



# Coleraine College

## Misuse of Drugs/Substance

### Abuse

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## Rationale

*For the purpose of this document the term 'drugs' includes tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs. Coleraine College does not condone the misuse of drugs but recognises that there has been a considerable increase in the abuse of drugs in recent years in Northern Ireland. Drug misuse appears to be affecting an ever-younger population and the so-called "recreational" use of drugs can lead to a dangerous acceptance of illegal and harmful drug misuse as part of everyday life.*

We believe that **Coleraine College** has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a Drug Education programme in our curriculum.

**Coleraine College** sees its role as that of a caring community committed to the physical, mental, social, emotional, moral and spiritual health, safety and well being of our pupils and staff.

We want our pupils to make informed and responsible decisions about drugs by increasing their knowledge and by developing in them appropriate values, attitudes and skills. However, we recognise that drug misuse is a whole-community issue and that schools alone cannot solve the drugs problem; the school is only one of a number of groups and agencies which must play a part, in the education of young people and we make use of the expertise, where possible, of these agencies, in the delivery of the programme.

*"There is a public perception that drug misuse is mainly an issue in disadvantaged inner city areas ..... Drug misuse is just as much an issue in rural areas and affluent communities: it extends across socio-economic, geographical and cultural boundaries. Educationally successful young people are just as likely to put themselves at risk as low attainers." (DENI 1996/16)*

All staff (teaching and non-teaching), should familiarise themselves with the information included in this policy and further copies may be obtained from the school.

Copies of the guidance on which this policy is based (**DRUGS:GUIDANCE FOR SCHOOLS Circular No: 2004/9**) are available from the Department of Education website [www.deni.gov.uk](http://www.deni.gov.uk)

It is understood that the Statutory Requirements for schools from 1996 (**Circular No: 2004/9**) are:

- Teach Drugs Education as part of their Health Education programme
- Have a drugs education policy and publicise it in their prospectus
- Inform the police where it is believed or suspected that a pupil is in possession of a "controlled drug".

## Definitions

For the purpose of this document and in line with the guidance issued to all schools by the Department of Education, **drugs will include any substance which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks.**

### Drugs include:

- alcohol and tobacco;
- “over-the-counter” medicines, such as paracetamol;
- prescribed drugs, such as antibiotics, tranquillisers, inhalers and Ritalin;
- volatile substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glues and petrol;
- controlled drugs, such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms (processed), heroin and cocaine; and
- other substances such as amyl/butyl nitrite ( ‘poppers’) and unprocessed magic mushrooms.

## Ethos

**Coleraine College** will aim to integrate a drugs education policy to support personal development in the curriculum and from the basis of the policy implement a drugs education programme consistent with the Ethos of the school, reflecting the degree to which **Coleraine College** promotes the moral, intellectual, personal and social development of its pupils.

## **Aims and Objectives**

- To have a clear and agreed understanding among everyone in the school community about the implications and possible consequences of drug use/misuse.
- To provide all staff (teaching and non-teaching) with adequate training and support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the procedures are sensitively and consistently applied in all situations.
- To empower teaching staff through appropriate training and support to develop and deliver an effective drug education programme.
- To provide a drug education programme which:
  - develops pupils' self esteem and promotes positive attitudes in their relationships with others
  - gives pupils opportunities to develop the values, skills, knowledge and understanding necessary to make informed and responsible decisions about the use/misuse of drugs including tobacco, alcohol and volatile substances, within the context of a healthy lifestyle; and
  - helps pupils develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those pupils affected by drug-related issues.
- To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.
- To establish an environment in which the school is free from the misuse of all drugs.

# Roles and Responsibilities

## Pupils

- Be aware of and adhere to school rules in relation to drug use/misuse, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.

**Rule No.5 i.e.** *‘Use or possession of fireworks, alcoholic drinks, drugs, tobacco, organic solvents (including correction liquids such as Tippex) or any illegal substance is strictly prohibited. It will be an offence to be in the company of anyone using these materials.’*

## All staff (teaching and non-teaching)

- Be alert to the possibility of drug use/misuse.
- Be familiar with the school’s procedures in the handling of suspected drug-related incidents.
- It is not the responsibility of the individual staff member to investigate the circumstances surrounding an incident, however he/she should deal with any emergency procedures if necessary.
- Any information, substance or paraphernalia\* received should be forwarded to the designated teacher for drugs who may have to take immediate action.

\* See APPENDIX 2

## Teachers delivering the Drug Education programme

In addition to the above:

- Deliver the school’s drug education programme.
- Try to create an atmosphere in the classroom in which pupils can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support pupils in their class if necessary.
- Liaise with the designated teacher for drugs regarding any aspect of the programme/policy, as necessary.

*Coleraine College will,*

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements including periodic update and review of the policy.

- Liaise with other staff responsible for pastoral care in co-ordinating the delivery of the drug education programme.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding the incident
- Complete a suspected incident report form and forward to the Principal.
- Ensuring the engagement and active participation of parents in all aspects of drug education.
- Act as the point of contact for outside agencies working with the school.

### **The Principal**

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.

In the case of incidents of suspected drug misuse:

- Ensure the welfare and well being of the pupil(s) involved in the incident and the rest of the school community.
- Ensure that the following people are informed (where relevant):
  - \* Parents/Guardians
  - \* PSNI - preferably the Community and Schools Involvement Officer (CSIO)
  - \* Board of Governors
  - \* Designated Officer in ELB
  - \* Members of staff
  - \* Other pupils and parents informed within the confines of confidentiality
- Agree, in consultation with the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.
- Retain written records of the incident and ensuring a copy of the reports are submitted to Board of Governors/ELB as appropriate.
- Review procedures and amend.

### **The Board of Governors**

- Examine and approve the completed policy and education programme, prior to their implementation in the school.
- Ensure the policy is published in the school prospectus and that it is reviewed at regular intervals.

- Be fully aware of and adequately trained to deal with suspected incidents of drug misuse, including tobacco and alcohol, and their appropriate disciplinary response.
- Agree in consultation with the principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

It is recommended that there should be a designated Governor \_\_\_\_\_ to work with the principal and designated teacher for drugs in relation to drug related issues.

### **Parents/Guardians**

- Support your son/daughter if they have become involved with drugs.
- Support the school in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drug misuse and the drug education programme.

### **The Caretaker**

- Be vigilant around and conduct regular checks of school grounds for drug-related paraphernalia. Inform the designated teacher for drugs should any be found.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

### **Training and Information**

All staff (teaching and non-teaching) and Governors will be provided with training to support the full implementation of this policy including the delivery of the drug education programme. Information awareness sessions will be offered to parents/guardians in conjunction with ELB programmes.

# The Drugs Education Programme

The drug education programme in **Coleraine College** is just one part of the whole school response to drug use/misuse. The programme provides opportunities for pupils to:

- acquire knowledge and understanding in relation to drug use/misuse;
- identify values and attitudes in relation to drug use/misuse;
- develop skills to enable them to consider the effects of drugs on themselves and others; and
- make informed and responsible choices within the context of a healthy lifestyle.

## Exemplar Drug Education Presentations

### Key Stage 3

P.S.N.I. – Case Programme lessons on (i) Drug Awareness  
(ii) Alcohol & Solvent Misuse

### Key Stage 4

‘Don’t blow It’ – workshop on Abuse of Alcohol & Drugs.

Alcohol Anonymous – A talk on the ‘drug’ alcohol & the services the A.A. provides

Road Safety Presentations – Drink Driving

E.L.B. Presentations

P.S.N.I. – Case Programme lessons on Drugs and the Law.

### All Staff and Governors

Staff Training Programme

## Procedures for dealing with suspected drug related incidents

Fundamental to dealing with incidents of suspected drug misuse is the principle of *‘in loco parentis’*, and **Coleraine College** will always take the steps that would reasonably be expected of any parent to safeguard the well being and safety of all the pupils in their charge.

### 1. School Rules / Procedures

- School Rule No.5 i.e. *‘Use or possession of fireworks, alcoholic drinks, drugs, tobacco, organic solvents (including correction liquids such as Tippex) or any illegal substance is strictly prohibited. It will be an offence to be in the company of anyone using these materials.’*
- See Medical Policy regarding over-the-counter and prescribed medication.

- See Health and Safety Policy and Health and Safety Guidelines for Caretaking and Cleaning staff.

## 2. School's Responsibilities

The school's role is two fold: prevention and protection

Schools have a duty in law to:

- Teach drugs education, as part of their PD/Health Education programme;
- Publicise this drugs education policy in their prospectus;
- Inform the PSNI where they believe or suspect a pupil to be in possession of a "controlled drug" – if in any doubt about the nature of the substance, the PSNI should be informed. The PSNI should be informed where controlled drugs are found on the school premises;
- In circumstances where the misuse of solvents, alcohol or prescription medication is suspected it is recommended that the PSNI is notified;
- In exceptional circumstances, the police may interview a pupil on school premises, with the Principal's agreement. It is important that all possible efforts have been made by the school to inform the pupil's parents/guardians before allowing a police interview to take place without a parent/guardian.

## 3. Responses in the Event of a Suspected Drugs-Related Incident

- Any indications of illness/inappropriate behaviour as a result of suspected drug misuse should be brought to the attention of the Designated Teacher for Drugs. (No judgement should be made until the circumstances surrounding the incident have been determined.)
- Where it is considered that a pupil may have taken a substance suspected to be a drug, medical assistance should be sent for and the parents and police informed.
- The parents and police should be informed if appropriate.
- If a member of staff comes across a pupil in possession of what they believe to be a controlled drug, they should immediately attempt to take possession of the drug and escort the pupil(s) to the Designated Teacher.
- Where a pupil is suspected of concealing a controlled drug on their person or in their personal belongings, they may be **asked** to **voluntarily** turn out their pockets/schoolbags etc. A MEMBER OF STAFF SHOULD NEVER CARRY OUT A PHYSICAL SEARCH OF A PUPIL.
- If the pupil refuses, the parents/guardians and police should be contacted, if appropriate, to deal with the situation.
- A search of the pupil's personal belongings, including schoolbag, coat or other items should only be made with the pupil's consent. Such a search should be made in the presence of the pupil and another adult witness.

- School staff, by law, are permitted 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 member of staff should pass this and any associated paraphernalia to the Designated Teacher for drugs for subsequent removal to the PSNI. SCHOOL STAFF SHOULD NOT ATTEMPT TO ANALYSE OR TASTE AN UNIDENTIFIED SUBSTANCE.
- The pupil(s) concerned in a suspected drugs-related incident should be invited to remain in school under the supervision of appropriate members of staff (Designated Teacher for Drugs and/or the Principal and/or another member of staff of the same sex as the pupil concerned) until parents/guardians and police arrive.
- If the pupil refuses to remain, the school cannot, as a rule, detain a pupil against their will.
- School should make an initial phone call to the ELB Designated Officer to alert them to the incident and then make a full written factual record – See Appendix 4.

## **School Reponse**

- Every incident should be dealt with on its own merit i.e. is the incident, possession, possession with intent to supply with money/without money, or the supply of controlled drugs.
- Teachers can not and should not promise total confidentiality, with the boundaries of confidentiality being made clear to pupils.
- Pupils involved in any drug related incident could be disciplined by one or a number of the following sanctions:
  - A Behaviour Contract may be drawn up and agreed and signed by the pupil and the parent/guardian;
  - Internal exclusion;
  - Suspension or exclusion;
  - Permanent exclusion.

Any pupil involved in such a serious breach of discipline should be offered intensive drugs education delivered by the Advisory Teacher for Drugs and Alcohol ELB, “Don’t Blow It” organisation, CSIO and EWO.

# **EMERGENCY PROCEDURES FOR SUSPECTED DRUG-RELATED INCIDENTS**

## **PREVENTION OF NEEDLE-STICK INJURIES**

In the event of needles or syringes being found in the school ground -----  
**DO NOT TOUCH.**

Send for the caretaker who will deal with this situation.

He will use the Sharp Disposal System 11 which the school has purchased specifically to dispose safely of these potentially dangerous items. After collection they must be incinerated.

The kit is kept in the First Aid cupboard in the Medical Room.

## **SUSPECTED DRUG-RELATED CASUALTIES**

If a casualty is suspected of drug-related problems, they should be dealt with in the same way as other casualties i.e. Use the **D.R.A.B.C.** system.

- D** - Look for Danger e.g. needles or tablets which may be lying about or the casualty's possession.
- R** - Check for Response. Call casualty's name, if known. Shake gently if necessary. If casualty is unconscious send for help and stay with casualty. Emergency services should be contacted.
- A** - Check casualty's Airway. Place in recovery position to keep airway open.
- B** - Check Breathing and keep checking. It may be irregular.
- C** - Check pulse for Circulation. It may be weak or strong.

Staff who are trained in First Aid should assist, but they are First Aiders only.

Err on the side of caution. Take no chances with casualties. Emergency services would rather arrive and find a casualty who is all right than one who is badly injured.

The following is the current best advice of what to do if someone is in difficulty as a result of misusing drugs.

Reproduced from 'Illicit Drug Use in Northern Ireland – A Handbook for the Professionals' (2000) with the kind permission of the Health Promotion Agency for Northern Ireland.

- It is important to find out what has been taken as this could affect emergency aid, for example it will help the ambulance crew.
- If the person has taken a depressant drug, for example, solvents, alcohol, sleeping pills, painkillers, it is unlikely that they will be drowsy or unconscious. If the person is drowsy, it is important to try to keep them awake – by getting them to walk if possible, talking to them, or applying a cool damp cloth or towel to the back of their neck. They should not be given 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 airway if blocked, loosen clothing and call for an ambulance immediately. Keep checking on any changes to pulse and breathing rates.
- If they stop breathing, begin mouth-to-mouth resuscitation. 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 out loud slowly. If hyperventilation occurs – that is they can't control their breathing – get them to breathe in and out of a paper bag – if there is one available (not a plastic bag).
- If the person has taken LSD, they should be supervised in a darkened, quiet room to avoid sensory stimulation.
- 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 drugs and that the effects 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. This may take a long time depending on amount taken. If they show no signs of becoming calmer or they become hysterical, take them to hospital – explain calmly to the person what is happening – this will help decrease any feelings of panic.

The school will at all times give careful consideration as to how any information relating to an incident of suspected/confirmed drug use/misuse is communicated to staff, pupils and parents/guardians.

The parents/guardians of the pupil(s) directly involved in an incident of suspected drug use/misuse will be informed of the incident recognising that the future of a child or adult can be adversely affected. Confidentiality is of paramount importance in drug related incidents and subsequent outcomes.

## **Dealing with the Media**

If the school receives an enquiry from the media the caller will only be referred to the principal or, in the absence of the principal, a Vice-principal.

When responding to the media the privacy of the pupil(s), his/her family and/or any staff members will be respected at all times.

## **Monitoring and evaluation**

**Coleraine College** will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy. Information will be regularly collected from pupils and staff as part of the monitoring process, and this will then be evaluated against the aims and objectives of the policy at appropriate intervals.

## **Communication and Dissemination of Policy**

Policy included in New Intake Booklet/Prospectus and available to all Parents and Staff

Review of Policy after initial year – September 2010

# CHECKLIST FOR HANDLING SUSPECTED DRUG RELATED INCIDENTS IN SCHOOLS

This is a guide on the key procedures to undertake when a drug incident occurs in schools.

## **1. Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff. On finding a situation with a suspected substance:-**

- Get help immediately from another adult.
- Assess situation, to see if this is a life-threatening situation or not.

### ***If an emergency:-***

- If necessary contact an ambulance.
- Put person under the influence of the drugs in the recovery position.
- Ensure airways are cleared.
- Remove any other bystanders from the immediate vicinity.

### ***Then in all cases:-***

- Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.
- Ascertain which substances / drugs have been taken and how much.
- Secure all drugs and paraphernalia and give to the Principal / Designated teacher immediately, and lock them away.
- Contact the parents as soon as possible.

## **2. Ensure all incidents are properly investigated and recorded:-**

- Never accuse pupils of drug dealing/possession, these are alleged illicit substances until substantiated by the PSNI.
- Conduct search procedures according to school policy. (Never search personal belongings without permission. It is okay to search school property such as lockers, cupboards or desks)
- Ensure all drugs are safely and securely stored or destroyed, making sure that this is witnessed by another adult and recorded.
- Gather details and data from all the eye-witnesses at the scene.
- All statements and phone calls should be recorded, signed and dated.
- Record all information on official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign.
- Ensure the ELB incident form is filled in and returned to the Advisor for Pastoral Care
- Ensure that you follow all the procedures in your Schools Drugs Policy.

**3. Ensure appropriate individuals and agencies are informed and contacted as needed:-**

- ❑ Principal and Designated Drug Teacher.
- ❑ Parents / Guardians
- ❑ PSNI (CSIO\* or Uniform Branch)
- ❑ ELB Pastoral Care Advisor
- ❑ Chairperson initially and subsequently the Board of Governors.
- ❑ The Education Welfare Officer.
- ❑ No media statements, only the Principal should do this.
- ❑ Other pupils, parents and staff are only told on a need-to-know basis.

A pastoral / disciplinary response needs to be made by the school, balancing the need for compassion and the pupil's welfare with the need to send a clear message about illegal actions and behaviour and the impact on the school community.

\*CSIO is the Community and Schools Involvement Officer.

## APPENDIX 1

### Subject Contribution to Drug Awareness Programme

<b>Subject Area</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Years 11/12</b>	<b>Years 13/14</b>
PD/Citizenship/LLW	Worry/Fear/Anxiety Situations Case Programme – Drug, Alcohol and Solvent Misuse. ELB Presentation – ‘Being Me’.	Assertive Behaviour	Decision making	Right decisions Talking about drugs Drug Awareness Presentation	Life of Ecstasy Leah Betts video
SCIENCE		Dangers of smoking	Solvent Abuse	Addiction problems Drug & Solvent Abuse and Society Drugs in medical field e.g. chemotherapy	
AVCE HEALTH & SOCIAL CARE					Drugs and Pregnancy Health Promotion Campaign
R.E.	Self-esteem		Modern temptations	GCSE Syllabus	A2 R.E. – Abuse of body in I Corinthians.
MOTOR VEHICLE & ROAD USER STUDIES				Effects of drinking and drugs on driving	
LEARNING FOR LIFE AND WORK				Classification Health risks - drugs, smoking, and alcohol. Pressure and influences Attitudes, values, individual responsibility. Legal and illegal substances and their effects. Crime and legislation. Support services	

## APPENDIX 2

### **Paraphernalia:**

- Small bottles, pill boxes
- Twists of paper
- Cigarette lighters
- Spent matches
- Aerosols, butane gas refills
- Cigarette papers
- Roaches (ends of rolled up cigarettes)
- Needles
- Drugs themselves

## APPENDIX 3

### Main Types of Controlled Drugs by Class

#### The Misuse of Drugs Act (1971)

	<u>Class A</u>	<u>Class B</u>	<u>Class C</u>
<b>Principal drugs included</b>	Opium Heroin/methadone Cocaine/Crack LSD Ecstasy Magic mushrooms (processed) Cannabis oil (derived from herbal cannabis) Class B drugs prepared for injection	Amphetamines eg. Ritalin Barbiturates Codeine	Mild amphetamines Anabolic steroids Benzodiazepines (minor tranquillisers eg. temazepan, diazepam) Some stimulant, anti-depressant and anti-obesity medicines Cannabis resin Cannabis herb GHB (Gamma-hydroxy butyrate)
<b>Maximum penalties for possession</b>	7 years and/or a fine	5 years and/or a fine	2 years and/or a fine
<b>Maximum penalties for possession with intent/supply</b>	Life imprisonment and a fine	14 years and/or a fine	5 years and/or a fine 14 years (cannabis only)

Please note:

- Although a Class C drug the maximum penalty for supply/possession with intent of cannabis is 14 years.
- Magic mushrooms are not illegal to possess or eat in their raw state, but it is an offence to process them, dry them store them or use them in tea, stew etc.
- The above table refers to some commonly available drugs. It is not a complete list of controlled drugs.

#### Offences under the Misuse of Drugs Act (1971)

These include:

- **Possession** – to knowingly be in possession of a relatively small quantity of a controlled drug for personal use. What constitutes a small quantity is left to the discretion of the police.

- **Possession with intent to supply another person a controlled drug** – possessing a larger quantity of a drug or packaging it in a way that indicates it is going to be supplied to others.
- **Supplying another person a controlled drug** – giving or selling drugs to someone else including friends.
- **Supplying or offering to supply drug paraphernalia** – this includes equipment for smoking cannabis or crack cocaine, but needles and syringes are exempt.