

DRUGS EDUCATION POLICY

This policy should be read and understood in close association with the Positive Behaviour Management Policy, whose procedures and definitions of categories of misconduct will be in principle held to apply. Where appropriate, the sanctions listed within the Positive Behaviour Management policy, in relation to drug abuse, will be employed.

Rationale

Bangor Grammar School recognises that misuse of drugs is an aspect of our society but condemns and prohibits unlawful possession of, use of, or dealing in drugs and drug-related substances.

Dealing meaningfully with drugs and related issues involves the whole school community - pupils, staff, parents, governors and the relevant support agencies.

Range of Substances Covered

The School's policy on Drug Education covers any substance under the DENI definition:

'A drug is any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.' As well as everyday substances such as tea and coffee, drugs include:

- alcohol and tobacco;
- 'over the counter medicines' such as paracetamol for headaches;
- prescribed drugs, such as antibiotics and tranquillisers (Appendix 1);
- volatile substances such as glues and aerosols;
- so called 'legal highs' such as Methadone;
- controlled drugs, such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms (processed), heroin and cocaine;
- other substances such as amyl/butyl nitrite ('poppers'), unprocessed magic mushrooms.

Drug paraphernalia such as cigarette papers, pipes, buckets and bongs, plastic bottles, wraps, cling film, foil and small plastic bags must be considered as being associated with possible drug use.

Educational Aims and Objectives

- To have clear understanding among everyone in the school community about the implications and possible consequences of drug use/misuse.
- To provide all staff (teaching and non teaching) with support and guidelines to enable them to deal effectively with incidents of suspected drug misuse, and to ensure that the procedures are followed.

- To provide drugs education which
- Develops pupils' self esteem and promotes positive attitudes in their relationships with others;
- Gives pupils opportunities to develop the values, skills, knowledge and understanding necessary to make informed and responsible decisions about the use/misuse of drugs including tobacco, alcohol and volatile substances, within the context of a healthy lifestyle; and
- Helps pupils develop the skills necessary to assert themselves confidently and resist negative pressures and influence.
- To offer appropriate advice for those pupils affected by drug-related issues.
- To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse (a copy of the drugs policy may be obtained from the Headmaster's P.A.).
- To work towards establishing an environment in which the school is free from the misuse of all drugs.

ROLES AND RESPONSIBILITIES

Pupils

Pupils should:

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

All staff (teaching and non teaching)

All staff should:

- Be alert to the possibility of drug use/misuse.
- Be familiar with the school's procedures in the handling of suspected drug-related incidents.
- Deal with any emergency procedures if necessary, with thorough investigation being conducted by the designated teacher.
- Forward any information, substance or paraphernalia received to the designated teacher who may need to take immediate action.

The Designated Teacher for Drugs

The Designated Teacher should:

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Liaise with other staff responsible in co-ordinating the delivery of the drug education programme.

- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Work in partnership with parents and the community to make informed decisions to try to ensure that the school remains drug free.
- Be aware of outside agencies working with the school.
- Ensure that members of the Board of Governors have been consulted on and ratified the policy.

In the case of suspected drug misuse:

The Designated Teacher for Drugs should:

- Seek to ensure the welfare and well being of the pupil(s) involved in the incident and the rest of the school community.
- Determine the circumstances surrounding the incident.
- Complete a report as soon as possible after the event, copied to the Headmaster, Pastoral Vice Principal and the relevant Head of Section.
- Ensure that the following people are informed (where relevant):
 - Parents/Guardians
 - PSNI – preferably the Community and Schools Involvement Officer
 - Board of Governors
 - Designated Officer in SEELB
 - Members of Staff
- Other pupils and parents informed within the confines of confidentiality.
- Agree in consultation with the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.
- Retain written records of the incident and ensure copies of the reports are submitted to the Board of Governors and SEELB.
- Review procedures and amend (if necessary).

The Board of Governors

The Board of Governors should:

- Examine and approve the completed policy and procedures.
- Ensure the policy is published in the school prospectus and that it is reviewed annually.
- Agree, in consultation with the Headmaster, appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.
- Appoint a designated Governor to work with the Headmaster in relation to drug related issues.

Parents/Guardians

Parents/Guardians should:

- Support their son if he has 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.

The School Maintenance and Cleaning Staff

The School Maintenance and Cleaning Staff should:

- Be vigilant around and conduct regular checks of school grounds for drug-related paraphernalia.
- Isolate and secure the area if drugs should be found **and**
- Inform the Headmaster or in his absence the Designated Teacher who will inform the PSNI immediately.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

Delivery of the Drugs Education Programme

Drugs education is a whole school issue but is taught mainly through Learning for Life and Work, Religious Education and Science.

Key messages are reinforced in several other subjects, e.g.,

English	-	communication, inter-personal skills and role-play,
Technology	-	safety hazards and risks of volatile substances,
Physical Education	-	positive attitudes to health.

Implementation of the Drugs Education Policy

One designated teacher, co-ordinates the school's Drugs Education Programme, and has oversight and co-ordination of the planning and curricular provision in compliance with the statutory requirements including annual update and review of the policy.

Every member of staff is committed to supporting the Drugs Education Programme within the school, and each teacher is responsible for promoting drug awareness, when appropriate, within his or her subject.

Where necessary, individual pupils can avail of a counselling service provided within the school.

In addition to this internal support the Educational Welfare Service, Health and Social Services and the PSNI all have a part to play in supporting the school's efforts.

Other Responsibilities

The Heads of Science, Technology and Art are responsible for ensuring that all potentially harmful substances used in their departments are safely stored. Individual teachers using harmful substances in class are responsible for the supervision of pupils.

The member of staff in charge of Health and Safety has overall responsibility for ensuring that all potentially harmful substances used in school are safely stored.

All staff have a responsibility for the health and safety of pupils and must be aware of the dangers of volatile substance misuse, e.g., adhesives, Tipp-Ex, marker pens etc.

Confidentiality

Where a pupil discloses to a teacher or other member of staff that he is taking drugs, the staff member should make it clear to the pupil that he/she cannot offer a guarantee of confidentiality given the seriousness of drug misuse. The staff member must inform the designated teacher for drug misuse of the disclosure, who will in turn inform the Headmaster. Where appropriate the Headmaster will inform the PSNI.

Training and Information

All staff should be aware of the School's Drugs Education programme and its procedures for handling suspected drug abuse. All staff (teaching and non teaching) and Governors will be provided with appropriate training to support the full implementation of this policy.

Additional training is given to those members of staff who deliver the programme, and other staff should be updated on general drugs issues.

Parents' involvement in promoting and supporting the aims of drugs education is encouraged and facilitated.

In the event of a drugs related incident, the parents will be informed and their active co-operation sought.

Complaints Procedure

Any pupil who has a concern related to the misuse of drugs should inform his Head of Year or any other member of staff. Any parent with a similar concern, or complaint about the programme or its delivery should, in the first instance, contact the relevant designated teacher or Head of Year.

Evaluation

The designated teacher in consultation with staff will regularly monitor the implementation and maintenance of the school's Drugs Education Policy so that Senior Management may be fully informed and enabled to evaluate its effectiveness.

Procedures for dealing with suspected related incidents

Fundamental in dealing with incidents of suspected drug misuse is the principle of '*in loco parentis*', and Bangor Grammar will always take the steps that would reasonably be expected of any parent to safeguard the wellbeing and safety of all the pupils in its charge.

Disclosure of Drug Misuse

Where a young person discloses drug misuse **on the premises**, staff will inform the school nurse and the designated teacher, who in turn will inform the Headmaster.

- The pupil, along with his schoolbag and other possessions must be transferred to the care of the school nurse and designated teacher, or Headmaster.
- Pupils should be requested to reveal and remove the contents of bags, pockets etc. Two members of staff should be in attendance. If anything is found or if there are still suspicions, the designated teacher should contact the PSNI Drugs Liaison Officer.
- **Under no circumstances should pupils or their belongings be searched without the pupil's consent**
- If a pupil refuses to co-operate, the designated teacher should contact his parents/guardian and the PSNI if a crime is suspected.
- In the care of a parent/guardian, the pupil should be taken to hospital if appropriate.
- The Headmaster, Pastoral Vice Principal and appropriate Head of Year, in consultation with the designated teacher, will decide on disciplinary measures.
- The Headmaster will inform the Chairman of the Board of Governors.
- Counselling and support will be provided for the pupil concerned.
- The designated teacher should provide the Headmaster with a detailed report of the incident, including action taken. (Appendix 3 – Record of Drug Related Incident)

If at any point the pupil becomes significantly unwell, an ambulance should be sent for.

Where a young person discloses drug misuse **off the premises**, staff will inform the designated teacher, who in turn will inform the Headmaster.

- The designated teacher will contact the pupil's parents/guardian.
- The designated teacher will minute the phone call/meeting, put a copy in the pupil's file and give a copy to the appropriate Head of Year.

If a member of staff has serious concerns or reasonable suspicions from observations during or outside of school hours that a pupil may have a drug related problem he/she **MUST** inform the Headmaster.

Suspicion of Drug Misuse

- The member of staff informs the designated teacher and/or Headmaster of suspicion.
- The pupil believed to be in possession is transferred along with his possessions, including school bag to the care of the school nurse and the designated teacher or Headmaster.
- Pupils should be requested to reveal and remove the contents of bags, pockets etc. Two members of staff should be in attendance. If anything is found or if there are still suspicions, the designated teacher should contact the PSNI Drugs Liaison Officer.
- **Under no circumstances should pupils or their belongings be searched by a member of staff without the pupil's consent**
- If a pupil refuses to co-operate, the designated teacher should contact their parents/guardian and the PSNI.
- The Headmaster, Pastoral Vice Principal and appropriate Head of Year, in consultation with the designated teacher will decide on disciplinary measures.
- The Headmaster will inform the Chairman of the Board of Governors.
- Counselling and support will be provided for the pupil concerned.
- The designated teacher should provide the Headmaster with a detailed report of incident, including action taken.

Discovery of Drugs on the premises

The following guidelines should be observed at all times:

- Remove the substance (if possible, in the company of a witness) and record the time, place and circumstances when the substance was discovered and removed.
- Do not investigate the nature of the substance, but do record its approximate size and appearance.
- The record should be countersigned by an adult witness (where possible) at the scene and time of the incident noted (or as soon as possible thereafter).
- Take the substance immediately to the Headmaster, or in his absence, the designated teacher. **A member of staff should not retain the substance or put it in a place of safe keeping; to do so may place the member of staff at risk.**
- In the presence of the Headmaster, or in his absence, the designated teacher, place the substance in a suitable sealed container.
- The Headmaster, or in his absence, the designated teacher, the teacher and where possible the witness, should sign and date the package.
- The designated teacher should complete an official report, recording the time, date and circumstances of the findings. (See Appendix 3)
- The Headmaster, or in his absence, the designated teacher will, in the case of suspected illegal drugs, inform the PSNI and arrange for the substance to be collected and removed from the premises. The Headmaster will dispose of other substances in an appropriate way.
- In the event of a discovery of any equipment associated with substance abuse, especially needles and syringes, pupils should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Headmaster/designated teacher must ensure that materials are placed in a secure container to await collection by the appropriate authority.

Further Guidelines for action

- In instances involving drug misuse or supply on the premises parents will be informed at the earliest opportunity by the Headmaster or in his absence, the designated teacher. The Chairman of the Board of Governors will also be informed. The School and the parents will work together to support the young person involved. The Headmaster has a legal obligation to inform the PSNI.
- In instances involving substance misuse or supply when connected with any school activity off the premises, the procedures outlined above will, as far as possible, apply. The teacher in charge of the activity will inform the Headmaster or in his absence, the designated teacher, as soon as possible. The Chairman of the Board of Governors will also be informed. The Headmaster, or in his absence, the designated teacher will contact the parents. The Headmaster will inform the PSNI.
- The Headmaster, or in his absence, the Chairman of the Board of Governors will take sole responsibility for any liaison with the media.

APPENDIX 1

USE OF PRESCRIBED DRUGS

Any pupil who has to take medication during the school day must:

- ensure that it is clearly labelled with:
 - i. his name and form;
 - ii. the name of the medication;
 - iii. the dosage prescribed and when it is to be taken.
- inform his Form Teacher at Roll Call;
- go immediately afterwards to a school first-aider and hand the medication in for safe-keeping;
- return to the first-aider for the administration of the medication as indicated in (iii) above.

Long Term and Regular Medications

(e.g. for asthma, allergies, migraine, diabetes etc.)

A spare supply of the pupil's prescribed medication **MUST** be furnished to a first-aider at the beginning of the school year and updated when necessary.

In addition boys should continue to carry their own 'reliever' inhaler, when appropriate.

All staff are trained on the use of Epipens on an annual basis.

APPENDIX 2 THE LAW IN NORTHERN IRELAND

All staff should be aware of their responsibilities under the law. It is important to note that the law in Northern Ireland differs in certain aspects from elsewhere in the U.K. The relevant pieces of legislation are the Misuse of Drugs Act 1971 and Section 5 of the Criminal Law Act (Northern Ireland) 1967 as outlined below.

1. Misuse of Drugs

It is an offence under the Misuse of Drugs Act 1971:

- (i) to supply or offer to supply a controlled drug to another in contravention of the Act;
- (ii) to be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act; it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it;
- (iii) for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis: or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

The offences listed above are arrestable offences

Section 8. A person commits an offence if, being the occupier or concerned in the management of any premises, he knowingly permits or suffers any of the following activities to take place on those premises, that is to say:

- (a) producing or attempting to produce a controlled drug in contravention of section 4 (1) of this Act;
- (b) supplying or attempting to supply a controlled drug to another in contravention of section 4 (1) of this Act or offering to supply a controlled drug to another in contravention of section 4 (1) of this Act;
- (c) preparing opium for smoking;
- (d) smoking cannabis resin or prepared opium

Criminal Law Act (Northern Ireland) 1967

Section 5. Failing to give Information. Where a person has committed an arrestable offence, it shall be the duty of every other person who knows or believes:

- (i) that the offence or some other arrestable offence has been committed; and
- (ii) that he has information which is likely to secure, or to be of material assistance in securing, the apprehension, prosecution or conviction of any person for that offence;

to give that information, within a reasonable time, to a constable and if, without reasonable excuse, he fails to do so then that person is committing an offence.

This places an onus on individuals to inform a constable.

The Law permits a member of staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a young person from harm and from committing the offence of possession. The staff member should take the suspected drug and any associated equipment as soon as possible to the designated teacher/principal/leader in charge or line manager. He/she should arrange for its safe storage until it can be handed over to the local police to identify whether or not it is a controlled drug.

Staff should not attempt to analyse or taste an unidentified substance.

APPENDIX 3 – Record of Drug Related Incident