

# **RODDENVALE SCHOOL**

## **Drugs Policy**

### **ETHOS**

The ethos of our school 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 the adult community. Our purpose is to provide the most appropriate education for them within a safe environment where the value of each individual both within the school and beyond is acknowledged.

### **RATIONALE**

Although it is unlikely our children will come directly into contact with drugs, we recognize that they can be exposed to a drugs culture through the media, popular music, television programmes and mixing with older children. Through our drugs education programme we would provide opportunities to encourage responsible behaviour and the ability to make informed decisions should any of our children be offered or find any drugs related paraphernalia.

### **DEFINITION**

A drug is “any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.” This policy addresses the use of legal, illicit and illegal drugs.

- Alcohol and tobacco
- ‘Over-the -counter’ medicines, such as Paracetamol
- Prescribed drugs, i.e.; those which are issued on prescription by a doctor e.g. antibiotics to treat infections and benzodiazepines (tranquillisers) to control insomnia
- Illicit substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glue and petrol and Poppers (amyl/butyl nitrate)
- Illegal /controlled drugs, such as Cannabis, LSD, Ecstasy, Amphetamine Sulphate (speed), Magic Mushrooms, Heroin and Cocaine

## **AIMS of DRUGS EDUCATION POLICY**

Our policy seeks to ensure a consistent approach by all members of staff, to develop an effective partnership with parents and to provide a clear statement to all as to how any drugs-related incident should be addressed. It is hoped that this policy will ensure our children acquire the knowledge, understanding and skills to help them to make the right decisions to live a healthy lifestyle. The central tenet of our drugs policy will be to deliver an appropriate preventative programme of guidance and education appropriate to the needs and maturity of our children.

## **ROLES and RESPONSIBILITIES**

### ***Board of Governors***

The Board of Governors will:-

- Support the development and on-going review of the drugs policy and programme.
- Ensure a summary of the policy is published in the school 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 is specifically trained in drugs-related issues.

### ***Principal***

The responsibilities of the principal, Mr. J. Madden, will be as follows:-

- Determine (not investigate) any drug-related incident. (The PSNI will investigate)
- To contact the parents and or guardians of any pupils involved in any drugs-related incident.
- Asked pupils voluntarily to turn out his/her belongings in the presence of a witness. Teachers will not search a person or personal property.
- Liaise closely with the PSNI
- 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 Philip Hewitt, Advisor for Health Education for the North Eastern Education & Library Board at Antrim Board Centre.

## ***Designated Teacher***

The designated teacher for drugs is Mr G Hawthorne. His responsibilities will be:-

- Liaise with other bodies in relation to agencies working in the school (PSNI, counselling groups etc.)
- Co-ordinate school's procedures for handling any drug-related incident in school
- Receive any substances found in school
- Liaise with other staff on drugs matters
- Recognise the need for staff training re first-aid skills necessary to cope with a pupil under the influence of drugs
- Ensure all staff are aware of emergency procedures and implementing the other parts of the policy.
- Ensure that an effective programme of study is being taught.

## ***All other staff:***

- To be trained in drugs awareness and be fully aware of the emergency procedures
- To be able to take control of any drug related issue, if they are the first to become involved.

## **STAFF TRAINING**

Staff will be given awareness training in drugs approximately every two years. As already stated, we do not foresee any incidents arising but nevertheless we can not afford to be complacent. Training will be provided by the NEELB or PSNI.

## **OVERVIEW OF OUR DRUGS EDUCATION PROGRAMME (Appendix 5)**

The over-riding aim of our drugs education policy is to equip our children to make wise and informed decisions in an ever-changing society. We seek to achieve this by providing opportunities for our children to acquire the knowledge, understanding and skills, which will enable them to make these decisions, and in doing so adopt a safe and healthy lifestyle in a society where drugs are readily available. Drugs Education is taught within the following framework of models and values and grouped according to ability.

- a) a respect for self
- b) a respect for others
- c) non-exploitation in relationships
- d) honesty with self and others
- e) self-discipline
- f) exploration of rights, duties and responsibilities

Drugs Education will be delivered by the class teachers and when relevant/applicable, outside agencies will be used. It will be presented at a level appropriate to age and ability. At present it is delivered through Health Education, R.E. Science and English, but very soon it will be delivered through the area of the Personal Development.

Some aims of our programme are:-

- To inform children of the effects of drug abuse and provide accurate and up to date information on drugs and their effects on health
- To enhance the personal development, self-esteem and well-being of the pupil
- To provide opportunities to encourage responsible behaviour and the ability to make informed decisions
- To help pupils acquire skills in managing peer pressure
- To create a climate where pupils feel happy to discuss drugs.
- To help our children to identify and understand the pressures and influences which could have a serious consequence for their health and well-being
- To ensure progression and continuity in knowledge and understanding, matching these to the age, maturity and circumstances of the pupils concerned

## **STAFF USE OF SMOKING AND ALCOHOL**

The school is smoke-free at all times. We would refer staff to the document *Drugs and Alcohol in the Workplace Guidance*

## **COMMUNICATING the POLICY to PARENTS and other relevant AGENCIES**

Partnership between parents and teachers is very important in Roddensvale School and parents are free to speak to the principal at any time. We secure the support and encouragement of our parents in our efforts on drugs education and parents will have access to a copy of the policy at any time. Reference will also be made to the Policy in the school prospectus. All outside agencies will be made aware of the policy to ensure that what they offer is part of the ongoing drugs programme and is always appropriate.

## **MANAGEMENT ISSUES**

### **PROCEDURES**

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 school premises
- Appendix 2 - Pupil suspected of possessing/distributing an illegal substance drugs
- Appendix 3 - Pupil suspected of having taken drugs in school

### **DISCIPLINARY MEASURES**

Through a positive and consistent approach to all disciplinary matters it is hoped that the understanding of the need for self-discipline and respect for self and others will be stimulated and developed. However, should any drug-related incident arise, a range of factors may be relevant and explored to determine the seriousness and needs of those involved.

Examples of these are as follows:-

- What was the pupil's motivation?
- Was the pupil knowledgeable and careful or reckless as to their own and others' safety?
- Was the pupil coerced into supply?
- Was there peer pressure to take the drug?

The staff has been trained in the strategies used by "Team Teach" and if necessary these will be deployed.

At all times the needs of the individual pupils must be considered and appropriate interventions and support mechanisms put into place. These could include counselling from NEELB or other appropriate organisations.

## **CONFIDENTIALITY**

Schools can never guarantee confidentiality to pupils, nor can any visitor to the school. Any drug- related activity disclosed to any teacher or agency while on the school premises must be passed on to the designated teacher. This should be made clear to pupils.

## **PROCEDURES for using OUTSIDE AGENCIES**

- Activities undertaken by any visitor will compliment the ongoing programme in the school.
- The teacher will undertake preparation for and follow up activities.
- The teacher will always be present in the room when a visitor is taking the class.
- The agency should have a clear set of Learning Intentions for the lesson.
- Resources should be appropriate.
- A copy of the policy will be given to any visitors in the classroom.
- Pupils, teacher and visitor will carry out evaluation of the lesson.
- Any criminal activity revealed to either teacher or visitor must be passed on to the designated teacher

## **EMERGENCY FIRST AID PROCEDURES**

Arrangements have been made with the local Health Centre and two doctors have been assigned to us in the event of any emergency. Two teachers, Mrs J. Miller and Mrs H. Stewart, have received training in Heart Start. All our teachers and classroom assistants have received some training in First Aid and so are aware of what to do should any emergency arise.

Always try to find out what drug has been taken as this will help the doctor/ambulance crew.

*Depressant Drugs...* If they become drowsy, keep them awake by getting them to walk or by applying a damp cloth to the back of the neck. Do NOT give them anything to eat or drink.

*Stimulant Drugs...* If they show signs of distress, reassure them and keep them calm until the ambulance/doctor comes.

*Hallucinogen Drugs...* They should be kept supervised in a darkened quiet room to avoid sensory stimulation.

## **MANAGEMENT of HAZARDOUS SUBSTANCES in SCHOOL**

All solvents, glues and cleaning materials on the school premises will be safely and appropriately stored: -

- All cleaning materials must be labelled and stored neatly
- All chemicals must be stored in their original containers
- The doors to storerooms must be kept locked at all times when not in use.

Teachers will be responsible for the distribution and supervision of glues etc in the classroom. Such items will be stored in a locked cupboard to which only the teacher has access.

If necessary, certain dangerous solvents such as Tippex thinners will be banned for use by pupils.

In the event of an illegal substance being found, the principal will arrange for safe storage until it can be handed over to the police.

## **GUIDELINES on the ADMINISTRATION of MEDICINES**

See the relevant document:

“Policy for the Administration of Medicines”

### **MONITORING and EVALUATION**

#### **REVIEW of POLICY and PROCEDURES**

This policy will be constantly monitored. It will be reviewed and evaluated not only immediately following any incident but every two years when staff, pupils, parents, governors and any other relevant agencies will be consulted and any necessary changes will be implemented.

#### **EVALUATION of DRUGS EDUCATION PROGRAMME**

Both the Designated teacher and the class teacher will monitor the Drugs Programme. Feedback will be taken from teachers and pupils, using the NEELB evaluation forms. Parents may also contribute to this. Evaluation will follow after each module delivered and any changes deemed necessary will be implemented.

# APPENDICES

- Appendix 1. Finding a substance on the school premises
- Appendix 2. Pupil suspected of possessing/distributing an illegal substance drugs
- Appendix 3. Pupil suspected of having taken drugs in school
- Appendix 4. Drugs Incident Report Form
- Appendix 5. Outline of Drugs Education Programme
- Appendix 6. Evaluations Sheets (teacher/pupil) for Drugs Education Programme

**Finding a substance on the school premises**

Unknown substance found on the school premises.



Carefully lift it – use plastic gloves.

Do not taste or handle with cut or scratched hands.

Place it in a clean envelope.



Bring it to the teacher in charge of handling Drug related incidents.



Inform the PSNI and hand the substance to them



Determine the circumstances

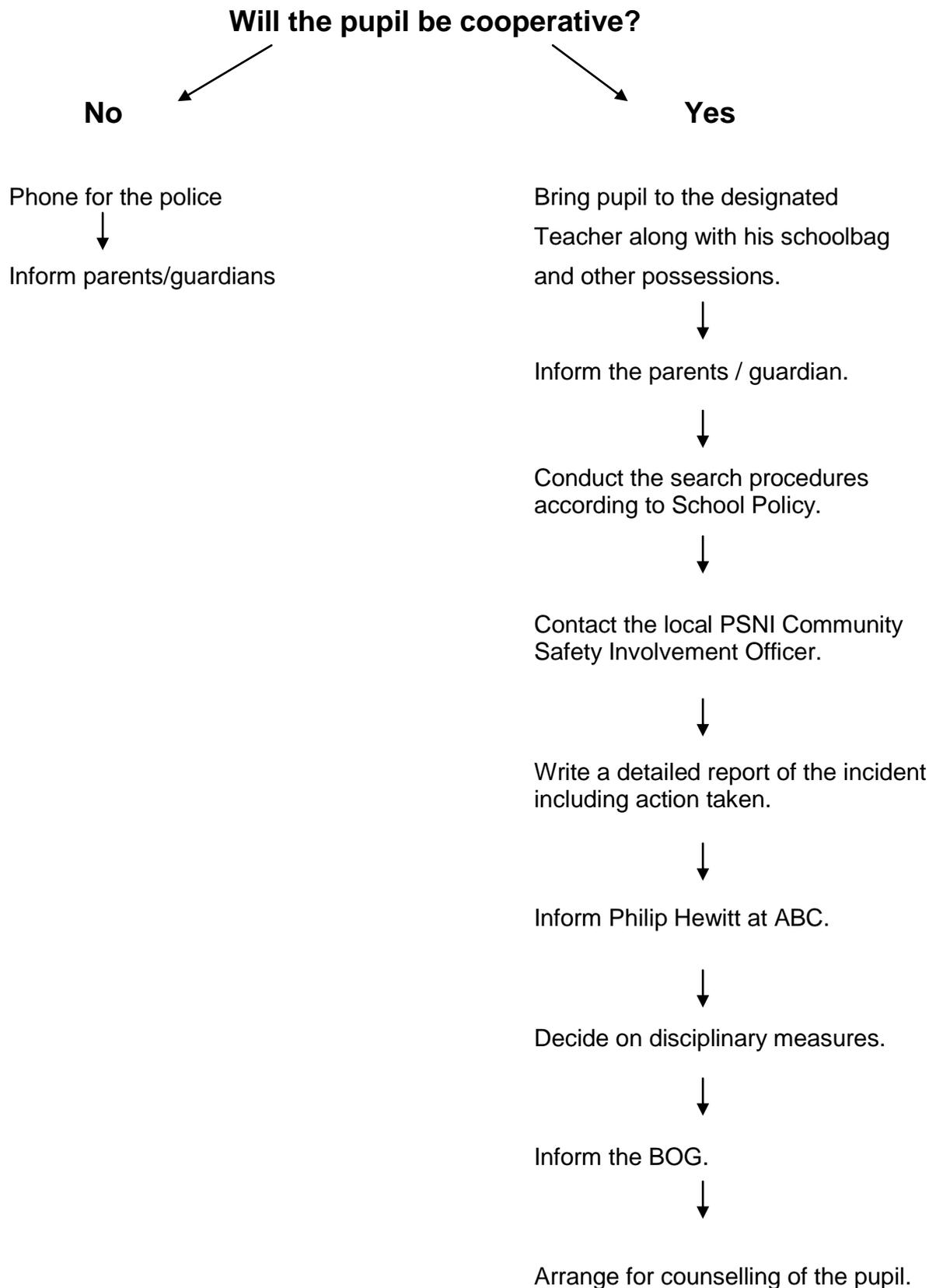


Inform Philip Hewitt at ABC



Prepare a report for the BOG

**Pupil suspected of possessing / distributing an illegal substance**



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

**Is the pupil conscious?**

**Yes**

Inform the Principal and the designated teacher.



Try to find out what substance has been taken and how much of it.



Bring pupil to the First Aid Teacher along with his/her Schoolbag & other possessions.



Does the pupil need hospital treatment?

**No**



Conduct the search procedures according to School Policy.



Inform the pupil's parents.



Contact the PSNI Community Safety Involvement Officer.



Inform Philip Hewitt at ABC.



Write a detailed report of the incident including action taken.



Decide on disciplinary measures.

Inform the BOG



Arrange for counselling of the pupil.

**No**

Place him/her in the recovery position



Stay with pupil and send someone to phone for an ambulance.



Try to find out what substance has been taken and how much of it.



Inform parents/guardians



**Yes, possibly**



Contact parents and send to hospital





Appendix 5

**Outline of Drugs Education Programme**

See the relevant document:

Roddensvale School, School Scheme of Work,  
Drugs Education (January 2007).

Appendix 6a

**NEELB Drugs Education Teacher Evaluation**

Roddensvale Special School, Larne

Year Group \_\_\_\_\_

Unit(s) taught:

Key Stage 2

Key Stage 3

Key Stage 4

Smoking

Alcohol

Drugs (KS3/4)

Please comment on the following:

Content: <ul style="list-style-type: none"><li>• Length/amount</li><li>• Easy to follow</li><li>• Age appropriateness</li><li>• Links to curriculum</li></ul>	
Activities: <ul style="list-style-type: none"><li>• Suitability</li><li>• Effectiveness</li></ul>	
Pupil's Response: <ul style="list-style-type: none"><li>• Involvement</li><li>• Learning</li><li>• Homework</li></ul>	
Resources: <ul style="list-style-type: none"><li>• Suitability</li><li>• Ease of use</li></ul>	
Other: <ul style="list-style-type: none"><li>• Further suggestions</li><li>• Good practice</li></ul>	

Thank you

**Drugs Education Pupil Evaluation Sheet**

1. What did you enjoy most about the drugs lessons you have just been studying?

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2. What did you like least about the lessons?

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3. What was the most important thing you learn?

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4. What would you have liked to have covered that you didn't?

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5. Has your attitude to drugs changes because of the lessons?

Yes or No

6. If Yes, state how:

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7. Would you be more or less likely to use the drug studied in the future?

- More likely
- Unsure
- Less likely