



**THE ROYAL SCHOOL
ARMAGH**

**SUBSTANCE MISUSE
POLICY**

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SUBSTANCE MISUSE POLICY

ETHOS

Mission Statement as agreed by the Board of Governors

The Royal School Armagh aims to provide its pupils with an education which in its wholeness will enable them to achieve their full potential in academic, social, moral and spiritual terms. The values of the School, both implicitly and explicitly, reflect and are informed by the reformed tradition of the Christian faith. The School warmly welcomes the presence of pupils and staff of other Christian traditions, other world faiths and those with no religious convictions.

Following from the Mission Statement The Royal School strives at all times to maintain a safe and harmonious community atmosphere and so expects:

- Respect for self;
- Respect for others;
- Respect for school property;
- Courtesy and good manners;
- Commitment to consistent hard work;
- A high standard of appearance, punctuality and attendance;

Substance misuse runs contrary to the expectations identified above. Consequently, staff are determined to ensure that The Royal School community is free from the scourge of substance misuse.

The school ethos promotes the uniqueness of each individual and this policy should be interpreted and applied in a manner consistent with that ethos.

RATIONALE

The Royal School Armagh is committed to the Health and Safety of both its staff and pupils and will take action to safeguard their well-being. This policy has been drawn up in the light of advice from DE, EA and other statutory agencies.

- The Royal School acknowledges the importance of its pastoral role in the welfare of young people, and through the school's pastoral system, will seek to promote the development of: skills to enable pupils to cope with adolescent concerns and make informed and responsible choices. Pupil autonomy will be fostered through the encouragement of self-discipline, self-awareness and the acquisition of appropriate personal and social skills and a school ethos that inspires confidence in the quality of teacher/pupil relationships and which values the full range of guidance and pastoral care provision relevant to pupil needs.
- The school encourages parental involvement and seeks to educate parents as to the school's policy with regard to drugs and substance misuse.
- The Board of Governors supports a policy that forbids all pupils (no matter what the legal position states) from smoking (cigarettes and e-cigarettes), drinking alcohol or partaking of drugs within the school premises. This also applies whilst pupils are travelling to or from school, whilst in school uniform, whilst taking part in or traveling to or from any school organised activity, whilst participating on educational trips or when engaged in an activity at which they can be identified with the school

either in school uniform or out of uniform. Possession of cigarettes, e-cigarettes, alcohol or drugs will be taken as an indication of a breach of these rules.

- In any case of suspected drug misuse among pupils, the Chair of the Board of Governors and the PSNI must be informed. Furthermore, the incident must be reported to the EA Designated Officer for Child Protection.

DEFINITION (Appendix 2)

Drugs: as per the CCEA guidance, “a drug is any substance which, when taken, has the effect of altering the way the body works or the way the person behaves, feels, sees or thinks”.

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

Alcohol and tobacco; e-cigarettes (see Appendix 1); over-the-counter medicines such as paracetamol, aspirin; prescribed drugs, such as antibiotics, inhalers, Ritalin; volatile substances, such as aerosols, correcting fluids, gas lighter fuel, glues and petrol;

Controlled drugs, such as cannabis, LSD, ecstasy, amphetamine sulphate, magic mushrooms (processed), heroin, cocaine; and other substances, such as amyl/butyl nitrites.

Drug Use: refers to taking drugs; 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 new psychoactive substances (NPS - formerly known as legal highs), that cause harm to the individual, their significant others or the wider community.

AIMS

The Misuse of Substance policy aims to:

- Define the roles, responsibilities and legal duties of the Governors, Headmaster, the Designated Teacher for Drugs, staff, parents and pupils;
- Promote a drugs education programme within the curriculum;
- Develop procedures for dealing with drug related issues;
- Establish procedures for managing specific incidents of suspected drug misuse;
- Establish guidelines for the administration of prescribed medication.

THE ROLES, RESPONSIBILITIES AND LEGAL DUTIES

The Board of Governors has overall responsibility for the policy and its implementation, but delegates the responsibility for the daily operation of it to the Headmaster and the Senior Leadership Team. Furthermore, the Board of Governors will ensure that a statement of the School’s policy on Drugs and Substance Abuse is published and that the policy is reviewed at regular intervals. The Designated Governor for Child Protection is also the Designated Governor for Drugs.

The Headmaster has the responsibility to determine the circumstance of any drugs related incident and should make every effort to contact the parents/guardians of those pupils involved. The Headmaster should ensure that in any incident involving a controlled drug there is close liaison with the PSNI. After informing the PSNI, the Headmaster should only be concerned with the welfare of the pupil(s) involved in the incident, the other pupils in the school and the safe handling, storage and disposal of any drugs / drugs related paraphernalia. The Headmaster and the Chair of the Board of Governors will agree the pastoral / disciplinary response and report the incident to the Designated Officer within the EA Southern Region. All governors will be made aware of suspected drugs related incidents and the corresponding disciplinary response as appropriate.

The Designated Teacher for Drugs (Designated Teacher for Child Protection) is responsible for ensuring that the curricular provision is in compliance with the statutory requirements. Furthermore, the Designated Teacher will act as the contact person for external agencies that may have to work with the school or with pupil(s) concerned. It is the responsibility of the Designated Teacher to take possession of any substance(s) and associated paraphernalia found in the event of a suspected incident and to complete / forward a factual report to the Headmaster.

Staff. It is not the responsibility of individual staff members to determine the circumstances surrounding a suspected drugs related incident; however, they should deal with any emergency procedures if necessary. Any information, substance or paraphernalia received should be forwarded to the Designated Teacher for Drugs immediately. A brief factual report of the suspected incident should be completed and forwarded to the Designated Teacher. Where a pupil discloses to a member of staff that they are taking drugs, the staff member should make it clear to the pupil that they can offer no guarantee of confidentiality.

Parents / Guardians should support their son / daughter if they have become involved with drugs. They should also 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 drug education programme. Useful sources of information and support can be found in Appendix 4.

DRUGS EDUCATION IN THE CURRICULUM

The school believes in and supports the following educational aims of the drugs education programme:

- to promote the concept of preventative health education as part of a whole school process which provides for the well-being of all our pupils;
- to provide accurate information about substances;
- to increase understanding about the implications and possible consequences of use and misuse;
- to widen understanding about related health and social issues, e.g. alcoholism, crime, long term illness, sex and sexuality, HIV and AIDS;
- to enable young people to identify sources of appropriate personal support;
- to safeguard all our pupils from those wishing to involve them in drugs and substance abuse.

The Head of Personal and Social Education, the Head of Pastoral Care and Heads of Year will ensure that a co-ordinated programme for all Key Stages is implemented, regularly reviewed

and updated. This will include: the curricular provision at Key Stage 3 & 4; and the use of pastoral time (informal curriculum) across all year groups. Extra-curricular activities will provide many opportunities for staff to reinforce the learning of the more formal curriculum. (advice on using external agencies to deliver drugs education can be found in appendix 3. Contact details for outside agencies can be found in appendix 4).

PROCEDURES FOR MANAGING SUSPECTED DRUG-RELATED INCIDENTS

It will depend on the nature of the incident and the type of substance(s) involved; for example, cigarettes/alcohol, solvents, and controlled drugs will dictate a different kind of response. Detailed guidance for dealing with drug and substance misuse are outlined in the **DENI circular “Drugs: Guidance for schools” and the CCEA guidance “Guidance on Managing suspected drugs related incidents”**.

In general, the following sequence will be followed by the staff involved:

1. Disclosures of drugs and substance abuse must be reported immediately to the Designated Teacher for Drugs.
2. Individual members of staff who suspect a drugs related incident must send for support from another adult, ensure the safety for all pupils and other members of staff affected and provide the immediate necessary medical care that is most appropriate.
3. The staff member should identify, remove and secure any drugs / substance and/or associated paraphernalia / evidence, and pass all information / evidence to the Designated Teacher for Drugs. Additionally, the staff member must write a brief factual report of the incident and forward it to the Designated Teacher for Drugs.
4. The Designated Teacher for Drugs should respond to the member of staff / First Aider; in the event of an emergency, the parents/guardians of the pupil(s) concerned should be informed immediately.
5. The Designated Teacher for Drugs will take possession of any substance(s) and associated paraphernalia found and will inform the Headmaster. (S)he will take initial responsibility for the pupils(s) involved in the suspected incident and will complete / forward a factual report to the Headmaster. (Appendix 5)
6. The Headmaster will determine the circumstances surrounding the incident.
7. The Headmaster will inform the parents/guardians, Chair of the Board of Governors and the following external agencies as appropriate, viz. PSNI, Designated Officer in the EA. The Headmaster in consultation with the Chairman of the Board of Governors will determine the appropriate pastoral / disciplinary responses including counselling services and support. A copy of the incident report will be forwarded by the Headmaster to the chairman of the Board of Governors and the Designated Officer with the EA (if appropriate).
8. The School will ensure that appropriate pastoral support will be provided for both the pupil(s) involved with the suspected drugs related incident and those pupils affected by the incident through, for example, the school counsellors, the Independent Counselling Service for Schools (ICSS), Heads of Year or other trained staff.

If the school receives an enquiry from the media, the caller should be referred only to the Headmaster (or a designated nominee).

ADVICE WHEN INVESTIGATING INCIDENTS OF DRUGS MISUSE

- Avoid accusing pupils of drug dealing / possession; these are alleged illicit substances until substantiated by the PSNI.
- Conduct search procedures according to school procedures. (Never search personal belongings without permission or without another member of staff being present. It is appropriate to search school property e.g. rooms, cupboards or desks)
- Gather details and data from all the eye-witnesses at the scene.
- Records should be kept of all statements and phone calls. The records should be signed and dated.
- Securely retain all emails pertaining to the situation for further investigation.
- Record all information on an official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign if required. (appendix 5)
- No statements are to be given to the media. This will be coordinated by the Headmaster.
- Respect confidentiality: other pupils, parents and staff are only informed on a need-to-know basis. However, explain to the pupils that they can never be guaranteed confidentiality.

For a summary of the steps to follow when dealing with an incident see appendix 6.

SANCTIONS

With respect to the misuse of a substance incident as outlined in this policy, the following sanctions may be applied to offenders:

- In the case of the pupil bringing ('dealing' or 'supplying') a "controlled drug" to any of the situations, the Board of Governors will initiate expulsion procedures and the PSNI informed.
- Any pupil possessing or using a "controlled drug" will be suspended pending investigations which may lead to expulsion.
- Any pupil possessing or using a non-controlled drug or substance may be suspended.
- Repeated incidents of the above will lead to suspension and may ultimately result in expulsion proceedings being initiated.

On return to the school, all pupils involved in drug or substance related abuse will be strongly encouraged to receive counselling from one of the school counsellors or the ICSS or other external agencies such as DAISY.

ADMINISTRATION OF PRESCRIBED MEDICATION

When staff are responsible for administering prescribed medication, they must refer to the DE publication *Supporting Pupils with Medication Needs*, available from www.deni.gov.uk

The school will not administer any medicines to pupils except:

- to retain and administer as necessary an epi-pen for any pupil liable to suffer allergic reactions in accordance with that pupil's Health Care Plan. The epi-pen dosage will only be administered by those staff trained to do so;
- to allow pain relief e.g. paracetamol or ibuprofen but only where the written permission of parents/guardians has been obtained;

- to allow pupils to take, under supervision, prescribed medication which must be taken during school hours and where the written permission of parents/guardians has been obtained and in accordance with school policy on First Aid and Administration of Medicines.
- All prescribed medicines remain the responsibility of the parent and should a child require taking such, it is the responsibility of the parent to inform the school in writing accordingly. Parents should refer to the School's First Aid and Administration of Medicines Policy which may be accessed via the school website.

RELATED POLICIES

Pastoral Care

Anti-Bullying

Positive Behaviour

First Aid and Administration of Medicines

Code of Conduct

Date Policy Reviewed: _____

(Headmaster)

(Chairman of Board of Governors)

APPENDIX 1

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 school 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 Headmaster or Vice Headmaster (Pastoral) as the Designated Teacher for Drugs within School;
- The Headmaster or Vice Headmaster, 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 and accompanying sanctions.

Smoking: the School is cognisant of the requirements of The Smoking (Northern Ireland) Order 2006 which took effect on 30 April 2007 and has been a non-smoking environment since November 2004.

- 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.
- They should also refrain from being in the company of those smoking 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 Vice Headmaster (Pastoral) 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:
- The particular circumstances of the incident will determine the school's response and accompanying sanctions.

APPENDIX 2

MAIN TYPES OF CONTROLLED DRUGS BY CLASS

The Misuse of Drugs Act (1971) Headmaster drugs include:

Class A Opium; Heroin/methadone; Cocaine/Crack; LSD; Ecstasy; Magic mushrooms (processed);

Class B drugs prepared for injection.

Class B Amphetamines e.g. Ritalin, Barbiturates, Codeine, mephedrone, Cannabis resin and Cannabis herb.

Class C Mild amphetamines; Anabolic steroids; Benzodiazepines (minor tranquillisers eg temazepam, diazepam); Some stimulant, anti-depressant and anti-obesity medicines; Cannabis resin; Cannabis herb; GHB (Gammahydroxy butyrate)

Offences under the Misuse of Drugs Act include:

- Possession – to be knowingly in possession of a relatively small quantity of a controlled drug for personal use
- Possession with intent to supply another person a controlled drug – possessing a larger quantity of a drug or packaging it in a way that indicates it is going to be supplied to others
- Supplying another person a controlled drug – giving or selling drugs to someone else, including friends
- Supplying or offering to supply drug paraphernalia – this includes equipment for smoking cannabis or crack cocaine (extract from Drugs: Guidance for Schools in Northern Ireland CEA 2004)

The local PSNI Community and Schools Involvement Officer (CSIO) must be informed in every case where a pupil is found to have, or is suspected of having, controlled drugs in his/her possession, either on his/her person or in their belongings, or where controlled drugs are found on the school premises.

In circumstances where the misuse of 'legal highs', solvents, alcohol or prescription medication is suspected, while there is no legal obligation to notify the police, it is the policy of the School that, if considered appropriate, the local CSIO will be informed.

APPENDIX 3

STRENGTHENING THE PARTNERSHIP BETWEEN SCHOOL AND THE WIDER COMMUNITY

Using Outside Agencies and Individuals

When appropriate the schools will use the expertise and skills of education and health professionals from outside agencies or individuals in the wider community. Visitors from the wider community can bring their specialist knowledge, expertise and experience into the classroom setting and offer a new approach, which pupils often welcome. This also increases the pupils' knowledge of the services available in the local community and how to access these.

Sessions delivered by outside agencies can also help teachers to up-date their knowledge or pedagogy in line with that of the outside agency. Teachers should, however, only use outside agencies as part of a planned programme with adequate preparation and follow up.

Local Drug and Alcohol Co-ordination Teams

(DACTs) can provide advice and guidance, as well as links to local community and voluntary groups. (You can find contact details for DACTS in Appendix 4).

Supporting School Policy

It is vital that any agency or individual entering a school to support any aspect of the Personal Development for Mutual Understanding or PD curriculum, including drugs education, is given a copy of the school's Substance Misuse Policy.

They must agree to respect the ethos of the school and be aware of confidentiality issues. Schools will ensure that they adhere to the guidance on vetting requirements provided in DE Circular 2012/19 and DE Circular 2013/01 and any separate or additional policy that the school provides.

Supporting Curricular Provision

Teachers must be present at all times when a representative from an agency or other individual is taking a session with a class. Teachers should prepare pupils thoroughly for the visit. They should check that pupils are not uncomfortable or unhappy with the topics being dealt with and the methodologies used. After the session, teachers should give pupils the opportunity to discuss their experience and evaluate the session.

Despite the many positives associated with using outside agencies, it is important that schools do not rely overly on their use. Schools should not use outside agencies as a vehicle for teaching aspects of drugs education that teachers do not want to teach. Teachers must also ensure the activities the agency or individual undertakes complement and support their school's ongoing drugs education programme as part of the overall provision for PDMU or PD.

Supporting Parents or Guardians

It is important that schools inform parents or guardians before an agency or individual comes into the school to support its drugs education programme. Contacting parents or guardians and explaining the type of activities that are taking place will ensure that they

have the opportunity to raise any concerns they might have before the visit. This consultation has the added benefit of letting parents or carers know what is going on and strengthening ties between home and school.

Sample Questions to Ask an Outside Agency Before Engagement

- What are the aims and objectives of your programme?
- How do they link to the Northern Ireland Curriculum and support the ethos of our school?
- What are the skills and experience of those delivering the programme and are these appropriate?
- How will your programme support the delivery of PDMU or PD in our school?
- What activities can the classroom teacher do to introduce your programme?
- How will the teacher be involved in delivering your programme?
- What information do you provide for parents about the content of your programme?

APPENDIX 4

USEFUL CONTACTS IN NORTHERN IRELAND

Education Authority (formerly Education and Library Boards)

Southern Region Tel: 028 3751 2200 info@eani.org.uk

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. Contact is through the school.

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

The Health and Safety Executive for Northern Ireland (HSENI) Tel: 028 9024 3249

www.hseni.gov.uk

Public Health Agency for Northern Ireland

(PHA) 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, multi-professional 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](#)

National Organisations

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.lionslifefskills.co.uk

Want 2 Stop, Public Health Agency www.want2stop.info

National Drugs Helpline 0800 776600 text 82111

AA National Helpline 0845 769 7555



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 or CCMS Designated Officer informed, as appropriate YES/NO
Date _____ Time _____

8. Form completed by _____ Date _____
Position _____

9. Description of Incident

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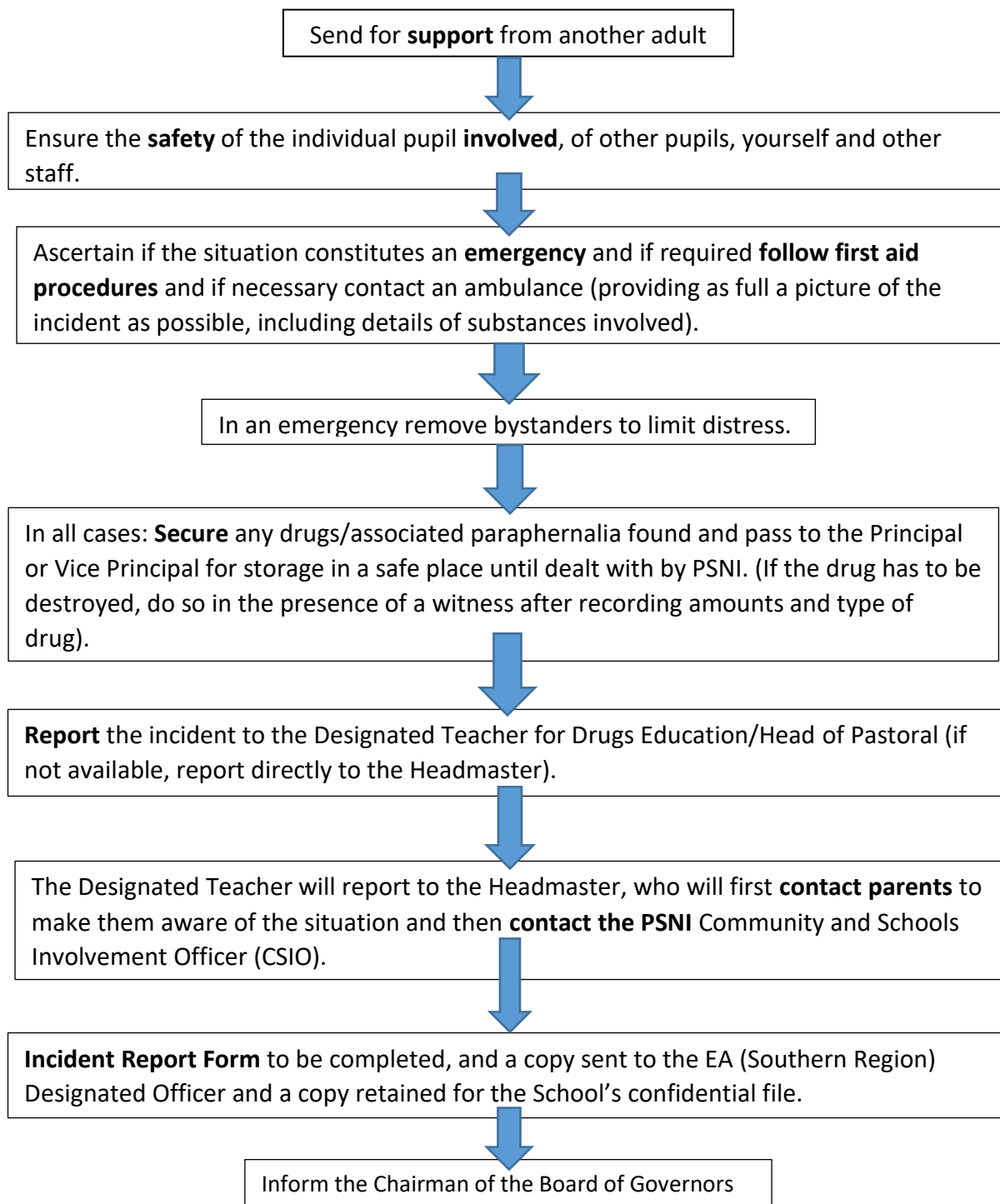
10. Actions taken

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Incident Form Completed by _____ Date _____

APPENDIX 6

PROCEDURES FOR DEALING WITH A SUSPECTED DRUG INCIDENT



NB:

Do not give a statement to the media. This will be coordinated by the Headmaster.

Respect confidentiality: other pupils, parents and staff are only informed on a need-to-know basis.
