**Carnaghts Primary School**

**Drugs & Medication Policy 2019**

**Introduction**

**Ethos**

Carnaghts Primary School has been a long established school within the Ballymena area. Many of our current pupils have had parents and grandparents attending here, therefore there is a strong family atmosphere with many past pupils becoming involved in the life of the school again. Everyone associated with the school is fully committed to the well-being and development of the pupils. We continually work upon developing the children’s level of confidence and self-esteem. School and class rules are set within a positive context and give children goals to work towards.

**Rationale**

We recognise that children are being exposed to drugs at a younger age and are now more drug literate due to contact with older children, popular music, television programmes, children’s magazines and through the increasing availability of drugs in general. Drugs education is therefore a statutory requirement for all schools and recent research has shown that such education is beneficial in preventing some children from experimenting with drugs. We accept that despite our efforts it is probable that some of our pupils may go on to use drugs as we realise that school is not the only influence on the lives of our pupils. The responsibility of the family, the community and the church should not be underestimated in this context.

**Definition**

A drug is “any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.”

. This policy addresses the use of legal, illicit and illegal drugs.

* Alcohol and tobacco
* ‘Over-the -counter’ medicines, such as Paracetamol
* Prescribed drugs, i.e.; those which are issued on prescription by a doctor e.g. antibiotics to treat infections and benzodiazepines (tranquillisers) to control insomnia
* Illicit substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glue and petrol and Poppers (amyl/butyl nitrate)
* Illegal /controlled drugs, such as Cannabis, LSD, Ecstasy, Amphetamine Sulphate (speed), Magic Mushrooms, Heroin and Cocaine

**Aims of Drugs Education Policy**

Our policy seeks to ensure a consistent approach by all members of staff, to develop an effective partnership with parents and to provide a clear statement to all as to how any incident should be addressed. It is hoped that this policy will ensure our children acquire the knowledge, understanding and skills to help them to make the right decisions to live a healthy lifestyle.

The central tenet of our drugs policy will be to deliver an appropriate preventative programme of guidance and education. Children will be taught real facts about tobacco, alcohol, drugs and solvent abuse and over the counter medicines, at an appropriate level.

Statistics have shown that children/young people have responded to the messages received from the non-smoking campaign and it is presumed that the same should follow Drug Education.

Our Policy will include the following aims:

* To ensure a consistent approach by all staff to drug education and in the handling of drug related incidents.
* To implement a drugs education programme within the school curriculum through PDMU.
* To develop procedures for addressing any drug related issue.
* To develop procedures for managing specific drug related incidents.

**Development and Implementation**

**Roles and responsibilities**

The Principal, Mr Henderson will:

* Determine (not investigate) all incidents involving drugs. (The PSNI will investigate)
* To contact the parents and or guardians of any pupils involved in any drugs-related incident.
* Ask pupils voluntarily to turn out his/her belongings in the presence of a witness. Teachers will not search a person or personal property.
* Liaise closely with the PSNI
* Inform the Board of Governors about the incident, and
* Agree with them any appropriate pastoral or disciplinary measures to be taken
* Store or dispose of any drug or drug related paraphernalia
* Report the incident to the appropriate authorities at the EA

In addition to this, as Principal, his responsibilities will be to:

* Liaise with other bodies in relation to agencies working in the school (PSNI, counselling groups etc.)
* Co-ordinate school’s procedures for handling any drug-related incident in school
* Receive & secure any substances found in school
* Liaise with other staff on drugs matter
* Recognise the need for staff training re first-aid skills necessary to cope with a pupil under the influence of drugs
* Ensure all staff are aware of emergency procedures and implementing the other parts of the policy.
* Ensure that an effective programme of study is being taught.

Following any incident, the school may wish to amend the programme.

The responsibilities of all other staff will be to:

* be trained in emergency procedures
* be able to take control of any drug related issue, if they are the first to become involved by filling in a **Note of Concern** as for any Child Protection issue.

**Overview of our Drug Education Programme**

The over-riding aim of our drugs education policy is to equip our children to make wise and informed decisions in an ever-changing society. We seek to achieve this by providing opportunities for our children to acquire the knowledge, understanding and skills, which will enable them to make these decisions, and in doing so adopt a safe and healthy lifestyle in a society where drugs are readily available.

Our programme, at the moment, is delivered mostly through PDMU and any other appropriate subjects. In order to be most beneficial a range of methodologies should be used so that it might be possible to start where the children are and assess their knowledge of this area. Active learning methodologies such as discussion, debates, circle time, role-play etc. will be used. These will also help develop their decision-making and thinking skills.

Some aims of our programme are:-

* To inform children of the effects of drug abuse and provide accurate and up to date information on drugs and their effects on health
* To establish skills and behaviour which enable children to communicate effectively, assert themselves and take responsible decisions
* To help pupils acquire skills in managing peer pressure
* To create a climate where pupils feel happy to discuss drugs.
* To build up the self-esteem and confidence of our children
* To help our children to identify and understand the pressures and influences which could have a serious consequence for their health and well-being
* To ensure progression and continuity in knowledge and understanding, matching these to the age, maturity and circumstances of the pupils concerned

Staff will follow a preventative approach to the Drugs Education Programme while employing active, pupil-centred teaching methods where appropriate.

**Smoking and Alcohol Use within school grounds and at gates**

**Carnaghts Primary School is a smoke and alcohol free zone.** For issues relating to staff use of alcohol and tobacco we refer them to “Drugs and Alcohol in the Workplace” which is available from the Principal.

**Communicating the Policy to Parents and other Relevant Agencies**

Parents will have access to this information at any time. Their views and ideas will be welcomed whenever the policy is being reviewed.

The Board of Governors is fully aware of the policy and the discipline measures to be followed.

All outside agencies will be made aware of the policy to ensure that what they offer is part of the ongoing drugs programme and is always appropriate.

**Procedures for managing drug-related incidents**

The procedures for dealing with drugs related incidents are clearly laid out as Appendices 1, 2, 3 and 4. All our staff are familiar with these approaches and know whom to contact and what to do when;

1. Suspected substance is found in the school grounds

2. A pupil is suspected of possessing/distributing an illegal substance

3. A pupil suspected of having taken drugs in school

4. Emergency aid is necessary

It is a statutory requirement that the PSNI is informed in all cases where it has been alleged or suspected that a pupil has a controlled drug in their possession or if such a drug has been found in the school grounds.

Special consideration should be given to the following:-

1. Detaining a Pupil

In the instance of an uncooperative pupil and the member of staff has reasonable grounds to suspect that the pupil has in their possession or has taken an illegal drug, then they can ask the child to remain until the parents come or use reasonable force to detain the child as they have a duty of protection as a result of being *in loco parentis*. This will be done in the presence of another member of staff and in accordance with guidance in the Safe Handling section of this document.

2. Searching

Where a teacher may have reasonable grounds for suspicion, they may search

any property belonging to the school, e.g. a cupboard or desk. They may ask

child to turn out the contents of a bag or pocket and with the pupil’s consent

may search these in the presence of the pupil and another adult. If the pupil

refuses, the police and parents will be called. Only members of the PSNI have

the right to carry out a physical search of the pupil.

3. Confidentiality

Teachers cannot and should not promise total confidentiality. These boundaries should be made clear to the pupils. In the case of information revealed about controlled drugs, this must be passed on to the designated teacher for drugs. Any visitor to the school must also follow these directions. The PSNI should be notified in all incidences where it has been alleged or suspected that the pupil has in their possession or has taken an illegal drug.

**Disciplinary Measures**

It is not appropriate to prescribe specific sanctions for drug-related incidents. The Principal will decide how to respond to any such incident after taking into account a range of factors such as: -

* Age of pupil
* What was the motivation?
* Was there peer pressure?
* Is it a first or subsequent offence?
* Quantity of drug
* Is the drug legal/illegal?

At all times we will consider the needs of individual pupils and support mechanisms will be put into place, such as appropriate counselling from the appropriate agency.

The school will expect the support and co-operation of parents in dealing with any drug-related incident.

**Procedures for using outside agencies**

* Activities undertaken by any visitor will **complement** the ongoing programme in the school.
* The teacher will undertake preparation for and follow up activities.
* The teacher will always be present in the room when a visitor is taking the class.
* The agency should have a clear set of Learning Intentions for the lesson.
* Resources should be appropriate.
* A copy of the policy will be given to any visitors in the classroom.
* Pupils, teacher and visitor will carry out evaluation of the lesson.
* Any criminal activity revealed to either teacher or visitor must be passed on to the Designated Teacher and a Note of Concern completed.

**Emergency First Aid Procedures**

See Appendix 4

**Managements of hazardous substances in school**

All solvents, glues and cleaning materials on the school premises will be safely and appropriately stored (see Risk Assessments)

* All cleaning materials must be labelled and stored neatly
* All chemicals must be stored in their original containers
* The doors to storerooms must be kept locked at all times when not in use.

Teachers will be responsible for the distribution and supervision of glues etc in the classroom. Such items should be stored in a locked cupboard to which only the teacher has access. Dangerous solvents such as Tipp-ex thinners will be banned for use by pupils. In the event of an illegal substance being found, the Principal will arrange for safe storage until it can be handed over to the police.

**Guidelines on Administration of Medicines**

As far as possible, children should be given medicine at home before they come to school. If a parent wishes a child to have medicine (e.g. antibiotics) during the school day, they either may come to school and administer the medicine themselves at a mutually convenient time or come to an arrangement with the Principal. In all cases, written consent should be given by the parent to the school in the form of a signed note indicating method and time of administration as well as dosage of the medication. A parent/guardian/carer must bring the medicine and the note to a member of staff on arrival and fill in the appropriate form available from the Hygiene Room.

If there is an ongoing medical need where a child needs to have medication administered on a regular basis, again the Principal should be contacted in order that some arrangement can be made. Parents need to fill in a consent form outlining the full details of the medication and emergency contacts. This form is available from the school office.

**Monitoring and evaluation**

**Review of policy and procedures**

This policy will be constantly monitored. It will be reviewed and evaluated not only immediately following any incident but every two years when staff, pupils, parents, governors and any other relevant agencies will be consulted and any necessary changes will be implemented.

**Evaluation of Drugs Education Programme**

Both the Principal and the class teachers will monitor the Drugs Education Programme. Feedback will be taken from teachers and pupils. Parents may also contribute to this. Evaluation will follow after each module delivered and any changes deemed necessary will be implemented.

**Appendices**

**Appendix 1 Finding a substance on the school premises**

**Appendix 2 Pupil suspected of possessing/distributing an illegal substance**

**Appendix 3 Pupil suspected of having taken drugs in school**

**Appendix 4 Emergency First Aid**

**Appendix 5 Drugs Incident Report Form**

**APPENDIX 1**

Finding a substance on the school premises

Unknown substance found on the school premises

Carefully lift it – do not taste it or handle with cut

or scratched hands – PPE (gloves) must be worn.

Bring it to the Principal or the Designated Teacher to be stored in secure place (School safe)

Inform the Chair of Governors & the Governor for Child Protection. Inform PSNI & hand the substance to the police for analysis – ensuring feedback.

Inform the Education Authority & parents (if concerning a child).

#### Record action taken on the Note of Concern

Investigate how the substance came to be on the school premises so to prevent further instances.

Follow any further guidelines form authorities

#### Prepare a report for the

Board of Governors

**APPENDIX 2**

**Pupil suspected of possessing/distributing an illegal substance**

**NO**

**YES**

Write a detailed report of the incident including action taken

## Inform parents

Inform the parents

Will the pupil be cooperative?

Contact the local PSNI if anything is found or you still have suspicions

Conduct the search procedures according to the school policy

Detain the pupil and phone for the police

Bring pupil to the Principal/Designated Teacher along with his schoolbag and other possessions

Inform Governors & EA

Decide on disciplinary measures

Arrange for counselling of the pupil

**APPENDIX 3**

**Pupil suspected of having taken drugs in school**

**NO**

Place him in the recovery position

**YES**

Inform Principal & Designated Teacher

Stay with pupil and send someone to phone for an ambulance

## Decide on the disciplinary measures

Write a detailed report of the incident including action taken

Inform EA

Try to find what substance has been taken and how much of it

**Yes/Possibly**

Contact the local PSNI

Inform the pupil’s parents and designated Governor

###### *No*O

Conduct the search procedures according to the school policy

Arrange for counselling for the pupil

Try to find what substance has been taken and how much of it

Contact parents and send to hospital

Inform the Board of Governors

Administer First Aid,

if appropriate

Inform the pupil’s parents

**Appendix 4 Emergency First Aid**

1. Find out what has been taken as this could affect emergency aid and call staff trained in First Aid.
2. If pupil has taken a depressant drug, they will become drowsy or unconscious. If drowsy, it is important to keep them awake. Use a damp cloth to the back of their neck, or get them to walk.
3. Do not give anything to eat or drink as this could lead to vomiting or choking.
4. If they become unconscious, put them in the recovery position, clear airway if blocked and call an ambulance immediately.
5. If they stop breathing, begin mouth-to-mouth resuscitation.
6. Stay with the person until the ambulance arrives. Tell them all the facts, including what they have taken.
7. If the pupil has taken a stimulant and show signs of distress, keep them calm and reassure them until the ambulance comes. Get them to breathe in and out slowly.

**APPENDIX 5**

**Drugs Incident Report Form – completed in addition to Note of Concern**

Name of Pupil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Disciplinary/pastoral/other response

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DESCRIPTION OF THE INCIDENT and ACTION TAKEN

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Form completed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_