

## DRUGS POLICY

## **6.1 INTRODUCTION**

### **6.1A Rationale**

Children need help to equip themselves with the skills to deal with a drug -orientated society. The development of self-esteem is a major part of drug education and helps them to maintain a healthy attitude towards drugs. Drug education in the Primary School provides a forum for pupils to learn about drugs and build foundations for a healthy lifestyle.

### **6.1b Drugs Definitions**

A drug is any substance which, when taken, alters the way a person behaves, feels, sees or thinks.

Illegal drugs: are those substances listed as controlled drugs;

Illicit drugs: include socially unacceptable legal drugs e.g. poppers, solvents, magic mushrooms and underage consumption of alcohol and tobacco;

Prescription drugs: are those which are issued on prescription by the doctor.

### **6.1c Aims of Drug Education Policy**

- To provide a clear statement of the school's view on drug education;
- To have a consistent approach to drugs and drug issues so that all staff -teaching and non-teaching - know what is expected of them;
- To safeguard good practice in the future.

## **6.2     DEVELOPMENT AND IMPLEMENTATION**

### **6.2a    Roles and Responsibilities**

The Board of Governors support the school's policy and programme and ensure it has its place in the curriculum. Governors are fully aware of and adequately trained to deal with suspected drugs-related incidents.

The principal will designate a member of staff, Miss Cunningham, to ensure that the drugs education programme is implemented. She will ensure that all staff are familiar with the policy. If an incident arises she will deal with the relevant outside agencies, such as Board of Governors, CCMS, NEELB, PSNI, parents, etc.

The designated teacher will ensure that the policy and programme is reviewed regularly, manage drug-related incidents; liaise with all staff ensuring they are up to date with latest resources/legislation.

The teaching staff will be aware of the school policy and procedures. They will teach drugs education as part of the Learning Area - Personal Development and Mutual Understanding.

The non-teaching staff will be aware of the school policy and procedures.

### **6.2b    Staff Training**

The Principal and designated teacher will attend In-Service training and disseminate to staff. Where appropriate outside agencies may be invited to assist with staff training.

Teaching and non-teaching staff will be given the option to complete a First Aid course.

All staff will receive training in the use of the EPI-Pen.

### **6.2c    Overview of the School's Drug Education Programme**

Drug education is taught as a cross-curricular subject viz. Personal Development, The World Around Us and Religious Education. The school's drug education programme is supported by our pastoral care programme throughout the school and in particular during our annual pastoral care week.

The approach will be child-centred and will be progressive starting with basic health issues -In Foundation Stage and Key Stage 1 pupils will examine healthy lifestyles. In Key Stage 2 there are two dimensions to the teaching of drug education:

- Knowledge and Understanding;
- Attitudes and Values.

The aims of our drug education programme are to:

- build up self-esteem in our pupils;
- create a climate where the pupil feels comfortable in discussing any concerns;
- provide positive attitudes towards personal health;
- minimise the chances of any pupil using drugs;
- make pupils aware of the effects of 'drug' abuse;
- teach the benefits of a drug free lifestyle;
- help children acquire decision making skills; making informed choices;
- help children understand the influence they can be on their friends;
- help children stand against 'the crowd' /peer pressure if necessary.

Our drugs education programme is not

- solely a negative approach to drugs, but includes a positive perception of a healthy lifestyle;
- a one-off lesson/video;
- the shock-horror approach.

#### **6.2d Staff use of Smoking and Alcohol**

The staff of St. Colmcille's, recognise that adults are role models for the pupils and commit themselves to:

- providing a smoke free environment, both during school and out-of-school hours;
- not using alcohol while in charge of pupils. <sup>1</sup>

#### **6.2e Communicating the Policy to Parents and Other Relevant Agencies**

Parents are fully informed of school's drug education policy and programme in the following ways:

- Upon enrolment;
- Upon review/amendment;
- During Pastoral Care week;
- Board of Governors' Annual Report;
- Any agencies working in school will be informed of the Drugs Policy.

### **6.3     MANAGEMENT ISSUES**

#### **6.3a    Procedures for Managing Drug-Related Incidents**

##### **6.3a(i) *For substances found on the school premises***

If illegal substances are found on the school premises the Principal **must** inform the PSNI.

Any staff member who finds an illegal substance should immediately inform the school's designated teacher, Miss Cunningham. (*Appendix A*)

##### **6.3a(ii) *For finding/suspecting a pupil of possessing drugs***

When a member of staff finds or suspects a pupil of possessing drugs, the designated teacher should be informed.

The designated teacher and Principal will follow procedures and guidelines as outlined in CEA Guidance on Managing Suspected Drugs-Related Incidents p.30 –36. (*Appendix B*)

##### **6.3a(iii) *For dealing with a pupil under the influence of drugs***

When a member of staff suspects a pupil to be under the influence of drugs, the designated teacher should be informed.

The designated teacher and Principal will follow procedures and guidelines as outlined in CEA Guidance on Managing Suspected Drugs-Related Incidents p.30 –36. (*Appendix C*)

#### **6.3b    A Range of Disciplinary Measures**

It is *illegal* for pupils to be in possession of a controlled drug. The police and the courts differentiate between cases of possession, possession with intent to supply and the supply of controlled drugs, so should schools.

At all times the needs of individual pupils must be considered and appropriate interventions and support mechanisms put in place.<sup>2</sup> In considering suspensions, the school will operate within the terms of CCMS document Procedures for the Suspension and Expulsion of Pupils in Maintained Schools.

### **6.3c Confidentiality**

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils.<sup>3</sup> Any criminal activity disclosed must be passed on to the designated teacher, police and NEELB/CCMS.

### **6.3d Procedures for Using Outside Agencies in School**

The school will follow the procedures as outlined in CEA Guidance on Managing Suspected Drugs-Related Incidents <sup>4</sup>

### **6.3e Emergency First Aid Procedures**

In the event of a substance abuse, the school shall obtain medical help and contact the parent. The school will also keep a record and evidence for the doctor.

### **6.3f The Management of Prescribed Drugs in School <sup>5</sup>**

The school shall follow the guidance issued by CCMS in relation to the administering of medication.

Teachers cannot be required to administer medication. However, to enable pupils requiring medication to participate as fully as possible in school activities the following procedures shall be adopted:

- (i) For those pupils who have a medical condition which requires regular administration of medication, the school pupil's health care plan will be drawn-up in consultation with the parents and any other outside agencies. (*Appendix E*)
- (ii) For those pupils who require short-term medication written approval must be obtained from the parent. (*Appendix F*)
- (iii) Medicines, including inhalers, supplied by the parent will be used and kept within an agreed location in the classroom. Parents are responsible for marking medication or inhalers and, when necessary, collecting them each evening. The administering of medicine will also be supervised by an adult.

Medical records of each child are located centrally, with each class having an updated record. These records are updated annually. (*Appendix G*)

### **6.3g The Management of Solvents in School**

All solvents/cleaning fluids used during class lessons i.e. adhesives, glues, felt-tips, etc., will be supervised. The caretaker's store, containing solvents and fluids, will be locked at all times.

## **6.4 MONITORING AND EVALUATION**

### **6.4a Review of Policy and Procedures**

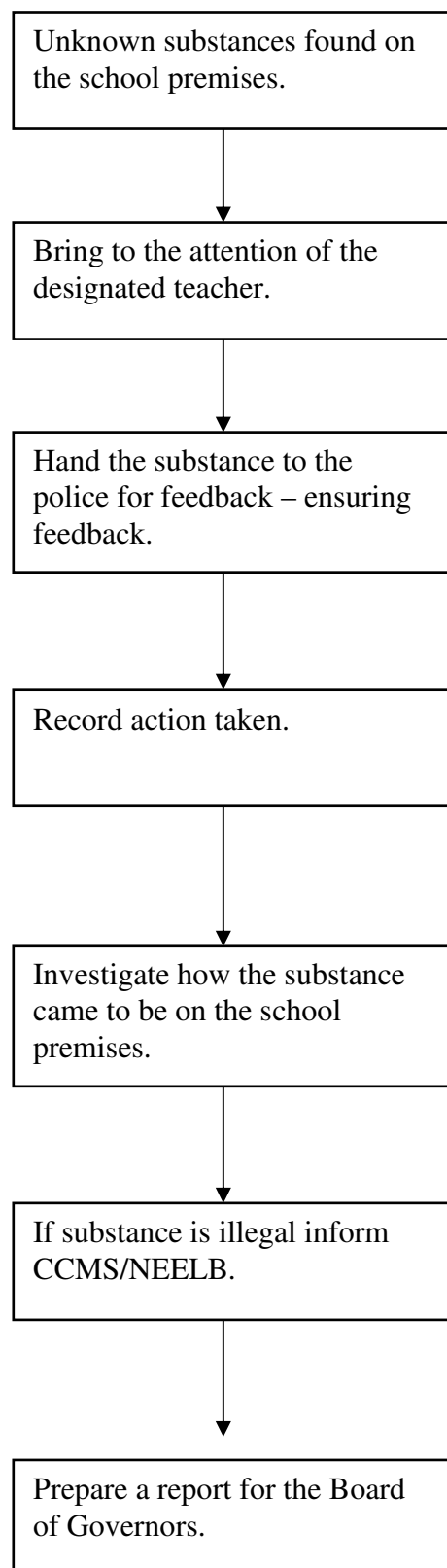
The school's Pastoral Care Policy is reviewed annually by the Board of Governors. When new legislation, or a drug-related incident occurs, the school's policy and procedures will be evaluated with immediate effect.

### **6.4b Criteria for Evaluating Success of the Programme**

The school's drug education programme will be monitored and evaluated as part of the school's curriculum policy. The responsibility of this review will be that of the Board of Governors and designated teacher.

## **REFERENCES**

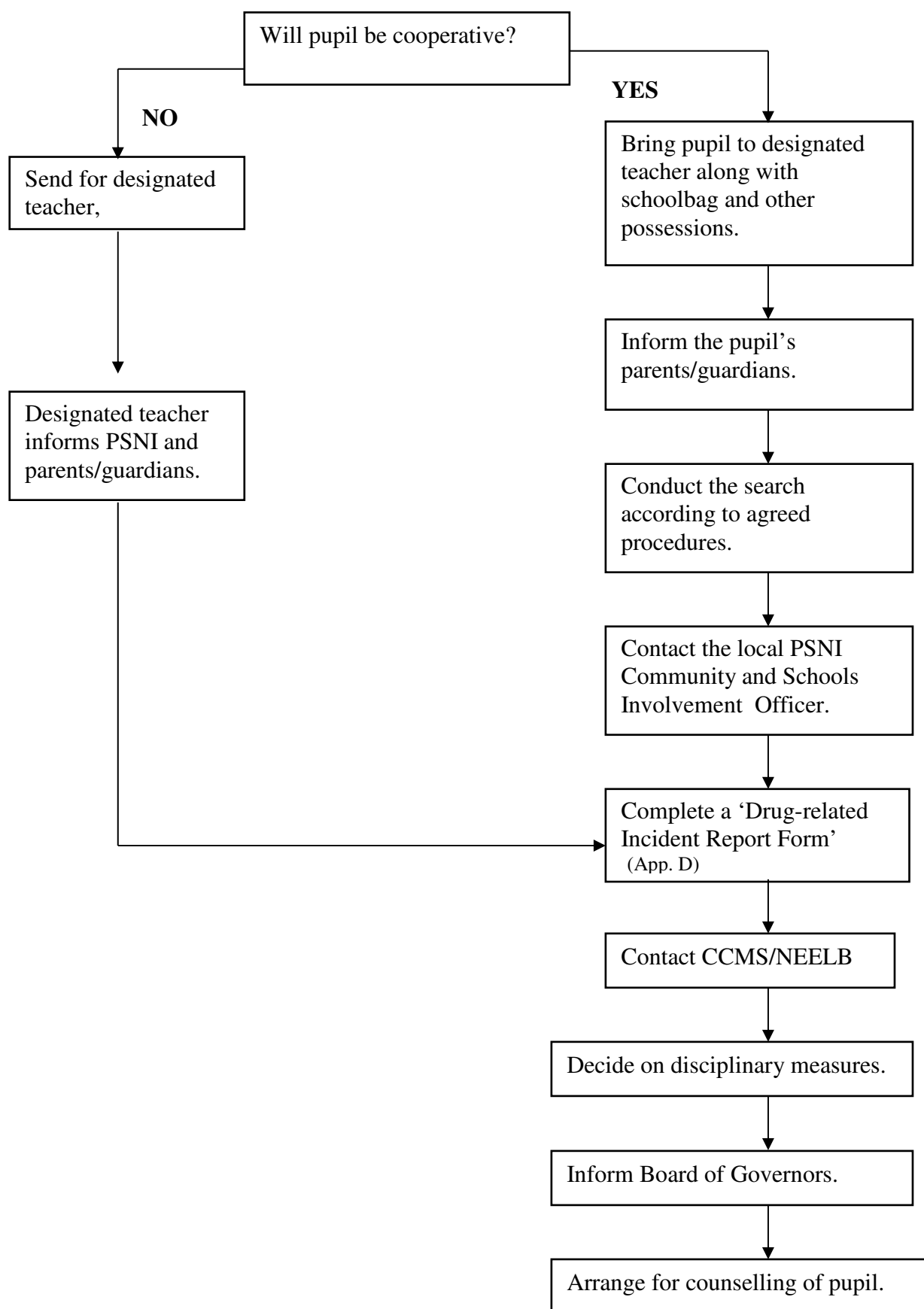
1. Drugs and Alcohol in the Workplace Guidance, Health & Safety Executive for Northern Ireland.
2. Drugs: Guidance for Schools in Northern Ireland, CEA, p.34
3. Drugs: Guidance for Schools in Northern Ireland, CEA, p.37
4. Drugs: Guidance for Schools in Northern Ireland, CEA, p.24&25
5. Administering Medication, CCMS



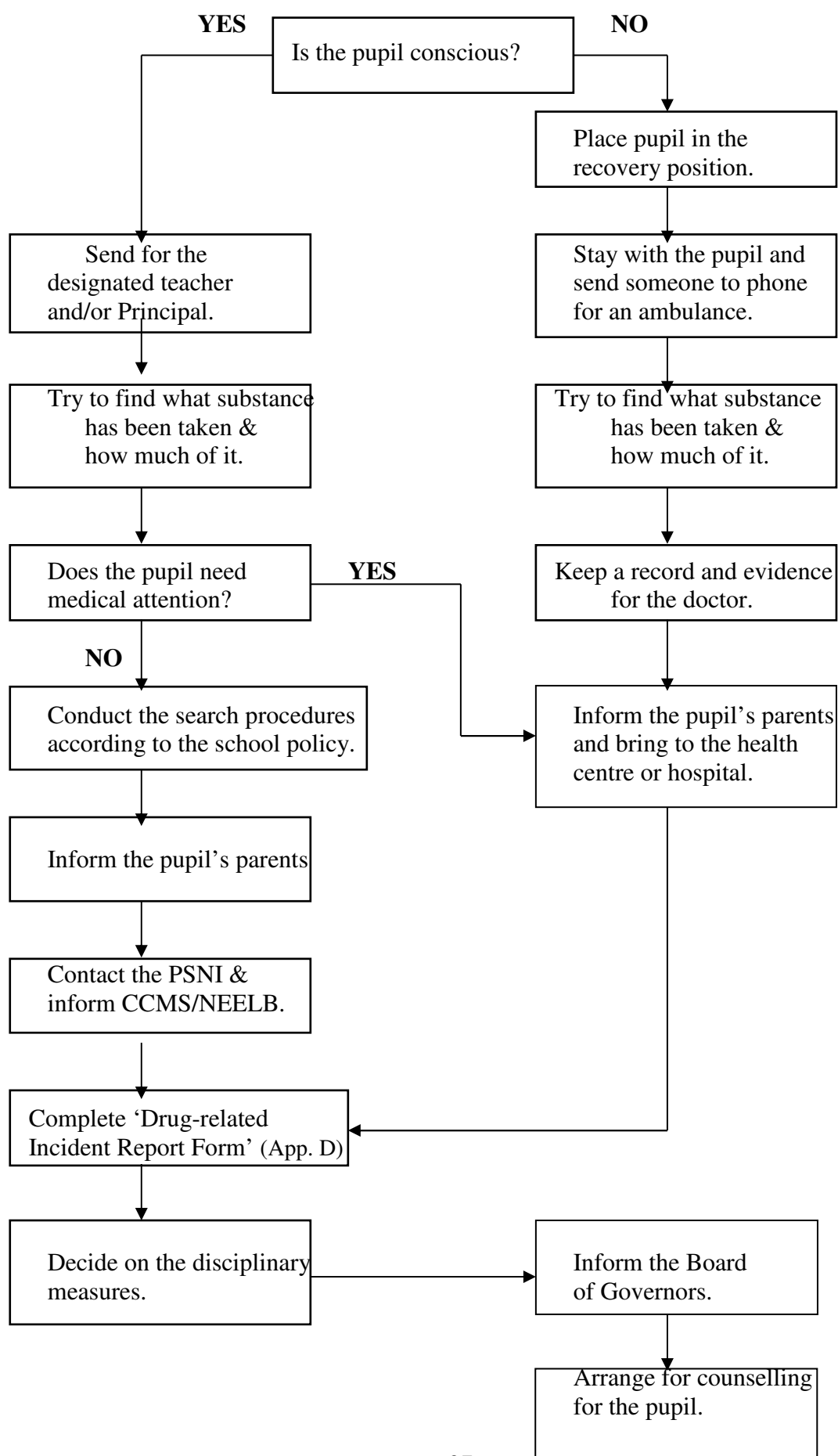


## Appendix B

### For finding/suspecting a pupil of possessing drugs



**Appendix C** For dealing with a pupil under the influence of drugs



**Appendix D**

**ST. COLMCILLE'S PRIMARY SCHOOL**

*Drug-related Incident Report Form*

**Healthcare Plan for a Pupil with Medical Needs**

Name  DOB  Class

Condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information**

Family Contact 1  
Name \_\_\_\_\_

Tel:(home) \_\_\_\_\_

Tel:(work) \_\_\_\_\_

Relationship \_\_\_\_\_

Family Contact 2  
Name \_\_\_\_\_

Tel:(home) \_\_\_\_\_

Tel:(work) \_\_\_\_\_

Relationship \_\_\_\_\_

**Clinic/Hospital Contact**

Name \_\_\_\_\_ Tel. \_\_\_\_\_

G.P. \_\_\_\_\_ Tel. \_\_\_\_\_

Describe condition and give details of pupil's individual symptoms:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily care requirements e.g. before sports/at lunchtime.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what constitutes an emergency for the pupil and the action to take if this occurs.

---

---

---

Follow up care:

---

---

---

Who is responsible in an emergency?  
(State if different on off-site activities e.g. football,)

---

---

Signed: \_\_\_\_\_  
(parent/guardian)

Date: \_\_\_\_\_



***Request by parent/guardian for school to administer medication***

**Note: The school will not give your child medicine  
unless you complete and sign this form.**

Name  DOB  Class

**Condition or illness:**

---

---

**Medication**

Name/type of medicine (as described on the container)

For how long will your child take this medicine:

---

Full directions for use/dosage and method:

---

Timing:

---

Special precautions/Side effects

---

Self- administration

---

**Contact Information**

Name \_\_\_\_\_ Daytime Tel. No. \_\_\_\_\_

Relationship to pupil \_\_\_\_\_

I understand that I must deliver the medicine personally to \_\_\_\_\_  
(class teacher)

and accept that this is a service which the school is not obliged to undertake.

Signature \_\_\_\_\_  
(parent/guardian)

Date \_\_\_\_\_

## APPENDIX G

### ST. COLMCILLE'S PRIMARY SCHOOL

#### Medical Information (Confidential)

Name of Child \_\_\_\_\_

Does your child have any of the following? Tick **Yes** or **No**

Condition	Yes	No
Defective hearing		
Defective eyesight		
Speech problems		
Asthma		
Allergies		
Epilepsy		
Emotional or Behavioural problems		
Other		

If you have ticked '**Yes**' to any of the above, please elaborate below – include information on the severity of the condition and how it is dealt with.

Signed \_\_\_\_\_  
(parent/guardian)

Date \_\_\_\_\_