

ST KILLIAN'S COLLEGE



DRUGS POLICY

*Board of Governors
03 March 2011*

INTRODUCTION

ETHOS:

St Killian's College is a Catholic College where **Everyone** is **Valued** and **Developed** within a **Caring, Supportive, Working** and **Learning** environment.

Our Ethos is of a welcoming, caring and tolerant environment which promotes respect for self and each other, thus assisting our students to become happy and useful members of society.

RATIONALE:

Our present youth culture makes us aware that:

- There is an increase in drug use in N.I.
- There is a decrease in parental influence
- There is an increasing role of peers in students' lives
- There is the effect of broken homes

We recognize that they will be exposed to a drugs culture through the media, popular music and television programmes as well as mixing with older students who may have access to illegal drugs.

Our college will help our students to develop a drug-free life-style. However, we recognise that the college is only one influence in the life of the student. We will make every effort to inform students and equip them with the skills which will help them make appropriate decisions regarding drugs use/abuse.

DRUGS DEFINITION:

Drug is defined here to mean any substance that when taken into the body alters the way the mind, senses or body works.

Illegal drugs: -those substances listed as controlled drugs e.g. Magic mushrooms, Cannabis, Ecstasy, LSD, Cocaine/Crack and Heroin.

Illicit drugs: these are the socially unacceptable legal drugs such as poppers, so-called legal high drugs, solvents, and under age consumption of alcohol and tobacco.

Prescription drugs are drugs, which are issued only by a doctor.

AIMS OF DRUGS POLICY

- To ensure a consistent approach to drug-related issues by all members of the college staff including teachers, classroom assistants and all ancillary staff.
- To define the roles and responsibilities and legal duties within the college concerning drugs
- To implement and deliver drugs education in the college curriculum.
- To develop procedures for dealing with any drug-related issue.
- To ensure our children acquire the knowledge, skills and understanding to make sensible decisions with regard to drugs.
- To safeguard existing good practice

We need the full co-operation of parents and agencies to help us in this work.

DEVELOPMENT and IMPLEMENTATION

ROLES AND RESPONSIBILITIES:

Board of Governors

- Support the development and on-going review of the drugs policy and programme.
- Ensure a summary of the policy is published in the college prospectus
- Ensure they are fully aware and adequately trained to deal with any drug related incident including alcohol and tobacco.
- Have one member of the Board specifically trained in drugs-related issues.

The Principal, Mr. J. Brady as Principal will: -

- Determine (not investigate) any drug-related incident. (The PSNI will investigate)
- Contact the parents and or guardians of any students involved in any drugs-related incident.
- Contact the PSNI, then confine his responsibilities to the welfare of the student(s) involved
- Inform the Board of Governors about the incident
- Agree with them any appropriate pastoral or disciplinary measures to be taken
- Store or dispose of any drug or drug related paraphernalia
- Report the incident to CCMS and Pauline Baird at Antrim Board Centre.

The Designated Teachers for Drugs Policy and Procedures within the College is Mrs E McKay and Mr P McIlwaine as Vice Principals. Their responsibilities will be:

- To oversee and co-ordinate the drugs education programme
- To co-ordinate the college's procedures for handling suspected drugs-related incidents
- To ensure teachers are trained in these procedures
- To act as contact point for outside agencies coming into the college.
- To take possession of any substance or drugs paraphernalia found in the event of any drugs-related incident.
- To complete a report following any drug-related incident.

(d) Individual Staff Members (teaching and non-teachers)

- Deal with any emergency procedures surrounding the incident they have just encountered.
- Forward any information, substance or paraphernalia to designated teacher.
- Complete a factual report for the designated teacher.

STAFF TRAINING

All staff, including ancillary and auxiliary staff and members of the Board of Governors will be given the opportunity to receive drugs awareness training. In keeping with NEELB recommendations this training will be updated approximately every two years.

OVERVIEW OF THE DRUGS EDUCATION PROGRAMME:

Many aspects of drugs education will be covered in all years (8 – 14) through the use of the Form Tutor delivering the programme under the umbrella of Health education in PSHE classes. Aspects will also be covered in subjects such as Science, RE, HE and English, but it will be delivered mostly as part of Personal Development.

The drugs education programme is one of prevention and only quality teaching is good enough for this important part of the curriculum, so active, student-centred teaching methods will be used wherever possible.

Some of the aims of our programme are as follows:

- To inform students of the effects of drug use and abuse
- To help students acquire decision-making skills
- To help students understand the influence they can have on their friends
- To create a climate where a young person feels comfortable to discuss his/her drug use
- To help young people distinguish between different drug substances and consider their use, abuse, benefits and harm.
- To develop the skills of young people to refuse a drug offer and withstand peer pressure
- To persuade those who are experimenting with or using drugs to stop
- To minimise the chances of any student using drugs
- To enable students to explore their own attitudes towards drugs and drug issues
- To encourage a healthy and critical respect for all substances taken into the body
- To build up the self-esteem of our students

STAFF USE of SMOKING and ALCOHOL

From 30 April 2007, it became a legal requirement that our premises become totally smoke free. No-Smoking signs have been displayed, clearly visible to all members of staff or visitors to the college. Anyone smoking will be advised that they are committing an offence and will be politely asked to stop smoking and advised that it is also an offence for the college to allow anyone to smoke.

For issues relating to staff use of alcohol, we refer them to the Alcohol and Drug Misuse Policy (TNC 2005/5) available from the D.E. or CCMS

COMMUNICATING the POLICY to PARENTS and other AGENCIES

The policy will be available for all parents to view within the college and a summary will be included in the college's prospectus. Any recommendation made regarding the policy will be given due consideration.

Any agency visiting the college will also be given a copy of the policy so that they can adhere to its directions.

MANAGEMENT ISSUES

PROCEDURES FOR MANAGING DRUG-RELATED INCIDENTS

For all procedures for managing drugs-related incidents, please see Appendices 1-3 at the back of the policy.

Appendix 1. Finding a substance on the college premises

Appendix 2. Student suspected of having taken drugs in college

Appendix 3. Student suspected of possessing/distributing an illegal substance

It is a statutory requirement that the PSNI is informed in all cases where it has been alleged or suspected that a student has a controlled drug in their possession or if such a drug has been found in the college grounds.

DISCIPLINARY MEASURES

It is not appropriate to prescribe specific sanctions for drug-related incidents and no judgement will be made until the circumstances surrounding the incident have been determined. The principal will then decide how to respond to any such incident after taking into account such factors such as: -

- Age of student
- What was the motivation?
- Was there peer pressure?
- Does the student know and understand the college policy and rules?
- Is it a first or subsequent offence?
- Quantity of drug
- Is the drug legal/illegal?
- Is it possession or supply

At all times we will consider the needs of individual students and support mechanisms will be put into place, such as appropriate counselling from NEELB or other appropriate agency. Parents are expected to support the aims of the college throughout the implementation of any aspect of the college's policy in deciding disciplinary matters. It is emphasised that all measures taken will be for the long term benefit of the student as well as the protection of other students.

SEARCHING: If the designated teacher for drugs receives an allegation of possession it may be appropriate to search a student's desk. This must be done in the presence of an adult witness and must **not** include personal belongings. This includes bag, coats etc. This can only be done with the student's consent. The exception to this would be in the case where a student is unconscious and unable to give permission for his possessions to be searched. As an emergency, the doctor would need to know the drug and amount involved before appropriate treatment can begin.

DETAINING: If the student refuses and the teacher has reasonable grounds to suspect that the student has taken or has in their possession an illegal substance and is a danger to themselves or others, the teacher can detain the student with "reasonable force" until the police come. In legal terminology the teacher is employing his/her citizen's power of arrest, as taking, possessing or supplying drugs is a criminal offence. There should always be at least two teachers present in this situation to ensure there is a) a witness and b) physical support.

If it is not possible to detain the student, it then becomes the PSNI's responsibility.

CONFIDENTIALITY:

Teachers/visitors to the college can never guarantee confidentiality. However, there are some considerations that might ease this tension.

- a. The PSNI would make the distinction between the student who has a problem and wants help, having come to the teacher willingly, and the student who has been caught possessing, using or supplying drugs to others in the college.
- b. If the student is made aware of the situation that the teacher/visitor is being put in, he/she can decide how much detail to give, thus leaving him/her in control of the situation.
- c. The student can be encouraged to use the third person.... a friend of mine....
- d. The Principal and Designated Teacher should develop good relationships with the Community and College's Involvement Officer (CSIO) (PH. 2827 2266 ext 41055)

PROCEDURES FOR USING OUTSIDE AGENCIES

Before inviting a visitor to our college, the following checklist should be applied to ensure they complement the ongoing work of Drugs Education in the College.

Visitor/Agency will:

- Have Child Protection policy
- Be given copy of policy to ensure college's views on confidentiality
- Have appropriate resources
- Have a clear set of aims and objectives and the impact it had on the children.
- Ensure their programme is part of the college's drugs programme

The teacher will:

- Have informed the speaker of the age, ability, background of the student.
- Always be present in the room
- Ensure the content is appropriate and the visitor is aware of any sensitive issues within the class
- Evaluate the programme and the impact it made on the children.
- Provide introductory/follow-up activities before and after the visit

EMERGENCY FIRST AID PROCEDURES

- Send for the teachers trained in first aid (Mr Rooney Larne Campus / Mrs G Harkin Garron Tower Campus)
- Find out what has been taken. This will help the emergency crew.
- If a depressant drug (alcohol, solvents, sleeping pills or painkillers) has been taken, they will feel drowsy. Keep them awake by getting them to walk or by applying a cool damp cloth to the back of their neck
- Do **not** give anything to eat or drink.
- If unconscious, put in recovery position, clear airways and call an ambulance immediately
- If they stop breathing, begin mouth-to-mouth resuscitation. Stay until ambulance arrives and inform them of the facts.
- If a stimulant (Amphetamines or ecstasy) has been taken, the person will be distressed. It is important they remain calm and relaxed. Get them to breathe in and out slowly. If hyperventilating occurs, get them to breath in and out of a **paper** bag.
- If LSD or hallucinogen has been taken, keep them in a darkened, quiet room to avoid sensory stimulation. They should be supervised at all times and kept reassured that the effects will wear off and they are in no danger.

GUIDANCE FOR STORAGE, HANDLING AND DISPOSAL OF HAZARDOUS SUBSTANCES

Teachers

- There will be close supervision throughout the college of materials such as glue, felt-tips, aerosols etc when used by students
- In classrooms, teachers will be expected to monitor closely the distribution, use and collection of all potentially hazardous substances.
- Such materials will be kept in a locked cupboard, with access only for the teacher

Cleaning Staff

- All cleaning materials (for use by the cleaning staff) will be kept secure in the cleaners' stores which will be kept locked when not in use.(See Health and Safety Manual)

GUIDANCE FOR CONFISCATION AND STORAGE OF HARMFUL SUBSTANCES

The law allows staff to take temporary possession of any substance found for the purpose of protecting a student from harm and committing the offence of possession. The teacher should take any substance/paraphernalia found to the Designated Teacher who will arrange for its safe storage with the principal until it can be handed over to the PSNI. Another adult should always be present when the substance is confiscated and a record will be kept of the details.

GUIDELINES ON ADMINISTRATION OF MEDICATION IN COLLEGE MONITORING AND EVALUATING

REVIEW OF DRUGS POLICY AND PROCEDURES

This policy and the procedures contained within it will be monitored and amended, after consultation, when appropriate and usually every two years. Feedback will also be requested from students, staff, parents and governors. The policy will be reviewed and amended, if necessary, immediately following any incident, actual or suspected.

CRITERIA FOR EVALUATING SUCCESS OF THE DRUGS PROGRAMME

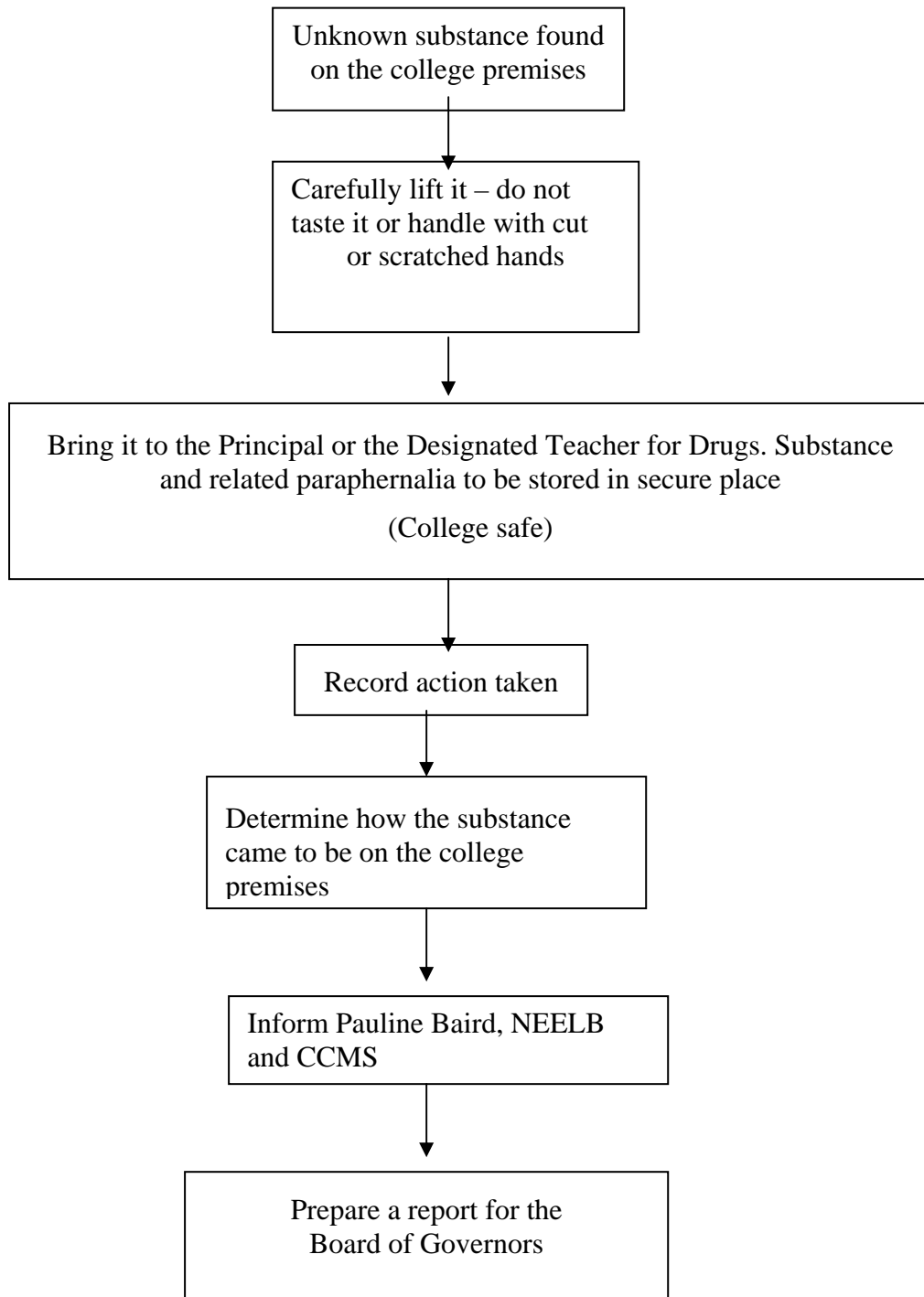
The evaluation process will be assisted by information from teachers which will have been gained through monitoring the teaching situation. Both the Teacher's and Student's Evaluation Sheets from the NEELB Drugs file will be used at the end of each module to assist in the evaluation. Necessary changes in practices and content arising from the review will be implemented.

APPENDICES

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|------------|---|
| Appendix 1 | Finding a substance on the college premises |
| Appendix 2 | Student suspected of possessing/distributing an illegal substance |
| Appendix 3 | Student suspected of having taken drugs in college |
| Appendix 4 | Drugs Incident Report Form |
| Appendix 5 | Overview of Drugs Programme |
| Appendix 6 | Drugs Programme Evaluation Forms..... Student/Teacher |
| Appendix 7 | Student Medication Consent Form |

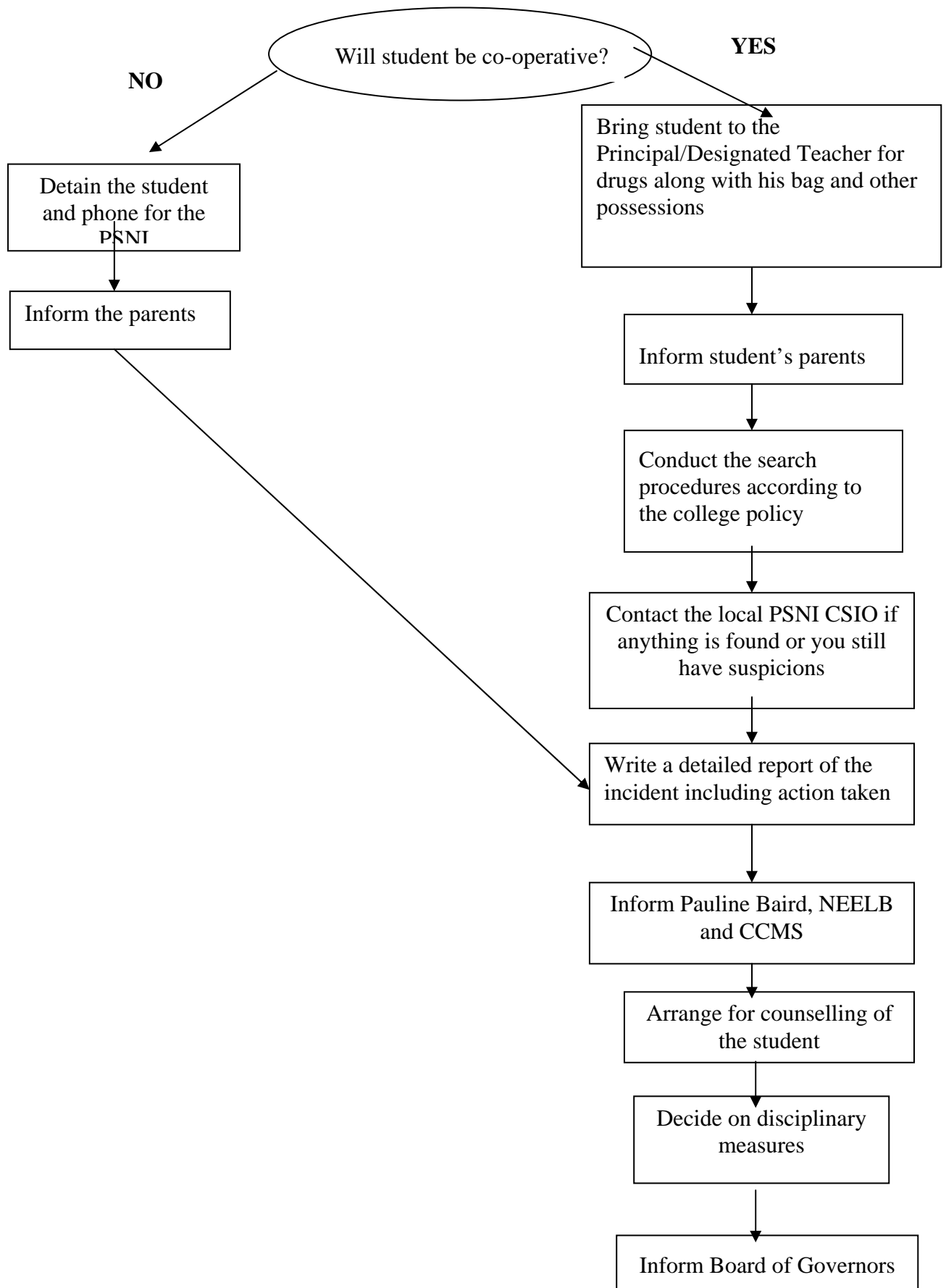
APPENDIX 1

Finding a substance on the college premises



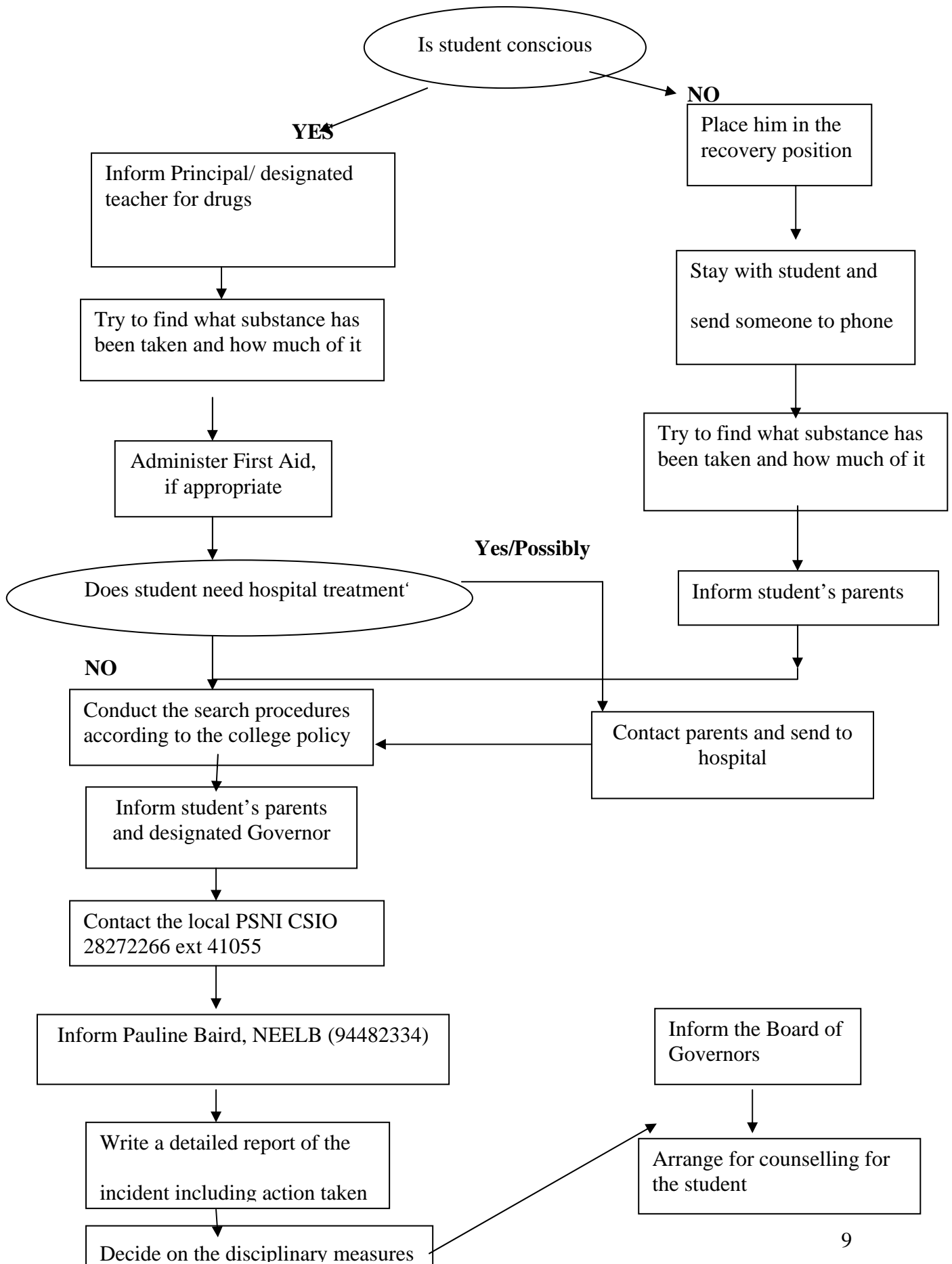
APPENDIX 2

Pupil suspected of possessing/distributing an illegal substance



APPENDIX 3

Student suspected of having taken drugs in college



APPENDIX 5

Drugs Incident Report Form

Name of Student _____ **Class** _____

Address _____

Date/time of Incident _____

Reported by _____

First Aid given by _____

Details _____

PSNI Informed _____

NEELB informed _____

Disciplinary/pastoral/other response

Details _____
