**Appendix 1**

##### Handling Drug-Related Incidents

**Finding a suspected substance or drug-related paraphernalia on or close to the school premises**

Unknown substance/paraphernalia found on the school premises

Inform the principal/designated teacher for drugs

Make the situation safe for students and staff

Arrange for removal of items using protective gloves

Bring the substance and any related paraphernalia to the designated teacher for drugs/principal to be stored in a secure place

Contact the PSNI and hand over the substance to the police for analysis ensuring that feedback will be provided to the school

Record actions taken

Investigate and record how the substance came to be on the school premises

Inform the designated officer using the Drugs Incident Report Form if appropriate

Prepare a report for the chair of the Board of Governors as appropriate

**Appendix 2**

Pupil suspected of having taken drugs/alcohol on school premises

**YES Is the pupil conscious? NO**

Make the situation safe for students and staff

Inform principal/ designated teacher for drugs

Place the pupil in the recovery position

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

Stay with pupil 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?

**NO**

Conduct the search procedures according to the school policy

###### YES/Possibly

Contact the parents or carer and send the pupil to hospital

Inform the pupil’s parents

Inform the pupil’s parents or carers

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 designated officer using the Drugs Incident Report Form if appropriate

Arrange counselling/support for the pupil

Decide on disciplinary/pastoral measures as appropriate

**Appendix 3**

Pupil suspected of possessing/distributing an illegal substance

###### NO YES

**Will the pupil be cooperative?**

Detain the pupil and phone for the PSNI

Bring the pupil to the principal/ designated teacher for drugs along with the pupil’s schoolbag and other possessions

Inform the pupil’s parents or carers

Inform the pupil’s parents or carers

Conduct the search procedures according to the school policy

Contact the local PSNI if anything is found or you still have suspicions

Write a detailed report of the incident including the action taken

Inform the chair of the Board of Governors as appropriate

Inform the EA designated officer using the Drugs Incident Report Form if appropriate

Take disciplinary/pastoral measures in line with relevant school policies

Arrange counselling/support for the pupil

**Appendix 4**

Pupil in possession of alcohol or unauthorised prescribed medication on the school premises

###### NO YES

**Will the pupil be cooperative?**

Detain the pupil and contact the parents

Bring the pupil to the principal/designated teacher for drugs along with the pupil’s schoolbag and other possessions

Inform the pupil’s parents or carers

Interview the pupil in the presence of the parents and ensure that the substance is removed from the pupil’s possession

Confiscate the substance or conduct the search procedures according to the school policy

Keep substance in a secure location until it can be handed over to the parents/carers/PSNI or disposed of safely

Write a detailed report of the incident including the action taken

Inform the chair of the Board of Governors as appropriate

Inform the EA designated officer using the Drugs Incident Report Form if appropriate

Take disciplinary/pastoral measures in line with relevant school policies

Arrange counselling/support for the pupil

**Appendix 5**

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

Parent or carer suspected of being drunk/high

Discretely detain the pupil in the classroom and send for the designated teacher/principal

Principal speaks to the parent or carer to assess the situation

**Can the pupil be released to the parent or carer?**

###### YES NO

Release the pupil to their parent or carer once the principal is satisfied that it is safe to do so

Contact another relative to come and collect the child

Ask the parent or carer to come into the school to quietly discuss the school’s concerns

Contact social services in line with the school's Safeguarding and Child Protection Policy

If the parent or carer becomes violent, tries to forcibly remove the child or intends to drive while under the influence, contact PSNI

Write a detailed report of the incident including action taken

Inform the chair of the Board of Governors as appropriate

Inform the EA designated officer using the Drugs Incident Report Form if appropriate

**Appendix 6**

### 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

1. Where substance is retained or Date substance destroyed or passed to PSNI Time
2. PSNI informed YES/NO

Date Time

1. Education Authority or CCMS Designated Officer informed, as appropriate YES/NO Date Time
2. Form completed by Date Position

Description of the Incident

Actions taken

Incident form completed by

Date

Appendix 7

##### Emergency Procedures

This is the current best advice on what to do if someone is in difficulty because of misusing drugs.

* It is important to find out what they have taken as this could affect emergency aid, for example it will help the ambulance crew. Loosen clothing and call for an ambulance immediately.
* If the person has taken a depressant substance, for example solvents, alcohol, sleeping pills or painkillers, it is likely that they will be drowsy or unconscious. If the person is drowsy, it is important to try to keep them awake by talking to them or applying a cool damp cloth or towel to the back of their neck. You should not give them anything to eat or drink as this could lead to vomiting or choking.
* If they are or become unconscious, put them into the recovery position, clear their airway if blocked and keep checking on any changes to pulse and breathing rates.
* If they stop breathing, begin mouth-to-mouth resuscitation, starting with chest compressions. (If you have not been trained in CPR or are worried about giving mouth- to-mouth resuscitation to a stranger, you can do chest compression-only (or hands-only) CPR). Stay with the person until the ambulance crew arrive and then tell them all the facts, including what the person has taken. This is very important as it could save his or her life.
* If the person has taken a stimulant, such as amphetamines (speed) or ecstasy, they may show various signs of distress. If the person is panicking, try to reassure them. It is important that they calm down and relax. Get them to breathe in and out, deeply and slowly. Help them by counting aloud slowly. If they start to hyperventilate – that is they can’t control their breathing – ask them to breathe in and out of a paper (not a plastic) bag, if there is one available.
* If the person has taken a hallucinogen, such as LSD, magic mushrooms or cannabis in combination with ecstasy, they may become very anxious, distressed and fearful. They may act in an unusual way. It is very important to reassure the person – tell them that you will look after them, that they are in no danger, that it is the effects of the substance and that these will soon wear off. You may want to take them to a quiet place, keep other people away and continue to reassure them. Just stay with them and talk calmly to them until the ambulance arrives.

### Appendix 8

##### Referral Pathway for Specified School Incidents

Type of incident:

Internal Staff referral:

Refer incident to:



External agency referral:

Contact details of relevant agencies or personnel

Name of Agency EXTERN Name of contact Address 3 McKinney Road, Newtownabbey, BT36 4PE

Relevant Details Crisis Response Team

Contact number 0845 2590520

028 90840555

Email address

Name of Agency ASCERT Name of contact (Action on substances through Community Education and Related Training Address 23 Bridge street, Lisburn, BT28 1XZ

Relevant Details

Contact number 92604422 Email address

Name of Agency FAMILYWORKS COUNSELLING Name of contact Address 3 Glenford Way, Newtownards, BT23 4BX

Relevant Details

Contact number 028 91820341 Email address

Name of Agency NEWLIFE COUNSELLING Name of contact Address 25 Ardoyne Road, Belfast

Relevant Details

Contact number 028 90391630 Email address

**Appendix 9**

##### Useful Contacts in Northern Ireland

|  |  |  |
| --- | --- | --- |
| Education Authority (formerly Education and Library Boards) | | |
| Belfast Region | Tel: 028 9056 4000 | [www.belb.org.uk](http://www.belb.org.uk/) |
| North-Eastern Region | Tel: 028 9448 2200 | [www.neelb.org.uk](http://www.neelb.org.uk/) |
| South-Eastern Region | Tel: 028 9056 6200 | [www.seelb.org.uk](http://www.seelb.org.uk/) |
| Southern Region | Tel: 028 3751 2200 | [www.selb.org](http://www.selb.org/) |
| Western Region | Tel: 028 8241 1411 | [www.welbni.org](http://www.welbni.org/) |

|  |  |  |
| --- | --- | --- |
| Department of Education | | |
| 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. |  | [www.deni.gov.uk](http://www.deni.gov.uk/) |

|  |  |  |
| --- | --- | --- |
| Independent Counselling Service for Schools | | |
| The Department of Education funds the | Tel: 028 9127 9729 |  |
| Independent Counselling Service for Schools | for further |
| (ICSS). It is available to all post-primary aged | information from |
| students, including those in special schools, | the ICSS Regional |
| during school hours and on school premises. | Co-ordinator |
| Contact is through the school. |  |

|  |  |  |
| --- | --- | --- |
| Health and Safety | | |
| The Health and Safety Executive | Tel: 028 9024 3249  for Northern Ireland (HSENI) | [www.hseni.gov.uk](http://www.hseni.gov.uk/) |

|  |  |  |
| --- | --- | --- |
| Public Health Agency for Northern Ireland | | |
| The Public Health Agency (PHA) is a regional organisation that aims to protect and promote the health and well-being of the population. It was established in April 2009 as part of the reforms to Health and Social Care (HSC) in Northern Ireland. The PHA addresses the causes and associated  inequalities of preventable ill health and lack of well-being. It is a multidisciplinary, multi- professional body with a strong regional and local presence. The PHA is responsible for commissioning services to address alcohol, tobacco and drug issues across Northern Ireland. |  | [www.publichealth.hscni.net](http://www.publichealth.hscni.net/) |

|  |  |  |
| --- | --- | --- |
| Local Drug and Alcohol Co-ordination Teams | | |
| Contact details for local services in the Local Service Directories prepared by the DACTs |  | [www.publichealth.hscni.net](http://www.publichealth.hscni.net/) |

|  |  |  |
| --- | --- | --- |
| Police Service for Northern Ireland (PSNI) | | |
| Drugs Squad | Tel: 028 9065 0222 |  |
| Community Involvement | Tel: 028 9070 0964 |  |
| Crimestoppers | Tel: 080 0555 111 |  |

|  |  |  |
| --- | --- | --- |
| Treatment, Counselling and Support Agencies | | |
| Health and Social Care Organisations |  | [www.publichealth.hscni.net](http://www.publichealth.hscni.net/) |
| Family Support NI |  | [www.familysupportni.gov.uk](http://www.familysupportni.gov.uk/) |
| Children and Adolescent Mental Health Services, Belfast |  | [www.belfasttrust.hscni.net](http://www.belfasttrust.hscni.net/) |

|  |  |  |
| --- | --- | --- |
| Local Organisations |  |  |
| A list of local organisations that provide information and advice and/or resources about drugs. |  | [www.mindingyourhead.info](http://www.mindingyourhead.info/) |
| [www.fasaonline.org](http://www.fasaonline.org/) |
| [www.talktofrank.com](http://www.talktofrank.com/) |
| [www.thesite.org/](http://www.thesite.org/) drinkanddrugs |
| [www.nhs.uk/Livewell/Pages/](http://www.nhs.uk/Livewell/Pages/) Topics.aspx |

##### National Organisations

|  |  |  |
| --- | --- | --- |
| A list of national organisations that provide information and advice and/or resources about drugs: |  |  |
| Adfam, London |  | [www.adfam.org.uk](http://www.adfam.org.uk/) |
| Action on Smoking and Health (ASH), London |  | [www.ash.org.uk](http://www.ash.org.uk/) |
| Alcohol Concern, London |  | [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk/) |
| CAMH, UK |  | [www.camh.org.uk](http://www.camh.org.uk/) |
| FRANK, UK |  | [www.talktofrank.com](http://www.talktofrank.com/) |
| Drugscope, London |  | [www.drugscope.org.uk](http://www.drugscope.org.uk/) |
| HIT, Liverpool |  | [www.hit.org.uk](http://www.hit.org.uk/) |
| Lifeline, Manchester |  | [www.lifeline.org.uk](http://www.lifeline.org.uk/) |
| Release, London |  | [www.release.org.uk](http://www.release.org.uk/) |
| Lions Lifeskills |  | [www.lionslifeskills.co.uk](http://www.lionslifeskills.co.uk/) |
| Want 2 Stop, Public Health Agency |  | [www.want2stop.info](http://www.want2stop.info/) |
| National Drugs Helpline | 0800 776600 text  82111 |  |
| AA National Helpline | 0845 769 7555 |  |

Appendix 10

Drugs Education at Belfast Model School for Girls

|  |  |  |  |
| --- | --- | --- | --- |
| Key Stage | Year Group | Content | Delivery |
| 3 | 8 | Focus: Drug Awareness   * Definition, Personal attitudes to drugs * The effects of drugs * What motivates/influences people to take drugs | * FT * Outside Agencies |
| 3 | 9 | Focus: Drug Awareness   * The effects of specific drugs on the body – Nicotine/Alcohol/Cannabis/Solvents/Ecstasy * What do you know about drugs. | * FT * Outside Agencies |
| 3 | 10 | Focus: Drugs Awareness   * Understanding drugs and addiction * The impact of drug abuse on emotions * Exploring the consequences on self and others * Understanding rights and responsibilities * The Law and drugs | * FT * Outside Agencies |
| 4 | 11 & 12 | Focus: Investigate the effects on the body of legal and illegal substances and the risks and consequences of their misuse. | * FT * Outside Agencies |