


**Erne Integrated College**

**Drugs Policy**

<b>Signature of Chairperson of the Board of Governors</b>	
<b>Date Adopted by the Board of Governors</b>	12 December 2023
<b>Policy Review Date</b>	December 2026



**Erne Integrated College**

Drugs Policy

**REVIEW**

The policy will be regularly reviewed as part of the policy review cycle.

Chairperson of Board of Governors \_\_\_\_\_

Date

## Section 1- Aims and Ethos

### ETHOS

Erne Integrated College is committed to the establishment of an 11-18 college which will promote the moral, intellectual, cultural, spiritual, social and personal development of its students. Through a Christian ethos, we aim to provide an atmosphere of acceptance, respect and understanding for all, irrespective of sex, religion, class or ability. We also encourage each student to achieve his or her 'personal best'.

### RATIONALE

Erne Integrated College's Drug Education Policy complies with its statutory obligation to have a drugs policy. The policy follows the Department of Education Circular 2015/23 and the guidance given by the CCEA in the Northern Ireland Curriculum Drugs Guidance for Colleges in Northern Ireland (Revised Edition 2015) (referred to in this Policy as "the CCEA Drugs Guidance").

Erne Integrated College recognises that young people in today's society are exposed to the risks associated with the drug culture which exists. Young people are challenged by the changing and sometimes conflicting values of society, which places demands on them to make informed and responsible choices. The college wishes to promote the development of the 'whole person' which encompasses physical, spiritual, mental, emotional, social and environmental health; by equipping students with the knowledge, skills, attitudes and values to handle their lives effectively in the present and prepare them for adulthood.

Research cites personal inadequacy, a lack of self-esteem and peer pressure as the main reasons for drug misuse among young people. This places a responsibility on the college to 'better prepare young people for adult life.' (Education Reform (NI) Order 1989)

Information from the PSNI indicates that drug seizures recorded as being 'in the vicinity of an educational establishment' has increased. The highest rate of increase has been in colleges. The drugs showing the highest rate of increase were herbal cannabis, cannabis joints and diazepam tablets. This shows a trend that is very concerning to all stakeholders involved with young people.

Our college believes that the misuse of drugs endangers not only our students but also affects the wider community in which we live. It is the college's responsibility to ensure the child's health and safety while in our care and we also strive to promote their personal and social well-being. Drug misuse undermines this and hinders the development of the young person. Drugs education is therefore forming an integral part of the college curriculum.

The policy provides a focus for the college to consider how drug education should be implemented and developed within the curriculum, and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for involvement in drug issues.

## AIMS

### Aims of the Policy

- √ To inform parents of the content of this policy and the procedures to be implemented in the management of incidents of suspected drug misuse.
- √ To provide a clear statement of the college's view on drug education: The use of illicit and illegal drugs is totally forbidden in the College. The College must be informed of any prescribed drugs which a student may be taking.
- √ To ensure a consistent approach from staff to drug education and in the handling of drug related incidents.
- √ To ensure the College is a safe space for all students.
- √ To ensure the wellbeing and safety for students and staff.
- √ To safeguard good practice in the future.

### The Aims of the Drugs Education Programme

- √ To have a clear and agreed understanding among everyone in the college community about the implications and possible consequences of drug use/misuse.
- √ 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 procedures are sensitively and consistently applied in all situations.
- √ To empower teaching staff through appropriate training and support to develop and deliver an effective drug education programme.
- √ 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; and
- √ To minimise the chances of a student using drugs.
- √ Helps students develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- √ To provide appropriate support and assistance for those students' affected by drug-related issues.
- √ To establish an environment in which the college is free from the misuse of all drugs.

## **DRUGS EDUCATION**

In Erne Integrated College, a Drugs Education programme is taught across the curriculum. The EA Drugs Education schemes support the delivery of drugs education in the classroom. At KS4 and KS5 Drugs education is also delivered across similar subjects and guest speakers deliver presentations on drug awareness. Drugs education is supported by the pastoral care programme in the college and is audited annually by the designated teacher for Drugs. Students receive creative, engaging lessons in which there is student-centred learning, catering for a range of learning styles. The focus is on the prevention of drug use with a proactive approach to attempt to reduce the likelihood of students trying drugs.

## DEFINITIONS AND WHAT CONSTITUTES A DRUG RELATED INCIDENT

The term 'drug' is used for any substance which, when taken, has the effect of altering the way a person behaves, feels, sees and thinks. In this document the following definitions will be used:

### Controlled Drug Incidents

- "Illegal drugs"- Under the Misuse of Drugs Act 1971 the main types of controlled drugs/substances are divided into 3 classes: A, B and C. e.g. cannabis, ecstasy, heroin, cocaine and magic mushrooms All 3 classes are illegal and are therefore categorised as 'controlled'. Any pupil who is 'suspected' to have taken, or have on their possession or of dealing a controlled drug would constitute a controlled drug incident.
- 'New psychoactive substances (NPS)' (previously known as 'legal highs') - These drugs are prohibited substances in college and, as their signs and symptoms are similar to many illegal drugs, changes in the law has made many of them illegal. Any student who is 'suspected' to have taken, or have on their possession, or of dealing an NPS would constitute a controlled drug incident.
- "Prescription drugs" - those which are issued on prescription by a doctor (also known as 'over the counter drugs') e.g. tranquilisers, sleeping tablets, strong pain killers. Any incident where a pupil is suspected to have taken, or have in their possession or of dealing prescription medication that has been prescribed for another person would be considered a controlled drug incident.

### Non-controlled Incident (prohibited substance)

- Alcohol - Any incident where a student who is suspected to have consumed or have in their possession or dealing alcohol, would be considered a non-controlled drug incident. This is referred to as a prohibited substance.
- Nicotine products (cigarettes, e-cigarette, nicotine replacement therapy) - Any incident where a student who is suspected to have inhaled or have in their possession, or of dealing nicotine products (cigarettes, e- cigarette, nicotine replacement therapy) would be considered a non-controlled drug incident. This is referred to as a prohibited substance.

Electronic Cigarettes: The college prohibits electronic cigarettes on their premises, in line with tobacco products, because:

- nicotine is very addictive and there is a risk that using electronic cigarettes could act as a gateway into smoking for many young people;
- evidence suggests that adolescent exposure to nicotine may also have long term consequences for brain development;
- the availability and promotion of electronic cigarettes is reversing progress made by smoke-free legislation to de-normalise smoking; and

- there is insufficient evidence to determine whether the vapour produced by electronic cigarettes causes damage to users' health in the long term. The same applies to the impact of second-hand vapour the user exhales.

There is also a potential risk that users might fill the refillable cartridges used in some electronic cigarettes with substances other than nicotine. This has the potential to serve as a new and potentially dangerous way to deliver other drugs.

The use of any drugs, unless they have been administered in adherence with college guidelines on the administration of medication, is totally forbidden in the College and students and staff may not bring related paraphernalia onto college grounds for any reason. The College must be informed of any prescribed drugs which a student may be taking.

Drug Misuse: refers to legal, illegal or illicit drug taking or alcohol consumption, which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. Drug misuse is therefore taking drugs, including prescribed drugs and NPS, that cause harm to the individual, their significant others or the wider community

## Section 3 – Roles and Responsibilities

### STUDENTS

- Be aware of and adhere to college rules in relation to drug use/misuse, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.

### THE ROLE OF THE INDIVIDUAL STAFF MEMBER (TEACHING AND NON-TEACHING) INCLUDING ALL ANCILLARY STAFF

All staff should be familiar with the content of the college's drug policy. They should also be fully aware of their responsibilities, should a suspected drug-related incident occur. It is not the staff's responsibility to determine the circumstances surrounding the incident, but they should:

- assess the situation and decide on the appropriate actions to take;
- notify the principal and the designated teacher for drugs at the earliest opportunity;
- deal with any emergency procedures to ensure the safety of pupils and staff, if necessary
- forward any information, substance or paraphernalia received to the designated teacher for drugs, who will respond accordingly
- use the college's Drugs Incident Report Form to complete a brief factual report on the suspected incident and forward this to the designated teacher for drugs (see Appendix 5);
- consider the needs and safety of a pupil 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 (staff, who are in loco parentis, should maintain a calm atmosphere when dealing with the parent and, if concerned, should discuss with the parent alternative arrangements for caring for the pupil); and
- invoke safeguarding procedures, if a parent or carer's behaviour may place a pupil at risk.

### THE ROLE OF THE DESIGNATED TEACHER FOR DRUGS: Mrs Fiona Brown

Each college should appoint a designated teacher with responsibility for drugs and should have procedures in place for handling cases of suspected drug misuse on the premises. Every member of the college's staff, both teaching and non-teaching, should be completely familiar with their college's procedures and know who to contact and what to do when a young person is suspected either of being in possession of drugs or being under the influence of drugs, including alcohol.

The designated teacher is responsible for:

- co-ordinating the college's procedures for handling suspected drug-related incidents and training and inducting new and existing staff in these procedures;
- ensuring that the college's disciplinary policy has an appropriate statement about any disciplinary response resulting from suspected drug-related incidents;
- ensuring that the college's pastoral care policy has an appropriate statement about any pastoral response resulting from suspected drug-related incidents;
- liaising with other staff responsible for pastoral care;
- being the contact point for outside agencies that may have to work with the college or with a pupil or pupils concerned;

- responding to advice from first aiders, in the event of an incident, and informing the principal, who should contact the pupil's parents or carers immediately;
- taking possession of any substance(s) and associated paraphernalia found in a suspected incident;
- pupil(s) involved in a suspected incident;
- completing a factual report using the colleges Drug-Related Incident Form, which they forward to the principal; and
- reviewing and if required updating the policy regularly and after a drug-related incident, where learning from the experience could improve practice.

### TEACHERS DELIVERING THE DRUG EDUCATION PROGRAMME

- In addition to the above:
- Deliver the college's drug education programme.
- Strive to create an atmosphere in the classroom in which students 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.

### SUBJECT LEADER FOR LLW (Ms S Pennell)

- Co-ordinate and plan the curricular provision in compliance with the statutory requirements including a periodic update and review.
- Liaise with the Designated Teacher regarding policy review.
- Liaise with other staff responsible for pastoral care in the co-ordination and review of the delivery of the drug education programme.

### ROLE OF THE PRINCIPAL

- It is the Principal's responsibility to determine the circumstances of all incidents, but it is the responsibility of the PSNI to investigate any criminal or suspected criminal offence. In any suspected drug-related incident, the Principal should contact the parents or carers of those students involved.
- The principal must ensure that in any incident involving a controlled substance there is close liaison with the PSNI and that they are informed.
- After contacting the PSNI, the Principal will confine his/her responsibilities to: the welfare of the student(s) involved in the incident and the other students in the college; health and safety during the handling, storage and safe disposal of any drug or drug related paraphernalia, using protective gloves at all times; informing the Board of Governors;
- agreeing any appropriate pastoral or disciplinary response; reporting the incident to the Education Authority; and completing a written report and forwarding a copy to the Board of Governors and the designated officer in the Education Authority.

### ROLE OF BOARD OF GOVERNORS

The role of the College governors is to collaborate with appropriate staff, students and parents or carers to foster and support developing and reviewing its drugs policy.



## ROLE OF PARENT/GUARDIAN OR CARERS

Parents play a vital role in the prevention of drug misuse. It is important that they are fully involved in the education of their child, this is especially so with the drug education programmes. Parents are encouraged to play an active role in homework tasks and discuss drug issues with their child whenever possible. The Student Planner contains support information in regard to misuse of substances.

Parents/Guardians are also aware of the college's procedures for dealing with drug related incidents. This information is available on the college website.

Parents/Guardians are expected to liaise with the College if they have concerns in regard to their child. If a parent/guardian suspects or is aware that their child is involved in/with inappropriate use of substances, then they must inform the College immediately.

### Section 4- Procedures

#### PROCEDURES IN PLACE TO DETER STUDENTS FROM TAKING DRUGS

If any student is suspected of possessing Drugs either on their person or having stored Drugs within their personal possessions (e.g. personal locker, bag or car) within the College grounds or distributing or taking drugs within the College premises, or on the way to and from the College: -

- The parents will be informed and brought into the College.
- The PSNI will be contacted and they may wish to discuss the incident further at the college, either with the student and /or their parents and with the Designated Teacher for Drugs Education and /or members of SLT.
- The Education Authority will be informed.
- In the event where the Designated Teacher for Drugs Education is confident there has been a breach of the Drugs Policy, the student may be immediately suspended for a minimum of 5 days while a further investigation is carried out during which time the student will have the opportunity to put across their version of events. All circumstances will be explored and previous experiences will be considered before making a decision.

When the outcome of an investigation proves that the student is guilty of distribution the College is likely to recommend his/her expulsion. In the event of possession or use of drugs or students having brought drugs onto college grounds, the College is likely to recommend his/her expulsion as per the expulsion policy.

#### The Management of Prescribed Medicines within the College

Students who are currently taking prescribed medicines must inform the College giving details of the:

- Medicine.
- The dosage.

- How often it is to be taken.
- Conditions for occasional or emergency use.
- Care plans

Students for whom it is necessary to carry prescribed medicines to the College may leave these in the office and, where possible at break or lunch time or failing that at the times of dosage go to the medical room where an elected staff member will oversee the taking of the medicine.

College staff should not give non-prescribed medication without prior written approval from the parent as staff may not be aware of any previous dose taken or whether the medication will react with other medication.

A member of staff should supervise the taking of the medication. If a student suffers from acute pain regularly, e.g. migraine, the parents should authorise and supply the appropriate painkillers. No student under 16 should be given medicine without the parent's written consent.

Staff should ensure that:

- The medicine container is labelled with the name of the student, dose and frequency of administration and any expiry date;
- Where a student requires two or more medicines, these should be kept in their original container and never transferred to another container;
- Medicines are kept in a secure cupboard;
- The trained staff and the student know where the medicines are stored and who holds the key;
- A record is kept of all medication administered;
- A regular check is made to minimise the risk of administering medicines which are out of date, e.g. epi-pens however it is the responsibility of the parents to ensure that all medication is not out of date.

## SEARCHING PROCEDURES

A search should never be conducted in isolation, two members of staff should always be present. A young person should always be offered the opportunity to hand over any materials themselves, prior to a search commencing.

## COMMUNICATION

Parents can receive a printed copy of the Drugs Policy on request. The Policy will be available on the College website to enable students and parents to read it online.

## DISCIPLINARY MEASURES

The College will deal with each case as it arises, following the college's, Drugs Policy, Positive Behaviour Policy and Expulsion Policy, Education Authority guidance and legal requirements.

## CONFIDENTIALITY

We can never guarantee confidentiality to students; any criminal activity disclosed around drugs must be passed on to the designated teacher, PSNI and the Education Authority as required.

## REVIEW OF POLICY AND PROCEDURES

Our Drugs Education policy is regularly and procedures may be adapted after an incident has occurred. The provision of Drugs education is reviewed regularly to ensure students are receiving Drugs Education in a cohesive way across the curriculum.

## TRAINING

There may be opportunities for staff to be made aware of the various drugs and their symptoms. There will be the opportunity for staff training pertaining to responding to suspected drugs related incident.

All teaching staff and support staff must attend any training offered. Training may be facilitated by outside agencies.

## Section 5- Responding to a Suspected Drugs Related Incident.

A suspected drug related incident is described as:

- Suspect drugs found on the college 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 college premises
  - A student found to be using drugs on the college premises
  - A student suspected of supplying or handling drugs to/for others
  - A student found to be supplying or handling drugs to/for others
- √ Responding to a Vaping/Smoking Appendix 1
  - √ Responding to the Consumption of Alcohol Appendix 2
  - √ Responding to a Suspected Drugs Related Incident Appendix 3
  - √ Responding to Suspected Distribution of Substances Appendix 4
  - √ Responding to Pupil in possession of alcohol or unauthorised prescribed Appendix 5
  - √ Responding to Suspected Parent/Carer Under the Influence of substance Appendix 6

## CHECKLIST OF ROLES AND RESPONSIBILITIES WHEN MANAGING AN INCIDENT

Individual staff members should:

- make the situation safe for all students and other members of staff, secure first aid and send for additional staff support, if necessary;
- pass all information or 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.

The Designated Teacher for Drugs should:

- respond to first aider's advice or recommendations;
- inform parents or carers immediately, in the case of an emergency;
- take possession of any substance(s) and associated paraphernalia found and store securely;
- inform the Principal;
- take initial responsibility for student(s) involved in the suspected incident; and
- complete a Drugs Incident Report Form and forward it to the principal.

The Principal should:

- determine the circumstances surrounding the incident;
- ensure that the following people are informed:
  - parents or carers;
  - designated officer in the local PSNI area;
  - Chair of Board of Governors;
  - Designated officer in Education Authority.
- consult and agree immediate pastoral and disciplinary responses, including counselling services or support;
- forward a copy of the Incident Report Form to the chairperson of the Board of Governors and the designated officer in the Education Authority; and
- review procedures and amend, if necessary.

Finding drug-related paraphernalia

Paraphernalia in the college grounds is an indication of drug use or misuse. Any member of the college community who encounters any paraphernalia should use extreme care, as these items may be hazardous. Anyone who finds paraphernalia associated with drug use or misuse should report it to the designated teacher for drugs, who will assess the situation and respond accordingly. This response may include contacting the PSNI.

Deciding Appropriate Sanctions and Supports

The College will deal with each case as it arises, following the college's, Drugs Policy, Positive Behaviour Policy, Expulsion Policy, Education Authority guidance and legal requirements.

Consideration:

- √ Pupil age
- √ Whether the incident involved one pupil or a group of pupils.
- √ Whether there has been evidence of particular peer group pressure
- √ The level of involvement.

The response from college may involve the PSNI and outside agencies. During and after any incident, the college must consider the individual needs of any pupil or pupils involved. This should involve the pupil or pupils, the principal, parents or carers, the designated teacher for drugs and appropriate pastoral care staff. It could also involve the PSNI officer and an education welfare officer, where appropriate. Communication between staff and early involvement of parents or carers may set the scene for early, supportive, pastoral intervention.

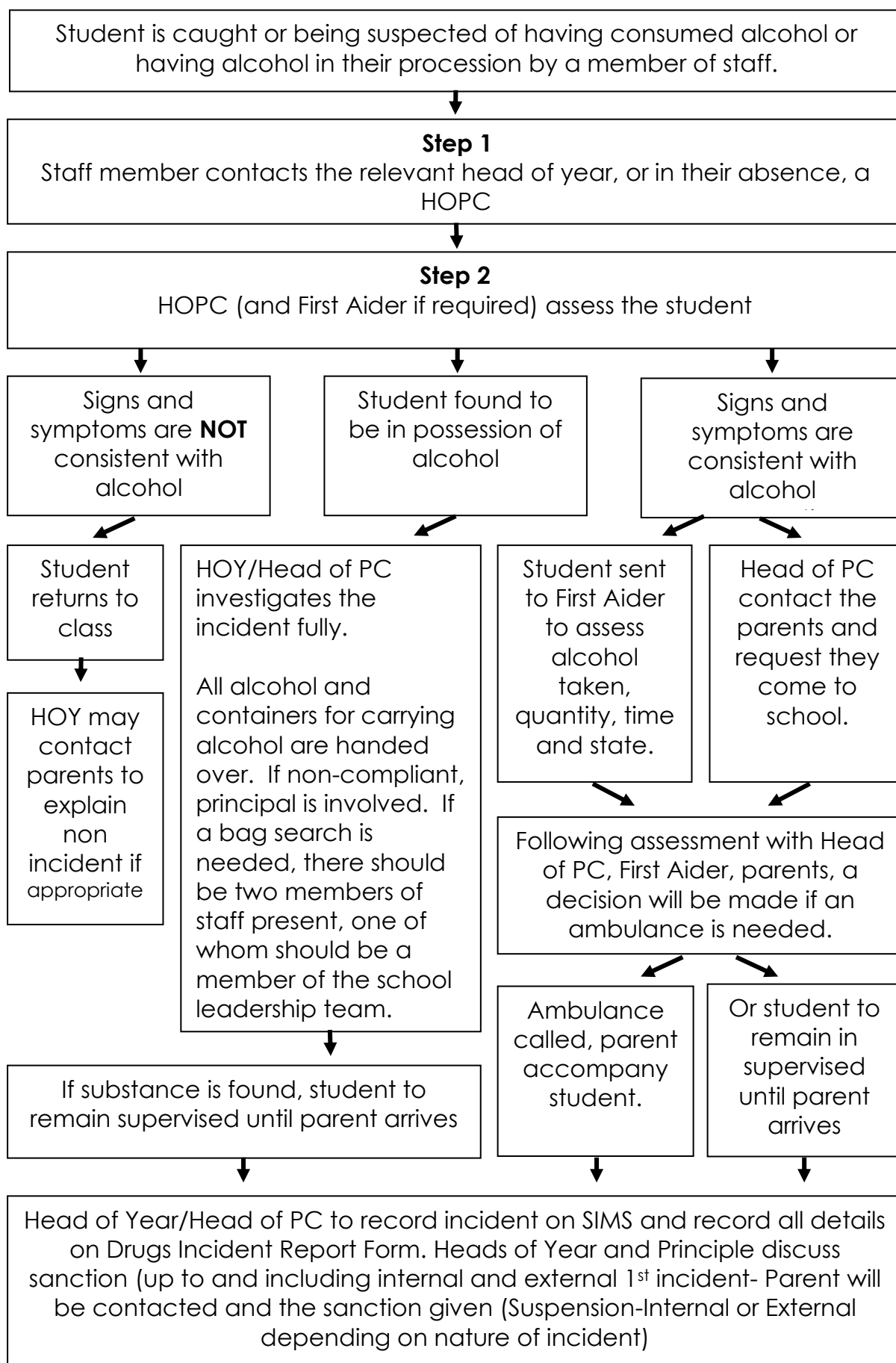
**Appendices**  
**Appendix 1**

**Procedures for a student who has been caught smoking a cigarette, an electronic cigarette/vape or having nicotine replacement therapy products**

<p>Student is caught smoking or vaping products or in the possession of nicotine paraphernalia or vaping paraphernalia by a member of staff</p>
<p style="text-align: center;"><b>Step 1</b></p>
<p style="text-align: center;">Staff member takes the student to the Head of Year</p>
<p style="text-align: center;"><b>Step 2</b></p>
<p style="text-align: center;">Head of Year investigates the incident fully. Records all detail.</p> <p>All nicotine products or vaping paraphernalia (including lighters, chargers, refills etc) are handed over. If non-compliant, Head of Pastoral involved. If a search is needed there should be two members of staff present, one of whom should be a member of the College Leadership Team.</p>
<p style="text-align: center;"><b>Step 3</b></p>
<p style="text-align: center;">Head of Year</p> <p>Parent will be contacted, and sanction given as deemed appropriate.</p> <p>Support measures put in place and parent advised to contact GP.</p>

**Appendix 2**  
**Responding to Consumption of Alcohol**

**Procedures for a Pupil who has been caught consuming or who is suspected of having consumed alcohol or who is caught or suspected to have alcohol in their possession.**



Appendix 3

Student suspected of having taken drugs/alcohol on college premises

**YES**

**Is the Student Conscious?**

**No**

**Make the situation safe for students and staff**

Inform principal/ designated teacher for drugs
Try to ascertain the substance and how much has been taken
If the substance is still present, confiscate in front of a witness, secure and record
Administer First Aid, if appropriate

Place the student in recovery position
Stay with student and send someone to phone for an ambulance ensuring they return to confirm this has been done
Try to ascertain the substance and how much has been taken
If the Substance is still present, confiscate in front of a witness, secure and record.

**Does the Pupil need hospital treatment?**

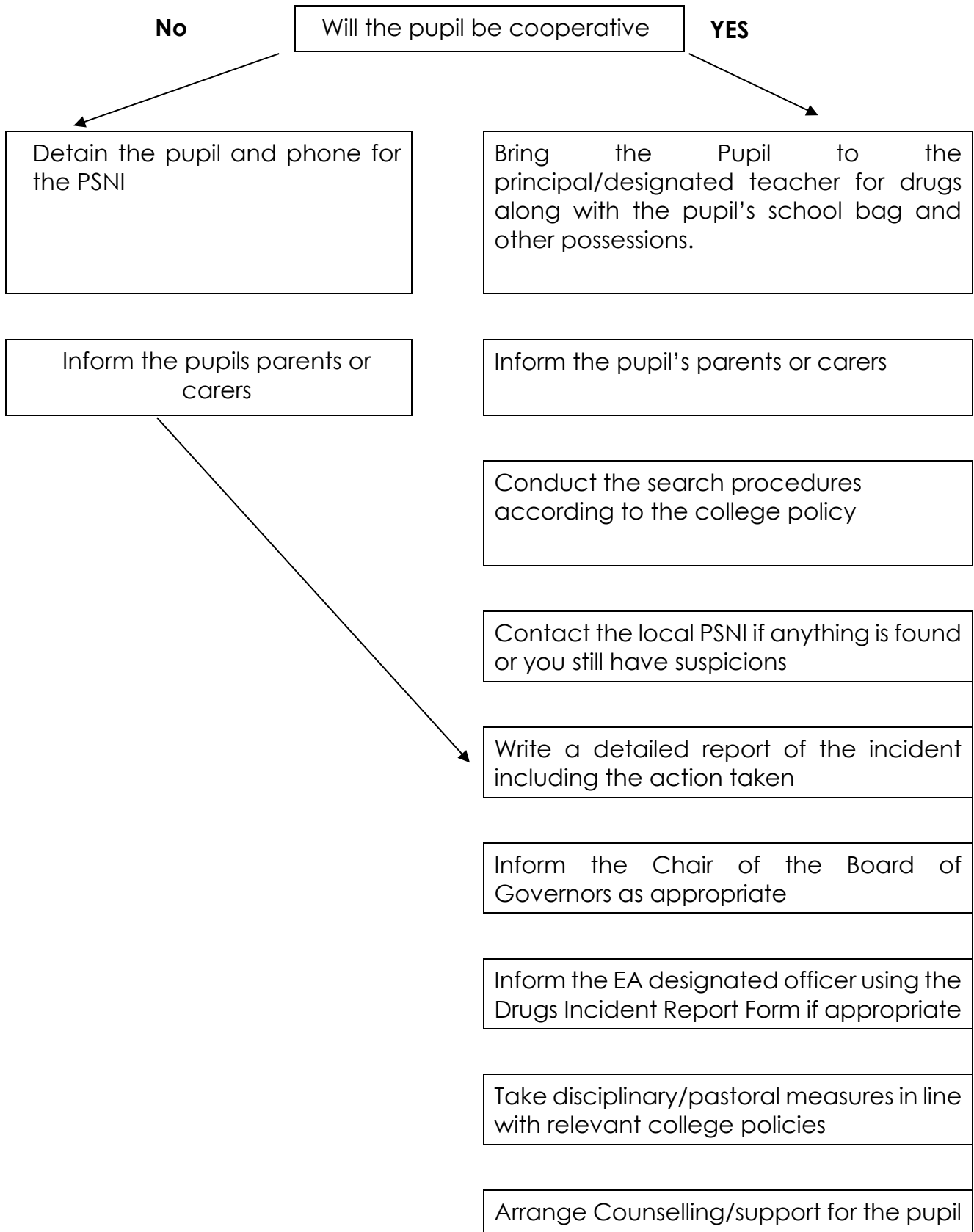
**YES/POSSIBLY**

Inform the pupil's parents

<b>No</b>		
Inform the student's parents or carers	Contact the Parents or Carer and send the student to hospital	

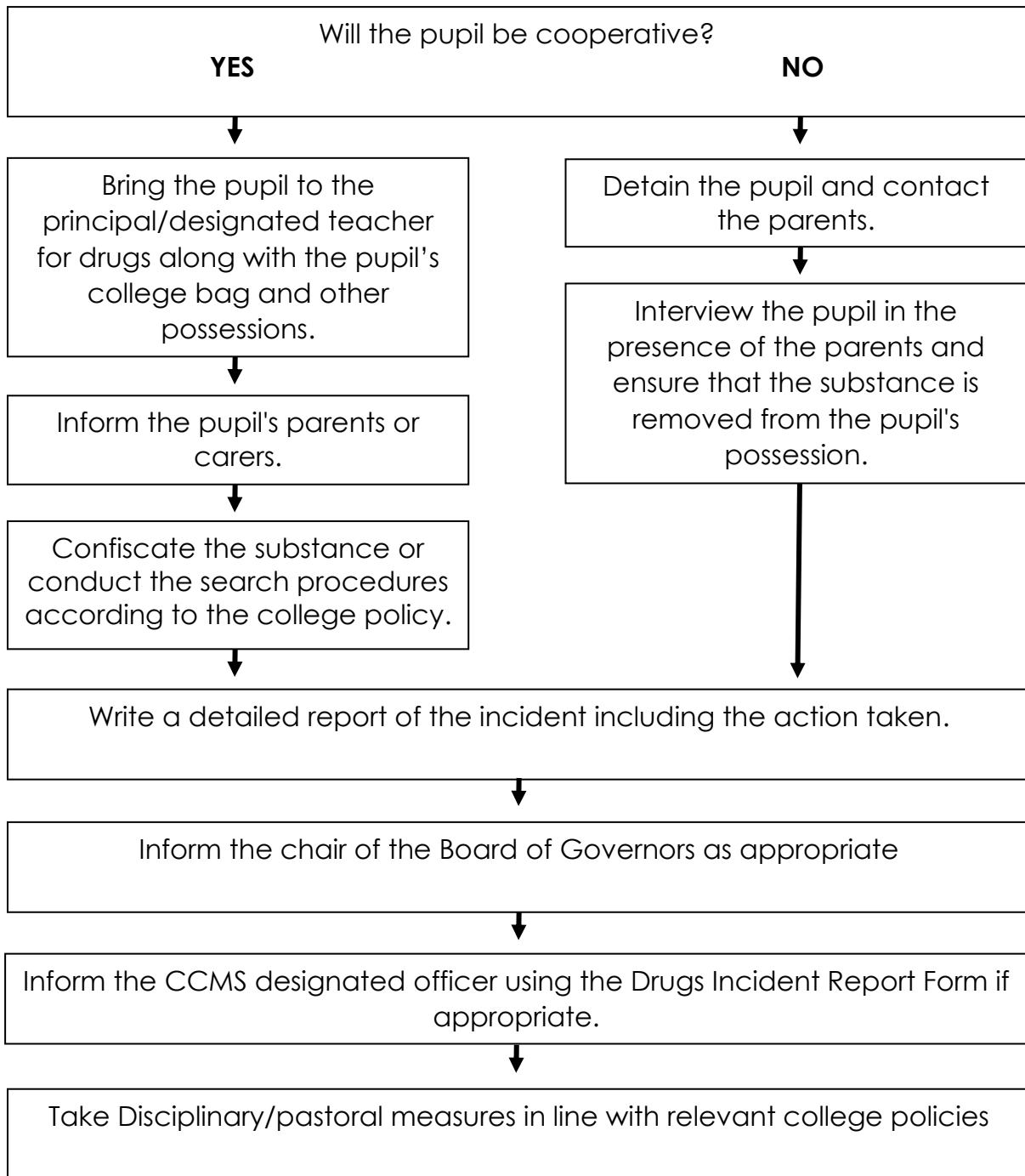
Conduct the search procedures according to the college policy	At a Later Stage...	
Contact the PSNI if appropriate		
Write a detailed Report of the incident including the action taken using the drugs incident Report Form		Inform the Board of Governors if appropriate
Inform the EA or Designated officer using the drugs incident report form if appropriate		Arrange Counselling/ support for the student
Decide on Disciplinary/ Pastoral measures as appropriate		

## Appendix 4 Pupil suspected of possessing/distributing an illegal substance



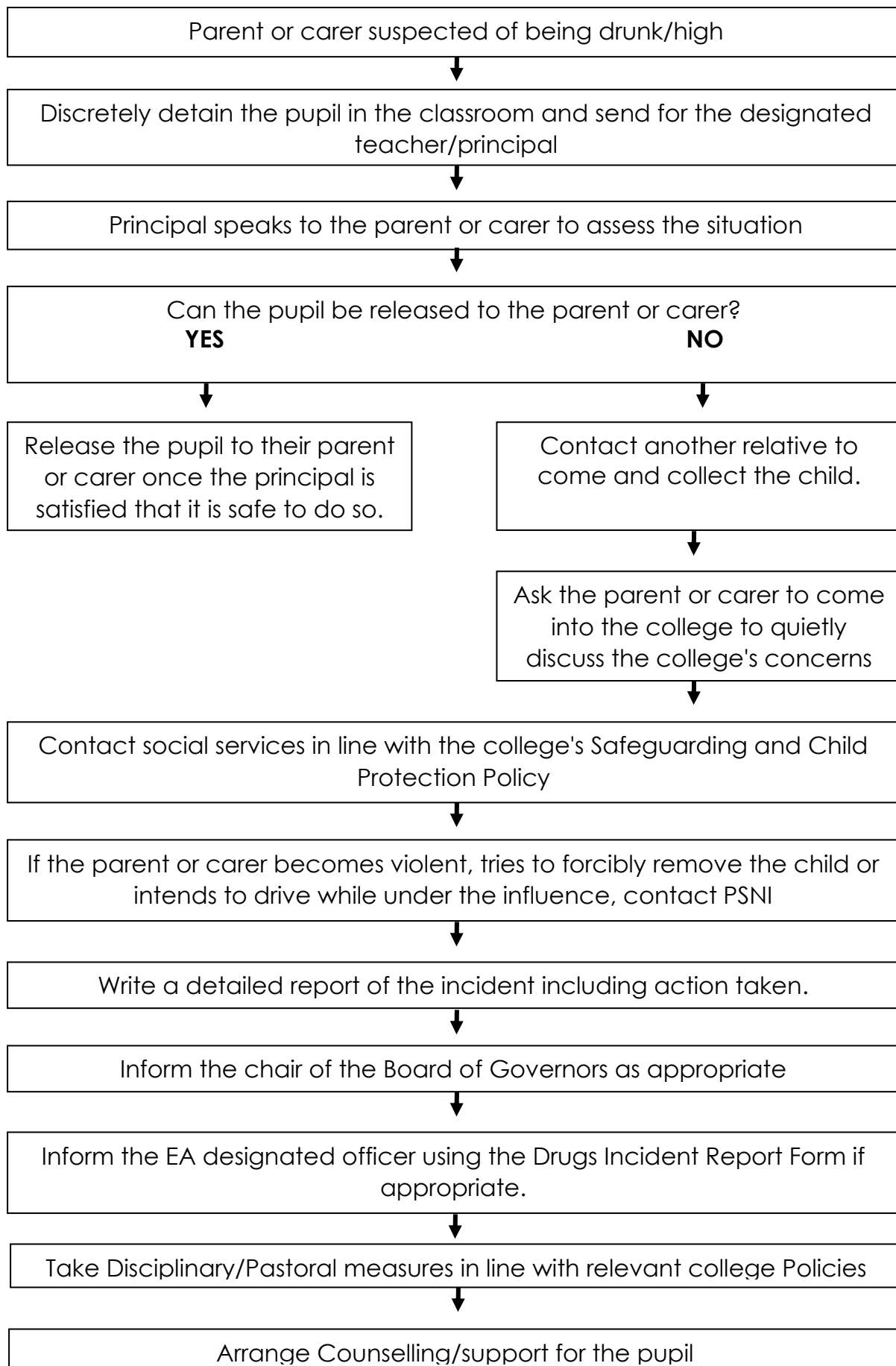


**Appendix 5** Pupil in possession of alcohol or unauthorised prescribed medication on the college premises



## Appendix 6

A parent or carer arrives at college to collect a child and appears to be under the influence of alcohol or another substance



## Appendix 7 Drug Incident Report Form

### Drug Incident Report Form

1	Student Name:		DOB	
	Address:			

2	Incident Date:		Incident Time:	
	Incident Location:		Reported By:	

3	First Aid Given Y/N:		Administered By:	
	Ambulance/Doctor Called Y/N:		Time of Call:	

4	Parent/Carer Informed Y/N:			
	Date Informed:		Time Informed:	

5	Where Substance is Retained:		or	
	Date Substance Destroyed or passed to PSNI:		Time:	

6	PSNI Informed Y/N:			
	Date:		Time:	

7	Education Authority or EA Designated Officer informed as Appropriate On			
	Y/N:			
	Date:		Time:	

8	Form Completed By:		Date:	
	Position:			

**Description of the Incident**


**Actions Taken**


**Incident Form Completed By**

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**Date**

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