



# Enniskillen Royal Grammar School

## Drugs Policy

### 1. Rationale

Enniskillen Royal Grammar School recognises that research indicates that substance misuse affects all communities in Northern Ireland, crossing gender, cultural and social barriers and that in an increasingly substance tolerant society, all members of the school community, working in partnership with the statutory agencies such as the PSNI, have an important role to play:-

- in enabling our young people to make informed, responsible and safe choices and
- in making clear the procedures to be followed if a pupil is suspected or believed to have taken and /or to be in possession of a controlled substance. See Appendix 2 for details of controlled substances by class and Appendix 3 for a summary of the relevant legislation applicable to Northern Ireland

This Policy is developed in line with our vision and ethos which seeks to develop our young people in mind, heart and body in a safe, caring and supportive environment and to enable them to make responsible choices based on self-respect and respect for others. It also stands together with our Pastoral Care/Safeguarding Policy and our Positive Behaviour Policy which aim to create a safe, secure and well-ordered environment where pupils develop an awareness of the need for personal responsibility and where all members of the school community are aware of the procedures and structures for responding to inappropriate behaviour.

The Policy also refers to the Department of Education Circular 2004/09 and the Manual: Drugs: Guidance for Schools in Northern Ireland: Revised Edition 2015.

### 2. **Definition of Drugs, Drug Misuse and Drug related incidents**

For the purpose of this Policy the terms drug and substance will 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 (DE definition in Guidance for

Schools: Revised Edition 2015). For clarity, it should be understood that, where reference is made in this policy to possession and use of drugs (unless otherwise stated), it is not intended to refer to the safe, appropriate use of medicinal products for personal use. Section 8 refers to the protocols for the management of prescribed medication in school.

Drugs therefore include:

- Alcohol, tobacco and tobacco related products, including nicotine replacement therapy and electronic cigarettes (See Appendix 1 for School Policy on the consumption of alcohol and smoking)
- '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, thinners, gas lighter fuels, glues, aerosols and petrol
- controlled drugs such as cannabis, LSD, ecstasy, amphetamine sulphate (speed) 'magic mushrooms', heroin and cocaine. See Appendix 2 for details of the main types of controlled substances by class.
- 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/butyl nitrate (poppers) and unprocessed magic mushrooms.

This list is not an exhaustive one.

**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 can cause harm to the individual, their significant others or the wider community

**Drug related incidents relate to:-**

- Disclosure about drug misuse taking place in school and during out of school activities
- Pupils/ adults possessing, using and /or supplying drugs on school premises/trip/transport drug-related litter on or near school premises
- Pupils/adults who display symptoms of drug misuse
- Drug-related litter on or near school premises

**3. The aims of this Policy are:**

- To ensure that a consistent approach to drugs-related issues is adopted by all members of the school community to protect our school community from harm associated with the use and misuse of substances

- To consider the implementation of a cross-curricular approach to a drugs education programme which will develop pupils' self-esteem, give pupils the opportunities to develop the values, skills, knowledge and understanding to make informed and responsible decisions about the use/misuse of drugs, including tobacco, alcohol, intoxicants and volatile substances within the context of a healthy lifestyle and to help pupils develop the skills and resilience to assert themselves confidently and resist negative influences and pressures
- To provide information and clear guidelines for staff including appropriate training
- To make clear the procedures to be followed when dealing with specific incidents of suspected drugs misuse
- To have a clear understanding within the school community about the implications and possible consequences of drug misuse, including the personal and disciplinary consequences
- To define the roles and responsibilities of all members of the school community and to provide information to parents/guardians about the drug education policy and the procedures to be followed in the event of drug use/misuse.

#### **4. Drugs Education in the Curriculum**

Drugs Education within the curriculum stands within the overall aim of promoting positive and responsible attitudes towards personal health and well-being, both physical and emotional. It aims to minimise the chances of any pupil abusing drugs by:-

- providing pupils with objective and factual information on the personal and legal effects and consequences of drug abuse,
- by developing responsible and resilient decision making skills which may prevent the onset of experimentation
- by acknowledging the need to deal with pressures and anxieties and exploring healthy methods of dealing with these
- by building up the pupils' self-esteem and self-respect which will allow them to make responsible, respectful and safe choices for their own and for others' health and well-being
- by developing pupils' knowledge of themselves and others and enabling them to acquire an understanding of the influence they can be on others within the school and wider community

The taught programme of Drugs Education is set within the Personal Development strand of Learning for Life and Work at KS3 and KS4

Cross-curricular opportunities for Drugs Education also arise in subjects such as English, Religious Education, Physical Education, Home Economics, Technology and Design and Science.

Where appropriate the school may make use of appropriate outside agencies or individuals to provide additional input in delivering the drugs education programme.

In the event of such additional input being used care will be taken to ensure:-

- that the content and methods used in any such programme are consonant with the aims and ethos of the school and its Drugs Policy
- that the content and methods are age-appropriate and are an integral part of a planned programme
- that parents/guardians are informed of this input in advance and have the opportunity to ask any questions or raise any concerns
- that a teacher is present throughout the session
- that pupils have an opportunity to evaluate the input.

The LLW Coordinator working with the Senior Leadership Team is responsible for ensuring that the overall programme of drugs education meets the needs of pupils and ensures continuity and progression across the Key Stages. The programme of drugs education is kept under review.

## **5. Roles and Responsibilities**

### **Role of all Staff (teaching, support and ancillary staff)**

All staff should:-

- Be alert to the possibility of drug use (Appendix 6) and be vigilant in checking the school premises for any type of drug and/or drug related paraphernalia
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents or cleaning fluids
- Be familiar with the contents of this Policy and be familiar with the procedures to follow should a suspected drug-related incident occur  
See Appendix 4

### **Role of Designated Teacher for Drugs**

The Designated Teacher is responsible for:-

- Co-ordinating the school's procedures for handling suspected drug-related incidents and training staff in these procedures
- Liaising with other staff and /or outside agencies in co-ordination the delivery of the drugs education programme
- Being the contact point for outside agencies that may be working with the school or with a pupil or pupils concerned
- Taking possession of any substance(s) and associated paraphernalia found in a suspected incident
- Reviewing and if required, updating the policy annually and after a drug related incident where learning from the experience could improve practice

## **Role of the Principal**

It is the Principal's responsibility to determine the circumstances of all incidents, working in liaison with all staff involved, but it is the responsibility of the PSNI to investigate any criminal or suspected criminal offence. Under these circumstances schools should not take any written statements from the individual involved in the incident: the investigating officer is responsible for dealing with the incident to co-ordinate recording all statements that could be required for a potential court case. In any suspected drug-related offence the Principal should ensure that appropriate medical care is provided for any pupil involved in the incident and that contact is made with the parents or guardians of those pupils involved. The Principal must also ensure that, in any incident involving a controlled substance, there is close liaison with the PSNI. After contacting the PSNI the Principal will then:-

- Continue to ensure the welfare of the pupil(s) involved in the incident and the other pupils in the school
- Ensure health and safety protocols are followed during the handling and storage of any drug or drug related paraphernalia using protective gloves at all times
- Inform the Chair of the Board of Governors
- Take forward any appropriate pastoral or disciplinary response
- Report the incident to the Education Authority if an incident requires PSNI involvement or a Child Protection Procedure
- Complete any necessary report for the Education Authority and Board of Governors

## **Role of the Board of Governors**

The Board of Governors will review and approve the policy and procedures and ensure that it is reviewed annually and after a drug-related incident and be fully aware of and trained to deal with suspected drug-related incidents and their appropriate pastoral and disciplinary response.

As a matter of good practice every Board of Governors should have a designated governor for drugs who has received specific training in drug-related issues.

## **Role of Parents/Guardians**

Parents/Guardians should be aware of this Policy and support the school in the development and implementation of this Policy, including the school's procedures for handling incidents of suspected drug misuse.

## **Role of Pupils**

Pupils should be aware of and adhere to the School Code of Conduct, the Positive Behaviour Policy and this policy in relation to drug use/misuse.

**6. Procedures to be followed when dealing with specific incidents of suspected drug misuse. Full details of the procedures to be followed are to be found in Appendix 4.**

**a. The following points outline the key points and principles to be observed.**

- A suspected drug related incident is described as:-
- Suspect drugs or paraphernalia found on the school premises
- A pupil is suspected of being in possession of drugs
- A pupil is found to be in possession of drugs
- A pupil is suspected of supplying drugs
- A pupil is found to be supplying drugs
- A pupil is suspected of being under the influence of drugs

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.

**b. When an incident occurs the member of staff involved should:**

- Assess the situation and make the situation safe
- Send for support
- Administer first aid and call for ambulance if necessary
- Secure any drugs/associated paraphernalia found (using protective gloves) and pass to the Designated Teacher/Principal \*
- Any confiscated drugs/associated paraphernalia will be kept under lock and key in the school safe until it is handed over to the appropriate person
- Report the incident to the Designated Teacher for Drugs/Principal and complete a brief factual written report
- The Designated Teacher will report to the Principal, who will first contact parents to make them aware of the situation and if necessary, contact the PSNI. The school must notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed and in every case where a pupil has or is suspected of having controlled drugs in their possession, either on their person or in their belongings, or if controlled drugs are found on the school premises.
- An Incident Report Form (Appendix 5) will be completed and a copy sent to the EAWR Designated Officer for Drugs Education and a copy retained for the School's records. The Chair and Governor with responsibility for Drugs will also be informed.
- The Principal, in consultation with appropriate colleagues, will decide on the appropriate disciplinary measures
- The school will work with the pupil and his or her parents/guardians and the relevant agencies in the implementation of any further pastoral or welfare interventions deemed appropriate, including counselling

- The principal working with the Designated Teacher for Drugs will review procedures and amend as necessary,

\*If it is suspected that the pupil is concealing substances on their person or in their personal belongings every effort should be made to encourage them to produce these substances voluntarily. Staff should ask pupils to turn out their pockets or school bags or open their lockers. Staff should only search the pupil's personal belongings with the pupil's consent. Staff should carry out this search in the presence of the pupil and another adult witness, taking account of the gender of the pupil. If the pupil refuses a Senior member of staff should contact their parents and carers and the PSNI, if appropriate, to deal with the situation. When managing a suspected drugs related incident the school should ensure that the pupil is kept apart from other pupils and invited to remain under the supervision of appropriate members of staff until their parents or guardians and the PSNI (if relevant) arrive. If the pupil refuses to remain the school cannot detain a pupil against their will. The Principal will be informed and parents/guardians and PSNI, if necessary will be informed.

## **7. Sanctions**

If a drug related incident occurs, it will be treated with the utmost seriousness and firm action will be taken within the Positive Behaviour Policy, including where appropriate the involvement of the PSNI: parents/guardians will always be kept fully informed. The disciplinary response made by the school will be dependent upon the particular circumstances of the incident, taking into account what sanction or action would be in the best interests of the pupil in the longer term, whilst ensuring the safety and well-being of the other pupils. It is also the duty of the School to provide appropriate pastoral support for the pupil involved, including the possible involvement of external agencies to provide counselling or other programmes of support.

## **8. The Management of prescribed medicines in School**

Parents/guardians are asked to inform the school of any medical condition which a pupil may have and any medication which may be required. Where it is judged appropriate and necessary the school may undertake to store the medicine appropriately and/or facilitate its administration. Each case will be decided in consultation with the pupil, his or her parents and the appropriate health care professionals and the appropriate action may form part of the agreed health care plan for the pupil. In all cases the school should be informed in writing using the appropriate pro-forma of the amount of medication to be taken, the times at which it is to be taken and the steps to be taken in an emergency. Parents should ensure that medical supplies such as spare inhalers or Epi-pens are in date. School staff will not give pupils any over the counter medicines e.g headache tablets except under clear medical guidance and pupils should not give or share medication with each other.

## **Conclusion**

The school is aware of the risks and dangers to which young people may be exposed through the availability of drugs and similar substances. Our pastoral responsibility commits us to playing a role in helping to combat the misuse of drugs and to providing support for those at risk. In dealing with issues arising, we seek to balance the welfare of the pupil, the ethos of the school and our responsibility to the school community and the wider community. The spirit of this policy is intended to be both educative and preventative.

### **Review of Policy**

This policy will be reviewed on an annual basis and after a drug related incident where learning from the experience could improve practice

## **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 and report the incident as soon as possible to the Designated Teacher for Drugs;
- The Designated Teacher for Drugs, 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.

### **Smoking**

- The School is cognisant of the requirements of the Department of Education's smoking ban on both internal and external school premises including electronic cigarettes (DE Circular 2014/25). The school and its grounds are a non-smoking area.
- 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 Form Tutor, Head of Year, Head of Key Stage or the Vice Principal and will request the pupil to hand over the smoking materials (to be given into the care of the pupil's parents or guardians or disposed of appropriately at the behest of the parent/guardian)
- The sanction of Saturday detention or suspension in the case of repeated offences will be implemented.
- Pupils will be signposted to appropriate guidance and support on smoking cessation.

**Appendix 2 Main types of controlled substances by class**

**Appendix 3 Summary of the relevant legislation applicable to Northern Ireland**

**Appendix 4 Handling Drug related incidents**

**Appendix 5 Drugs Incident Report Form**

**Appendix 6 Signs and symptoms of substance use.**

**Appendix 7 Useful contacts in Northern Ireland**

