

BOM Approved Review June 2019

PRESENTATION SECONDARY SCHOOL

LISTOWEL



This policy was ratified

by the

Board of Management

Date:

Review Date:

Signed by the Chairperson of the Board of Management:

Date:

This policy is being published by the Board of Management and is the official Substance Use Policy of Presentation Secondary School Listowel.

It has the approval of CEIST Trustees.

Copies of the policy are available at all times in the school and a copy will be furnished to individuals who requests it.

Review of Policy on:

Alcohol, Tobacco, and Drugs Use

Introduction

THE SCHOOL POSITION

Presentation Secondary School Listowel is committed to addressing the needs of the whole school in relation to **alcohol, tobacco and drug use**. The policy has been drawn up and accepted by the Principal, Teachers, Parents/Guardians, Board of Management and Students. It is necessary that all **stakeholders** involved work together to implement this policy. It is vital that parents/guardians actively work with the school to implement this policy to ensure their children's health and safety. In this policy "Drug" means any **'substance'** which changes the way the body functions, mentally, physically or emotionally. The School recognises that drugs both legal and illegal are available in the local community and that the School, as part of that community, has an important role in terms of education, prevention, support and the handling of drug related incidents.

THE SCHOOL ETHOS

As stated in the School's mission statement, Presentation Secondary School is committed to enabling students to fulfil their academic, intellectual, moral, spiritual, social, cultural and physical potential.

MISSION STATEMENT

Ours is a Presentation Secondary School, inspired by the vision of Nano Nagle, and in response to her we welcome and cherish girls irrespective of ability or background.

We aim to develop a vibrant community of Pupils, Staff, Parents, Management, based on Gospel values such as justice, truth and honesty, in accordance with the ethos of the school and our agreed Code of Discipline and conduct.

We aim to assist in the development of the full potential of each girl in a pleasant and safe environment, where the dignity of each member of the School community is recognised, affirmed and valued.

We aim to awaken our girls to their true dignity and role as women in present day society. Inspired by these values we dedicate ourselves to the continual development of our Presentation School.

We aim to ensure that the day- to-day running of the school is conducted in the light of the Presentation ethos, the school's Mission Statement and Catholic teaching.

The School is committed to fostering the development of personal responsibility. This is the ethos which guides the School Health Policy.

- The School does not accept the possession, use or supply of illegal drugs in the school, on outside activities or in non school time by any member of the school community.
- The School does not accept the possession, use or supply of alcohol or tobacco (to include e-cigarette devices or component elements) in the school or on school activities by any student.
- The School does not accept the misuse of solvent based substances.
- Students may have prescribed or "over the counter" medicines for legitimate personal use only.
- **It is school policy that any student who have in their possession and take medical drugs in school at any time must inform the school. Parents/Guardians must inform the school prior to the medication being brought into the school.**
- The School must be informed if a student has a medical condition and relevant teachers, e.g. Management and P.E. or tour organising teacher must be informed of such medical conditions.
- A student or teacher may not, at any time give another student any prescribed or "over the counter" medicine.
- Chemicals in school laboratories will be held under lock and key. Students will handle and use such substances only under their **Science** teacher's supervision.

The policy is focused in four key areas:

1. Alcohol, Tobacco and Drug Education Programmes
2. Managing Drug Related Incidents
3. Training and Staff Development
4. Monitoring, Review and Evaluation

1. Alcohol, Tobacco and Drug Education Programmes.

The School is committed to providing an Alcohol, Tobacco and Drug Education Programme for all students. Our educational aims are:

- **To provide clear and age appropriate information on drugs.**

- **To enable our students to make informed, healthy and responsible decisions**
- **To increase the self-esteem and confidence of our students.**
- **To equip our students with personal and social skills.**

- To minimise the harm caused by drug abuse by offering supportive interventions.

These aims will be achieved by:

1. A Health/Drug Policy Coordinator. (Member of Pastoral Care Team)
2. Teachers are offered Drug Awareness training, SPHE training or any relevant training through regular in-service training/CPD.
3. Outside speakers (e.g. Kerry Life Education, Kerry Community Drugs Worker) are used where appropriate to reinforce the work done in class.
4. Parents/Guardians will be consulted on the need for drug education and will be informed of what is happening in the School. Drug information and drug awareness sessions **will be organised for parents on a regular basis.**
5. Student Drug Education will be achieved through:

- Wellbeing Classes and activities
 - SPHE Programme
 - **Home Economics**
 - RE Programme
 - Science
 - First Aid Course in Transition Year
 - Outside speakers where appropriate
 - **Cross Curricular contact**

2. Managing Alcohol, Tobacco, Drug Related Incidents

We acknowledge that in all situations involving an allegation of **substance abuse**, possession or supply, there needs to be a balance between the needs of the **offending student**, the needs of the school community and legal considerations.

Assessing a drug incident: If there is no immediate physical concern for the student/s, it is important to:

- Take time to listen and assess before responding.
- Separate fact from rumour.
- In situations of confirmed use or possession or supply all details must be recorded and acted upon.
- Then complete the drug incident report.

General Procedure: Alleged Substance Misuse:



It is essential that all school personnel know the signs and indicators of substance misuse.

- ✚ Remain calm and keep a note of incident/s, noting date, time, place, any witness present, and the context and nature of the alleged incident.
- ✚ Inform school Principal/Deputy Principal who has the responsibility to investigate allegation **immediately**.
- ✚ Inform School Principal of the incident and action taken to date.
- ✚ Document where possible all relevant details and evidence relating to the incident in the substance use incident report sheet

If while on a school trip/outing a teacher has concerns regarding a substance issue, they should contact the Gardai.

Managing a substance use incident

A limited number of people are involved in all suspected or confirmed drug incidents. Staff or services will be informed on a "need to know" basis. All written records will be held confidentially by the Principal or Deputy Principal. Parents/Guardians will be involved. They will be informed sensitively and support offered to them. In the case of illegal drugs the Principal or Deputy Principal will contact Gardaí - Juvenile Liaison Officer, and any drugs will be dealt with by Gardaí. In response to all incidents, pastoral support will be offered.

If a student has a substance issue, then referral will be recommended. Parents/Guardians, staff and other students involved in the incident will be offered support. Confidentiality is a complex issue. It is important that the limits of confidentiality are discussed with students before any disclosure is made. The well being and welfare of the student and teachers involved is a primary focus.

The Principal or Deputy Principal under the guidance of the Board of Management will handle all media enquiries. They will not comment on individual cases but will refer to the school policy and procedures in place to manage any drug related incident.

Behaviour Management Procedures

Drug incidents are complex and in situations where the school rules regarding drugs are broken, sanctions and punishments will be implemented depending on the nature of the offence. These will be consistent with Presentation Secondary School Listowel Code of Behaviour.

3. Training & Development

We will **provide training and development for**

Staff

The School will facilitate training for staff involved in the SPHE programmes.

All staff will be offered drug information and awareness training regularly.

Specific training will be made available to the **Health and Drug Coordinator** and key staff in relation to managing drug related incidents.

First Aid training will be made available to all staff regularly.

Parents/Guardians

The School will provide opportunities to attend drug workshops, information evenings and sessions on the School Drugs Policy in this current year. From next year onwards this will be offered as part of the induction for parents/guardians of new pupils to the School.

Students

The School will offer all its students drug education programmes within the context of their Wellbeing and SPHE classes. TY students will study First Aid

Monitoring the Policy, Review and Evaluation

The Drug Policy Coordinator (a member of the Pastoral Care Team) will monitor the policy **biannually** to ensure that it is of practical benefit to the School. The result will be recorded and made available to the Principal.

The areas of:

- Drug Education Programmes
- Managing Drug Related Incidents
- Parent, Staff and Management Training

will be reviewed.

Evaluation

Teachers, Parents/Guardians, Students and the Board of Management will be involved in the evaluation of this policy when it has been in place for one year. Again the three specified areas above will be evaluated.

Dissemination of Policy

Copies of this policy will be distributed to all the school community through the school website. It will be available also from the Principal's Office and Drug Co-Ordinator. Copies will be given to all new staff and parents of new pupils as part of their induction to the School. Students will be made aware of the policy within the context of the SPHE programme.

Section of the Behaviour Code dealing with Substance Use

.14 SUBSTANCE MISUSE:

(SMOKING, ALCOHOL, DRUGS, SOLVENTS)

2.14.1 Smoking

As smoking in public buildings is prohibited, students found smoking (**including ecigarettes**) on the school premises may be dealt with according to the law. It is our expectation that students will uphold the Public Health (Tobacco) Act 2002 in relation to cigarette smoking which is illegal on school premises.

Section 47(b) of the Public Health (Tobacco) Act, 2002 states that fines of up to €3,000 can be incurred by persons smoking in a prohibited area. Such an action will be considered a grave offence.

Smoking is forbidden whenever and wherever the student is wearing the school uniform, or attending a school function. Should a student be reported by a member of Staff for smoking on any of these occasions home will be informed and it will be recorded in the student's file.

Students found in possession of cigarettes while on the premises, while wearing the school uniform or attending school functions will warrant a Blue card. The student will also be required to give the cigarettes to the teacher in charge. Home will be informed in writing, it will be recorded in the student's file and the student may be prohibited from participating in extra-curricular activities for the remainder of the school year.

2.14.2 Alcohol

Should students be found in the possession of alcohol or under the influence of alcohol on the school premises or at a school function, parents will immediately be contacted and requested to visit the school. The student will be prohibited from participating in extra-curricular activities for the remainder of the school year. **Blue Card**

2.14.3 Drugs/Solvents

It is our expectation that students will uphold the Misuse of Drugs Act in relation to possession, consumption, inhalation or otherwise taking of drugs or alcohol or any harmful substances. Any attempt to encourage or involve others in such activities is strictly forbidden. Breach of this rule will be considered to constitute a grave offence. *(c.f. the school Substance Abuse Policy for a full account of procedures in relation to the use/abuse of controlled substances.)*

Should students be found taking drugs, passing drugs or in the possession of drugs while on the school premises, while wearing the school uniform, or at school functions, parents will be contacted immediately and the Gardai will then be informed. (Cf. Section on suspensions)

Should a student be found misusing solvents parents will be sent for immediately.

Sanctions will be imposed immediatly if a student:

- Attends school while under the influence of alcohol/drugs.
- Supplies illicit drugs to another student.
- Brings drugs into the school.
- Uses drugs in the school.

Sanction

The offence is serious, the student will be given a Blue card which in this case will involve suspension or, in extreme cases, expulsion.

The Right to Search

Glendenning and Binchy in their book, *Litigation Against Schools: Implications for School Management* express caution in respect to searches. They say that searches involving a student's own emptying of pockets might be justified on the basis of the "magisterial" function mentioned by Justice Finlay in *State (Smullen) v Duffy [1980] IRLM*, backed by an agreed policy on searching. This policy should be developed by the school in consultation with parents and pupils.

In requesting a student to empty his/her pockets or the contents of his/her bag, there should be reasonable belief that the student is in possession of stolen goods, illegal substances or weapons. Reasonable belief might be established through an informant or by observation of an event or because someone is acting suspiciously.

Given the above where there is a need to search a student's property it is advised that the student should be invited to have present his/her parent or a teacher of his/her choice or a student of his/her choice. The search should be carried out in the presence of Principal or Deputy Principal with another teacher to act as witness to the event.

There should never be physical contact with the student or the student's clothing nor should the student's coat or jacket or school bag or kit bag be searched except with the express permission of the student. If a student refuses to turn out his/her pockets etc. s/he may be prompted to do so by his/her parents but, in circumstances where there is suspicion of a crime, the assistance of the Gardai may be the only solution.

There may be legal issues regarding searches of lockers carried out without the authority of the student, who like any adult is entitled to privacy. It is likely that a favourable view would be taken if such a search was carried because there are reasonable grounds such as concern for physical safety. That said, it is recommended that when a locker is being searched it should take place, where possible, in the presence of the student to whom the locker has been assigned.

Finally, the aforementioned policy on searching should include a clause reminding students and parents that the lockers are school property and that management reserve the right to search lockers in circumstances such as when there is reasonable belief or as part of an investigation into the theft of property

Sections to be included:

Assessing an Incident

In all cases where there is no immediate danger to young person/s it is important to take time to assess the situation before responding and to complete a drug incident report form. The possession, use or supply of alcohol and illicit drugs as defined is viewed as unacceptable by all in the school. Staff and/or students may not be present in the School under the influence of alcohol and/or illicit drugs. It is important in all suspected or

confirmed drug incidents that a limited number of people are involved. All reports and incidents of substance misuse will be dealt with firmly, sensitively consistently and confidentiality will apply on a 'need to know' basis.

Powers of search

In the interest of the general student body the school retains the right to search any part of school property if there is any reasonable cause to believe a substance in breach of this policy is present.

- ✚ Search of a student's locker.
- ✚ Search of a student's school bag.
- ✚ An instruction to a student to empty her schoolbag or pockets or locker.

The following conditions will apply:

- ✚ Any such search will be **authorised** by the principal
- ✚ **Consent and/or the presence of the parent/guardian should be sought where possible.**
- ✚ **Any search will be undertaken in the presence of two members of staff**

Disposal of Illegal Substances

If an illegal drug is found it must be stored securely by staff while awaiting the Gardai who will dispose of same. The substance should be handled as little as possible and no attempt should be made to taste or analyse the substance. Two staff members should be present during any procedures involving handling illegal substances.

General Procedure: Alleged Substance Misuse:

- ✚ It is essential that all school personnel know the signs and indicators of substance misuse.
- ✚ Remain calm and keep a note of incident/s, noting date, time, place, any witness present, and the context and nature of the alleged incident.
- ✚ Inform school designated person who has the responsibility to investigate allegation and who will then:
 - ✚ Inform school Principal of the incident and action taken to date.
 - ✚ Document where possible all relevant details and evidence relating to the incident

Visiting Speakers

All Visiting/External Speakers will comply with the DES Circular No. 0043/2018

Circular No. 0043/2018

'Best practice guidance for post primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice'

A number of organisations and individuals offer or are asked to speak about drugs to students and parents. It is advised that the approach taken by the speaker and their purpose in speaking be carefully considered. Speakers have the greater chance of being effective when they are invited to make a presentation as part of an ongoing planned programme on health issues within the school.

- + The speaker will be advised in advance of the policy on substance misuse and the overall policy framework in operation within the school/centre.
- + The speaker will meet with and submit the content of the proposed presentation to the coordinator in advance of the visit.
- + The coordinator will consult with relevant stakeholders eg principal, BOM, SPHE staff etc to review the proposed presentation.
- + The teacher/coordinator will remain for the duration of the presentation.

A subsequent evaluation will take place with students and staff to determine the outcome of the presentation on those present.

The teacher should be clear on what matters require follow up and have a plan in place to facilitate this process with students.

Appendix 1:

Signs and Indicators of Substance Misuse

1. Common features indicative of drug-taking among adolescents:

- ☐ Unusual loss of interest in centre/school
- ☐ Poor centre/school results
- ☐ Increased truancy
- ☐ Habitual lateness for centre/school

- ☐ Rowdy or unusually giddy behaviour in class after breaks
- ☐ Groups congregating in out of the way places
- ☐ Unexplained loss of consciousness in class
- ☐ A secrecy about activities and whereabouts
- ☐ New and different friends
- ☐ Keeping unusually late hours
- ☐ Losing interest in old friends, sports or hobbies
- ☐ Excessive tiredness or loss of appetite
- ☐ Mood swings that cannot be explained
- ☐ Appearing drunk or stoned
- ☐ Selling prized possessions
- ☐ Stealing
- ☐ Job loss
- ☐ Clashes with the Gardai
- ☐ Information learned from other members of the group/class

2. General Signs and Indicators of Substance Misuse

Substance misuse can involve a wide range of different drugs and each drug used will have specific consequences. Among the initial signs which are often noted are:

- ☐ Drunkenness
- ☐ Hallucinations
- ☐ Erratic or violent behaviour
- ☐ Fixed stare blurred or double vision
- ☐ Restlessness tiredness and lack of energy
- ☐ Unusual smells including solvents
- ☐ Persistent cough runny nose and eyes
- ☐ Unusual spots, rashes, red marks or unexplained burns on the face area or on arms
- ☐ Nausea, loss of appetite and weight

Appendix 2:

Emergency Response Guidelines

Do not panic and approach the student in a firm, caring way avoiding confrontation.

1. If a Person is tense or Panicky: This tends to happen with drugs like LSK, amphetamines, magic mushrooms and ecstasy.

- ☐ Calm her/him down and reassure the person.
- ☐ Talk openly and explain that panicky feelings will go.
- ☐ Keep them away from loud noises and bright lights.

- ☐ Encourage them to take slow deep breaths and exhale slowly.
- ☐ Contact medical help immediately.

2. If the Person Overheats or Dehydrates

This tends to happen with drugs like ecstasy or amphetamines have been used. Warning signs include:

- ☐ Cramps in the legs, arms and back
- ☐ Failure to sweat
- ☐ Headaches, dizziness and vomiting
- ☐ Suddenly feeling tired
- ☐ Fainting
- ☐ Action:
- ☐ Move the person to a cool area
- ☐ Splash them with cold water to cool them down.
- ☐ Remove excess clothing and fan person to cool him/her down.
- ☐ Call an ambulance immediately.

3. If the Person Faints or Loses Consciousness

This happens mainly with drugs like alcohol, heroin, tranquillisers and solvents.

- ☐ Put the person in a recovery position.
- ☐ Loosen any tight clothing that might restrict breathing.
- ☐ Keep person warm but not too warm.
- ☐ Check their breathing and be prepared to do mouth to mouth resuscitation.
- ☐ Call an ambulance as soon as possible.

4. If the Person is Drowsy and Conscious:

- ☐ This usually happens with drugs like alcohol, tranquillisers, heroin, and solvents.
- ☐ Put the person in the recovery position and keep talking to them.
- ☐ Try to stop them losing consciousness and do not put them to bed.
- ☐ If they want a drink give sips of lukewarm water only.
- ☐ Call medical help as soon as possible.

It is recommended that training on basic First Aid and the ABC of resuscitation is made available to all relevant school personnel

Substance Use Incident Report Sheet

Student Information:

- 1. Name:
- 2. DOB:
- 3. Year Group:
- 4. Incident date:
- 5. Name of teacher:
- 6. Names and details of any witnesses

7. Incident description

Principal/Deputy Principal notified on:

Signed:
Date:

