

# Blackwater Integrated College



## Drugs Policy

### History

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## **Related Documents**

- Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Critical Incident Policy
- Suspensions and Exclusions Policy
- CCEA Drugs Guidance for School in Northern Ireland
- DENI Circular 2015/23 – Drugs Guidance
- DENI Circular 2014/25 – encouraging a smoke free and e cigarette free environment in school and youth organisations

## **Rationale**

There is public perception that drug misuse is mainly an issue in disadvantaged city areas. Evidence from seizures and Police involvement, and indeed the recent experiences of many schools, indicates that this perception is misplaced. Drug misuse is just as much an issue for young people in rural areas and affluent communities: it extends across socio-economic, geographical and cultural boundaries. Educationally successful young people are just as likely to put themselves at risk as low attainers. Young people from all walks of life are equally likely to come under pressure to experiment, whether in order to "belong" , out of curiosity, or from bravado.

Drug misuse has implications, not only for the individuals involved, but for their families and the wider community. Drug misuse is associated with accidental injury and a range of serious medical conditions, some resulting in serious and lasting physiological and psychological damage.

Drug misuse can result in under-achievement at school and can be associated with truancy and behavioural problems. A criminal conviction for activities related to drugs can inhibit or prejudice career options, and drug misuse can place families and friends under severe stress.

## **Ethos**

Blackwater Integrated College sees its role as a caring community committed to the physical, mental social, emotional, moral and spiritual health and well-being of its students and staff.

The role of schools in relation to drugs issues must be seen as having two discrete focuses: prevention and protection. The responsibility for prevention is exercised through drugs education programmes. Taught in the context of other compulsory subjects and external speakers, one of the theme's main objectives is that students should develop their knowledge and understanding of the use, misuse, risks and effects of both legal and illegal drugs and other potentially harmful substances; and they should develop a critical awareness of the relevant personal, social and economic implications.

Blackwater Integrated College does not tolerate the provision or use of illegal substances and any use of such a substance will result in the most serious consequences for those involved.

### **Definitions**

The term drug or substance includes any product that, when taken, has the effect of altering the way a person behaves, feels, sees or thinks. This obviously covers a wide range of substances, not all of which are illegal, but many of which can be equally harmful in their effects.

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

- Alcohol, tobacco and tobacco related products including nicotine replacement therapy and electronic cigarettes
- Prescribed drugs, such as antibiotics, painkillers, antidepressants, antipsychotics, inhalers and stimulants such as Ritalin
- Volatile substances such as correcting fluids or thinners, gas lighter fuel, aerosols, glues and petrol.
- Controlled drugs such as cannabis, LSD, ecstasy, amphetamine sulphate (speed), magic mushrooms, heroin and cocaine.
- New psychoactive substances (NPS), formally 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.
- Other substances such as amyl or butyl nitrate (known as poppers) and unprocessed magic mushrooms.

While a clear distinction must be maintained between illegal drugs and others, all these substances are likely to raise common issues for schools, and will often require similar teaching approaches, for example in relation to equipping students to withstand peer pressure.

The legislation relating to drugs refers to "controlled" drugs. These are defined and classified in the legislation, but it is not expected that all staff in schools should be familiar with what is or is not a "controlled drug", or be able instantly to recognise them: the suspicion that a young person is carrying any unidentifiable substance should be sufficient to put staff on the alert. **What is important is that all staff should be able to recognise the point at which a young person becomes a danger, either to himself or herself or to others, and that there are appropriate measures in place to deal with that situation: the duty of protection.**

### **Aims and Objectives**

1. To ensure the College is a safe place for all students and staff
2. To protect young people from the harm associated with the use and misuse of drugs so that they will know how to make healthy, informed choices through increased knowledge, developing a positive self-image, challenging

- their attitudes and developing and practising the skills needed to resist temptation.
3. To have a clear and agreed understanding among all staff and students about the implications and possible consequences of drug use/misuse.
  4. To provide all staff (teaching and non-teaching) with adequate training and support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the agreed procedures are consistently and sensitively applied in all situations.
  5. To provide a Drug Education Programme which:
    - develops students' self- esteem and promotes positive attitudes in their relationships with others
    - gives students 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
    - helps students develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
  6. To provide appropriate support and assistance for those pupils affected by drug-related issues. This may include referrals to appropriate external agencies at the discretion of the school (see Appendix 1) with the school endeavouring to ensure that the support being offered is appropriate and not conflicting with support offered by other agencies.
  7. To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.

## **Roles and Responsibilities**

### **Students**

- 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.

### **Parents/Guardians**

- Support the college 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. Parents will receive a summary of the Drugs Policy every year and should discuss concerns regarding the misuse of substances with their child when ever possible.
- Inform the College if they suspect their child is involved in/with the use of substances.
- Support their son/daughter if they have become involved with drugs.

### **All staff (teaching and non-teaching)**

- Be alert to the possibility of drug use/misuse.
- Be familiar with their school's policy and procedures in the handling of suspected drug-related incidents.
- It is not the responsibility of the individual staff member to investigate the circumstances surrounding an incident; however he/she should deal with any emergency procedures to ensure the safety students and staff if necessary.
- Any information, substance or paraphernalia received should be forwarded to the Designated Teacher for Drugs who may have to take immediate action.
- Consider the needs and safety of a student when discharging him or her into the care of a parent or carer who appears to be under the influence of alcohol or another substance. If concerned, staff, who are in loco parentis should discuss calmly alternative arrangements for caring for the student, and if necessary invoke safeguarding procedures if a parent or carers behaviour may place a student at risk.

### **Teachers delivering the Drug Education Programme**

- In addition to the above:
- Deliver the school's Drug Education Programme.
- Try to create an atmosphere in the classroom in which pupils can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support students in their class if necessary.
- Liaise with the Designated Teacher for Drugs regarding any aspect of the programme/policy, as necessary.

### **The Designated Teacher for Drugs (Colin Jones)**

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements including periodic update and review of the policy and links to other pastoral policies.
- Liaise with other staff responsible for pastoral care in co-ordinating the delivery of the Drug Education Programme.
- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding any suspected drug-related incident.
- Compile report following a suspected Drug Incident and forward to the Principal.
- Act as the point of contact for outside agencies working with the school.
- Drugs Education Policy
- Take possession of any substance and associated paraphernalia found in a suspected incident.
- Reviewing and if required updating the policy every two years and after a drug related incident.

### **The Principal (Stephen Taylor)**

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.

In the case of incidents of suspected drug misuse:

- Ensure the welfare and well being of the pupil(s) involved in the incident and the rest of the college community.

Ensure the safe handling and storage of any suspected drugs or associated items using protective gloves at all times

- Ensure that the following people are informed (where relevant):

- \* Parents/guardians
- \* PSNI
- \* Board of Governors
- \* Education Authority Designated Officer
- \* Members of staff

- 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 a copy of the report is submitted to Board of Governors and Education Authority (where applicable).
- Review procedures and amend as appropriate.

### **The Board of Governors**

- Examine and approve the completed policy and Drug Education Programme, prior to their implementation in the school.
- Ensure the policy is published on the College website and that it is reviewed every two years and after a drugs related incident.
- Be fully aware of, and adequately trained, to deal with suspected incidents of drug misuse, including tobacco, tobacco-related products, electronic cigarettes, alcohol, and their appropriate disciplinary response.
- Agree, in consultation with the Principal, appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.
- Designate a Governor to work with the Principal and Designated Teacher for Drugs in relation to drug-related incidents.

### **The Caretaker**

- Be vigilant and conduct regular checks of the school grounds for drug-related paraphernalia and inform the designated teacher for drugs as appropriate.

### **Drug Education Programme**

The Drugs Education Programme features in the learning experience of all students. The Programme does not confine itself to the issue of illegal drugs but encompasses also misuse of alcohol, tobacco, solvents, and other inappropriate substances. In addition, the drug education programme provides opportunities for pupils to:

- acquire knowledge and understanding in relation to drug use/misuse;
- identify values and attitudes in relation to drug use/misuse;

- develop skills to enable them to consider the effects of drugs on themselves and others;
- make informed and responsible choices within the context of a healthy lifestyle.

The Drug Education Programme is delivered mainly through Personal Development/Learning for Life and Work where students are

- made aware of the school's rules relating to drugs (legal and illegal);
- informed about legal and illegal drugs, the different categories of drugs, their effects and associated health risks, legal status, effects and appearance and the nature of addiction and scientific terminology;
- informed about the law relating to drugs;
- informed about the misuse of drugs in sport;
- helped to identify and understand pressures and influences relating to drugs;
- given advice on support available within the school, locally and nationally;
- given the opportunity to assess personal strengths and weaknesses and attitudes towards drugs and drug users;
- given the opportunity to develop communication skills and assess the consequences of actions and manage conflict and aggressive behaviour;
- given the opportunity to explore alternative social and leisure pursuits.

The content of the lessons is appropriate to the age, maturity and experience of the pupils concerned. The teacher will seek to deal sensitively with issues with due regard for the level of maturity of the pupils in the classes while avoiding the over dramatised or sensationalised approach which can be counterproductive with young people.

Other subjects which may incorporate drugs education include Science, Religious Education, Home Economics and Physical Education.

### **External Agencies**

The College may use outside agencies to help delivery the drug education programme if the following criteria are met:

- The content and delivery of the programme has been jointly agreed.
- The programme and methods of delivery are consistent with the aims and objectives outlined in this policy.
- The Principal has given his approval for the use of the outside agency.
- The staff from the agency have been vetted in relation to Child Protection.

Other agencies which contribute to the pastoral care programme and the Drugs Education Programme include:

- The YMCA Sharpe Programme
- PSNI Assemblies
- PSNI Road Safety Road Show
- Love for Life
- Collingwood Learning Solutions

## **Procedures for Dealing with Suspected Drug-Related Incidents**

Blackwater Integrated College views a drugs related incident as any incident that has an involvement with a drug or substance including any product that, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.

A suspected drug related incident is described as:

- Suspect drugs found on the school premises
- A student suspected of being in possession of drugs
- A student found to be in possession of drugs
- A student is suspected of being under the influence of drugs
- A student suspected of using drugs on the school premises
- A student found to be using drugs on the school premises
- A student suspected of supplying or handling drugs to/for others
- A student found to be supplying or handling drugs to/for others

The following procedures are based on the fundamental principle that the college acts '*in loco parentis*' and the college will always take steps that would reasonably be expected of any parent/carer to safeguard the well-being and safety of the pupils and staff in its charge. The college will at all times give careful consideration as to how any information relating to an incident of suspected drug misuse is communicated to staff, pupils and parents/carers.

A summary of the actions to be taken by members of staff in the event of a suspected drugs-related incident are outlined below. Further details can be found in Appendix 3, Appendix 4, and Appendix.

### **1 Individual Staff Member**

- Assess situation and decide action
- Secure First Aid and send for additional staff support if necessary
- Make situation safe for all pupils and other members of staff
- Carefully gather up any drugs and/or associated paraphernalia/evidence
- Pass all information and evidence to the Designated Teacher for Drugs and
- Write a brief factual report of the incident and forward it to the Designated Teacher for Drugs.

### **2 Designated Teacher for Drugs**

- Respond to first aiders advice/recommendations regarding the incident
- In the case of an emergency inform parents/guardians immediately
- Take possession of any substance(s) and associated paraphernalia found
- Inform Principal
- Take initial responsibility for student(s) involved in suspected incident
- Complete a drugs Incident Report Form and forward it to the Principal.

### **3 Principal**

- Determine the circumstances surrounding the incident
- Ensure any substance(s) and associated paraphernalia are securely stored in the safe beside the principal's office before being handed over to the PSNI

- Ensure that the following people are informed where relevant:
  - Parents/guardians;
  - PSNI;
  - Board of Governors;
  - Designated Officer in the Education Authority.
- Agree pastoral and disciplinary responses including counselling services/support;
- Forward a written report to the Chairperson of the Board of Governors and the Designated Officer within the Education Authority if appropriate; and
- Review procedures and amend, if necessary.

### **Confidentiality**

Staff dealing with drugs related incidents should make it clear to students that they can never guarantee confidentiality and that information will have to be passed on to:

- The Designated Teacher
- Principal
- PSNI
- Education Authority

### **Communication following a suspected or confirmed drug related incident**

#### **Staff, students, parents and carers**

Detailed information should only be shared with the staff concerned with the pastoral needs of the individual student.

Only the parents of the students involved in the incident should be informed about the it and subsequent outcomes.

Teachers should not discuss individual cases with students, however the college may make a general statement to the college community after an incident where rumours may create a negative attitude.

#### **Dealing With The Media**

If the school receives an enquiry from the media, the caller should be referred **only** to the principal .

When responding to the media

- \* the privacy of any student and his/her family will be respected
- \* statements will be short, factual and without elaboration
- \* concluding statements will be positive, reassuring, and state that the incident has been managed effectively

## **The Law and the PSNI**

All staff should be aware of their responsibilities under the law.

The local PSNI will be informed in every case where a student is found to have, or is suspected of having, controlled drugs in his or her possession, either on his or her person or in his or her belongings, or where drugs are found on the school premises.

In exceptional circumstances, the police may interview a student on school premises, with the principal's agreement. All possible efforts will be made to inform the student's parents before allowing a police interview.

When in school a member of staff becomes aware, or is told, of possible criminal activity **outside** school premises, the local police will be informed, in the interests of safeguarding the health and safety of young people in the area. The police should be contacted through the College Principal.

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug to protect the student from harm and prevent the student committing the offence of possession. If a student is suspected of being in possession of an substance the designated teacher should attempt to secure the voluntary production of any unlawful substances.

## **Searching Students and Property**

- Staff may search **school property** such as lockers or desks.
- Staff can search personal property, including schoolbag, coat or other items (including those contained in school property) **BUT ONLY WITH CONSENT**
- Ensure you have the student and another adult present as witnesses
- It is acceptable to ask the student to empty pockets and school bags but you cannot make them.
- If a student refuses to consent to a search of himself/herself or of his/her belongings the College may get parents/ carers and the PSNI involved.
- If staff suspect that a student is in possession of a substance, the College will contact parents and PSNI.
- A member of staff should never carry out a physical search of a pupil, unless there is compelling evidence that the pupil has committed an offense.

**School staff should not attempt to analyse or taste an unidentified substance. Medical assistance should immediately be sought and the police informed.**

## **Detaining a Student**

When managing a suspected drug related incident the college should invite the students to remain in college under supervision of appropriate members of staff until their parents or PSNI arrive.

If the student refuses to remain, the college cannot detain a student against their will. However if a member of staff has reasonable grounds to suspect that a student has in their possession or has taken a controlled substance, they can make a citizen's arrest under Article 26A of the Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989.

Before making a citizen's arrest the student must be made fully aware of the implications before the arrest confirming;

- That the student is not free to leave once they have been informed by the arresting person why they are being arrested
- That they will be detained until they are handed over to a PSNI officer who will deal with the investigation.

The reasons for making a citizen's arrest is to prevent the person in question:

- Causing physical injury to him/herself or any other person
- Suffering physical injury
- Causing loss of or damage to property
- Making off before a constable can assume responsibility for him/her

### **Pastoral Care**

Where a student has been identified by the College as having experimented with illegal drugs, or as being at risk of doing so, he or she will be offered appropriate counselling and support within the school's general arrangements for the pastoral care of its students, and his or her parents will be informed.

Where a student discloses to a teacher or other member of staff that he or she is taking drugs, the staff member should make it clear to the student that **he or she can offer no guarantee of confidentiality**. Any response to a drugs related incident will take into consideration the college Child Protection Policy.

Concern for other students in the college is important and where any incident may have endangered or is likely in the future to endanger the welfare of other students, it is their interests which will be paramount.

Blackwater Integrated College in consultation with parents will contact appropriate specialised agencies for support following a drugs incident including:

- PSNI
- EWO
- Familyworks Counselling
- Social Services
- DAISY

### **Disciplinary Responses**

Blackwater Integrated College is committed to tackling drug misuse among young people, and any instances of possession, use or supply of drugs (refer to page 3) on school premises will be regarded with the utmost seriousness. Any response will consider the health and well being of the student and will take into consideration the College Discipline Policy, EA Guidance and legal requirements.

It would not be appropriate to prescribe centrally specific sanctions which should be applied to drug-related incidents. The Principal will retain responsibility for deciding how to respond to particular incidents, taking account of factors such as the age of the student concerned, whether the incident involved one student or a group of students, and whether there has been evidence of particular peer group pressure. The fact that certain behaviour could constitute a violation of the criminal law should not, in itself, be taken as **automatically** leading to the exclusion of a student. However in cases where it is clear that a student is selling or in possession of drugs the Principal will suspend the student for 5 days and the Chair of Governors and EA notified immediately. The Board of Governors will then meet to discuss the matter.

Following a suspension the Board of Governors will consider what action should be taken in relation to such issues. This may include extending the suspension or requesting that the students involved be expelled from college.

Parents will be kept informed at all stages of the process and will be entitled to discuss the matter with the Board of Governors Chairperson/full Board of Governors, as and when appropriate.

All disciplinary matters are fully investigated by Blackwater Integrated College and an appropriate response will be considered. In line with the CCEA Drugs Guidance, the Principal and Board of Governors will retain responsibility for deciding how to respond to particular incidents following full investigation which may include taking account of factors such as the age of the student concerned, whether the incident involved one pupil or a group of pupils, whether there has been evidence of particular peer pressure, the level of involvement, the level of involvement and whether this is a first offence. The College will make a co-ordinated and measured response to any drug-related incident.

Additionally, in line with the CCEA Drugs Guidance, the College may develop a repertoire of responses, incorporating both counselling and sanctions such as suspension or, in extreme cases, expulsion which reflects the different kinds of drug-related offences.

**In order to safeguard the safety and well-being of our students and staff the College will respond to Drug related incidents as outlined below.**

- 1. Any student that brings drugs to and/or from school will be expelled.**

2. **Any student who has brought in illegal drugs to school and supplied them to others will be expelled.**
3. **Any student participating in taking a drug which has been given to them by another student will be suspended and may be expelled pending a full investigation.**
4. **If a student is involved in being given drugs and reports any details or facts to a member of staff this may be taken into consideration, pending a full investigation.**

With respect to a serious sanction which may result in expulsion, the Board of Governors reserve the right to consider any exceptional circumstances that may influence their decision.

Where a pupil returns to school following their involvement in an issue relating to illegal drugs, the school will provide counselling/support for the pupil, **who will be expected to engage with such support services**, to ensure that there is no repeat of their behaviour in relation to a similar matter.

#### **Administering Prescribed Medication**

If students require medication to be administered during college hours the guidelines outlined in the college Administering Medication Policy will be followed.

#### **Emergency First Aid Procedures**

In the event of an emergency the staff member on the scene should send for a first aider and tend to the distressed student until he/she arrives.

An ambulance should be called for if any student is distressed due to a suspected misuse of drugs.

Signs of drug misuse can be seen in Appendix 2

Advice on Emergency First Aid can be seen in Appendix 6

#### **Staff use of alcohol and smoking on school premises**

Staff will promote positive role models in health and safety practices in relation to smoking, alcohol and drugs.

Blackwater Integrated College is a smoke-free premises and no visitor or employee may smoke or make use of electronic cigarettes within the College grounds. For further guidance please refer to DE Circular 2014/25 – Encouraging a Smoke-Free and E-Cigarette Free Environment in Schools and Youth Organisations).

With the exception of a few specified social events held for adults outside school hours, the school premises is an alcohol free zone. During regular working days, the school does not allow any alcohol to be consumed on school premises. This

applies to visitors, staff and pupils. Adults breaking this rule will be referred to the Principal directly.

*Don't Mix it, a guide for employers on Alcohol at work published by HSE advises that it is best not to drink at all before working or in the workplace when appropriate functioning would be adversely affected by alcohol.*

### **Monitoring and Evaluation**

The policy will be reviewed every two years or after any drugs related incident to ensure the policy still meets the needs of the College.

The drugs policy is available on the school website and a summary policy is given to all parents/carers annually informing them of the College procedures for dealing with drug related incidents. The College will provide any parent/guardian a full printed copy of the policy if requested. Parents can respond to any aspect of the policy at any time by contacting the College.

Staff training on the drugs policy will take place annually in August. This will include an opportunity for evaluation and feedback on the policy.

Student review takes place through discussion and evaluation during the Personal Development /LLW.

The Drugs Education Program is evaluated as part of the LLW Action Planning process.

## Appendix 1

### ALCOHOL AND DRUG SERVICES FOR YOUNG PEOPLE

| Organisation  | Telephone   | Website  |
|---|---|--|
| <b>Social Services Gateway Team</b>   | 028   |  |
| <b>EA South Eastern Region</b>  | 028 9056 6200   | <a href="http://www.seelb.org.uk">www.seelb.org.uk</a>   |
| <b>Department of Education</b><br>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.   |   | <a href="http://www.deni.gov.uk">www.deni.gov.uk</a>   |
| <b>Familyworks Counselling Service for Schools</b><br>The Department of Education funds Familyworks Counselling in schools. 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. | Tel: 028 9182 0341  |  |
| <b>Health and Safety</b><br>The Health and Safety Executive Northern Ireland (HSENI)  | Tel: 028 9024 3249  | <a href="http://www.hseni.gov.uk">www.hseni.gov.uk</a>   |
| <b>Local Drug and Alcohol Co-ordination Teams (DACTS)</b><br>Contact details for local services in the Local Service  |   | <a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>   |
| <b>Health and Social Care Organisations</b><br>Family Support NI<br>Children and Adolescent Mental Health Services, Belfast   |   | <a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a><br><a href="http://www.familysupportni.gov.uk">www.familysupportni.gov.uk</a><br><a href="http://www.belfasttrust.hscni.net">www.belfasttrust.hscni.net</a> |
| <b>Ascirt</b><br>Alcohol Support Service provide one-to-one help for adult family members affected by someone else's alcohol misuse or addiction.   | 028 92 604422   |  |
| <b><a href="http://www.thesite.org/drinkanddrugs">www.thesite.org/ drinkanddrugs</a></b>  | <a href="http://www.nhs.uk/Livewell/Pages/Topics.aspx">www.nhs.uk/Livewell/Pages/ Topics.aspx</a> | <a href="http://www.mindingyourhead.info">www.mindingyourhead.info</a><br><a href="http://www.talktofrank.com">www.talktofrank.com</a>   |
| <b>Steps to Cope</b> offers support for young people aged 11–18 years in Northern Ireland, who are living with parental alcohol misuse.   | 0800 254 5123   | <a href="http://www.stepstocope.co.uk">www.stepstocope.co.uk</a>   |
| <b>The Alcohol and You Partnership</b> has useful information for parents and family members as well as a self-help section to help people address their drinking.  |   | <a href="http://www.alcoholandyouni.com">www.alcoholandyouni.com</a>   |
| <b>DAISY</b> Drugs and Alcohol Intervention Service for Young Pople   | Tel: 028 9043 5813  | <a href="http://www.daisy.uk.net">www.daisy.uk.net</a>   |
| <b>Police Service for Northern Ireland (PSNI)</b><br>Non Emergency Contact<br>Drugs Squad<br>Community Involvement<br>Crimestoppers   | Tel: 101<br>Tel: 028 9065 0222<br>Tel: 028 9070 0964<br>Tel: 080 0555 111                         |  |

Parents can also consult their GP to find out where their nearest support agency is. If you need more urgent support and advice, contact:

- your GP or the out of hours GP service;
- the emergency department of your local hospital; or
- Lifeline: **0808 808 8000**

## **Appendix 2**

### **SIGNS AND SYMPTOMS OF DRUG USE**

Recognising current drug use is a major issue for many professionals who work with young people. There is also the issue of identifying those young people who may be at increased risk of using drugs.

Below are specific physical and behavioural signs that may be associated with drug use. Some of these, however, can indicate the onset of adolescence.

#### **PHYSICAL SIGNS**

These can differ depending on the type of drug taken, for example a stimulant or hallucinogen. Below are some of the physical signs related to drugs used illicitly in Northern Ireland.

##### **Solvents**

Solvents include glues, butane gas refills, aerosols, typewriting correcting fluids and thinners. Signs to look out for include:

- usual signs of intoxication – unco-ordinated movement or slurred speech;
- possible odour on clothes and breath;
- redness around the mouth and nose, if using glue;
- a cough; and
- possible stains on clothing, depending on type of solvent used.

##### **Cannabis**

Cannabis can have the effect of a depressant or mild hallucinogen, depending on the amount taken and situational factors. The effects of taking cannabis include:

- a tendency to laugh easily;
- becoming talkative;
- relaxed behaviour;
- reddening of the eyes; and
- hunger.

If the drug is smoked, it produces a distinctive sweet smell.

##### **Ecstasy**

Ecstasy is sometimes referred to as a hallucinogenic stimulant. Its effects will therefore include those listed for stimulants. It can also cause:

- increased temperature;
- excessive sweating;
- a very dry mouth and throat;
- jerky, unco-ordinated movements;
- clenched jaws; • occasional nausea, when first used; and
- fatigue after use, but also possibly some anxiety, depression and muscle pain.

### **Stimulants (amphetamines (speed), butyl nitrite (poppers) or cocaine)**

The effects can result in:

- increased pulse rate;
- increased blood pressure;
- agitation;
- talkativeness or lack of coherent speech;
- dilated pupils;
- loss of appetite;
- damage to nasal passages;
- increased tendency to go to the toilet;
- mouth ulcers; and
- fatigue after use.

### **Hallucinogens (LSD, magic mushrooms)**

Effects can vary depending on nature of the experience. These include:

- relaxed behaviour;
- agitated behaviour;
- dilation of pupils; and
- unco-ordinated movements.

### **Heroin**

Heroin acts as a depressant. The effects of taking heroin include:

- decrease in breathing and heart rate;
- suppression of cough reflex;
- increase in size of certain blood vessels;
- itchy skin;
- runny nose;
- decreasing body temperature; and
- sweating.

### **New psychoactive substances(NPS), formally known as legal highs**

NPS are substances which have been designed to mimic or copy the effects of illegal drugs such as cocaine, ecstasy, cannabis, LSD and benzodiazepines (Benzos)

The effects of taking Legal Highs include:

- reduced inhibitions;
- excited or paranoid states;
- confusion leading to aggression;
- intense comedowns which impact on mental health;
- sudden increases in body temperature and heart rate;
- drowsiness;
- coma seizures and;
- death

## **BEHAVIOURAL SIGNS**

Drug use can often cause behavioural changes. These changes can be difficult to recognise. Some prior knowledge of the person may be required to make an accurate evaluation of behaviour. The changes can be obvious or very subtle and may be due to some other reason, unconnected with drug use.

Signs can include:

- efforts to hide drug use through lying, evasiveness and secretive behaviour;
- unsatisfactory reasons for unexpected absences or broken promises;
- changes in friendships;
- changes in priorities, including less concern with school work, less care of personal appearance, non-attendance at extra-curricular activities;
- efforts to get money for drug use, ranging from saving dinner or allowance money, borrowing from friends or relatives or selling own possessions to stealing from friends or home or involvement in petty crime; and
- secretive telephone calls.

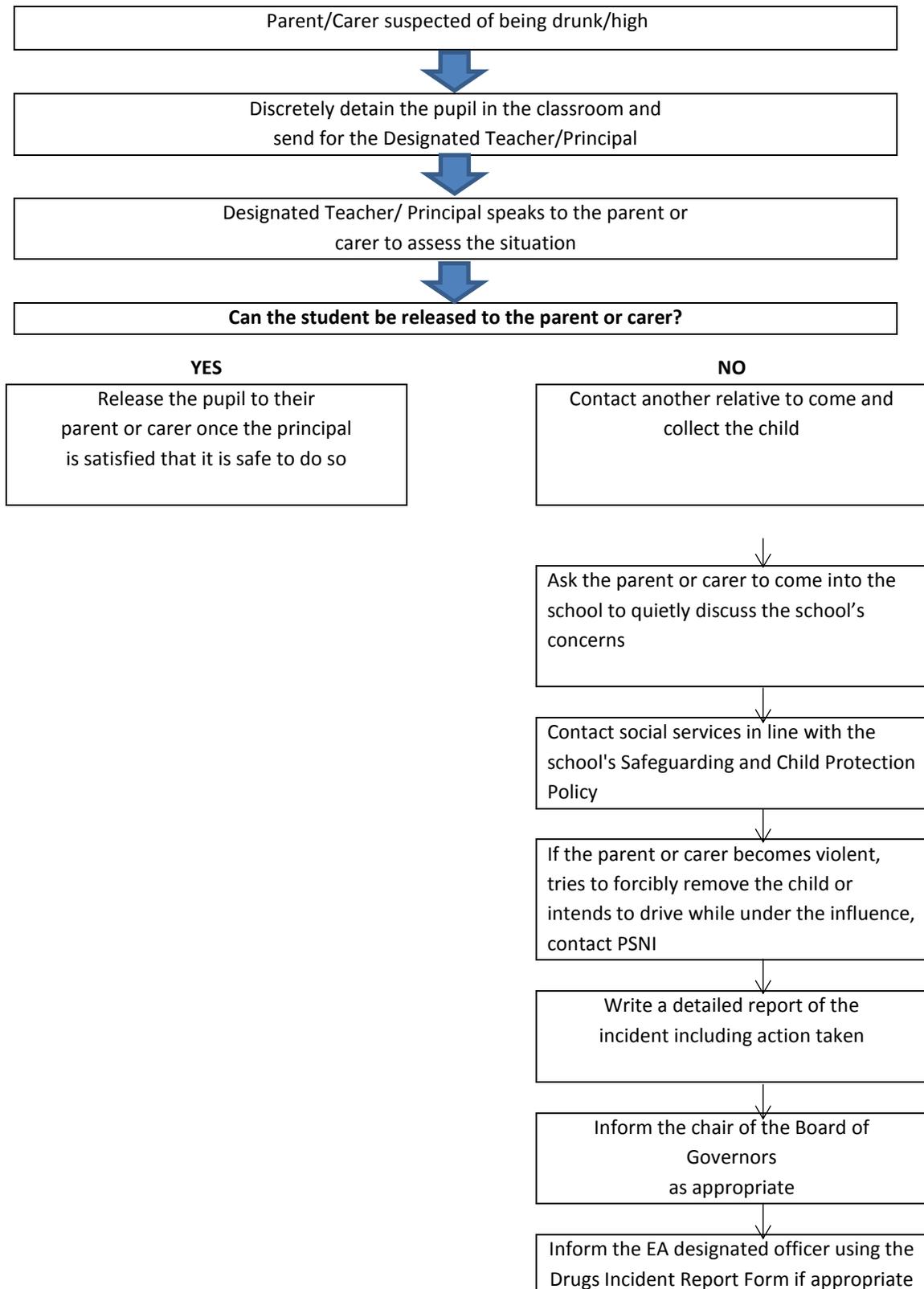
Other possible signs include:

- being very knowledgeable about drugs and the local drug scene;
- a defensive attitude towards drugs and drug taking;
- unusual outbreaks of temper;
- absence from or poor performance at school or work experience on days following nights out in nightclubs or bars; and
- a pattern of absences on a certain day.

These signs may often only become apparent in pupils who are using drugs on a regular basis. Such signs can be difficult to see in the experimental or casual drug user.

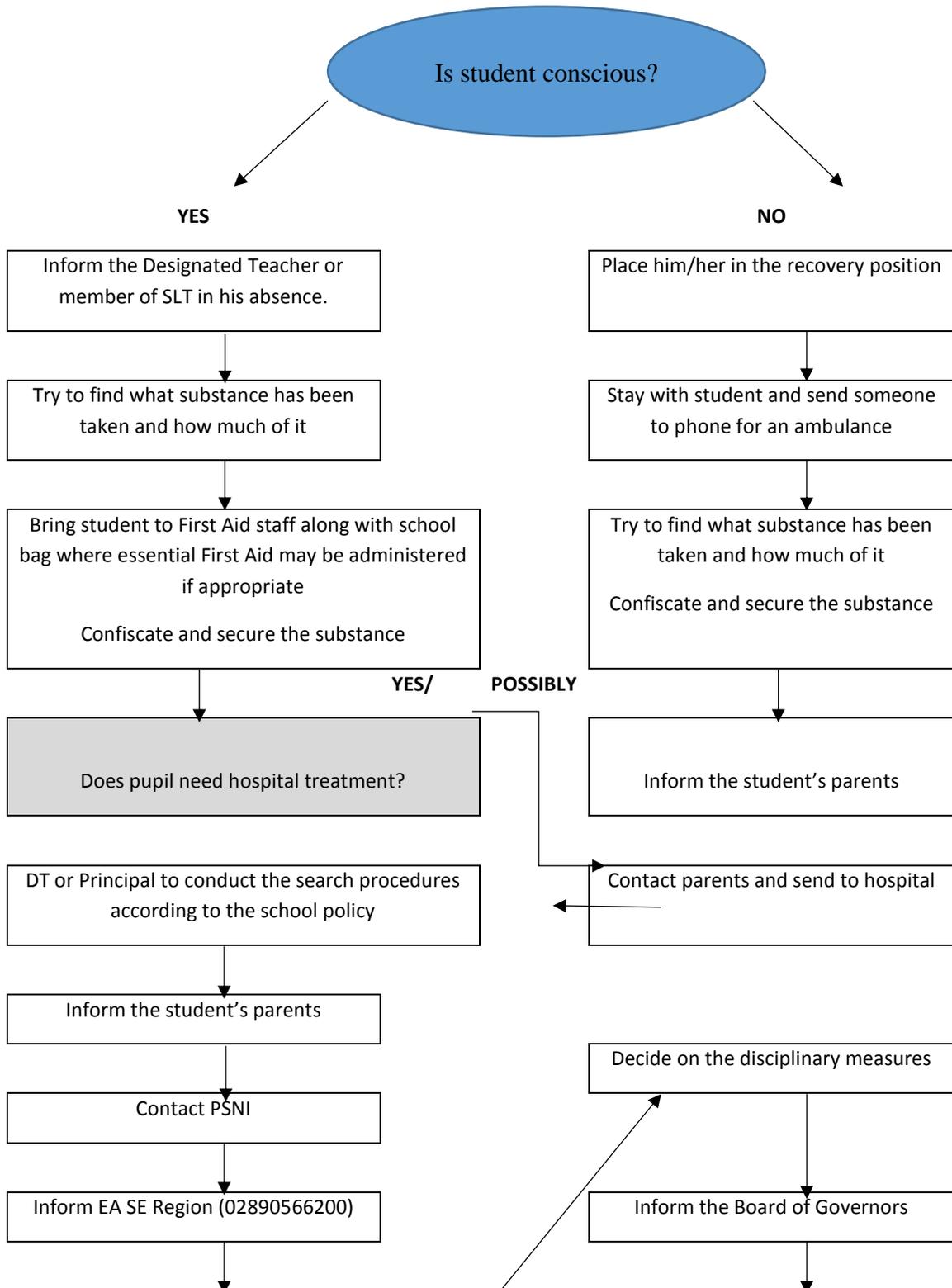
## Appendix 3

### PARENT OR CARER ARRIVES AT SCHOOL TO COLLECT A CHILD AND APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL OR ANOTHER SUBSTANCE



## Appendix 4

### STUDENT SUSPECTED OF HAVING TAKEN DRUGS IN COLLEGE OR UPON ARRIVAL TO COLLEGE

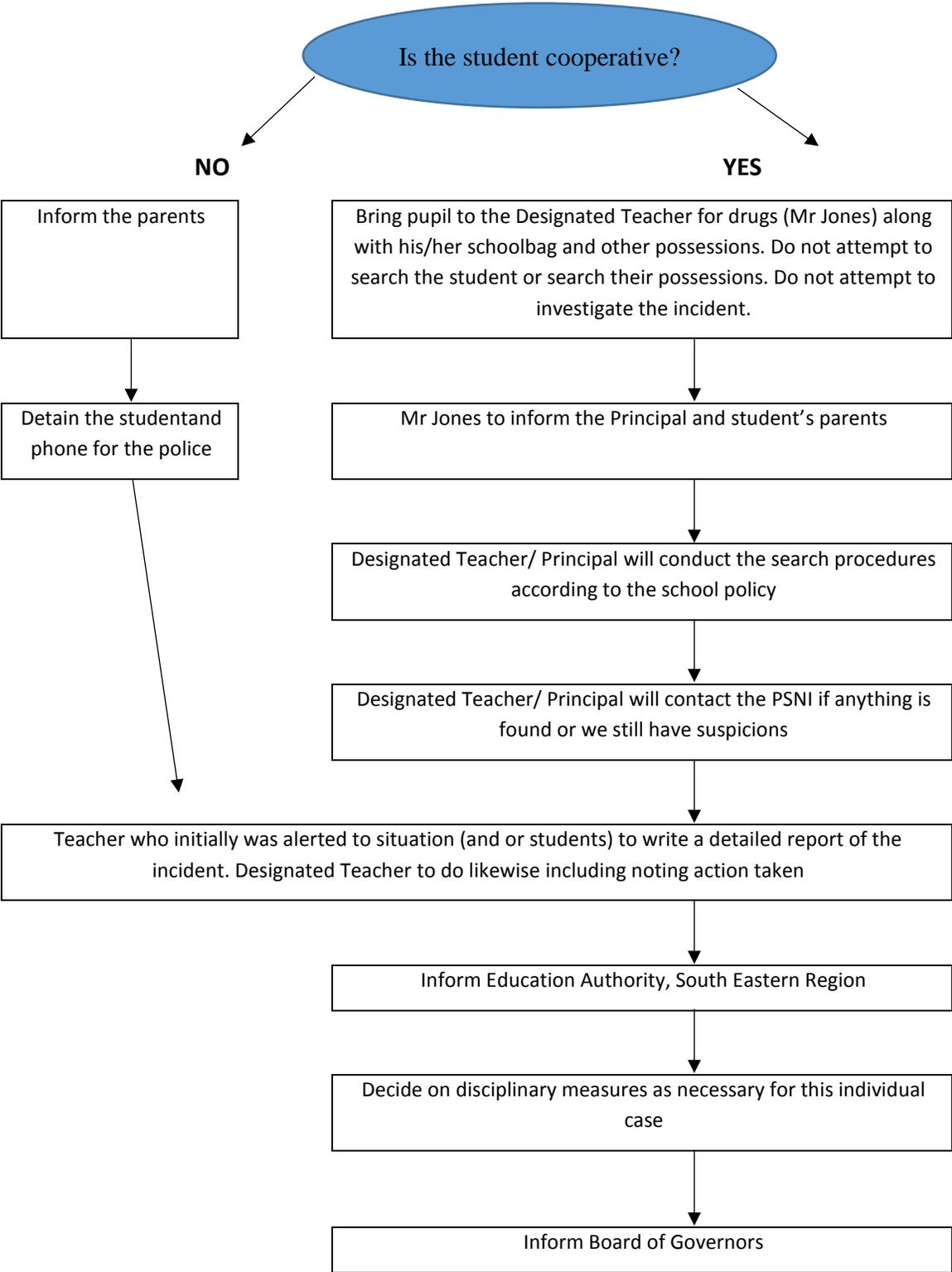


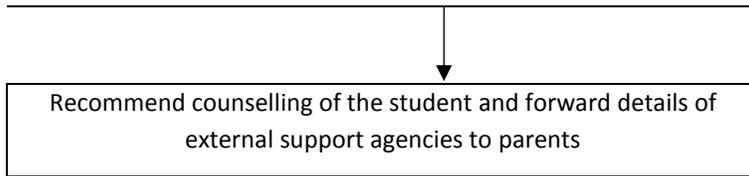
Write a detailed report of the incident including action taken

Arrange for counselling for the pupil and offer parents contact details for support agencies

**Appendix 5**

**STUDENT SUSPECTED OF POSSESSING/DISTRIBUTING A DRUG**





## Appendix 6

### EMERGENCY PROCEDURES

The following emergency procedures should be carried out if a student is in difficulty as a result of misusing drugs:

- Contact an ambulance and/or seek member of staff with First Aid Training to administer emergency aid
- Remove any other bystanders from the immediate vicinity.
- Seek to find out what has been taken; this will benefit an ambulance crew and emergency aid.
- If the person has taken a depressant drug, such as alcohol, sleeping pills or painkillers, and is drowsy, it is important to keep them awake by getting them to walk, talking to them or applying a damp cloth to the back of the neck. They should **NOT** be given anything to eat or drink.
- If they are, or become unconscious, put them in the recovery position, clear airway if blocked and call an ambulance immediately. If they stop breathing begin mouth-to-mouth resuscitation.
- If the person has taken a stimulant, such as amphetamines or ecstasy, they may show various signs of distress. If they are panicking, reassure them and seek to calm them down. Get them to breathe in and out slowly; if hyperventilation occurs, get them to breathe in and out of a paper bag.
- If a person has taken LSD, they should be supervised in a quiet, darkened room. If a combination of drugs has been taken, a person can be anxious, distressed and fearful and will need to be reassured that you will take care of them. Tell them that it is the effect of the drugs and that it will wear off.



Appendix 7

**Blackwater Integrated College**

Record of Drug Related Incident

|         |  |      |  |
|---------|--|------|--|
| Name    |  | Date |  |
| Class   |  | DOB  |  |
| Address |  |      |  |
| Report  |  |      |  |
| Action  |  |      |  |

|        |  |
|--------|--|
|        |  |
| Signed |  |

Summary of Incident (back of form)

|                  |  |                  |  |
|------------------|--|------------------|--|
| Date of Incident |  | Time of Incident |  |
| Reported By      |  |                  |  |

|                          |          |                 |          |
|--------------------------|----------|-----------------|----------|
| First Aid Given          | YES / NO | Administered by |          |
| Ambulance/Doctor Called  |          | Time of Call    |          |
| Drug Involved (if known) |          | Substance Found | YES / NO |

|                 |          |      |  |
|-----------------|----------|------|--|
| Parent Informed | YES / NO | Time |  |
| By whom         |          |      |  |

|  |  |      |  |
|--|--|------|--|
| Where substance is retained                |  |      |  |
| Date substance destroyed or passed to PSNI |  | Time |  |
| Witnessed by                               |  |      |  |

|                 |          |      |                 |      |  |
|-----------------|----------|------|-----------------|------|--|
| Police Informed | YES / NO | Date |                 | Time |  |
| Reported by     |          |      | Name of Officer |      |  |

|             |          |      |  |
|-------------|----------|------|--|
| EA Informed | YES / NO | Date |  |
| By Whom     |          |      |  |

|                            |  |      |  |
|----------------------------|--|------|--|
| Form completed by          |  |      |  |
| Position                   |  |      |  |
| Countersigned by Principal |  | Date |  |

Retain one copy for Pastoral File and return the original to:

Designated Officer Drugs Education  
EA - Dundonald Office  
Grahamsbridge Road  
Belfast  
BT16 2HS