



## DRUGS EDUCATION

### POLICY STATEMENT

#### Summary

This policy sets out to:

- ensure that all members of the school community adopt a consistent approach to drug related issues
- define the roles, responsibilities and legal duties of different people, including the Principal, the designated teacher for drugs, all staff (teaching and non-teaching), governors, pupils and parents or carers
- identify how drugs education will be implemented and delivered as part of the overall provision for Personal Development in the curriculum
- develop procedures and protocols that address drug-related issues across all areas of school life and deal with specific incidents of suspected drug misuse
- consider the wider issues of drug use or misuse as part of a whole-school approach

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

- have a drugs policy and publish details in relation to the policy in their prospectus
- deliver drugs education to include legal and illegal substances; and
- inform the PSNI if they believe or suspect a pupil to be in possession of a controlled substance (Criminal Law Act (NI) 1967

This policy is informed by DENI Circular 2015/23 and follows advice from EA Drugs Guidance for Schools 2015.

**M. Houston**  
**Principal**

#### History

This policy was first ratified in November 2004.

A full rewrite of the policy was completed in June 2019, taking consideration of EA Drugs Guidance for Schools document.

Revised November 2021

## 1. Rationale

Ulidia Integrated College recognises that young people in today's society are exposed to the risks associated with the drug culture which exists in Northern Ireland society. Young people are exposed to messages about drug use from an early age. According to Drugs: Guidance for Schools in Northern Ireland (CCEA, Revised Edition 2015), "Substance misuse affects all communities in Northern Ireland crossing gender, cultural and social boundaries. No school, parent or carer can afford to be complacent or think that children and young people are not at risk."

Research continues to show that by post-primary school age a significant number of young people are engaging with substances such as alcohol, cigarettes, including electronic cigarettes, alcohol, NPS (New Psychoactive Substances), or solvents and/or have misused prescribed medicines or other illegal substances.

Key findings from the Young Persons' Behaviour and Attitudes Survey (YPBAS) (2013) indicate that of 11–16 year olds surveyed in Northern Ireland:

- 38% had consumed alcohol;
- 38% had been drunk on at least one occasion;
- 82% had not bought alcohol themselves;
- 77% had received education about the dangers of alcohol;
  - 56% were with a group of friends and a further 26% stated they were with a friend the last time they took drugs;
- 9% had been offered solvents to inhale;
- 86% had never smoked;
- 4% were regular smokers (smoking cigarettes every day or at least once a week);
- 45% of the regular smokers bought their cigarettes from a newsagent, tobacconist or sweet shop; and
- 28% of all those surveyed thought that 'smoking can help calm you down' and 31% thought that 'smokers tend to be more "hard" than people who don't smoke'.

Ulidia Integrated College's Drugs Education Policy complies with its statutory obligation to have a drugs policy. The policy follows the Department of Education Circular 2015/23 and the guidance given by the CCEA in the Northern Ireland Curriculum Drugs Guidance for Schools in Northern Ireland (Revised Edition 2015) (referred to in this Policy as "the CCEA Drugs Guidance").

Ulidia Integrated College wishes to promote the development of the 'whole person' which encompasses physical, mental, social and environmental health; by equipping pupils with the knowledge, skills, attitudes and values to handle their lives effectively in the present and prepare them for adulthood.

Research cites personal inadequacy, a lack of self-esteem and peer pressure as the main reasons for drug misuse among young people. This places a responsibility on the school to 'better prepare young people for adult life.' (Education Reform (NI) Order 1989)

Our school believes that the misuse of drugs endangers not only our students but also affects the wider community in which we live. It is the school's responsibility to ensure the child's health and safety while in our care and we also strive to promote their personal and social well-being. Drug misuse undermines this and hinders the development of the young person. Drugs education is therefore an integral part of the school curriculum.

## **2. Ethos**

Ulidia Integrated College is a health promoting school. It teaches areas of health education and strives to protect and improve the health of those within it. The school provides a secure and stimulating environment which encourages students to be health and safety conscious. It makes provision for students to take initiatives and exercise responsibility.

There is also good liaison with parents, outside agencies and specialist services to advise, support and contribute to the promotion of health within the school.

In this context it is important that all staff, students and parents understand that the provision or use of illegal substances in Ulidia Integrated College is not tolerated and will result in the most severe consequences for those involved. The school formulates, implements and reviews regularly a range of health related policies, including its drugs policy.

## **3. Definitions**

For the purpose of this document, 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), 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 or butyl nitrite (known as poppers) and unprocessed magic mushrooms.

\*We no longer use the term legal high because it is misleading. The public perceived that 'legal' meant safe. This is not the case, as these substances are not regulated and there is no way of knowing what chemicals they contain.

Some signs and symptoms associated with drug use are set out in Appendix 2. With the exception of permitted prescribed drugs, the use of any of the above drugs/ substances is totally forbidden in Ulidia Integrated College.

The College must be informed in advance of any prescribed drugs which a student may be taking and these must be stored safely in the main office during school time.

Procedures for handling alcohol, tobacco and nicotine containing products (NCPs) misuse are found in Appendix 4. Procedures for handling prescribed medicines and volatile substances are also found in Appendix 4. This policy complements the Safeguarding and Child Protection policy and Pastoral Care Policies. It does not exist in isolation.

The Misuse of Drugs Act sets out a range of substances that are controlled under the act. It is an offense to possess, possess with intent to supply, supply, or allow premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs. The Act has 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; 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.

### 3.1 Electronic Cigarettes on School Premises

Electronic cigarettes are battery-powered vapour inhaler devices that generally contain nicotine, along with propylene glycol and glycerine. They were developed as an alternative to tobacco products and have become increasingly popular. Although we perceive electronic cigarettes to be less harmful than tobacco, there are concerns about their safe use, particularly when children and young people use them, because the electronic cigarette market is unregulated.

The Chief Medical Officer (CMO) for Northern Ireland has advised that schools prohibit electronic cigarettes on their premises, in line with tobacco products, because:

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

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

As a result, Ulidia Integrated College operates a non-smoking policy for all staff and pupils on both internal and external premises, to include electronic cigarettes.

#### **4. Aims & Objectives**

The aims and objectives of this policy are:

- to ensure the College is a safe space for all students
- to ensure the wellbeing and safety for students and staff
- to establish a clear statement of the College's view on drug use or misuse and the role of drugs education;
- to outline of the need for a consistent approach to drugs education and managing incidents in line with our pastoral care and safeguarding policies;
- to outline the procedures and protocols in place within the school to deal with drug related incidents across all areas of school life, and
- to monitor, evaluate and review the policy annually

The implementation of this policy, aims to protect young people from the harm associated with the use and misuse of substances. It also aims to develop the whole child through:

- Promotion of positive attitudes towards personal health
- Development of self-discipline and self-respect
- Development of pupils' self esteem
- Development of decision-making skills which may delay or prevent the onset of experimentation
- Information of the effects of drug abuse, and the risks involved
- Support to understand how young people can influence their peers
- Development of knowledge and understanding of themselves and others as individuals
- Provision of additional pastoral support for those students identified as potentially vulnerable
- Direction of young people to appropriate services and support, where misuse has been identified

## 5. Roles, Responsibilities & Legal Duties

### 5.1 Role of Board of Governors

The role of the College Governors is to collaborate with appropriate staff, students and parents or carers to foster and support developing and reviewing its Drugs Education Policy. They should also:

- facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality, which the governors should examine and approve before implementing in the school;
- ensure details of the policy are published in the school prospectus and that these are reviewed at least annually and after a drug-related incident; and
- be fully aware of and adequately trained to deal with suspected drug-related incidents, including alcohol and tobacco, tobacco-related products, electronic cigarettes, and their appropriate disciplinary response.

### 5.2 Role of 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 should contact the parents or carers of those students involved.

The Principal must ensure that in any incident involving a controlled substance there is close liaison with the PSNI and that they are informed. **Failure to inform the PSNI of a suspected drugs incident involving controlled drugs is a criminal offence.**

After contacting the PSNI, the Principal will confine his/her responsibilities to:

- the welfare of the student(s) involved in the incident and the other students in the school;
- health and safety during the handling, storage and safe disposal of any drug or drug related paraphernalia, using protective gloves at all times;
- informing the Board of Governors;
- agreeing any appropriate pastoral or disciplinary response;
- reporting the incident to the Education Authority if an incident is
  - serious enough to require PSNI involvement;
  - requires that a child protection procedure is invoked; or
  - leads to the suspension or exclusion of a pupil; and
- completing a written report and forwarding a copy to the Board of Governors and the designated officer in the Education Authority

### 5.3 Role of Designated Teacher for Drugs (Head of Pastoral Care)

The Head of Pastoral Care is the designated teacher for drugs and is responsible for the co-ordination of the arrangements to deal with individual cases of suspected or actual drug misuse. The designated teacher is responsible for:

- Training and inducting new and existing staff in procedures for handling suspected drug-related incidents
- Implementing procedures as outlined in this policy for dealing with an incident
- Taking possession of any substance or paraphernalia found in a suspected incident in school
- Liaison with the Principal on any drug related incident
- Completing a factual report using the College's Drug-Related Incident Form and forwarding this to the Principal
- Regularly updating staff on the policy and the procedures for dealing with a drug related incident
- Liaison with staff who have responsibility for pastoral care and for the delivery of the drug education programme
- Liaison with outside agencies in relation to drug related incidents
- Being the point of contact for outside agencies that may have to work with the school or with a pupil or pupils concerned
- Reviewing and updating the school drug policy every 2 years and after a drug-related incident, where learning from experience could improve practice.

As part of their role the Head of Pastoral Care is the member of staff responsible for co-ordinating all issues pertaining to drug education programme within the school. Their role includes:

- Ensuring that the programme of study is being taught effectively
- Liaising with all staff on drug education matters, for curriculum purposes
- Organising training for staff as appropriate
- Liaising with outside agencies for curriculum purposes

### 5.4 Role of Individual Staff Members – Teaching & Non-Teaching

All staff should be aware of their legal responsibilities and College procedures, should a suspected drug-related incident occur. They should know who 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. It is not the member of staff's responsibility to determine the circumstances surrounding the incident.

If they suspect a drug-related incident, they should:

- assess the situation and decide on the appropriate actions to take
- notify the principal and the designated teacher for drugs;
- deal with any emergency procedures to ensure the safety of students and staff, if necessary

- forward any information, substance or paraphernalia received to the designated teacher for drugs,
- complete a brief factual report on the suspected incident, using the Drugs Incident Report Form (Appendix 5) and forward this to the Designated Teacher for Drugs
- Consider the needs and safety of a pupil when discharging him or her into the care of a parent/carer who appears to be under the influence of alcohol or another substance.  
***Staff who are in loco parentis, should maintain a calm atmosphere when dealing with the parent/carer and, if concerned, should discuss with the parent alternative arrangements for caring for the pupil. Further guidance is available in Appendix 3.***
- Invoke safeguarding procedures if a parent/carer's behaviour may place a pupil at risk

In addition, all members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board markers, glues and paints. The cleaners and caretakers should also ensure that their stores are locked when not in use and that solvents are held in a secure place.

#### 5.6 Role of Parent/Guardian or Carers

Parents have the right to expect that the College is a safe and caring environment for their children. They also have a vital role to play in the prevention of drug misuse. It is important that they are fully involved in the education of their child, this is especially so with the drug education programmes. Parents are encouraged to play an active role in homework tasks, and discuss drug issues with their child whenever possible.

Parents/Guardians should make themselves aware of the school's procedures for dealing with drug related incidents. Parents should:

- ensure that their child acts in accordance with the College's Drugs Policy, the College's Administration of Medication in School Policy, the College Rules for Students and the College's Positive Behaviour Policy;
- report any alleged drug-related incident of which they are aware to the designated teacher for drugs;
- inform the designated teacher for drugs if they suspect their child is involved in drug misuse;
- liaise with external agencies, as appropriate, to access additional support.

**Parents/Guardians are expected to liaise with Ulidia Integrated College if they have concerns in regard to their child. If a parent/guardian suspects or is aware that their child is involved in/with inappropriate use of substances, then they must inform the College immediately.**

The College will offer support and with parental permission refer their child to the Daisy project. The Daisy Project is a service for young people who need confidential advice and help for alcohol or drug use. They provide a range of support and interventions for young people and their families.



DAISY provides young people and their families with an individually tailored package of support that can include;

- Brief Intervention
- Mentoring
- Counselling
- Group-Work
- Family Support
- Systemic Family Work (Belfast and South Eastern trust areas only)

The Daisy Project aims to:

- Provide information and advice on the effects of alcohol and drugs
- Provide young people and their families with appropriate packages of support that will reduce the impact of substance misuse on their lives
- Reduce risk taking behaviours
- Support and sustain positive changes in young peoples' lives
- Promote healthier relationships

## 5.7 Role of the Pupils

Pupils have specific responsibilities to ensure the College environment is safe and free from drugs and alcohol. Students must at all times:

- behave in a safe and appropriate manner to ensure their safety and the safety of all members of the College community;
- report immediately to a member of staff when a student is suspected either of being in possession of drugs or being under the influence of drugs, including alcohol;
- act in accordance with the College's Drugs Policy, the College's Administration of Medication in School Policy, the College Rules for Students and the College's Positive Behaviour Policy;
- adhere to the College's agreed Code of Conduct for Students on an Educational Visit;
- make informed and responsible decisions in an increasingly substance-tolerant society;
- engage positively in the curricular opportunities provided to develop appropriate skills, attitudes and behaviours to resist societal pressures to drink alcohol and/or misuse drugs

In addition, students are not permitted to bring solvents or aerosols into school. This includes tippex fluid and pens, tippex thinners, glue, permanent marker pens and spray deodorants. Students are permitted to bring felt tip pens to school.

## 5.8 The College's Legal Duties

Schools must notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed. **Failure to notify the PSNI is a criminal offence.**

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

- have a Drugs Policy and publish details in relation to the policy in their prospectus (Education (School Information and Prospectuses) Regulations (Northern Ireland) 2003);
- deliver drugs education to include legal and illegal substances (The Education (Curriculum Minimum Content) Order (Northern Ireland) 2007);
- and inform the PSNI if they believe or suspect a student to be in possession of a controlled substance (Criminal Law Act (Northern Ireland) 1967).

Staff must be aware of the legal implications of:

- receiving information about a controlled drug;
- discovering a student in possession of a controlled drug; or
- discovering a student is involved in supplying a controlled drug.

A summary of relevant legislation is available at [www.ccea.org.uk](http://www.ccea.org.uk)

## **6. Drugs Education in the Curriculum**

‘The purpose of a Drugs Education Programme, is to provide opportunities for young people to acquire knowledge, understanding and skills which enable them to consider the effects of drugs and other substances on themselves and on others. It enables them to make informed and responsible decisions about the use of such substances within the context of a healthy lifestyle.’(DENI Misuse of Drugs – 1996)

The programme of education is integrated within the College’s pastoral and LLW programmes as part of Personal Development and Health Education. A fully integrated approach to drug prevention is essential and students are taught about raising self-esteem, self-confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills, attitudes and values.

Drugs education should not be seen as a one off topic but as a continuous process which involves the development of skill and attitudes enabling students to make informed choices. Effective drug education should take account of not only the individual, but also the family, their peer groups, and the wider community. Where possible, the school promotes the partnership between the parent and child, when addressing drug issues.

In accordance with the statutory requirement of the Northern Ireland Curriculum, drugs education is delivered through the Personal Development strand of Learning for Life and Work, to shape attitudes, values and aspirations that bring about resilience in young people. These subjects provide opportunities for young people to develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances, their effects of health and lifestyle, and the personal, social and economic implications.

Drugs education is also actively promoted through:

- Learning for Life and Work (GCSE);
- Relationship and Sexuality Education;
- Assembly;
- Talks by external agencies (approved by SLT);
- LLW/Health and Social Care/PE/History/Science/RE/English

### 6.1 The Aims and Objectives of the Drug Education Programme

The College's drug education programme is grounded in the following aims and objectives:

#### Aims:

- To promote positive attitudes towards personal health
- To develop self-discipline and self-respect
- To build students' self-esteem
- To develop decision-making skills which may delay or prevent the onset of experimentation
- To inform students of the effects of drug abuse, and the risks involved
- To help students to understand how they can influence their peers
- To develop knowledge and understanding of themselves and others as individuals
- To help students acquire skills in managing the pressures of the youth culture in which they live

#### Objectives

Drug Education should enable students to develop a knowledge and understanding about drugs and drug issues, as well as the skills needed to cope with challenges they will encounter. Students should be able to:

- Understand their own personality, needs, abilities and interests
- Understand the process of reasoning required to make informed choices
- Explore their own attitudes towards drugs and drug issues
- Develop coping strategies to deal with peer pressure
- Develop a competence in challenging attitudes and patterns of behaviour associated with drug misuse
- Develop self-discipline
- Understand what is meant by 'a drug' and the definition of 'addiction'
- Understand how some drugs affect the body
- Be aware of the benefits of healthy lifestyles
- Recognise potential drug exploitation and how to take avoiding action
- Be aware of the current drug culture and the effect of advertising campaigns

These objectives are closely linked with our whole school approach to pastoral care and they should not be seen in isolation.

## 6.2 Using External Agencies to Deliver Drugs Education

The College may use outside agencies to help delivery the drug education programme if the following criteria are met:

- The content and delivery of the programme has been jointly agreed
- The programme and methods of delivery are consistent with the aims and objectives outlined in this policy
- The Principal has given his approval for the use of the outside agency
- The staff from the agency have been vetted if necessary in relation to Child Protection and Safeguarding
- The external agency/individual is trained in Drugs Education

## 6.3 Links with Parents, the Community and PSNI

Parents play a vital role in the prevention of drug misuse. They are involved in the planning of the school drug policy and they should be involved fully in the education of their child. This is especially so with the drug education programmes. Parents are encouraged to play an active role in homework tasks, and discuss drug issues with their child whenever possible. The College's procedures for dealing with drug related incidents are also made available to parents/carers.

The school endeavours to work closely with the local community to help reduce the number of drug related incidents.

Ulidia Integrated College has developed good working relationships with the PSNI. This helps to ensure that if a drug related incident is reported, it will be dealt with in a professional and discreet manner, and in keeping the best interests of the child concerned in mind.

## 7. Procedures for Managing Suspected Drug-Related Incidents

### 7.1 Definition of a Suspected Drug Related Incident

A drug-related incident is described as:

- Suspect drugs or associated paraphernalia found on the school premises
- A pupil displaying unusual or uncharacteristic behaviour
- A student is suspected of being under the influence of drugs
- A student suspected of being in possession of drugs
- A student found to be in possession of drugs
- A student suspected of using drugs on the school premises
- A student found to be using drugs on the school premises
- A student suspected of supplying or handling drugs to/for others

- A student found to be supplying or handling drugs to/for others

Young people's behaviour may be unpredictable and unusual for many reasons during their time in school. Changes in behaviour may be the result of or indicate a range of difficulties or problems and may be related to a medical issue, rather than substance misuse. It is important to note that intoxication, physical collapse or unconsciousness can also result from an initial experiment with drugs. Staff at Ulidia Integrated College will use their knowledge of the individual pupils to help in their assessment of any unusual or uncharacteristic behaviour.

Staff should bring any indication of illness, unusual or uncharacteristic behaviour because of suspected substance misuse to the attention of the designated teacher for drugs. They should not make any judgement until they have determined the circumstances surrounding the incident. Where staff believe a pupil may have taken a substance they suspect is a drug, they should seek medical assistance immediately after following the recommended emergency procedures. The school must inform parents/carers and the PSNI.

## 7.2 Checklist of Roles and Responsibilities when Managing an Incident

Individual staff members should:

- assess the situation and decide the action;
- make the situation safe for all students and other members of staff, secure first aid and send for additional staff support, if necessary;
- carefully gather up any drugs and/or associated paraphernalia or evidence and pass all information or evidence to the designated teacher for drugs; and
- write a brief factual report of the incident and forward it to the designated teacher for drugs.

The Designated Teacher for Drugs should:

- respond to first aider's advice or recommendations;
- inform parents or carers immediately, in the case of an emergency;
- take possession of any substance(s) and associated paraphernalia found;
- inform the Principal;
- take initial responsibility for student(s) involved in the suspected incident; and
- complete a Drugs Incident Report Form and forward it to the Principal.

The Principal should:

- determine the circumstances surrounding the incident;

- ensure that the following people are informed:
  - parents or carers;
  - designated officer in the local PSNI area;
  - Chair of Board of Governors;
  - Designated officer in Education Authority.
- consult and agree immediate pastoral and disciplinary responses, including counselling services or support;
- forward a copy of the Incident Report Form to the chairperson of the Board of Governors and the designated officer in the Education Authority; and
- review procedures and amend, if necessary.

### 7.3 Taking Possession of a Suspected Controlled Substance and/or Associated Paraphernalia

Paraphernalia in the school grounds is an indication of drug use or misuse. Any member of the school community who encounters any paraphernalia should use extreme care, as these items may be hazardous. Anyone who finds paraphernalia associated with drug use or misuse should report it to the designated teacher for drugs, who will assess the situation and respond accordingly. This response may include contacting the PSNI.

The following list is not exhaustive. It gives staff an idea of what may indicate the presence of controlled substances:

- Small bottles or pill boxes
- Hypodermic needles
- Twists of paper
- Cigarette papers, lighters, spent matches
- Electronic cigarette liquid refill bottles (there is potential that refillable cartridges used in some electronic cigarettes could be filled with substances other than nicotine; serving as a new and potentially dangerous way to deliver drugs)
- Roaches (ends of rolled-up cigarettes)
- Punctured cans, plastic bottles or containers
- Aerosols or butane gas refills
- Drugs themselves

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug to protect a student from harm and prevent the student

committing the offence of possession. The member of staff should, using appropriate safety precautions, take the suspected substance and any associated equipment and/or paraphernalia to the designated teacher for drugs as soon as possible. She should arrange for its safe storage until the school can hand it over to a PSNI officer 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 the school should keep a record of the details, using the College's Drugs Incident Report Form.

#### 7.4 An Allegation of a Suspected Controlled Drug-Related Incident: Carrying Out a Search

If the Principal/designated teacher for drugs receives an allegation of possession, he/she may need to search a student's possessions, if he/she has cause to believe it contains unlawful items, including controlled drugs. However, staff should only search the student's personal belongings, including schoolbag, coat or other items with the student's consent.

The Principal/designated teacher for drugs should carry out this search in the presence of the student and another adult witness. If the College suspects a student of concealing controlled drugs on his/her person or in his/her personal belongings, staff should make every effort to encourage the student to produce these substances voluntarily.

The Principal/designated teacher for drugs should ask the student to turn out his/her pockets, possessions or schoolbag(s). If the student refuses, the Principal should contact a parent/carers and the PSNI to deal with the situation. **A member of staff should never carry out a physical search of a student, unless there is compelling evidence that the student has committed an offence.** If staff recover a substance or an object that they suspect has a connection with drugs, they should take possession of it and make a full record using the College's Drug Incident Report Form (Appendix 5).

#### 7.5 Possession, Possession with Intent to Supply and Supply of Controlled Drugs

Pupil involvement in suspected controlled drug-related incidents may take several forms. These could include:

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

It is illegal for pupils to be in possession of a controlled drug. If a member of staff comes across a pupil in possession of what they believe or suspect to be a controlled drug, they

should immediately attempt to take possession of the substance and detain the pupil. They should then send for assistance from the designated teacher for drugs, who will deal with the incident as outlined in this policy.

## 7.6 Possession of Substances that are not Controlled

It is not illegal for pupils to possess or use other substances that are not controlled, including:

- solvents,
- tobacco and tobacco related products,
- electronic cigarettes,
- over-the-counter medication or
- prescribed medication

*Prescribed medication however, may be considered a controlled substance if it has been prescribed for someone else.* The staff member should make a preliminary enquiry to clarify who the medication is for. This will establish whether the College will contact the PSNI about the incident. Although some unknown substances may be new psychoactive substances, schools should treat all unknown substances as suspected controlled drugs and respond accordingly.

The College will deal with a pupil in possession of substances that are not controlled, using the College's disciplinary and pastoral care procedures in line with the Safeguarding and Child Protection policy. The College will also notify the pupil's parent/carer(s). In these circumstances, schools have no legal obligations to notify the PSNI. Where the Principal feels that there are issues about the origins of these substances, the College may notify the designated officer in the local PSNI area for advice and guidance.

## 7.7 Detaining a Student

When managing a suspected drug-related incident the College should invite the student(s) concerned to remain in school under the supervision of appropriate members of staff until their parent/carer(s) and the PSNI arrive. If a student refuses to remain, the College cannot detain him/her against his/her will. However, if a member of staff has reasonable grounds to suspect that the student has in his/her possession or has taken a controlled substance, he/she can make a citizen's arrest under Article 26A of the Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989.

- A person other than a constable may arrest without a warrant;
  - anyone who is in the act of committing an indictable offence; or
  - anyone whom he has reasonable grounds for suspecting to be committing an



## indictable offence

- Where an indictable offence has been committed, a person other than a constable may arrest without a warrant;
  - anyone who is guilty of the offence; or
  - anyone whom he has reasonable grounds for suspecting to be guilty of it.
- But the power of summary arrest conferred by paragraph (1) or (2) is exercisable only if:
  - the person making the arrest has reasonable grounds for believing that for any of the reasons mentioned in paragraph (4) it is necessary to arrest the person in question; and
  - it appears to the person making the arrest that it is not reasonably practicable for a constable to make it instead.
- The reasons are to prevent the person in question:
  - causing physical injury to himself or any other person;
  - suffering physical injury;
  - causing loss of or damage to property; or
  - making off before a constable can assume responsibility for him.

The member of staff should make the student fully aware of the implications before making the arrest, confirming:

- that the student is not free to leave once he/she has been informed by the arresting person why he/she is being arrested; and
- that he/she will be detained until he/she is handed over to a PSNI officer who will then deal with the investigation.

Staff must be able to recognise the point where a young person becomes a danger to either him/herself or others. They should also be aware of their duty of protection because they are in loco parentis.

## 7.8 Contacting the PSNI

When dealing with a drug-related incident, the College will establish and maintain contact with the designated PSNI officer to ensure an appropriate response.

The College must notify the local PSNI in every case where a pupil has or is suspected of having a controlled substance in their possession, either on their person or in their belongings, or if controlled drugs are found on the premises. This may include new psychoactive substances or prescription medication.

Schools are not legally obliged to notify the PSNI if they suspect the misuse of solvents or alcohol, although it is recommended that they notify the designated officer. The officer will be able to work with the College, pupils, parents/carers and other appropriate agencies to provide support, advice and assistance to help prevent reoccurrence and ensure that pupils are no longer at risk.

### 7.9 Interviewing Pupils

In some circumstances, the PSNI may interview a pupil on school premises with the Principal's agreement. This may be a less intrusive and upsetting option for a pupil rather than going to a police station.

If the College takes this course of action, the PSNI will conduct the interview in accordance with The Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989. This has strict guidelines about when and where to exercise this option. The College will make all possible efforts to inform the pupil's parent/carer(s) before a PSNI interview takes place. The PSNI will not conduct the interview without the correct persons being present.

### 7.10 Recording an Incident

If the Principal considers an incident to be serious, the College will call the Education Authority to alert them to the incident and then make a full written factual record of the incident.

The College will carefully record any statements that pupils suspected of being involved in or witness to an incident provide. For an incident that requires only an internal investigation, for example, finding cigarettes on school property, schools must treat any sensitive information about pupils in a confidential and secure manner. Schools may need to engage the help of another adult to support both the designated teacher for drugs and the pupils involved in the incident, particularly when the pupils may need to be interviewed separately.

For an incident that requires a PSNI investigation, the Principal is responsible for determining the circumstances of all incidents. The PSNI is responsible for investigating any criminal or suspected criminal offence. Under these circumstances, schools should not take any written statements involved in the incident. The investigating officer is responsible for dealing with the incident to co-ordinate recording all statements that could be required for a potential court case.

### 7.11 Communication Following a Suspected or Confirmed Drug Related Incident

The College will carefully consider how it communicates information about a suspected

or confirmed drug-related incident to staff, students and parents. It should only disclose information to members of staff concerned with the pastoral needs of the individual student(s). It should inform only the parents of the student(s) directly involved of the incident and the subsequent outcomes. Staff should not discuss individual cases with other students. The College may, however, need to make a general statement informing the school community after an incident where rumours may create a negative atmosphere.

#### 7.12 Dealing with the Media

If the school receives an enquiry from the media, the caller should be referred only to the Principal. When responding to the media, the privacy of the student will be respected. The media may only be given short, factual statements, and the concluding statement will be positive, and reassuring. No further comments will be given.

### 8. Confidentiality

The spirit of confidentiality is of primary importance to those who work professionally with young people in a trusting and secure environment. However, the legal requirements of drug legislation will mean that in certain circumstances there will be a change in the convention of confidentiality; any criminal activity around drugs disclosed must be passed onto the Designated Teacher, PSNI and Education Authority.

The Children (Northern Ireland) Order (1995) makes it clear that the welfare of the young person is paramount and therefore confidentiality as much as possible will be maintained. The details of the drug related incident will be shared on a need to know basis in the interests of the child. Details of the incident may be shared to minimise risk for others and inform future practice however the details of the individual/s will be protected as much as possible.

Staff should not give a student any undertaking of confidentiality when dealing with a drug-related incident. They should make the boundaries of confidentiality clear to students and reassure the student that only those who need to know will be informed. Members of staff should carefully consider their response if a pupil approaches them for individual advice on drug use or misuse. In the case of controlled substances, the member of staff should explain that they cannot offer a guarantee of confidentiality. If the pupil discloses information concerning controlled substances, the staff member must pass this on to the designated teacher for drugs and/or Safeguarding Team.

If a student discloses information concerning controlled substances, the member of staff must notify the Principal/Designated Teacher for Drugs who will then coordinate the College's procedures for handling suspected drug-related incidents. When an allegation is

made against a student or a member of staff, the College will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

### 8.1 A Child In Need

Where a student discloses to a staff member that he or she is taking illegal drugs, or a parent/guardian informs the school that their son/daughter is involved in risk taking involving drugs, the staff member cannot offer a guarantee of confidentiality given the seriousness of the drug misuse. However, the College will constructively respond with the necessary support to enable that student to facilitate change in their pattern of behaviour by working in partnership with parents/guardians and outside agencies.

## 9. Disciplinary Measures in Relation to Drugs Related Incidents

The College will deal with each case as it arises, following the school's Drugs Policy, EA guidance and legal requirements. Procedures will be carried out in line with the relevant pastoral care policies and the College Student Code of Conduct.

All disciplinary matters are fully investigated by Ulidia Integrated College and an appropriate response will be considered in line with the CCEA Drugs Guidance.

The Principal and Board of Governors will retain responsibility for deciding how to respond to particular incidents following full investigation. The College will make a co-ordinated and appropriate response to any drug-related incident, taking into consideration the health and safety of students and staff as the main priority.

Consideration will be given to:

- The age of the pupil concerned
- Whether the incident involved one or a group of pupils
- Whether there has been evidence of particular peer pressure
- The level of involvement
- The seriousness of the incident
- The identified needs of the pupil
- The needs of other pupils, the College and the community
- The published school rules and expectations
- Disciplinary action for breaches of other school rules (such as theft, violence or bullying)

In accordance with Drugs: Guidance for Schools in Northern Ireland (CCEA, Revised Edition 2015), the College has developed a repertoire of responses to reflect different kinds of

substance/drug-related offences and to ensure the safety and well-being of other pupils. Decisions on sanctions or actions to be taken will consider the best interests of both the pupil involved in the longer term, and the health, safety and well-being of all other pupils and staff in the College.

**In all cases, the Principal, having taken account of various factors, reserves the right to apply what he considers to be the most appropriate sanctions in relation to any incident/behaviour which is deemed unacceptable.**

The sanctions outlined below apply to a student who is on College premises, travelling to and/or from the College and/or engaged in authorised school-related activities.

- Any student found to be in possession of and/or possession with the intent to supply a controlled drug/new psychoactive substances will be suspended. The PSNI will be notified and he/she will be recommended for consideration of a suite of responses which may include sanctions up to and including expulsion.
- Any student found to be under the influence of a controlled drug/new psychoactive substances will be suspended. The PSNI will be notified and he/she will be recommended for consideration of a suite of responses which may include sanctions up to and including expulsion.
- Any student who supplies (either gives or sells) a controlled drug/new psychoactive substances to others will be suspended. The PSNI will be notified and he/she will be recommended for consideration of a suite of responses which may include sanctions up to and including expulsion.
- Any student found to be in possession of alcohol will be suspended. He/she will be recommended for consideration of a suite of responses which may include sanctions up to and including expulsion.
- Any student found to be under the influence of alcohol will be suspended. He/she will be recommended for consideration of a suite of responses which may include sanctions up to and including expulsion.
- Any student who sells or shares alcohol with other students will be suspended. He/she will be recommended for consideration of a suite of responses which may include sanctions up to and including expulsion.

### **Exceptional Circumstances**

In cases where the Board of Governors are considering a serious sanction to be applied to a student, in line with the CCEA Drugs Guidance, the College may implement a repertoire of responses other than expulsion. Where exceptional circumstances are clearly made evident, the Board of Governors reserves the right to deem whether the evidence is sufficient and compelling enough to influence their decision. For the avoidance of doubt, it is the parent/carer's responsibility to present, to the Board of Governors any exceptional circumstances at the time of the behaviour, that they wish to be considered.

In the event of the pupil remaining at Ulidia Integrated College following involvement in a drug-related incident, a behavioural contract may be drawn up and agreed upon with the pupil and parent/carer(s). This contract will clearly set out the terms allowing the pupil to remain at the College and include monitoring their progress. The College may have to withdraw the pupil from normal contact with peers during the school day for a fixed period or until the Principal and Board of Governors are satisfied that the behaviour no longer puts themselves or others at risk. This approach may require additional support from outside agencies to help facilitate changes.

During and after any incident, the College will consider the individual needs of any student involved. Where appropriate, this may involve discussion with the student, his/her parent(s), a PSNI officer, the designated teacher for drugs and appropriate pastoral care staff. A referral to counselling or a referral pathway to specific support agencies may be part of a pastoral care response.

All students and their families who have been involved in a drug related incident will be offered an opportunity to engage with outside agencies for support, irrespective of the College's response to the incident.

## **10. Provision of Counselling Services**

In addition to the drugs education provided within the curriculum, the College offers counselling and support for students to explore their own attitudes and values as well as an opportunity to discuss any drug related problems they may have. This is generally done through the pastoral system within the school and the students are informed that confidentiality cannot always be guaranteed.

More specifically, the College through DENI provides in-school counselling through a professional counsellor from the Schools' Counselling Service.

Pupils who wish to avail of the Schools Counselling Service, can speak to their Head of Year or a member of the Safeguarding Team to arrange a referral.

Additionally, the College, with permission from the pupil and their parent/carer(s) will make a referral to the Daisy Project for support should the need arise

## **11. Staff Use of Alcohol and Smoking on School Premises**

Ulidia Integrated College is a smoke-free premises and no visitor or employee may smoke or make use of electronic cigarettes within the College grounds. For further guidance please refer to DE Circular 2014/25 – Encouraging a Smoke-Free and E-Cigarette Free Environment in Schools and Youth Organisations).

The College premises are an alcohol free zone. During regular working days, the school does not allow any alcohol to be consumed on school premises. This applies to visitors, staff and students. Adults breaking this rule will be referred to the Principal directly.

Staff/volunteers are at all times bound to follow the Code of Conduct for Staff/Volunteers from the College's Child Protection/Safeguarding Policy. This directs staff/volunteers "not to socialise with students who currently attend the College." They should be aware of the potential for actions or speech to be misconstrued in a social setting and, therefore, should avoid such contact.

### 11.1 Special Circumstances of an Educational Visit

Accompanying staff/volunteers:

- must not use illegal drugs/new psychoactive substances (NPS) during the educational visit;
- must not drink alcohol during the educational visit;
- must not smoke or use nicotine containing products (e-cigarettes) in the presence of students during the educational visit.

When dealing with drug and/or alcohol use/misuse by staff, the Principal and the Board of Governors may consider:

- the College Work Place Policy on Smoking, Drugs and Alcohol ([www.nibusinessinfo.co.uk](http://www.nibusinessinfo.co.uk));
- Don't Mix It: A Guide for Employers on Alcohol at Work ([www.hse.gov.uk](http://www.hse.gov.uk));
- Drugs Misuse at Work: A Guide for Employers ([www.hse.gov.uk](http://www.hse.gov.uk)).

## 12. Guidelines for Administering Prescribed Medication

The College is committed to working in partnership with parents/guardians, health professionals and other agencies to provide a supportive environment for students with medication needs. Prescription and non-prescription medication are kept and administered according to medical protocols from the main office.

Pupils and parents should ensure that all medication is left with the school office along with instructions for administration.

Pupils are not permitted to carry **any** medication around school unless specifically agreed in a medical protocol. Failure to adhere to procedures around prescribed medication may result in disciplinary action outlined in this policy.

At the start of the school year, parents must complete a medical form indicating any

medical illness their child has. This information will be dealt with by the Deputy Head of Pastoral Care and includes recording permission for the administration of Paracetamol and Milk of Magnesia. Parents are also advised that the school will not, as a matter of course administer other medicine to a student.

In exceptional circumstances, for example, chronic illness or emergency, medicine may be administered through First Aid trained staff. If a student needs to bring a prescribed medicine into school, the following guidelines must be adhered to:

- A letter from the parent explaining the nature of the illness and the dosage required must be sent with the student
- The student must immediately give the medicine to the main office
- The office staff must store the medicine in a secure space and ensure that only the student for whom the medicine is prescribed, takes the medicine.

### **13. Procedures for Monitoring, Evaluating and Reviewing this Policy**

The designated teacher for drugs and Principal will monitor and evaluate the success of this policy and its implementation by means of:

- the number of drug-related incidents relating to students of the College;
- feedback from Student Councils;
- student and parental questionnaires;
- discussion at Pastoral Care Meetings;
- post-incident reviews to monitor how effectively drug-related incidents have been dealt with.

The Drugs policy is reviewed every two years to reflect changing circumstances and trends in drugs use. The programmes of study for drug education are continually reviewed and any changes deemed necessary are implemented.

### **14. Procedures for Monitoring, Evaluating and Reviewing the Drugs Education Programme**

The Head of Pastoral Care, Heads of Year and relevant Heads of Department will monitor and evaluate the Drugs Education Programme as part of the annual review of the Personal Development Programmes by means of:

- student and parental feedback questionnaires;



- student meetings with pastoral staff;
- discussion at pastoral care and department meetings.

The Drugs Education Programme will be reviewed and amended to reflect the needs of students and the local community when required.

## **15. Training**

All staff are made aware of the Drugs policy and procedures as part of their in-service training in August. New members of staff are also instructed as part of their induction training. Staff training in the event of an emergency will be provided.

Key members of staff have also been instructed in basic first aid and re points of referral in the event of an emergency.

Further training and support will be provided to staff when required by relevant and appropriate agencies recommended by EA, HSCNI and PSNI.

## APPENDICES

APPENDIX 1 SUMMARY OF RELEVANT LEGISLATION APPLICABLE TO NORTHERN IRELAND  
(PSNI, PHA)

APPENDIX 2 SIGNS AND SYMPTOMS OF DRUG USE

APPENDIX 3 PROCEDURES FOR MANAGING A PARENT OR CARER ARRIVES AT SCHOOL TO  
COLLECT A CHILD AND APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL OR ANOTHER  
SUBSTANCE

APPENDIX 4 HANDLING DRUG RELATED INCIDENTS FLOWCHARTS

APPENDIX 5 DRUGS INCIDENT REPORT FORM

APPENDIX 6 EMERGENCY PROCEDURES

APPENDIX 7 USEFUL CONTACTS

## APPENDIX 1 SUMMARY OF RELEVANT LEGISLATION APPLICABLE TO NORTHERN IRELAND (PSNI, PHA) MISUSE OF DRUGS ACT (1971)

It is an offence under the Misuse of Drugs Act (1971):

- To supply or offer to supply a controlled drug to another in contravention of the Act;
- To be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act;
- It is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he/she took all such steps as were reasonably open to him/her to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it;
- for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

The offences listed above are offences which may lead to arrest.

Section 8: A person commits an offence if, being the occupier or concerned in the management of any premises, he/she knowingly permits or suffers any of the following activities to take place on those premises, that is to say:

- producing or attempting to produce a controlled drug in contravention of section 4 (1) of this Act;
- supplying or attempting to supply a controlled drug to another in contravention of section 4 (1) of this Act, or offering to supply a controlled drug to another in contravention of section 4 (1) of this Act;
- preparing opium for smoking;
- smoking cannabis resin or prepared opium.

## CRIMINAL LAW ACT (NORTHERN IRELAND) 1967

Section 5: Failing to give information.

Where a person has committed an arrestable offence, it shall be the duty of every other

person who knows or believes:

- that the offence or some other arrestable offence has been committed;
- that he/she has information, which is likely to secure, or to be of material assistance in securing the apprehension, prosecution or conviction of any person for that offence;
- to give that information, within a reasonable time, to a constable and if, without reasonable excuse, he/she fails to do so then that person is committing an offence;
- this places an onus on individuals to inform a constable.

#### POLICE AND CRIMINAL EVIDENCE (PACE) (NORTHERN IRELAND) ORDER 1989

##### ARTICLE 26 (4)

- Any person may arrest without a warrant: (a) anyone who is in the act of committing an arrestable offence; or (b) anyone whom he/she has reasonable grounds for suspecting to be committing such an offence.

##### ARTICLE 26 (5)

- Where an arrestable offence has been committed, any person may arrest without a warrant: (a) anyone who is guilty of the offence; or (b) anyone whom he/she has reasonable grounds for suspecting to be guilty of the offence.

These powers of arrest are available to non-police and, as the following drug offences fall within the definition of Arrestable Offence, are available for use in such circumstances.

(a) Possession of Controlled Drugs;

(b) Possession of Controlled Drugs with Intent to Supply; or

(c) Supply of Controlled Drugs.

NB: The above information is advisory only and does not represent legal opinion.

#### THE MEDICINES ACT (1968)

This Act divides medicines into three distinct categories:

- restricted medicines or prescription-only medicines, which can only be supplied by a pharmacist on receipt of a doctor's prescription;
- pharmacy (or over-the-counter) medicines, which can be sold without a

- prescription but only by a pharmacist in a pharmacy;
- general sales medicines, which can be sold without a prescription by any shop; and
- pharmacists and other retailers can be prosecuted and fined for offences under this Act. Possession of some prescription-only medicines, such as Temazepam, is illegal under the Misuse of Drugs Act (1971) if no prescription is held.

## TOBACCO LAWS

It is an offence under section 7 of the Children and Young Persons Act 1933 (as amended by the Children and Young Persons (Protection from Tobacco Act 1991) for a vendor to sell tobacco products to anyone under the age of 16. Children under the age of 16 who purchase tobacco products are not themselves committing an offence. Police have the power to confiscate tobacco products from under 16s who are found smoking in a public place.

## ALCOHOL LAWS

It is an offence under the Children and Young Persons Act (Northern Ireland) 1968 to give alcohol to any child or young person under the age of 14. A person under the age of 14 is only allowed to consume alcohol in a private residence for medical purposes only.

It is illegal for vendors to knowingly sell alcohol to anyone under the age of 18. Police have the power to confiscate alcohol from under 18s who are found drinking in a public place.

## INTOXICATING SUBSTANCES (SUPPLY) ACT (1985)

Solvents (e.g. aerosols, gases, glues) are not illegal to possess, use or buy but this Act makes it an offence for a shopkeeper to sell them to anyone under the age of 18 in the United Kingdom (excluding Scotland), knowing they are to be used for intoxicating purposes.

## CIGARETTE LIGHTER REFILL (SAFETY) REGULATIONS 1999

In recognition of the high number of butane-related deaths, butane product sales, such as lighter refills, are further restricted under the Cigarette Lighter Refill (Safety) Regulations 1999. These regulations make it an offence for retailers to sell butane products to anyone under the age of 18, in any circumstances.

## APPENDIX 2 SIGNS AND SYMPTOMS OF DRUG USE

Recognising 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 using drugs.

Below are specific physical and behavioural signs that may be associated with drug use. Some of these, however, can indicate the onset of adolescence.

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

### Solvents

Solvents include glues, butane gas refills, aerosols, typewriting correcting fluids and thinners. Signs to look out for include:

- usual signs of intoxication – unco-ordinated movement or slurred speech;
- possible odour on clothes and breath;
- redness around the mouth and nose, if using glue;
- a cough; and
- possible stains on clothing, 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:

- a tendency to laugh easily;
- becoming talkative;
- 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 a hallucinogenic stimulant. Its effects will therefore include those listed for stimulants. It can also cause:

- increased temperature;
- excessive sweating;
- a very dry mouth and throat;
- jerky, unco-ordinated movements;
- clenched jaws;
- occasional nausea, when first used; and
- fatigue after use, but also possibly some anxiety, depression and muscle pain.

Stimulants (amphetamines (speed), butyl nitrite (poppers) or cocaine)

The effects can result in:

- increased pulse rate;
- increased blood pressure;
- agitation;
- talkativeness or lack of coherent speech;
- 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 the experience. These include:

- relaxed behaviour;
- agitated behaviour;
- dilation of pupils; and
- unco-ordinated movements.

## Heroin

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

- decrease in breathing and heart rate;
- suppression of cough reflex;

- increase in size of certain blood vessels;
- itchy skin;
- runny nose;
- decreasing body temperature; and
- sweating.

### Legal Highs/New Psychoactive Substances (NPS)

New Psychoactive Substances, formerly known as 'Legal Highs' are substances which have been designed to mimic or copy the effects of illegal drugs such as cocaine, ecstasy, cannabis, LSD and benzodiazepines (Benzos).

The effects of taking Legal Highs include:

- reduced inhibitions;
- excited or paranoid states;
- confusion leading to aggression;
- intense comedowns which impact on mental health;
- sudden increases in body temperature and heart rate;
- drowsiness;
- coma seizures and;
- death

### BEHAVIOURAL SIGNS

Drug use can often cause behavioural changes. These changes can be difficult to recognise. Some prior knowledge of the person may be required to make an accurate evaluation of behaviour. The changes can be obvious or very subtle and may be due to some other reason, 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 or relatives or selling own possessions to stealing from friends or home or involvement in petty crime; and
- secretive telephone calls.



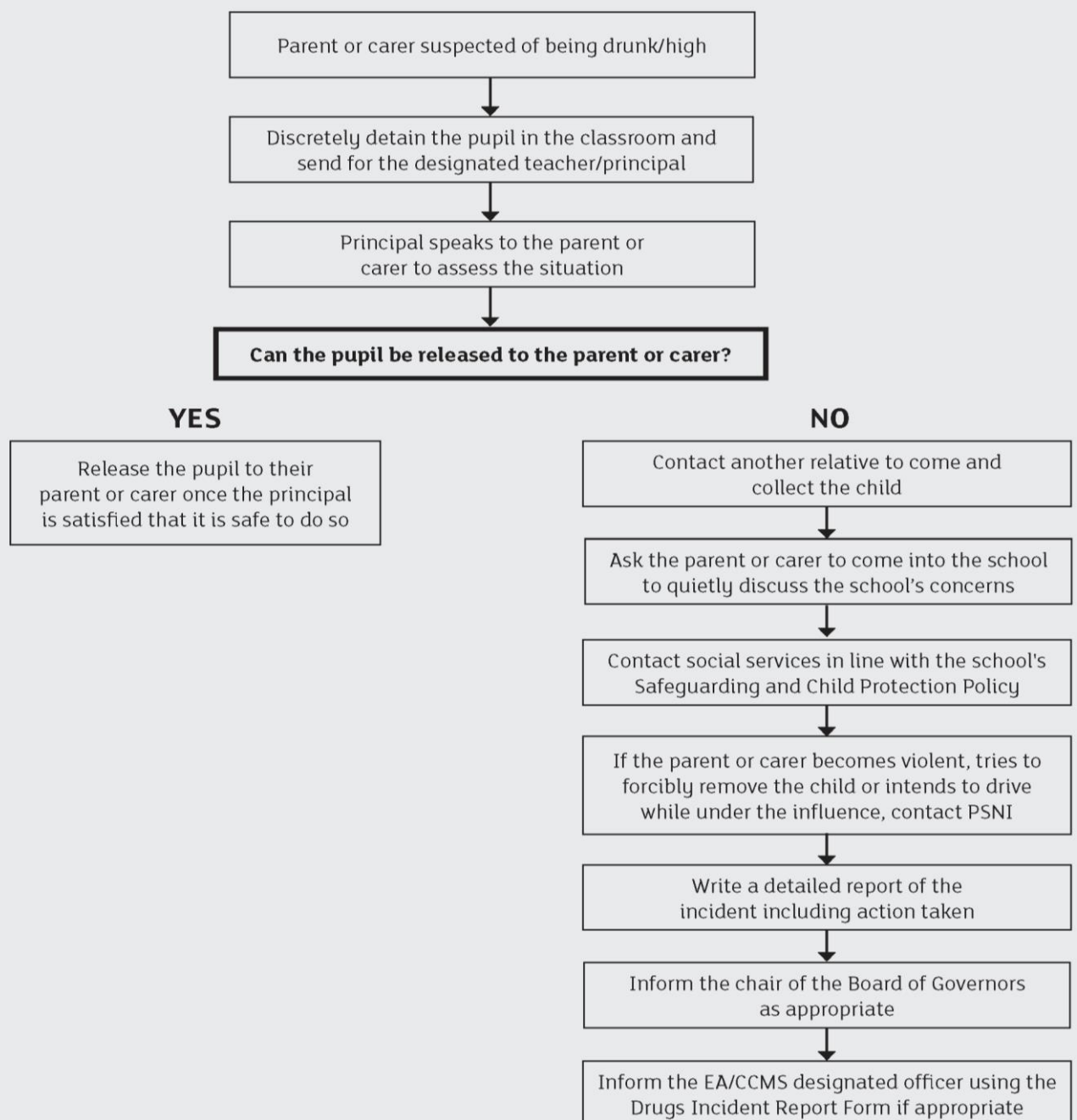
Other possible signs include:

- 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 nights out in nightclubs or bars; and
- a pattern of absences on a certain day.

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

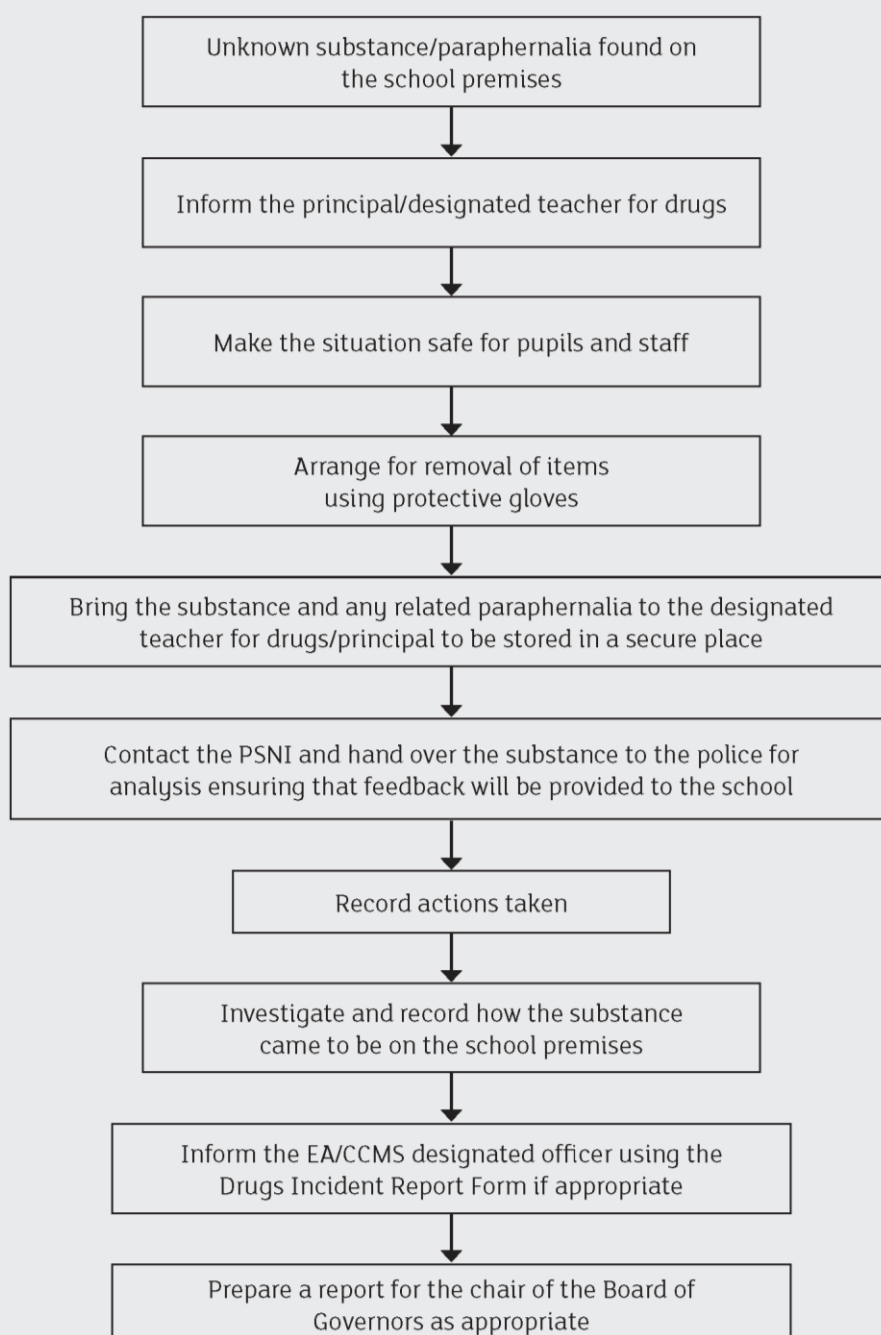
## APPENDIX 3

### PARENT OR CARER ARRIVES AT SCHOOL TO COLLECT A CHILD AND APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL OR ANOTHER SUBSTANCE

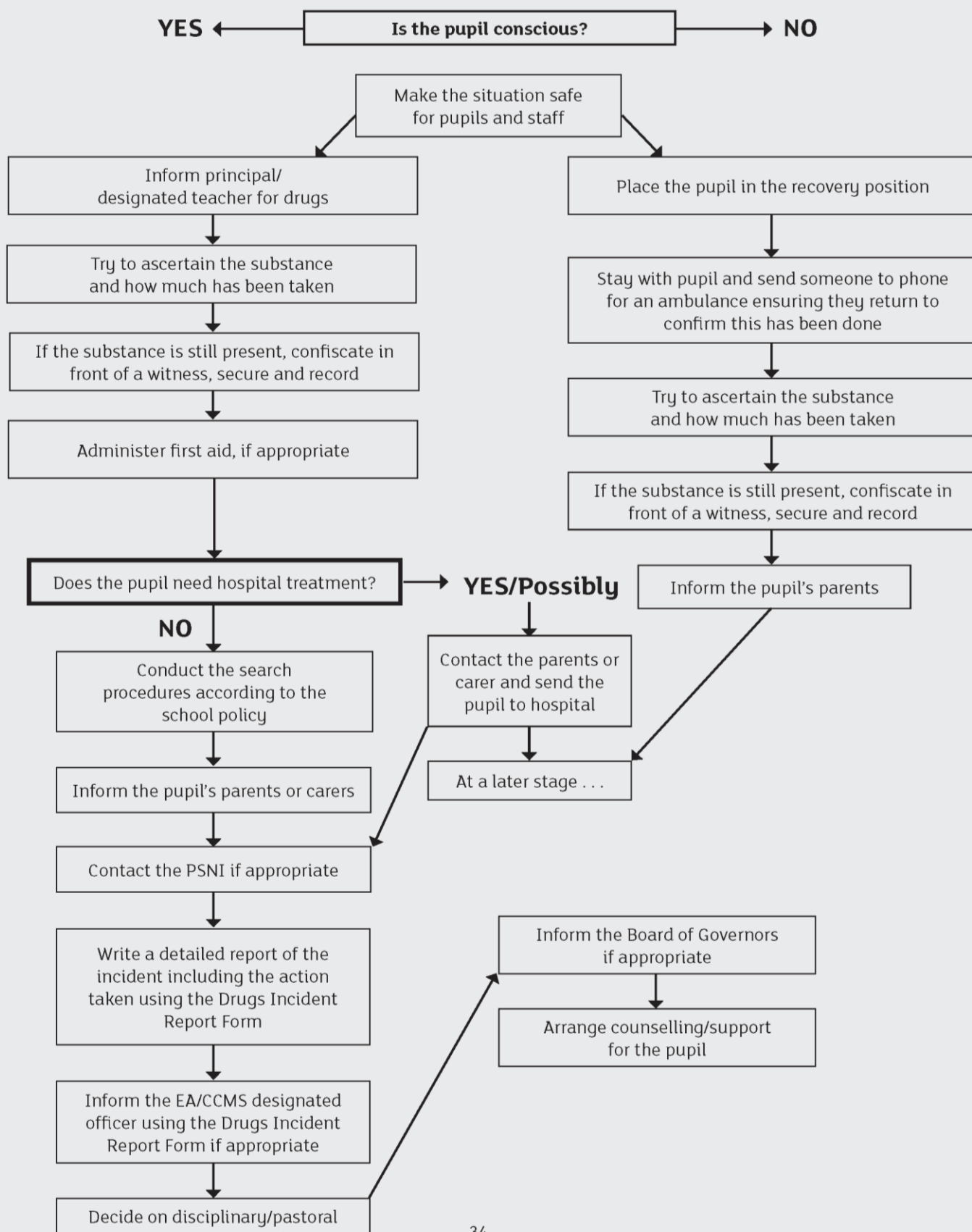


## APPENDIX 4 HANDLING DRUG RELATED INCIDENTS

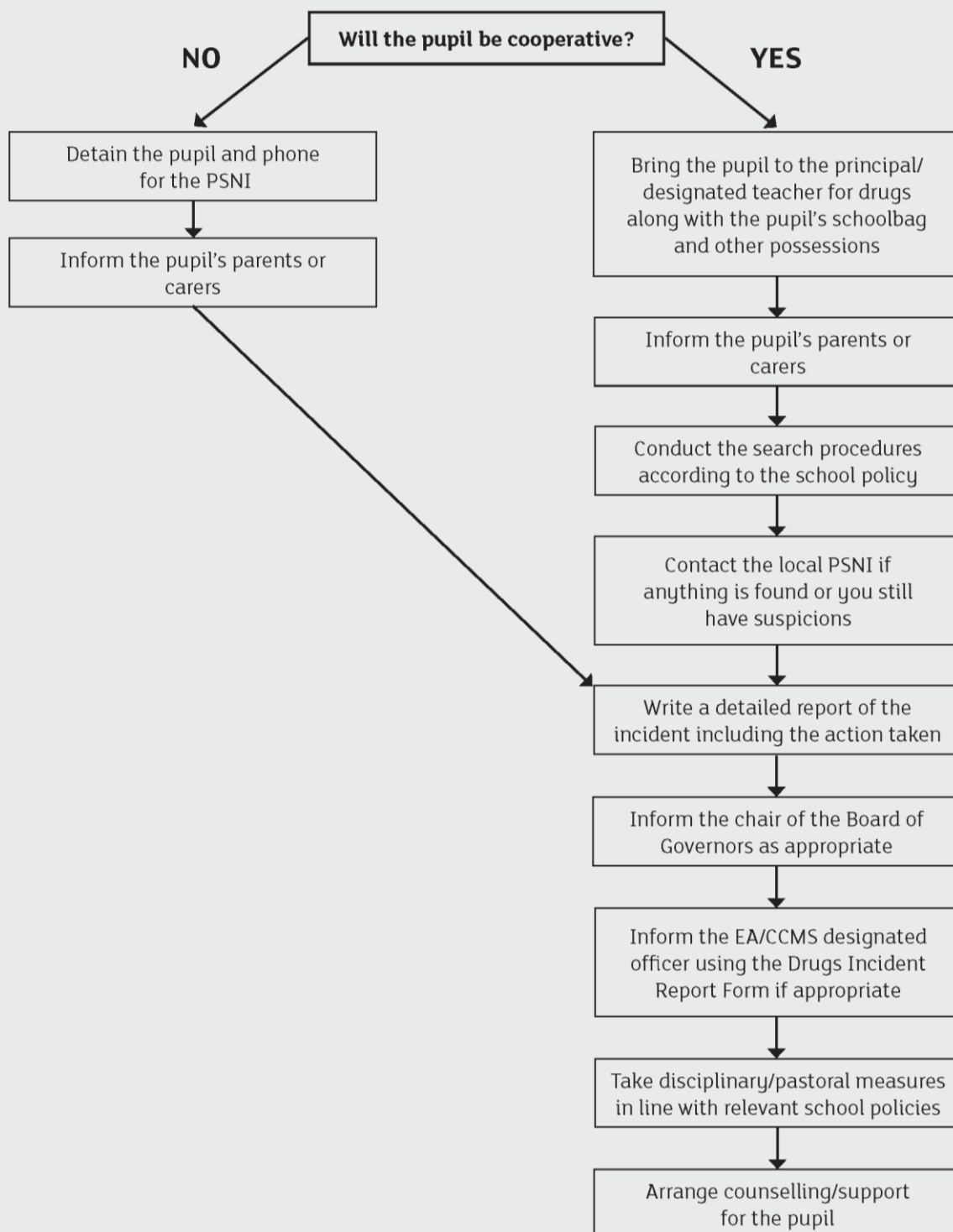
### 4.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises



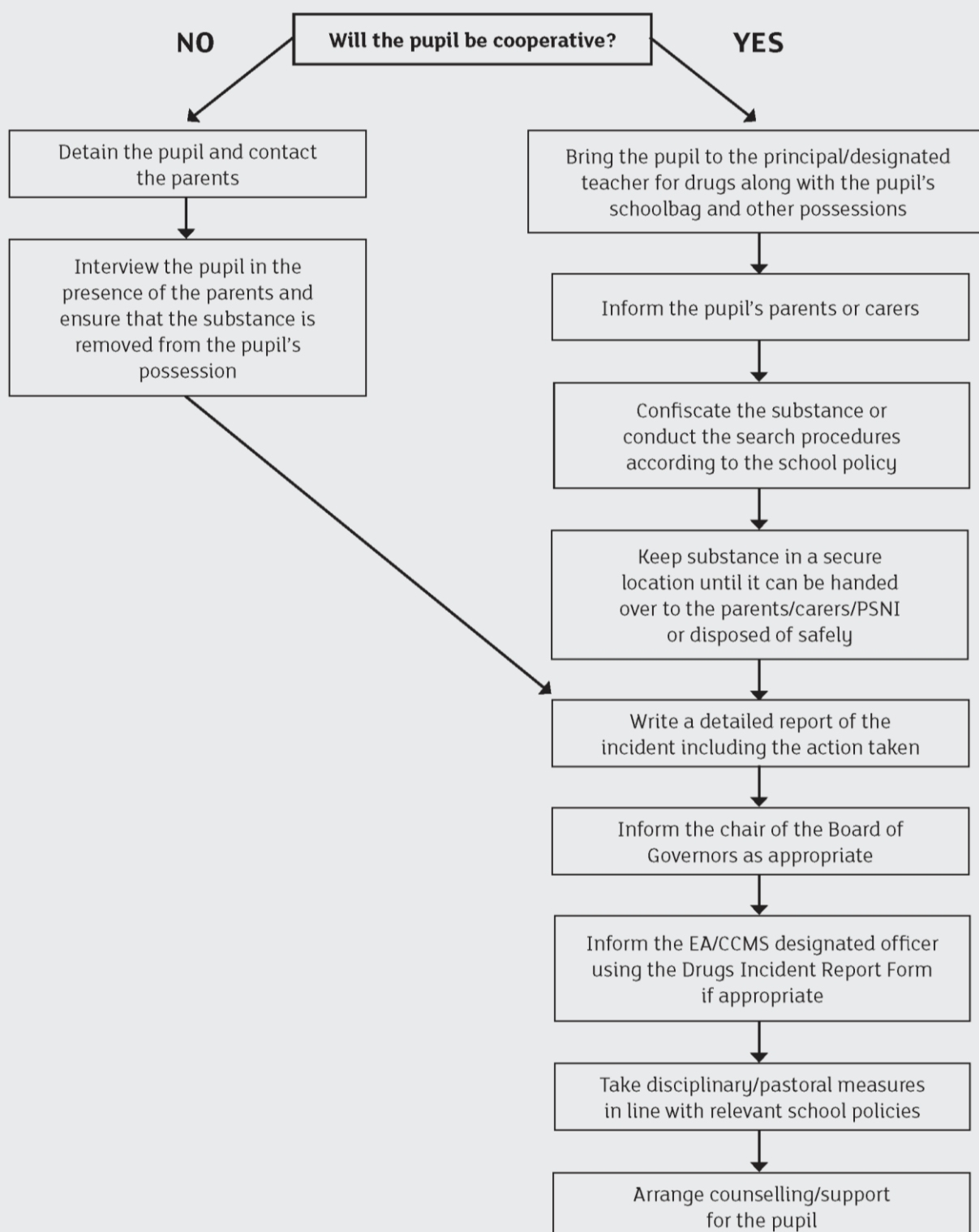
#### 4.2 Pupil suspected of having taken drugs/alcohol on school premises



#### 4.3 Pupil suspected of possessing/distributing an illegal substance



#### 4.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises



## APPENDIX 5

### 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 or 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 or CCMS Designated Officer informed, as appropriate YES/NO Date _____ Time _____
8.	Form completed by _____ Date _____ Position _____

Description of the Incident

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Actions taken

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Incident form completed by

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Date

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## APPENDIX 6 EMERGENCY PROCEDURES

This is the current best advice on what to do if someone is in difficulty because of misusing drugs.

- It is important to find out what they have taken as this could affect emergency aid, for example it will help the ambulance crew. Loosen clothing and call for an ambulance immediately.
- If the person has taken a depressant substance, for example solvents, alcohol, sleeping pills or 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 talking to them or applying a cool damp cloth or towel to the back of their neck. You should not give them 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 their airway if blocked and keep checking on any changes to pulse and breathing rates.
- If they stop 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 to a stranger, 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. 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 aloud slowly. If they start to hyperventilate – that is they can't control their breathing – ask them to breathe in and out of a paper (not a plastic) bag, if there is one available.
- 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 substance and that these 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 until the ambulance arrives.

## APPENDIX 7 USEFUL CONTACTS

Education Authority (formerly Education and Library Boards)		
Belfast Region	Tel: 028 9056 4000	<a href="http://www.belb.org.uk">www.belb.org.uk</a>
North-Eastern Region	Tel: 028 9448 2200	<a href="http://www.neelb.org.uk">www.neelb.org.uk</a>
South-Eastern Region	Tel: 028 9056 6200	<a href="http://www.seelb.org.uk">www.seelb.org.uk</a>
Southern Region	Tel: 028 3751 2200	<a href="http://www.selb.org">www.selb.org</a>
Western Region	Tel: 028 8241 1411	<a href="http://www.welbni.org">www.welbni.org</a>

Diocesan Advisers		
Diocesan Advisers provide support for maintained schools, you can contact them at the Diocesan Offices below: The Council for Catholic Maintained Schools (CCMS)	Tel: 028 9042 6972	<a href="http://www.onlineccms.com">www.onlineccms.com</a>

Department of Education		
The Department of Education has produced information and sources of help on a range of topics, including smoking and drugs, as part of the iMatter programme.		<a href="http://www.deni.gov.uk">www.deni.gov.uk</a>

Independent Counselling Service for Schools		
The Department of Education funds the Independent Counselling Service for Schools (ICSS). It is available to all post-primary aged pupils, including those in special schools, during school hours and on school premises. Contact is through the school.	Tel: 028 9127 9729 for further information from the ICSS Regional Co-ordinator	

Health and Safety		
The Health and Safety Executive	Tel: 028 9024 3249 for Northern Ireland (HSENI)	<a href="http://www.hseni.gov.uk">www.hseni.gov.uk</a>

Public Health Agency for Northern Ireland		
The Public Health Agency (PHA) is a regional organisation that aims to protect and promote the health and well-being of the population. It was established in April 2009 as part of the reforms to Health and Social Care (HSC) in Northern Ireland. The PHA addresses the causes and associated inequalities of preventable ill health and lack of well-being. It is a multidisciplinary, multi-professional body with a strong regional and local presence. The PHA is responsible for commissioning services to address alcohol, tobacco and drug issues across Northern Ireland.		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>

Local Drug and Alcohol Co-ordination Teams		
Contact details for local services in the Local Service Directories prepared by the DACTs		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>

Police Service for Northern Ireland (PSNI)		
Drugs Squad	Tel: 028 9065 0222	
Community Involvement	Tel: 028 9070 0964	
Crimestoppers	Tel: 080 0555 111	

Treatment, Counselling and Support Agencies		
Health and Social Care Organisations		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>
Family Support NI		<a href="http://www.familysupportni.gov.uk">www.familysupportni.gov.uk</a>
Children and Adolescent Mental Health Services, Belfast		<a href="http://www.belfasttrust.hscni.net">www.belfasttrust.hscni.net</a>

Local Organisations		
A list of local organisations that provide information and advice and/or resources about drugs.		<a href="http://www.mindingyourhead.info">www.mindingyourhead.info</a>
		<a href="http://www.fasaonline.org">www.fasaonline.org</a>
		<a href="http://www.talktofrank.com">www.talktofrank.com</a>
		<a href="http://www.thesite.org/drinkanddrugs">www.thesite.org/drinkanddrugs</a>
		<a href="http://www.nhs.uk/Livewell/Pages/Topics.aspx">www.nhs.uk/Livewell/Pages/Topics.aspx</a>

## National Organisations

A list of national organisations that provide information and advice and/or resources about drugs:		
Adfam, London		<a href="http://www.adfam.org.uk">www.adfam.org.uk</a>
Action on Smoking and Health (ASH), London		<a href="http://www.ash.org.uk">www.ash.org.uk</a>
Alcohol Concern, London		<a href="http://www.alcoholconcern.org.uk">www.alcoholconcern.org.uk</a>
CAMH, UK		<a href="http://www.camh.org.uk">www.camh.org.uk</a>
FRANK, UK		<a href="http://www.talktofrank.com">www.talktofrank.com</a>
Drugscope, London		<a href="http://www.drugscope.org.uk">www.drugscope.org.uk</a>
HIT, Liverpool		<a href="http://www.hit.org.uk">www.hit.org.uk</a>
Lifeline, Manchester		<a href="http://www.lifeline.org.uk">www.lifeline.org.uk</a>
Release, London		<a href="http://www.release.org.uk">www.release.org.uk</a>
Lions Lifeskills		<a href="http://www.lionslifeskills.co.uk">www.lionslifeskills.co.uk</a>
Want 2 Stop, Public Health Agency		<a href="http://www.want2stop.info">www.want2stop.info</a>
National Drugs Helpline	0800 776600 text 82111	
AA National Helpline	0845 769 7555	