

# **Ballycraigy Primary School**

## **Drugs Policy**

## **POLICY FOR SCHOOL BEHAVIOUR AND DISCIPLINE**

### **Part 1.... Introduction**

#### **ETHOS**

Our staff and pupils are eager to develop a sense of loyalty to the school and to each other. Our school provides a welcoming, attractive and stimulating environment conducive to learning and we celebrate both academic and non-academic achievement. The positive morale of staff and pupils promotes a collaborative culture. This culture supports realistic, achievable expectations.

Parental involvement is encouraged and welcome. Parents receive clear information about curriculum, pupil progress and the day to day running of the school. Parents are encouraged to play an active role in their children's education and in the life of the school.

The school has a caring ethos underpinned by the 6 Principles of Nurture and all the staff members show a strong commitment to the care and welfare of the pupils. The school has comprehensive policies in line with DE guidelines and the UNCRC, and the staff members adopt practices that ensure that these policies are implemented fully.

#### **RATIONALE**

We, the Board of Governors and staff of Ballycraigy Primary School take a serious and professional approach to our responsibilities in relation to drugs education. We recognise that children can be exposed at a very early age to the risks associated with the drug culture which exists in our society today. This exposure may come through parents/guardians, older brothers or sisters, friends, the media and through popular music. Drugs education is therefore a statutory requirement for all schools and recent research has shown that such education is beneficial in preventing some children from experimenting with drugs or at least delaying the onset for some.

#### **DRUGS DEFINITIONS**

"The term 'drugs' will include any substance which when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks." (DE's Guidelines, 2004)

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

- Prescribed drugs, such as antibiotics, tranquillisers, inhalers and Ritalin
- Alcohol and tobacco
- 'Over-the -counter' medicines, such as Paracetamol
- Illicit substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glue and petrol and Poppers (amyl/butyl nitrate)
- Illegal /controlled drugs, such as Cannabis, LSD, Ecstasy, Amphetamine Sulphate (speed), Magic Mushrooms, Heroin and Cocaine.

#### **AIMS OF OUR DRUGS POLICY**

Article 33 of the UNCRC states that "The government should provide ways of protecting children from dangerous drugs." Therefore the aim of our Drugs Policy is to ensure a

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

Our Policy will include the following aims:

- Ensure a consistent approach by all staff to drug education and in the handling of drug related incidents.
- Develop and implement a drugs education programme within the school curriculum.
- Develop procedures for addressing any drug related issue

## Part 2 ... Development and Implementation

### ROLES AND RESPONSIBILITIES

#### (a) Board of Governors

- Support the development and on-going review of the drugs policy and programme.
- Ensure a summary of the policy is published in the school prospectus
- Ensure they are fully aware and adequately trained to deal with any drug related incident including alcohol and tobacco.
- Have one member of the Board is specifically trained in drugs-related issues.

#### (b) The **Principal**, Dr Hazel Edwards will: -

- Determine the circumstances of any drug-related incident. (Only the PSNI can investigate)
- Contact the parents and/or guardians of any pupil involved in any drugs-related incident.
- Contact the PSNI. Her responsibilities will then be confined to the welfare of the pupil(s) involved
- Inform the Board of Governors about the incident
- Agree with them any appropriate pastoral or disciplinary measures to be taken
- Store any drug or drug related paraphernalia until the PSNI can remove it, or safely dispose of it if appropriate
- Report the incident to Philip Hewitt at Antrim Board Centre.

#### (c) The **Designated Teacher** for Drugs is Miss Louise Moore. Her responsibilities will be: -

- To oversee and co-ordinate the drugs education programme
- To co-ordinate the school's procedures for handling suspected drugs-related incidents
- To ensure teachers are trained in these procedures
- To act as contact point for outside agencies coming into the school
- To take possession of any substance or drugs paraphernalia found in the event of any drugs-related incident.
- To complete a report following any drug-related incident.

(d) **Individual Staff Members** (teaching and non-teachers)

- Deal with any emergency procedures surrounding the incident they have just encountered.
- Forward any information, substance or paraphernalia to designated teacher.
- Complete a factual report for the designated teacher.

## **STAFF TRAINING**

Staff (both teaching and non-teaching) will be trained in drugs awareness approximately every two years. This can also be offered to parents. Training can be provided by the NEELB or the designated teacher. Teaching staff can also avail of training in drugs education through active learning by NEELB staff.

## **OVERVIEW OF OUR DRUGS EDUCATION PROGRAMME**

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

Our programme, at the moment, is delivered mostly through PDMU and partly through English, World Around Us and other appropriate subjects. Active Learning methodologies such as discussion, debates, circle time, role-play etc. will be used to help the children develop their decision-making, problem-solving and thinking skills as well as giving them the necessary knowledge.

- Some aims of our programme are:-
- To promote positive attitudes towards personal health
- To inform pupils of the effects of drug use and abuse
- To build up self-esteem in our children
- To help pupils acquire skills in managing the pressures of the youth culture in which they live
- To create an ethos where pupils feel comfortable in discussing problems around substance misuse
- To encourage a healthy and critical respect for all substances taken into the body

## **STAFF USE OF SMOKING AND ALCOHOL**

Ballycraig Primary School became a non-smoking environment on 1<sup>st</sup> March 2002. No member of staff – teaching, peripatetic, support or non-teaching as well as visitors and pupils may smoke while on the premises. This policy will also remain in operation when school premises are used for purposes other than school-related activities. The prohibition of smoking also applies during school activities undertaken outside the school. e.g. Educational visits.

With respect to staff/visitor's problems with alcohol or other drugs we would refer them to the document; "Drugs and Alcohol in the Workplace Guidance." This document is available from the principal's office.

## **COMMUNICATING THE POLICY TO PARENTS/VISITORS**

Reference will be made to the Drug's Policy in the school prospectus and parents will have access to this information or their own copy at any time. Their views and ideas will be welcomed whenever the policy is being reviewed.

Any outside agency visiting the school will be made aware of the policy to ensure that what they are offering is part of the ongoing drugs programme and is always appropriate.

## **Part 3... Management Issues**

### **PROCEDURES FOR MANAGING DRUG-RELATED INCIDENTS**

It is important that all staff and visitors to the school are aware of our procedures for dealing with any drug-related incident. These are set out clearly step-by-step in the first three appendices. It should also be noted that it is a statutory requirement that the PSNI is informed of **all** instances where it has been alleged or suspected that a crime has been committed.

Appendix 1.....Substances found on the school premises

Appendix 2.....Finding/suspecting a pupil of possessing drugs

Appendix 3.....Dealing with any pupil under the influence of drugs

#### **Detaining a pupil**

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

#### **Searching**

Where a teacher may have reasonable grounds for suspicion, they may search any property belonging to the school, e.g. a cupboard or desk. They may ask a child to turn out the contents of a bag or pocket and with the pupil's consent, may search these in the presence of the pupil and another adult. If the pupil refuses, the police and parents will be called. Only members of the PSNI have the right to carry out a physical search of the pupil.

### **DISCIPLINARY MEASURES**

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

- Age of pupil
- What was the motivation?
- Was there peer pressure?
- Does the pupil understand the policy/school rules?
- Is it a first or subsequent offence?
- Quantity of drug
- Is the drug legal/illegal?
- Was it possession or supply?

At all times we will take into account the needs of each pupil and support mechanisms will be put into place, such as appropriate counselling from NEELB or other appropriate

agency. Parents are expected to support the aims of the school throughout the implementation of any aspect of the school's policy in deciding disciplinary matters. It is emphasised that all measures taken will be for the long term benefit of the pupil as well as the protection of other pupils.

## **CONFIDENTIALITY**

Neither a teacher nor any visitor to the school can ever promise total confidentiality and this should be made clear to the pupils, teachers and visitors. If information regarding controlled drugs is disclosed, this **must** be passed on to Dr Edwards. She will decide if the pupil is to be directed to sources of confidential information and advice or if the PSNI should be informed.

## **USING VISITORS IN THE CLASSROOM**

Visitor/Agency will:

- Have Child Protection policy
- Be given copy of policy to ensure school's views on confidentiality
- Have appropriate resources
- Have a clear set of aims and objectives and the impact it had on the children.
- Ensure their programme is 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**

See Appendix 4

## **GUIDELINES ON THE MANAGEMENT OF SOLVENTS/HAZARDOUS SUBSTANCES**

- There will be close supervision throughout the school of materials such as glue, felt-tips, aerosols etc when used by pupils
- In classrooms, teachers will be expected to monitor closely the distribution, use and collection of all potentially hazardous substances.
- Such materials will be kept in a locked cupboard, with only access for the teacher
- All cleaning materials (for use by the cleaning staff) will be kept secure in the cleaners' stores which will be kept locked when not in use.(See Health and Safety Manual)
- Any illegal substance found will be kept in safe storage by the principal until it can be handed over to the police.

## **GUIDELINES ON THE ADMINISTRATION OF MEDICINES**

To enable pupils requiring medication to participate as fully as possible in school activities the school will assist the child with medical needs.

When a parent requests medication to be administered to a pupil at school, the school will deal with the matter using The Policy for Supporting Children with Medication Needs.

- A written report together with a statement of the pupils condition and requirements must be made available to the school (Form 2 Request by Parent for School to Administer Medication)
- The school will decide on the way in which the school will meet the pupils requirements (Form 3 School's Agreement to Administer Medication)
- Appropriate training, when necessary, will be sought from medically qualified persons, i.e. pupil's GP, Specialised Nurse, School Clinical Medical Officer
- The school will ensure that a sufficient number of staff are trained in order to cover absences (Form 4 Staff Training Record)
- Two members of staff will be present when administering medication which could expose staff to allegations of assault or sexual abuse

### **Part 3... Monitoring and Evaluation**

#### **DEALING WITH MEDIA**

Statement should be prepared beforehand and only published if necessary. No names should be given and statement should be positive in nature referring to correct procedures.

#### **REVIEW OF POLICY AND PROCEDURES**

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

#### **EVALUATING SUCCESS OF PROGRAMME**

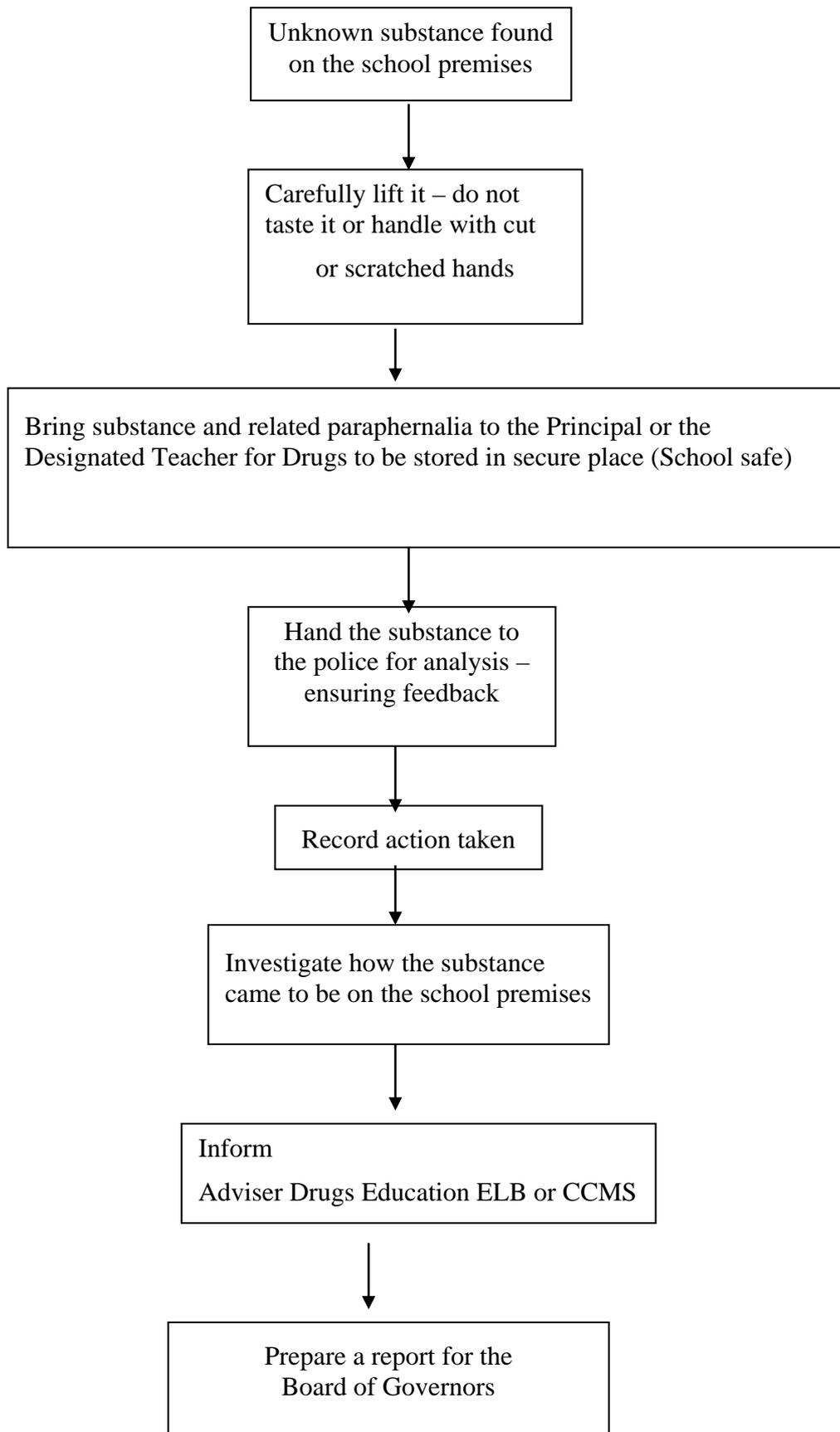
The Principal and the Designated teacher for Drugs Education will monitor with the class teacher the Drugs Programme. Feedback will be taken from teachers and pupils, using the NEELB evaluation forms. Parents may also contribute to this. Evaluation will follow after each module delivered and any changes deemed necessary will be implemented.

## APPENDICES

- Appendix 1 Finding a substance on the school premises
- Appendix 2 Pupil suspected of having taken drugs in school.
- Appendix 3 Pupil suspected of possessing/distributing an illegal substance.
- Appendix 4 Emergency Procedures
- Appendix 5 Drugs Incident Report Form
- Appendix 6 Drugs Programme Evaluation Form Pupil/Teacher
- Appendix 7 Form 4 Staff Training Record
- Appendix 8 Procedures

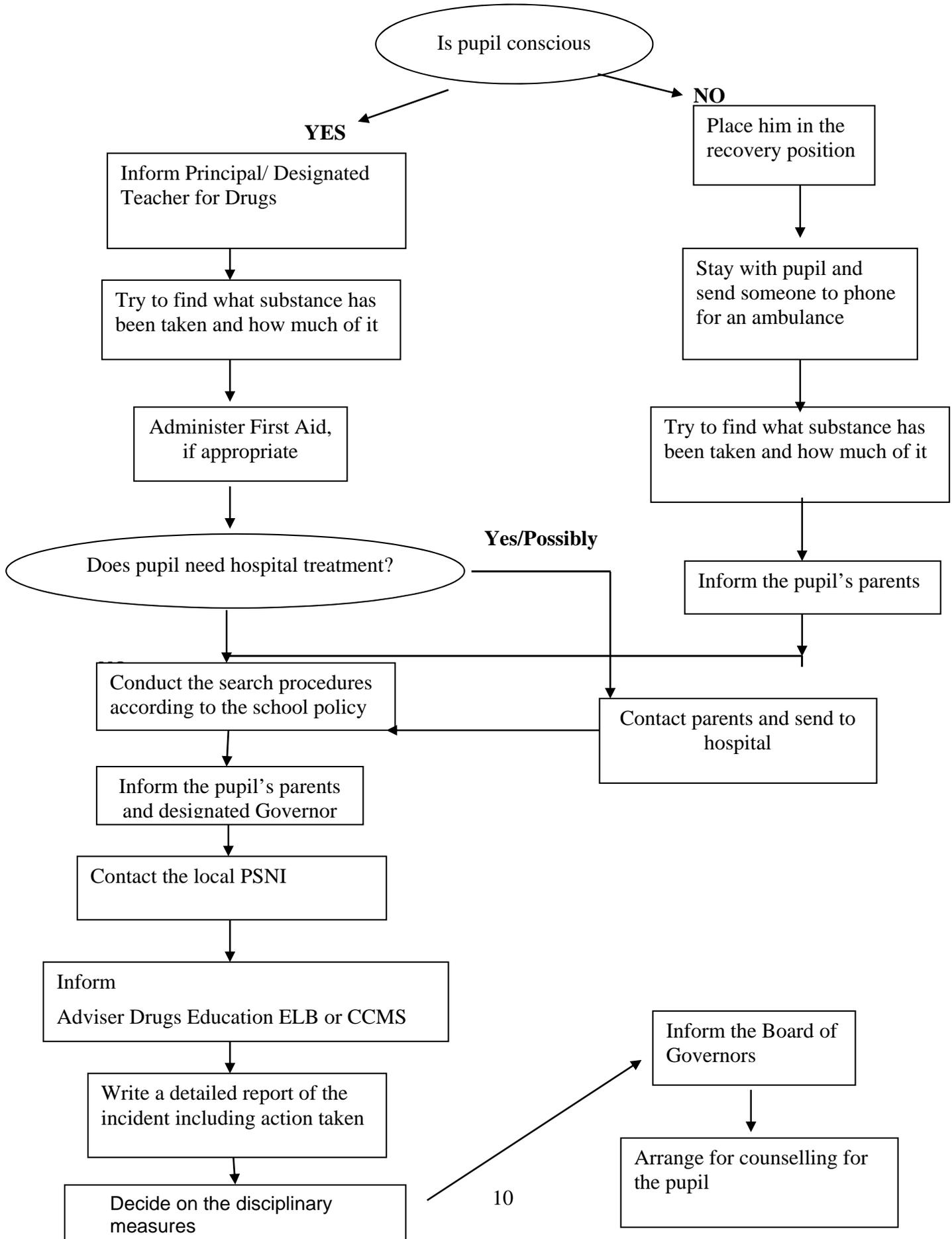
**APPENDIX 1**

**Finding a substance on the school premises**



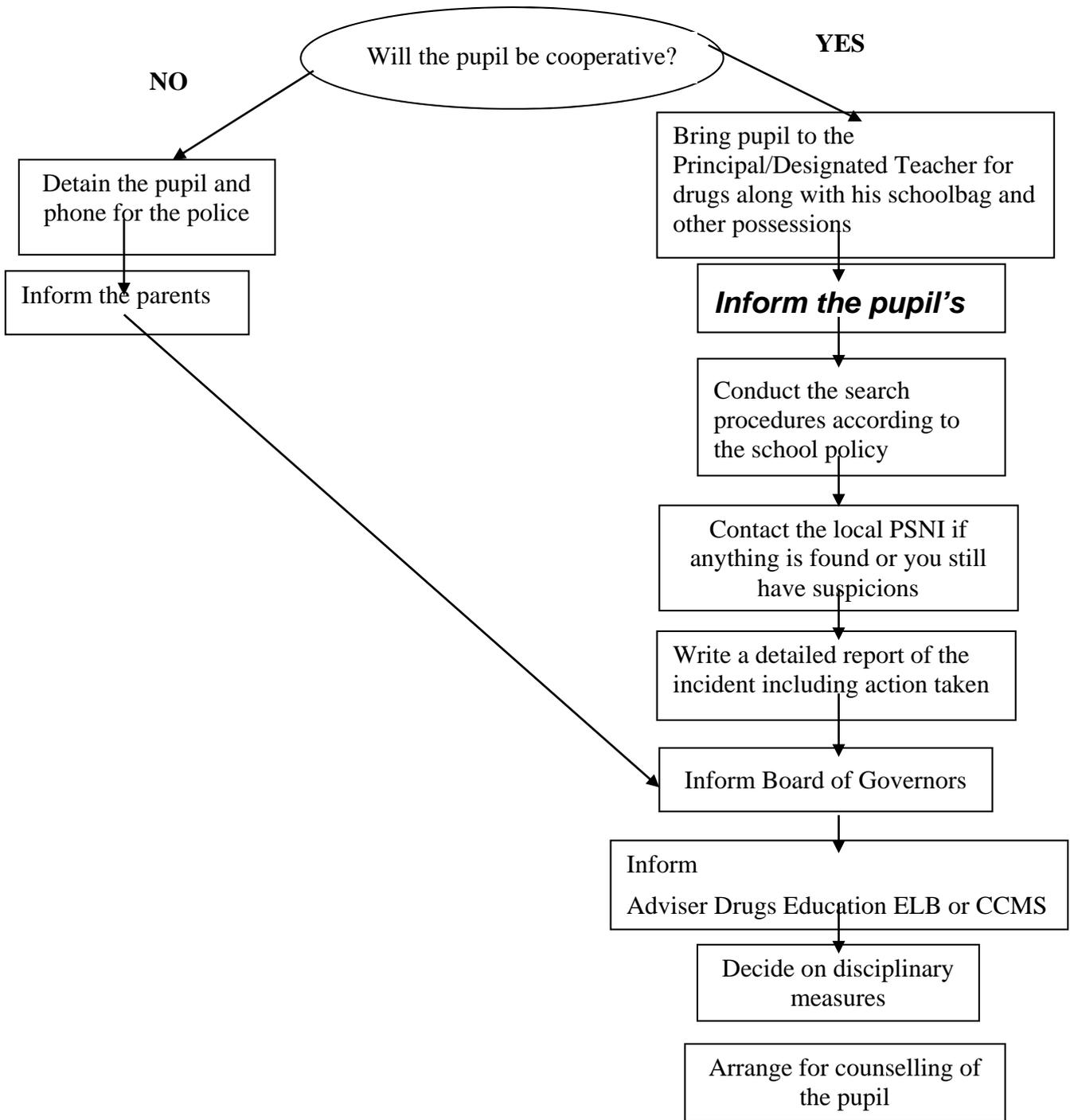
**APPENDIX 2**

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



**APPENDIX 3**

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



## Appendix 4

### Emergency Procedures

1. Send for the teacher trained in first aid – Dr Edwards, Mrs Simpson, Mrs Little.
2. Find out what has been taken. This will help the emergency crew.
3. 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
4. Do **not** give anything to eat or drink.
5. If unconscious, put in recovery position, clear airways and call an ambulance immediately
6. If they stop breathing, begin mouth-to-mouth resuscitation. Stay until ambulance arrives and inform them of the facts.
7. If a stimulant (Amphetamines or ecstasy) has been taken, the person will be distressed. It is important they remain calm and relaxed. Get them to breathe in and out slowly. If hyperventilating occurs, get them to breathe in and out of a **paper** bag.
8. If LSD or hallucinogen has been taken, keep them in a darkened, quiet room to avoid sensory stimulation. They should be supervised at all times and kept reassured that the effects will wear off and they are in no danger.

**Appendix 5**

**Drugs Incident Report Form**

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

**Address** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Date/time of Incident** \_\_\_\_\_

**Reported by** \_\_\_\_\_

**First Aid given by** \_\_\_\_\_

**Details** \_\_\_\_\_

\_\_\_\_\_

**Police Informed** \_\_\_\_\_

**NEELB informed** \_\_\_\_\_

**Disciplinary/pastoral/other response**

**Details** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_



**Appendix 6**

Drugs Education Teacher Evaluation

Teacher \_\_\_\_\_

Year group \_\_\_\_\_

Tick as appropriate:

Foundation  Key Stage 1  Key Stage 2   
 KS 3  KS4  Post-16  Visitor

Please comment on the following:

<p><b>Content</b></p> <ul style="list-style-type: none"> <li>• Length/amount</li> <li>• Easy to follow</li> <li>• Age appropriateness</li> <li>• Links to curriculum</li> </ul>	
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Suitability</li> <li>• Effectiveness</li> </ul>	
<p><b>Pupil response</b></p> <ul style="list-style-type: none"> <li>• Involvement</li> <li>• Learning</li> <li>• Homework</li> </ul>	
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Suitability</li> <li>• Ease of use</li> </ul>	
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Further suggestions</li> <li>• Good practice</li> </ul>	

**Appendix 7**

Drugs Education Pupil Evaluation

First name:	
Class:	P.
Date:	
Topic:	

1. Name one IMPORTANT thing you learned in this lesson.
  
2. What did you enjoy most?
  
3. Please say if there was anything you did not like.
  
4. Based on what you have learned, what advice would you give someone who might be at risk?

Appendix 8  
Drug Awareness for Parents

School \_\_\_\_\_

Date \_\_\_\_\_

**Objectives**

Please indicate how well you felt the evening met the objectives by circling a number.

**1 = Excellent    2 = Good    3 = Fair    4 = Poor**

1	Raise awareness of current drug issues	1	2	3	4
2	Give an outline of what the school is doing	1	2	3	4
3	Provide up to date information for this area.	1	2	3	4

2 Has your level of understanding increased as a result of the evening?

Yes  No

3 What was the best part of the programme?

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4 Will the evening change the way you approach drugs with your children?

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5 Was there anything else you felt would have been useful?

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