

Appendix 1: Procedures for handling alcohol and tobacco misuse

PROCEDURES FOR HANDLING ALCOHOL MISUSE

The school premises are an alcohol free zone. The school does not allow any alcohol to be brought onto or consumed in school premises. This applies to visitors, staff and pupils.

Adults breaking this rule will be referred to the principal directly.

Pupils will be dealt with under the school's discipline policy.

PROCEDURES FOR HANDLING TOBACCO MISUSE

The school is a restricted environment with no one being permitted to smoke on the school premises. Any breach of this should be reported to the principal.

THE MANAGEMENT OF PRESCRIBED MEDICINES

At the start of the school year, parents must complete a medical form indicating any medical illness their child has. The parent is also advised that the school will not, as a matter of course administer medicine to a pupil. If an emergency arises, the parent will be contacted and permission sought if necessary.

If a pupil needs to bring a prescribed medicine into school, the following guidelines must be adhered to:

- A letter from the parent explaining the nature of the illness and the dosage required must be sent with the pupil and relevant forms completed and signed by the principal.
- The pupil must immediately give the medicine to their class teacher.
- The class teacher must store the medicine in a secure place and ensure that only the pupil for whom the medicine is prescribed, takes the medicine.

THE MANAGEMENT OF SOLVENTS

Pupils are not permitted to bring solvents or aerosols into school without the teacher's permission. This includes Tippex fluid and pens, Tippex thinners, glue, marker pens and spray deodorants. Pupils *are* permitted to bring felt tip pens to school.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. They should be stored in a designated location when not in use and children are not permitted to use them without the teacher's permission. This includes white board markers, glues and paints. The cleaners and caretakers should also ensure that their stores are locked when not in use and that solvents are held in a secure place.

Appendix 2: The Law in Northern Ireland

All staff are aware of their responsibilities under the law. The law in Northern Ireland differs in certain aspects from elsewhere in the UK. The relevant pieces of legislation are 'The Misuse of Drugs Act 1971, Section 5 of the Criminal Law Act (Northern Ireland) 1967, and the Powers of Arrest – Police and Criminal Evidence (Northern Ireland) Order 1989.

If the Principal has reasonable grounds to suspect that drugs are being used or supplied on the school premises, he will inform the police immediately in order to avoid any liability as a 'manager or occupier' of premises.

If a member of staff has taken possession of a substance for the purposes of protecting a pupil from harm and from committing an offence; they should under no circumstance, try to analyse or identify it. If they suspect it to be LSD, they should wear gloves when handling it, to avoid ingestion through the skin. The drug should be immediately stored in a safe place, and the police contacted.

MISUSE OF DRUGS ACT 1971

It is an offence under the Misuse of Drugs Act 1971:

- i. to supply or offer to supply a controlled drug to another in contravention of the Act;
- ii. to be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act; it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it;
- iii. for the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis: or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

The offences listed above are arrestable offences.

Section 8. A person commits an offence if, being the occupier or concerned in the management of any premises, he knowingly permits or suffers any of the following activities to take place on those premises, that is to say:

- (a) producing or attempting to produce a controlled drug in contravention of section 4 (1) of this Act;
- (b) supplying or attempting to supply a controlled drug to another in contravention of section 4 (1) of this Act or offering to supply a controlled drug to another in contravention of section 4 (1) of this Act;
- (c) preparing opium for smoking;
- (d) smoking cannabis resin or prepared opium.

CRIMINAL LAW ACT (NORTHERN IRELAND) 1967

Section 5. Failing to give Information. Where a person has committed an arrestable offence, it shall be the duty of every other person who knows or believes:

- i. that the offence or some other arrestable offence has been committed; and

- ii. that he has information which is likely to secure, or to be of material assistance in securing, the apprehension, prosecution or conviction of any person for that offence;

to give that information, within a reasonable time, to the PSNI and if, without reasonable excuse, he fails to do so then that person is committing an offence.

This places an onus on individuals to inform the PSNI.

POWERS OF ARREST – POLICE AND CRIMINAL EVIDENCE (NORTHERN IRELAND) ORDER 1989

Art. 26(4) – Any person may arrest without warrant anyone who is, or whom he with reasonable grounds suspects to be, guilty of the offence.

Art 26(5) – Where an arrestable offence has been committed, any person may arrest without warrant anyone who is, or whom he with reasonable grounds suspects to be, guilty of the offence.

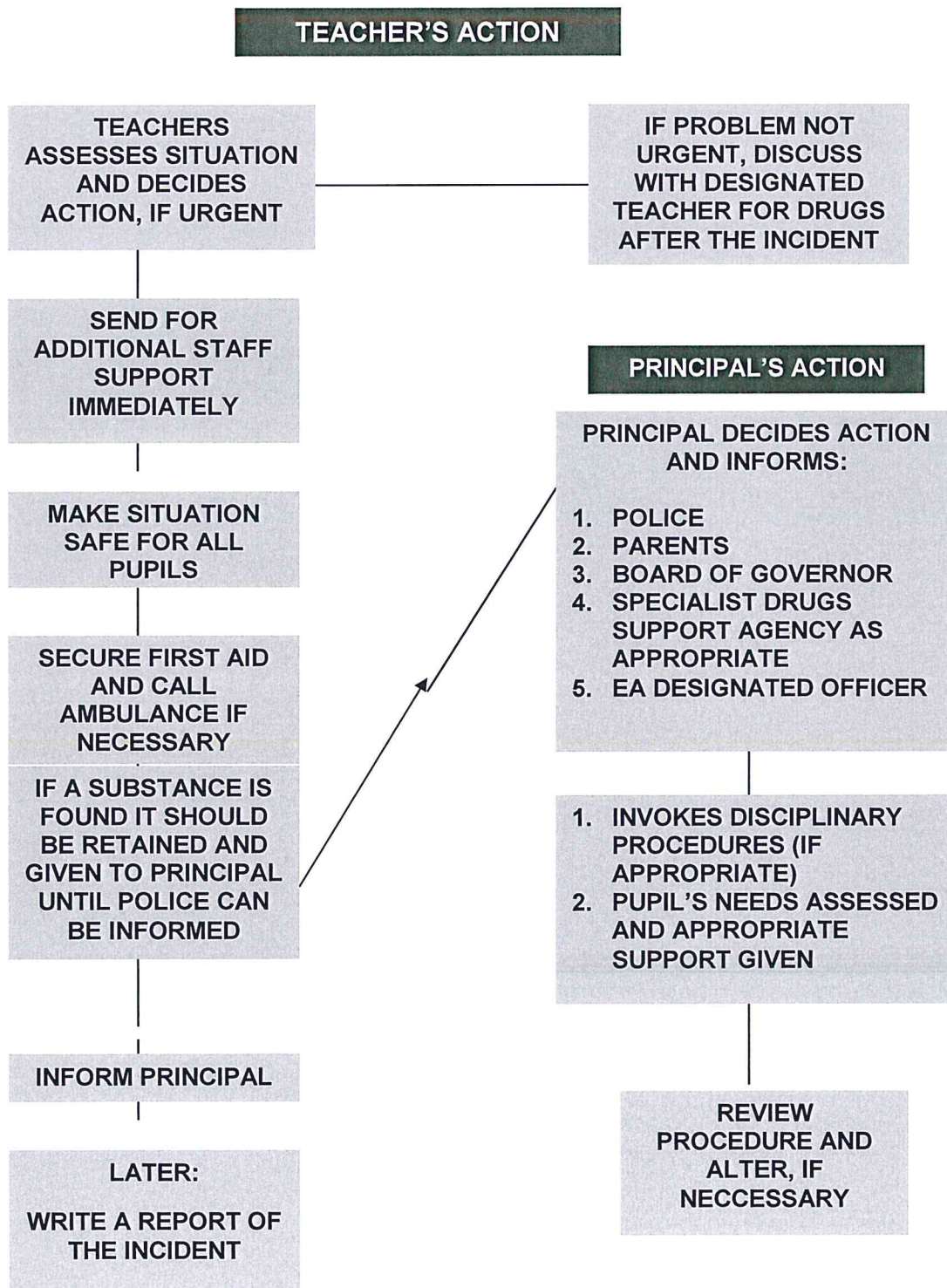
These powers of arrest are available to non-police and, as the following drug offences fall within the definition of “Arrestable Offence”, are available for use in such circumstances.

1. Possession of Controlled Drugs
2. Possession of Controlled Drugs with Intent to Supply
3. Supply of Controlled Drugs

NB: The above information is advisory only and does not represent legal opinion.

Appendix 3: Handling Incidents

Action to be taken in the event of a suspected incident of drug misuse where the designated teacher for drug issues is the principal:



Managing an Incident - Summary

Actions by members of staff in the event of a suspected drugs-related incident::

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/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 pupil(s) involved in suspected incident; and
- Complete an incident report form (see Appendix 7) and forward it to the principal.

3 Principal

- Determine the circumstances surrounding the incident;
- Ensure that the following people are informed where relevant:
 - Parents/guardians;
 - Community and Schools Involvement Officer (CSIO);
 - Board of Governors;
 - Designated Officer in EA.
- Agree pastoral and disciplinary responses including counselling services/support;
- Forward a copy of the incident report form to the chairperson of the Board of Governors and the designated officer within the ELB and CCMS if appropriate; and
- Review procedures and amend, if necessary.

Appendix 4: *Emergency First Aid*

All teacher's and Classroom assistants in Glenwood Primary School are trained in Emergency First Aid.

Emergency Action for all members of the school community:

In the event of finding someone collapsed and unconscious, summon help and follow these procedures until help arrives:

1. Check that the mouth is free from obstruction and the airway clear
2. If necessary, pull the tongue forward
3. Loosen clothing at the neckline
4. Place the person in the recovery position with the head forward
5. Check for chest movement and colour of face, lips and tongue; if these begin to turn blue, a person qualified in first aid should resuscitate

Appendix 5: Record of Drugs related incident – CONFIDENTIAL

GLENWOOD PRIMARY SCHOOL
DRUGS INCIDENT REPORT FORM

1.	Name of Pupil _____ DOB _____ Address _____ _____
2.	Date of Incident _____ Reported by _____ Time of Incident _____ Location of Incident _____ _____
3.	First Aid given YES/NO Administered by _____ Ambulance/Doctor Called YES/NO Time of Call _____
4.	Parent or carer informed YES/NO Date _____ Time _____
5.	Where substance is retained _____ or Date substance destroyed or passed to PSNI _____ Time _____
6.	PSNI informed YES/NO Date _____ Time _____
7.	Education Authority or CCMS Designated Officer informed, as appropriate YES/NO Date _____ Time _____
8.	Form completed by _____ Date _____ Position _____

Appendix 6:

Useful Contacts:

Department of Education	<u>www.deni.gov.uk</u>
Education Authority SE Region	<u>www.eani.org.uk</u> 02890566200
Health and Safety Executive	<u>www.hseni.gov.uk</u> 02890243249
Public Health Agency for NI	<u>www.publichealth.hscni.net</u>
PSNI	Drugs Squad – 02890650222 Community Involvement – 02890700964 Crimestoppers – 0800555111 Non-Emergency – 101
Family Support NI	<u>www.familysupportni.gov.uk</u>
CAMHS	<u>www.belfasttrust.hscni.net</u>
National Drugs Helpline	0800776600