|  |  |
| --- | --- |
|  | **Ballynure Primary School****Drugs Policy** |

**CONTENTS**

1. Ethos
2. Rationale
3. Definition
4. Aims
5. Roles and Responsibilities
6. Staff Awareness and Training
7. Drugs Education Programme
8. Staff Use of Smoking and Alcohol
9. Involvement of Parents
10. Procedures for Dealing with a Drugs-related Incident
11. Disciplinary Procedures
12. Reporting Drugs related Incidents
13. Emergency First Aid
14. Management of Solvents and Prescribed Medicines within School
15. Appendices

**INTRODUCTION**

**1.** **Ethos**

Ballynure Primary School aims to provide a positive learning experience in a safe and secure environment and to discourage any behaviour which is in any way anti-social or detrimental to the pupils, staff, school, community and society.

**2.** **Rationale**

It is recognised that children can be affected by: -

* their own curiosity and the desire to experiment
* the use of drugs by other adults and young people around them
* the media (music, magazines, television)
* the internet, social media
* the desire to appear ‘cool’
* boredom

For these reasons it is vitally important that children leave Primary School with the information, values and skills that may prevent entry into drugs use. These attitudes and skills should be developed from an early age.

This policy aims to help both staff and pupils recognise how the use of drugs can affect the health, well-being and safety of themselves and others. While support will be offered to any individual recognised as requiring help, the overall concerns will be for the safety of the pupils within our care.

**3. Definition**

A drug is any chemical substance which changes the functions of the brain and/or the body, altering how a person thinks, sees, feels and behaves.

The **illegal** substances include:

* Cannabis
* Ecstasy
* LSD
* Amphetamine (Speed)
* Heroin
* Cocaine
* ‘Magic Mushrooms’

The **illicit** substances include:

* Volatile Substances (also known as solvents) including glue, aerosols, felt tips, paint strippers, Tippex thinner, bleach, gas lighter fuel.
* ‘Poppers’
* Others’ prescription medicine

and the **misuse or underage** use of

* Over the counter medicines e.g. Paracetamol, cough syrup
* Tobacco
* Alcohol

**Prescription** drugs are those which are issued on prescription by a doctor

**4. Aims**

The aim of this policy is to encourage a consistent approach among members of staff and to give a clear message to parents and other outside bodies of the school’s attitude towards drugs and its role in tackling any problem.

The staff of Ballynure Primary School are agreed that drugs in any form cannot and will not be tolerated in the school environment and are to be discouraged through education and example.

(The only exceptions will be the use of medicines prescribed by a medical practitioner and/or recommended by the child’s parent or guardian.)

**DEVELOPMENT AND IMPLEMENTATION**

**5. Roles and Responsibilities**

The **Board of Governors** must be aware of the school in relation to drugs issues – prevention and protection.

All members should be familiar with this Policy.

At least one member should have received training and that member should be designated as having specific responsibility for drugs.

The current designated person is **Mrs Doherty.**

The **Principal** must be **notified immediately** of any drug related incident.

She can determine the circumstances surrounding the incident but should not investigate – this is a job for the PSNI.

She will be responsible for supervising any drug related incident in school and will liaise with any other bodies (parents, PSNI, EA, press, counselling groups, etc.) where necessary.

She will ensure that a member of staff is trained in the necessary first aid skills, which will enable him/her to cope with a pupil who is under the influence of drugs (see Appendix 3.)

Any statement issued to the press should be the sole responsibility of the Principal and should be made in writing. No other member of staff should release any information.

Ballynure Primary School’s designated teacher will supervise the implementation of this policy and consider different forms of feedback from teachers, parents and the Board of Governors. She will liaise with members of staff in matters relating to drugs education and liaise with official outside bodies in relation to drugs education training. She will ensure that a Drugs Education Programme, as agreed by the staff, will be taught throughout the school.

**Every member of the teaching staff** should be familiar with the Drugs Policy and with the procedures for dealing with a drugs-related incident, be prepared to deliver a Drugs Programme to their pupils and be aware of the need for the safe storage of any chemicals and solvents used in school.

As part of their induction, these procedures should be brought to the attention of new members of staff.

**Non-teaching staff** also need to be aware of the procedures for dealing with a drugs-related incident and be involved in any training.

**6. Staff Awareness and Training**

Ballynure Primary School will continue to provide opportunities for staff to improve their knowledge about drugs through in-service and in-house training courses and as other opportunities arise at the initiative of the designated teacher/Principal. The designated teacher will attend in-service training provided by the EA.

**7. Drugs Education Programme**

Drugs Education is a **statutory** and integral part of PDMU and will be delivered using a variety of appropriate methods to include whole class, group work and role-play. Some aspects of the programme will be addressed through other subjects such as WAU, RE, PE and Literacy. The programme will be delivered chiefly by class teachers as they know pupils personally and are familiar with their circumstances. Ballynure Primary School will endeavour to deliver an effective Drugs Education Programme, both formally and informally, to all children in its care using suitable resources including Living, Learning Together.

Drugs Education is about:

* providing factual and balanced information
* providing appropriate messages in a protective environment
* helping pupils to make informed decisions
* exploring attitudes and values
* building self-esteem and confidence
* establishing and encouraging assertiveness
* promoting a sense of responsibility towards other pupils, the community and society in general
* helping pupils to think in terms of right and wrong.

On occasion it may be appropriate to deliver the programme through carefully chosen outside speakers. Any such speaker should be presented with a copy of this Drugs Policy in advance of their visit to ensure that any message they may deliver is consistent with the ethos of the school. The speaker should be advised that confidentiality cannot be maintained. The class teacher will stay with the class during the visit and will inform the designated teacher of any disclosures made which might put children at risk. Any resources used should be viewed by the class teacher and designated teacher prior to the talk and their suitability for a particular group assessed. Parents will be informed prior to the visit.

The Drugs Policy will be reviewed by the staff following training or advice from EA or DE. The Drugs Education Programme will be monitored via feedback from teachers, pupils and parents and if necessary updated as/if the need arises.

**8. Involvement of Parents**

Many parents are very concerned about drugs in their community and will be anxious to know they type of information that is being given to their children and the manner in which it will be given. However, research has shown that a well-structured programme in relation to the misuse of drugs gives children the information, attitudes and skills that may prevent entry into drugs use.

This Drugs Policy will be given to parents when their child starts school. On each occasion the Drugs policy is revised, a copy of the revised policy will be given to each family.

Should a Drugs Related incident occur, parents of any pupils involved will be informed immediately and will be kept informed at all stages.

**MANAGEMENT ISSUES**

**9. Procedures for Dealing with a Drugs Related Incident**

There are three sets of circumstances to be considered:

1. Finding a substance on the school premises (see Appendix 1.)
2. Dealing with a pupil suspected of possessing and/or distributing a substance (see Appendix 2.)
3. Coping with a pupil suspected of having taken a substance in school (see Appendix 3.)

There are three important issues in relation to each of these drugs related incidents:

**Search**

* A teacher is allowed to carry out a search of school property only e.g. cupboards, toilets and must be in the presence of a witness.
* He/she must not physically search a pupil’s person or belongings so will ask the pupil to turn out his/her pockets, schoolbag, etc. willingly and in the presence of another member of staff. If the pupil refuses then he/she must be informed that the PSNI and parents will be called.
* The only exception is when the pupil is unconscious and it is absolutely necessary to know what substance has been used to enable medical treatment to begin.
* Police have the authority to search a person.

**Detention**

* A pupil may be asked to wait while the police are notified.
* A pupil cannot be physically restrained from leaving the school premises unless he/she is under the influence of a substance and is likely to cause harm to him or herself or to others. In such circumstances the minimum amount of force must be used to restrain the pupil and must be in the presence of another member of staff.
* Locking a pupil in a room or barring their exit is false imprisonment.

*Reference: Use of Reasonable Force/Safe Handling Policy*

**Confidentiality**

* There is a legal obligation to report to the PSNI all cases of illegal drug abuse.
* Teachers will inform pupil, parents or indeed any adult visiting the school that no guarantee of confidentiality can be given.
* It is important however that any pupil is given reassurance that help and counselling will be provided.

**10. Disciplinary Procedures**

**Ballynure Primary School views any infringement of its rules as very serious.**

Parents of pupils involved will be informed at all stages of the procedure. However, the school is obliged by law to inform the PSNI if:

* a suspicious substance is found on the school premises
* a pupil is found to be or suspected of being in possession of or distributing an illegal substance in school
* a pupil is found to have or suspected of having taken illegal drugs in school.

The Principal must decide on the Disciplinary Procedures to be applied depending on the seriousness of the incident and the individual circumstances of the child involved. She may decide that those pupils involved would benefit from and should attend counselling before being re-admitted to school. She has the authority to suspend/recommend the exclusion of any pupil for any offence deemed serious enough to warrant that punishment. The Principal will always bear in mind the individual’s circumstances in order to ensure the optimum safety of all pupils.

**11. Recording Drugs-related Incidents.**

**\*Any drugs Related Incident must be recorded on the Drugs Incident Report Form\*** (see appendix 4)

* by the adult who comes across the incident
* by any adult witness and
* by the designated teacher.

A copy of the Designated Teacher’s report must be forwarded to: 1. The Board of Governors and 2. The EA.

**12. Emergency First Aid procedures**

Emergency First Aid procedures will be put into action in the event of any person being found or suspected of having taken drugs in school (see Appendix 3.) Try to ensure that more than one adult stays with the person. It is important to find out what has been taken as this could affect emergency aid. Keep the person calm, reassure them. If unconscious, place in the Recovery Position and dial 999 immediately.

**13. Management of Solvent and Prescribed Medicines Within School**

A **Solvent** will be determined as any volatile, strong smelling substance, such as adhesives, aerosols, Tippex thinners, nail varnish remover, cleaning agents, petrol or lighter fuel, which could be inhaled for its intoxicating effect.

It is important that any such substances used in school are stored securely, if possible in a locked cupboard or in an area not easily accessible to pupils.

During lessons the class teacher will be responsible for the distribution, use and collection of any such substances.

The caretaker will be responsible for the storage and usage of cleaning materials.

The school will have the right to ban any brand of felt tip, glue, aerosol spray etc which it feels are unsuitable for children.

**14. Staff use of smoking and alcohol (Drugs and Alcohol in the Workplace HSENI)**

Ballynure Primary School operates a smoke-free premises (Refer to Smoke-Free and E-Cigarette Free Policies)

Ballynure Primary School aims to contribute to a safe and healthy workplace for all its staff and at the same time set a good example to its pupils.

Ballynure Primary School also aims to assist any member of staff with drug/alcohol problems by identifying sources of professional help and encouraging colleagues to offer support. (Staff Health and Safety)

Appendix 1

**Finding a substance on the school premises**

Unknown substance found

on the school premises

Carefully lift it – use plastic gloves.

Do not taste it or handle

with cut or scratched hands.

Place it in a clean envelope.

Bring it to the teacher in charge of

handling Drug related incidents. (Mrs Doherty)

Inform the PSNI

and hand the substance to them

Determine the circumstances

Inform EA

Prepare a report for the BOG

Appendix 2

Pupil suspected of possessing/distributing an illegal substance

Will the pupil be co-operative?

No Yes

Phone for the police Bring pupil to the designated teacher along with his/her schoolbag and other

 possessions.

Inform the parents/guardians Inform the parents/guardians

 Conduct the search procedure

 according to School Policy.

Contact the local PSNI Community Safety Involvement Officer.

Write a detailed report of the

 incident including action taken.

 Inform EA.

 Decide on disciplinary measures.

 Inform BOG

Arrange for counselling of the pupils

Appendix 3

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

Is the pupil conscious?

Yes No

Inform Principal and/or Place him/her in the designated teacher. Recovery position.

Try to find out what Stay with the pupil substance has been taken and and send someone to

how much of it. phone for an

 ambulance

Bring pupil to the First Aid Teacher Try to find out what

along with his/her schoolbag and substance has been other possessions. taken and how much of it

Does the pupil need hospital treatment? **Yes, Possibly**

Inform parents/guardians.

**No** Contact parents and

 Send to hospital

Conduct the search procedures

according to School Policy.

Inform the pupil’s parents

Contact the PSNI Community Safety

Involvement Officer

Inform EA

Write detailed report of the incident

including action taken.

Decide on disciplinary measures.

Inform the BOG

Arrange for counselling of the pupil.

Appendix 4

**DRUGS INCIDENT REPORT FORM**

**SCHOOL: BALLYNURE PRIMARY SCHOOL**

**DATE**

**Brief outline of incident:**

**Action taken**

Designated teacher

Signed (Principal)

Please return this form to EA

**This information will be held in the strictest confidence.**