

**Coláiste Dún Iascaigh**

**South Tipperary**

**Substance Misuse Policy**  
**February 2019**

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**Coláiste Dún Iascaigh, Cashel Rd., Cahir, Tipperary**  
**Alcohol and Substance Misuse Policy.**  
**Review and update suggestions.**  
**Draft One. 2011/12**

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## 2.0. Introduction:

*Coláiste Dún Iascaigh* designed this Substance Misuse and Alcohol policy in full consultation with its  
**Students**  
**Staff**  
**Parents**  
**Board of Directors**  
**Substance Misuse Service**

This Substance Misuse and Alcohol policy includes areas in education, managing drug related incident and relevant drug related information. Because of the ever changing nature of licit and illicit drug use this Substance Misuse and Alcohol policy will be reviewed on an annual basis.

This Substance Misuse and Alcohol policy is valid to the student from the date of enrolment. It is expected by *Coláiste Dún Iascaigh* that all students will abide by the contents of this Substance Misuse and Alcohol policy and understand the implications as outlined if they do not do so.

We hope that this Substance Misuse and Alcohol policy is of benefit to the whole well fare and well-being of the *Coláiste Dún Iascaigh* community.

Our thanks to the Sub group who aided us in our development a special thanks to the students who provides us with questions and answers on our in house needs analysis.

## 3.0. *Coláiste Dún Iascaigh* approach to drugs:

As part of the *Coláiste Dún Iascaigh* community, staff and students play an active role in promoting, supporting and caring for the learning environment and ensuring the upholding of the law.

## 4.0. *Coláiste Dún Iascaigh* approach to Alcohol:

It is accepted that alcohol consumption in our society is legally and culturally accepted and that in moderation, it is acknowledged as a social norm. *Coláiste Dún Iascaigh* does not permit the consumption of alcohol on it's premises, **or any school related outing and activity**

## 5.0. Position and Ethos of *Coláiste Dún Iascaigh*

*The* position of the *Coláiste Dún Iascaigh* is to provide a health promoting ethos and environment where the use of, possession and dealing in drugs are strictly forbidden.

## 6.0. Aims:

This policy is to create a drug free educational environment for all students and bring decisive action to reduce the incidence and negative effects of drug misuse among students.

### 6.1. We aim to

1. To enable the student to make healthy informed choices
2. To ensure a clear framework, for all staff for dealing with incidents of substance misuse in *Coláiste Dún Iascaigh*
3. To ensure the health and welfare of the students are maintained by providing programmes and policies appropriate to the needs of the student
4. To provide an atmosphere free from pressure to take drugs and excessive alcohol consumption

5. To inform all students of *Coláiste Dún Iascaigh* of the risks involved in legal and illegal substance consumption
6. To encourage students who may have concerns about themselves or others to seek assistance
7. Create a community which promotes good relationships, mutual respect and encourages personal development
8. To develop *Coláiste Dún Iascaigh's* role within the wider community and to prepare the young people enrolled in the centre for a full positive role in their environment.

### **7.0. What is a drug as defined by *Coláiste Dún Iascaigh***

#### **Drug Definition - A term of varied usage.**

**In the CRYSP policy, the word "substance" refers to any chemical substances, which alter the way, the body functions and/or the person behaves. "Substances" will include illegal drugs such as cannabis, ecstasy etc. and legally available drugs such as painkillers, alcohol, tobacco and solvents. Tippex and similar type products along with aerosols are also forbidden.**

**In medicine, it refers to any substance with the potential to prevent or cure disease or enhance physical or mental welfare, and in pharmacology to any chemical agent that alters the biochemical physiological processes of tissues or organisms. Hence, a drug is a substance that is, or could be, listed in a pharmacopoeia.**

**In common usage, the term often refers specifically to psychoactive drugs, and often, even more specifically, to illicit drugs, of which there is non-medical use in addition to any medical use.**

**Professional formulations (e.g. "alcohol and other drugs") often seek to make the point that caffeine, tobacco, alcohol, and other substances in common non- medical use are also drugs in the sense of being taken at least in part for their psychoactive effects. (World Health Organisation, WHO)**

A drug is any substance that changes the way a body feels acts or thinks. This includes

1. Caffeine ( excluding tea and coffee)
2. Over the counter medication
3. Tobacco
4. Alcohol
5. Illegal use of prescription medication
6. Illegal party pills
7. Volatile Substances
8. Aerosol sprays/deodorant
9. Or and All substances covered under the Misuse of Drugs Act 1977-84

### **8.0. Definition of Drug Paraphernalia**

Drug paraphernalia is defined as any item that may be deemed to be used for taking of any illicit substance including hash pipes, bongs, lungs and any other written or printed materials promoting the use of illicit substances or any banned or prohibited substances.

### **9.0. Definition of *Coláiste Dún Iascaigh* boundaries**

Is defined as anywhere within the boundaries of *Coláiste Dún Iascaigh* grounds.

- All open areas within the Centres grounds.
- The football field(s)/games fields used by *Coláiste Dún Iascaigh*
- The public property i.e. road ways and footpaths in the immediate vicinity of the Centre

where students congregate on the way to or from the centre at the start or end of the day's activities.

- All organised and supervised extra-curricular activities.
- Wherever the centres population is organised to be eg: centres trips, centre related activities taking place on or off centre grounds.
- The Principal is generally entitled to intervene in students' activities when the activity is taking place either on the grounds of the centre or on some occasions where a "nexus" exists between the occasion and the Centre itself. (E.G. Travelling on a bus to and from the school)

### **10.0 Definition of a parent**

The definition of a parent under this policy is the person who is the natural biological parent of the student, the adoptive or foster parent of the student, the guardian or person in charge of the student when the student is under 18 years of age.

10.1. Where the student is over the age of 18 they are required on enrolment to state a designated contact person which *Coláiste Dún Iascaigh* can liaise with where and when needed

### **11.0. When can drugs be used in Coláiste Dún Iascaigh**

*Coláiste Dún Iascaigh* does not, under any circumstances accept or condone the possession, use, supply or dealing of drugs in the Centre, on Centre trips or in non-centre time by any student.

The only exception to this is for legitimate medicinal use and the following applies:

- If a student is on prescribed medication, use is allowed in accordance with medical instructions.
- When a student is suffering from a minor illness the Principal following a confirmation over the telephone followed by a written notification with a parent, the student may have in their possession the prescribed amount for the period while they are attending the centre e.g. Panadol, to alleviate symptoms.
- Evidence must be available on over the counter Medication.
- Full medical history of students must be provided by parents at Enrolment with a list of prescribed medications, which the student has to take.
- Any illness arising subsequent to Enrolment and requiring prescribed medication must also be notified to The Principal.
- **Prescribed medication** to be administered to a student, under the supervision of the Principal or designated staff member in a designated area of the centre. Evidence must be available to identify the prescribed medication.
- The Principal requires written permission from a parent/guardian. The student may have in their possession the prescribed amount for the period while they are attending the centre

### **12.0. Managing a Drug Related Incident Coláiste Dún Iascaigh**

#### **Approach: Objectives**

1. To set out clear procedures to be followed by staff when dealing with a suspected incident
2. To provide an agreed framework for liaising with agencies including Substance Misuse Service, Garda and press
3. To set out support and counselling as a part of the response
4. To ensure that the whole *Coláiste Dún Iascaigh* community understands what will happen if someone is found in a suspected incident.

### **13.0. Coláiste Dún lascaigh Approach:**

It is acknowledged that in all situations involving drugs, a balance between the needs of the young person concerned, the needs of **Coláiste Dún lascaigh community** and the reputation of **Coláiste Dún lascaigh** will be taken into account.

The student and the student's well-being is of prime importance. Disclosure of a student's involvement in drugs will be strictly on a "need to know basis". It is very important in all suspected or confirmed dealing incidents that a limited number of people are involved in managing the incident.

### **14.0. Procedural Objectives:**

1. To set out clear procedures to be followed by staff that suspect that a substance mis-use is taking place or that controlled substances are being brought into **Coláiste Dún lascaigh**
2. To provide an agreed framework for Liaison Agencies including the Gardai and press.
3. To set out the support and counselling which will be part of the response to drug related incidents, which will be provided by the HSE services.
4. To ensure that all members of **Coláiste Dún lascaigh** Community understand the very serious view which **Coláiste Dún lascaigh** takes of all instances of possession, use or supply of drugs.
5. To ensure that all staff are aware of the agreed procedures.
6. To ensure that all staff involved in Specific Drugs Education have an adequate level of training.
7. This policy has the theme that individuals who have a high level of self-esteem and who possess the necessary knowledge and skills to make thoughtful decisions about their behaviour will be best equipped to take a place in the adult world.

### **15.0. What should happen? In the event of a suspected substance use incident the following will be applied ;**

- A balance between the young person (s) concerned and the needs of the wider **Coláiste Dún lascaigh** community
- Each case taken on its own merits
- Listen first to separate fact from myth and to offer support
- If disciplinary procedures are breached action will be taken by **Coláiste Dún lascaigh**
- Expulsion is seen as a last resort by **Coláiste Dún lascaigh**
- This is mandatory where the offence of dealing is established
- Involvement by the Garda is at the discretion of the Principal /designated member of staff
- Well-being of the student is of primary importance
- Disclosure of a student's drug use is on a need to know bases
- A limited number of people should be involved in the suspected drug incident

### **16.0. Substance Misuse Incidents**

- Students in **Coláiste Dún lascaigh** in a suspected intoxicated state or displaying unusual behaviour
- Students in uncharacteristically unkempt deterioration in physical condition or appearance
- Students indulging in uncontrolled giggling or silliness
- Emergencies where a student may be unconscious or semi-conscious
- Drugs of paraphernalia found on a student in **Coláiste Dún lascaigh** or on a centre related activity or outing /excursion.
- Disclosure by another person
- **Coláiste Dún lascaigh** being used for drug activity
- Person seeking help from members of staff

- Suspicion of drug misuse, possession or dealing

### 17.0. The Role of the Principal & Board of Management

The Principal/designated staff member takes overall

1. Responsibility
2. Implementation
3. Liaising with *Coláiste Dún lascaigh* community

The Principal takes overall responsibility for the Policy and its implementation, for liaison with Management, parents and appropriate outside agencies. Where there are the following incidents seek outside help immediately

**Physical Violence**

**Explosive violent anger**

**Talk of suicide**

**Any mention Theft of property**

**Runaway**

### 18.0. The role of staff

- Staff in which a student confides needs to consider their responsibility carefully
- They must let the student know that there is certain information that cannot be kept secret E.g. details of who is dealing etc...See Child Protection Guidelines
- Staff will need to be sensitive to the needs of the student involved in an incident or who need advice or to speak to someone
- Staff if in doubt:  
**REFER. REFER. REFER - To Principal**

### 19.0 Recording Procedures

In situations of confirmed use possession supply or dealing the Drug Incident Form must be filled out. All the details will be recorded and acted upon. A written recording procedure will be used to ensure that a fair process for challenging the student about behaviour of concern is in place The Principal /designated staff is responsible for recording procedures.

### 20.0 Enrolment

At enrolment stage a potential student will be required to inform *Coláiste Dún lascaigh*, if they have a conviction for dealing or drug related offences. This will be taken into account when their application is being processed. Where information has been withheld by the student, due disciplinary actions may be taken.

### 21.0 Managing a drug related Incident

1. Students must be made aware that the use of illegal drugs on the:

***Coláiste Dún lascaigh* premises, boundaries, on the way to and from a *Coláiste Dún lascaigh* paid bus) outing, journeys ,any *Coláiste Dún lascaigh* related or *Coláiste Dún lascaigh* organised activity MAY lead to an immediate suspension and could lead to permanent expulsion**

2. Permanent expulsion will be considered as an appropriate response if a student distribute or sells/ sold drugs in *Coláiste Dún lascaigh* boundaries and while a member of *Coláiste Dún lascaigh*

4. Cases involving substance misuse are considered to be very serious breach of *Coláiste Dún lascaigh* regulations

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4. In all cases the Principal will discuss the matter with Management.

5. Each case will be dealt with on their own merits

## 22.0 Suspicion

- Where there is suspicion of a student using drugs the Principal will invite parents in and will try and sensitively alert them to the situation.
- It will be recommended that the parent consider taking the student to their GP to check out whether or not the suspicion is correct
- If this action is taken they will be asked to inform the Principal of the result.
- If drug taking is confirmed the school will expect full parental cooperation in ensuring that the student attends
  - Drug counselling & education course
  - That they engage in the course
  - That they complete the course
- If the student is placed on a waiting list to see a counsellor or attend a course an agreed alternative plan will be organ organised between the student, parent and Principal
- **Coláiste Dún lascaigh** will receive written confirmation that the student is attending the counselling/course only

## 23.0 Drug Testing

When a suspicion has been discussed with the student and/Parent/designated person the Principal/designated person, the student may be asked to comply with drug testing as a condition of a student continuing with their education and requiring specific assistance in conjunction with the **Coláiste Dún lascaigh** and relevant services.

## 24.0 Possible Possession

- Where **Coláiste Dún lascaigh** has a suspicion of possession of an illegal substance a student will be asked by the Principal/designated person to disclose the substance.
- If they will not/do not comply the Gardaí may be called.
- The student will be requested to empty their pockets.
- In the event of refusal the parents should be contacted to obtain their permission.
- Where there is good reason for pursuing this course of action the Gardai may be called.

## 25.0 Possession

- Where a student is found in possession of drugs in **Coláiste Dún lascaigh** Drugs will be confiscated (where possible) and may be handed over to the Garda (see Guidance Procedures)
- Student will be brought immediately to the Principal
- Student may be suspended during further investigation of the incident
- **Coláiste Dún lascaigh** will provide full assistance to help the student engage in Rehabilitation

## 26.0 Disciplinary Procedures

A substance Misuse Incident may warrant implementation of disciplinary actions by the Principal

1. Oral warning
2. Written warning
3. A three day suspension
4. A suspension of more than three days
5. Other disciplinary action short of expulsion



## 6. Expulsion

The Principal will inform Management of **Supply /Dealing/Marketing** of drugs to any student within **Coláiste Dún Iascaigh** .This will incur automatic expulsion from **Coláiste Dún Iascaigh**

### 27.0. Confidentiality

**Coláiste Dún Iascaigh recognises** that the issue of confidentiality is complex.

No staff can offer confidentiality to a student who discloses drug involvement. We recognise the need for care in this area as the student may approach a particular staff member or because he/she trusts that person and needs help. The way in which situations are handled will have an important bearing on the outcome. Information must remain private and only disclosed strictly on a “need to know” basis. The student must be informed of what is happening and why.

The well-being and welfare of the student and the staff members must be the prime focus. All students need to understand the limits of confidentiality. It is important that this issue be clearly discussed with them.

### 28.0. Summary of Eight Step Approach

As each case is taken on its own merits a student may be withdrawn for the well-being of themselves and the wider **Coláiste Dún Iascaigh** community

In the case of suspicion of a substance misuse incident the parents/guardians of a student under-18 will be contacted by the Principal or designated person

A GP will be contacted for advice if a parent cannot be contacted

A written Substance Misuse Incident report Form will be completed by the Principal or designated person

An information process takes place by arranging a meeting with parents and Principal at the earliest convenience

A full investigation will be facilitated by the Principal. Information will be divulged to relevant persons only on needs to know bases

Any suspected banned or prohibited substance and drug paraphernalia will be confiscated by the Principal and stored in a safe place.(See Guidance Procedures)

A detailed written record will be filled out by the Principal

Relevant outside agencies e.g. Substance Misuse Service, HSE may be contacted

A written and signed by all bodies plan of action will be agreed with the Student, parent and Principal

A process of monitoring and evaluation will be applied in consultation with the students, parent and Principal and outside agency involved.

## **29.0. Response to Specific Incidents.**

In each of the following cases the incident is to be reported, in the first instance, to the Principal who will take the required action:

If any student is found drunk/under the influence of alcohol in *Coláiste Dún Iascaigh* the parents will be informed immediately and requested to remove the student.

Any drugs or alcohol found in *Coláiste Dún Iascaigh* will be confiscated.( See Guidance Procedures

If any student is found intoxicated through solvent abuse, urgent medical attention should be given (via the hospital) and the solvent, if available, will be confiscated and handed to the Medical Staff.

Controlled drugs found in *Coláiste Dún Iascaigh* may be confiscated and handed over to the Gardaí.

Any member of staff having good reason for believing that a pupil may be in possession of an illegal substance will refer the matter immediately to the Principal or their representative.

The pupil will be requested to empty their pockets.

In the event of refusal, the parents should be contacted to obtain their permission. When there is good reason for pursuing this course of action the Gardaí may be called.

If any student or any other person is found supplying or offering to supply a controlled drug the Principal must be informed immediately.

Any equipment involved in drug mis-use found in *Coláiste Dún Iascaigh* will be disposed of with due regard to Health and Safety Regulations.

Needles and syringes, which present a considerable health hazard, must be handled with extreme care and stored in a suitable container until disposed of.

Any member of staff involved in dealing with Substances Mis-use Related Incidents must keep detailed Written Records see Incident Form.

## **30.0. Media**

The Principal or designated spokesperson will handle all Media queries. No comment will be made by *Coláiste Dún Iascaigh* on individual cases. *Coláiste Dún Iascaigh* will refer to its policy and procedures in place to manage any drug related incidents.

### **31.0. Education:**

- Programme for Alcohol, tobacco, volatile substances and illicit drugs for young people attending *Coláiste Dún Iascaigh* For Parents /carers/designated contact person
- For teachers /trainers staff

#### **31.1. *Coláiste Dún Iascaigh* aims to:**

1. To provide honest and age-appropriate information on drugs, alcohol and volatile substance.

2. To adequately inform students of the risks arising for them and for others from the abuse of alcohol, drugs or any other substances.
3. To prepare students for present and future experiences and enable them to make informed decisions which will eliminate the harm to themselves, their families and their communities that can arise from drug use/mis-use or the abuse of alcohol or any volatile substances.
4. To enable students to make informed, healthy and responsible choices.
5. To equip students with the necessary personal and social skills to deal with the situations they will be presented or confronted with in relation to the abuse of those various substances.
6. To increase the self-esteem and confidence of the students.
7. To adequately inform the students of this policy and the consequences for any student(s) on offending *Coláiste Dún lascaigh* policy in this area.
8. To minimise the harm caused by the abuse of alcohol, tobacco and illegal drugs by offering supportive interventions where abuse occurs.
9. *Coláiste Dún lascaigh* agrees with each Learner that: Parents will, at all times, have access to information on what is happening in the Centre with regard to these

### **31.2. Education Programmes.**

It will encourage and welcome ongoing consultation with parent's) as appropriate.

### **31.3. The Drug Education Programme will be carried out using methods such as:**

Questionnaires, Surveys, group Discussion, Case Studies, Videos, facilitated IT sessions including internet learning, Brainstorming – why start? Working in pairs – Report Back, Designing Posters, Work Sheets and Guest Speakers. Outside or Guest Speakers give students another, and often, very convincing perspective, which reinforces or supplements work done in the classroom. Such speakers include: Medical Viewpoint – Health Service Personal etc... Legal viewpoint – Gardaí, Juvenile Liaison Officer. Peer Group i.e. Alateen Alcoholics Anonymous, alcoholics recommended by experts working in the area of Alcohol and Drug Rehabilitation. Substance Misuse Counsellors.

### **31.4. Training Staff**

In-service will be provided by an external facilitator for all staff regarding *Coláiste Dún lascaigh* Substance Mis-use Policy documents and Procedures.

- All staff involved will be given the opportunity to avail of training in group facilitation skills and personal developments.
- All staff will be offered Drug Information and Drug Awareness training through regular in-service training.
- Interested staff will be facilitated to acquire training in first aid.

### **Parents:**

Parents are the primary educators of their children in Health Education matters. *Coláiste Dún lascaigh's* role and legal obligation is to complement this. Thus, parents are to be made aware and informed of what is happening in *Coláiste Dún lascaigh* with regard Drug Education. This will happen on an annual basis. Parenting programmes and Drug Education Programmes will be organised and made available by *Coláiste Dún lascaigh* to meet their needs.

### **32.0 Monitoring of the policy**

*Coláiste Dún lascaigh* will monitor aspects of the Policy once a term to ensure that it is of practical benefit to the Centre.

The three areas are:

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1. Drug Education Programmes
2. Managing Drug Related Incidents
3. Parent, staff and management training.

### **33.0. Review of the policy**

The policy will be reviewed in the light of changing information in *Coláiste Dún Iascaigh*

### **34.0 Evaluation**

Tutors, parents, students & Management will be involved in the evaluation of this Policy and any changes incorporated into the amended Policy. The three main areas of the Policy which will be evaluated are:

Drug Education

Managing Substance Mis-use Related Incidents.

Parents, staff and management training course offered to the Centre Community.

### **35.0 Dissemination of the policy**

Copies of this policy will be disseminated to all *Coláiste Dún Iascaigh* Communities. It will also be freely available, on request, from the Principal and it will be given to all new staff, parents and students as part of their induction to *Coláiste Dún Iascaigh*. All outside agencies directly involved with *Coláiste Dún Iascaigh* will be informed of this policy.

### **36.0. Guidance Procedures for when a Student in *Coláiste Dún Iascaigh* is found to be in possession of unauthorised drugs or other suspicious substances not prescribed or chartered by a GP.**

1. The member of staff finding, or becoming aware of, a suspected illicit substance should immediately inform the Principal or designated staff member in charge at the time.
2. Any Student found to have unauthorised drugs/medicines or suspicious substances in his or her possession should be advised to surrender these and the procedures (3-6 below) should be followed.
3. The Principal or designated staff member should place the substance in a suitable secure sealed container/sealed plastic bag with a label identifying the Students full name, date of birth and a brief description of the content.
4. The container should be witnessed being placed in secured locked facility, where it will remain until taken by the Gardai.
5. The Principal/ designated staff member should contact the Gardai. As each case is taken on its own merits this is at the discretion of the Principal of *Coláiste Dún Iascaigh*
6. .
7. The Principal/ designated staff member should complete Part A of the Form “**Form for Removal of unauthorised drugs or suspicious substances**” Attached as appendix one.
8. This should be witnessed and signed by the Principal and a designated staff member.

9. If the student objects to this course of action and refuses to surrender the suspicious substance certain actions will be taken and the Gardai may be called at the discretion of the Principal /designated staff member.
10. When the Principal/ designated staff member considers that the quantity of the substance found is greater than is consistent with the Students own personal use **Part B (2)** of the form is completed and the Garda Drug Squad will be contacted by the Principal/ designated staff member.
11. When the Garda Drug Squad cannot attend within 24 hours, or if circumstances require, the suspicious substance and form should be transferred to a secured locked facility. When transferred **Part C** of the Form should be completed.
12. If the Gardai attends, the Principal/ designated staff member of **Coláiste Dún lascaigh** should endeavour to co-operate as fully as possible. *However the identity of the student may only be disclosed at the discretion of the Principal/ designated staff member involved and every effort should be made to keep the Garda's involvement on the premises to a minimum.*
13. Each case will be treated on its own merits and it is therefore not possible to indicate the precise action the Garda will take. However, no Student may be questioned or removed from **Coláiste Dún lascaigh** if considered by the Principal/ designated person to be inappropriate.
14. Following enquiry, the Gardai may remove the suspicious substance either directly from **Coláiste Dún lascaigh** or from the locked facility, if it has already been transferred from there.
15. In either case **Part E** of the form should be signed by a member of the Gardai and two members of staff of **Coláiste Dún lascaigh** as witnessing the transfer. One copy is given to the Gardai, one copy is retained by the Principal/ designated staff member of **Coláiste Dún lascaigh** and one copy is filed in the Students **Coláiste Dún lascaigh** record.
16. Any individual, visitor or otherwise, not enrolled in **Coláiste Dún lascaigh** who brings any unauthorised substance onto/ into **Coláiste Dún lascaigh** will be requested to leave and will be reported to the Gardai.

#### 37.0. Form for removal of unauthorised drugs or other suspicious substances.

**Part A.** Description of substance removed from Student and placed in controlled drug cupboard. To be completed by member of staff finding the substance and by the Principal/ designated staff member of Coláiste Dun lascaigh, Cahir, Co. **Tipperary**.

<b>Form powder. tablets</b>	<b>Colour:</b>	<b>Quantity:</b>
<b>Removed From Student</b>	<b>Name:</b>	<b>DOB</b>
	<b>Date:</b>	<b>Time:</b>
<b>Name of Finder</b>	<b>Title:</b>	<b>Signed:</b>
<b>Principal/designated staff member</b>	<b>Title:</b>	<b>Signed :</b>
<b>Witnessed by designated staff member</b>	<b>Title:</b>	<b>Signed:</b>
<b>Signed</b>	<b>Date:</b>	<b>Time:</b>

**Part B 1.** We the Principal/designated staff member and designated staff member are in agreement that the unauthorised substances found on the Student or properties of the Student are of the quantity consistent with his/her own personal use.

**Action:** *We have therefore authorised the removal of the substance to be disposed of destructed by the Principal/designated member of staff.*

**Signed:** Principal/designated member of staff

**Signed:** Designated Staff Member

**Date:**

**Time:**

**Part B 2.** We the Principal/designated staff member and designated staff member are in agreement that the unauthorised substances found on the Student or properties of the Student is **not** of the quantity consistent with his/her own personal use.

**Action:** We have recommended that the Garda Drug Squad be contacted.

**Signed:** Principal/designated member of staff

**Signed:** Designated Staff Member

**Date:**

**Time:**

**Part C** Collection and removal of Substance to Gardai  
Drugs Squad Notified by Principal /designated staff member

**Signed:** Principal/designated member of staff

**Signed:** Designated Staff Member

**Date:**

**Time:**

Sealed container is removed to Secured Locked Facility

**Part E** Collection by Gardai

Sealed Container

collected by

**Gardai's name:**

**Position:**

**Signed:**

**Date:**

**Time:**

Witnessed by

**Signed:** Principal/designated member of staff

**Signed:** Designated Staff Member

**Date:**

**Time:**

**Report Form for Recording Incidents Involving Alcohol,  
Tobacco, Volatile Substances and Illegal Drugs.**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Name of Tutor:** \_\_\_\_\_

What happened? (include only the facts. What was seen? What was said? Who was involved?)

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Who has been informed?

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What action has been taken?

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**Signed:** \_\_\_\_\_

**Medical Checklist at Enrolment into Centre**  
**Do you have any medical conditions?**

No: \_\_\_\_\_

Yes (please give details)

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**Are you taking any medication at the moment?**

No: \_\_\_\_\_

Yes (please give details)

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**Do you have any allergies e.g. Penicillin or Hay Fever?**

No: \_\_\_\_\_

Yes (please give details)

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Name: \_\_\_\_\_ is in good health and has my permission to participate in \_\_\_\_\_ (extra curricular activities)

I give my permission to the management team to act on my behalf to use their best judgement in case of a medical emergency and authorise all medical/surgical procedures are advised by attending doctor/surgical personnel.

Signed: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

**Contact Telephone Number(s):** 1: \_\_\_\_\_  
2: \_\_\_\_\_



## Signs and Symptoms of Drug Mis-use

1. Very often there are no clear signs attached to irregular experimental drug use. It is usually when drug use becomes problematic for the young person that some of the symptoms may manifest themselves.
2. The signs and symptoms must not replace careful observation, listening to and talking with the young person.
3. Many of the signs and symptoms listed are normal aspects of growing up.
4. Changes in behaviour, which may include drug use are:
5. Erratic mood swings
6. Lying and secretive behaviour.
7. Changes in appearance. In serious cases, the person may begin to look unwell, mixed with periods of more energetic behaviour.
8. Changes in eating habits. Regular use of some drugs can lead to a loss of appetite.
9. Gradual loss of interest in studying, hobbies and friends.
10. Changes in friendship patterns. If a young person is
11. mis-using drugs he/she will tend to mix with older children and drop their former friends.
12. Involvement in stealing and “bartering” personal and family possessions for money.
13. Possessing unusual items and apparatus. Apart from tablets, powders, aerosols, etc. Which, may be found, some forms of drug taking require equipment, e.g. pieces of foil, syringes, straws, plastic bags, cigarette papers “wraps” (square folds of paper).
14. Unusual smells around the person, or on his/her clothing e.g. smells of solvents and glues, the characteristic smell of cannabis.

## Emergency Procedures

1. Do not panic
2. Approach the abuser in a firm, caring way avoiding confrontation.
3. DO NOT CHASE OTHER SOLVENT ABUSERS as physical activity or stress may cause heart failure if particular types of drugs have been taken.
4. Remove the materials especially from around the nose and mouth. Open windows and doors to improve ventilation.
5. Treating the Abuser
6. Check breathing and circulation. Check that the airway
7. is open and the abuser is breathing. If not, begin the ABC Resuscitation.
8. If the abuser has been unconscious, convulsed, collapsed or suffering severe chest pains:
9. Place the abuser in the recovery position (See ABC
10. Resuscitation). However, if a spinal injury is suspected
11. DO NOT MOVE unless difficulties in breathing make it essential.
12. Cover with a blanket or a coat to maintain body heat. Do not interfere with breathing by placing covers to the nose or mouth.
13. Call for help. Send someone to call the emergency services at 999 alerting the ambulance crew that solvent abuse is suspected. Send any solvent product to the hospital with the ambulance.
14. Stay with the abuser and check that breathing is
15. maintained. If breathing stops commence ABC
16. Resuscitation. If the abuser is conscious but intoxicated:
17. Loosen clothing around the neck and chest. Advise the abuser to breath deeply and slowly.
18. If hyperventilation (very rapid breathing) occurs, instruct the abuser to breath into a paper bag or into cupped hands until the rate of breathing slows to normal.
19. Give nothing to eat or drink. Stay with the person until they are sober and if possible inform the parents.

**Glossary of terms: Addict:** A drug user whose use causes them serious physical, mental or social problems.

**Analgesic:** A painkiller.

**Benzodiazepines:** Prescribed minor tranquilliser for daytime (anxiety relief) and hypnotics to promote sleep.

**Cold Turkey:** A rapid withdrawal from drugs.

**Controlled Substances:** Drugs whose distribution is forbidden or limited to Medical Channels.

**Dependence:** A compulsion to continue taking drugs in order to feel good or to avoid feeling bad.

**Depressant:** A drug which acts on the central nervous system to suppress neural activity in the brain.

**Designer Drug:** A term coined in the 80's to describe drugs specifically created to avoid regulations on controlled substances.

**Detoxification:** A process by which users withdraw from the effects of drugs, it usually refers to withdrawal in a safe environment.

**Drug:** Any chemical substance which alters an individual's body function and or an individual's emotional state and or an individual's behaviour.

**Drug Misuse:** In general, mis-use can be taken to mean using drugs in a socially unacceptable way. Abuse means using them in a harmful manner. As abuse could be viewed as a morally loaded term, many people prefer to talk of drug mis-use or harmful use instead.

**Flashbacks:** Hallucinations which occur a long time after a drug has been used.

**Freebase:** Freebase is cocaine hydrochloride chemically treated to free the base material from the salt. Crack is a modern version of the original free base.

**Functional Drug Use:** Refers to the use of drugs to aid performance.

**Hallucinogenic:** A drug, which induces hallucination and alters perception.

**Hard Drugs:** Drugs that are perceived to be most dangerous.

**Illicit Drugs:** Substances listed as controlled drugs and also the deliberate inhaling or ingesting which is deemed socially unacceptable and harmful.

**Opiates:** Drug derived from the opium poppy e.g. heroin.

Over the counter drugs: Those, which are readily available from chemists without prescription e.g. codeine.

**Overdose:** The use of any drug in such quantities where acute adverse physical or mental effects occur.

**Paraphernalia:** The equipment for drug taking e.g. spoon, silver foil etc.

**Psychedelic:** Is synonymous with hallucinogenic. Psychedelic implies that the drug or experience acts as a catalyst to further feeling and thoughts and is not purely hallucinatory.

**Recreational Drug:** Use of drug for leisure/pleasure.

**Rehabilitation:** Process by which someone with a drug problem is brought back to an optimal state of physical, psychological and social well being and reintegrated into the community.

## **Drugs and the Law**

Drug Laws are complex and the South Eastern Health Board advises Schools and Education Centres to be proactive in developing a good working relationship with local Gardai. They will be able to give more details on the Drug Laws. The Laws that are most relevant to the School or Education Centres settings are:

**The Mis-use of Drugs Act 1977 and 1984** The Mis-use of Drugs Act is intended to prevent the non-medical use of drugs. The drugs included are known as Controlled Drugs and includes opiates (e.g. heroin), sedatives (e.g. Valium), stimulants (e.g. amphetamines) and hallucinogenic drugs (e.g. LSD).

Offences under the Mis-use of Drugs Act include:

- Possession (small amounts for personal use)

- Possession with intent to supply to another person.

- Production.

- Growing of opium poppies, cannabis and cocoa plants.

- Supplying or intent to supply to another person.

- Importation or exportation.

- Allowing premises you occupy to be used for the supply or production of drugs or permitting the use of drugs on your premises.

- The printing or sale of books or magazines that encourage the use of controlled drugs or which contain advertisements for drug equipment.

There are other laws controlling tobacco, alcohol, solvents and medicines.

Draft Review 13.3.17

John Leahy HSE DEO

## Misuse of Drugs Acts 1977 & Criminal Justice (Psychoactive Substances) Bill 2010

### Misuse of Drugs Acts 1977

An Act to prevent the misuse of certain dangerous or otherwise harmful drugs, to enable the Minister for Health to make for that purpose certain regulations in relation to such drugs, to enable that Minister to provide that certain substances shall be poisons for the purposes of the pharmacy acts, 1875 to 1962, to amend the pharmacopoeia act, 1931, the poisons act, 1961, the pharmacy act, 1962, and the health acts, 1947 to 1970, to repeal the dangerous drugs act, 1934, and section 78 of the health act, 1970, and to make certain other provisions in relation to the foregoing. [16th may, 1977]

### Section 2

#### Controlled drugs

(1) In this Act “controlled drug” means any substance, product or preparation (other than a substance, product or preparation specified in an order under subsection (3) of this section which is for the time being in force) which is either specified in the Schedule to this Act or is for the time being declared pursuant to subsection (2) of this section to be a controlled drug for the purposes of this Act.

### Section 3

#### Restriction on possession of controlled drugs.

(2) A person who has a controlled drug in his possession in contravention of subsection (1) of this section shall be guilty of an offence.

### Section 5

#### Regulations to prevent misuse of controlled drugs.

(1) For the purpose of preventing the misuse of controlled drugs, the Minister may make regulations—

(a) prohibiting absolutely, or permitting subject to such conditions or exceptions as may be specified in the regulations, or subject to any licence, permit or other form of authority as may be so specified—

(i) the manufacture, production or preparation of controlled drugs,

(ii) the importation or exportation of controlled drugs,

(iii) the supply, the offering to supply or the distribution of controlled drugs,

(iv) the transportation of controlled drugs,

### Section 19

Occupiers etc. permitting certain activities to take place on land, vehicle or vessel to be guilty of an offence.

(1) A person who is the occupier or is in control or is concerned in the management of any land, vehicle or vessel and who knowingly permits or suffers any of the following to take place on the land, vehicle or vessel, namely—

(a) the cultivation contrary to section 17 of this Act of opium poppy or any plant of the genus Cannabis,

(b) the preparation of opium for smoking,

(c) the preparation of cannabis for smoking,

(d) the smoking of cannabis, cannabis resin or prepared opium,

(e) the manufacture, production or preparation of a controlled drug in contravention of regulations made under section 5 of this Act,

(f) the importation or exportation of a controlled drug in contravention of such regulations,

(g) the sale, supply or distribution of a controlled drug in contravention of such regulations,

(h) any attempt so to contravene such regulations, or

(i) the possession of a controlled drug in contravention of section 3 of this Act,

shall be guilty of an offence.

#### Section 24

Powers to inspect and demand production of drugs, books or documents.

(1) For the purpose of enforcing this Act and regulations made thereunder, a member of the Garda Síochána or a person authorised in that behalf by the Minister in writing may at all reasonable times—

(a) enter any building or other premises in which a person carries on business as a producer, manufacturer, seller or distributor of controlled drugs,

(b) require any such person, or any person employed in connection with such a business, to produce any controlled drugs which are in his possession or under his control,

(c) require any such person, or any person so employed, to produce any books, records or other documents which relate to transactions concerning controlled drugs and which are in his possession or under his control, and

(d) inspect any controlled drug, book, record or other document produced in pursuance of a requirement under this section.

### CRIMINAL JUSTICE (PSYCHOACTIVE SUBSTANCES) ACT 2010

#### Section 1

Interpretation.

(1) In this Act—

“Act of 1977” means the Misuse of Drugs Act 1977 ;

“Advertisement” includes every form of advertisement, whether or not to the public, in a newspaper or other publication, on television or radio, by display of a notice, by electronic communication, including by means of the internet, or by any other means;

“Consumption”, in relation to a psychoactive substance, means to consume the substance (whether or not the substance concerned has been dissolved or dispersed in or diluted or mixed with any other substance)—

(a) orally,

(b) by smoking, insufflating or inhaling it,

(c) by injecting it,

(d) by applying it externally to the body of the person, or

(e) by otherwise introducing it into the body of a person;

“Controlled drug” has the same meaning as it has in section 2 of the Act of 1977;

“Psychoactive substance” means a substance, product, preparation, plant, fungus or natural organism which has, when consumed by a person, the capacity to—

(a) produce stimulation or depression of the central nervous system of the person, resulting in hallucinations or a significant disturbance in, or significant change to, motor function, thinking, behaviour, perception, awareness or mood, or

(b) cause a state of dependence, including physical or psychological addiction;

Prohibition of sale, etc. of psychoactive substances.

(1) A person who sells a psychoactive substance knowing or being reckless as to whether that substance is being acquired or supplied for human consumption shall be guilty of an offence.

## **Do's and Don't of sensible drinking**

Pace Yourself.

Know your limits.

Know how much you are drinking.

Drink for taste.

Take smaller sips.

If you drink spirits dilute them.

Put your drink down between sips.

Try a soft drink/juice/water instead of a chaser.

Don't drink on an empty stomach.

Don't use drink as a cure or crutch.

Don't mix drink with other drugs.

Avoid drinking on your own.

Don't get involved in a round system.

Don't drive if you have taken alcohol.

## **Policy and Rationale**

*The possession, use, or sale of alcohol, cannabis, or any illegal substance, or any paraphernalia or equipment associated with the use of these substances is not permitted on school grounds at any time, nor at off-campus events sponsored by the school.*

*In addition to the physical and psychological dangers resulting from drug use, a student under the influence of cannabis, illegal drugs, or alcohol is not prepared to attend to academic activities, athletics, or extra-curricular clubs.*

*Without question there is an absolute incompatibility between the state of mind needed for attention to scholastic activity and that state of mind influenced to any degree by the use of alcohol or drugs.*

*Additionally, students who bring alcohol or drugs on campus or who come to school under the influence of alcohol or drugs have violated the trust of the school community and impaired the ability of the school to carry out its mission.*

*The school also believes that experimenting with cannabis, alcohol, or other illegal drugs on evenings or weekends is dangerous and potentially harmful to adolescents.*

*The extended use of these substances will harm the lungs and other organs, impair mental functions, weaken the ability to concentrate and think, and significantly affect motivation and the ability to accomplish school work.*

### ***Purpose and Intent of Disciplinary and Guidance Actions***

*The School has developed a series of actions for the school, the student, and his/her family to take when a student has possessed, used, or sold alcohol or illegal drugs on school grounds.*

*The purpose of the series of actions is to send a powerful message that the use of illegal substances is not tolerated at any level.*

*Secondly, but certainly equally important, the policy and the disciplinary and guidance actions are intended to generate a school climate that will engage the broad school community in comprehensive and thoughtful efforts to stop the use of alcohol and illegal drugs by adolescents.*

*Many schools state that a student who uses or sells illegal drugs on school grounds will be expelled from school.*

*The School recognises that in some cases dismissal from the student body may be necessary. The School also recognises, however, that a wider range of actions is needed for several reasons.*

*First, there is a significant difference between the **selling of illegal drugs on campus by an older adolescent and a single purchase of drugs by a young adolescent experimenting for the first time.** Both actions require strong action, but should also be contoured to the individual student's specific conduct and situation.*

*Secondly, **severe punishment is not a sufficient response to combat comprehensively the use of alcohol and illegal drugs by adolescents.***

*Long-term suspension or expulsion from school are often stated as penalties in order to send a message that the use of alcohol and illegal drugs is not tolerated.*

*The logic implies that if the consequence is severe enough and the message unequivocal, then students won't use illegal drugs on school grounds.*

*As sound and just as this policy may be, it has not been a sufficient nor completely effective response to the use of cannabis and other illegal drugs by adolescents.*

*The Park School's policy and range of disciplinary and guidance actions take a very strong and clear stand against the use of illegal drugs and alcohol.*

*A series of actions has been developed that the school may offer to the family and to the student who has violated the policy.*

*The actions are designed to educate and change the behavior of the student.*

*The policy is also intended to provide a climate at The School that would enable students and adults to discuss more openly the actual or potential use of drugs or alcohol.*

*A policy that allows students to learn from their mistakes and to be reintegrated into the school community, a policy that provides an alternative to the most extreme consequences will enable students to discuss more candidly the actual situation.*

*We intend to develop an open and trusting climate that we hope will encourage adolescents to work cooperatively with adults, parents, and teachers to combat effectively the use of alcohol and illegal drugs.*

***Disciplinary and Guidance Actions*** : *When a student is found to have possessed, used, or sold alcohol, marijuana, or other illegal narcotic substances, or any paraphernalia or equipment associated with the use of these substances on school grounds or during a school-sponsored event off campus, the school administration will consider long-term suspension, expulsion from school, or a series of educational and guidance actions. The school administration retains the absolute right to determine what plan of action may be offered to the student and his/her family.*

*A plan of disciplinary, educational and guidance actions, as an alternative to long-term suspension or expulsion from school, may be offered if the student and his/her family express a clear willingness to engage in a strenuous regimen of activities designed to understand the meaning and implications of the behavior and to change irrevocably the behavior. The school must be absolutely convinced that the student will never again use alcohol or illegal drugs on school grounds. In some cases evidence that the student is not using illegal drugs off campus will also be required.*

*A second violation of the policy on the use of alcohol and illegal narcotic substances will result in expulsion from The Park School.*

*The plan of action will be developed in consultation with the school administration, the student, and his/her family. The plan of action will be appropriate to the age of the student and to the specific behavior that violated the policy; not all of the components listed below will be used in every case. Students who sell alcohol or illegal drugs on campus, however, will be required to complete all of the components of the Action Plan as described below. The school administration has the absolute right to determine the specific final components of the plan; the school administration also has the absolute right to determine if the student has satisfactorily completed the requirements of the plan. Re-admission to The Park School after a violation*



*of the alcohol and illegal drug policy is at the sole discretion of The Park School.*

### **Disciplinary and Guidance Actions**

*When a student is found to have possessed, used, or sold alcohol, cannabis or other illegal substances, or any paraphernalia or equipment associated with the use of these substances on school grounds or during a school-sponsored event off campus, the school administration will consider long-term suspension, expulsion from school, or a series of educational and guidance actions.*

*The school administration retains the absolute right to determine what plan of action may be offered to the student and his/her family.*

*A plan of disciplinary, educational and **guidance actions**, as an alternative to long-term suspension or expulsion from school, may be offered if the student and his/her family express a clear willingness to engage in a **strenuous regimen** of activities designed to understand the meaning and implications of the behavior and to change irrevocably the behavior.*

*The school must be **absolutely convinced** that the student will never again use alcohol or illegal drugs on school grounds.*

*In some cases evidence that the student is not using illegal drugs off campus will also be required.*

*A second violation of the policy on the use of alcohol and illegal narcotic substances will result in expulsion from the School.*

*The plan of action will be developed in consultation with the school administration, the student, and his/her family.*

*The plan of action will be appropriate to the age of the student and to the specific behavior that violated the policy; not all of the components listed below will be used in every case.*

*Students who sell alcohol or illegal drugs on campus, however, will be required to complete all of the components of the Action Plan as described below.*

*The school administration has the absolute right to determine the specific final components of the plan; the school administration also has the absolute right to determine if the student has satisfactorily completed the requirements of the plan. Re-admission to The Park School after a violation of the alcohol and illegal drug policy is at the sole discretion of The Park School.*

### **COMPONENTS OF THE ACTION PLAN**

#### **Suspension from School**

*After a determination has been made that the student has violated the policy against the use of alcohol or illegal drugs, he/she will **be suspended from school** for a time period sufficient to develop the plan, agree to and commit to the plan, and begin the implementation of the plan.*

#### **Suspension from Arts, Athletics and Extra-Curricular Activities**

##### Arts

*If the student at the time of suspension is a member of a music performance, he/she will not be permitted to*

*perform in public concerts for the remainder of the term or six weeks, whichever is longer.*

*He/She will be encouraged to continue as a member of the group and participate fully in all rehearsals.*

*If the student at the time of suspension is a member of a theatre production currently in rehearsal, he/she will not be permitted to perform in the public performance of that production.*

*He/She will be encouraged to continue as a member of the group.*

*He/She will not be permitted to audition and be cast in a theater production for the remainder of the semester.*

*If the student during the term of suspension is preparing an exhibition of his/her visual art works, he/she will not be permitted to mount that exhibition.*

#### **Athletics**

*If the student at the time of suspension is a member of an athletic team, he/she will not be permitted to play in an interscholastic game for the remainder of the athletic season or six weeks, whichever is longer.*

*He/She will be encouraged to continue as a member of the team and participate fully in all practices.*

#### **Student Activities**

*If the student at the time of suspension is serving in a leadership position in a major activity (e.g. Yearbook, organizing debts etc), or in an activity that performs in public he/she will be suspended from that leadership position or not permitted to perform in public for that activity for the remainder of the term or six weeks, whichever is longer.*

*He/She will be encouraged to continue as a member of the activity and participate fully in all practices and rehearsals.*

*The decision about the length of suspension from school and suspension from public performances is made based on the specific situation, the specific misbehavior, the age of the student and any other considerations the administration considers relevant and important.*

*The decision of the school administration is final and made at the sole discretion and judgment of the school administration.*

#### **Assessment and Evaluation**

*The student will voluntarily enter a course of counseling appropriate to the findings of the evaluation. The appropriate course of counseling will be mutually determined by the student, parents, and school administration. ( Contact Substance Misuse Service HSE South Tipperary )*

*The confidential information from the evaluation will not be sent to the school. Only the evaluator's recommendations must be shared.*

#### **Counseling**

*The student will voluntarily enter a course of counseling appropriate to the findings of the evaluation. The appropriate course of counseling will be mutually determined by the student, parents, and school administration.*

*The counselor may send to the school regular letters of attendance . The school is interested in regular attendance and good faith efforts on the part of the student and his/her family.*

### **Research Project**

*The student will conduct a research project to learn about the effects of illegal drug use or alcohol on an individual, his/her family, and society in general.*

*The scope of the project will be appropriate to the age of the student.*

*In addition to academic research concluding with a written research report, the student will visit and observe jails, courthouses, or other appropriate sites or agencies.*

*The student will write a biographical essay of a person involved with drugs or alcohol whom he/she has met and interviewed.*

### **Physical and Personal Challenge**

*The student will voluntarily enter into and complete a physical and personal challenge that results in actual accomplishment at a demanding level.*

*The challenge is intended to provide direct, concrete experience with risk, excitement, joy, companionship, effort, perseverance, accomplishment, and personal fulfillment without the use of illegal drugs and alcohol.*

### **Community Service**

*The student may be asked to participate in a project or organisation to "make up" for what was done wrong or "restore" what was harmed.*

*Participation should be voluntary and substantial. It will extend over a period of time. The intent is for the student to experience how a person can be significantly affected by helping others.*

### **Student Assistance Program or Peer Mediation**

*The student may be asked to participate in a program at the School to help other students examine their potential or actual use of illegal drugs or alcohol in a confidential process.*

### **Implementation and Schedule**

*The student may be re-admitted to school following consideration by the administration of: Declaration of a good faith effort to develop and complete a plan*

*Development of a specific and detailed plan, Completion of phases I and II and the beginning of phase III*