

Scoil Náisiúnta Chaisleáin Uí Liatháin

Substance Use Policy

(Reviewed: May 2019)

Introductory Statement: This policy applies to all students, teachers, ancillary staff, parents, visitors, workers and to all who enter the school building and grounds. It applies during school time including breaks and to all school-related activities that take place within the school grounds or beyond, (e.g. school tours etc.). This policy was originally developed by the staff, in consultation with representatives of the parent body and the Board of Management, 2012 and reviewed as per the schools “3 Year Policy Development / Review Plan”, as part of our Croke Park Hours’ Schedule in 2015 and now again in May 2019.

Rationale: The Education Act 1998 provides that schools should promote the social and personal development of students and provide health education for them. Therefore, the school has a moral and a legal obligation to ensure compliance with the law.

- The National Drugs Strategy, “Building on Experience”, is now government policy and that strategy requires schools to have a substance use policy.
- The National Advisory Committee on Drugs, in its reports on drug use prevention, underlines the importance of school’s developing substance use policies.

Relationship to the school’s Characteristic Spirit: Scoil Náisiúnta Chaisleáin Uí Liatháin seeks to enable each child to develop his/her full potential in a happy and caring environment, by respecting the individuality and uniqueness of all. With this in mind, we endeavour to provide a safe and secure learning environment for each child and wish to support those who are experiencing difficulties in any way possible.

Aims of the Policy:

- To ensure the welfare, care and protection of every young person as provided for in the Education Act, 1998 and the Education Welfare Act, 2000.
- To ensure that the school complies with legislative requirements and principles of good practice
- To provide pupils with information and skills through engagement with the SPHE curriculum
- To minimise the dangers caused to children by drug misuse and drug misusers within schools/communities
- To manage drug related incidents in a planned manner
- To support parents and pupils in addressing drug misuse

Policy Content

(i) Education concerning substance use.

Education about alcohol, tobacco and drugs is most effective if provided in the broader context of the Social, Personal and Health Education (SPHE) programme, which is developmental and is delivered in the context of a supportive whole-school environment. Therefore, education concerning substance use in this school will be provided within the broad context of SPHE. Where appropriate, existing programmes such as Walk Tall, Alive-O and Circle Time etc., may be used to cover this topic.

Age levels and abilities will also inform content and methodologies and any information given to children will be age-appropriate. Education in the area of substance use will generally be delivered during the time allocated to SPHE. Outside speakers may be engaged from time to time to deal with aspects of this policy. (The guidelines governing outside speakers, as set out in the “Child Protection – Procedures and Practices” document, will apply).

(ii) Management of alcohol, tobacco and drug-related incidents

The school’s shared understanding of a ‘drug related incident’ is:

- Any unusual or unbecoming behaviour resulting from intake or use of alcohol, tobacco or illegal drugs;
- The sale or passing on of any illegal substance;
- The possession of alcohol, tobacco or illegal drugs on school grounds or at school-related activities;
- Disposal of drugs or related items, (e.g. syringes etc.), found on school property.

(iii) Provision for training and staff development.

The Board of Management of Scoil Náisiúnta Chaisleáin Uí Liatháin is committed to supporting staff training / development in the area of substance use. (See: Professional Development Policy).

Reporting procedures for a substance misuse incident:

Step 1: Witness to drug-related incident informs teacher/staff member/principal;

Step 2: Principal informs parents/guardians;

Step 3: Principal informs Chairperson of Board of Management;

Step 4: Gardaí informed, depending on seriousness of incident;

Step 5: Area Health Board informed for disposal of items, (if applicable).

- The school will respond to incidents involving alcohol, tobacco and drug use in a planned and considered way.
- In certain cases it may be necessary to seek legal advice.
- Due care will be taken in deciding on the balance between a pastoral and disciplinary response. An appropriate pastoral response may include referral to a support agency.
- Where a member of staff requires support, the school may seek assistance from organisations such as the INTO, IPPN, Employee Assistance etc.
- Parents will be involved by accepting the school’s “Code of Behaviour and Discipline Policy” and “Enrolment Policy”. They will be informed of any incident involving their own child and will be asked to accept responsibility, co-operate with the school authorities and with the Gardaí if necessary.
- Parents will be involved in incidents involving another child only if deemed necessary/appropriate by the school authorities.
- If parents are aware that another child is involved in drug-related incidents, they should inform a teacher, the principal or a Board member.
- Teachers, when dealing with an incident involving alcohol, tobacco and drug use are, at all times, aware of issues relating to confidentiality.
The Chairperson/principal will, if necessary, respond to media inquiries relating to an incident if deemed appropriate.
- The Chairperson/principal will decide whether or not to inform the general body of parents about a substance misuse incident.
- Incidents requiring medical intervention will be treated in the same way as all other medical emergencies – see policy on “Administration of Medicines”. The following procedures deal with an incident requiring medical intervention:
 - ❖ ‘Universal Precautions’ will be applied,(e.g. wearing of proper protective gloves etc., washing and making safe an area after an incident; appropriate disposal of needles or other items);
 - ❖ Basic First Aid procedures will apply, as required;
 - ❖ Copies of all relevant phone numbers are attached. (See: Appendix 1 and 2), which are also displayed in the office;
 - ❖ Local doctor/emergency services will be contacted as appropriate/ necessary;
 - ❖ The school’s “Critical Incident Policy” may also apply.

Implementation Procedures

This policy was drafted by the staff of the school, in consultation with the Board of Management and representatives of the Parents' Association. Copies of the final, ratified policy will be circulated to:

- All staff members;
- Parents (on request).

Parents will be made aware of the policy through the school's monthly Nuachtlitir and will be informed that it is available for viewing in the school on request. This policy will be implemented from the date of ratification by the Board of Management.

Management of persons in the workplace under the influence of drugs and/or alcohol

- The Board of Management shall ensure, insofar as is reasonably practicable, that pupils and other persons in the workplace are not exposed to risks to their safety, health or welfare from persons under the influence of drugs and/or alcohol. The term "in the workplace", in the preceding sentence includes all school related activities taking place under the supervision of a teacher, with the Board's approval, and both within and away from the school premises.
- Every school employee shall, while at work, ensure that he or she is not under the influence of an intoxicant as required by Section 13 of the Safety, Health and Welfare at Work Act, 2005.
- Should the principal have reasonable grounds to believe that a staff member is unfit for work due to being under the influence of an intoxicant the principal shall ask that person to remove him/herself from the workplace in the interests of the safety, health and welfare of the employee and others. In the case of employees who are at work under the influence of an intoxicant, disciplinary procedures may be implemented.
- Should the principal and/or deputy principal have reasonable grounds to believe that an employee of any contractor is unfit for work due to being under the influence of an intoxicant, the principal and/or deputy principal shall ask the contractor to remove his/her employee from the workplace.
- If a member of staff has reasonable grounds to believe any person, other than a staff member or employee of a contractor, is unfit to be on the premises due to being under the influence of an intoxicant, the staff member shall report his/her belief promptly to the principal and/or deputy principal who shall ask that person to remove him/herself from the workplace.
- If a member of staff has reasonable grounds to believe that a parent or adult collecting a pupil from school or presenting themselves on the premises for another reason is unfit to be on the premises or to take care of the said pupil, the principal and/or deputy principal will be informed and the duty of care will apply to the pupil. All necessary steps will be taken to protect the pupil and safeguard their best interests.
- In the event that a staff member or any other person referred to above refuse a reasonable request to remove him/herself from the premises, the principal and/or deputy principal may call the Gardaí to forcibly remove the person in question.
- Should any staff member have reasonable grounds to believe that the principal is unfit for work due to being under the influence of an intoxicant, then that staff member should report the matter to the deputy principal/chairperson of the Board of Management. The Chairperson then follows the appropriate procedure, as outlined in this policy, to deal with the matter.
- The Board of Management acknowledges its responsibility in promoting the welfare at work of staff. An Employee Assistance Service, (telephone: 1800 411 057 or e-mail: workandstudy@inspirewellbeing.ie), is available to all school staff. In the event that substance abuse appears to be adversely affecting the performance and / or attendance pattern of any member of the staff, the Board of Management may request such staff member to contact the Employee Assistance Service or may be required to be assessed by Medmark, Occupational Health Service Assessors.
- The Board of Management also acknowledges its responsibility in promoting the welfare at work of all ancillary staff. In the event that substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the non-teaching staff, the Board of Management may request such staff member to seek counseling or other professional intervention.
- All incidents relating to the presence of persons at school under the influence of an intoxicant shall be recorded and reported as soon as possible to the Board of Management.
- The Board of Management shall consider all such reports and decide on the appropriate action to be taken in the circumstances of each particular case.

Success Criteria:

The success of this policy will be measured by:

- Feedback from parents, teachers, pupils, community, Gardaí etc.;
- Reduction/elimination of incidents relating to substance misuse.

Roles & Responsibilities:

Everybody in the school/local community including teachers, parents, pupils, Board of Management and those in the wider Castlelyons community, play an important role in endeavouring to reduce/eliminate substance misuse incidents.

Equally, everybody has a responsibility to ensure that our young people are protected in every way possible from substance misuse. We must all endeavour to do whatever we possibly can to prevent substance misuse in our community.

Monitoring and Review Procedures

This policy will be monitored and reviewed at three year intervals, (as per the school’s, “3 Year Policy Development / Review Plan”), or more regularly if it is deemed necessary.

This policy was originally developed in 2012 and was reviewed as part of our Croke Park Hours’ Schedule in October 2015 and now again in May 2019, in consultation with parents and the Board of Management.

This reviewed policy was ratified by the Board of Management in _____ 2019.

Síniú: _____ (Cathaoirleach) **Dáta:** _____

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Appendix 1 – Contact Numbers

- Drugs Advisory and Treatment Centre, Trinity Court,
30/31 Pearse Street, Dublin 2. 01-6488600

- Drugs / Aids Services (Cork) 021-4930100

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Appendix 2 – Emergency Contact Numbers

Garda Barracks, Fermoy	(025) 82100
Garda Barracks, Rathcormac	(025) 36102
Fire Brigade Station, Fermoy	(025) 31480
Fr. Gerard Coleman	(025) 36196
Dr. Joe Keane	(025) 36666
Dr. Charles M ^c Carthy	(025) 33233
Dr. Peter M ^c Carthy	(025) 33599
Dr. Deirdre O’Grady	(025) 32734
Dr. Patrick Burke	(025) 31929
Dr. Rosemary Beecher	(058) 59278
St. Patrick’s Hospital, Fermoy	(025) 31300
Cork University Hospital	(021) 4922000
South Infirmary Hospital	(021) 4926100
Bon Secours Hospital	(021) 4542807
Mallow Hospital	(022) 30300
Public Health Nurse, Fermoy	(025) 31840
Dentist (School) (Matt O’Callaghan)	(025) 31122 (025) 31831 / 086-3850186
NEPS Psychologist	076- 1108470
Dept of Education & Skills	(090) 6483600
Schools’ Inspector	(021) 4906022
Tusla (Duty Social Worker)	(022) 54100
Employee Assistance (Inspire Workplaces)	1800 411 057
INTO	1850 708 708 / (01) 8047700