

# Our Lady of Lourdes School Ballymoney

Caring, Sharing, Learning together to meet the future

## Drugs Policy



## **The aim in writing this document is:**

- i. To provide a framework for the development of drugs education in the school in order to minimise the risk of drug abuse.
- ii. To ensure consistency of approach from Governors, Senior Leadership Team and Staff
- iii. To make a clear statement for other interested parties, especially parents, about the approach of the school to drug education.

## **I. Definition**

The school defines the term 'drug' as:

A drug is any chemical substance, legal or illegal, which alters the way the body functions and/or an individual's emotional state and/or an individual's behaviour.

In this policy statement, the term drug includes the following:

- Alcohol and tobacco [including also the use of e cigarettes as of DENI circular 2015/23]
- Over the counter medicines such as paracetamol
- Prescribed drugs such as antibiotics
- Volatile substances such as glues, correcting fluids/thinners, gas lighter fuel, aerosols and petrol
- Illegal drugs such as cannabis, LSD, ecstasy, amphetamine sulphate[speed] and magic mushrooms[processed]
- Attitude of the school to drug abuse

## **2. Attitude of the School to Drug Abuse**

The school will do all in its power to discourage and prevent the misuse and abuse of drugs and will encourage pupils to adopt a healthy lifestyle. The school endeavours to ensure that young people understand the risks involved and have the confidence, knowledge and skills to avoid them.

### **3. Rationale for Drugs Education in the Curriculum.**

In response to the increasing availability of illegal drugs to children of school age in N Ireland and the growing concern of parents and the wider community about the abuse and misuse of drugs and other substances, both legally and illegally available, the school has developed a drugs education policy. This policy has been drawn up in consultation with staff and the Board of governors with the purpose of clarifying the school's approach to drugs education and the procedures to be adopted in the event of a drug related incident taking place. In relation to drugs the school has a twofold approach: prevention and protection. This approach is promoted through the education programmes and awareness raising activities

### **4. Aims of Drug Education at Our Lady of Lourdes School**

- To help pupils acquire skills in managing the pressures of the youth culture they live in.
- To help pupils acquire decisions making skills.
- To help pupils stand against the 'crowd' if necessary.
- To help young people distinguish between useful and harmful drugs.
- To develop the skills a young person needs to refuse a 'drug' offer.
- To minimise the chances of any pupils using drugs.
- To develop in our pupils a sense of self-worth.
- To promote positive attitudes towards personal health.

## **5. An overview of Drugs Education and Delivery**

### a) The place of Drugs Education in a Health Education Programme

The Cross – Curricular Theme of Health Education now includes Drugs Education. Drugs Education cannot be taught in isolation from Health Education. Basic broad skills such as making informed choices are essential in both. Health Education encourages a positive healthy lifestyle as does Drugs Education.

### b) Much of the drugs education will be taught through our PSHE KS3 and 4 Programmes but certain aspects will be considered, for example, in RE, Science, English. However, on occasions we may use outside speakers to complement our Drugs Education Programme (Refer to visitor's checklist in Appendix).

## **6. Roles of Staff**

### **a. The Principal**

The Principal ensures that a school's drug policy is formulated, regularly evaluated and if necessary revised.

To ensure that structures are in place to devise, deliver, evaluate and update a drugs education programme.

To act as the designated officer for drug related incidents in the school.

To ensure that the procedures detailed in the policy for dealing with a drug related incident are carried out.

To ensure that all staff are familiar with the school's drugs policy and to ensure appropriate training to enable them to fulfil their responsibilities.

To ensure that structures are in place to allow effective liaison with outside agencies

## **b. The PSHE Coordinator**

To liaise with Heads of Departments and the Pastoral Care Team to ensure a coherent drugs education programme is drawn up, effectively delivered, regularly evaluated and revised as necessary.

To provide support for all staff involved in delivering the drug education units in the Personal Development Programme.

To liaise with outside agencies in relation to the provision of drugs education

## **c. Heads of Pastoral Care**

To participate in dealing with a drug related incident as is specified in the policy.

To liaise with outside agencies in relation to the provision of support for pupils who have been involved in a drug related incident or who have asked for guidance.

## **d. All Staff**

To be alert for signs of drug misuse in the school and report any suspicions to the Principal immediately.

To familiarise themselves with the Drug Education Policy and to follow the procedures it specifies should a drug related situation arise.

To participate in appropriate training as arranged.

To contribute to the school's drug policy, drugs education programme and regular evaluation

## **7. Training and Information**

- a. Teachers will be encouraged to attend in service courses organised by the EA or other agencies which will assist them to fulfil their responsibilities as detailed in the school's Drugs Policy.
- b. Support staff – guidance will be provided for all non-teaching staff to assist them in being alert to signs of drug misuse and to respond appropriately to any situation which may arise.

- c. Parents will be made aware of the school's Drugs Policy via the school website. Further information in written form may be issued to parents. The school may organise drugs information sessions.
- d. The Board of Governors will participate in the formulation and evaluation/review of the school's Drugs Policy. Members will be encouraged to attend training seminars and to report back to the full Board. The Chairperson will be informed immediately of any drugs related incident.

## **8. The Management of Solvents in School.**

Care should be taken by teachers when using, for example, glues and felt tips to ensure that anything that can be inhaled does not get into the wrong hands.

These materials should be carefully supervised during lessons and stored securely.

COSHH (Control of Substances and Harmful Hazards) covers the safe use of all chemicals as does the Health and Safety Manual which is available on school premises for all members of staff to refer to.

## **9. The Management of Drug Related Incidents**

### **I. Procedures in the Event of a Drug Related Incident**

Any member of staff who finds a suspected illegal substance or becomes aware of, or suspects, a drug related incident should

- a) Notify the Principal immediately, or if she is unavailable, the Vice Principal.
- b) Detain all pupils thought to be involved in any way until they can be interviewed by a senior member of staff.
- c) If a pupil is ill or unconscious, place in the recovery position. Inform the Principal who will telephone for an ambulance and supervise the pupil until it arrives.

- d) Confiscate and hold substances, containers, labels, papers or other items which might be of use in identifying the substance and the circumstance of its use [ see Appendices 3 and 4] Search and Detention Procedures

## **2. Action to be taken in the event of a drug related incident**

The action to be taken will depend on the nature of the incident or suspected incident. The procedures to be followed in the different situations are shown on the appended flow diagrams [Appendices 3-5]

## **3. Investigation of Drug Related Incidents**

- a) Investigations will normally be carried out by the Principal and the Senior Leadership team assisted by other members of staff as required.
- b) There will normally be two members of staff present while a pupil is being interviewed and a written record will be made.
- c) The purpose of the interviews will be to establish accurately the facts of what took place, when, where and who was involved.
- d) Parents of pupils will be contacted and asked to come to school to collect their child. If this is not possible, the pupil[s] will be taken home by two members of staff. At this stage parents will be given an outline of the investigation and their child's involvement or possible involvement.
- e) The PSNI juvenile liaison officer, the EA designated officer and the Chairperson of the Board of Governors will be informed of the incident and the investigation to date.
- f) In light of the initial investigation, fuller investigation is likely to be necessary and may involve pupils being interviewed by the PSNI and a further interview by school staff, with parents invited to attend.
- g) Pupils will not normally be permitted to return to classes until a full investigation has been completed. Normal EA suspension procedures will apply – see Procedures for the suspension and expulsion of pupils.
- h) Clear records will be kept.

#### **4. Disciplinary Procedures**

Our Lady of Lourdes School can recommend a pupil for expulsion in line with the relevant school policy.

Schools can suspend “while an investigation is being carried out” – 5 days, plus an extension in exceptional circumstances, but not more than 45 days in one school year.

The school will endeavour to make a measured response, taking into account a variety of factors including age and if there was evidence of peer pressure.

When the investigation indicates a pupil’s involvement in a drug related incident, the pupil and his/her parents will be required to attend a consultative meeting with a member of CCMS and the EA.

The meeting will consider the outcome of the investigation and possible disciplinary action up to and including expulsion from school. The meeting may also consider involvement of support services or other means of minimising the risk of the pupils engaging in future drug misuse.

The pupil and parents will be given the opportunity to comment on the case and discuss the pupil’s future behaviour in and out of school. The pupil and parents will be asked to withdraw from the meeting while decisions are taken regarding disciplinary action and conditions for return to school where this is applicable.

Pupils and parents may be required to sign a contract as a condition of return to school. When a pupil has been reinstated, the school will recommend appropriate counselling and support.

#### **5. Communication**

- **With other pupils** – Where it is considered appropriate, the Principal or members of the Senior Leadership Team may speak to some or all of the other pupils in the school. The purpose will be to highlight the dangers involved in drug misuse.
- **With other parents** – If contact is considered appropriate it may be made in writing, through a Parents’ meeting, or other suitable means.

- **With the Board of Governors** – The Chairperson will be notified immediately of an incident and a report made to the Board of Governors at their next meeting.
- **With the Media** – No statement or comment will be made to the media other than by the Principal or the Vice Principal speaking on behalf of the Principal. Where it is considered appropriate the Principal will prepare a short statement. This will be ratified by CCMS and the EA.

## **6. An allegation of a suspected controlled drug-related incident**

- **Carrying out a search**

If the designated teacher for drugs receives an allegation of possession, he or she may need to search a pupil's desk or locker, if he or she has cause to believe it contains unlawful items, including controlled drugs. However, teachers cannot search personal belongings in the desk or locker without consent. Staff should only search the pupil's personal belongings, including schoolbag, coat or other items with the pupil's consent. Staff should carry out this search in the presence of the pupil and another adult witness.

If the school suspects pupils of concealing controlled drugs on their person or in their personal belongings, staff should make every effort to encourage them to produce these substances voluntarily. Staff should ask pupils to turn out their pockets or schoolbags. If the pupils refuse, staff should contact their parents or carers and the PSNI to deal with the situation. A member of staff should never carry out a physical search of a pupil, unless there is compelling evidence that the pupil 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 school's Drug Incident Report Form.

If a pupil refuses to be searched the school must establish whether the probability that the pupil has committed an offence outweighs their right to privacy, before deciding whether to carry out a search without consent. The school drugs policy should clearly explain the procedures and circumstances for searches where there is reason for suspicion.

## **10. First Aid – Coping with Emergencies**

All staff of the school should be able to follow the basic emergency procedures as well as staff who are qualified in First Aid [see First Aid Policy]

### **a) Non-Emergency Cases**

This is where the pupil is conscious but under the influence of a drug [possibly the inhalation of a small amount of solvent, the effect of alcoholic drink, ecstasy, cannabis, LSD or amphetamines].

#### **Action**

- Use the technique of “talking down”
- Using a quiet reassuring voice and avoiding any sudden movements the helper should try to get the pupil out of the immediate environment if it is not safe or in some other way not conducive to the recovery process.
- If the person is in the possession of any other materials or objects which could be harmful to her/him or to others, try to get the pupil to hand it/them over to a responsible person.
- If the pupil is hallucinating, reduce as much sensory stimuli as possible by placing the pupil in a darkened quiet room.
- Avoid direct confrontation – is a useful guideline on these occasions.
- If in doubt about the pupil’s medical condition don’t hesitate to call an ambulance.
- Never leave the pupil unattended – a member of staff should stay with the pupil until medical help is obtained.

## **b) Emergencies**

**If the pupil is severely intoxicated, unconscious or semi-conscious it should be treated as a medical emergency and an ambulance must be called immediately.**

### **Action**

- Summon any medical professional who may be available or a first aider.
- Arrange for another member of staff to inform the school Principal and the pupil's parents in an emergency.

### **If the pupil is conscious**

- try to establish details of exactly what has been taken – the substance and amount. Any tablets or substances found should be retained for examination and if the pupil has been sick a sample of vomit should be collected for hospital analysis – **knowing what they have taken could save a life.**
- Try to keep the casualty awake if they show signs of drowsiness: get them to walk if possible, talk to them open doors and windows to ensure a good flow of air to the person apply a cool damp cloth or towel to the back of the neck.
- Do not give the pupil anything to eat or drink [while waiting for the ambulance to arrive]as this could lead to vomiting or choking

### **If the pupil is unconscious or semi-conscious**

- **Open Airway** – lift the casualty's jaw/head to open airway, remove any debris from the inside of the mouth and pull the tongue forward if necessary.
- **Check Breathing** – Look if the chest is rising and falling, listen and feel for breath against your cheek, if breathing has stopped, the face, lips or tongue may turn blue, find the pulse in the neck by placing your fingers on the side of the voice box and press down gently.
- **If pulse and breathing are present** – Turn the casualty into the recovery position

**If there is pulse but no breathing** – The qualified First Aider may decide to start artificial ventilation

## **II. THE MANAGEMENT OF PRESCRIBED MEDICINES IN SCHOOL**

### **Advice and Information from Parents**

- a) One-off medication e.g. antibiotic/pain relief  
Parents must provide name of drug, amount, timing and these details should be given in writing.
  
- b) On-going medication e.g. diabetic, epileptic, asthmatic.  
Self-medication should be the responsibility of the child.  
Schools should not accept responsibility for non-prescribed *medicines*  
Individual Care Plan e.g. anaphylaxis (peanut allergy, bee sting etc.).

School has a special circumstance register. Each pupil on this register will have a card with details of condition/illness, type, amount and timing of medication. This will provide the necessary information and ensure that should a pupil become unwell in school, there is a very definite procedure so that the school is always following parent's instructions.

This information would be kept in the main office and accessible to relevant staff.

### **Storage of Medicines**

1. Medication is kept in the main office– except that which needs to be kept in fridge.
2. Inhalers – each pupil should be responsible for own inhaler. It would be advisable for those pupils to have an extra inhaler which could be kept in main office for emergency use when a pupil has forgotten to carry inhaler to school.
3. Parents are responsible for keeping information and medication up to date. Out of date medicine should be disposed of.

### **Emergency Permission**

Asthmatic attack – Pupil should have specific asthma card with instructions on medication and when to call parents/doctor.

## **Persons in school responsible for First Aid**

- i. An appointed person –Mr S Stewart – Senior Leadership Team
- ii. Qualified First Aiders – Mr B Kirgan, Mr S Stewart
- iii. All Classroom assistants – One day basic course in First Aid

**School Trips** – Medication should be handed to person in charge of trip.

## **Advice to parents**

- Parents must give written information on child to the school.
- Must decide whether they send the complete medication or just enough for the day and state in a letter to Mr Stewart.

## **Teachers' Position**

- Giving of medication should be approved by the Principal.
- The Principal should discuss the giving of medication with the teachers.
- Teachers have the right to refuse. If guidelines are kept to there is an indemnity clause.
- If a teacher does agree full information must be given, also suitable training and support.

## **12. Safety in relation to Potentially Harmful Substances**

1. Medicines – see Administration of Medicines Policy
2. Harmful Chemicals
  - a. Where potentially harmful chemicals or volatile substances are used in the teaching of subjects, e Science, Technology, Art, Home Economics, these should be kept under lock and key preferably in areas not accessible to pupils.
  - b. Where pupils are required to use potentially harmful substances, the minimum amounts should be issued and their use carefully monitored.
- c. Health and Safety Regulations and advice applying to specific subjects should be strictly observed.

### **3. Cleaning Materials**

- a. These must be kept under lock and key in designated stores.
  - b. The doors of cleaners' stores must be closed and locked unless occupied by a member of the teaching or ancillary staff.
  - c. Cleaning materials must not be left unattended in corridors, rooms, toilets, etc, at any time.
4. Volatile Substances

Pupils must not bring any volatile substance to school. The use by pupils of tippex, tippex thinners or any similar correction fluid is not permitted.

**13. Non-Smoking Policy** -In line with non-smoking legislation the school respects the rights of employees, pupils and visitors to the school, to a smoke free environment. Smoking is not permitted on the school premises.

## **14. Liaison with Outside Agencies**

The school will liaise with Outside Agencies such as PSNI, Health Promotion Agency, DAISY, Community Addiction Unit, EA Youth Service and Social Services who may be able to provide information, provide or support in service training or provide counselling or other assistance to pupils involved in drug related incidents or who wish to seek help with drug related problems.

**15. Monitoring and Evaluation** -The school will keep under review the content and mode of delivery of its drug education programme and make revisions as appropriate. The school's drugs policy will also be evaluated and reviewed annually alongside other Health and Safeguarding Policies.

## Appendix I

### USE OF VISITORS' CHECKLIST

**Before inviting a visitor to the school, the following checklist should be applied:**

1. Is the visitor the best choice to make for the particular input being sought?
2. Does the visitor share the school's values?
3. Does the visitor share the school's approach to drugs education?
4. What prior experience of teaching/Drugs Education does the visitor have?
5. Can the visitor communicate as a level appropriate to the emotional and intellectual development of the pupils?
6. Do you have first-hand knowledge of the type of presentational which the visitor gives?
7. Is the visitor agreeable to work with a whole class at a time?
8. Is there a charge for the visit?
9. Has the visitor been subject to vetting under DE Circular 2017/04?

## Appendix 2

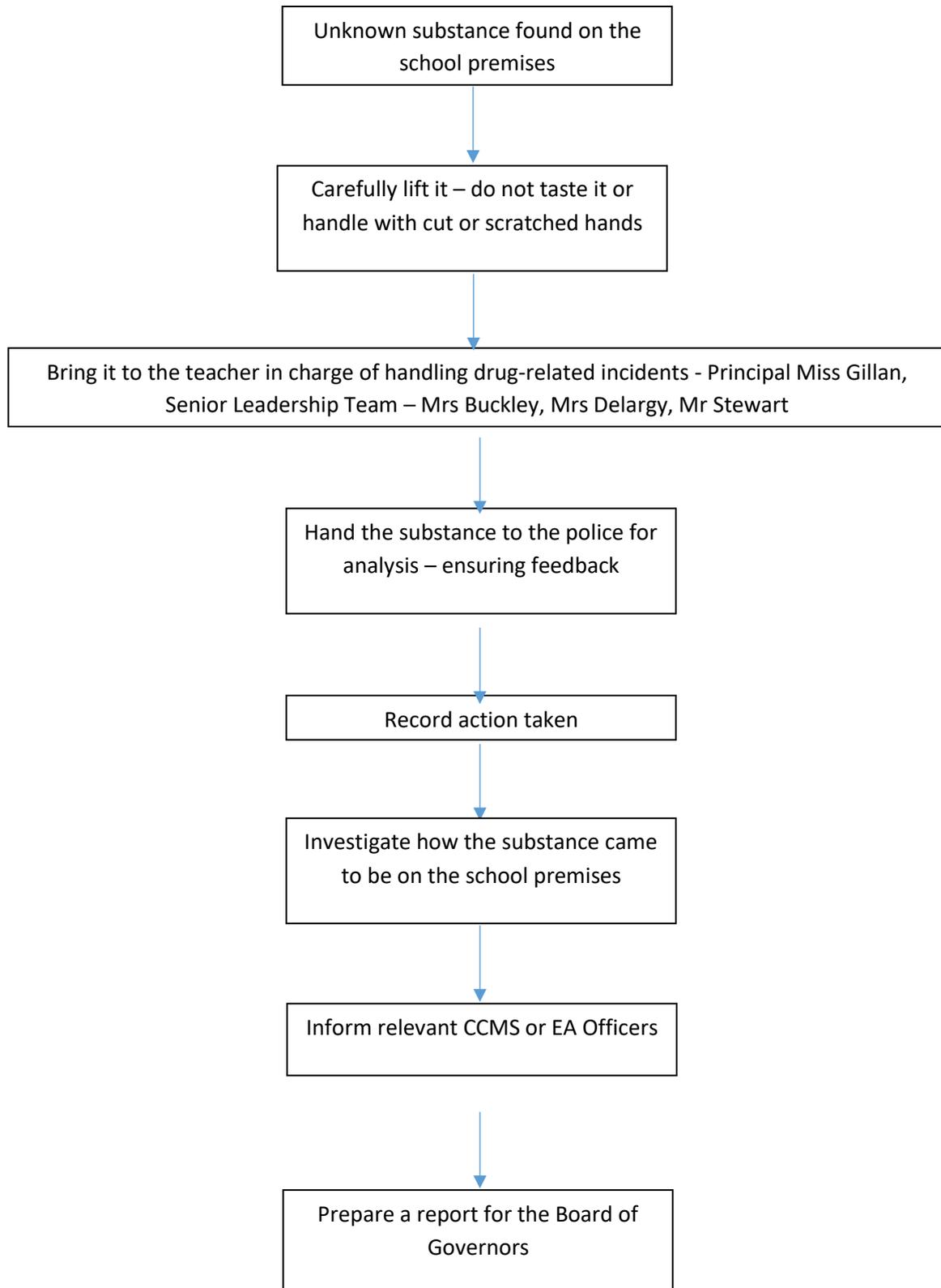
### USE OF VISITORS' CHECKLIST

#### Having invited the speaker:

1. Make sure that the visitor is made aware of the number, age, ability and background of the children in the class.
2. Decide together on the exact topic for the lesson.
3. Make sure that the visitor is given clear instructions as to the aims, content, level and timing of the lesson.
4. Inform the visitor of any sensitive issues which may need to be avoided during the lesson.
5. Check what resources will be required for the visit.
6. Ensure that the member of staff stays with their class during the presentation.
7. Ensure that appropriate follow-up work is carried out so that the visit is not left in a vacuum.

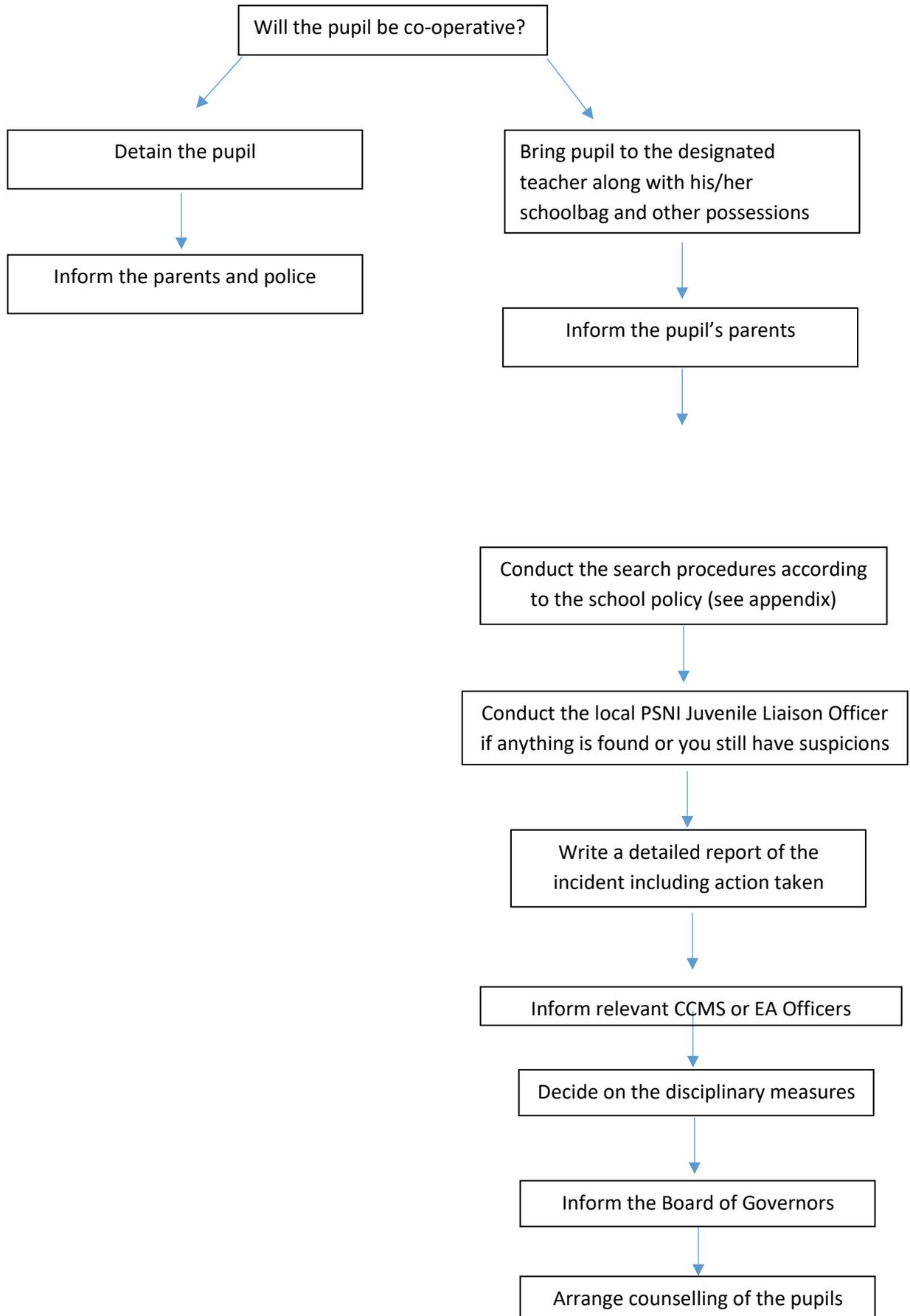
## Appendix 3

### FINDING A SUBSTANCE ON THE SCHOOL PREMISES



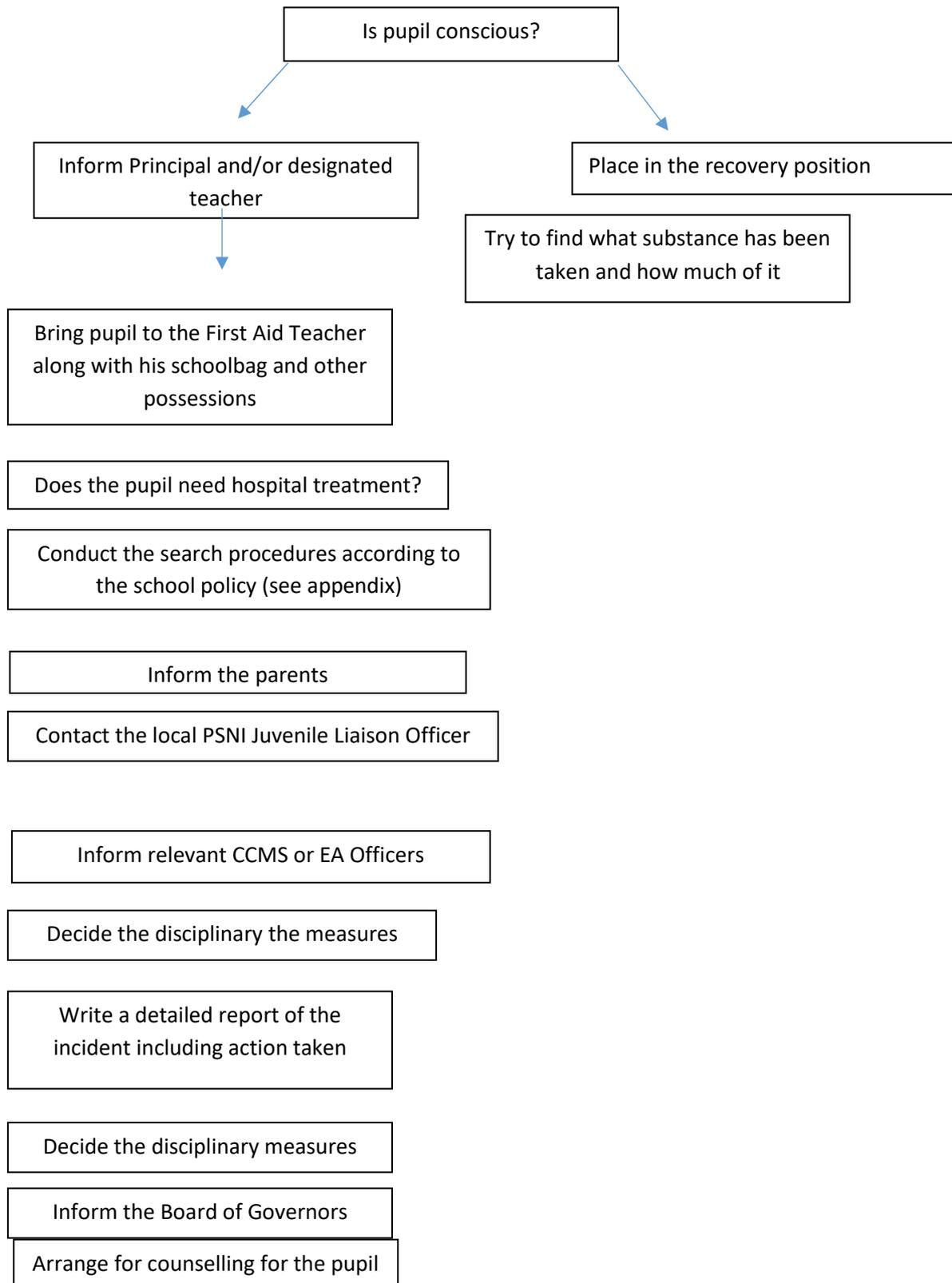
**Appendix 4**

**PUPIL SUSPECTED OF POSSESSING/DISTRIBUTING AN ILLEGAL SUBSTANCE**



**Appendix 5**

**PUPIL SUSPECTED OF TAKEN DRUGS IN SCHOOL**





## Our Lady of Lourdes School Ballymoney

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### **School Poem**

You're unique and one of a kind  
Your life can be what you want  
Take the days just one at a time  
Count your blessings not your troubles  
You'll make it through whatever comes along  
Don't put limits on yourself  
So many dreams are waiting to be realised  
Decisions are too important to leave to chance  
Reach for your peak, your goal, your prize  
The longer one carries a problem the heavier it gets  
Live a life of serenity not a life of regret  
Remember that a little love goes a long way  
A lot goes forever  
Remember that friendship is a wise investment  
Life's treasures are people....together  
Realise that it is never too late  
Do ordinary things in an extraordinary way  
Have health and happiness  
Take the time to wish upon a star  
And don't forget – for even a day  
How very special you are

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