



Glanmire Community College

Glanmire Community College Substance Misuse Policy

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1. STATEMENT OF THE COLLEGE'S VIEWS ON SUBSTANCE USE

A **Drug** is any substance that changes the way the body functions, mentally, physically or emotionally. **Drug Misuse** means the use of any drug, legal or illegal, which damages some aspects of the user's life. The school recognises that Drugs including:

- (a) Substances e.g. alcohol and tobacco, sprays and solvents and many other substances in daily use
- (b) Medicines
- (c) Illicit drugs

are available in the local area and may be:

- Useful or harmful
- Socially acceptable or unacceptable
- Addictive or non-addictive
- Legal or illegal.

It is essential to help our college population to develop positive attitudes and behaviours which are free from dependence on alcohol, tobacco and other drugs.

We acknowledge that we have an important role to play in drugs education, both in terms of prevention and offering support to those who use drugs.

This policy applies to Students, Teachers, Parents and the Board of Management.

2. MORAL AND VALUES FRAMEWORK

College Mission Statement

This College strives to be a happy, safe, caring and Christian community, where the integrity, potential and uniqueness of each individual is nurtured, cherished and celebrated.

3. AIMS AND OBJECTIVES OF THE POLICY

The College sees itself as having a role in the process of enabling individuals to increase control over and improve their health. We endeavour to promote the well being of individuals by:

- Providing a safe and healthy environment.
- Promoting positive health behaviours.
- Increasing knowledge about health.
- Promoting the self-esteem of individuals.
- Working in particular with parents, students, teachers and outside agencies.

To this end, we feel the need to implement a policy to address substance use. The policy will focus on:

1. Alcohol, Tobacco and Drug Education Programme.
2. Procedures for dealing with Alcohol, Tobacco and Drug Related Incidents.
3. Monitoring, Review and Evaluation.

4. IMPLEMENTATION OF THE POLICY

The School does not accept the possession, use or supply of drugs in the school, on school trips, or while in school uniform by any members of the School Community. The only exception is for legitimate medical use, about which the school must be informed.

A. MEDICAL USE POLICY

- Parents/Guardians are requested to inform the school if their son / daughter is on any medication, and to give the details on same.
- The medication is to be presented at the office. When students require same they are to go to the office.

B. SMOKING

- The College is a smoke free area (this applies to the whole school community – Management, Teachers, Students & Visitors).
- People are not permitted to smoke or possess cigarettes on the College premises.
- Visitors will comply with this no smoking policy.
- Students found smoking on the premises will be reported to the Year Head and appropriate sanctions will be administered.

- Repeated and blatant offending will result in instigation of the School disciplinary procedures.
- Support will be given *e.g.* smoking cessation programme for students.
- Counselling, where appropriate will be sought.
- Individuals involved will be monitored by the Drugs Co-ordinator.

C. ALCOHOL

- The College is an alcohol free area.
- Students are not allowed to bring alcohol into the College or to consume alcohol in the College.
- Alcohol will not be available at any after hours activities for students arranged by the College.
- Where a student comes to school under the influence of alcohol, their parents will be called to take them home. This will be followed up by the Drugs Co-ordinator.
- Students breaking these rules will be dealt with according to the College's Disciplinary Procedures.
- Support will be given to the whole school community.
- Counselling, where appropriate will be sought.
- Individuals involved will be monitored by the Drugs Co-ordinator.

D. ILLICIT DRUGS AND SOLVENTS

- People are prohibited from being in possession of or using, illicit drugs or solvents on the School premises.
- Illicit drugs found on the school premises will be locked away and the Gardai contacted to dispose of them. An investigation by Principal/Deputy Principal/Drugs Co-ordinator will be made into the origin of illicit drugs found.
- Where the College suspects trafficking of drugs, an investigation will be carried out by the Principal/Deputy Principal/Drugs Co-ordinator. Parents of any student involved will be informed. The advice and assistance of the Garda Juvenile Liaison Officer/Community Garda will be sought.
- The College management will expect parents to inform the Principal or Year Head if they suspect their child of drug taking.
- Students suspected of taking drugs or solvents will be monitored, every effort will be made by the Drugs Co-ordinator to ensure they get counselling and the support they need.

5. ALCOHOL, TOBACCO AND DRUG EDUCATION PROGRAMMES (Junior Cycle)

1. STUDENTS

Education about alcohol, tobacco and drugs is most effective if provided in the broader context of a Social, Personal and Health Education (SPHE) programme which is developmental and delivered in the context of a supportive whole school environment. We should ensure that:

- Students have clear information about the effects of various drugs.
- Students examine their attitudes to alcohol, tobacco and illicit substances in their lives and in the environment in which they live.
- Students are equipped with the skills to make informed and healthy decisions about substance use.

The use of an outside visitor/speaker to enhance the work done in class should always be considered in the context of the full SPHE programme and should be undertaken in the presence of a teacher.

Counselling

Substances misuse rarely occurs in a vacuum and where a student has been in difficulties because of their use of any drug, it is usually discovered they have been using it to help cope with, or avoid some other problem.

By enabling the student to identify more positive sources of support (*e.g.* smoking cessation programme) when they need it we can help them to prevent the inappropriate use of substances. This also assists them in developing more long-term skills to cope with traumas or problems they encounter.

2. PARENTS

Regular information meetings *e.g.* on a yearly basis will be held in conjunction with the Parent's Council to help them deal with the problem at home. These could be addressed by whoever is deemed appropriate.

- Guidance Counsellor
- Garda Juvenile Liaison Officer
- Local Youth Service
- Drug Counsellor from the Health Service Executive

Parents can tap into general drug education for themselves either for keeping themselves informed or for dealing with an issue of their own *e.g.* Smoking Cessation, Drugs Awareness & Community Projects. Suitable support services can be found in the Southern Health Board Directory of Services.

3. TEACHERS

There is a shared understanding among the staff of the contribution that the SPHE programme can make to the prevention of substance misuse.

- Two Drug Co-ordinators are appointed. Detailed and specific training is made available to him/her. The Co-ordinator will be freed from class in emergency situations.
- Teachers involved in SPHE are given the opportunity to avail of training in group facilitation skills and personal development.
- There is a shared understanding among the teachers of the contribution that the SPHE programme can make to the prevention of substance misuse.
- All teachers are offered Drug Information and Drug Awareness Training through regular in-service training.
- First Aid Training is available to all staff.
- Where a member of staff requires support, the school may consider facilitating links with an Employment Assistance Scheme.

6. PROCEDURES FOR DEALING WITH ALCOHOL, TOBACCO AND DRUG-RELATED INCIDENTS

EXAMPLES OF DRUG RELATED INCIDENTS:

- Emergencies where the person may be unconscious.
- Intoxication/unusual behaviour.
- Suspicion/rumour of drug use, possession or dealing.
- Disclosure by another person.
- Possession of legal/illegal drug on the school premises or a school related activity.
- Selling/supplying legal/illegal drugs.
- School grounds being used for drug activity.
- Drug paraphernalia found on school property.

ASSESSING AND MANAGING DRUG INCIDENT:

- Where there is no immediate danger to the person(s), it is important to take time to assess the situation before responding.
- Complete a Drug Incident Report Form. Referred to Drug Co-ordinators.(Documentation to be held by same).
- In situations of confirmed use/possession or supply, all details will be recorded and acted upon. Documentation will be held confidentially by the Principal/Drug Co-ordinators.

- People will be informed on a need to know basis.
- All cases will be handled sensitively and support will be offered wherever needed.
- If a person has a serious drug problem, referral to a drug treatment centre will be recommended.
- Where school rules regarding drugs are broken, sanctions and punishments will be implemented depending on the nature of the offence.
- It is important that confidentiality and its limits are discussed with students before an incident arises.

7. PROCEDURES FOR REVIEW, MONITORING AND EVALUATION

- Given the nature of society and the changes in drug types and drug use, policy and procedures should be regularly evaluated and updated where necessary.
- Policies to be made available to all staff/parents/students to view for evaluation.
- Policy evaluated annually and updated where necessary.

The Drug Policy Working Group will review the policy annually or in the light of changing information. This working group will consist of the following:

- Principal
- Deputy Principal
- Chaplin
- School Counsellors
- Drug Co-ordinators
- Drug Counsellor from Health Executive

The policy was updated and ratified by the Board of Management of Glanmire Community College on May 2013

APPENDICES

1. Guidelines for the Drug Co-ordinator on managing drug related incidents.
2. Guidelines for Teachers on Managing a Drug Related Incident.
3. Behavioural Report Form.
4. Drug Education Resources.
5. List of Individuals and Agencies who can support the Work.
6. Key Issues to be considered by the Working Committee.
7. Report Form for Recording Incidents Involving Alcohol, Tobacco and Drug Use.
8. Drugs Supports for the Health Promoting School.
9. "A Parent's Guide to Drugs".
10. Directory of Services – Southern Health Board.
11. Issues surrounding Drug Testing in Schools.

APPENDIX 1

GUIDELINES FOR DRUG CO-ORDINATOR ON MANAGING DRUG-RELATED INCIDENTS

Dealing with the Student

Having observed the behaviours of concern, verified it with others, consulted with Principal/Deputy Principal, the Drug Co-ordinator may talk with the student.

1. Focus on concrete behaviour. Tell the student what you have observed and express concern for the consequences of this behaviour.
2. Show concern and care.
3. Listen.
4. Alert to lying, deceit and manipulation, denial.
5. Beware of trap of confidentiality. It is important to let student know that you will try to help him/her resolve the situation, show support through it, and let him/her know when you will involve others.
6. Consult with relevant others and work out strategies which will monitor the young person's behaviour.
7. Attitude: Drug Taking Stops Now. Other issues can be worked out over time.

Aims of Intervention

- Establishment of alliance between home/school/therapist to control young person's behaviour.
- Positive re-definition of young person.
- Encouragement of all parties by having positive attitude regarding outcome.
- Awareness of difficulties for family.

Dealing with Student under the influence of Drugs

- Don't leave alone.
- Attempt to determine drug taken from student/friends/locker/clothing/odour.
- Contact parents.
- Seek medical help if needed.
- Postpone discussion until clear of drugs.

Guidelines for Interview with Parents

- Arrange suitable place for meeting.
- Set parents at ease.

- Be aware of fears they may have.
- Be specific and descriptive when recounting what you have noticed.
- Share concerns of the school. Ask them about their concerns.
- Be supportive. This is a crisis for them.
- Inform them of the support services available to them and their child outside of school (see contact list).
- Offer parents advice re: discussion with their child.
- Help them to handle the problem of misuse: need to set limits, access to money, relationship issues.
- Arrange follow-up meeting to discuss further action or to access improvements in the situation.
- Referral to Health Executive.

APPENDIX 2

GUIDELINES FOR TEACHERS ON MANAGING DRUG-RELATED INCIDENTS

Substances affecting someone's behaviour

- **Symptoms** may include a fall-off in work over time, dilated students, erratic or uncharacteristic behaviour.
- Any staff member who is worried about the behaviour of a pupil should **refer observations** immediately to the Drug Co-ordinator.
- The aim is to **seek help** for the pupil as soon as possible. Concern will be expressed for the consequences of this behaviour and as much information as possible elicited from the pupil.
- After consultation with the pupil, appropriate **feedback** should be given by the Drug Co-ordinator to the referring member of staff.
- Parents/Guardians will be informed and the pupil may be referred for appropriate **treatment/support**. Parents will have the opportunity to voice their own worries/fears.

Substances which are in someone's possession for his/her use

The member of staff who finds a pupil in possession of any substance should:

- **Accompany** the pupil to the **office** and stay with the pupil while seeking the assistance of the Principal/Deputy Principal/Drugs Co-ordinator.
- Ask the pupil to **hand over** the substance and give it to the Principal/Deputy Principal/Drug Co-ordinator.
- If a pupil refuses to hand over the substance, the Drugs Co-ordinator should inform the parents/guardians by telephone.
- The pupil will be kept in school, out of circulation, **under supervision**, until the parents/guardians arrive to discuss the situation with the Principal/Deputy Principal/Drug Co-ordinator.
- The Principal/Deputy Principal/Drug Co-ordinator will inform the relevant **outside agencies** to ensure that additional support is available to the pupil.
- A School Counsellor will see the pupil. A **case review** will be held at the end of a specified period.

Sanctions

- In-house consequences may include:

- Period of voluntary work in the school.
- Non-participation in school activities.
- Specified period of **suspension**.

Substances which are being taken in school

The care and maintenance of a pupil in this category is dependent on the **pattern** and **severity** of the abuse.

- If required **medical attention** should be sought immediately for a pupil in this category.
- Parents/Guardians should be **informed** as soon as possible.
- The pupil should be accompanied to **hospital** by Drug Co-ordinator appointed to do so in the absence of Parents/Guardians.
- The pupil may be **suspended** from school.
- Return to school will be dependent on report and/or treatment received.
- The **duration of absence** from school will be determined by:
 - The nature of the substance taken
 - The level of dependency
 - Recommendations from outside professionals
 - Decisions taken by Board of Management
 - The pupil will be suspended from the college pending an investigation by the appropriate authorities and action taken according to the prevailing legislation.

On return to school the following system of care and management may apply:

- The pupil being **cautioned** strongly by the Principal concerning his/her long-term future in the school. A letter confirming this will be sent to the Parents/Guardians.
- The Parents/Guardians and pupil will be obliged to enter a **contract**.
- If necessary, the Principal will inform the relevant **out-side agencies** to ensure that additional support is available to the pupil.

Substances being given or sold

- Any pupil involved in the **selling or distribution** of substances on the college premises or school-related activities will be reported to the **Gardai** and **expelled** from the college by the Principal.
- Parents/Guardians have the **right to appeal** any suspension or expulsion to the Board of Management.

APPENDIX 3

BEHAVIOURAL REPORT FORM

AID FOR COMPLETION OF REPORT FORM FOR SUBSTANCE MISUSE

Student: _____

Class: _____

Date: _____

Tick those behaviours you have witnessed. Please document whenever possible.

No. of days late: _____

No. of days absent: _____

Patterns (e.g. Mondays, Fridays) _____

Frequent requests to go to the: Toilet _____

Phone _____

Counsellor _____

Other _____

Falling asleep: _____

Slurred speech: _____

Incoherent: _____

Reddening of the eyes: _____

Dry throat and mouth: _____

Tiredness: _____

Restlessness: _____

Anxiety/Agitation: _____

Chest pains: _____

Blurred Vision: _____

Aggression: _____

Nausea: _____

Smell of alcohol: _____

Smell of cigarette smoke: _____

Smell of pot: _____

Chemical smell: _____

Talks freely of drug/alcohol use: _____

Stained finger-tips: _____

Bad Hygiene: _____

Unusual/frequent bruises or sores: _____

Declining grades: _____

Unacceptable behaviour: _____
Inability to focus on specific tasks: _____
Irritable: _____
Sudden giggling/hilarity: _____
Poor concentration: _____
Depression: _____
No interest in personal appearance: _____
Change in friends and activities: _____
Lack of motivation: _____
Defensiveness: _____
Withdrawn/loner: _____
Erratic behaviour from day to day: _____
Constantly in "wrong" area (toilets, corridor): _____
Dramatic attention-seeking behaviour: _____
Sudden outbursts/verbal abuse: _____
Feeling sick/loss of appetite: _____
Lack of energy/tendency to doze: _____
Confused conversation: _____
Truancy: _____
Traces of glue on clothes/hair/hands: _____
Groups of students gathered together in out of way places: _____
Students behaving as if they were drunk: _____
Concern expressed by other students: _____
Poor work performance: _____
Other unacceptable behaviour: _____

Further Comments:

Signed: _____

THIS FORM WILL BE PLACED IN A CONFIDENTIAL FILE, HELD BY THE DRUG CO.ORDINATOR.

APPENDIX 4

DRUGS EDUCATION RESOURCES

"Understanding Drugs" A handbook for parents. Booklet supplied by the Health Promotion Unit, 1996. Department of Health and Children.

"Drug Guide" Produced by Rotary club of Cork. Bishopstown.

"Facts about Drug Abuse in Ireland" Health Promotion Unit. D. Corrigan 1994.

"Drink Awareness for Youth" National Youth Council of Ireland/Health Promotion Unit, Department of Health 1989.

"Drug Questions-Local Answers" Health Promotion Unit Second Edition 1995.

"Smoking Cessation Reduction Action Project (SCRAP)" Health Promotion Unit, Department of Health. First Edition 1994.

Solvent Abuse Programme. National Youth Council of Ireland/Health Promotion Unit, Department of Health, 1992.

Drug Wise. Tacade, Health Education Council, I.S.D.D., Lifeskills Associates, 1986.

Evolution Streetwise Drug Awareness in Association with Christy Kiely (Auto Repair) c/o City View Wheels, Blarney St, Cork.

SUGGESTED VIDEOS.

A Slight Drinking Problem. Paulist Productions. (Available from Veritas)

An Easy Pill to Swallow. National Film Board of Canada. (Veritas).

Drinking. National Film Board of Canada. (Veritas).

Dying for a Drink. Radharc Publications. (Veritas).

"You're going nowhere if you can't say no" Crosscare, Drugs Awareness Programme. Available from Health Promotion Unit, Department of Health/Crosscare, Clonliffe road, Dublin 3.

Drugs-True Stories.For an Adult Audience Classroom Video,Northavon Business Centre,Dean Road,Yate,Bristol UK BS37 5NH.

A TO Z OF RISK:A Young Person's Guide.Boulton-Hawker Films Limited, Hadleigh, Ipswich,IP7 5BG,England .

Real Smart About Drugs: Hawker Films Limited, Hadleigh, Ipswich,IP7 5BG,England .

Club Drugs:The Real Deal: Hawker Films Limited,Hadleigh, Ipswich,IP7 5BG,England .

Ecstasy:First Pill or Last? Hawker Films Limited,Hadleigh, Ipswich,IP7 5BG,England .

APPENDIX 5

KEY ISSUES TO BE CONSIDERED BY THE WORKING COMMITTEE:

1. Facts about drug use in the locality.
2. Reasons why young people take drugs.
3. Study the types of drugs.
4. Needs assessment of young people and drug education.
5. Dealing with staff that have problems.
6. Contact with outside agencies.
7. Involvement of parents.
8. Involvement of the local community.
9. Involvement of students as a support to fellow students.
10. Links with the local Gardai.
11. Study of other Schools' policies.
12. Guidelines for students.
13. Review / Evaluation of the policy.
14. Reading of relevant documents on prevention and intervention.
15. Build up resources.
16. Present findings of Working Committee to staff, parents, students and local community representatives.

APPENDIX 6

**REPORT FORM FOR RECORDING INCIDENTS INVOLVING ALCOHOL, CIGARETTES
AND DRUG USE**

Date: _____

Name of Teacher: _____

Description of incident: (observations, Who was involved? What was said?)

What are your concerns? Is this incident related to others? Do you have suspicions aroused by the incident?

Who has been informed?

Action Taken:

Further Action Necessary:

Signed: _____

APPENDIX 7

ISSUES SURROUNDING DRUG TESTING IN SCHOOLS

A US report, dated January 2004, entitled “Making Sense of Student Drug Testing – Why Educators are saying No” clearly shows that random drug testing does not effectively reduce drug use among young people. The conclusions of the US report state that random student drug testing is not good policy for the following reasons:

- Drug testing is not effective in deterring drug abuse among young people;
- Drug testing can be legally risky, exposing schools to potentially costly litigation;
- Drug testing may drive students away from extracurricular activities, which are a proven means of helping students stay out of trouble with drugs;
- Drug testing can undermine relationships of trust between students and teachers and between parents and their children;
- Drug testing can result in false positive, leading to the punishment of innocent students;
- Drug testing does not effectively identify students who have serious problems with drugs; and
- Drug testing may lead to unintended consequences, such as students using drugs that are more dangerous but less detectable by a drug test, and learning the wrong lessons about their constitutional rights.

The Department of Education & Skills is in broad agreement with the conclusions of the US report and would not be in favour of the introduction of student testing to Irish Schools. It considers that there are alternatives to drug testing in schools at present, which emphasise education, discussion, counselling, extra-curricular activities, and build trust between students and adults.

