



Foyle Learning Community Common Drugs Policy

School Name: ST Joseph's Boys' School

Reviewed May 2015

Agreed SMT _____
Principal

Date: _____

Agreed BOG _____

Date: _____

Foyle Learning Community

Common Drugs Policy

RATIONALE

St Joseph's Boys' School 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 every day life.

We believe that this school has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include drugs education on our curriculum. This programme is delivered via whole school Health Education themes, Learning for Life & Work and Science.

St Joseph's Boys' 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.

Where appropriate, the implementation of this policy will operate in tandem with other relevant school policies including:

- *Pastoral Care;*
- *Child Protection;*
- *Critical Incident*
- *Anti-bullying Policy*
- *Health Education Policy*
- *Religious Education Policy*
- *Medicines Policy*
- *Health and Safety Policy*

DEFINITIONS

For the purpose of this policy the term ‘drugs’ will include any substance which, when taken, alters the way the body works or the way a person behaves, feels, sees or thinks.

As well as everyday substances such as tea and coffee, drugs include:

- Alcohol;
- Tobacco / e-cigarettes; NB: E-cigarettes are treated in the same way as ordinary cigarettes and their use is prohibited on school premises;
- ‘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, Heroin and Cocaine;
- Other substances such as amyl/butyl nitrite ('poppers') and legal highs as well as performance enhancing drugs.
- All other substances construed as 'legal highs' under current and future legislation.

ETHOS

We in St Joseph's Boys' School have a primary responsibility for the care, welfare and safety of the pupils in our charge. This ethos aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities in which all our young people can learn and develop their full potential.

AIMS AND OBJECTIVES

Aim

- Our ultimate aim is to protect young people from the harm associated with the use and misuse of drugs so that they will know how to make healthy, informed choices through increased knowledge, developing a positive self image, challenging their attitudes and developing and practising the skills needed to resist temptation.
- To promote a collaborative approach to drug education, policy and procedure across all participating post primary schools.

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 training and support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the agreed procedures are consistently and sensitively applied in all situations.
- To empower teaching staff through appropriate training and support to develop and deliver an effective drug education programme (where appropriate, further advice and support will be sought from the appropriate statutory/external agencies [see Appendix I]).
- To provide a drugs 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 / e-cigarettes, alcohol and volatile substances, within the context of a healthy lifestyle;

- 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 by referring to the appropriate external agencies at the discretion of the school (see Appendix I) whilst ensuring the support being offered is appropriate and not conflicting with support offered by other bodies.
- 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 a drug-free environment within the school site.

ROLES AND RESPONSIBILITIES

Pupils

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

Parents/Guardians

- 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.
- Support your son/daughter if they have become involved with 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 of necessary.
- Any information, substance or paraphernalia received should be forwarded to the designated teacher for drugs who may have to take immediate action.
- Staff cannot promise confidentiality and in the case of controlled drugs must pass this information to the designated Teacher for Drugs.

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.

The Designated Teacher for Drugs: Mr Paul Kealey

- 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.
- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding any suspected drug-related incident.
- Complete a suspected incident report and forward to the Principal.
- Ensure an awareness of parents in all aspects of drug education as appropriate.

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 EDUCATION AUTHORITY WESTERN REGION/CCMS
 - Social Services re: Child Protection Issue
 - 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 ensure a copy of the report is submitted to Board of Governors and EDUCATION AUTHORITY WESTERN REGION/CCMS as appropriate.
- Review procedures and amend as appropriate.

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 / e-cigarettes and alcohol, psychoactive substances, illegal drugs, prescription medication and volatile substance misuse and their appropriate disciplinary response.
- Agree in consultation with the principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.
- Designate a Governor to work with the Principal and designated teacher for drugs in relation to drug-related incidents and have accessed relevant training.

The Caretaker

- Be vigilant around and conduct regular checks of the school grounds for drug-related paraphernalia, and inform the designated teacher for drugs as appropriate.
- 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 drugs education programme. Each member of staff will be made aware of the problems, signs and symptoms of drug and solvent abuse and will have a responsibility to adhere to and promote this policy. The school will take every opportunity to inform and involve pupils and parents and where pupils are considered at particular risk from drug misuse, additional support from outside agencies will be considered.

DRUG EDUCATION PROGRAMME

The drug education programme in this school 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.

Development of Resources and Delivery of Programme

The taught programme will contain the following elements:

- It will provide accurate and up-to-date information on drugs and their effects on health and wellbeing;
- It will provide opportunities for pupils to grow in self-esteem and self-respect by:
 - developing a positive attitude about themselves;
 - becoming self-assertive;
 - making informed decisions;
 - becoming aware of different attitudes and values as far as drug-related issues are concerned.
- It will ensure that there is continuity and progression;
- It will ensure that teaching methods and content are appropriate to the age, ability and experience of the pupils.

The programme is specifically delivered through the taught curriculum in learning for life and work and science.

Whole school delivery of drug education also happens through Health Education external agencies such as Start 360, HURT and PSNI City West provide supporting information and delivery to the school's taught programmes.

PROCEDURES FOR DEALING WITH SUSPECTED DRUG-RELATED INCIDENTS

The following procedures are based on the fundamental principle that the school acts *'in loco parentis'* and the school will always take steps that would reasonably be expected of any parent/carer to safeguard the well being and safety of the pupils and staff in its charge.

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

If a pupil is found to have taken or be in possession of a legally or illegally held substance on the school premises, during school activities, on school trips or while representing the school then the following procedures should be followed.

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 assistance from another member of staff and send for a member of the SLT/SMT;
- Inform the Designated Teacher for Drugs/Child Protection as soon as is practicable (or Deputy Designated Teacher if applicable);
- Assess the situation to see whether or not it is a life threatening situation.

In an emergency:

1. If necessary contact an ambulance and/or seek member of staff with First Aid Training to administer emergency aid;
2. Remove any other bystanders from the immediate vicinity.

In all cases:

1. Carefully gather up any drugs/paraphernalia/evidence lying around being careful to take any appropriate safety precautions e.g. making use of latex gloves if necessary, and give to Designated Teacher for Drugs or an appropriate Senior Teacher for suitable secure storage. The storage location will be secure lockup.
2. Where possible contact parents/carers of the pupil(s) involved informing them that the PSNI will be contacted and also recommending that medical advice be sought.
3. The Designated Teacher for Drugs informs the local PSNI of the incident.

2. Ensure all incidents are properly investigated and recorded:

- Where appropriate pupil(s) should be taken to separate rooms under constant supervision by two members of staff;
- If there is a suspicion that a pupil has concealed illegal substances/legally held substances on his/her person or in his/her personal belongings:
 - Every effort should initially be made for that pupil to voluntarily produce the substance(s);
 - If the pupil refuses request the presence of parents;
 - If there is no resolution the PSNI will be called to deal with the situation;
 - At all times there should be two members of staff present.
- A member of staff may search a pupil's locker if he/she has reasonable cause to believe that it contains unlawful items, in the presence of another adult.
- Physical body searches must not be made by a member of staff. A search of a pupil's belongings, including schoolbag, coat or other items of personal property should only be made with the pupil's consent, in his/her presence and with another member of the teaching staff present.
- The Designated Teacher Mr Paul Kealey shall investigate, taking statements from eyewitnesses and write a report on the incident. In light of the report the Principal shall take further action in line with the school's Positive Behaviour Management Policy. The Principal shall inform the Chairperson of the Board of Governors as soon as practicable.
- When the media are involved, the Principal will deal with the matter.

LEGAL RESPONSIBILITIES AND INVOLVING THE PSNI

The Schools legal responsibilities :

- Schools must ensure that all staff is aware of their legal responsibilities.
- Schools must notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed.
- Failure to notify 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.
- Discovering a young person is involved in supplying a controlled drug.

PROCEDURES FOR THE ADMINISTRATION OF PRESCRIBED MEDICINE

These procedures are outlined separately in the Schools Administration of Medicine Policy and link closely with the school's Pastoral Care Policy.

COMMUNICATION AND DISSEMINATION OF POLICY

- **Dissemination**

Through comprehensive drugs education, the school aims to help pupils understand the personal and social risks and the implications of drug-taking.

The school will ensure that drugs education will be provided for all students via the Pastoral Programme, Personal Development Programme, Religious Education Programme, Health Education Programme and, where practicable, through all relevant areas of the curriculum. Appropriate information (relevant to each Key Stage) will also be included within Homework Diaries.

Communication

All staff (including substitute staff) will be issued with this policy and informed of school procedures in relation to the Misuse/Use of Drugs. At the same time the school will take every opportunity to inform and involve parents. The school's Drug Policy will be communicated to parents annually with start up information and will also be available on the school website. It will also be made available to parents on written request. Parents will also be kept informed on drugs related issues as appropriate. Parents are also encouraged to contact school if they have any concerns.

MONITORING AND EVALUATION

The policy will be formally reviewed every two years while the school's Programme for Drugs Education will be reviewed on an annual basis by designated members of staff. Following a drug-related incident the Principal and relevant personnel will meet to ensure that the Policy still meets the individual and collective needs of the school.

The school 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, staff and parents as part of the monitoring process. The insights gained from such reviews will then be evaluated against the aims and objectives of the policy at appropriate intervals. The school will endeavour to keep up to date and informed by developments and publications from relevant and amend this policy where appropriate.

This policy was agreed on May 2015

SMT & PRINCIPAL

BOG Chairperson

APPENDIX I

Community groups / External Agencies

Community group / External Agency	Contact person	Telephone number / email	Purpose / Comment
Alcohol and Drugs Service – Foyle Trust		028 71865239	Drugs & Alcohol
Beacon day support		Beacon day support 02871269677	
Behaviour Support Unit, Knockavoe	Clare Meehan	Knockavoe Resource Centre 10A Melmount Gdns, Melmount Rd Strabane. 71883319	1-to-1 behaviour support for pupil Staff Training
C.H.I.L.L. Drugs and Alcohol Project		028 71862540	Drugs & Alcohol
Cast Ministries	Niall McNally	07973253058 niall@castministries.com	Year 14 Retreats Year 12 Life Conference
Child&FamilyTeam (Woodlea House)	Julie Conwell / Gillian Moore	71 865238	Support for SEN / CP pupils
CPSSS- E A Western Division	Martin McQuaid	02882 411480	CP Advice-E A Western Division
Start 360	(School Contact) Angie O’Doherty	028 71371162 info@opportunity-youth.org or www.ascert.biz	www.daisy.uk.net Drugs & Alcohol Accessed through GSAP
Dromantine Retreat Centre Retreat Team	Mark McConnellogue Fr.Michael McGavigan	30821964	Spiritual guidance
Educational Psychology Service,E A Western Division	School EP.	71864780	Advice and SEN referrals
EWS	Michael Leonard EWO Conan Murray EWO	02871 272346 07748150388 michael.leonard@eani.org.uk conan.murray@eani.org.uk	Attendance / Welfare Concerns
Extern		8-14 Bishop Street, Derry BT48 6PW (028) 7126 2104	Family and individual pupil support http://www.extern.org/
FACT Programme	Michaela O’Hagan	Contact St Joseph’s Boys’ School	Family Support / individual pupil support
School Nursing	Jackie Wade	028 71865104 jackie.wade@westerntrust.hscni.net	Health Medicines / Medical Advice
Family Advice Centre		028 71372006 derry@pachelp.org	www.pachelp.org
Familyworks Schools Counselling Service	Simona Haessler Counsellor Miss A Shiels Pupil Service	Service-emailinfo@familyworksni.com www.familyworksni.co.uk	Pupil Counselling Service Pupil Services Coordinator St Joseph’s Boys’ School
Foster Care Associates		71 343088	
FRANK		0800 77 66 00 www.talktofrank.com/form.aspx?id=3217	www.talktofrank.com Drugs & Alcohol

Community group / External Agency	Contact person	Telephone number / email	Purpose / Comment
Gateway	Duty Social Worker	71 314090 /71 314091 fax duty.team@westerntrust.hscni.net	Duty & Initial Assessment Team, Social Services - CP
School Chaplain	Fr P Lagan	71 262894 Parochial House St Eugenes Cathedral	Spiritual advice/ guidance
Gideon International	Alastair Craig	9 Cherryburn Gardens Kilfennan, Derry BT47 5PX	Year 8 Bibles
Greater Shantallow Area Partnership (GSAP)	Angela McIntyre	71 358787 07826866463	Concerns about pupil welfare or well-being
HIDDEN HARM		028 71273972 info@hiddenharm-divert.com	http://www.hiddenharm-divert.com Drugs & Alcohol
HURT	Sadie O'Reilly	028 7136 9696 Sadie@hurtni.org	www.hurt.org.uk Drugs & Alcohol
KNOW YOUR LIMITS			www.knowyourlimits.info Drugs & Alcohol
Lifeline HELPLINE	www.lifelinehelpline.info Drugs & Alcohol	0808 808 8000	24hr support for those in distress /despair
Limavady FIS		77 761100	SS - Family intervention CP
Looked After Team		71 272106	CP
Millennium Volunteers Scheme		028 9023 2020	enhance and support volunteering across N Ireland
MIND YOUR HEAD		028 90311611	www.mindingyourhead.info Drugs & Alcohol
Nexus	Mary McLaughlin	71 260566 07803625281	counselling & support to survivors of sexual abuse / violence
North West Counselling		028 71813587 info@northwestcounselling.co.uk	www.northwestcounselling.co.uk Drugs & Alcohol
Northlands Treatment Centre		028 71313232 info@northlands.org.uk	www.northlands.org.uk Drugs & Alcohol
NSPCC		71 312187	
Off The Streets Community Youth Initiative		028 71358048 offthestreetsinitiative@hotmail.com	www.offthestreets.org
Parents' Advice Centre (support and advice for parents re alcohol)		0808 8010 722 northandwest@parentshelpline.org.uk	www.parentsadvicecentre.org
Pieta (centre for the prevention of self-harm or suicide)	Pieta House, Lucan Road, Lucan, Co Dublin	00353 1 6010000 mary@pieta.ie	www.pieta.ie

Community group / External Agency	Contact person	Telephone number / email	Purpose / Comment
PSNI 08456008000 will connect you to your local police station		PSNI 08456008000	will connect you to your local police station
PUBLIC HEALTH AGENCY		028 90311611	http://www.publichealth.hscni.net
Reach Across	Barney McGuigan	71280048	Community Relations
Rosstown FIS		71 314200 71 314262 fax	SS - CP
SAMARITANS		0845 90 90 90 jo@samaritans.org	http://www.samaritans.org
Shantallow FIS		71 351350 71 355024 fax	SS - CP
Sixteen plus Pathway Team		71 312044	SS - CP
Strabane FIS		71 381600	SS - CP
Strand Road Abuse Unit	PSNI	71 861355	CAIT- PSNI
Teen link	Kath Malcom	08009171414 / 02871 416800 hello@teenlink.co.uk	Young people affected by Domestic abuse
Thornhill Centre Ministries	Sr Perpetua McNulty	028 7135 1233 thornhillcentre@derrydiocese.org	Year 10 & Year 12 Retreats Spiritual Advice / Guidance
Women's Aid – Foyle	Marie Brown	028 7128 0060 / marie.brown@foylewomensaid.org	http://www.foylewomensaidni.com
Youth Initiatives - cross community youth work	<u>JONNY EWAN</u> (L/Derry)	jonny@youthinitiatives.com 02890 301174	Reconciliation through the discovery and renewal of Christian faith in daily life.
ZEST Self Harm Counselling	15A Queen Street, Derry	028 71266999 71 364175	www.zestni.org self-harm counselling
Family First Hub	Claire Gallagher OLT/ Creggan Day Centre	71373870	Signposting additional support

Appendix 2

We will endeavour to keep up to date with any relevant documentation that is published by relevant statutory/external agencies. These include current documentation such as:

New Strategic Direction for Alcohol and Drugs;
<http://www.dhsspsni.gov.uk/nsdad-finalversion-may06.pdf>

Drugs and Alcohol Service Directory.

Get Help for the Person.

Psychoactive Substances – Young Persons Leaflet. Pdf;
Legal Highs you never know what you are getting – Poster. Pdf; NPS factsheet May 2016.pdf

Appendix 3

DE References /Circulars /websites

Circular no.	Circular name
2015/23	<p><u>Drugs Guidance</u> This Circular advises school authorities about revised drugs guidance produced by CCEA on behalf of DENI. http://ccea.org.uk/curriculum/drugsguidance www.deni.gov.uk Employing Authority's Smoking Policy For Schools. www.publichealth.hscni.net Stopping Smoking Made Easier. www.ccea.org.uk Summary of relevant legislation and school's legal responsibilities.</p>
2014/27	<p><u>Managing Information on Persons who Pose a Risk to Pupils (PDF 79 KB)</u> This Circular provides guidance for schools on managing information about persons who may pose a risk to pupils.</p>
2014/25	<p><u>Encouraging a Smoke Free and E Cigarette Free Environment in Schools and Youth Organisations (PDF 245 KB)</u> This Circular encourages schools and youth organisations to extend the ban on smoking on school and youth premises to include a ban on the use of e-cigarettes. (English Version) <u>EOTAS Guidance (PDF 43 KB)</u></p>
2014/24	<p>This Circular provides guidance and advice for Principals and Boards of Governors in relation to the operation of Education Otherwise Than At School (EOTAS) provisions by the Education and Library Boards. <u>Pastoral Care in Schools: Child Protection (PDF 27 KB)</u></p>
1999/10	<p>This circular is to advise schools of the publication of the Department of Education's guidance on child protection, 'Pastoral Care in Schools: Child Protection'. <u>Pastoral Care: Guidance on the Use of Reasonable Force to Restrain or Control Pupils (PDF 186 KB)</u></p>
1999/09	<p>This circular provides clarification and guidance on the use of reasonable force, by teachers and other authorised staff to restrain or control pupils in certain circumstances. It gives guidance about who can use reasonable force, when it is appropriate to use it, and the procedures for recording incidents where reasonable force was used. The circular also advises that schools should have a written policy about the use of reasonable force which should be made known to parents.</p>



Appendix 4

Helplines

Re-Solv National Helpline	0808 800 2345
Childline	0800 1111
NSPCC	0808 800 5000
Chalky Freephone Helpline	0808 808 5678
Al-Anon	028 9024 3489
Youthline	0808 808 8000
FRANK	03001236600

SOME OTHER USEFUL WEBSITES

www.drugsandalcoholni.info

www.mindingyourhead.info

If you have anything on your mind, take the first step and talk to someone.

www.niyouthinfo.org

Youth information website providing resources and forum on youth issues, age 14-25.

www.youthlifebtik.com

Helping young people who have experienced the death, divorce or separation of their parents.

www.wrecked.co.uk

Website about alcohol aimed at young people.

www.alcoholics-anonymous.org.uk

Listings and information on AA in UK and Ireland.

www.conexions-direct.com

Providing information on careers, health, money relationships and rights.

www.nspcc.org

This organisation also provides a school counselling service available to all pupils if required.

www.childline.org.uk

www.fasalonline.org

Information for young people, parents and carers on drugs and suicide and self-harm.

www.help4kids.co.uk

Information for professionals and young people on a range of issues.

www.samaritans.org

Information on a range of mental health issues.

www.thinkthrough.org.uk

Public Health Agency website giving information on sex and relationships.

www.u-2you.net

Interactive information website.

www.youngminds.org.uk

Website providing information re emotional health and wellbeing of children and young people.

www.want2stop.info

www.publichealth.hscni.net

www.ccea.org.uk Dealing with Young People's Alcohol and other Drug Misuse - a guide for parents/ carers.

www.talktofrank.com

www.thesite.org/drinkanddrugs

www.nhs.uk Livewell/Pages/Topics.aspx

www.familysupportni.gov.uk

www.publichealth.hscni.net

Appendix 5

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 _____

Appendix 5A

Description of the Incident: _____

Actions taken: _____

Incident form completed by: _____

Date: _____

Appendix 6

Recognising Signs of Substance Use

What to look out for

If someone is having a bad time on drugs, they may be:

- anxious;
- tense;
- panicky;
- overheated and dehydrated;
- drowsy; or
- having difficulty with breathing.

What to do

- The first things you should do are:
- stay calm;
- calm them and be reassuring, don't scare them or chase after them;
- try to find out what they've taken;
- and stay with them.

If they are anxious, tense or panicky, you should:

- sit them in a quiet and calm room;
- keep them away from crowds, bright lights and loud noises;
- tell them to take slow deep breaths; and
- stay with them.

If they are **really drowsy**, you should:

- sit them in a quiet place and keep them awake;
- if they become unconscious or don't respond, call an ambulance immediately and place them in the recovery position;
- don't scare them, shout at them or shock them;
- don't give them coffee to wake them up; and
- don't put them in a cold shower to 'wake them up'.

If they are **unconscious** or having difficulty breathing, you should:

- immediately phone for an ambulance;
- place them into the recovery position;
- stay with them until the ambulance arrives; and
- if you know what drug they've taken, tell the ambulance crew; this can help make sure that they get the right treatment straight away.

Appendix 7

Emergency Procedures

This is the current best advice on what to do if someone is in difficulty because of misusing drugs:

- It is important to find out what they have taken as this could affect emergency aid, for example it will help the ambulance crew. Loosen clothing and call for an ambulance immediately.
- If the person has taken a depressant substance, for example solvents, alcohol, sleeping pills or painkillers, it is likely that they will be drowsy or unconscious. If the person is drowsy, it is important to try to keep them awake by talking to them or applying a cool damp cloth or towel to the back of their neck. You should not give them 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 their airway if blocked and keep checking on any changes to pulse and breathing rates.
- If they stop breathing, begin mouth-to-mouth resuscitation, starting with chest compressions. (If you have not been trained in CPR or are worried about giving mouth-to-mouth resuscitation to a stranger, you can do chest compression-only (or hands-only) CPR). 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 aloud slowly. If they start to hyperventilate – that is they can't control their breathing – ask them to breathe in and out of a paper (not a plastic) bag, if there is one available.
- 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 substance and that these 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 until the ambulance arrives.

Appendix 8

Referral Pathway for Specified School Incidents

Type of incident:

--

Internal Staff referral:

Refer incident to:

a)

--

b)

--

Contact Details of Relevant Agencies or Personnel

Entry No.	
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Name of Agency	Name of Contact	Address

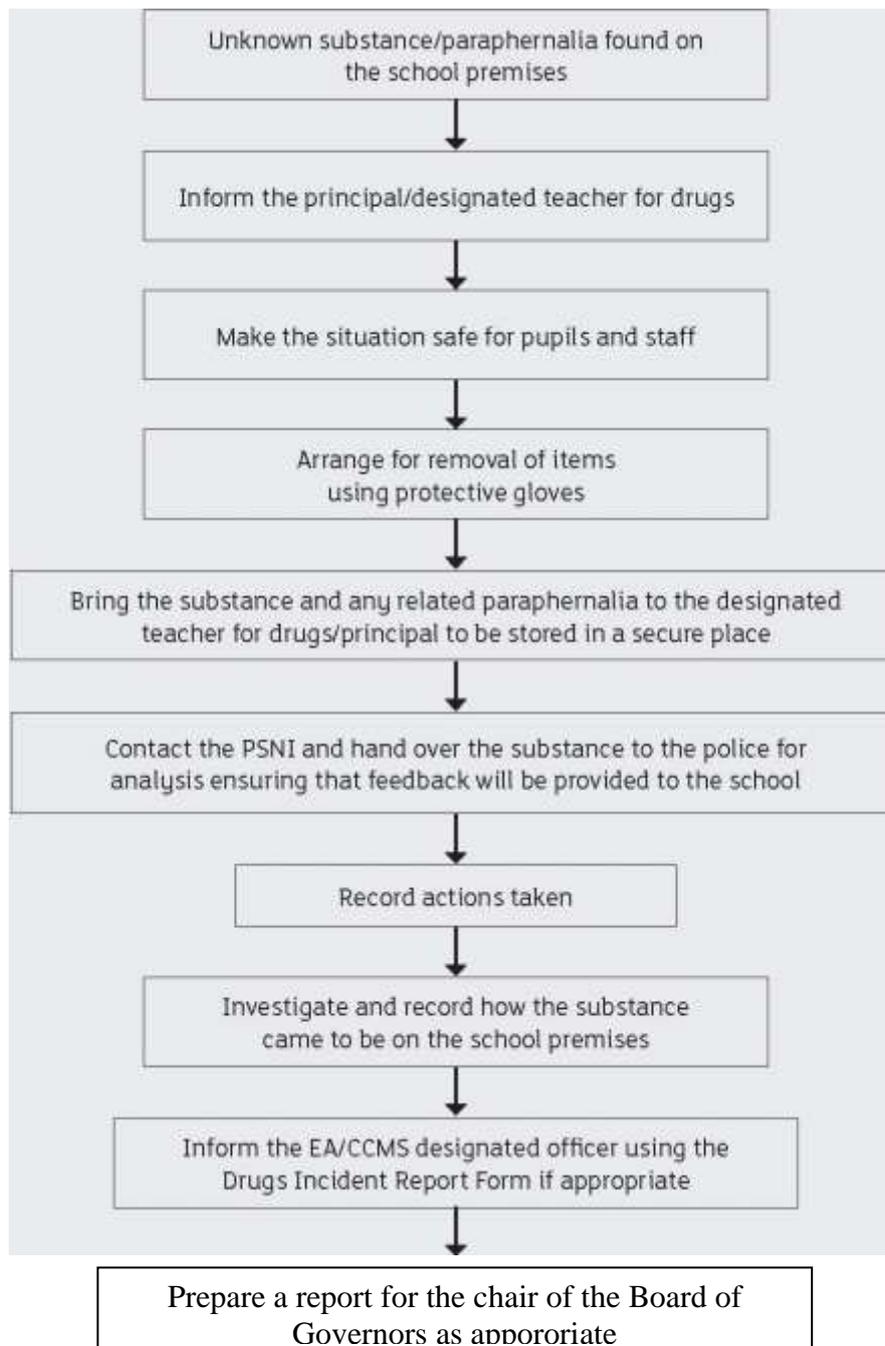
Relevant Details

Contact Number	Email Address

Appendix 9

Handling Drug-Related Incidents

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



Appendix 10

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