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DRUGS EDUCATION POLICY

January 2023

**BELFAST
ROYAL
ACADEMY**

Title	Drugs Education Policy
Summary	Guidance for all stakeholders: The ethos of the School in the context of drugs.
Purpose	To ensure that all pupils, parents and staff are aware of the Drugs Policy and procedures for any incident involving drugs in the School.
Operational Date	January 2023
Next Review Date	August 2024
Author	Vice Principal (Pastoral)

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THE SCHOOL ETHOS

Belfast Royal Academy is a large co-educational, non-denominational, voluntary grammar school which provides an academic and pastoral programme designed so that every pupil may achieve their full potential.

The school provides a secure and stimulating environment that encourages pupils to be conscious of health and safety issues and to exercise responsibility.

Central to pastoral care in the School is the building of strong relationships and the fostering of mutual respect between staff and pupils. Respect for diversity, and the valuing of all members of the school community as equals, are at the heart of the School's ethos.

There is also good liaison with parents, outside agencies and specialist services to advise, support and contribute to the promotion of health within the School.

The School formulates, implements and reviews regularly a range of pastoral policies, including its Drugs Education Policy.

INTRODUCTION

The School's Drugs Education Policy is a statutory document, in accordance with Drugs: Guidance for Schools in Northern Ireland Revised Edition 2015. The policy follows the guidance given in the CCEA Drug Education Policy Document. Our School believes that the misuse of drugs endangers not only our pupils but also affects the wider community in which we live. It is the School's responsibility to ensure the health and safety of the young people while they are in our care, and we also strive to promote their personal and social well-being.

Drug misuse undermines this and hinders the development of the young person. The policy provides a focus for the School to consider how drug education should be implemented and developed within the curriculum. The policy outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for positive involvement in issues surrounding drugs. The policy should form an integral part of the Personal Development strand of Learning for Life and Work in the post-primary curriculum.

RATIONALE

Belfast Royal Academy recognises that young people today are exposed to the risks associated with the existing drug culture in society. Young children are exposed to messages about drug use from an early age. The messages they receive from television and the media tend to glamorise the use of drugs. They are likely to have seen people using tobacco-related products, e-cigarettes, alcohol, prescribed medication in real life and may even be aware of drug misuse in their locality, hence it is important that they are educated as to the side effects and risks of drug use.

The School wishes to promote the development of the 'whole person' which encompasses physical, mental, emotional, social and environmental health; by equipping pupils with the knowledge, skills, attitudes and values to handle their lives effectively in the present and prepare them for adulthood.

Research cites personal inadequacy, a lack of self-esteem and peer pressure as the main reasons for drug misuse among young people. This places a responsibility on the school to 'better prepare young people for adult life' -Education Reform [NI] Order 1989.

Drugs education should therefore form an integral part of the school curriculum.

THE AIMS OF OUR DRUGS EDUCATION POLICY

[A] To establish a framework within which an effective drugs education programme can be developed and delivered; and

[B] To formulate agreed procedures for dealing with drugs-related incidents.

The desired outcome of the drugs education programme is to enable our pupils to make healthy, informed choices.

OBJECTIVES

Pupil focused

1. To provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug abuse.
2. To provide opportunities for pupils to be equipped with the knowledge, attitudes and skills they need to avoid misusing drugs.
3. To help pupils develop positive attitudes towards themselves and develop skills needed to resist peer pressure in situations.
4. To make available information on sources of help.
5. To enable any pupils who are misusing drugs or have concerns about the misuse of drugs to seek help.
6. To understand school rules and state laws relating to medicines, alcohol, tobacco, solvents and illegal drugs and responses to drug-related incidents.

Staff focused

7. To provide information and training to facilitate staff in becoming competent and confident in delivering drugs education and handling drug-related issues and incidents. New members of staff are also instructed as part of their induction.
8. To support staff in the development of schemes of work, teaching syllabuses and tutorial programmes which include drugs education topics.
9. To minimise the number of young people who engage in drug misuse.
10. To liaise and consult with the PSNI to ensure that material delivered is up-to-date and relevant to the local situation.

Parent focused

11. To provide information, where appropriate, to parents in the form of written materials and/or meetings.
12. To encourage partnership between parents, pupils and teachers which develops communication and effective action on drugs-related issues.

DRUGS EDUCATION IN CONTEXT

'The purpose of a Drugs Education Programme, is to provide opportunities for young people to acquire knowledge, understanding and skills which enable them to consider the effects of drugs and other substances on themselves and on others. It enables them to make informed and responsible decisions about the use of such substances within the context of a healthy lifestyle.' [DENI Misuse of Drugs - 1996]

The programme of education is integrated within the Learning for Life and Work Programme. A life skills approach to drug prevention is essential and within the programme pupils are taught about raising self-esteem, self-confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills, attitudes and values. In addition to the drug education provided within the curriculum, the School offers a supportive environment for pupils to explore their own attitudes and values as well as an opportunity to discuss any drug-related problems they may have. This is generally done through the pastoral system within the school and the pupils are informed that confidentiality cannot always be guaranteed.

RANGE OF SUBSTANCES

The School's policy on drug education covers any substance under the CCEA definition; 'A drug is any substance which, 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 substances such as tea and coffee, substances include:

- alcohol and tobacco and tobacco-related products, including nicotine replacement therapy (NRT) and electronic cigarettes;
- 'over the counter medicine' such as paracetamol and cough medicines;
- prescribed drugs, such as antibiotics, painkillers, antidepressants, anti-psychotics, inhalers and stimulants such as Ritalin;
- volatile substances such as correcting fluids, thinners, gas lighter fuel, glues, petrol and aerosols;
- 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 as '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 offense 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.

Main Types Of Controlled Substances by Class

The Misuse of Drugs Act (1971)

Class	Substance	Possession	Supply and production
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (for example mephedrone or methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, piperazines (BZP)	Up to 2 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
Temporary class substance*	NBOME and Benzofuran compounds	None, but police can take away a suspected temporary class substance	Up to 14 years in prison, an unlimited fine or both

www.gov.uk/penalties-drug-possession-dealing

Please note the above table refers to some commonly available drugs. It is not a complete list of controlled 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.

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

Procedures for handling alcohol and tobacco misuse are found in Appendix 1 and this is also included in the Positive Behaviour Policy. Procedures for handling prescribed medicines and volatile substances are also found in Appendix 1.

This policy complements these policies, and also the Child Protection and Safeguarding Policy, Drugs Disciplinary Policy and Pastoral Care Policies. It does not exist in isolation.

THE LAW IN NORTHERN IRELAND

All staff at Belfast Royal Academy are aware of their responsibilities under the law. The law in Northern Ireland differs in certain aspects from elsewhere in the UK. The relevant pieces of legislation are: The Misuse of Drugs Act 1971, Section 5 of the Criminal Law Act [Northern Ireland] 1967, and Powers of Arrest, Police and Criminal Evidence Order [NI] 1989.

If the Principal has reasonable grounds to suspect that drugs are being used or supplied on the school premises, they will inform the PSNI immediately, in order to avoid any liability as a 'manager or occupier' of premises. If staff have taken possession of a substance for the purposes of protecting a pupil from harm and from committing an offence, they should under no circumstance try to analyse or identify it. In all instances they should wear gloves when handling the substance, to avoid ingestion through the skin. The drug should be immediately stored in a safe and secure place, and the PSNI contacted. See Appendix 2.

PROCEDURES FOR HANDLING AND REPORTING INCIDENTS

A suspected drug-related incident is described as:

- suspect drugs or substance-related paraphernalia found on the school premises;
- a pupil suspected of being in possession of drugs;
- a pupil found to be in possession of drugs;
- a pupil suspected of possession with intention to supply any substance listed on pages 6 and 7;
- a pupil suspected of being under the influence of drugs because of their unusual or uncharacteristic behaviour.

When an incident occurs the member of staff involved should:

- assess the situation;
- notify the Principal and designated teacher for drugs (Pastoral Vice Principal) at the earliest opportunity;
- make the situation safe;
- send for support;
- administer first aid if necessary;
- if a controlled drug is found it should be secured in a safe place until dealt with by the police;
- complete the school's Drug Incident Report Form (Appendix 4) and forward to the designated teacher for drugs;
- consider the needs and safety of the pupil when discharging him or her into the care of a parent or carer who appears to be under the influence of alcohol or another substance;
- discuss with the parent alternative arrangements for caring for the pupil;
- invoke safeguarding procedures, if a parent or carer's behaviour may place a pupil at risk.

The incident will, in the first instance, be reported to the designated teacher and then to the Principal, who will contact the PSNI. The parents will also be contacted and made aware of the situation, unless advised to the contrary by the PSNI. The incident will be recorded by the member of staff involved and by the designated teacher. A 'Drug Incident Record Form' will be filled out. One copy will be sent to the Education Authority - Belfast Region designated officer for Drug Education, and a copy will be retained for the school's confidential file. The Board of Governors will also be informed.

All staff are made aware of the procedure, which follow the guidelines issued by CCEA 2015 in the document 'Guidelines on Handling Suspected Incidents of Drug Misuse on School Premises'. This is outlined in Appendix 2 of this policy.

Taking possession of a suspected controlled substances and/or associated paraphernalia

- The law permits school staff to take temporary possession of a substance suspected of being a controlled drug to protect a pupil from harm and prevent the pupil from committing the offence of possession.
- It should be given to the designated teacher for safe-keeping before being handed over to the PSNI.
- An adult witness should be present when staff confiscate the substance and the school should keep a record of the details, using the school's Drug's Incident Report Form.
- No attempt should be made to analyse or taste an unidentified substance.

Carrying out a search

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

PROCEDURES RELATING TO DISCIPLINE AND COUNSELLING

Procedures will be carried out in line with the Positive Behaviour Policy and Drugs Disciplinary Policy, and each case will be treated separately. However, the school views the possession of drugs as a serious breach of the discipline code and will treat it as such.

The supply of drugs to others is an even more serious offence and any punishment given will reflect this.

Deciding on appropriate sanctions

The Principal is responsible for deciding how to respond to particular incidents, taking account of factors such as:

- the age of the pupil concerned;
- whether the incident involved one pupil or a group of pupils;
- whether there has been evidence of particular peer group pressure; and
- the level of a pupil's involvement.

In accordance with the Positive Behaviour Policy and Drugs Disciplinary Policy, the School will consider what sanctions or actions are most appropriate and in the best interests of the pupil in the longer term, whilst ensuring the safety and wellbeing of other pupils. The school will determine the seriousness of the incident and the needs of those involved before responding accordingly. Factors for consideration include:

- Does the pupil admit to or deny the allegations?
- Is this a first offence?
- Is the substance legal or illegal?
- What quantity of the substance was involved?
- What was the pupil's motivation?
- Is the pupil knowledgeable and careful or reckless about their own and others' safety?
- Does the pupil have a parent, carer or family member who is misusing drugs?
- Does the pupil know and understand the policy and School rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply'?
- If the School suspects the pupil of supplying, how much was supplied and was the pupil coerced into the supply role for others, or is there evidence of organised or habitual supply?

Belfast Royal Academy will develop a range of strategies for responding to the identified needs of those involved in a specific drug-related incident. Whatever response is put in place will always aim to give pupils the opportunity to learn from their mistakes and to develop as individuals.

The school will justify any sanction it imposes, according to:

- the seriousness of the incident;
- the identified needs of the pupil, which are particularly important under such circumstances;
- the needs of other pupils, the School and the community;
- the published School rules and expectations; and
- any related breaches of other School rules (such as theft, violence or bullying).

We will take into account whether a pupil involved in an incident has previously displayed good behaviour and engagement with the school, how proposed sanctions might affect the pupil's educational outcomes, and any other relevant pastoral issues when deciding on responses to drug-related incidents.

Suspension or Exclusion

Schools are advised that they should not automatically exclude a pupil because they have broken the law. However, schools have a duty to protect all pupils from exposure to potentially dangerous substances. Belfast Royal Academy will consider and carry out any suspension or exclusion within the terms of schemes prepared by the Board of Governors. When the School permanently excludes a pupil on a drug-related offence, the Education Authority will work to secure an alternative school place for the pupil.

Role of counselling

Counselling rarely focuses on drug misuse alone. It can consider more holistic needs that may underlie or indicate drug-related problems, e.g. the 'toxic three'.

1. Hidden harm, where a young person is affected by their parents' or carer's substance misuse.
2. Domestic violence.
3. Parental mental health.

Counselling is only appropriate when a pupil wishes to take advantage of what it offers. The Independent Counselling Service i.e. Familyworks, funded by DE, offers a free school-based service to post-primary aged pupils. Pupils can refer themselves or a parent or member of school staff may refer them.

EMERGENCY PROCEDURES

For the purpose of this policy, an emergency is considered to be either:

- a situation in which a pupil or a member of staff is in danger, or;
- a sequence of events which requires urgent attention;

Additional information is provided in Appendix 6 of this policy. The reference pathway for specified school incidents is contained in Appendix 5, and useful contacts and websites in Appendices 7 and 8.

CONFIDENTIALITY

The spirit of confidentiality is of primary importance to those who work professionally with young people in a trusting and secure environment. However, the legal requirement of drug legislation will mean that in certain circumstances there will be a change in the convention of confidentiality.

The Children [Northern Ireland] Order [1995] makes it clear that the welfare of the young person is paramount and therefore confidentiality must be included. Where a pupil discloses to a member of staff or the school counsellor that he or she is taking drugs, the member of staff or the counsellor should make it clear that he or she cannot offer confidentiality and report it to the teacher who is designated to deal with drug-related incidents. The member of staff or the counsellor can advise the pupil of sources of confidential information or advice. Pupils should also be encouraged to talk to their parents.

DEALING WITH THE MEDIA

If the school receives an enquiry from the media, the caller should be referred only to the Principal. When responding to the media, the privacy of the pupil should be respected, they are only to give short, factual statements, and the concluding statement should be positive, and reassuring. No further comments should be given.

THE PLACE OF DRUGS EDUCATION WITHIN THE CURRICULUM

Drugs education should not be seen as a one-off topic but as a continuous process which involves the development of skill and attitudes enabling pupils to make informed choices. Effective drug education should take account of not only the individual, but also the family, their peer groups, and the wider community. Where possible, the school promotes the partnership between the parent and child, when addressing drug issues.

In Northern Ireland, the statutory curriculum for young people includes the cross-curricular theme of PD and LLW. This theme provides opportunities for young people to develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances, their effects on health and lifestyle, and the personal, social and economic implications. These issues are addressed in the school's Learning for Life and Work Programme which pupils follow from Year 8 to Year 12 – Appendix 3.

Drugs education is specifically included within the Revised Curriculum as a part of Personal Development. The Subject Leader in each relevant subject area is responsible to ensure that the aspects of Drug Education outlined in the Revised Curriculum are covered as appropriate, and this is taught by subject specialists.

OUTSIDE AGENCIES

Belfast Royal Academy may use outside agencies to help deliver the drug education programme – Appendix 7. The content and delivery of the programme have to be jointly agreed and the programme and methods of delivery are consistent with the aims and objectives outlined in this policy.

LINKS WITH PARENTS, THE COMMUNITY AND THE POLICE

Parents play a supportive role in the drugs education programme. They are encouraged to discuss drug issues with their child whenever possible. The drugs education policy will be available for consultation in the school office and on the school website. The school endeavours to work closely with the local community to help reduce the number of drug related incidents.

Belfast Royal Academy has developed good working relationships with the local police. This helps to ensure that if a drug-related incident is reported, it will be dealt with in a professional and discrete manner, and keeping the best interests of the child concerned in mind. Juvenile liaison officers offer advice and support when it is needed.

KEY STAFF

The role of the Head of Learning for Life and Work

Head of LLW is the member of staff responsible for co-ordinating all issues pertaining to the drug education programme within the school. The role includes:

- ensuring that the Learning for Life and Work programme of study is being taught effectively;
- liaising with all staff on drug education matters, for curriculum purposes;
- organising training for staff as appropriate;
- liaising with outside agencies for curriculum purposes.

The role of the designated teacher for drug-related incidents

The Pastoral VP is responsible for the co-ordination of the arrangements to deal with individual cases of suspected or actual drug misuse. Their role includes:

- implementing procedures as outlined in this policy for dealing with an incident;
- receiving any substance found in school;
- liaison with the Principal on any drug-related incident;
- regularly updating staff on the policy and the procedures for dealing with a drug-related incident;
- the induction of new staff as appropriate;
- liaison with the Head of Learning for Life and Work and staff who have responsibility for pastoral care and delivery of the drug education programme;
- liaison with outside agencies in relation to drug-related incidents;
- reviewing and updating the school Drug Education Policy, when required.

The role of the Principal

- To determine the circumstances of all incidents, but not to investigate any criminal or suspected criminal offences.
- To ensure close liaison with the PSNI.
- To consider the welfare of the pupil(s) involved in the incident and the other pupils in the school.
- To consider health and safety during the handling, storage and safe disposal of any drug or drug related paraphernalia, using protective gloves at all times.
- To inform the Board of Governors.
- To agree any appropriate pastoral or disciplinary response.
- To report the incident to the Education Authority.
- To complete a written report and forward a copy to the Board of Governors and the designated officer in the Education Authority.

The role of the Board of Governors

- To collaborate with appropriate staff, pupils and parents or carers to foster and support developing and reviewing its drugs policy.
- To facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality which governors should examine and approve before implementing in the School.
- To ensure details of the policy are published in the School prospectus and that these are reviewed at least annually and after a drugs-related incident.
- To be fully aware of and adequately trained to deal with suspected drugs-related incidents, including alcohol and tobacco, and tobacco-related products, electronic cigarettes and their disciplinary response.
- To have a designated Governor for drugs who has received training in drugs-related incidents.

MONITORING AND EVALUATING

The School drug education policy is reviewed every two years to reflect changing circumstances and trends in drugs use. The programmes of study for drug education are continually reviewed and any changes deemed necessary are implemented. The policy appears as an item on the agenda of staff meetings as required and all new staff are familiarised with it. The policy is available to parents if they request it. The policy can also be accessed from the school website.

LEGAL RESPONSIBILITIES AND INVOLVING THE PSNI

Belfast Royal Academy must ensure that all staff are aware of their legal responsibilities. Belfast Royal Academy 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.

A summary of relevant legislation is available at www.ccea.org.uk

Contacting the PSNI

Schools should establish and maintain contact with the designated officer in their local PSNI area to ensure an appropriate response when dealing with suspected drug-related incidents that might arise in school. Each PSNI area has a designated officer who will advise on and agree procedures for schools to follow. The PSNI will always try to handle all incidents promptly and with discretion, understanding and tact. A non-uniformed officer will respond, wherever possible, depending on the circumstances and the nature of the suspected offence.

Schools must notify their local PSNI officer in every case where a pupil has or is suspected of having controlled drugs in their possession, either on their person or in their belongings, or if controlled drugs are found on the school premises. This may include new psychoactive substances or prescription medication. Schools are not legally obliged to notify the PSNI if they suspect the misuse of solvents or alcohol, although we recommend that they notify the designated officer. The officer will be available to work with the school, pupils, parents or carers and other appropriate agencies to provide support, advice and assistance to help prevent reoccurrence and ensure the pupil is no longer at risk.

Interviewing pupils

In certain circumstances, the PSNI may interview a pupil on school premises with the Principal's agreement. This may be a less intrusive and upsetting option for a pupil than going to a police station. If the school takes this course of action, the PSNI will conduct the interview in accordance with The Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989. This has strict guidelines about when and where to exercise this option. The school needs to make all possible efforts to inform the pupil's parents or carers before a PSNI interview takes place. The PSNI will not conduct an interview without the correct persons being present.

APPENDIX 1

PROCEDURES FOR HANDLING ALCOHOL MISUSE

The school does not allow the abuse of alcohol on the premises. This applies to visitors, staff and pupils. Adults breaking this rule will be referred to the Principal directly. Pupils will be dealt with under the school's Positive Behaviour Policy and Drugs Disciplinary Policy.

Code of Conduct for a pupil using alcohol on school trips, at school functions and after dinner social events

- i. Pupils may not be in possession of alcohol.
- ii. Where pupils are staying with a host family (exchanges/sports trips) the party leader must inform host families of the School rules on alcohol.
- iii. No pupil will be allowed to purchase 'Duty Free' e.g. for a gift.
- iv. Pupils must always behave in an appropriate manner, remain fully in control and not jeopardise the safety of the trip or reputation of the School.
- vii. Smoking is strictly forbidden on all school trips.

Procedures for handling tobacco misuse

The school is a restricted environment with no-one being permitted to smoke or vape on the school premises. Adults breaking this rule will be advised by other members of staff. Pupils breaking this rule will be dealt with under the school's Positive Behaviour Policy.

The management of prescribed medicines

At the start of the school year, parents must complete, or update, a medical form indicating any medical illness their child has. Parents should inform Matron if a pupil wishes to carry their own medication in school. In some circumstances, the task of administering a prescribed medicine may be delegated to a teacher or classroom assistant. This will usually be when the Matron is absent or it is not suitable for a pupil to attend the medical room. The teacher/classroom assistant has to agree to carry out this task and is not obliged to do so.

Before embarking on school trips, the teacher-in-charge should have in place a procedure with regard to the storage and administration of medication. They must also make it clear at the outset, to pupils and parents, the procedure for dealing with a pupil found smoking, including electronic cigarettes, drinking alcohol or misusing drugs whilst on the school trip.

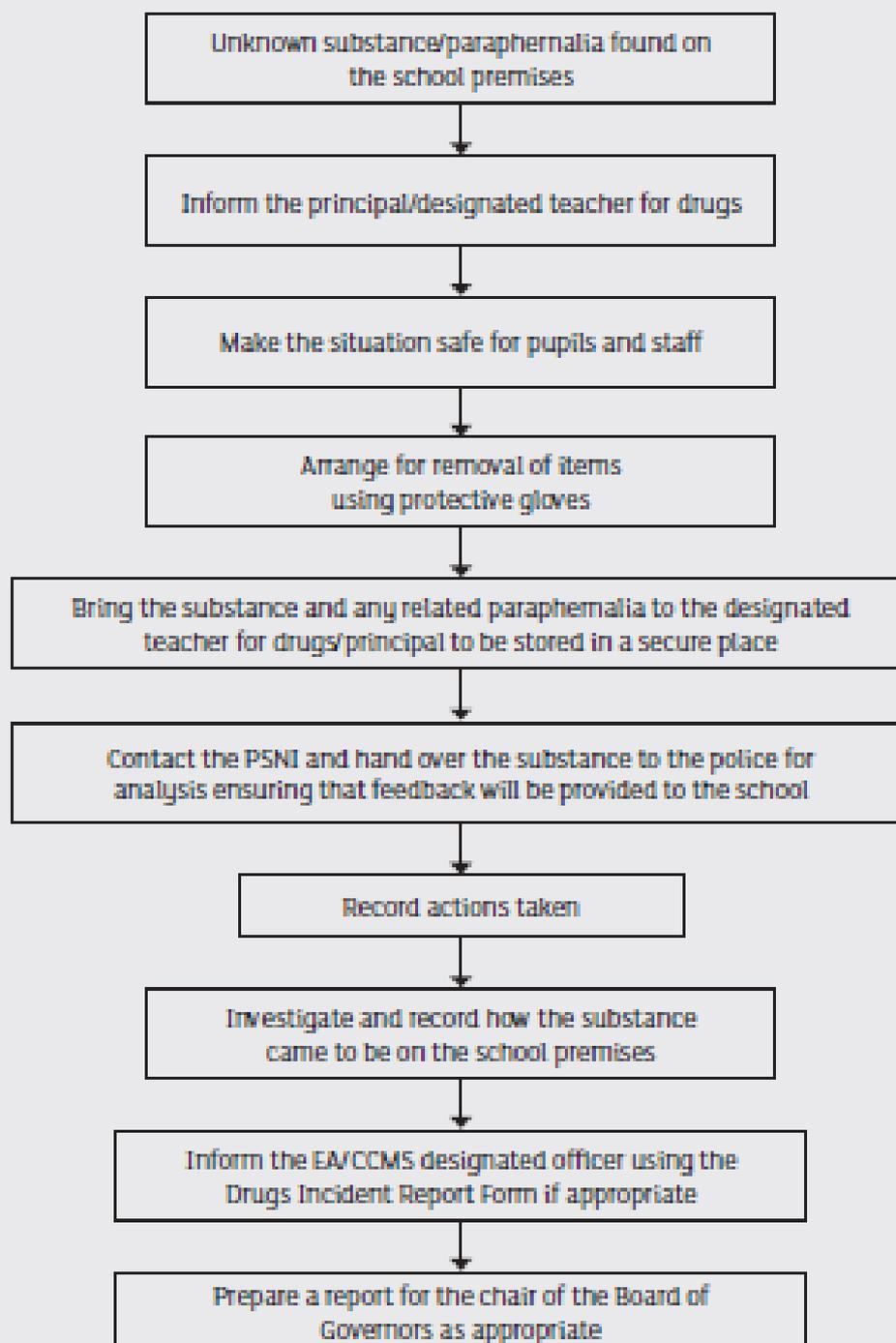
The management of solvents

Pupils are not permitted to bring solvents or aerosols into school. This includes Tipp-Ex fluid and pens, Tipp-Ex thinners, solvent-based glue, permanent markers and spray deodorants. Pupils are permitted to bring felt tip pens into school. All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board markers, glues and paints. 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.

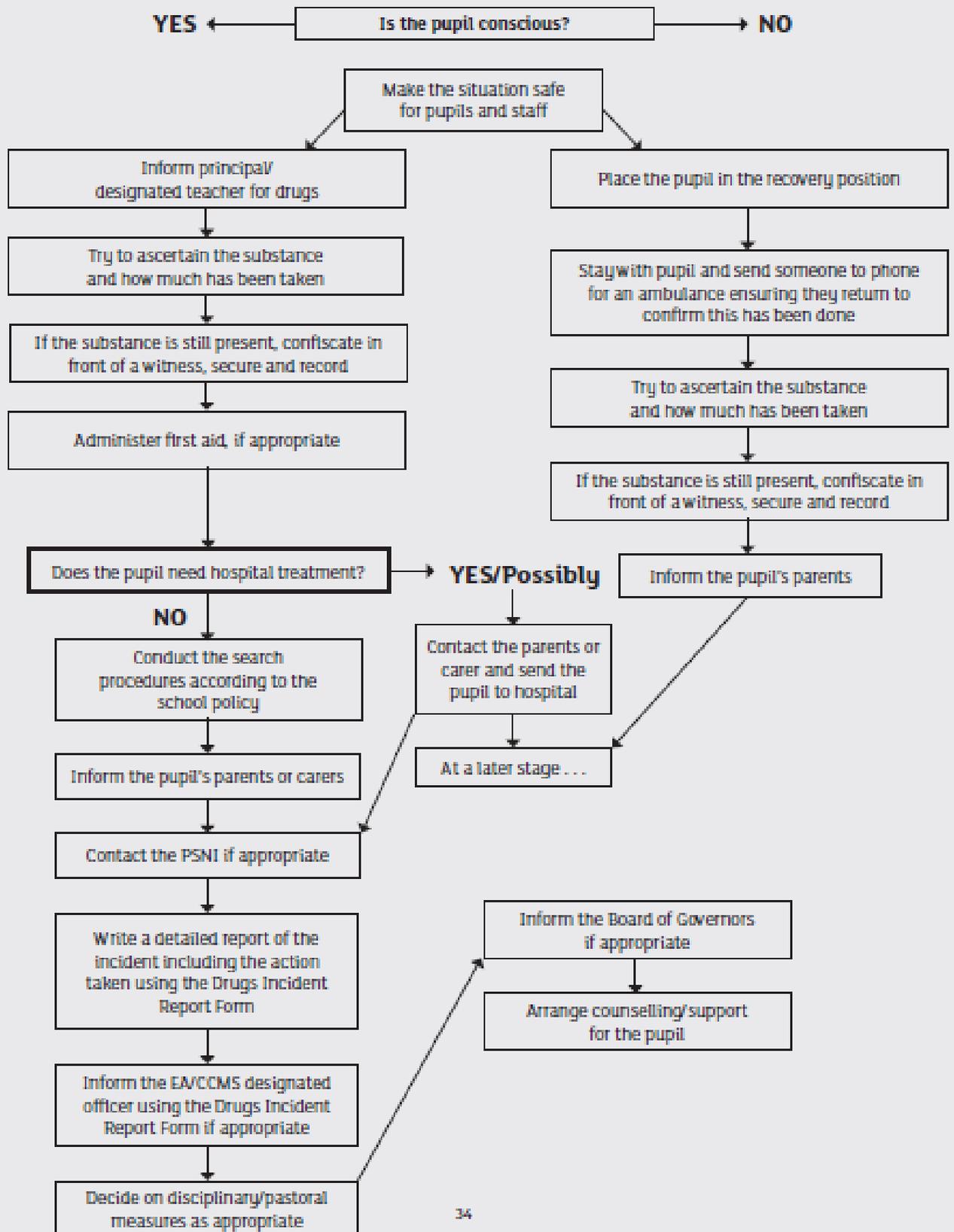
APPENDIX 2

HANDLING DRUG-RELATED INCIDENTS

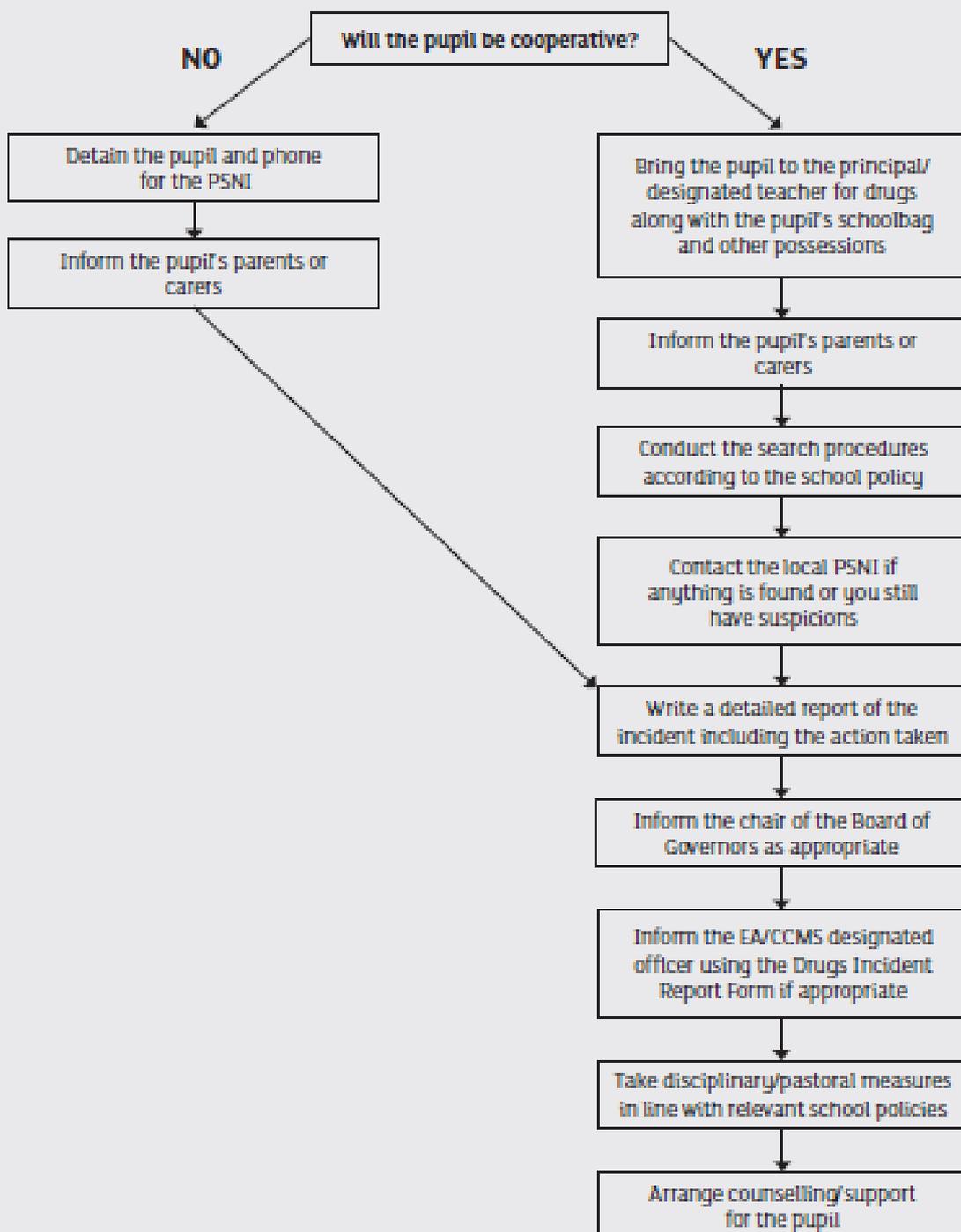
4.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises



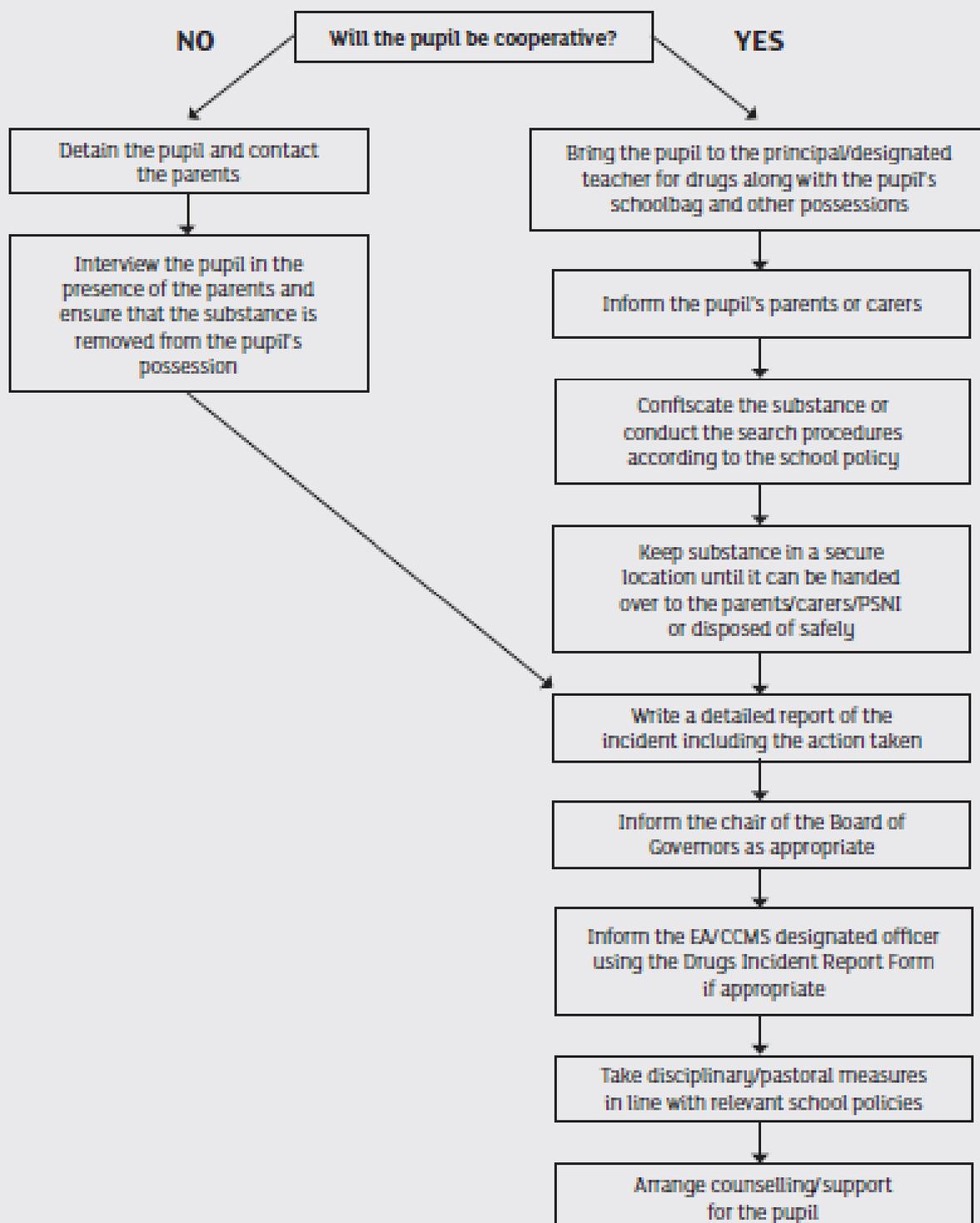
4.2 Pupil suspected of having taken drugs/alcohol on school premises



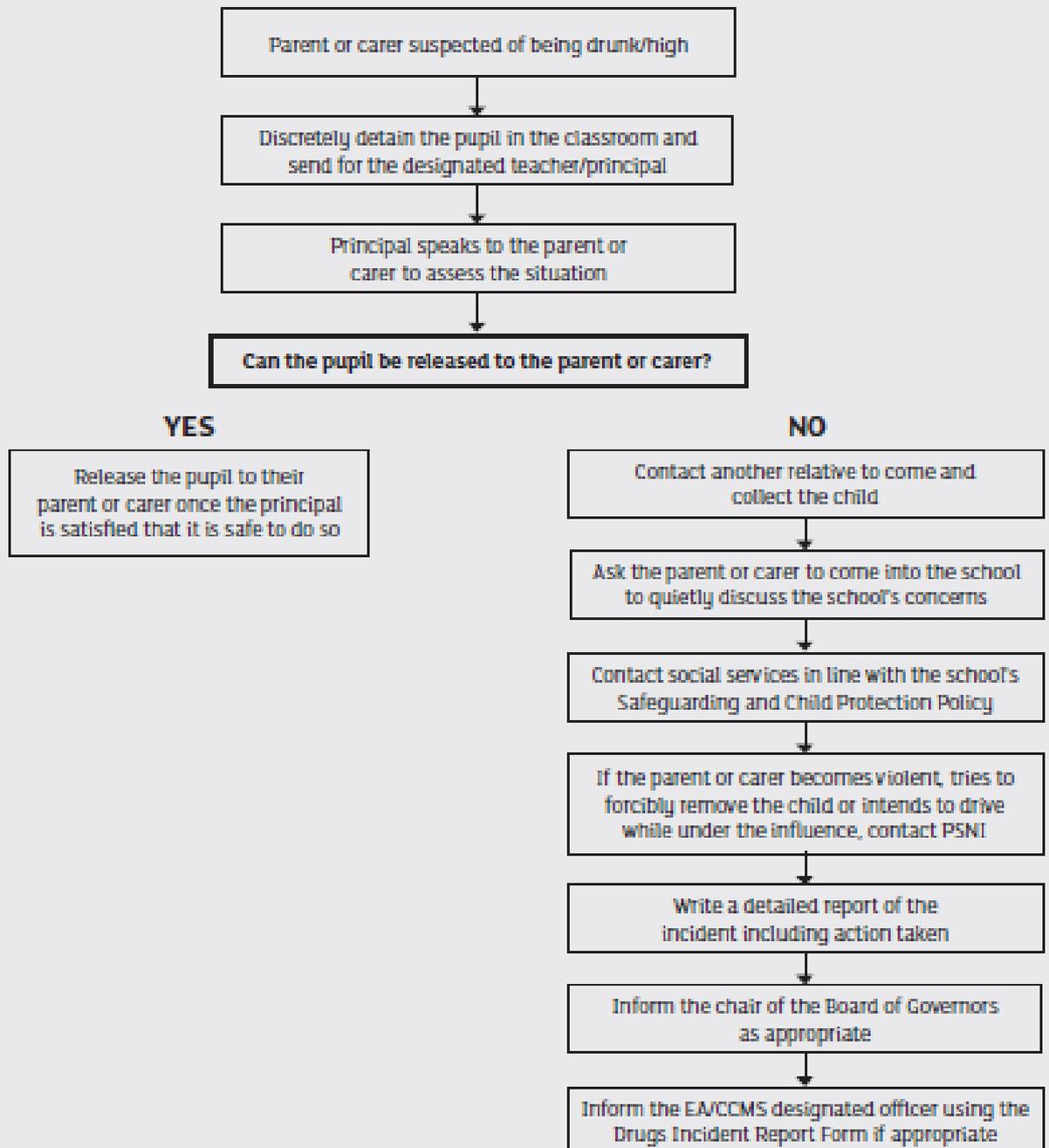
4.3 Pupil suspected of possessing/distributing an illegal substance



4.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises



4.5 A parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance



APPENDIX 3

KS3 PROVISION FROM LLW AND TAUGHT PASTORAL PROGRAMME

All section tutors and LLW teachers provided with programme of study and teaching resources at the start of the year.

CITZENSHIP

Form II

- Drugs and Society introducing Pleasure and Pain
- Drugs: The answer to Pleasure and Pain
- Alcohol Chain
- Additional lesson: Drugs Debate

LEARNING FOR LIFE AND WORK

Form III

- How much caffeine is dangerous?
- Drugs quiz

TUTORIAL

Form IV

- The Dangers of Vaping

Form V

- Belfast's Pregabalins Addiction/Drugs map of Britain

In addition to the topics highlighted above, pupils are taught about drugs in various Form, Year, Character, Tuesday Assemblies throughout the year, in line with our Pastoral Calendar, as well as within certain subjects.

External speakers also come into School to speak to various Year Groups about the dangers of drugs and alcohol.

APPENDIX 4

DRUGS INCIDENT REPORT FORM

Drugs Incident Report Form

1.	Name of Pupil _____ DOB _____ Address _____ _____
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2.	Date of Incident _____ Reported by _____ Time of Incident _____ Location of Incident _____ _____
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3.	First Aid given YES/NO Administered by _____ Ambulance/Doctor Called YES/NO Time of Call _____
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4.	Parent or carer informed YES/NO Date _____ Time _____
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5.	Where substance is retained _____ or Date substance destroyed or passed to PSNI _____ Time _____
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6.	PSNI Informed YES/NO Date _____ Time _____
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7.	Education Authority or CCMS Designated Officer Informed, as appropriate YES/NO Date _____ Time _____
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8.	Form completed by _____ Date _____ Position _____
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APPENDIX 5

REFERRAL PATHWAY FOR SPECIFIED SCHOOL INCIDENTS

Referral Pathway for Specified School Incidents

Type of incident:

Internal Staff referral:

Refer Incident to:

a. _____

b. _____

External agency referral:

Contact details of relevant agencies or personnel.

Name of Agency _____

Name of contact _____

Address _____

Relevant Details _____

Contact number _____

Email address _____

Name of Agency _____

Name of contact _____

Address _____

Relevant Details _____

Contact number _____

Email address _____

Name of Agency _____

Name of contact _____

Address _____

Relevant Details _____

Contact number _____

Email address _____

Name of Agency _____

Name of contact _____

Address _____

Relevant Details _____

Contact number _____

Email address _____

APPENDIX 6

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 7

USEFUL CONTACT IN NORTHERN IRELAND

Education Authority (formerly Education and Library Boards)		
Belfast Region	Tel: 028 9056 4000	www.belb.org.uk
North-Eastern Region	Tel: 028 9448 2200	www.neelb.org.uk
South-Eastern Region	Tel: 028 9056 6200	www.seelb.org.uk
Southern Region	Tel: 028 3751 2200	www.selb.org
Western Region	Tel: 028 8241 1411	www.welbni.org

Diocesan Advisers

Diocesan Advisers provide support for maintained schools, you can contact them at the Diocesan Offices below: The Council for Catholic Maintained Schools (CCMS)	Tel: 028 9042 6972	www.onltneccms.com
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Department of Education

The Department of Education has produced information and sources of help on a range of topics, including smoking and drugs, as part of the IMatter programme.		www.deni.gov.uk
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Independent Counselling Service for Schools

The Department of Education funds the Independent Counselling Service for Schools (ICSS). It is available to all post-primary aged pupils, including those in special schools, during school hours and on school premises. Contact is through the school.	Tel: 028 9127 9729 for further information from the ICSS Regional Co-ordinator	
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Health and Safety

The Health and Safety Executive	Tel: 028 9024 3249 for Northern Ireland (HSENI)	www.hse-ni.gov.uk
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Public Health Agency for Northern Ireland		
The Public Health Agency (PHA) is a regional organisation that aims to protect and promote the health and well-being of the population. It was established in April 2009 as part of the reforms to Health and Social Care (HSC) in Northern Ireland. The PHA addresses the causes and associated inequalities of preventable ill health and lack of well-being. It is a multidisciplinary, multi-professional body with a strong regional and local presence. The PHA is responsible for commissioning services to address alcohol, tobacco and drug issues across Northern Ireland.		www.publichealth.hscni.net

Local Drug and Alcohol Co-ordination Teams		
Contact details for local services in the Local Service Directories prepared by the DACTs		www.publichealth.hscni.net

Police Service for Northern Ireland (PSNI)		
Drugs Squad	Tel: 028 9065 0222	
Community Involvement	Tel: 028 9070 0964	
Crimestoppers	Tel: 080 0555 111	

Treatment, Counselling and Support Agencies		
Health and Social Care Organisations		www.publichealth.hscni.net
Family Support NI		www.familysupportni.gov.uk
Children and Adolescent Mental Health Services, Belfast		www.belfasttrust.hscni.net

Local Organisations		
A list of local organisations that provide information and advice and/or resources about drugs.		www.mindingyourhead.info
		www.fasaonline.org
		www.talktofrank.com
		www.thesite.org/drinkanddrugs
		www.nhs.uk/Livewell/Pages/Topics.aspx

APPENDIX 8
NATIONAL ORGANISATIONS

National Organisations

A list of national organisations that provide information and advice and/or resources about drugs:		
Adfam, London		www.adfam.org.uk
Action on Smoking and Health (ASH), London		www.ash.org.uk
Alcohol Concern, London		www.alcoholconcern.org.uk
CAMH, UK		www.camh.org.uk
FRANK, UK		www.talktofrank.com
Drugscope, London		www.drugscope.org.uk
HIT, Liverpool		www.hit.org.uk
Lifeline, Manchester		www.lifeline.org.uk
Release, London		www.release.org.uk
Lions Lifeskills		www.lionslifeskills.co.uk
Want 2 Stop, Public Health Agency		www.want2stop.info
National Drugs Helpline	0800 776600 text 82111	
AA National Helpline	0845 769 7555	