

Fairview Primary School



Drugs Education Policy

Date Ratified: September 2023

Date Reviewed: September 2026

Review Date: September 2029

Introduction

Ethos

We believe our school will nurture all individuals in their journey to achieve their full and unique potential. We are committed to developing a welcoming, safe and stimulating learning environment that will enable our pupils to become responsible citizens and lifelong learners. We are aware that our pupils bring different experiences, interests and strengths, which will influence the way they learn.

Rationale

Fairview Primary School recognises that Drugs Education is a vital part of the curriculum, considering the increase in exposure children have to the drug culture that exists in today's society. Often the messages they receive are confusing and seem to glamorise the use of drugs e.g. through magazines, popular music, social media etc. 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 child's health and safety while in our care and we continually work to promote their personal and social wellbeing. Drug misuse undermines this and hinders the development of the young person. By providing a good drugs education programme we hope that we can prevent some young people from taking drugs and delay the onset for others.

Drugs Definitions

- A drug and substance is any product which when taken, alters the way a person behaves, how the body works or how a person feels, sees or thinks
- Illegal drugs are those substances listed as controlled drugs e.g. cannabis, ecstasy, heroin, cocaine and magic mushrooms
- Illicit drugs include socially unacceptable legal (legal does not mean safe) drugs e.g. poppers, solvents and underage consumption of alcohol and tobacco
- Prescription drugs are those which are issued on prescription by a doctor (also known as 'over the counter drugs') e.g. tranquilisers, sleeping tablets, strong pain killers

This policy, therefore, addresses the use of drugs and substances, which includes everyday products such as tea and coffee, which include:

- Alcohol, tobacco and tobacco-related products, including nicotine replacement therapy (NRT), and electronic cigarettes
- Over-the-counter medicines such as paracetamol and cough medicine
- Prescribed drugs, such as antibiotics, painkillers, antidepressants, antipsychotics, inhalers and stimulants such as Ritalin
- Volatile substances such as correcting fluids or thinners, gas lighter fuel, aerosols, glues and petrol
- Controlled drugs such as cannabis, LSD, ecstasy, amphetamine sulphate (speed), magic mushrooms, heroin and cocaine
- New psychoactive substances (NPS), formerly known as legal highs*, which contain one or more chemical substances that produce similar effects to illegal drugs and are sold as incense, salts or plant food and marked 'not for human consumption' to avoid prosecution
- Other substances such as amyl or butyl nitrite (known as poppers) and unprocessed magic mushrooms

*The term legal high is no longer used 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.

Controlled substances

These 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.

- 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. As a school we prohibit electronic cigarettes on our premises, in line with tobacco products.

Drug Use

This refers to taking a drug; there is no value judgement, although all drug use has an element of risk.

Drug Misuse

This refers to legal, illegal or illicit drug taking or alcohol consumption, which leads a person to experience a social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. Drug misuse is therefore taking drugs, including prescribed drugs and NPS, that cause harm to the individual, their significant others or the wider community.

Aims of Drugs Education Policy

The central aim 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 age appropriate level.

Objectives

Our policy seeks to:

- Ensure a consistent approach to drug related issues by all members of staff
- Ensure a responsible drugs education programme is implemented and delivered throughout KS2 and at an age appropriate level in KS1
- Clarify roles, responsibilities and legal duties of staff
- Develop procedures for addressing drug related incidents / issues
- Provide a clear statement of the school's view on drug education
- Safeguard good practice in the future
- Consider the wider issues of drug misuse as part of a whole school approach
- Monitor and evaluate the effectiveness of this policy in line with whole school self evaluation procedures

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.

Development and Implementation

Roles and responsibilities

The Role of the Children

- To engage in the planned programme of learning opportunities to enable them to acquire the knowledge, understanding and skills necessary to take responsibility for the decisions they make

The Role of the Parents

- To support the programme of study for PDMU in school

The Role of School Staff

- To be familiar with the context of the school's drug policy
- Assess the situation and decide on the appropriate actions to take (it is not their responsibility to determine the circumstances surrounding the incident)
- Notify the principal and the designated teacher for drugs at the earliest opportunity
- Deal with any emergency procedures to ensure the safety of pupils and staff, if necessary
- Forward any information, substance or paraphernalia received to the designated teacher for drugs, who will respond accordingly (see Appendix 2.1)
- Use the school's Drugs Incident Report Form to complete a brief factual report on the suspected incident and forward this to the designated teacher for drugs (see Appendix 4);
- Consider the needs and safety of a 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 (staff, who are in loco parentis, should maintain a calm atmosphere when dealing with the parent and, if concerned, should 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 (see Appendix 2.5)

The Role of the Designated Teacher for Drugs – Mrs Norris

The Designated teacher will:

- Co-ordinate the school's procedures for handling suspected drug-related incidents and training and inducting new and existing staff in these procedures
- Ensure that the school's disciplinary policy has an appropriate statement about any disciplinary response resulting from suspected drug-related incidents
- Ensure that the school's pastoral care policy has an appropriate statement about any pastoral response resulting from suspected drug-related incidents
- Liaise with other staff responsible for pastoral care
- Be the contact point for outside agencies that may have to work with the school or with a pupil or pupils concerned
- Respond to advice from first aiders, in the event of an incident, and informing the principal, who should contact the pupil's parents or carers immediately
- Take possession of any substance(s) and associated paraphernalia found in a suspected incident

Pupil(s) involved in a suspected incident, the designated teacher will:

- Complete a factual report using the schools Drug-Related Incident Form, which they forward to the principal
- Review and if required update the policy at least annually and after a drug-related incident, where learning from the experience could improve practice
- Liaising with other staff on drug related matters
- Liaising with the Principal on any drug-related incident at school
- Recognising the need for staff training re first-aid skills necessary to cope with a pupil under the influence of drugs
- Ensuring all staff are aware of emergency procedures and implementing the policy as and when required
- Oversee the planning of curricular provision in compliance with statutory requirement
- Co-ordinate school procedures for handling drugs related incidents
- Act as contact for outside agencies
- Complete a factual report alongside the principal after a drug related incident occurs

The Role of the Board of Governors

School governors are responsible for our school. They should collaborate with appropriate staff, pupils and parents or carers to foster and support developing and reviewing the drug policy. They should also:

- Facilitate the consultative process where the school community can respond and contribute to the policy's effectiveness and quality, which the governors should examine and approve before implementing in the school
- Ensure details of the policy are published in the school prospectus and that these are reviewed at least annually and after a drug-related incident

The Role of the Principal

The Principal:

- Has the responsibility to determine the circumstances of all incidents but must **remember that it is the PSNI who investigates**

After contacting the PSNI, principals should confine their responsibilities to:

- The welfare of the pupil(s) involved in the incident and the other pupils in the school
- Health and safety during the handling, storage and safe disposal of any drug or drug related paraphernalia, using protective gloves at all times
- Informing the Board of Governors
- Agreeing any appropriate pastoral or disciplinary response
- Reporting the incident to the Education Authority or CCMS if appropriate, for example if an

incident:

- is serious enough to require PSNI involvement;
- requires that a child protection procedure is invoked; or
- leads to the suspension or exclusion of a pupil; and
- Completing a written report and forwarding a copy to the Board of Governors

All other staff

- Should deal with emergency procedures as necessary
- Any information, substances or paraphernalia should be forwarded to the principal who may have to take immediate action

Staff training

Staff will be trained in drug awareness and will be familiar with the drugs policy in school and emergency procedures detailed within it. The designated teacher will attend any relevant courses and disseminate to staff.

Drugs Awareness programmes may also be offered to parents if available.

Response to an incident

Overview of our Drugs Education programme

As a school, we promote a healthy lifestyle and environment, both for pupils and for all staff. We follow the guidance set out in Circular No: 2015/23. The responsibility for prevention is exercised through drugs education programmes. Health Education is a compulsory cross-curricular theme for all pupils aged 4-16. Taught in the context of other compulsory subjects, one of the theme's main objectives is that pupils should develop their knowledge and understanding of the use, misuse, risks and effects of drugs and potentially harmful substance; and they should develop a critical awareness of the relevant personal, social and emotional implications.'

Our Drugs Education programme will be delivered primarily through PDMU and the use of the Living Learning Together Resource. It is mainly presented by the class teacher and at times appropriate 'experts' may be asked to address classes.

Drugs education will be pupil-centred, taught using a variety of active learning methods, such as games, drama, role play, discussion, Circle Time etc. Pupils will be encouraged to talk about their experiences, feelings, attitudes and opinions in a way that is helpful to them. The programme will be a preventative one which will encourage pupils not to experiment with drugs. It will be appropriate to the age, maturity and experiences of our pupils. Pupils in KS2 will cover smoking, alcohol and solvents and any other drug if and when appropriate. KS1 pupils will look at medications under the umbrella of keeping safe. Foundation Stage, Key Stage One and Key Stage Two address drugs education in the following ways:

Foundation Stage

Primary One

Theme 4: Health, Growth and Change

Strand 1

The importance of keeping healthy

- Be aware of how to care for their body in order to keep it healthy and well.

Curricular work will focus on:

- Talk about and sort foods which are healthy and unhealthy
- Promotion of healthy break
- Talking about how to keep our bodies fit and well
- Promotion of positive attitudes and respect for themselves

Theme 4A: Safety

Strand 1

How to keep safe in familiar and unfamiliar environments

- Understand that many substances can be dangerous.
- Know the safety rules that apply when taking medicines

Curricular work will focus on:

- Talking about safety in school, at home and in their environment, eg. Sharp objects, poisons
- Talking about not touching or tasting unknown substances
- Talking about symbols and signs warning of danger
- Talking about when we should take medicines & how they should be administered

Primary Two

Theme 4: Health, Growth and Change

Strand 1

The importance of keeping healthy

- Be aware of how to care for their body in order to keep it healthy and well
- Recognise and practise basic hygiene skills.

Curricular work will focus on:

- Safe and unsafe substances
- Basic hygiene skills
- Health care professionals and medicines

Theme 4A: Safety

Strand 1

How to keep safe in familiar and unfamiliar environments

- Explore appropriate personal safety strategies.
- Identify situations that are safe and those where personal safety may be at risk.
- Understand that many substances can be dangerous.
- Know the safety rules that apply when taking medicines

Curricular work will focus on:

- Things that go in my body

Safe and unsafe substances

- Dangers of medicine and who can give you medicine

Key Stage One

Primary Three

Theme 4: Health, Growth and Change

Strand 1

Strategies and skills for keeping healthy

- Recognise and value the options for a healthy lifestyle including the benefits of exercise, rest, healthy eating and hygiene.
- Have respect for their bodies and those of others.
- Understand that medicines are given to make you feel better, but that some drugs are dangerous.
- Understand that if not used properly, all products can be harmful.

Curricular work will focus on:

- Healthy lifestyles e.g. washing, sleeping, exercise, healthy food and medicine
- Making Healthy choices
- Safe use of medicines
- 'Rules about medicines'
- Safe use of classroom materials e.g. glue

Primary Four

Theme 4: Health, Growth and Change

Strand 1

Strategies and skills for keeping healthy

- Recognise and value the options for a healthy lifestyle including the benefits of exercise, rest, healthy eating and hygiene
- Have respect for their bodies and those of others
- Understand that medicines are given to make you feel better, but that some drugs are dangerous

Curricular work will focus on:

- An awareness of the value & impact of exercise
- Discussion and topic work on health benefits of a balanced diet
- Building on previous work, children will consider the range of medicines with which they are familiar and revisit safety rules regarding safe usage
- The children will discuss and realise the importance of safe use and storage of cleaning materials and hazardous products

Key Stage Two

Primary Five

Theme 4: How to sustain their health, growth and wellbeing

Strand 1

Strategies and skills for keeping healthy

- Understand the benefits of a healthy lifestyle, including physical activity, healthy eating, rest and hygiene
- Recognise what shapes positive mental health
- Know about the harmful effects tobacco, alcohol, solvents and other illicit and illegal substances can have on themselves and others

Curricular work will focus on:

- Healthy lifestyles and a balanced diet
- Safe use of medicines
- Dangers associated with smoking, alcohol and drugs

Primary Six

Theme 4: How to sustain their Health, Growth Well-Being

Strand 1

Strategies and skills for keeping healthy

- Understand the benefits of a healthy lifestyle, including physical activity, healthy eating, rest and hygiene
- Recognise what shapes positive mental health
- Know about the harmful effects tobacco, alcohol, solvents and other illicit and illegal substances can have on themselves and others

Curricular work will focus on:

- The constituents which form part of a balanced diet and an awareness of the benefits and importance of personal hygiene and rest
- The effects of substance abuse on our bodies. They will know the difference between prescribed and illegal drugs.
- The effects of smoking
- Some of the issues and public images around alcohol
- What is a drug? Children discuss the safe use of medical drugs

Primary Seven

Theme 4: How to sustain their Health, Growth Well-Being

Strand 1

Strategies and skills for keeping healthy

- Understand the benefits of a healthy lifestyle, including physical activity, healthy eating, rest and hygiene
- Recognise what shapes positive mental health
- Know about the harmful effects tobacco, alcohol, solvents and other illicit and illegal substances can have on themselves and others

Curricular work will focus on:

- An awareness raising of Mental health, stress issues and techniques for their management
- Healthy eating and a balanced diet
- The effect of drugs/alcohol/smoking
- Alcohol and alcoholism
- Developing positive and healthy attitudes towards a smoke-free environment
- What is a drug?

This programme will be reviewed in line with PDMU schemes of work and when changes to curricular guidance are published.

The Aims will be as follows:

It is important that our children make wise and informed decisions in the context of the society they live within. We aim to provide them with the knowledge, understanding and skills to enable them to make these decisions. We hope:

- To promote positive attitudes towards personal health
- To inform pupils of the effects of drug use and abuse
- To help pupils acquire skills in managing peer and social pressure
- To build up self-esteem of the pupils
- To help pupils acquire decision making skills
- To create a climate where a young person feels comfortable to discuss problems around substance misuse
- To encourage a healthy and critical respect for all substances taken into the body

Staff use of smoking and alcohol

Fairview 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' (Appendix 5) and the Alcohol and Drug Misuse Policy (TNC 2005/5). The designated smoking area is out of view of all pupils at the side of the school in the boiler house.

Communicating the policy to parents and other relevant agencies

The policy will be available on the school website and is also available in the school should anyone require a copy.

Management of Substance-Related Issues

Fairview Primary School believes that the misuse of drugs/solvents will not only damage individuals directly, but also others involved, such as families, school and the wider community. CCEA in its guidelines clearly defines the procedures to be followed in managing such misuse (see appendices attached):

1. for substances found in the school premises
2. for finding/suspecting a pupil of possessing them
for dealing with a pupil under the influence of drugs
3. Police must be notified in all incidences where a pupil is found to have, or suspected of having a controlled drug in his/her possession.

A teacher cannot search a pupil or his/her belongings unless they agree. If it is suspected the pupil has in his/her possession an illegal drug, then the PSNI will be called and the pupil asked to remain in the principal's office until they arrive. However if they refuse, staff will not try to detain them against their will and their details will be given to the police to investigate the incident.

The principal will take possession of any substance / paraphernalia found and arrange for its safe storage until the PSNI arrive. An adult witness should be present in these circumstances and a record kept.

Procedures for managing drug-related incidents

- Assess situation
- If need be, send for first aider
- Any paraphernalia found on school premises to be treated with extreme caution
- Report presence to designated teacher/ principal
- Gather up any drugs, paraphernalia, evidence etc. and pass to principal
- Respond to first aider
- Inform parents/guardian
- Take possession of items, store securely
- Incident form completed
- Inform:
 - PSNI
 - Board of Governors
 - Education Authority
- Agree pastoral / disciplinary response including counselling
- Copy of report to Chairperson of BOG
- Review procedures

The school will endeavour to make a measured response (from isolation to exclusion)

The school cannot guarantee confidentiality to pupils. Any criminal activity disclosed to a teacher or other member of staff must be taken to the principal, the PSNI, the BOG and EA.

A range of disciplinary measures

In Fairview Primary School we consider all drugs related incidents to be serious. The procedures and appropriate disciplinary action is dependent on the nature of the incident.

Examples of such factors to be considered are as follows:

- Is it a first or subsequent offence?
- Is it a legal or illegal drug?
- What was the pupil's motivation?
- Was there pressure from other pupils?
- Are the parents involved in drug taking?

The school will seek parental involvement, support and co-operation regarding the implementation of any disciplinary action. This will follow our sanctions in line with our Behaviour Policy. The PSNI will be informed of any incident.

Recording an incident

If the principal considers an incident to be serious we will call the Education Authority or EA designated officer to alert them to the incident and then make a full written factual record of the incident.

If the incident that requires only an internal school investigation, for example finding cigarettes on school property, we will treat any sensitive information about pupils in a confidential and secure manner.

For an incident that requires a PSNI investigation, the principal is responsible for determining the circumstances of all incidents. The PSNI is responsible for investigating any criminal or suspected criminal offence. Under these circumstances, as a school we will not take any written statements from individuals involved in the incident. The investigating officer is

responsible for dealing with the incident to co-ordinate recording all statements that could be required for a potential court case.

Searching

If the designated teacher receives an allegation of possession of an illegal drug, pupils will be requested to turn out their schoolbags etc. This will always be done in the presence of another adult. However, without consent, their property cannot be searched. In such cases, parents and the PSNI will be contacted.

Detaining

When managing a suspected drugs-related incident, the pupil should be invited to remain in the school under the supervision of a member of staff until the police arrive. However, it is important to recognise the point at which a young person becomes a danger to self or others and in this case the teacher has a duty of protection and may have to detain the pupil using reasonable force. They may also make a citizen's arrest under Article 26A of the Police and Criminal Evidence (Northern Ireland) Order 1989 if they feel they have reasonable grounds to suspect that the pupil has in their possession or has taken a controlled substance.

Press Statement

Only the Principal will speak to the press and only if it is deemed necessary:

- A written statement will be prepared beforehand
- It will be positive, short and factual
- No additional questions will be answered
- The privacy of the pupil/family will be respected
- The statement will conclude on a reassuring note that the incident had been managed effectively

Confidentiality

We cannot and do not guarantee complete confidentiality and the boundaries will be made clear to pupils. If information concerning a controlled drug is disclosed to either a teacher or visitor to the school then this has to be passed on to the designated teacher and reported to the PSNI and EA representative. However a member of staff can direct the pupil to sources of confidential advice.

Procedures for using outside agencies in school

Visitor/Agency will:

- Be made aware school policy and the school's views on confidentiality
- Have appropriate resources
- Have a clear set of aims and objectives
- Ensure their programme fits as part of the school's drugs programme

The teacher will:

- Always be present in the room
- Ensure the content is appropriate
- Evaluate the programme and the impact it made on the children
- Provide introductory/follow-up activities before and after the visit

Emergency First Aid procedures

In the event of substance abuse, the following teachers who are trained in first aid will:

- Send for the principal, call 999 and contact parents
- Find out what has been taken. This will help the emergency crew
- Do **not** give anything to eat or drink
- If conscious, try to keep them awake and as calm as possible
- If unconscious, put in recovery position, clear airways and call an ambulance immediately
- If they stop breathing, begin mouth-to-mouth resuscitation. Stay until ambulance arrives and inform them of the facts
- Depending if a depressant drug (alcohol, solvents, sleeping pills or painkillers) has been taken, they will feel drowsy. Keep them awake by getting them to walk or by applying a cool damp cloth to the back of their neck

Guidance for confiscation and storage of harmful substances

Harmful substances found on site in Fairview Primary School will be held by the principal until PSNI or relevant body is contacted to dispose of them.

Guidance on storage, handling and disposal of hazardous substances (cleaning fluids, glues etc)

Fairview Primary School is fully aware of the potential dangers of substance abuse. The use of solvents will always be kept to a minimum and the school will follow the advice and guidance of EA re appropriate type, use and storage. Solvents, which may be required in school, include adhesives, aerosols, cleaning and degreasing agents.

Where solvents have to be kept in school e.g. for classroom and cleaning purposes the following guidelines will be strictly adhered to:

- All solvents necessary will be stored securely and will be properly supervised
- The teacher will be in charge of distribution and collection of glues etc. in the classroom
- Pupils will not be allowed to bring substances into school, which would or could have an intoxicating effect on them
- The caretaker and cleaners will be made aware of their responsibilities. All cleaning materials will be kept in their original containers and kept in a locked store

Any illegal substance found will be kept in safe storage by the principal until it can be handed over to the police. In practice, many every day substances may be used to produce a drug-related effect. It would be impractical to ban all these substances from school but teachers should be aware of their effect and minimise their use. Any dangerous cleaning substances should be kept well away from the reach of any children and the caretaker should be aware of the recommendations made by the EA of their storage. All classroom glues and solvents will be stored safely in the classroom.

Guidelines on administration of medication in school

At Fairview Primary School we ask all parents to complete a form for application of medicines required in school e.g. inhalers, epipens, piriton etc. This indicates the name of the medicine, quantity to be taken and time to be taken. These children will be placed on the medical register. Every teacher has the right to refuse to administer any type of medicine or drug to children. However, if a child needs ongoing medicine the parents should discuss the situation with the principal (see 'Administering Medication' policy). Parents will be asked to declare any medicine / drugs before children are taken on a school trip or educational visit.

After an Incident

It may be appropriate after a drugs related incident to identify counselling services that are available to support a pupil at risk. In planning a pastoral response we will consider referral pathways (if appropriate). See Appendix 8.

Review of policy and procedures

It is intended to review and update the policy on a yearly basis (best practice) or immediately after an incident occurs. This will reflect on changing circumstances and trends in drugs use.

The principal and staff will monitor the programme, making changes where appropriate.

Questionnaires may be used to consolidate both parental and staff input.

Review and evaluation will take place as part of our school development plan, in response to future initiatives and in the light of any drug related incident.

APPENDICES

Appendix 1: Main Types of Controlled Substances by Class

Appendix 2: Handling Drug-Related Incidents

- 2.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises
- 2.2 pupil suspected of having taken drugs/alcohol on school premises
- 2.3 pupil suspected of possessing/distributing an illegal substance
- 2.4 pupil in possession of alcohol or unauthorised prescribed medication on school premises
- 2.5 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: Checklist of Roles and Responsibilities when Managing an Incident

Appendix 4: Drugs Incident Report Form

Appendix 5: Recognising Signs of Substance Abuse

Appendix 6: Referral Pathway for Specified School Incidents

Appendix 7: Emergency Procedures

Appendix 8: Useful Contacts in Northern Ireland

Appendix 9: Drugs and Alcohol in the Workplace

APPENDIX 1

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 (eg 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 life 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.

Invest Northern Ireland and NI Direct Government Services, Workplace Policies on Smoking, Drugs and Alcohol, available at www.nibusinessinfo.co.uk

National Archives

- Criminal Law Act (Northern Ireland) 1967
- Education (Curriculum Minimum Content) Order (Northern Ireland) 2007
- Health and Safety at Work (Northern Ireland) 1978
- Misuse of Drugs Act 1971
- Police and Criminal Evidence (Northern Ireland) Order 1989

Available at www.legislation.gov.uk

National Drug Treatment Centre, Health Service Executive (HSE), FAQs: Definition of Drug Misuse, available at www.addictionireland.ie

National Health Service (NHS), Common health questions: What is a controlled medicine (drug)? Available at www.nhs.uk

National Institute for Health Care Excellence (NICE), School-based Interventions on Alcohol, available at www.nice.org.uk (November 2007)

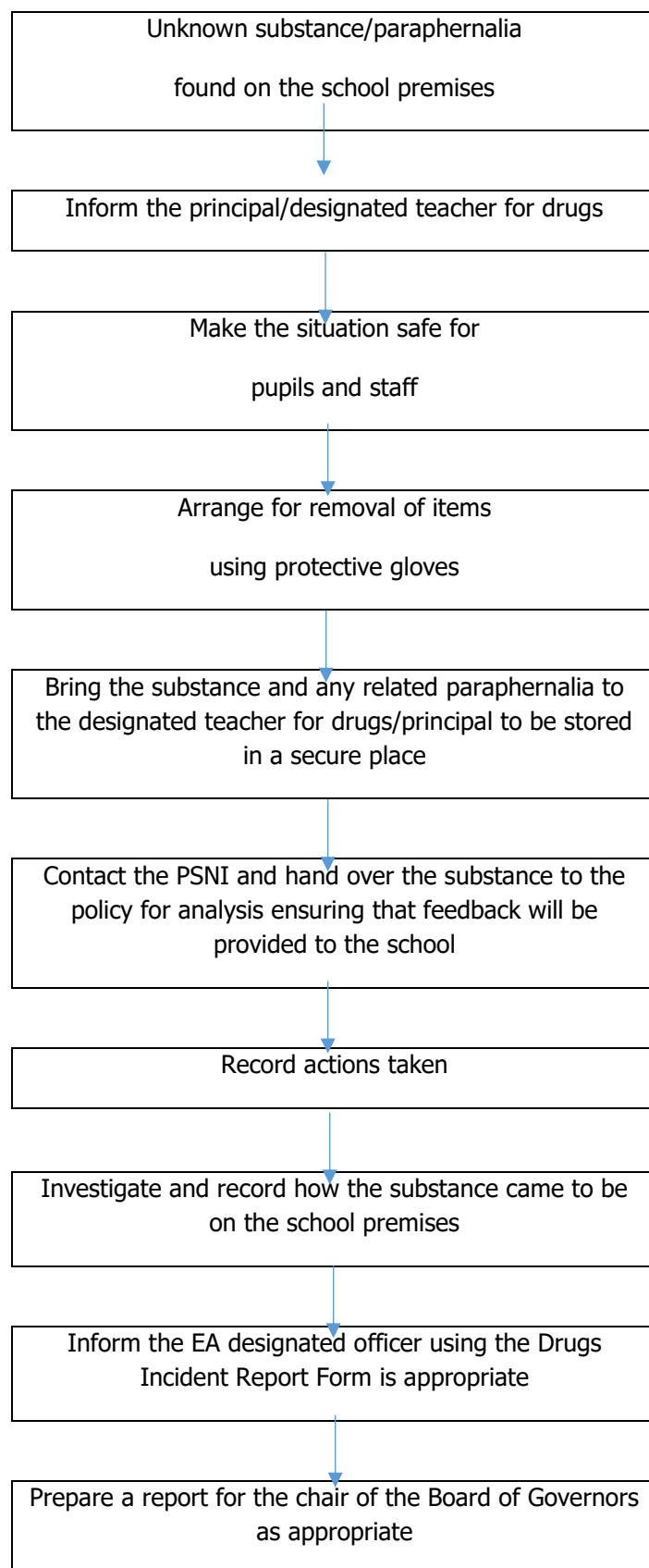
Public Health Agency, Stopping Smoking Made Easier, available at www.publichealth.hscni.net (January 2015)

Resnick, M; Bearman, P; Blum, R; Bauman, K; Harris, K; Jones, J; Tabor, J; Beuhring, T; Sieving, R; Shew, M; Ireland, M; Bearinger, L and Udry, r, Protecting Adolescents from Harm: Findings from the National Longitudinal Study on Adolescent Health, Journal of the American Medical Association, (JIMA), available at www.mdft.org (September 1997)

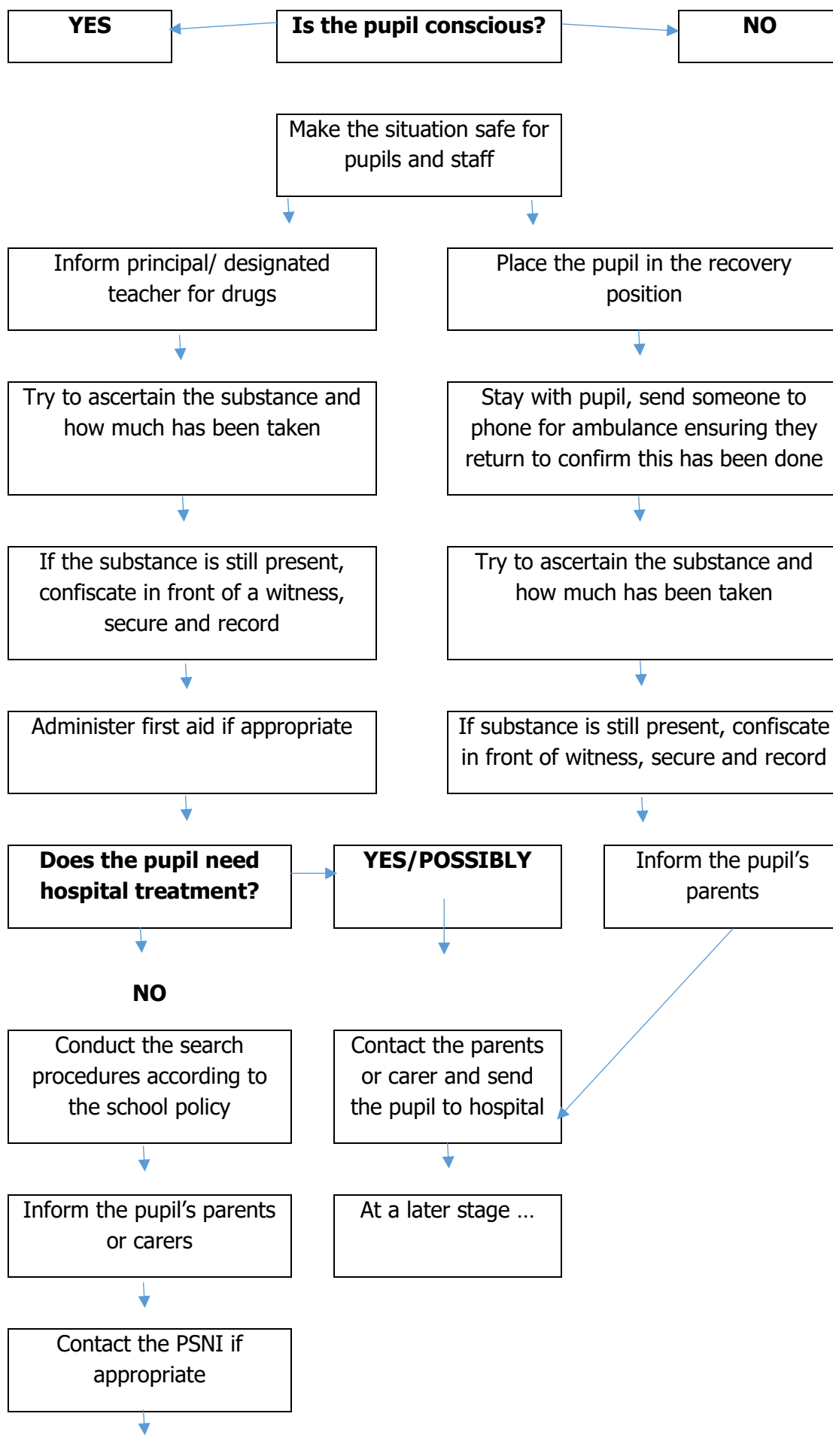
APPENDIX 2

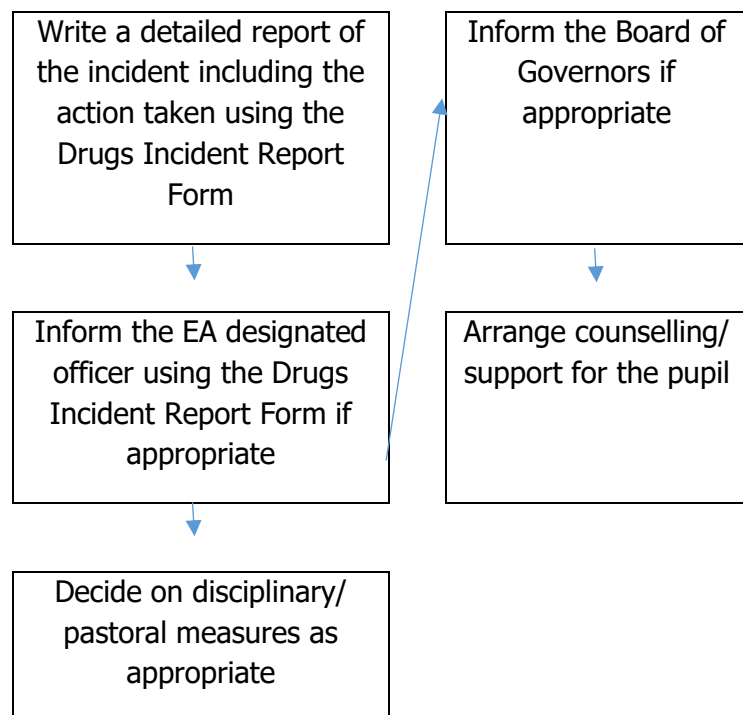
HANDLING DRUG-RELATED INCIDENTS

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

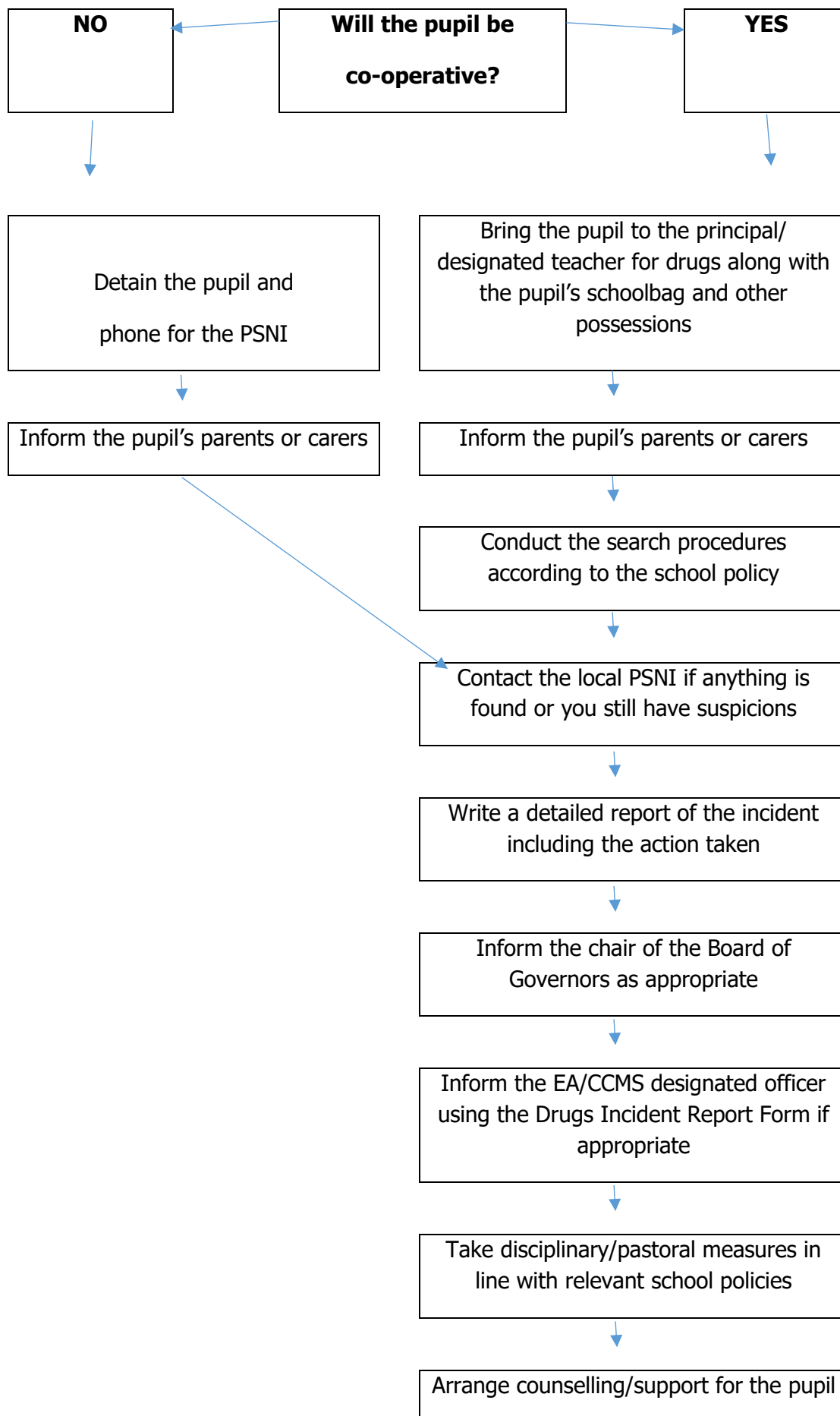


2.2 Pupil suspected of having taken drugs/alcohol on school premises

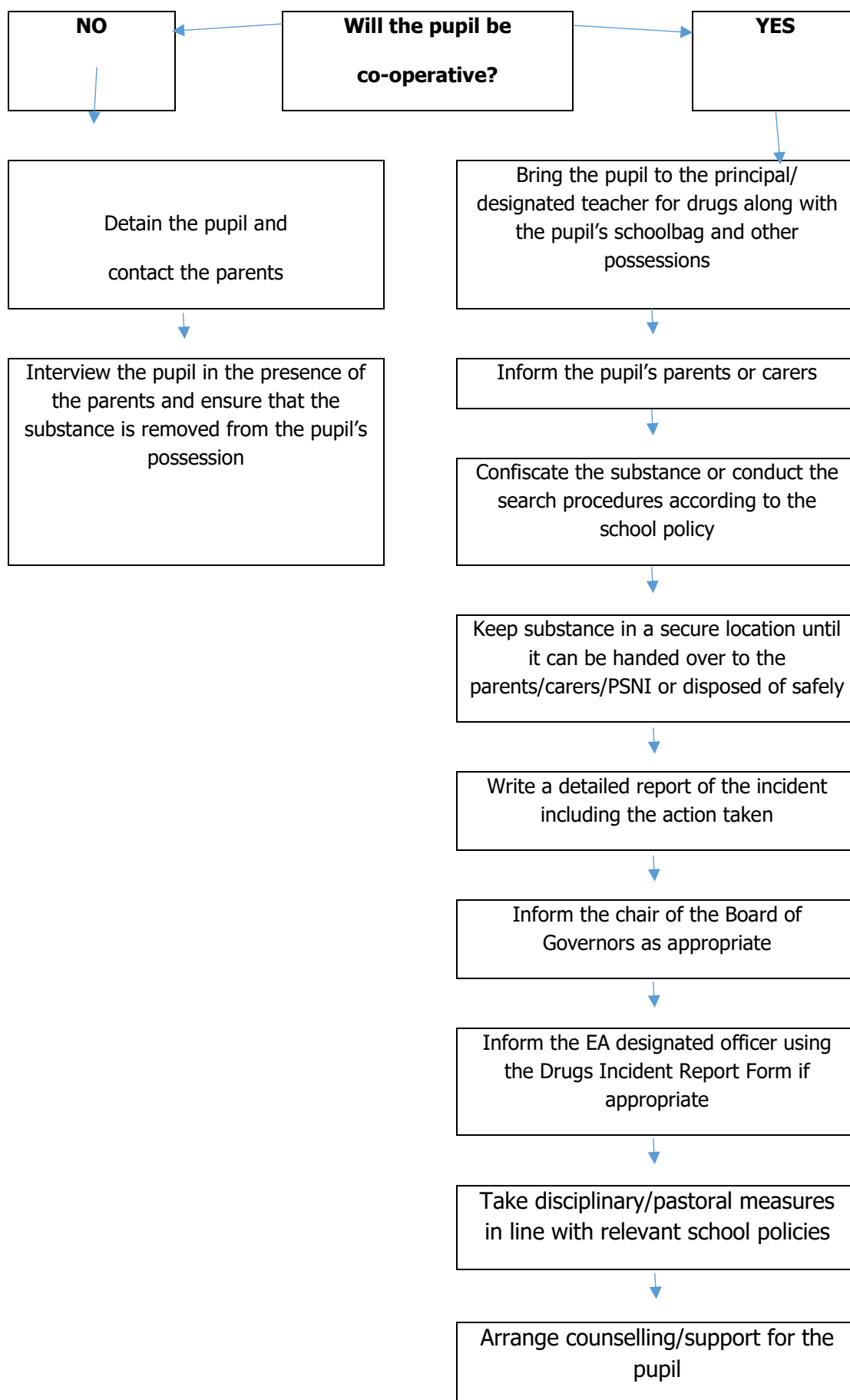




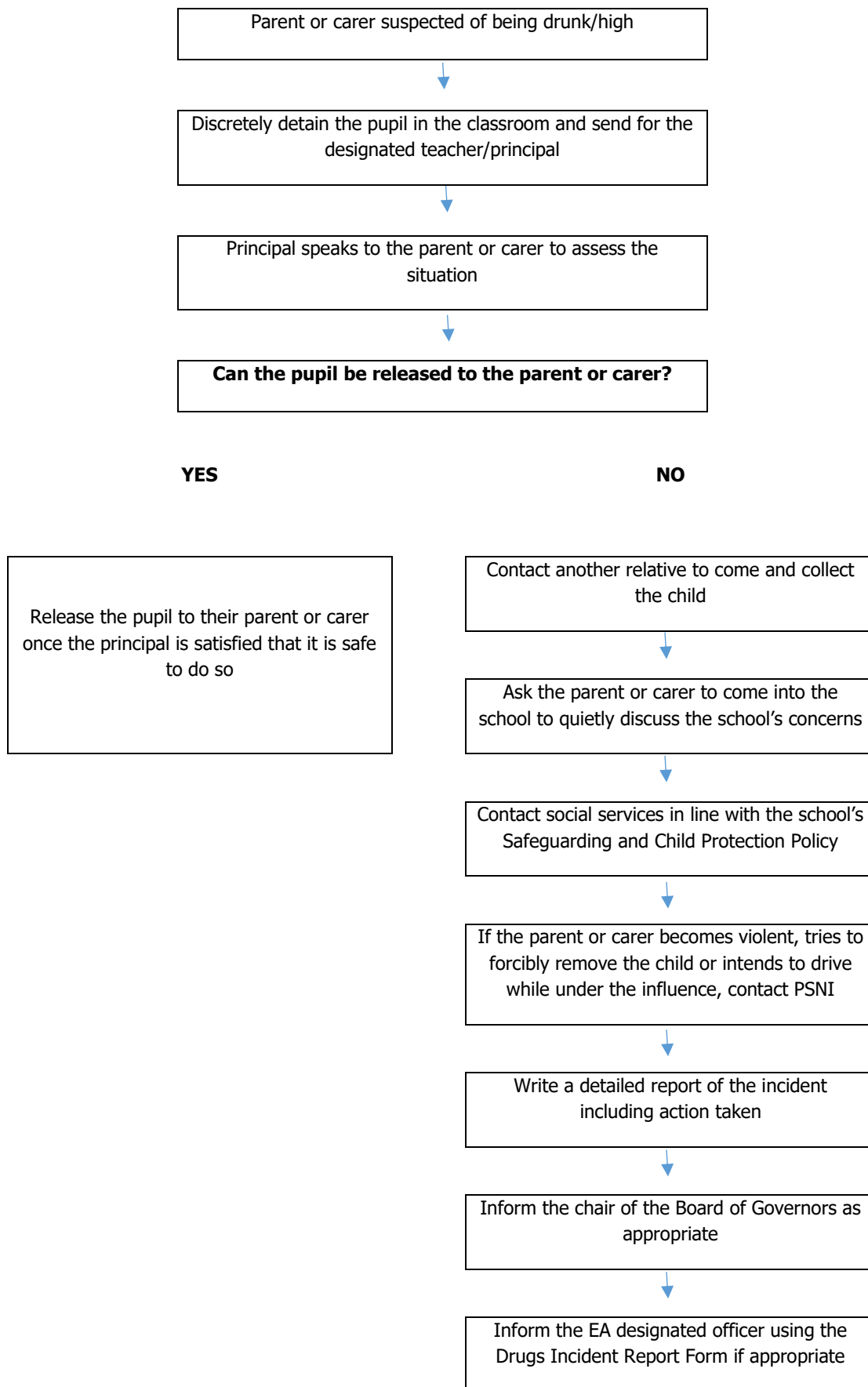
2.3 Pupil suspected of possessing/distributing an illegal substance



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



2.5 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

CHECKLIST OF ROLES AND RESPONSIBILITIES WHEN MANAGING AN INCIDENT

Individual staff members should:

- Assess the situation and decide the action;
- Make the situation safe for all pupils and other members of staff, secure first aid and send for additional staff support, if necessary;
- Carefully gather up any drugs and/or associated paraphernalia or evidence and pass all information or evidence to the designated teacher for drugs; and
- Write a brief factual report of the incident and forward it to the designated teacher for drugs.

The designated teacher for drugs should:

- Respond to first aider's advice or recommendations;
- Inform parents or carers immediately, in the case of an emergency;
- Take possession of any substance(s) and associated paraphernalia found;
- Inform the principal;
- Take initial responsibility for pupil(s) involved in the suspected incident; and
- Complete a Drugs Incident Report Form (see Appendix 5) and forward it to the principal.

The principal should:

- Determine the circumstances surrounding the incident;
- Ensure that the following people are informed:
 - o Parents or carers;
 - o Designated officer in the local PSNI area;
 - o Board of Governors; and
 - o Designated officer in Education Authority or CCMS.
- Consult and agree pastoral and disciplinary responses, including counselling services or support;
- Forward a copy of the Incident Report Form to the chairperson of the Board of Governors and the designated officer in the Education Authority or CCMS, if appropriate; and
- Review procedures and amend, if necessary.

APPENDIX 4

DRUGS INCIDENT REPORT FORM

1.	Name of Pupil _____ DOB _____ Address _____ _____
2.	Date of Incident _____ Reported by _____ Time of Incident _____ Location of Incident _____ _____
3.	First Aiden 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 _____

Description of the Incident

Actions Taken

Incident form completed by

Date

APPENDIX 5

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 6

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 _____

Name of Agency _____
Name of contact _____
Address _____

Relevant Details _____

Contact number _____

Email address _____

Email address _____

Name of Agency _____

Name of Agency _____

Name of contact _____

Name of contact _____

Address _____

Address _____

Relevant Details _____

Relevant Details _____

Contact number _____

Contact number _____

Email address _____

Email address _____

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

USEFUL CONTACTS 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 94482200	www.neelb.org.uk
South-Eastern Region	Tel 028 9056 6200	www.seelb.org.uk
Southern Region	Tel 028 3751 2200	www.self.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.onlineccms.com

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

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.	Tel 028 9127 9729 for further information from the ICSS Regional Co-ordinator	

Contact is through the school.		
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Health and Safety		
The Health and Safety Executive	Tel 028 9024 3249 for Northern Ireland (NSENl)	www.hseni.gov.uk

Public Health Agency for Northern Ireland

The Public Health Agency (PHA) is a regional organisation that aims to protect and promote the health and wellbeing 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 wellbeing. It is a multidisciplinary, multiprofessional 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 9

Drugs and Alcohol - Alcohol and Drugs in the Workplace

Alcohol in the Workplace

In Northern Ireland alcohol is the most commonly abused substance, and the majority of people with a drinking problem are in the workplace, but the prospect of tackling when and how much employees drink can be daunting. However acting to prevent problems before they occur can save time in the end and is often more effective than dealing with a problem that becomes too serious to ignore.

Effects of Alcohol Consumption on the Workplace:

- Alcohol causes an estimated 3-5% of absences from work, equating to an estimated cost to business, in Northern Ireland, of £238 million;
- loss of productivity and poor performance;
- lateness and absenteeism;
- safety concerns;
- bad behaviour or poor discipline;
- adverse effects on company image and customer relations;
- resentment among employees who have to 'carry' colleagues whose work declines because of their drinking and
- drinking even small amounts of alcohol before or while carrying out work that is 'safety critical' will increase the risk of an accident.

Government Guidelines

The Government's guidance on sensible drinking highlights the following as examples of specific situations when the best advice is not to drink at all:

- before or during driving;
- before using machinery, electrical equipment or ladders; and
- before working or in the workplace where due to the nature of the work, judgement would be adversely affected by alcohol.

What is a unit of alcohol?

One unit of alcohol is 10ml (1cl) by volume, or 8g by weight, of pure alcohol. For example:

Pint of lager	2 units
Half pint of cider	1 unit
Small glass of Wine	1 1/2 units
NI pub measure of spirits	1 1/2 units
Alco pop/ ready mixed drink	1 1/2 units

Drugs in the Workplace

Drug misuse can be a serious problem not only for the misuser but also for the business where they work and, sometimes, for their co-workers. The possession of some drugs is illegal, exposing the misuser to the risk of criminal charges as well as causing harmful effects to their health. You could be breaking the law if you knowingly allow drug-related activities in your workplace and you fail to act. It is just as important to know the implications to both your employees and business of not tackling drug misuse, particularly where safety is involved.

Successfully tackling drug misuse can benefit both your business and your employees. For example by:

- saving on the cost of recruiting and training new employees to replace those whose employment might be terminated because of reducing the cost of absenteeism or impaired productivity;
- creating a more productive environment by offering support to those employees who declare a drug-related problem, improving employee morale;
- reducing the risk of accidents caused by impaired judgement;
- enhancing the public perception of your organisation as a responsible employer;
- contributing to society's efforts to combat drug misuse.

Who is at risk?

All kinds of people are involved in drug misuse - they do not conform to any stereotype. A lot of people who are involved in drug misuse are in work.

Taking Drugs - What are the Signs?

If you are going to tackle drug misuse at work effectively, you may want to start by examining your own knowledge about the types of drugs available and the harmful effects they can have on the misuser and your business. So your first task will probably be to gather information to raise your awareness and that of your managers or supervisors. This can be a starting point but you may also want to approach some of the organisations listed in the [What an employer can do?](#) page for useful reading material, educational videos and other information.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration. Drug misuse can also bring about the neglect of general health and well-being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

For further information in dealing with drug related problems at work please consult:

[Drug Misuse at Work - a guide for employers](#)

(http://www.hseni.gov.uk/guidance/topics/drugs_and_alcohol1/alcohol_and_drugs_in_the__workplace-2.html)

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

The Public Health Agency (PHA) for NI 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, multiprofessional 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

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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

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www.mindingyourhead.info

www.fasaonline.org

www.talktofrank.com

www.thesite.org/

drinkanddrugs

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

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

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

Independent Counselling Service for Schools

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Contact is through the school.

Tel: 028 9127 9729 for further information from the ICSS Regional Co-ordinator Health and Safety

The Health and Safety Executive Tel: 028 9024 3249

www.hseni.gov.uk