



Drug Policy

Reviewed September 2017

For the purpose of this document the term 'drugs' includes tobacco, alcohol, over-the counter and prescribed medication, volatile substances and controlled drugs. Cedar Lodge School does not condone the misuse of drugs but recognises that there has been a considerable increase in the misuse 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 Cedar Lodge School 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.

Cedar Lodge School 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 the education of young people in and we make use of their expertise where possible 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 socioeconomic, 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 Designated Teacher for
Child Protection - Mr Wilmont.

Copies of the guidance on which this policy is based, Drugs: Guidance for Schools in N. Ireland 2004, are available from the Department of Education website www.deni.gov.uk

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. The UK Government has published an NPS resource pack for informal educators and practitioners. It is available on the C2k digital library, Equella.

You can find further information on NPS at www.drugscope.org.uk

Controlled substances are legally classified according to their benefit when used in medical treatment or harm if misused. The Misuse of Drugs Act sets out a range of substances that are controlled under the act. It is an offence 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.

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.

The CMO recommended that the Department of Education extend its current guidance to schools, which encourages them to implement a complete smoking ban on both internal and external premises, to include electronic cigarettes. Reflecting this advice, the Department issued Circular 2014/25 to all schools on 15 December 2014. You can find the Employing Authority's Smoking Policy for Schools (TNC 2000/3) at www.deni.gov.uk

For more information about tobacco and NRT, visit www.want2stop.info
For information on electronic cigarettes visit www.publichealth.hscni.net

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.

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.

The Designated Teacher for Child Protection (Mr P. Wilmont)

- 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.
- 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 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

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 pupils involved. The principal must ensure that in any incident involving a controlled substance there is close liaison with the PSNI. **Failure to inform the PSNI of a suspected incident involving controlled drugs is a criminal offence.**

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 EA
 - * 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, EA as appropriate.
- Review procedures and amend.

The Board of Governors

- Examine and approve the completed policy prior to its 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.

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.

The Building Supervisor and Cleaning Staff

- 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.

Legal responsibilities and involving the PSNI

Cedar Lodge School ensures that all staff are aware of their legal responsibilities. Cedar Lodge School 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.

Staff must be aware of the legal implications of:

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

Drug education has a place in the Personal, Social & Health Education programme and is supported by the pastoral care programme throughout the school. There are relevant subject programmes of study such as science, HE, PE, RE, LLW and other subject areas which also support Drugs education. Varied methods of delivery will be used including pupil-centred/active learning. The thrust will be on preventative education and there will be opportunities for special events eg. Drug awareness days. Assemblies will also be used to promote healthy lifestyles.

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 Cedar Lodge School 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.

A suspected drug related incident is described as:

- Illness/inappropriate behaviour
- An allegation of a suspected controlled drug related incident
- Possession, possession with intent to supply and supply of controlled drug.
- Finding drugs related paraphernalia
- Any of the above whilst on a school trip, on a school minibus or any authorised school activity.

Procedures Relating to Discipline and Counselling

Procedures should be carried out in line with the School's Behaviour Policy.

Actions by members of staff in the event of a suspected drugs-related incident:

1. Assess the situation and decide on action. Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff.
2. Secure first aid and send for additional staff if necessary. Put person under the influence of the drugs in the recovery position if necessary. Ensure airways are cleared. Send for an ambulance if necessary.
3. Gather details and data from all the eye-witnesses at the scene.
4. Remove any other bystanders from the immediate vicinity.
5. Make the situation safe for all students and other staff.
6. Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely. School staff are not permitted to search pupils' clothing or possessions. However, it is acceptable to ask the pupil to empty pockets and school bags. Staff may search school property such as lockers or desks.
7. Ascertain which substances / drugs have been taken and how much.
8. Secure all drugs and paraphernalia and give to the Designated teacher immediately, and lock them away.
9. Write a factual account and forward this to the Designated teacher.

Actions taken by Designated teacher:

1. Respond to first aiders advice and recommendations.
2. Inform parents/guardians immediately.
3. Take possession of any evidence.
4. Inform Principal.
5. Inform the relevant EA officer and CSIO
6. Take initial responsibility for students involved in the suspected incident
7. Complete an incident report form and forward this to the Principal.
8. All statements and phone calls should be recorded, signed and date.

Actions taken by the Principal:

1. Determine the circumstances from the reports.
2. Verify that the following people have been contacted: parents/guardians, Community and Schools Involvement Officer, EA Officer. Ensure the EA incident form is filled in and returned to the Advisor for Pastoral Care.
3. Inform the Board of Governors.
4. Agree pastoral and disciplinary responses including counselling services support.
5. Forward a copy of the incident report to the Chairman of the Board of Governors and the designated EA Officer.
6. Review policy and procedures if necessary in the light of experience.

A pastoral / disciplinary response will 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.

Confidentiality

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

The Management of Prescribed Medicines

At the start of the school year, parents must inform the school of any medical illness their child has by completing form AM1. If a pupil needs to take a prescribed medicine in school then form AM2 needs completed. The pupil must immediately give the medicine to the School Nurse who must store the medicine in a locked cupboard and ensure that only the pupil for whom the medicine is prescribed, takes the medicine. If the pupil only needs to carry the medicine eg inhaler, then form AM3 must be completed. If during the school year a pupil is given a prescribed medicine for a short term then a letter from the parent/guardian explaining the nature of the illness and the dosage required must be sent to the school with the pupil concerned.

The Management of Solvents

All members of staff are responsible for the safe storage and use of solvents in their classroom. Where possible they should be locked away when not in use. 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.