



## FIVEMILETOWN COLLEGE DRUGS POLICY

### **Rationale**

In today's society, most people will be exposed to and/or use some sort of drug at some time in their lives. Substance misuse affects all communities in Northern Ireland, crossing gender, cultural and social boundaries. No school, parent or carer can afford to be complacent or think that children and young people are not at risk.

In Fivemiletown College we recognise drugs and their use are an integral part of the youth culture and accordingly must be regarded as an important school and community issue. Dealing meaningfully with drugs and drug related issues involves the whole school community including teaching and other staff, governors, parents, pupils and relevant support agencies.

**The school condemns and prohibits the unlawful possession, use of and dealing in drugs and drug related substances.** Such activities would be subject to disciplinary procedures which may extend to suspension and expulsion.

To this end we create a positive ethos, with the emphasis placed on the personal responsibility of the individual in making informed decisions about the use of drugs within the context of a healthy lifestyle. Drugs education is taught in the context of a comprehensive PD programme which will contribute to equipping the pupils with the skills to manage their lives effectively and prepare them for adulthood and responsible citizenship.

### **Definitions**

**The terms drug and substance include any product that, 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 products such as tea and coffee, substances 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; ([see Appendix 2](#))
- 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; 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.

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

**Drug Misuse:** refers to legal, illegal or illicit drug taking or alcohol consumption, which leads a person to experience 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.

Tobacco and electronic cigarettes, although not controlled drugs, are prohibited on school premises and on school activities in line with DENI circular 2014/25. Procedures are in place within the Discipline Policy to address these issues ([see Appendix 1 of this policy](#)).



### Aims and Objectives

The aim of our drugs education programme is to reduce the acceptability and availability of drugs to young people and to reduce the health risks and other harm resulting from drug misuse.

Our Drugs Education programme aims:-

1. **to promote the health and well-being of our pupils** i.e. a healthy lifestyle where those who are likely to have no experience of drugs should maintain this position, those who do experiment should resist further use and those who use drugs regularly will be made aware of sources of help and be encouraged to stop;
2. **to provide pupils with accurate and up-to-date information on drugs** and their effects on health, and on the risks and legal aspects of drug taking so that they can make informed decisions in relation to drugs;
3. **to introduce opportunities to enhance the young people's self-respect**, personal competence and self-esteem so that they can resist peer pressure and being forced into the use of drugs;
4. **to minimise the number of young people who ever engage in drug misuse;**
5. **to seek to minimise the risks that users and potential users face;**
6. **to identify sources of appropriate personal support** for those who experiment or regularly misuse substances.

### Legislation and Guidance

It is the policy of this school to comply with the legal requirements laid down in the Misuse of Drugs Act (1971) and other relevant legislation and guidance including the DENI circular 2015/23 and 'Drugs Guidance for Schools in NI-Revised Edition 2015'.

### The Organisation and Management of the Drugs Education Programme

In Fivemiletown College the taught programme of Drugs Education is set within the Personal Development strand of Learning for Life and Work in the Revised curriculum. In Key Stage 3, guidance materials for teaching are provided through the CEA 'In-Sync' programme.

Opportunities for drugs education also arise across the curriculum. In subjects such as English, Drama, Religious Education, Physical Education, Home Economics, Technology and Design and Science, drugs-related issues are considered from a variety of perspectives. The Personal Development Co-ordinator is responsible for ensuring that the overall programme of drugs education meets the needs of pupils and ensures continuity and progression across key stages 3 and 4. The programme of drugs education is kept under review.

### External Agencies

External agencies who deliver drugs education in school (eg REACT, PSNI,) are asked to complete [Appendix 8](#), a service level agreement.

### Roles and Responsibilities (see [Appendix 3](#))

#### The role of pupils

Pupils should:

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

#### The role of the individual staff member (teaching and non-teaching) including all ancillary staff

All staff should be familiar with the content of the school's drug policy. They should also be fully aware of their responsibilities, should a suspected drug-related incident occur. It is not the staff's responsibility to determine the circumstances surrounding the incident, but they should:



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- assess the situation and decide on the appropriate actions to take;
- 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 (see Appendix 7);
- forward any information, substance or paraphernalia received to the designated teacher for drugs, who will respond accordingly (see Appendix 4.1);
- 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 5);
- 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); and
- invoke safeguarding procedures, if a parent or carer's behaviour may place a pupil at risk (see Appendix 4.5).

### The role of the designated teacher for drugs

Mrs McConaghy is the designated teacher with responsibility for drugs issues. She will:

- Liaise with outside agencies in relation to drugs
- Liaise with other staff on drugs matters, train and induct new staff in procedures
- Co-ordinate the school's procedures for handling suspected drug-related incidents
- Take temporary possession of any substance suspected of being a controlled drug and any associated paraphernalia until they can be handed over to the police
- Liaise with the Principal and provide a factual report on any drug-related incident at school
- Oversee the planning and co-ordination of curricular provision in relation to Drugs Education
- Review and if required update the policy at least annually, and after a drug-related incident where learning from the experience could improve practice.

The Personal Development Co-ordinator will assist the designated teacher.

### The role of the principal

It is the principal's responsibility to determine the circumstances of all incidents, but it is the responsibility of the PSNI to investigate any criminal or suspected criminal offence. In any suspected drug-related incident, the principal should contact the parents or carers of those pupils involved. The principal must ensure that in any incident involving a controlled substance there is close liaison with the PSNI. **Failure to inform the PSNI of a suspected incident involving controlled drugs is a criminal offence.**

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 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 and the designated officer in the Education Authority

### The role of the Board of Governors

The Board of Governors should:

- Foster and support the development and review of the Drugs Policy
- Examine and approve the completed policy and procedures
- Ensure the policy is published in the school prospectus and that it is reviewed at regular intervals
- Be fully aware and adequately trained to deal with suspected drugs-related incidents

The Designated Governor for Drugs will have received specific training in drug-related issues.



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### The role of parents/guardians

Parents/guardians should:

- Support their son/daughter if they have become involved with drugs
- Support the school in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drug misuse and the drugs education programme.

### Support

1. In all areas of school life, and through the pastoral system in particular, Fivemiletown College aims to establish and maintain good communication between all members of the school community. Pupils with a concern about any issue are encouraged to speak to a member of staff with whom they feel they can communicate easily. Staff will always try to help and support pupils, but cannot guarantee confidentiality in every situation, in the interest of the pupils.
2. In relation to drugs issues, the school will liaise with and seek advice from various external agencies eg EA (Southern Region), SHSSB Health Promotion Department, the Educational Welfare Officer, the School Medical officer, the PSNI and other voluntary organisations, as appropriate.
3. The Independent Counselling Service for Schools (ICSS), funded by DE and one full day school funded, offers a free school-based counselling service. Counselling is only appropriate when a pupil wishes to take advantage of what it offers. Pupils can refer themselves (drop-in service) or a parent or a member of school staff can refer them.
4. Staff or pupils who wish to invite visiting speakers or groups to give a presentation on drugs issues, should consult in advance with the Headmaster and/or Designated Teacher. A member of the school staff will always be present during any presentation by a visitor to ensure that key messages delivered are consistent with those of the school. The visiting speaker will have been made aware of the school policy on Drugs education.
5. This school accepts its legal responsibility to inform the PSNI where it believes or suspects a pupil to be in possession of a controlled drug, either on their person or in their belongings or if there is any doubt about the nature of the substance, or if controlled drugs are found on school premises.



## Procedures for managing suspected drug-related incidents

### **A suspected drug related incident is described as:**

- Suspect drugs or 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 supplying drugs
- A pupil found to be supplying drugs
- A pupil suspected of being under the influence of drugs (See Appendix 6).

Please note the above covers any instance of involvement in a suspected drug related incident on the school site, or when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.

In the event of an incident occurring we will follow the practices and procedures stated in [Appendix 4](#). In addition, the parents/guardians will be immediately notified as will the chairman of the Board of Governors and the PSNI in order that investigations into the source of, and possible trafficking in, illegal substances can be expedited.

### **Confidentiality**

Our policy in these matters is to proceed with the utmost discretion and sensitivity bearing in mind the need to protect the rights of the pupil concerned. However, it will be made clear to pupils that no guarantee of confidentiality can be offered if he/she discloses to a member of staff that he/she is taking drugs, supplying drugs or in possession of drugs. Due to the seriousness of substance misuse any incidents/knowledge must be reported immediately to the designated teacher, PSNI and Education Authority.

### **Searching**

If the designated teacher for drugs receives an allegation of possession, she or the Headmaster may need to search a pupil's bag or locker if they have cause to believe it contains unlawful items, including controlled drugs, only with the consent of the pupil. She or the Headmaster will carry out this search in the presence of the pupil and another adult witness. If the pupil refuses, the school will contact the parents/carers and the PSNI to deal with the situation. No member of staff will carry out a physical search of a pupil, unless there is compelling evidence that the pupil has committed an offence.

### **Confiscating suspected substances:**

It is illegal for pupils to be in possession of a controlled drug. If a pupil is suspected/known to be in possession of a controlled drug the pupil will be asked to surrender the substance (see [Appendix 4.2](#)) whereupon it will be placed under lock and key until checked by the PSNI. Upon refusal to comply, the pupil will be escorted to the Designated teacher/Principal who will make a further request before informing parents and the PSNI. Upon refusal by the pupil to accompany a responsible adult to the Designated teacher/Principal, the Principal will be sent for while the adult remains in close proximity to the pupil.

### **Sanctions**

If a drug related incident occurs it will be treated with the utmost seriousness. The disciplinary response made will be dependent upon the particular circumstances of the incident. It is also the duty of the school to provide appropriate pastoral support. In brief, the following will apply in the event of a case of drugs misuse:

- Parents will be informed as soon as possible
- PSNI will be informed in the case of controlled drugs, and may be informed in the case of any other drug, depending on the circumstances
- Disciplinary action taken will include the possibility of suspension
- Governors will consider expulsion in cases of drugs related incidents (see page 6)
- External agencies may be involved to provide counselling and other programmes of support.

### **Media**



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Only the Principal or a person nominated by the Principal has the authority to deal with enquiries from the media. In responding to the media:

- The privacy of any pupil and his/her family is respected
- Statements are short, factual and without elaboration
- Positive statements are made
- Concluding statements are reassuring and restate that the incident has been managed effectively.

### **Prescribed medication**

Parents are informed that if pupils require specific or prescription medication during the school day, these should be left with the school office staff and must be accompanied by written consent from a parent or guardian.

### **Related School Policies**

This policy is set within the broader context of Pastoral Care and so such it should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Discipline Policy
- Curriculum Policy
- Health and Safety Policy
- Anti-Bullying Policy
- Managing Critical Incidents Policy

### **Review of Policy**

Periodic review of our Drugs/Substance Misuse Policy will take place to reflect changing circumstances and trends. Evaluation will cover two areas:

- The effectiveness of the policy to assist pupils in resisting the lure of substance misuse.
- The effectiveness of the procedures and practices in place to deal with substance related incidents.



## SCHOOL REGULATIONS CONCERNING ALCOHOL AND TOBACCO

The regulations concerning alcohol and smoking apply to all pupils when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips. An educative, preventative approach, rather than a disciplinary approach, is preferred, but sanctions will also be applied to any pupil in breach of regulations concerning alcohol and smoking.

### Alcohol

- Pupils are not permitted to possess or consume alcohol, or to supply another pupil with alcohol when on the School site, when in uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.
- The priority of any member of staff becoming aware of alcohol being consumed by a pupil will be to ensure the safe care of the pupil.
- In addition, in the event of a member of staff becoming aware of any incident involving alcohol, he or she will:
  - Remove the alcohol from the scene
  - Report the incident as soon as possible to the Principal or Pastoral Leader or the Designated Teacher for Drugs within School
  - The Principal or Pastoral Leader, having established the details of the incident, will inform parents and decide on the sanctions to be applied and other measures to be taken. The particular circumstances of the incident will determine the response. Sanctions applied will range from Friday detention to suspension and, in the case of a repeated offence, expulsion.

### Smoking

- Pupils are not permitted to be in possession of smoking materials (including e-cigarettes) or to smoke cigarettes or e-cigarettes when on the School site, when in school uniform, or when taking part in any school approved activity, including sporting fixtures, school visits and trips.
- A member of staff becoming aware of a pupil smoking will inform the appropriate Year teacher or the Pastoral Leader and may remove the smoking materials from the pupil.
- The following sanctions will be applied to any pupil in breach of the regulations concerning smoking:
  - Letter to parents and an after school detention.



**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](http://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.

**Offences under the Misuse of Drugs Act (1971)**

These include:

- possession – to knowingly be in possession of a relatively small quantity of a controlled substance for personal use; the police decide what constitutes a small quantity;
- possession with intent to supply another person a controlled substance – possessing a larger quantity of a substance or packaging it in a way that indicates it is going to be supplied to others;
- supplying another person a controlled substance – giving or selling a substance to someone else, including friends; and
- supplying or offering to supply substance paraphernalia – this includes equipment for smoking cannabis or crack cocaine, but needles and syringes are exempt.



## 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.

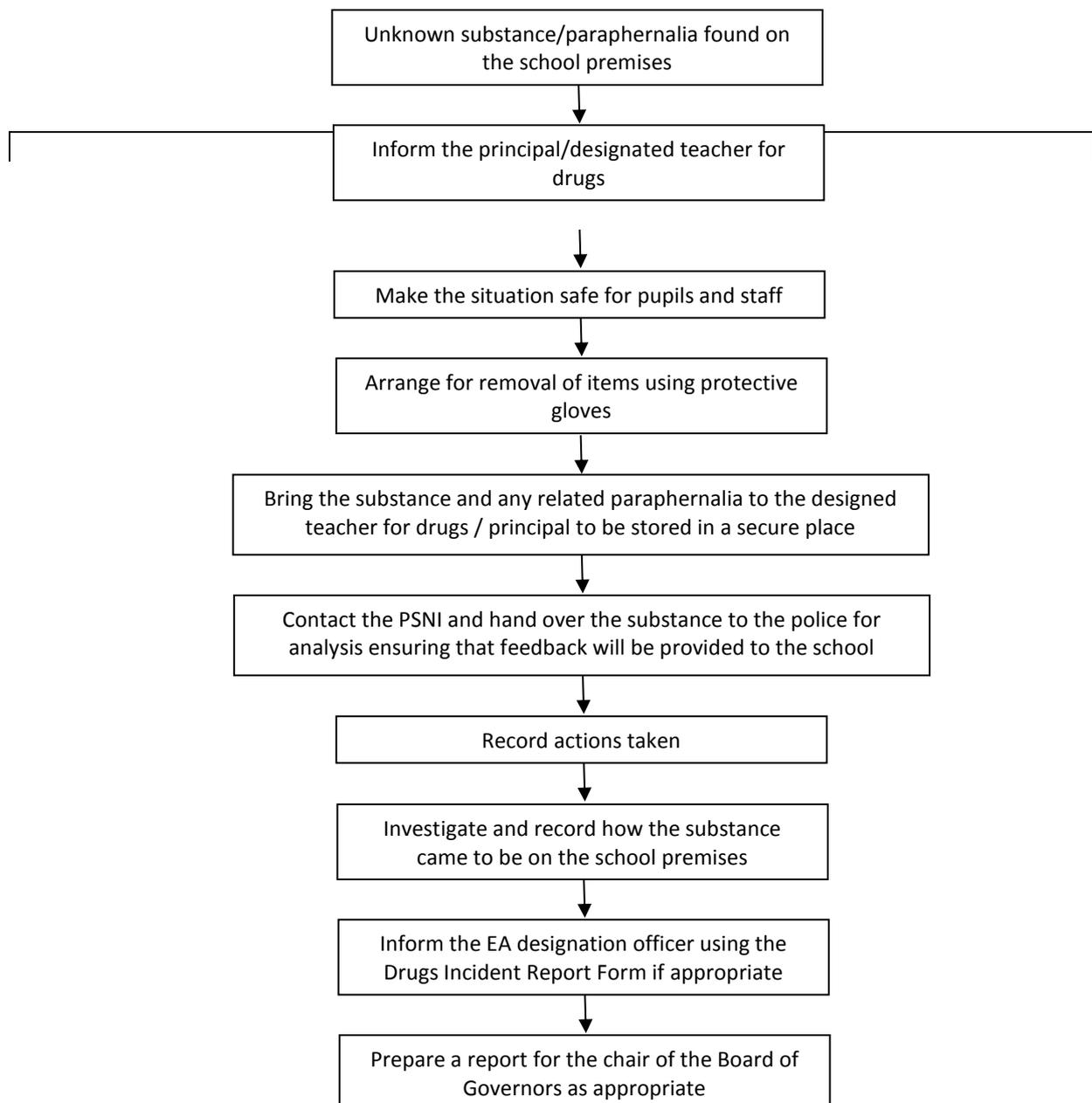
### The principal should:

- determine the circumstances surrounding the incident;
- ensure that the following people are informed:
  - parents or carers;
  - designated officer in the local PSNI area;
  - Board of Governors; and
  - designated officer in Education Authority.
- 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, if appropriate; and
- review procedures and amend, if necessary.



## Handling Drug-Related Incidents

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

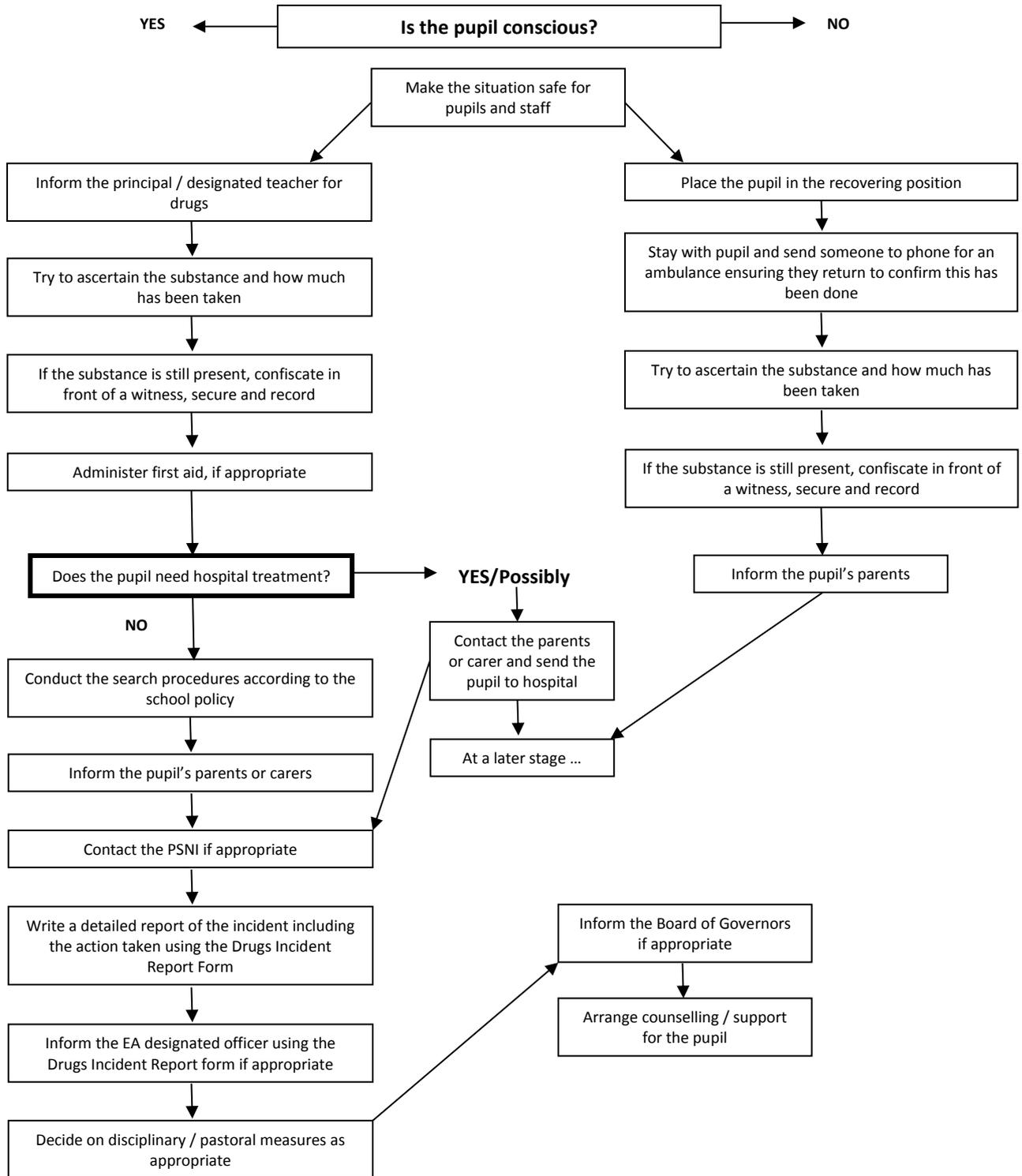




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## Handling Drug-Related Incidents

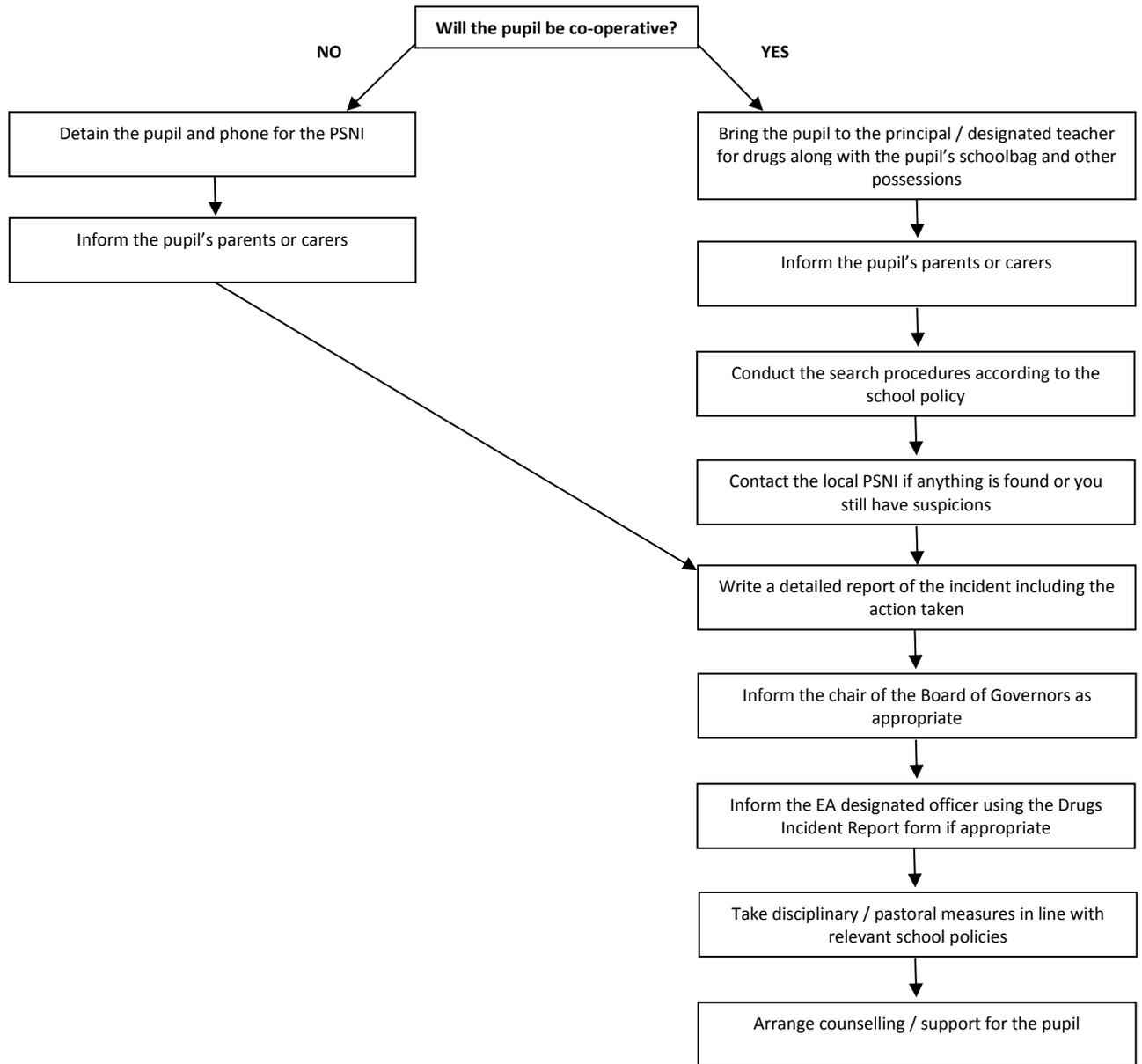
### 4.2 Pupil suspected of having taken drugs/alcohol on school premises





**Handling Drug-Related Incidents**

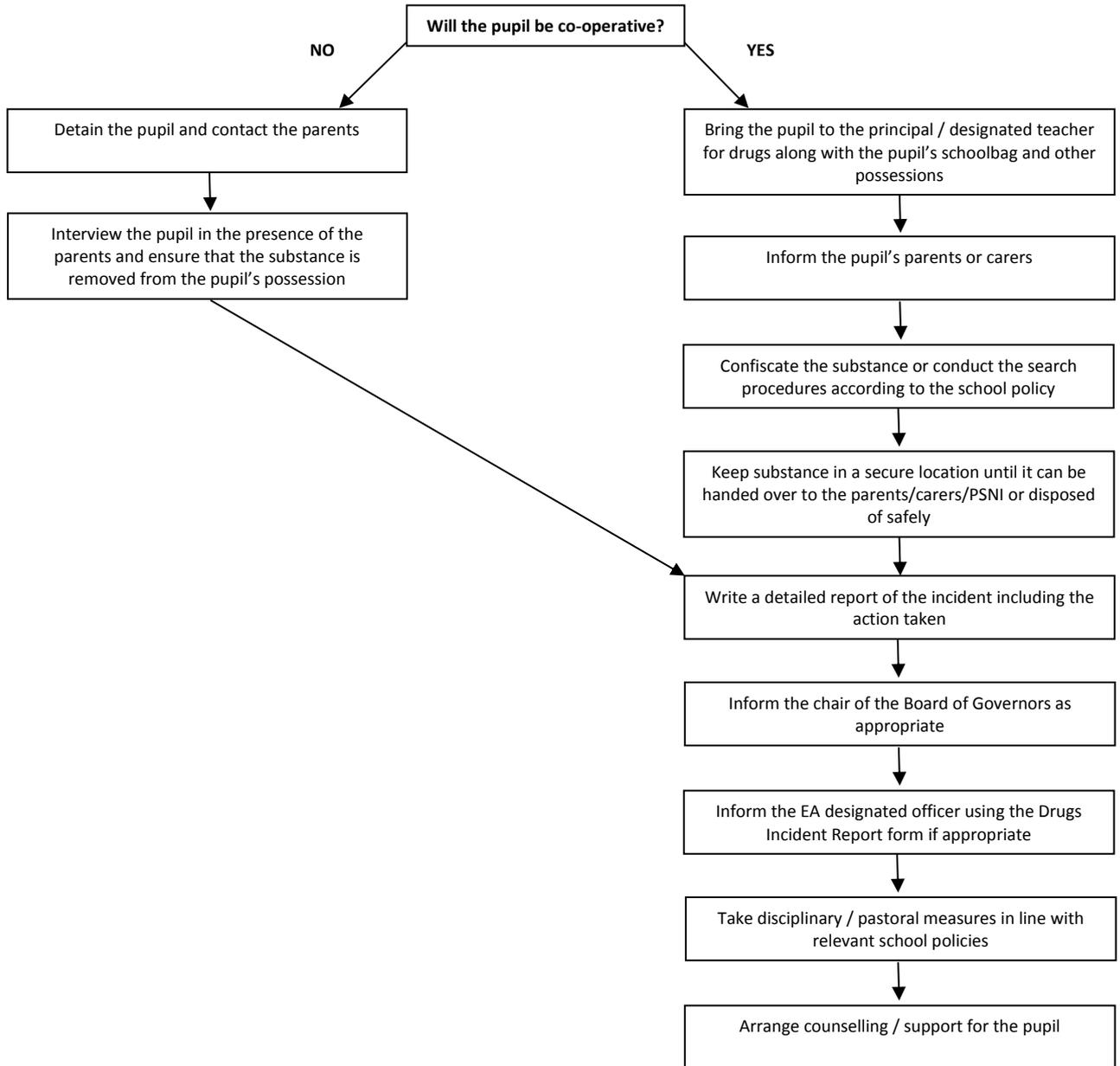
4.3 Pupil suspected of possessing/distributing an illegal substance





**Handling Drug-Related Incidents**

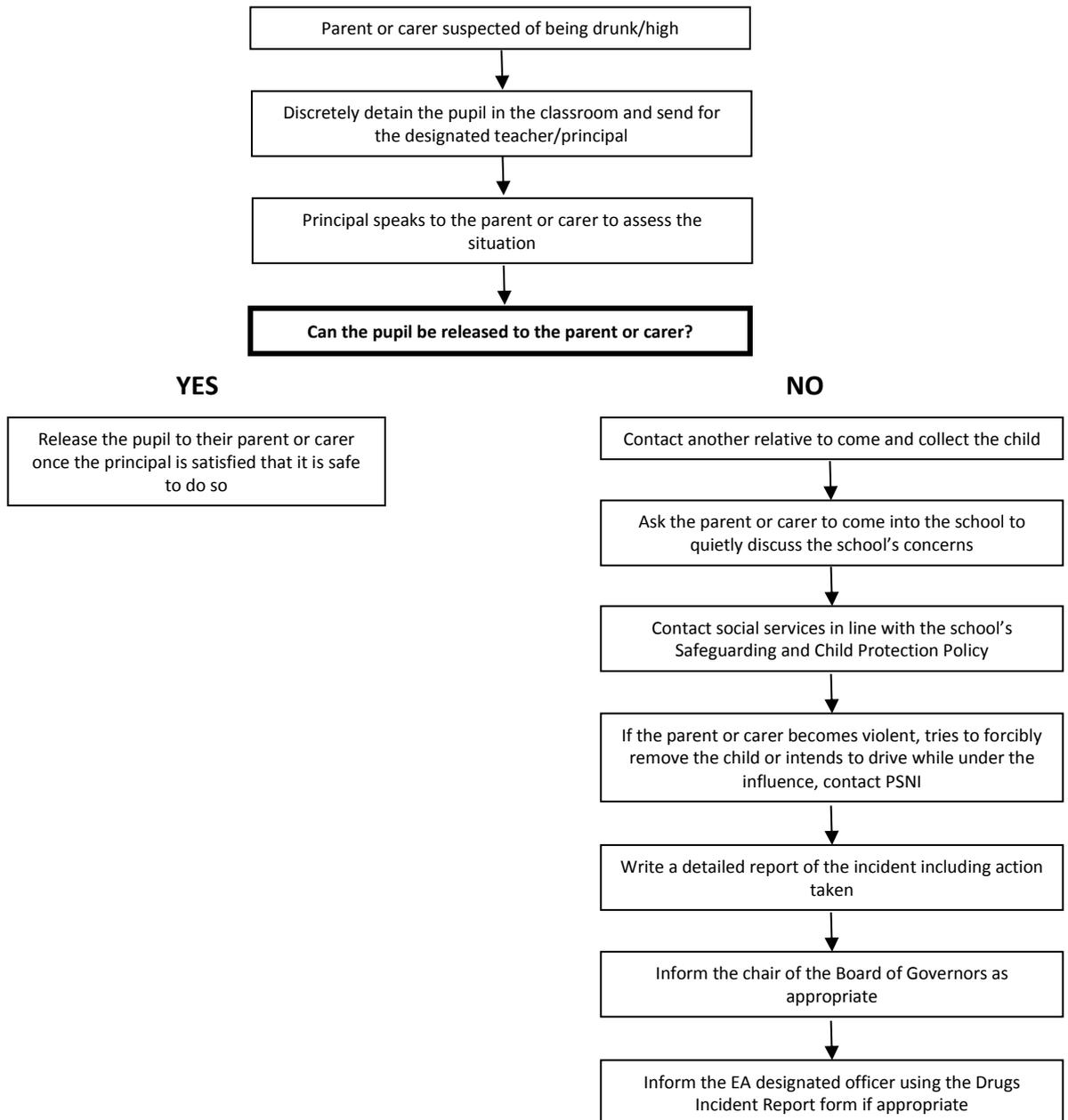
4.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises





**Handling Drug-Related Incidents**

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





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Appendix 5

### Drugs Incident Report Form

1	Name of Pupil ..... DOB .....
	Address .....
2	Date of Incident ..... Reported by .....
	Time of Incident ..... Location of Incident .....
3	First Aid given ..... YES/NO ..... Administered by .....
	Ambulance/Doctor called ..... YES/NO ..... Time of call .....
4	Parent or carer informed ..... YES/NO .....
	Date ..... Time .....
5	Where substance is retained ..... or
	Date substance destroyed or passed to PSNI ..... Time .....
6	PSNI informed ..... YES/NO .....
	Date ..... Time .....
7	Education Authority informed ..... YES/NO .....
	Date ..... Time .....
8	Form completed by ..... Date .....
	Position .....



**Drugs Incident Report Form page 2**

Description of the Incident

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Actions taken

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Incident form completed by \_\_\_\_\_

Date \_\_\_\_\_



## 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.



## 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.



**Service Level Agreement for use with the external agencies  
working in school**

I/We have read the school ethos and policies of Fivemiletown College and agree to formally adhere to them:

- In working with young people and
- In the delivery of the programmes outlined below:

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- I am / we are willing provide **full** details of material content to:  
  
***Senior Management, Teachers, Parents, Governors and other appropriate bodies***  
  
and agree to fully implement any changes deemed necessary by the above representatives.
- I / we accept the right of the school to withdraw the invitation issued to support the school in the education of our Young People.
- I / we formally accept the above terms of reference and in so doing I/we will acknowledge the agreement made.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(external agency)

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Principal / Board of Governors)