibility of the PSNI to investigate any criminal or suspected criminal offence. In any suspected drug-related incident the principal will make every effort to contact the parents/carers of those pupils involved. **The principal has a legal duty to ensure that in any incident involving a controlled substance there is close liaison with the PSNI.**

After contacting the PSNI, the principal will be responsible for:

- ensuring 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
- informing the Board of Governors
- agreeing the appropriate pastoral and disciplinary response.
- reporting the incident to EA

Designated Teacher for Drugs

The Vice-Principal i/c Pastoral Care and Discipline (Mrs McAtee) is the designated teacher for drugs and is responsible for:

- co-ordinating the school's procedures for handling suspected drug-related incidents and training staff in these procedures;
- liaising with staff responsible for pastoral care
- being a point of contact for outside agencies that may have to work with the school or with a pupil or pupils concerned

- responding to advice from first aiders, in the event of an incident, and informing the principal
- taking possession of any substance(s) and associated paraphernalia found in a suspected incident
- pupil(s) involved in a suspected incident

All Staff (Teaching and Non-Teaching)

It is not the staff's responsibility to determine the circumstances surrounding an incident, but they should:

- assess the situation and decide on the appropriate actions to take;
- notify the principal and the designated teacher for drugs at the earliest opportunity
- deal with any emergency procedures to ensure the safety of pupils and staff, if necessary (see Appendix 1)
- forward any information, substance or paraphernalia received to the designated teacher for drugs
- use the school's Drugs Incident Report Form (Appendix 3) to complete a brief factual report on the suspected incident and forward this to the designated teacher for drugs

Form Tutors

Form Tutors will take responsibility for the delivery of the Drugs' Education Programme within the PD programme and, in conjunction with Year Heads will support the pastoral/tutorial/counselling system within school and the provision of advice and support to young people who request it.

Heads of Departments and Staff

Staff within the nominated departments (Science, Religious Studies, Home Economics, Physical Education and English) will take responsibility for the delivery of those aspects of Drugs' Education in relation to their subject within the Revised Curriculum.

PROCEDURES FOR MANAGING SUSPECTED DRUG-RELATED INCIDENTS

What constitutes a drug-related incident?

For the purposes of this policy, a drug-related incident may include:

- a pupil displaying unusual or uncharacteristic behaviour;
- an allegation;
- suspicion of possession, possession with intent to supply and/or supply of any substance defined in this policy
- finding substance related paraphernalia

In the event of an incident occurring we will follow the practices and procedures stated in the Misuse of Substances Flowchart (Appendix 2). In addition, parents/guardians will be immediately notified as will the Board of Governors and the PSNI in order that investigations into the source of, and possible trafficking in, illegal substances can be investigated.

PROCEDURES (for dealing with Incidents)

The principal/designated teacher for drugs must notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed.

1. Responding to illness/inappropriate behaviour as a result of suspected drug misuse:

- Staff must stay calm.
- Ensure the immediate safety of student and others, and administer first aid if and when necessary.
- Follow the normal emergency procedures, ensuring that the designated teacher /principal have been informed.
- If immediate action is required, the student will be removed to hospital and the parents informed. This may or may not follow consultation with a doctor in the Health Centre.
- The PSNI will be informed.
- Complete the Drugs Incident Report Form (Appendix 3).

2. Responding to suspected drug misuse where there is no immediate danger:

- Teachers or other members of staff may receive what they consider to be reasonable information or allegations relating to a student misusing drugs; it may also arise where teachers notice signs and symptoms of drug misuse in their classrooms.
- In such cases where there is no immediate danger, the teacher should inform the designated teacher for drugs/principal who will contact the PSNI and parents.
- Complete the Drugs Incident Report Form (Appendix 3).

3. Responding to an allegation of a suspected controlled drug-related incident:

- Staff must stay calm.
- Send to the General Office for the designated teacher for drugs/principal.
- The designated teacher/principal, witnessed by a member of staff, will make every effort to secure the voluntary production of any unlawful substances. The designated teacher for drugs/principal may need to

search a pupil's personal belongings if he/she has cause to believe it contains unlawful items, including controlled drugs. Staff will only search the pupil's personal belongings, including schoolbag, coat or other items with the pupil's consent. This will be carried out in the presence of the pupil and another adult witness.

- If the pupil refuses to produce substances voluntarily or does not consent to a search of their belongings, parents/carers and the PSNI will be contacted to deal with the situation.
- If staff recover a substance or an object they suspect has a connection with drugs, they will take possession of it and make a full record on the Drug Incident Report Form (Appendix 3).

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

- Staff may take temporary possession of a substance suspected of being a controlled drug.
- Using appropriate safety precautions, the suspected substance and any associated equipment and/or paraphernalia should be given to the designated teacher for drugs as soon as possible.
- The substance/materials will be stored safely until the school can hand it over to the PSNI to identify whether it is a controlled substance. School staff should not attempt to analyse or taste an unidentified substance.
- An adult witness should be present when staff confiscate the substance and a record made using the Drug Incident Report Form.

5. Responding to an Incident of Possession, Possession with Intent to Supply and Supply of Controlled Drugs:

- Pupil involvement in suspected controlled drug-related incidents may take several forms, including possession, possession with intent to supply and/or the supply of 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 try to take possession of the substance and detain the pupil. They should then send for assistance from the designated teacher for drugs/principal who will deal with the incident as outlined in this policy.
- Prescribed medication may be considered a controlled substance if it has been prescribed for someone else. If in doubt, the teacher should seek assistance from the designated teacher for drugs/principal.
- Teachers should treat all unknown substances as suspected controlled drugs and respond as outlined in this policy.

6. Possession of substances that are not controlled:

- Possession of substances which are not controlled (e.g. alcohol, solvents, tobacco, tobacco-related products, e-cigarettes) will be dealt with using the school's disciplinary policy and the safeguarding policy. Any such substances will be confiscated from

the pupil(s) and disposed of safely. Use/supply/intent to supply these substances on school premises or whilst in school uniform will result in suspension from school. Parents/Carers will be notified. Where the principal feels that there are issues about the origin of these substances, the school may notify the PSNI for advice and guidance.

Confidentiality

When dealing with drugs related incidents, staff cannot and should not promise total confidentiality. If a pupil approaches a member of staff for individual advice on drug use or misuse (controlled substances) the staff member should explain to the pupil that they cannot offer a guarantee of confidentiality. If a pupil discloses information concerning controlled substances, the staff member must pass this on to the designated teacher for drugs. Members of staff may direct the pupil to sources of confidential information and advice and to treatment and rehabilitation services. The principal/designated teacher for drugs has a legal obligation to pass on information about suspected criminal activity associated with drugs to the PSNI and the Education Authority.

Disciplinary Action/Pastoral Care Response

Any student found to be involved with drugs will face suspension at least, with detailed reports being sent, not only to the PSNI, but also to all relevant outside agencies. In all decisions made, the pupil's health and well-being, as well as the health and well-being of members of the school community will be taken into account.

Provision of Counselling

The Independent Counselling Service for Schools (ICSS) offer counselling services to students at Kilkeel High School. Students are regularly made aware of this service and can access it by self-referring or by asking Mrs McAtee for a referral. Support services for parents are outlined in Appendix 4 of this policy.

Administering Prescribed Medication

Guidelines for the administration of prescribed medication are contained in Kilkeel High School's First Aid and Administration of Medicine policy which is available to parents upon request.

Emergency First Aid procedures

In the event of first aid being required, staff should follow the emergency procedures outlined in Appendix 1 of this policy.

Procedures for Communicating to Staff, Parents/Carers or Other Relevant Agencies

Staff, Pupils and Parents/Carers:

Information about drugs related incidents (suspected or confirmed) will only be disclosed to members of staff concerned with the pastoral needs of the individual

pupil(s). Only the parents/carers of the pupil(s) directly involved will be informed of the incident and subsequent outcomes.

Teachers should not discuss individual cases with other pupils. The school may need to make a general statement informing the school community after an incident where rumours may create a negative atmosphere.

Dealing with the Media:

Only the Principal or designated nominee will respond to calls from the media.

Managing External Agencies

We acknowledge the importance of ensuring that any external agencies used to support our work with young people must adhere to the values and ethos particular to our school.

Staff Development

We regularly update and train our staff regarding issues surrounding drugs/substance misuse.

Related School Policies

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 Policy
- Positive behaviour Policy
- Safeguarding Policy
- Health and Safety Policy
- Managing Critical Incidents Policy

Monitoring, Evaluation and Review

Procedures and protocols for dealing with incidents will be evaluated and reviewed in line with all other school policies in place. The monitoring, evaluation and review of this policy will be completed by KHS annually, taking account of changing circumstances and trends in the local community. Evaluation will cover two areas:

- The effectiveness of the policy to assist students in resisting the lure of substance misuse.
- The effectiveness of the procedures and practices in place to deal with substance related incidents.

To this end we follow the procedures for self evaluation as outlined in the DE document 'Together Towards Improvement'

Signed: _____ Principal
Signed: _____ Chair of Board of Governors
Date: _____

Adopted: September 2017
Review: June 2019

Appendix 1

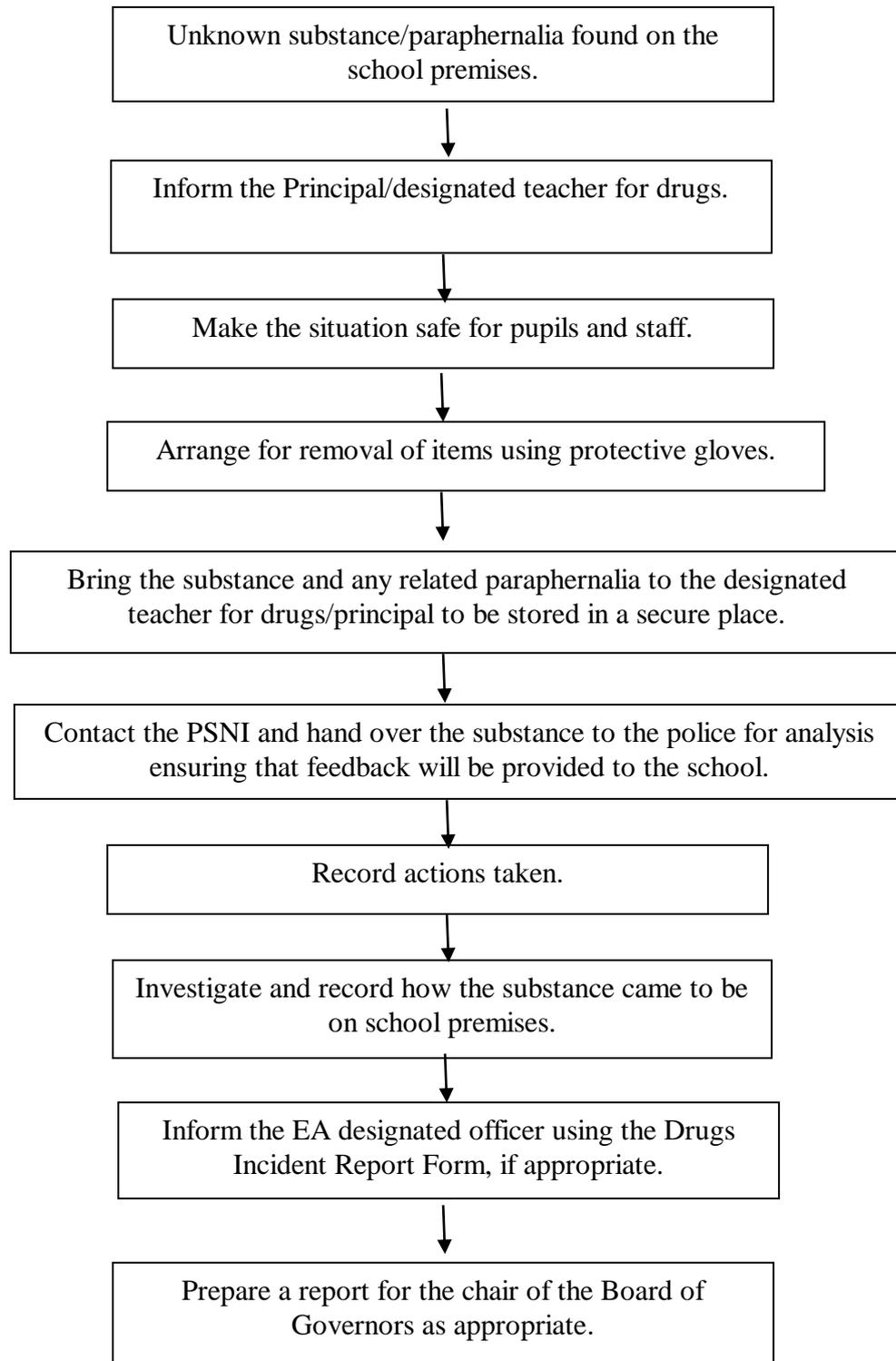
EMERGENCY PROCEDURES

- It is important to find out what the pupil has taken as it could affect emergency first aid and it will help the ambulance crew. Loosen clothing and call for an ambulance immediately.
- If the pupil has taken a depressant substance (e.g. solvents, alcohol, sleeping pills or painkillers) it is likely that he/she will be drowsy or unconscious. If the person is drowsy, it is important to try to keep him/her awake by talking to him/her or applying a cool damp cloth or towel to the back of his/her neck. You should not give him/her anything to eat or drink as this could lead to vomiting or choking.
- If he/she is or becomes unconscious, put him/her into the recovery position, clear the airway if blocked and keep checking on any changes to pulse or breathing rates.
- If he/she stops breathing, begin mouth-to-mouth resuscitation, starting with chest compressions. (If you have not been trained in CPR or are worried about giving mouth-to-mouth resuscitation, you can do chest compression-only (or hands-only CPR). Stay with the person until the ambulance crew arrive and then tell them all the facts, including what the person has taken.
- If the person has taken a stimulant (e.g. amphetamines (speed) or ecstasy, he/she may show various signs of distress. If the person is panicking, try to reassure him/her. It is important that he/she calms down and relaxes. Get the person to breathe in and out, deeply and slowly. Help him/her by counting aloud slowly. If the person starts to hyperventilate – that is he/she can't control his/her breathing – ask him/her to breathe in and out of a paper (not a plastic) bag, if there is one available.
- If the person has taken a hallucinogen (e.g. LSD, magic mushrooms or cannabis in combination with ecstasy) he/she may become very anxious, distressed and fearful. He/she may act in an unusual way. It is very important to reassure the person – tell him/her that you will look after him/her, that he/she is in no danger. That it is the effects of the substance and these will soon wear off. You may want to take him/her to a quiet place, keep other people away and continue to reassure him/her. Just stay with the person and talk calmly to him/her until the ambulance arrives.

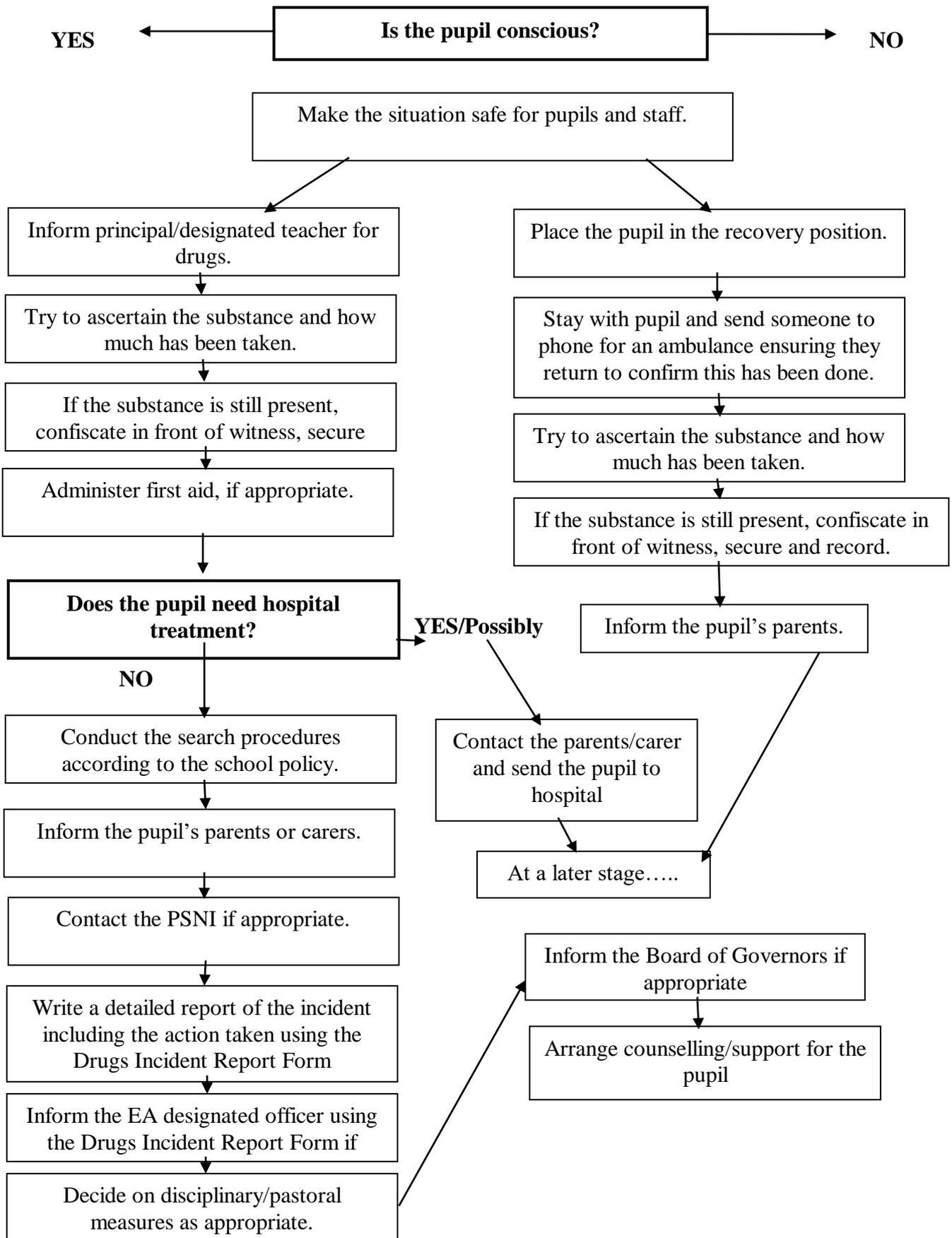
APPENDIX 2

Handling Drug-Related Incidents

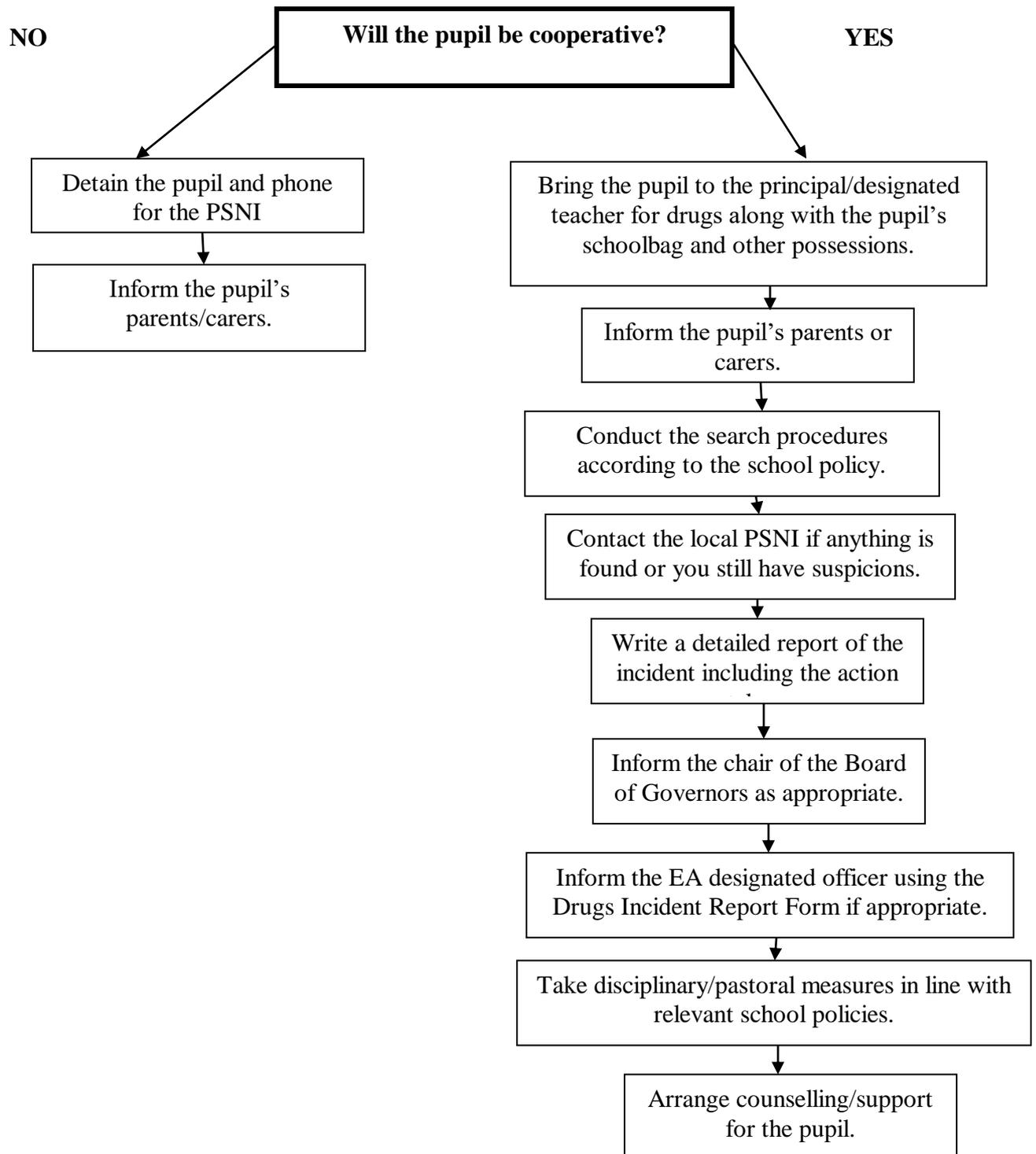
1. Finding a suspected substance or drug-related paraphernalia on or close to the school premises:



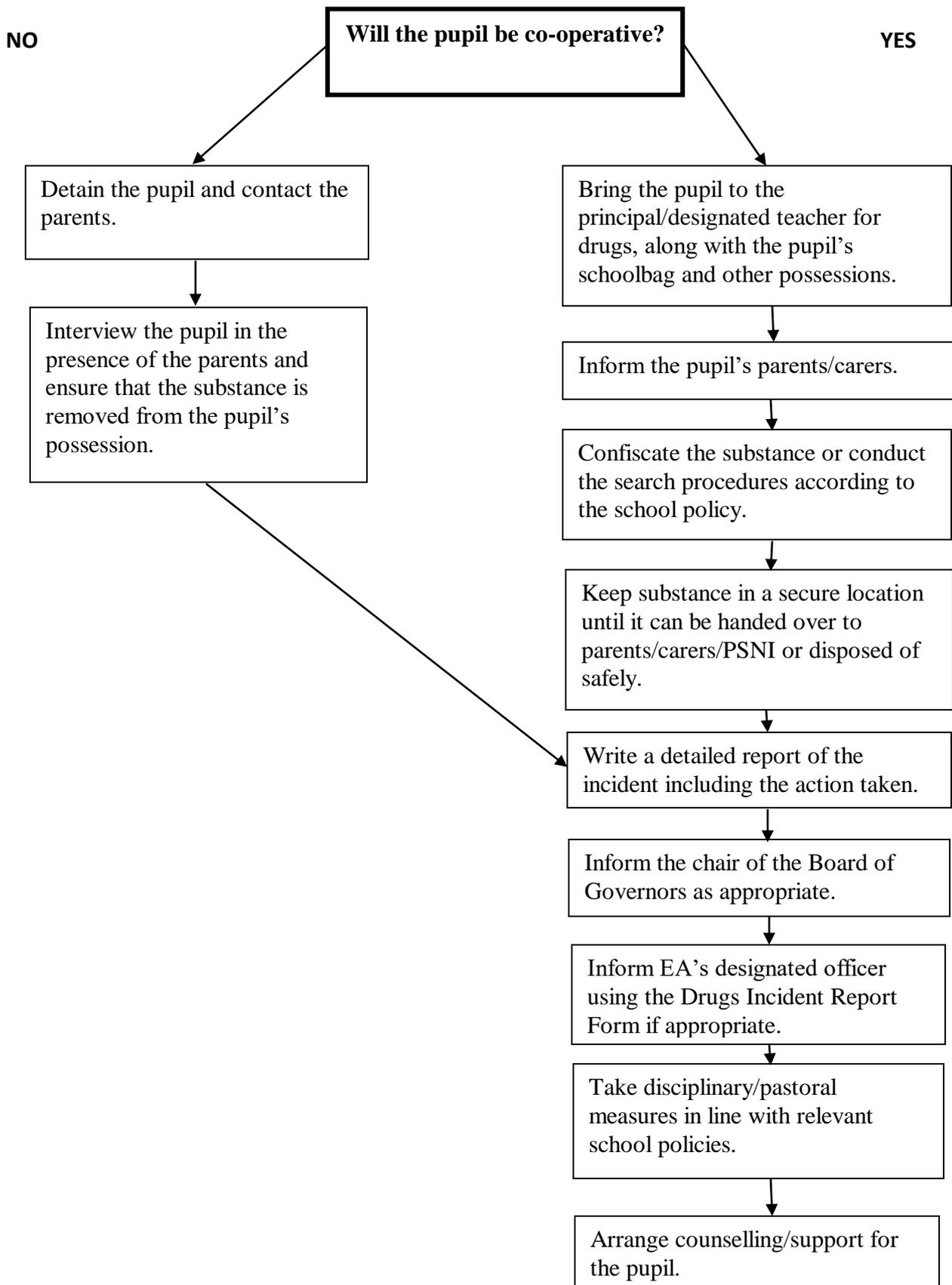
2. Pupil suspected of having taken drugs/alcohol on school premises.



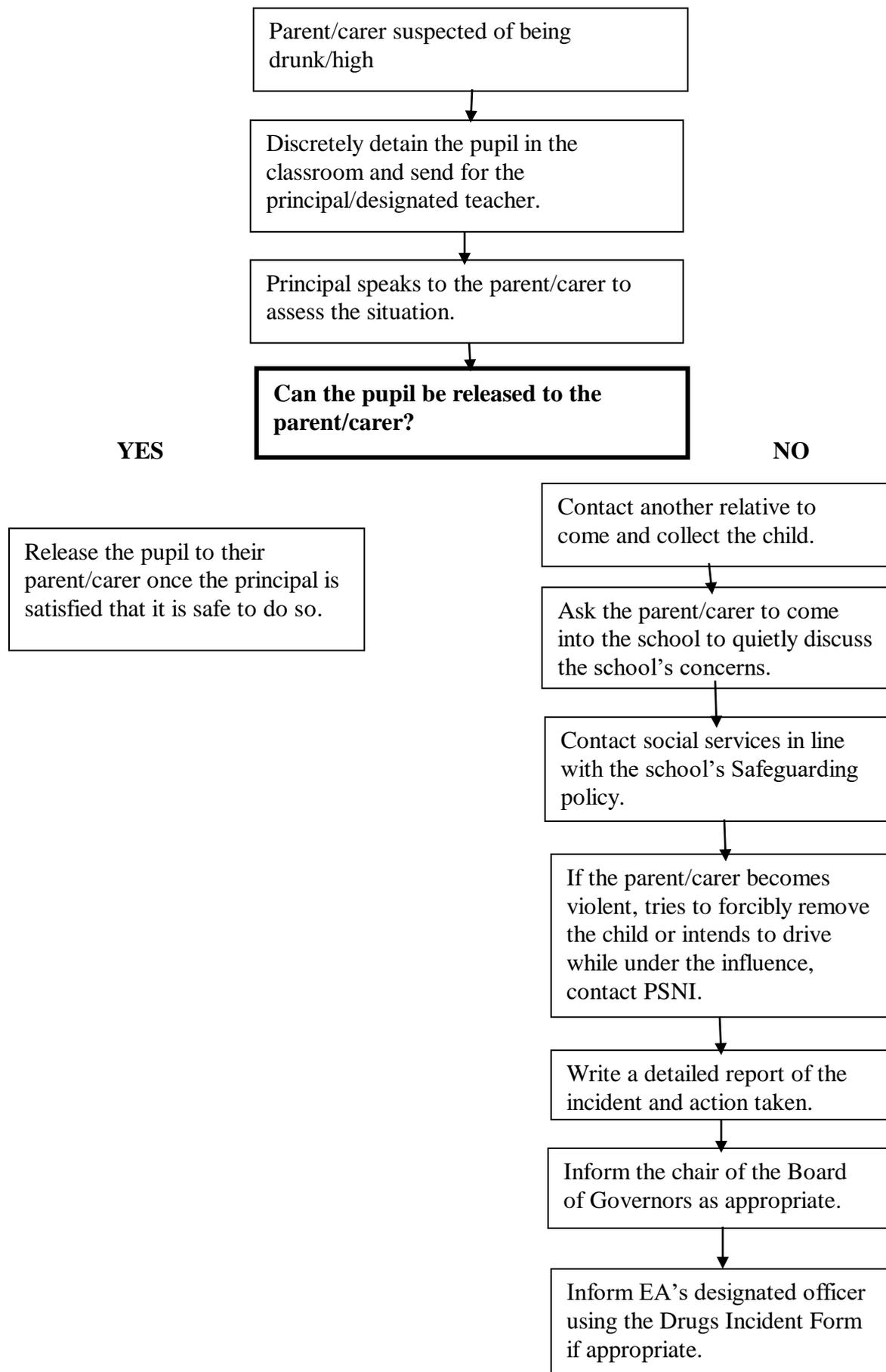
3. Pupil suspected of possessing/distributing an illegal substance



4. Pupil in possession of alcohol or unauthorised prescribed medication on the school premises.



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



APPENDIX 3

DRUGS INCIDENT REPORT FORM

1	Name of Pupil _____ DOB _____ Address _____ _____
2	Date of incident _____ Reported by _____ Time of Incident _____ Location of Incident _____ _____
3	First Aid given YES/NO Administered by _____ Ambulance/Doctor Called YES/NO Time of Call _____
4	Parent/Carer informed YES/NO Date _____ Time _____
5	Where substance is retained _____ or Date substance destroyed or passed to PSNI _____ Time _____
6	PSNI informed YES?NO Date _____ Time _____
7	Education Authority informed, as appropriate YES/NO Date _____ Time _____
8	Form completed by _____ Date _____ Position _____

Description of the Incident

APPENDIX 4

Useful Contacts in Northern Ireland

Education Authority Southern Region	Tel: 02837512200	www.selb.org
Department of Education	Tel: 02890426972	www.deni.gov.uk
Independent Counselling Service for Schools	Tel: 02891279729	
The Health and Safety Executive	Tel: 02890243249	www.hseni.gov.uk
Public Health Agency		www.publichealth.hscni.net
PSNI Drugs Squad	02890650222	
Crimestoppers	0800555111	
Family Support NI		www.familysupportni.gov.uk
Local organisations that provide information and advice and/or resources about drugs.		www.mindyourhead.info www.fasaonline.org www.talktofrank.com www.thesite.org/drinkanddrugs www.nhs.uk/Livewell/Pages/Topics.aspx
Adfam, London		www.adfam.org.uk
Action on Smoking and Health (ASH), London		www.ash.org.uk
Alcohol Concern, London		www.alcoholconcern.org.uk
Drugscope, London		www.drugscope.org.uk

HIT, Liverpool		www.hit.org.uk
Want 2 Stop, Public Health Agency		www.want2stop.info
National Drugs Helpline	0800776600 text 82111	
AA National Helpline	08457697555	