

HOLY TRINITY COLLEGE



Promoting: “ Inspiration, Innovation, Excellence”

DRUGS EDUCATION POLICY

College Mission Statement

“Holy Trinity College is a Catholic Maintained school committed to high quality educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment

(Reviewed February 2019)





DRUGS EDUCATION POLICY

1. Definition

In this policy document the word "drug" and "substance" is defined as any product which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks. E-cigarettes are treated in the same way as ordinary cigarettes as their use is prohibited on school premises {DE Circular 2014/25}. e.g. certain solvents, tobacco and alcohol, but also those substances which it is an offence to possess, procure, use and/or sell.

Holy Trinity College seeks to promote a healthy and safe environment for all pupils and employees and therefore the abuse or misuse of drugs will be regarded as a serious breach of school policy. Firm action will be taken in accordance with the School's Disciplinary Policy.

The education system can provide a holistic response to substance misuse. This includes:

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

[updated Drugs Guidance for schools in NI: DE Circular 2015:23]

2. Aim of this Policy

The aim of this policy is to establish a coherent framework within which we can develop an effective drug education programme and agreed procedures in dealing with drug related incidents.

3. Aim of the Drugs Education Programme

The aim of the Drug Education programme is:

- to enable our pupils to make healthy and informed choices.
- to use the following objectives as a means of progressing towards this aim.

Objectives - Pupil Focused

- to provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug abuse.
- to provide opportunities for pupils to be equipped with the knowledge, attitudes and skills they need to take responsibility for their own health and safety.
- to help pupils develop positive attitudes towards themselves and their social relationships with others.



- to help pupils come to an understanding of the "rightness" or "wrongs" of certain behaviours.
- to help pupils understand the influence they can be on their friends.
- to ensure that pupils are aware of the legal status of all drugs.
- to help pupils explore healthy methods of dealing with pressures, anxieties, boredom etc.

Objectives - Teacher Focused

- to provide appropriate information and training to allow staff to become competent and confident in handling drugs education and drug related issues and incidents.
- to support staff in the development of schemes of work, and PSE Programmes which include drugs education topics.
- To equip staff with procedures to follow when handling incidents involving drugs/alcohol.

Objectives - Parent Focused

- to provide appropriate information to parents in the form of written materials and/or awareness sessions.
- to encourage a climate of partnership between parents, pupils and teachers which maximises communication and effective action on drug related issues.

4. Rationale for including Drugs Education in the Curriculum

In response to the increasing availability of illegal drugs to children of school age in Northern Ireland, and the growing concern of parents and the wider community about the misuse of drugs and other substances, the school will develop a Drugs Education Programme and procedures for dealing with drug related incidents. This should inform and support pupils, parents, teachers and the community in their response to incidents of drug misuse.

The Northern Ireland Committee on Drug Misuse has recommended that the following Statement of Purpose should form the basis of the strategy and action of all Government Departments;

"The aim of Policies and Programmes in Northern Ireland to tackle drug misuse should be to reduce the acceptability and availability of drugs to young people and to reduce the health risks and other harm resulting from drug misuse by:

- *delivering an effective education and prevention programme;*
- *providing effective care, treatment and rehabilitation services for drug misusers;*
- *vigorously pursuing law enforcement."*

The Education Authority (EA), has accepted and is firmly committed to this Statement of Purpose *"Children and young people are influenced by their peers, their parents, aspects of youth culture such as the media and social media platforms: facebook, instagram etc... and others - but the education service, particularly through schools and teachers who come into day-to-day contact with young*



people, has a key role to play in ensuring that they understand the risks involved and have the confidence, knowledge and skills to avoid them."

CIRCULAR NO. 1996/16 MISUSE OF DRUGS: GUIDANCE FOR SCHOOLS. DENI.

5. Drugs Education and the Curriculum

While recognising that drugs education is a whole curriculum issue, the school through its Programme of Pastoral Care has a vital preventive role in combating the misuse of drugs and other substances.

As well as providing pupils with knowledge and understanding of the effects of drugs, teachers have a more important role in helping young people to develop positive attitudes and behaviour towards themselves and in their social relationships with others.

The Drugs Education programme will be taught in the Personal Development classes through the Form Period, in the context of an effective Health Education Programme generally. Outside agencies will also be invited in to speak to classes eg. Ascert/other agencies and PSNI...

These classes are taught by Form Teachers and provide opportunities to help pupils develop personal skills, which enhance their self-esteem, confidence and enable them to improve relationships at all levels.

While Health Education is a compulsory Cross-Curricular theme for all pupils, the main subject areas, which contribute to the Drugs Education programme are:

1. Science.
2. Home Economics.
3. Religious Education.
4. Physical Education.
5. English.
6. Religious Education

The training needs and support required for teachers in order that they are able to implement the programme, will be provided by the agencies such as: REIM Training Solutions, PSNI and Wayne Denner - Digital Ninja. Awareness-raising for teaching staff and other staff should occur every two years.

ROLE OF DRUGS/HEALTH EDUCATION CO-ORDINATOR

The school's Health/Drugs Education Co-ordinator: Mrs Gilvary (Vice-principal) assisted by Mr O'Donnell, Mrs Magee and Mrs Quinn, will ensure a Programme of Study is being delivered from Years 8 - 14. They will liaise with other bodies in relation to drugs education, (PSNI, Ascert and other voluntary agencies). They will ensure that this policy is implemented and will liaise with other staff on drugs



education matters and with the Principal on any changes to the programme should any drug-related incident occur in the school.

6. Procedures for Dealing with the Use or Suspected Use of Drugs

The main aim of the agreed procedures for drug related incidents is to establish a clear, widely understood guide for teachers in how to handle such incidents if and when they occur in a school context.

Such incidents are classified here under three headings:

[A] TOBACCO

The School Rules state clearly that smoking is forbidden while on the school campus, going to and returning from school and while wearing the School Uniform.

In the event of a teacher or supervisor finding a pupil breaching this rule:

- (i) The pupil will be reported to the Form teacher who will inform the Head of Year;
- (ii) The Head of Year will inform parent/guardian of the rules relating to smoking and they will be expected to complete an after-school detention - this is recorded on SIMS and a text will be sent home to parents to inform them;
- (iii) the pupil's behaviour will be monitored and further detentions may be given by Head of Year/Head of Key Stage;
- (iv) if the matter continues to be a problem parents will be invited in to discuss the situation with members of SLT

ELECTRONIC CIGARETTES ON SCHOOL PREMISES

The use of e-cigarettes is not permitted on the school premises. This market is unregulated and the Chief Medical Officer for NI has advised that schools prohibit their use on the school premises. There is also a potential risk that users might fill the refillable cartridge used in some e-cigarettes with substances other than nicotine.

[B] ALCOHOL [SEE APPENDIX 1&2]

In the event of a pupil consuming alcohol/unauthorised prescribed medication in school or attending school under the influence of alcohol:

- (i) The pupil will be removed from class by a member of SLT;
- (ii) The Principal will be informed;
- (iii) Parents will be contacted and asked to care for the pupil at home;



- (iv) The pupil will be suspended and a parent/guardian will attend a return to school meeting with the Principal to discuss the problem;
- (v) Support Agencies will be engaged if necessary and the situation will be monitored by key personnel.

[C] DRUGS/SOLVENTS [SEE APPENDIX 2]

PUPIL SUSPECTED OF HAVING TAKEN DRUGS IN SCHOOL

If pupil is unconscious

1. Inform the Vice-Principal Mrs Gilvary (who is the Designated Teacher for Drug incidents) or Principal or in their absence a member of SLT;
2. Place in the recovery position - seek help.... School Matron.
Stay with the pupil and send someone to phone immediately for an ambulance;
Use emergency procedures **999/112**.
3. Try to find out what substance has been taken and how much of it. Take possession of any substance(s), containers, labels, papers or other items which might be of use in identifying the substance involved and the circumstances of its use;
4. Contact parents.
5. If the school ascertains that the problem was caused by drug misuse, the local PSNI Juvenile Liaison Officer (Const Martin Allen) should be informed irrespective of the action taken by the hospital.

If the pupil is conscious

1. Inform the Principal/Vice-Principals or a member of SLT.
2. Detain the pupil(s) thought to be involved in any way, until they can be interviewed.
3. Try to find out what substance has been taken and how much of it. Take possession of any substance(s), containers, labels, papers or other items which might be of use in identifying the substance involved and the circumstances of its use.
4. Bring pupil to the Medical Room along with his/her school bag and other possessions. Decide if pupil needs hospital treatment - remain with pupil(s).
5. Contact parents and ask them to come into school.
6. The Principal or Vice-Principals or member of SLT will proceed to investigate the incident more fully, and there will normally be **two members of Staff present while any pupil is being interviewed**. A written record will be maintained with dates and times.



7. It may be necessary to ask pupils to turn out pockets, school bags etc. Conduct the search procedures according to the school policy.

Searching a pupil - if a pupil is suspected of being in possession of a substance the staff member may ask the pupil to hand over the substance to them. The item/s will be removed and given to the Designated Teacher/Principal for safe storage. It will be placed in an envelope in the school safe. The pupil has the right not to hand over any substance/item but this will not necessarily affect the decision to contact the PSNI if it is still believed that there are grounds for suspecting an incident has taken place. A member of staff may search the school's property **ONLY**. A search of a desk, locker, toilets etc... should be made in the presence of the pupil and another member of staff. If the pupil **DOES NOT** voluntarily turn out his/her school bag, parents and PSNI should be contacted to deal with the situation. A search of a pupil's personal belongings should **NEVER** be made unless with the pupil's consent, in his/her presence and that of another member of staff as a witness. A member of staff should never carry out a physical search of a pupil.

Detaining a pupil - a member of staff may detain a pupil, using reasonable means, until the PSNI arrive, where there are reasonable grounds to suspect that an arrestable offence is being committed. It is advised that 2 members of staff should remain with the pupil and he/she not be permitted to leave the room].

8. Inform the pupil's parent/guardian and at the same time contact the local PSNI Juvenile Liaison Officer (Const Martin Allen).
9. Write a detailed report of the incident including action taken.
10. Decide on the disciplinary measures to be taken - this could be a possible suspension. A continued suspension (5 day renewal) may be invoked whilst investigation is on-going.
11. Inform the Chairperson of the Board of Governors/ Inform the Diocesan Administrator - CCMS.
12. Arrange for counselling for the pupil. It may be necessary to make a referral to an outside Agency which can support the pupil or his/her family.



RESPONSE TO SUSPECTED POSSESSION/DISTRIBUTING DRUGS ON THE SCHOOL PREMISES [*SEE APPENDIX 3*]

1. Inform the Principal/Vice-Principal or a member of SLT.
2. Detain the pupil(s) who should have his/her/their school bag and other possessions with him/her/them. [*see previous page for guidance-notes in red*]
3. The staff named above will proceed to investigate the incident more fully, and there will normally be two members of staff present while any pupil is being interviewed. A written record will be maintained, with dates and times.
4. Take possession of any suspected drug and store safely until it can be handed over to the PSNI. Do not attempt to analyse or taste an unidentified substance.
5. Inform the parents and at the same time contact the local PSNI Juvenile Liaison Officer (Const Martin Allen) if anything is found or you still have suspicion.
6. Staff involved with the incident are to write a detailed report of the incident including action taken. [*see Appendix 6*]
7. Inform the Diocesan Administrator - CCMS
8. Decide on the Disciplinary measures to be taken, which will be a suspension from school until the matter is fully investigated (renewed every 5 days) and a possible expulsion if investigation proves that dealing occurred on school premises.
9. Inform the Chairperson of the Board of Governors.
10. Arrange for counselling of the Pupil through Pastoral Support Officer (Ms S Collins) or Counsellor.

7. Media

It may be considered appropriate to prepare a text for publication and this may then be provided to selected outlets.

No statement should be made to the press or other media, other than by the Principal or authorised Vice-Principal.

PARENTS AND PUPILS

There will usually be a statement in school, through a full assembly and in some cases it may be appropriate to contact all parents, or to provide information at a parents meeting.



BOARD OF GOVERNORS

Where the presence of any controlled or illegal substance is confirmed, the Chairperson of the Board of Governors will be informed immediately and the full Board in due course.

8. Responsibilities of the Designated Teacher for Drugs Incidents [Mrs D Gilvary – VP Pastoral Care]

THE DESIGNATED TEACHER WILL:

1. Liaise with other bodies in relation to drugs incidents, (PSNI, Counselling groups etc.)
2. Supervise drug-related incidents at school.
3. Store safely any substance found and pass it on to the PSNI.
4. Liaise with other staff on drugs matters staff should know about incidents but not necessarily the name(s) of pupil(s) involved.
5. Recognise the need for having a member of staff trained in the necessary First-Aid skills to cope with a pupil under the influence of drugs.
6. Ensure that all staff are aware of emergency procedure.

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 pupil misusing drugs. This may take the form of statements or allegations made by other pupils or parents. It may also arise where teachers notice signs and symptoms of drug misuse in their classroom.

In such cases where there is not immediate danger, i.e. no physical danger or suspected presence of drugs on a pupil, the teacher should inform the Designated Teacher, who will contact the local PSNI Juvenile Liaison Officer (Const Martin Allen).

Where possible, this will be dealt with confidentially by the PSNI, but should the case proceed, it might become necessary to identify witnesses to appear in court.

The Principal may decide to discuss the allegations with the parents and/or pupil in a broad ranging discussion on the pupil's performance in school.

THE COURSE OF ACTION CAN RESULT IN PROBLEMS FOR THE SCHOOL IN EITHER OF THE FOLLOWING SITUATIONS:

ADMISSION: If the pupil or the parents admit that the pupil is misusing drugs, the Principal has no alternative but to inform the Police.



DENIAL: If the pupil or the parents deny that the pupil is misusing drugs and no action is taken by the school, there may be a case against the school for negligence, if at a later stage it is found that the school had not taken appropriate action.

TAKING POSSESSION OF ANY SUSPECTED CONTROLLED DRUG

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a pupil from harm and from committing the offence of possession.

The Designated Teacher should take the suspected drug and any associated equipment as soon as possible to the Principal, who should arrange for its safe storage until it can be handed over to the PSNI to identify whether or not it is a controlled drug.

School staff should not attempt to analyse or taste an unidentified substance.

FINDING A SUBSTANCE OR DRUG-RELATED PARAPHERNALIA ON THE SCHOOL PREMISES [SEE APPENDIX 4]

Unknown substance found on the school premises

1. Carefully lift it - do not taste it or handle with cut or scratched hands.
2. Bring it to the Principal/Vice-Principal or a member of SLT.
3. Hand the substance to the PSNI for analysis, ensuring feedback.
4. Record the action taken.
5. Investigate how the substance came to be on the school premises.
6. Prepare a report for the Board of Governors.
7. Inform the Diocesan Administrator - CCMS.



DEALING WITH A PARENT/CARER ARRIVING TO SCHOOL TO COLLECT A CHILD AND APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL OR ANOTHER SUBSTANCE [SEE APPENDIX 5]

This matter should be dealt with as discretely as possible for the child's sake. In this case another relative should be contacted. The DTCP should contact social services and inform them of the situation. Should the parent/carer become violent and try to remove the child with force, the PSNI should be contacted immediately.

The Management of Prescribed Medicines in School

Parents should inform the school in writing, about any medical condition and treatment applicable during the normal school day. This will be noted in the 'Medical Register' in the school office, and communicated to staff on a need to know basis. Provided they have their parents written permission, pupils may, when necessary, bring to school, sprays, tablets or other drugs which they are required to use during the school day. These should be limited to the maximum dose for one day and kept at all times in a properly labelled container which will be kept in the medical room.

Parents should complete the school medical form giving details of:

- (i) **what** dosage should be taken
- (ii) **when** it should be taken
- (iii) **how** often it should be taken

In the case of an on-going medical condition e.g. asthma or epilepsy, parents/guardians should inform the school in writing about the action to be taken should an emergency occur.

Staff should know the emergency procedure.

Pupils who use inhalers should have a second inhaler (labelled with name) which is kept in school. It is the parent/guardian's responsibility to ensure that this inhaler is kept up-to-date and always ready for use. *It is also the responsibility of the parent/guardian to inform the school of any change in their child's medical condition immediately.* This will then be communicated to staff.

The Management of Solvents in School

Any glues, adhesives etc. needed for classroom use should be secured in a locked cupboard or storeroom. Only small quantities should be available during the class and all 'containers' accounted for at the end of the class. The school forbids the use of Tippex and Tippex thinners.

The security of cleansing agents/aerosols used by the cleaning/caretaking staff is dealt with in the School's Health and Safety Policy.



MONITORING and EVALUATION

Holy Trinity College will ensure that the effectiveness of this policy is monitored and evaluated. Information will be obtained from pupils, parents and staff as part of the whole-school monitoring process.

Form Teachers will be asked to evaluate the content and delivery of the PD Programme. SLT will review the effectiveness of the Drugs Policy at least every 3 years or after any drug-related incidents occur.

The Designated Teacher will assess the need for staff training on the issue of drugs and make the appropriate arrangements.

A full copy of the Drugs Policy is available to parents on request. A copy will also be uploaded onto the school website. A summary document/leaflet is distributed to parents after a full review and ratification of the amended policy by the Board of Governors.

Signed _____

(Chairman of Board of Governors)

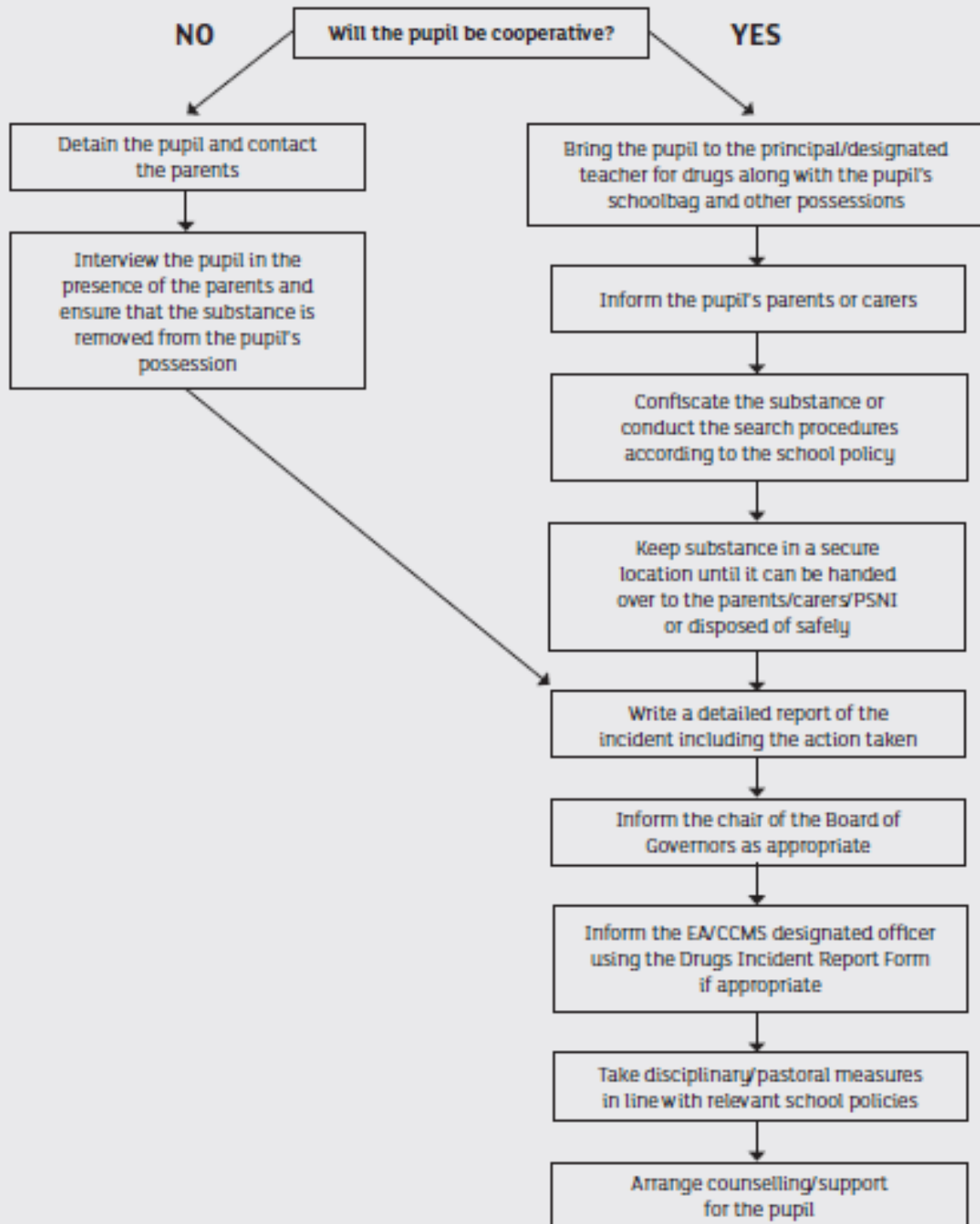
Signed: _____

(Principal)

Date: _____

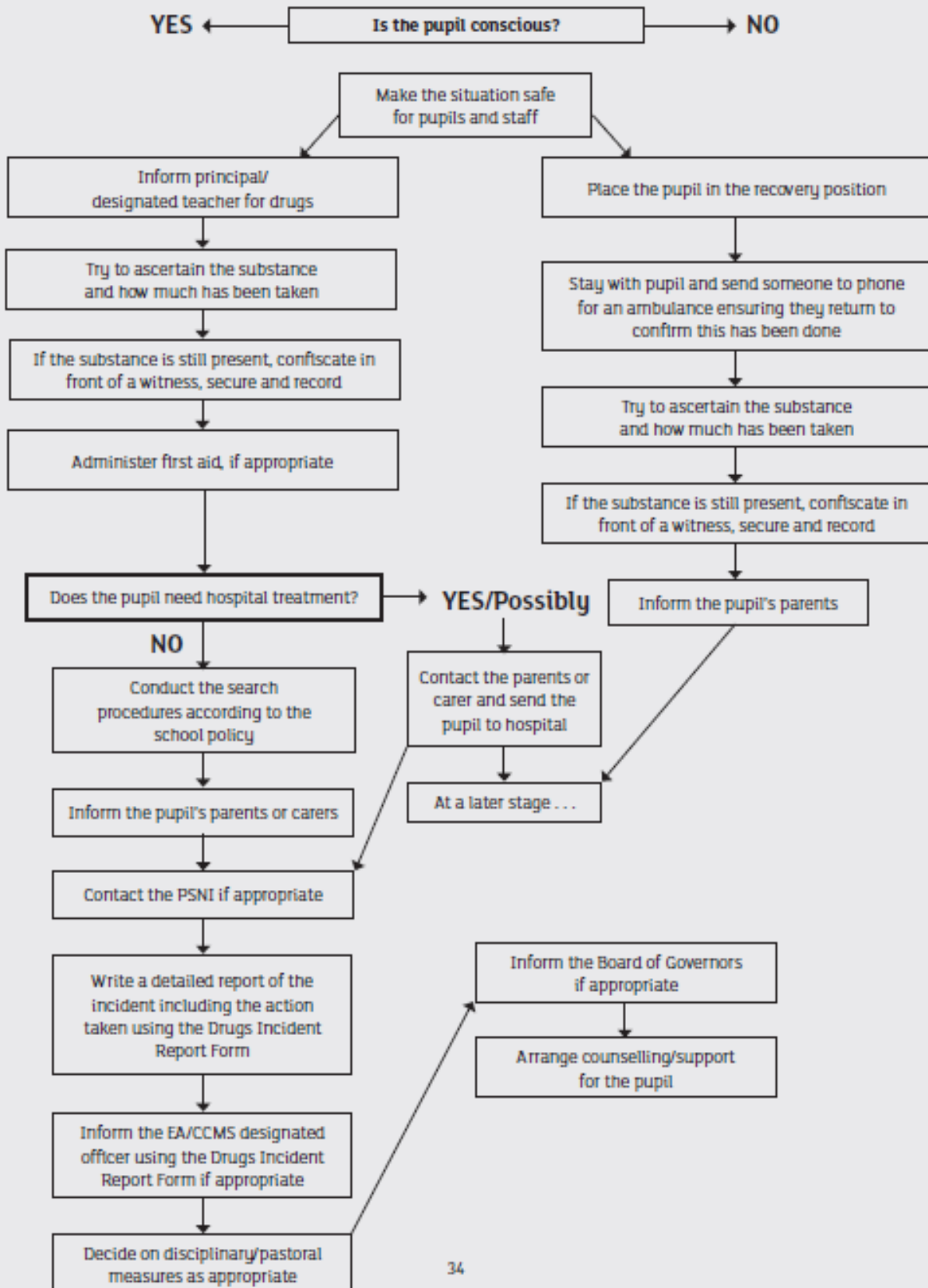
APPENDIX 1

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



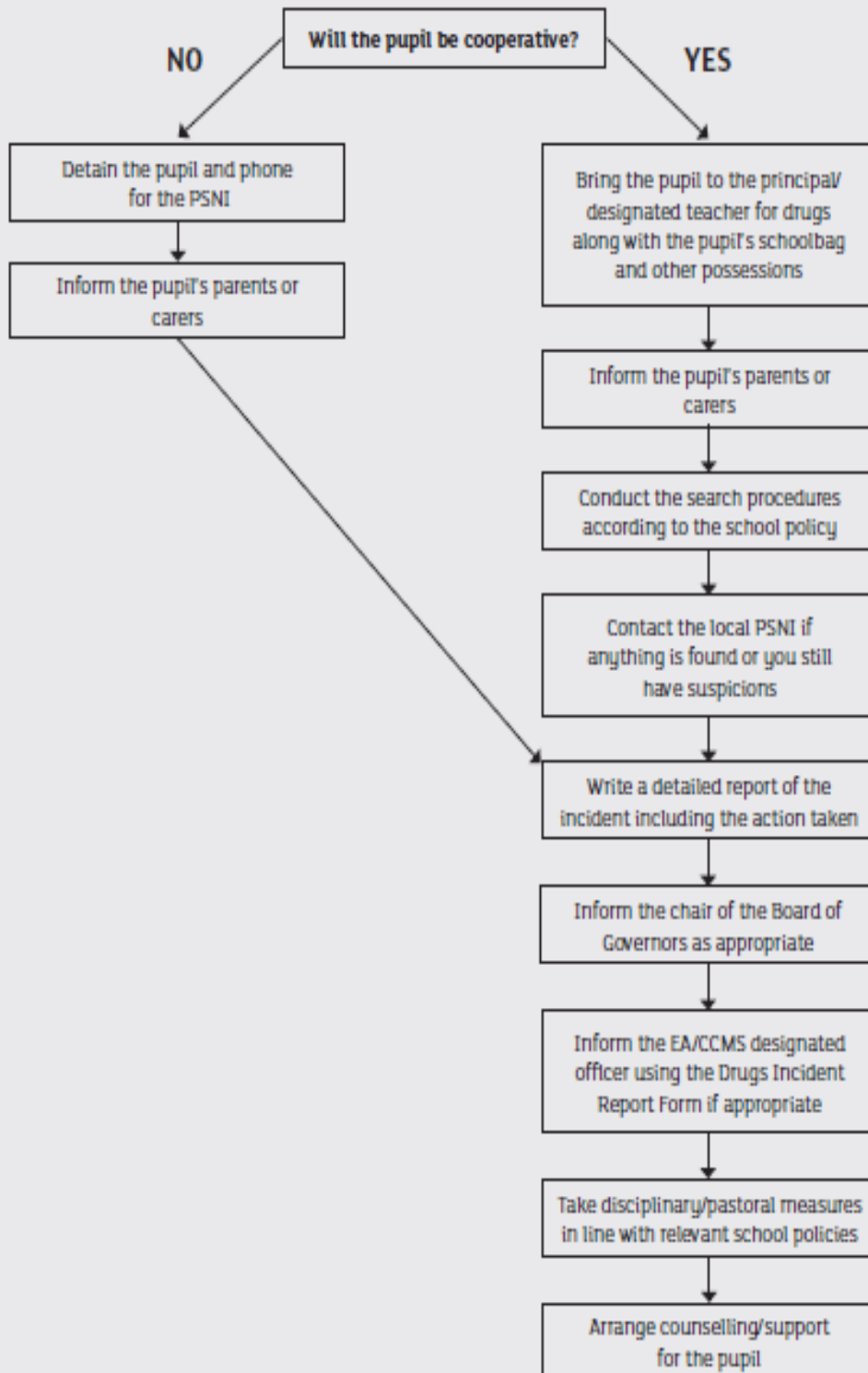
APPENDIX 2

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



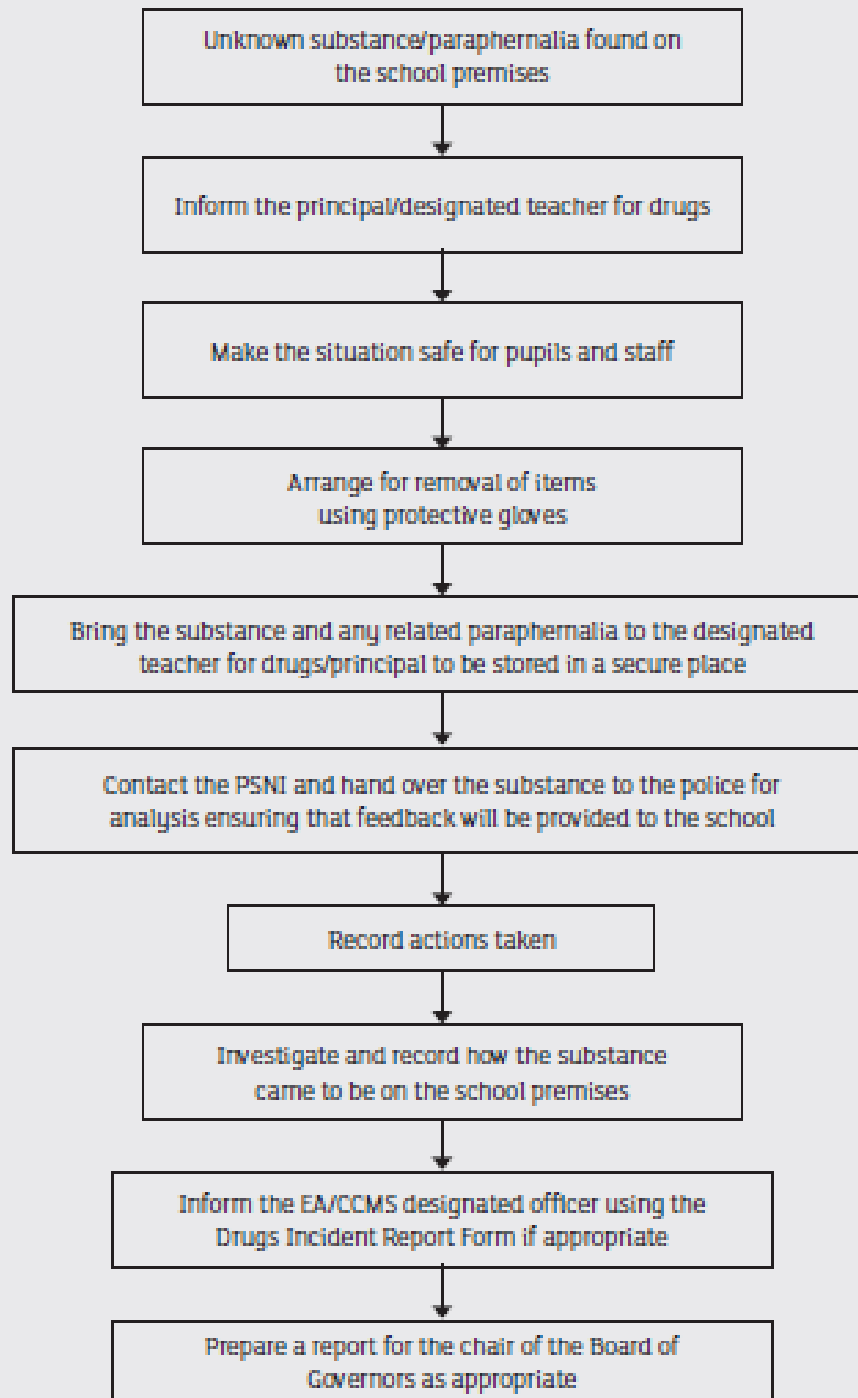
APPENDIX 3

4.3 Pupil suspected of possessing/distributing an illegal substance



APPENDIX 4

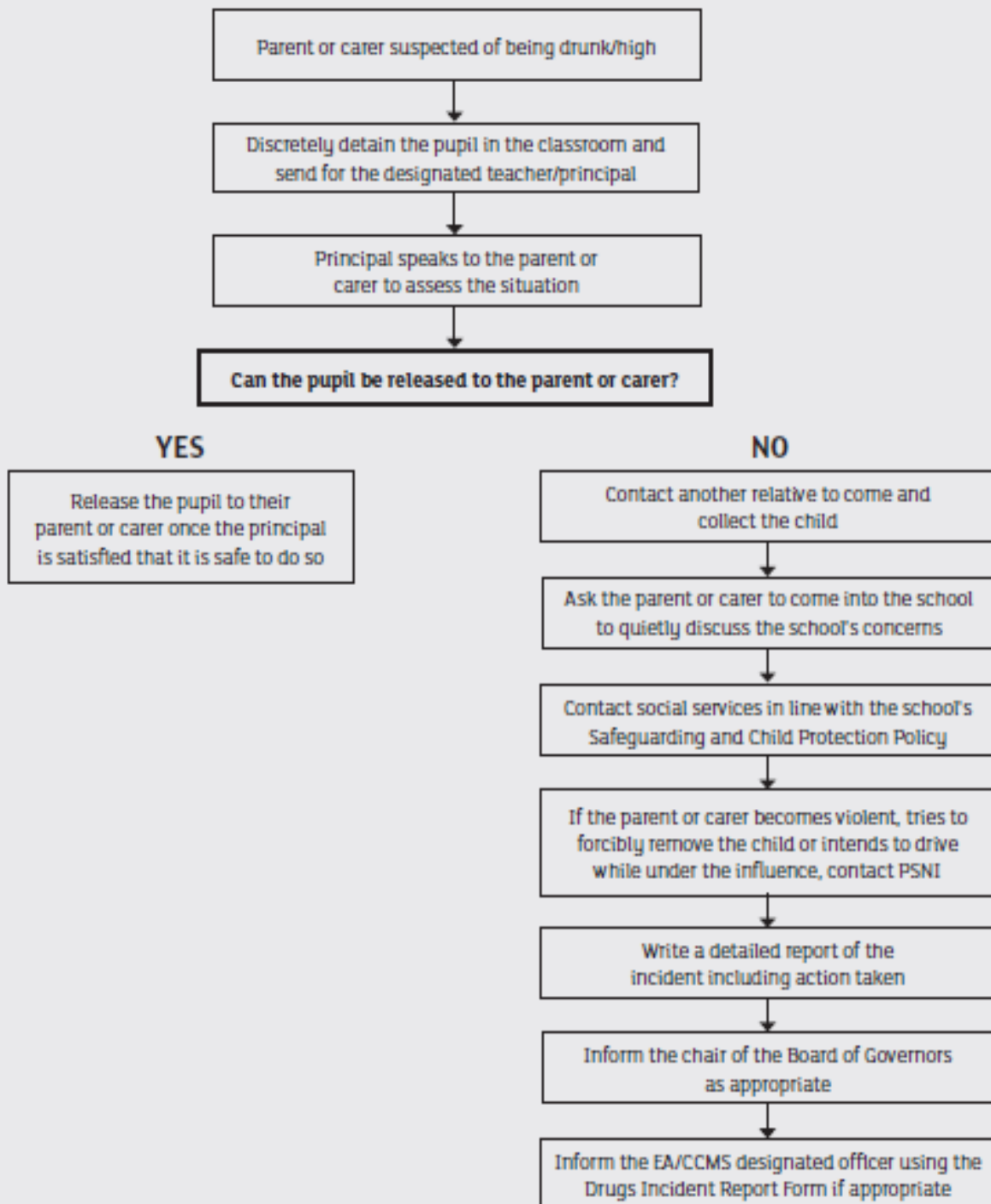
4.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises





APPENDIX 5

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





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 _____



checklists for drugs.pub

Drugs Education Policy

Signed(Chairman of Board of Governors) Signed

Signed:(Principal)

Date: 25 February 2019

Board of Governors Meeting held on: 25 February 2019

Next Review Date: February 2020