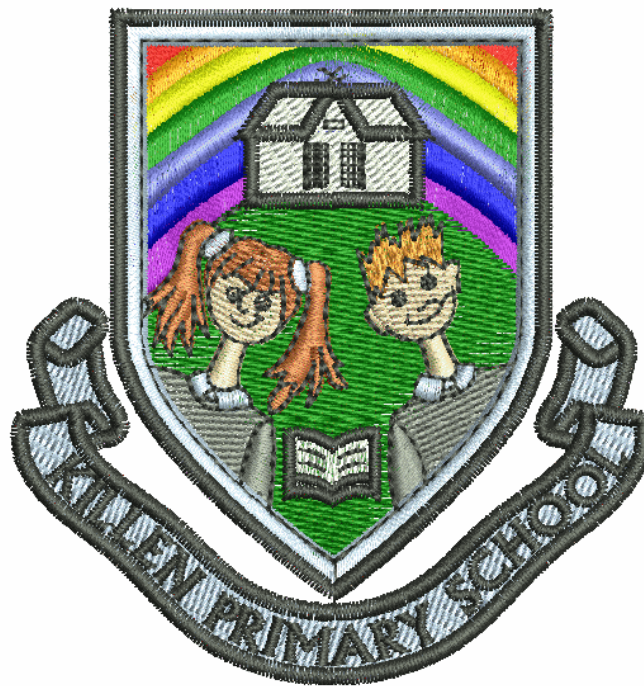


# Killen Primary School



## DRUGS POLICY

Signature: C Goan Principal

Signature: L Sproule Chair, Board of Governors

Date: April 2025

Next Review: April 2028

Kids Pathway to Success

### **KPS Ethos statement**

We at Killen Primary School believe pupils should have access to a safe, happy, stimulating environment in which they reach their full potential, socially, emotionally and academically. Furthermore, the values of respect, kindness, equality and mutual understanding are the foundations of the school.

### **KPS Vision**

Killen Primary School strives to be a safe, welcoming, child-centred, inclusive school family celebrating success for all. We encourage each child to be confident and develop a sense of responsibility for themselves and respect for others in the community.

### **KPS Mission statement**

Killen Primary School aims to:

- Provide high quality teaching that inspires a love for learning in every child through engaging and challenging experiences
- Meet the individual needs of all learners through differentiation and personalised support
- Create a safe, happy and stimulating learning environment where every child feels valued, respected and included
- Ensure equality of opportunity for all students to reach their full potential, regardless of their background or abilities
- Empower students to become responsible and compassionate citizens who contribute positively to their community
- Support the professional development of staff to ensure they have the skills and knowledge to deliver high quality education.
- Build strong partnerships with parents, families and external agencies to support student learning and well-being
- Operate with a strong set of values that prioritise respect, kindness and inclusivity for all members of the school community

### **Killen Primary School Core Values**

- Respect
- Kindness
- Inclusivity/Equality
- Happiness
- Manners
- Resilience

## **Introduction**

In today's society, most people will be exposed to and/or use some sort of drug at some time in their lives. Substance misuse affects all communities in Northern Ireland, crossing gender, cultural and social boundaries. No school, parent or carer can afford to be complacent or think that children and young people are not at risk. The New Strategic Direction for Alcohol and Drugs, Phase 2, 2011–2016, (DHSSPS) describes what we need to put in place to reduce the harm that substance misuse causes in Northern Ireland. One of the aims of this cross-departmental approach is to 'promote opportunities for those under the age of 18 years to develop appropriate skills, attitudes and behaviours to enable them to resist societal pressures to drink alcohol and/or misuse drugs', with particular emphasis on those identified as potentially vulnerable. Schools have an important role to play in enabling children and young people to make informed and responsible decisions and helping them to cope with living in an increasingly substance-tolerant society.

The Department of Education is firmly committed to tackling the increasing problem of the availability and use of illegal drugs and believes that schools have a key role to play in ensuring that young people understand the risks involved and have the confidence, knowledge and skills to avoid them. Schools have a major contribution to make in discouraging drug misuse, encouraging positive attitudes and self-esteem, and promoting healthy lifestyles. Schools alone cannot, of course, solve the problem of drug misuse in society, but the implementation of an effective programme of drug education in all schools is an essential step in tackling it.

In primary schools, pupils have opportunities to learn about keeping themselves healthy and safe through the Personal Health element of the Personal Development and Mutual Understanding area of learning.

## **Rationale**

For the purpose of this document the term 'drugs' includes tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs. Killen Primary School recognises that there has been a considerable increase in the abuse of drugs in recent years in Northern Ireland. Drug misuse appears to be affecting an ever-younger population and the so-called "recreational" use of drugs can lead to a dangerous acceptance of illegal and harmful drug misuse as part of everyday life.

We believe that Killen Primary School has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include a drugs education programme in our curriculum.

Killen Primary School sees its role as that of a caring community committed to the physical, mental, social, emotional, moral and spiritual health, safety and well being of our pupils and staff.

We want our pupils to make informed and responsible decisions about drugs by increasing their knowledge and by developing in them appropriate values, attitudes and skills. However, we recognise that drug misuse is a whole-community issue and that schools alone cannot solve the drugs problem; Killen Primary School is only one of a number of groups and agencies which must play a part in the education of young people and we make use of their expertise where possible in the delivery of the programme.

Copies of the guidance on which this policy is based (Drugs: Guidance for schools in Northern Ireland) are available from the Department of Education website [www.deni.gov.uk](http://www.deni.gov.uk) (Circular 2004/09 and 2015/23).

## Definitions

For the purpose of this document and in line with the guidance issued to all schools by the Department of Education (2004/09) **drugs will include any substance which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks.**

As well as everyday substances such as tea and coffee, drugs include:

- Alcohol, tobacco and tobacco-related products
- “over-the-counter” medicines, such as paracetamol;
- prescribed drugs, such as antibiotics, tranquillisers, inhalers and stimulants such as Ritalin;
- volatile substances, such as correcting fluids/thinners, gas lighter fuel, aerosols, glues and petrol;
- controlled drugs, such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed), magic mushrooms (processed), heroin and cocaine;
- new psychoactive substances (NPS), formally known as legal highs\*, which contain one or more chemical substances that produce similar effects to illegal drugs and are sold as incense, salts or plant food and marked ‘not for human consumption’ to avoid prosecution; and
- other substances such as amyl/butyl nitrite (‘poppers’) and unprocessed magic mushrooms

\*We no longer use the term legal high because it is misleading. The public perceived that ‘legal’ meant safe. This is not the case, as these substances are not regulated and there is no way of knowing what chemicals they contain.

## Aims and Objectives

- To have a clear and agreed understanding among everyone in Killen Primary School community about the implications and possible consequences of drug use/misuse.

- To provide all staff (teaching and non-teaching) with support to enable them to deal effectively and confidently with incidents of suspected drug misuse, and to ensure that the agreed procedures are consistently and sensitively 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 pupils' self esteem and promotes positive attitudes in their relationships with others;
  - gives pupils' 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
  - helps pupils' develop the skills necessary to assert themselves confidently and resist negative pressures and influences.
- To provide appropriate support and assistance for those pupils affected by drug-related issues.
- 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 establish an environment in which the school is free from the misuse of all drugs.

## **Roles and Responsibilities – See Appendix 1**

### **Pupils**

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

### **Parents/Guardians**

- Support the school in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drug misuse and the drug education programme.
- Support your son/daughter if they have become involved with drugs.

### **All staff (teaching and non-teaching)**

- Be alert to the possibility of drug use/misuse.
- Be familiar with the school's procedures in the handling of suspected drug-related incidents.
- It is not the responsibility of the individual staff member to investigate the circumstances surrounding an incident, however he/she should deal with any emergency procedures if necessary.
- Any information, substance or paraphernalia received should be forwarded to the designated teacher for drugs who may have to take immediate action.

## **Teachers delivering the Drug Education programme – Appendix 2**

In addition to the above:

- Deliver the school's drug education programme.
- Try to create an atmosphere in the classroom in which pupils can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support pupils in their class if necessary.
- Liaise with the designated teacher for drugs regarding any aspect of the programme/policy, as necessary.

### **The Designated Teacher for Drugs (Name: Mrs C Goan)**

- Ensure that all staff and parents are aware of and have access to a copy of the policy.
- Have oversight and co-ordination of the planning of curricular provision in compliance with the statutory requirements.
- Liaise with other staff in co-ordinating the delivery of the drug education programme.

- Be responsible for co-ordinating the school's procedures for dealing with incidents of suspected drug misuse.
- Co-ordinate training and induction of all staff in the procedures for dealing with incidents of suspected drug misuse.
- Determine the circumstances surrounding any suspected drug-related incident.
- Complete a suspected incident report form
- Ensure the engagement and active participation of parents in all aspects of drug education.
- Act as the point of contact for outside agencies working with the school.

### **The Principal (also the Designated Teacher)**

- Ensure that members of the Board of Governors have been consulted on and ratified the policy.

In the case of incidents of suspected drug misuse:

- Ensure the welfare and well being of the pupil(s) involved in the incident and the rest of the school community.
- Ensure that the following people are informed (where relevant):
  - \* Parents/guardians
  - \* PSNI - preferably the Community and Schools Involvement Officer (CSIO)
  - \* Board of Governors
  - \* Designated Officer in EA
  - \* Members of staff
  - \* Other pupils and parents informed within the confines of confidentiality
- Agree, in consultation with the Board of Governors, appropriate pastoral and disciplinary responses in relation to the incident, including counselling services/support.
- Retain written records of the incident and ensure a copy of the report is submitted to Board of Governors and EA as appropriate.
- Review procedures and amend as appropriate.

### **The Board of Governors**

School governors are responsible for their individual school. They should collaborate with appropriate staff, pupils and parents/carers to foster and support developing and reviewing its drug policy.

They should also:

- Ensure the policy is published on the school website and that they are regularly reviewed
- Be fully aware of and adequately trained to deal with suspected incidents of drug misuse, including tobacco and alcohol, and their appropriate disciplinary response.

- Agree in consultation with the principal appropriate pastoral and disciplinary responses in relation to suspected drug related incidents.

### **The Building Supervisor/Cleaners**

- Be vigilant around and conduct regular checks of the school grounds for drug-related paraphernalia, and inform the designated teacher for drugs as appropriate.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids.

### **The Drug Education Programme (Appendix 2)**

The drug education programme in this school is just one part of the whole school response to drug use/misuse. The programme provides opportunities for pupils to:

- acquire knowledge and understanding in relation to drug use/misuse;
- identify values and attitudes in relation to drug use/misuse;
- develop skills to enable them to consider the effects of drugs on themselves and others; and
- make informed and responsible choices within the context of a healthy lifestyle.

The programme will include the involvement of outside agencies where appropriate.

Year 6/7 complete a drug awareness programme on a 2 Year cycle with Mr. Abraham.

### **Procedures for dealing with suspected drug related incidents – see appendix 3**

Fundamental to dealing with incidents of suspected drug misuse is the principle of '*in loco parentis*', and the school will always take the steps that would reasonably be expected of any parent to safeguard the well being and safety of all the pupils in their charge.

The following procedures will be used in Killen Primary School when dealing with a drug related incident:

- Taking Possession of a suspected controlled Drug and /or Associate Paraphernalia



- The law permits school staff to take temporary possession of a substance suspected of being a controlled drug for the purpose of protecting a pupil from harm and from committing the offence of possession
- The member of staff should take the suspected drug and any associated equipment and or paraphernalia to the designated teacher (**Principal**) immediately.
- This will then be locked away.
- It will then be handed over to the PSNI.

**\* School staff should NOT attempt to analyse or taste an unidentified substance.**

- An adult witness should be present when confiscations occur and a record kept of the details.

#### **An allegation of a suspected Controlled Drugs- related incident (see Appendix 4)**

- If the designated teacher/Principal receives an allegation of possession it may be appropriate to search a pupil's desk or locker if there is cause to believe it contains unlawful items, including controlled drugs.
- A search **CANNOT** take place without consent from the pupil. This includes the pupil's schoolbag, coat or any other personal belonging.
- Searches should be made in the presence of the pupil and an adult witness.
- Suspicion of a pupil concealing drugs on their person – every effort should be made to secure the VOLUNTARY production of these substances.
- If a pupil refuses, the parents/ guardians and the police should be contacted.
- ***A member of staff should never carry out a physical search of a pupil.***

**Possession, Possession with intent to supply and supply of controlled drugs. (see Appendix 5)**

- It is illegal for pupil(s) to be in possession of a controlled drug.
- A member of staff should take possession of the suspected controlled drug.
- The pupil(s) should be escorted to the designated teacher for drugs.
- The school policy will be followed.

**Detaining a Pupil (Appendix 6)**

- Pupils CANNOT be detained in school against their will.
- Pupils will be invited to remain in school under the supervision of the designated teacher and the principal until parents/guardians and PSNI arrive.
- If there are reasonable grounds to suspect that a pupil has taken a controlled drug or is in possession of drugs, then a citizen's arrest can take place.
- Staff should be aware and be able to recognize when a pupil is a danger to themselves or others and their duty of protection as a result of being **loco parentis**.
- It is **NOT** illegal for pupils to possess or use other substances which are **NOT CONTROLLED** e.g. tobacco, alcohol and solvents.
- These issues will be dealt with under our disciplinary policy and parents will be notified immediately.

**Finding Drugs- related paraphernalia**

- Any member of the school community who encounters any paraphernalia associated with drug use/ misuse should use extreme care, as these items may be hazardous.
- The presence of paraphernalia should be reported immediately to the designated teacher (principal) for drugs
- The designated teacher (principal) will assess the situation and liaise with the PSNI.

- PARAPHERNALIA MAY INCLUDE: small bottle, pill bottles, aerosols, hypodermic needles, drugs themselves.

### **Alcohol (see Appendix 7)**

Pupils are not allowed to bring alcohol into school.

Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. **(See Appendix 8)**

### **Tobacco**

The school is a no smoking site-indoors and outdoors, including school vehicles-at all times. Pupils are not permitted to bring in to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on the school premises they will be confiscated.

### **Solvents**

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them during the course of their work. Pupils are not permitted to be in possession of solvent based products.

**Recording an Incident - Appendix 9** will be used.

Reports will be treated as confidential and stored in a file in the Principal's office.

Pupils should record a written statement of their involvement or if they are a witness. These statements will be kept in the same file

Other teachers will be used to supervise pupils if there is more than one pupil involved and separate statements are required.

### **School Response**

The school Principal is responsible for the decision on how to respond to particular incidents.

A range of factors may be relevant and need exploration to determine the seriousness and needs of those involved and an appropriate response.

During and after any incident, the school will consider the individual needs of any pupil or pupils involved. This will involve the pupil or pupils, the principal, parents or carers and other staff deemed appropriate.

It may also involve the PSNI officer and an education welfare officer, where appropriate. In some instances, either before or following a drugs incident, the schools may identify counselling or other appropriate support as potentially valuable to a pupil. The school may use a range of specialised agencies, support and counselling services available that may support a pupil at risk.

The principal and Board of Governors will at all times refer to the **“Drugs: guidance for school in N.I.” pages 19-23**

### **Emergency Procedures (see Appendix 10)**

PHONE 999 then:

- Find out what has been taken if possible.
- If a pupil is drowsy (depressant drug) try to keep them awake, (walk, talk to them or cold cloth to back of neck)
- DO NOT give pupils something to eat.
- If a pupil is unconscious put them in the recovery position.
- Check on any changes on pulse or breathing.
- If a pupil stops breathing- mouth to mouth.
- If a pupil is distressed (stimulant drug) try to reassure them, it is important they calm down and relax.
- If a pupil has taken **LSD** they should be supervised in a darkened, quiet room to avoid sensory stimulation.

### **Administering Prescribed Medication (see Admin of Medicine Policy)**

1. No member of staff is obliged to administrate prescribed medication
2. The school Principal will administrate prescribed medication if the class teacher is unwilling to do so.
3. Prescribed medication can only be administered if there is written consent from the parent /guardian.

4. This written consent must include clear instructions for administration, dated and signed.
5. Consent will be filed in a pupil's individual file in the main school office.

### **Employees**

The Health and Safety at Work (N.I.) Order 1978 requires the employer, i.e. BOG, to protect the health, safety and welfare of employees at work.

The employee also has a legal responsibility to protect their own health and safety and that of their colleagues.

The Board of Governors will refer to the "Drugs and Alcohol in the Workplace Guidance" (HSENI) with respect to problems associated with staff use of alcohol and/or other drugs.

The school will at all times give careful consideration as to how any information relating to an incident of suspected/confirmed drug use/misuse is communicated to staff, pupils and parents/guardians.

The parents/guardians of the pupil(s) directly involved in an incident of suspected drug use/misuse will be informed of the incident recognising that the future of a child or adult can be adversely affected. Confidentiality is of paramount importance in drug related incidents and subsequent outcomes.

The school will give information to young people and parents about local support services which are available to them.

### **Dealing with the Media**

If the school receives an enquiry from the media the caller will only be referred to the principal or, in the absence of the principal, a senior teacher.

When responding to the media the privacy of the pupil(s), his/her family and/or any staff members will be respected at all times.

### **Monitoring and evaluation**

The school will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy.

**Communication and Dissemination of Policy**

This Policy will be available on the School's website and hard copies available in school if required.

## CHECKLIST FOR HANDLING SUSPECTED DRUG RELATED INCIDENTS IN SCHOOLS

This is a guide on the key procedures to undertake when a drug-related incident occurs in schools.

### **1. Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff. On finding a situation with a suspected substance: -**

- ☐ Get help immediately from another adult.
- ☐ Assess situation, to see if this is a life-threatening situation or not.

#### **If an emergency: -**

- ☐ If necessary contact an ambulance.
- ☐ Put person under the influence of the drugs in the recovery position.
- ☐ Ensure airways are cleared.
- ☐ Remove any other bystanders from the immediate vicinity.

#### **Then in all cases: -**

- ☐ Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.
- ☐ Ascertain which substances / drugs have been taken and how much.
- ☐ Secure all drugs and paraphernalia and give to the Principal / designated teacher for drugs immediately, and lock them away.
- ☐ Contact the parents/guardians as soon as possible.

### **2. Ensure all incidents are properly investigated and recorded: -**

- ☐ Never accuse pupils of drug dealing/possession; these are alleged illicit substances until substantiated by the PSNI.
- ☐ Conduct search procedures according to school policy. (**Never search personal belongings without permission.** It is okay to search school property such as cupboards or desks).
- ☐ Ensure all drugs are safely and securely stored or destroyed, making sure that this is witnessed by another adult and recorded.
- ☐ Gather details and data from all the eyewitnesses at the scene.
- ☐ All statements and phone calls should be recorded, signed and dated.
- ☐ Record all information on official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign.
- ☐ Ensure an incident form is filled in and forwarded to the EA as appropriate.
- ☐ Ensure that you follow all the procedures in your School's Drugs Policy.

### **3. Ensure appropriate individuals and agencies are informed and contacted as needed: -**

- ☐ Principal and designated teacher for drugs
- ☐ Parents / guardians
- ☐ PSNI (CSIO)
- ☐ EA as appropriate

- ❑ Chairperson initially and subsequently the Board of Governors
- ❑ The Education Welfare Officer
- ❑ No media statements, only the Principal should do this
- ❑ Other pupils, parents and staff are only told on a need-to-know basis

A pastoral / disciplinary response needs to be made by the school, balancing the need for compassion and the pupil's welfare with the need to send a clear message about illegal actions and behaviour and the impact on the school community.



## **Appendix 1**

### **Checklist of Roles and Responsibilities**

#### **When Managing an Incident**

**Individual staff members should:**

- assess the situation and decide the action;
- make the situation safe for all pupils and other members of staff, secure first aid and send for additional staff support, if necessary;
- carefully gather up any drugs and/or associated paraphernalia or evidence and 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 (Principal) 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;
- take initial responsibility for pupil(s) involved in the suspected incident; and
- complete a Drugs Incident Report Form (see Appendix 5) 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; – Board of Governors; and – designated officer in Education Authority.
- consult and agree 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, if appropriate; and
- review procedures and amend, if necessary.

## Appendix 2

### Drugs Programme

Pupils should develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances.

These issues are dealt with as part of The World Around Us programme and our Health Education Programme.

In addition, often issues arise through class discussion, reading material, local news etc.

### PDMU Living Learning Together

Year 1	Year 2	Year 3	Year 4
Unit 3 Taking care of Me	Unit 3 Keeping Healthy Staying safe	Unit 3 Take Care Be safe	Unit 3 Growing means Changing
Year 5	Year 6	Year 7	
Unit 3 Stay Safe and Healthy	Unit 3 Healthy Habits	Unit 3 Fit For Healthy	

As we are composite classes this will work on a 2 year cycle.

The main principles taught are:

#### Foundation + Y3-5:

1. Awareness that medicines are drugs
2. Awareness that we should never touch medicines
3. Awareness of other poisonous substances e.g. washing powders etc.
4. Ulster Cancer Foundation – Genevieve the Goat – dangers of smoking
5. Action Cancer Health Action Heroes Programme

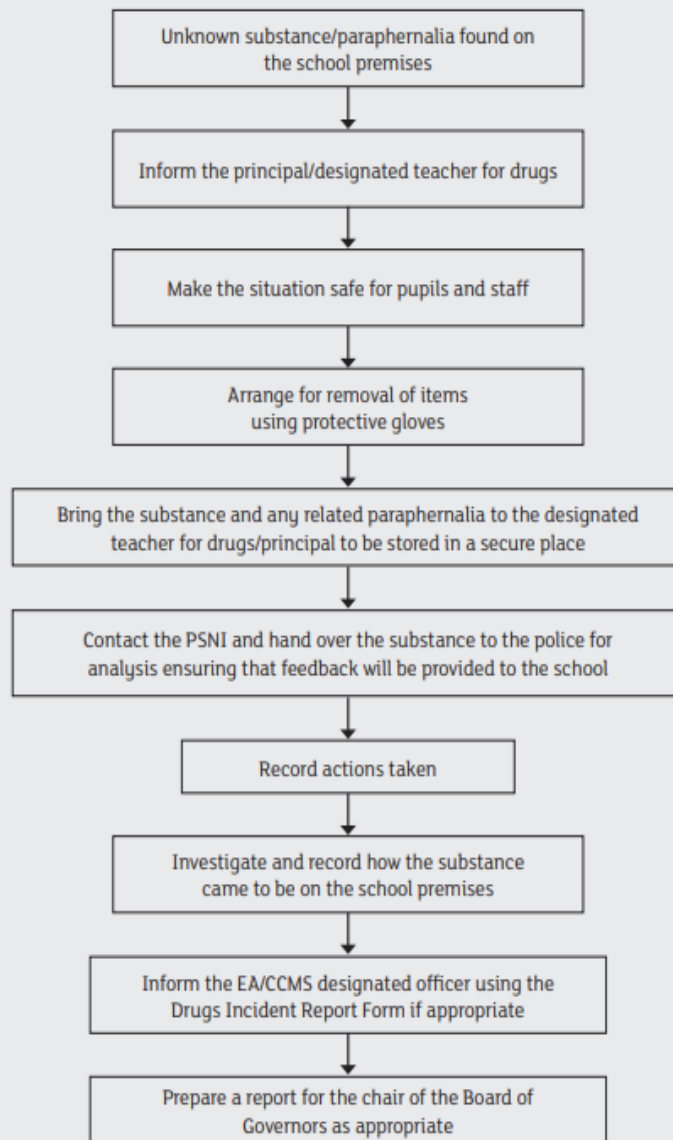
#### Key Stage 2 (Y6/7):

##### As above +

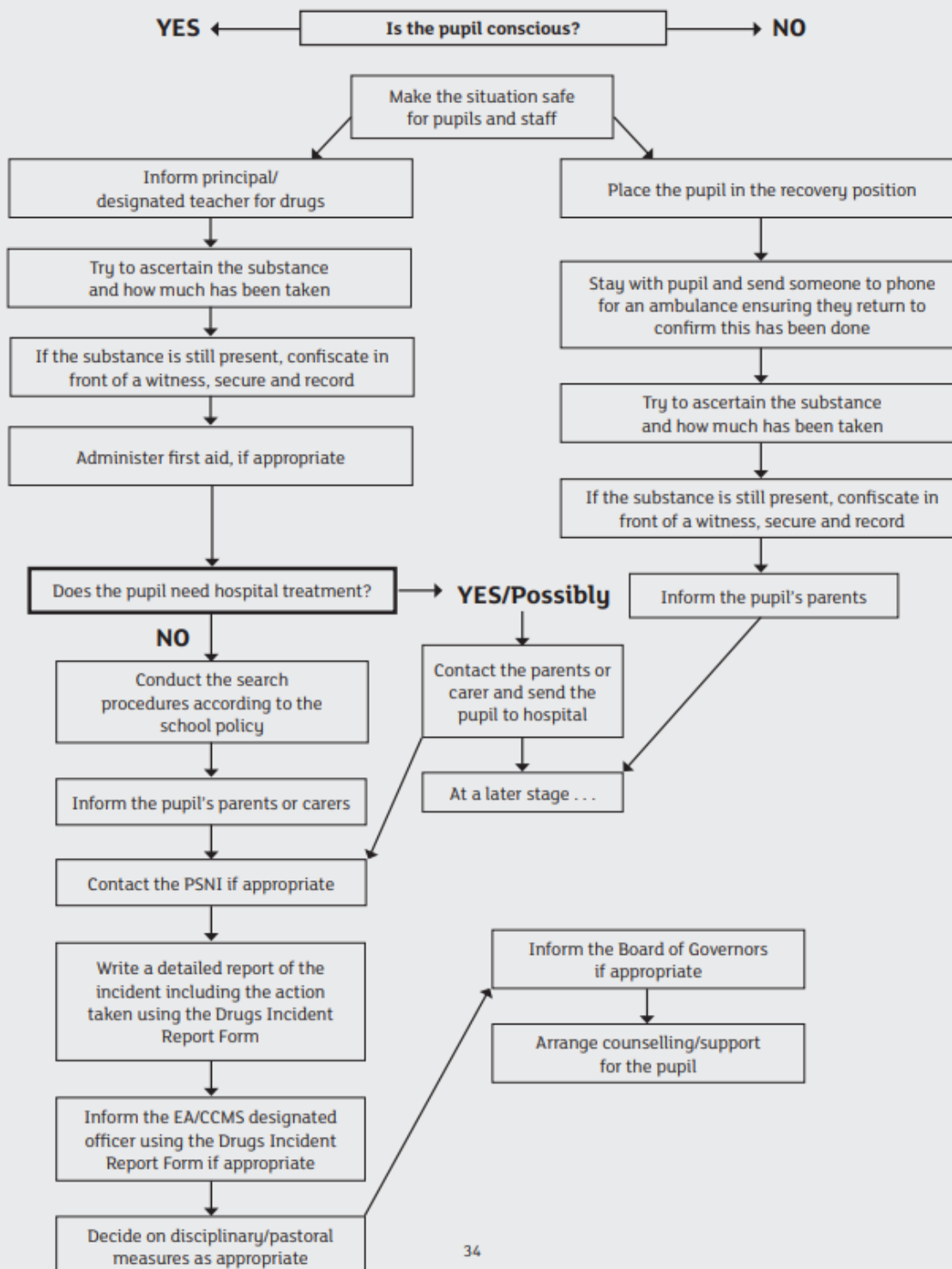
1. Smokebusters Campaign – dangers of Smoking and effects on Lungs
2. “Your Life” Programme which involves smoking, drugs and alcohol awareness sessions
3. Mr G Abraham completes a series of 5 workshops, on a 2 year cycle, focusing on alcohol, drugs, tobacco, peer pressure and bullying.

## Handling Drug-Related Incidents

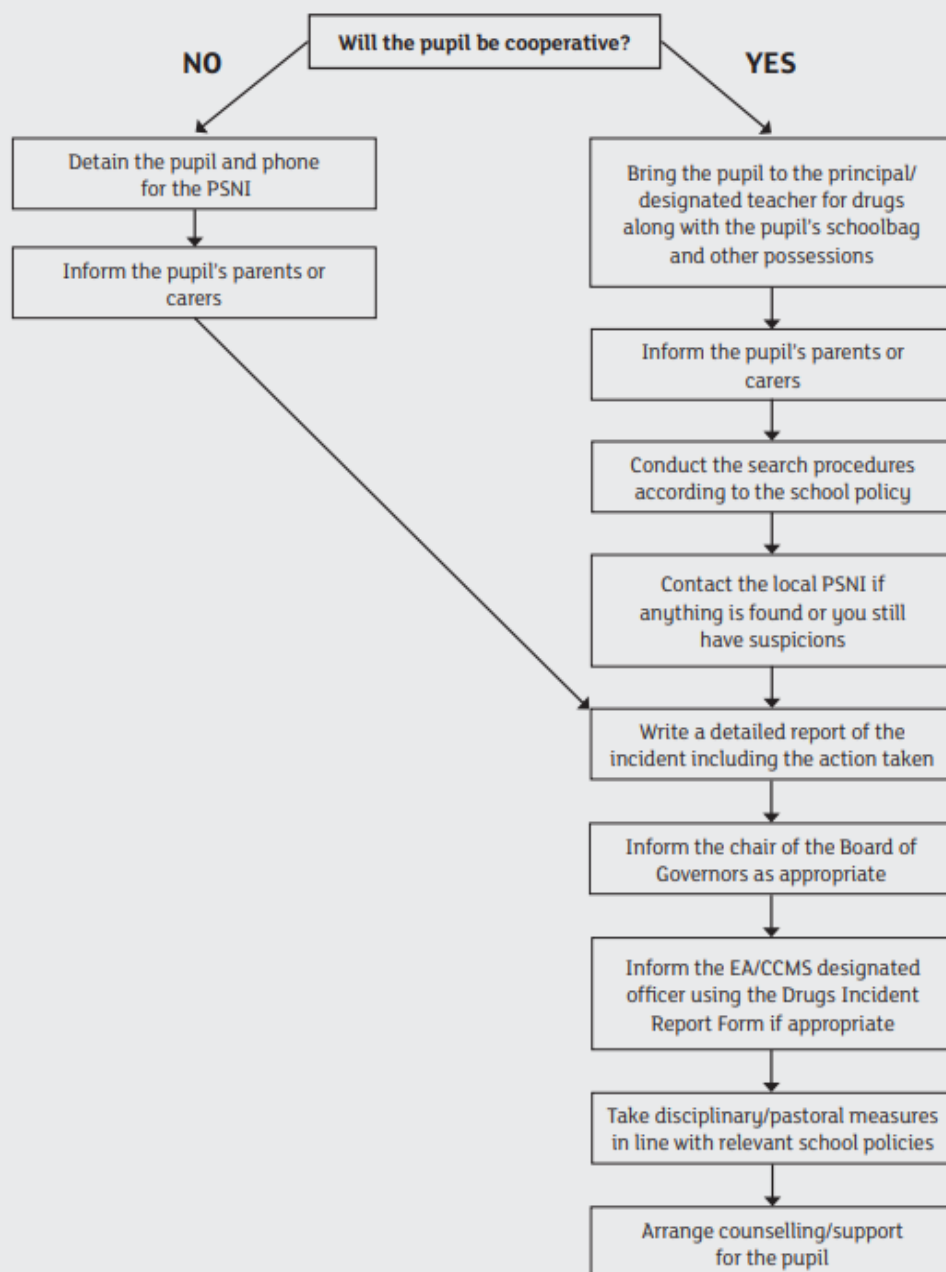
### 4.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises



#### 4.2 Pupil suspected of having taken drugs/alcohol on school premises



#### 4.3 Pupil suspected of possessing/distributing an illegal substance



### Detaining a pupil

When managing a suspected drug-related incident the school should invite the pupils concerned to remain in school under the supervision of appropriate members of staff until their parents or carers and the PSNI arrive.

If the pupil refuses to remain, the school cannot detain a pupil against their will. However, if a member of staff has reasonable grounds to suspect that the pupil has in their possession or has taken a controlled substance, they can make a citizen's arrest under Article 26A of the Police and Criminal Evidence (Northern Ireland) Order (PACE) 1989.

- A person other than a constable may arrest without a warrant:
  - anyone who is in the act of committing an indictable offence; or
  - anyone whom he has reasonable grounds for suspecting to be committing an indictable offence.
- Where an indictable offence has been committed, a person other than a constable may arrest without a warrant:
  - anyone who is guilty of the offence; or
  - anyone whom he has reasonable grounds for suspecting to be guilty of it.
- But the power of summary arrest conferred by paragraph (1) or (2) is exercisable only if:
  - the person making the arrest has reasonable grounds for believing that for any of the reasons mentioned in paragraph (4) it is necessary to arrest the person in question; and
  - it appears to the person making the arrest that it is not reasonably practicable for a constable to make it instead.
- The reasons are to prevent the person in question:
  - causing physical injury to himself or any other person;
  - suffering physical injury;
  - causing loss of or damage to property; or
  - making off before a constable can assume responsibility for him.

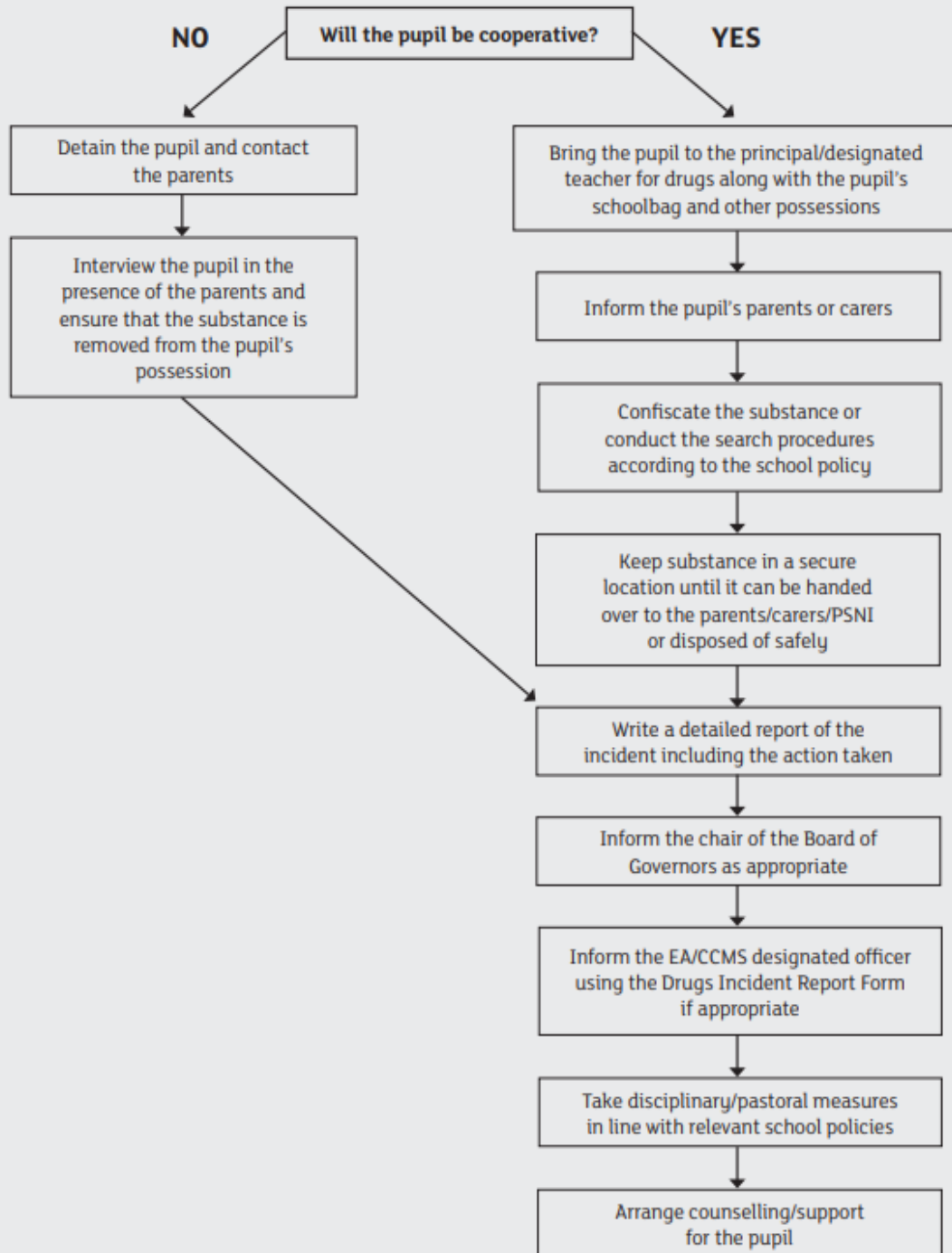
A summary of relevant legislation is available at [www.ccea.org.uk](http://www.ccea.org.uk)

The member of staff should make the pupil fully aware of the implications before making the arrest, confirming:

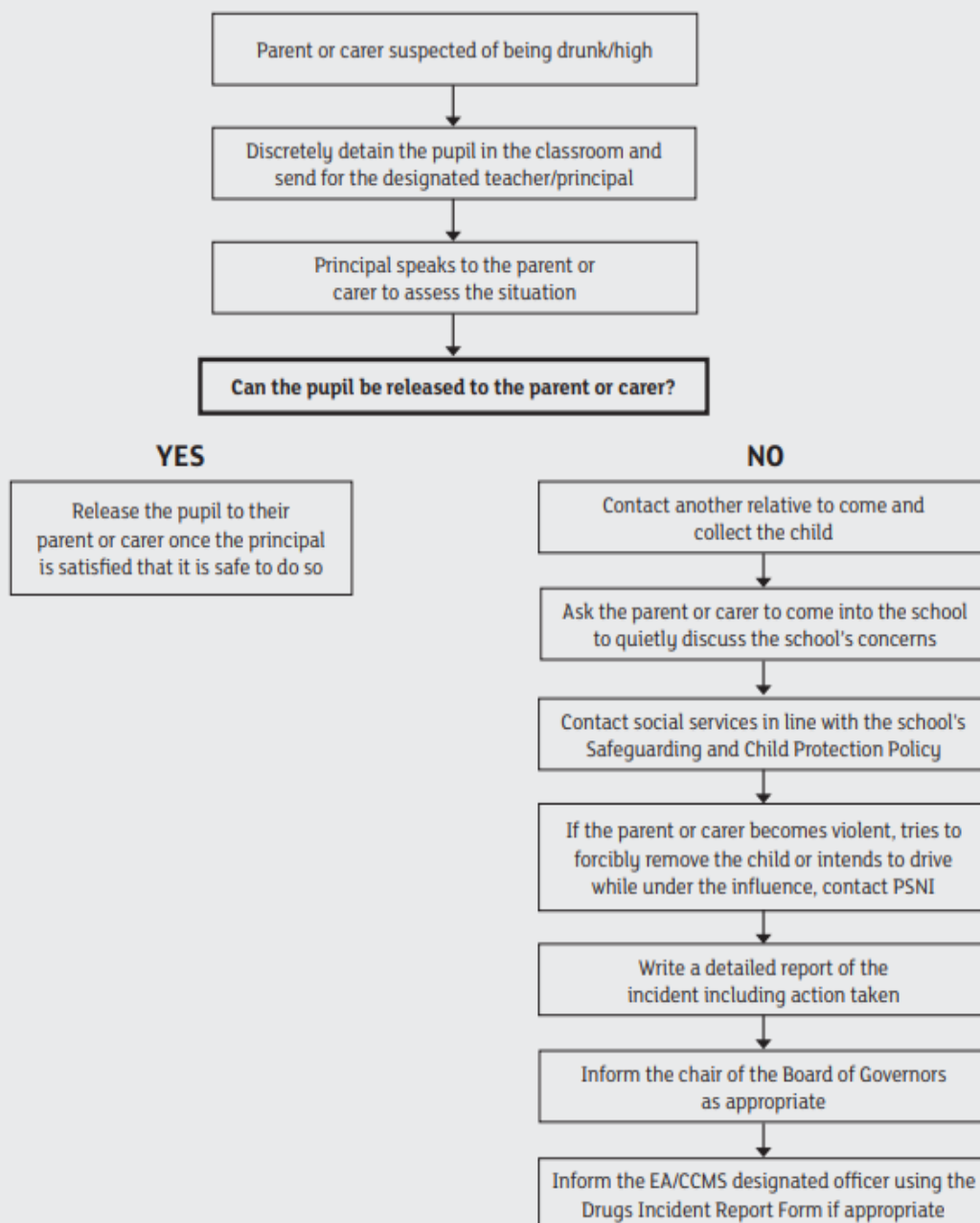
- that the pupil is not free to leave once they have been informed by the arresting person why they are being arrested, and
- that they will be detained until they are handed over to a PSNI officer who will then deal with the investigation.

Staff must be able to recognise the point where a young person becomes a danger to either themselves or others. They should also be aware of their duty of protection because they are in loco parentis.

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



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





## 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 _____

**Description of the Incident**

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**Actions taken**

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**Incident form completed by**

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**Date**

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## 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.

