



Castaheany Educate Together National School

Substance Use Policy

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School Details:

Name: Castaheany Educate Together National School
Address: Ongar Village, Dublin 15
Telephone: 01 6467484/ 6467475
Email: office@castaheanyetns.ie
Roll Number: 20186F
Principal: Sheila Gaughan

The school day starts at 8.30 and finishes at 1.10 for infant classes and 2.10 for all other classes.

Introductory Statement and Rationale:

For the purpose of this policy it is important to state that ‘a drug is any chemical which alters how the body works, or how the person behaves or feels. This may include either a legal or illegal substance’.

Castaheany Educate Together National School recognises that there are issues surrounding the taking of drugs and their consequences. Non-prescription medication will not be stored or administered in the school. For procedures regarding prescription medication, please see school’s Administration of Medicines Policy.

Scope:

The Substance Use Policy applies to:

Who:

- Students
- All members of staff
- Parents
- Visitors and all users of the school facilities

Where:

- Within the school building and the school grounds.
- Anywhere the children are taken under the care of the school.

Aims and Objectives:

The school is committed to providing an Alcohol, Tobacco and Drug Education Programme for all students. Our educational aims are:

- To develop self-confidence and a positive sense of self-esteem in the pupils.
- To develop a sense of personal responsibility in dealing with alcohol, tobacco and drugs.
- To develop an understanding of healthy living.
- To develop a sense of safety and the ability to protect himself/herself from danger and abuse.
- To develop a safe school and community environment.
- To equip our students with personal and social skills.
- To enable our students to make informed, healthy and responsible decisions.
- To provide clear and age appropriate information on drugs.

Education Programme:

These aims will be achieved by:

Programmes used:

- The main programme to be used in the teaching of this policy is the Walk Tall Programme.
- This programme is also supported by the Learn Together Programme.
- SPHE and the substance use programme will also be taught in an integrated way throughout the curriculum.

Programmes taught by:

- We will address the content objectives which relates directly to substances in an age appropriate manner using discrete SPHE time.
- Areas may also be discussed as a whole school during assemblies.
- The programme will be taught by the class teacher.

Supplementary programmes/ speakers (when appropriate):

- Any supplementary programmes or speakers used will be discussed with and agreed to by the principal in advance.

Parental information/involvement:

- Parents will be informed prior to the teaching of any sensitive issues. The current policy will also be made available for parents online.

Management of Medicines and Substances:

Storage of medicines:

- Unprescribed medicines will neither be stored nor administered to pupils in the school.
- Prescribed medicines will not be administered in the school without the written consent of parents and the specific authorisation and agreement of the board of management, principal and class teacher.
- Medicines should not be kept by the pupils at any stage they will be kept in a locked cupboard in the main office.
- Chemical solvents used for cleaning and operating machinery are stored in accordance with the health and safety policy.
- All other medicines e.g. inhalers will be stored in a designated area for safe keeping. Ref. Administration of Medicines Policy.

Administration of medicines:

Administration of medicines to children with long term recurring health problems such as asthma, epilepsy and diabetes.

- Clearly understood and agreed upon arrangements will be made with the board of management, principal and class teacher before any medicines will be administered to a child.

- Parents will be encouraged to provide maximum support in helping the school accommodate the child.
- Parents will be asked to outline in writing, what can and cannot be done in particular emergency situations involving their child.

Disposal of medicines/ substances/drug related item:

- Where deemed necessary the principal will contact the Gardaí if any illegal substance/ item is found on the school premises.
- If necessary an instrument will be used to pick up the item and it will be placed in an appropriate container e.g. glass jar.
- This will then be stored in the designated area until the Gardaí arrive to collect and dispose of it.

Managing Incidents:

The school will take a pastoral and supportive approach to the management of all substance misuse incidents in the school.

In the case of an emergency:

- The teacher will stay calm.
- Teacher will stay with the child.
- Inform the principal.
- A qualified First Aid person (if available) will assess the situation.
- If necessary an ambulance will be called.
- A parent/carer will be contacted as soon as possible.
- A teacher or member of staff will accompany the child to the hospital until a parent arrives.

In the case of an incident:

- Any person who sees or suspects the misuse of a substance by a child or any member of the school community, including teachers, parents or guardian, should report this to the principal. The person should stay calm at all times.
- The principal will then deal with the incident.
- The incident will be recorded and reported to the board.
- The principal will hold all written documentation about the incident.
- The parents/carers will be informed by the principal.
- Where necessary the Board of Management will be contacted.
- An agreed course of action and disciplinary sanctions will be agreed upon were needed.
- Parents/Carers will be referred to appropriate services where necessary.
- On the case of an illegal substance, the Gardaí will be contacted.
- In cases where children/parents/teachers fail to comply with school policy, the Board of Management will be informed.
- Further action will be taken at the discretion of the Board of Management.
- The Board of Management will at all times comply with the Children First guidelines and the Child Safeguarding Statement

Confidentiality:

All matters discussed or recorded will be confidential in accordance with the Children First Guidelines, Child Safeguarding Statement and the Board of Management Procedures.

Disclosure:

If a disclosure is made, it should be reported to the designated liaison person (Principal) in the school in accordance with the Children First guidelines.

Media Queries:

All media queries will be directed towards the Principal and/or the Chairperson of the Board. No teacher, parents or child will answer questions in relation to school matters

Management of Substances:

Legal Drugs:

- The use of legal drugs in the school has been examined under the section of this policy entitled “The Administration of Medicines”. It is acknowledged that all situations are different and must be dealt with differently.

Solvents:

- Tip-X and solvent markers are not permitted by any pupil in the school. The pupil may ask their teacher to correct an error on their behalf using Tip-X. Each teacher is obliged to keep his or her Tip-X and solvent markers in a safe place at all times.
- The use of aerosols is generally not permitted by pupils in the school. However, aerosol sprays will on occasion be used for arts and crafts. An adult must supervise such activities. If children need to bring deodorant to school a roll-on variety should be used.
- Cleaning solvents held in the school should be stored in a secure cupboard at all times.

Tobacco Smoking:

- As Castaheany Educate Together NS is a designated workplace, a no smoking policy is enforced within the grounds and the building. Should an adult be found to be smoking within the building, they shall be requested to cease immediately. Should they continue, to do so, it may be necessary to contact the local environmental officer and/or Gardaí. Our policy extends to any activity the school engages in with the children on behalf of the school.

Alcohol:

- The consumption and possession of alcohol is not allowed at any time on the school premises except if prior permission has been sought and granted by the Board of Management.
- No staff member shall be under the influence of alcohol or illegal substance during pupil contact time. The school’s duty of care towards students shall dictate this. In this instance, the staff

member shall be removed from duty. Should a member of staff require support, the school may consider facilitating links with an Employee Assistance scheme.

- Should a Parent/Guardian be under the influence of alcohol or any illegal substance when presenting to collect a child, it may be necessary to contact an alternative guardian on our file to provide for the safety of the child and ensure his/her welfare.
- If Parent/Guardian is aggressive and deemed to be a danger to staff and pupils Gardaí will be contacted immediately and parent/guardian will be asked to leave school premises.
- If a parent insists on taking child the school has no option but to let child leave with the parent/guardian. However, the Gardaí will be called to make them aware of the situation.

Illegal Drugs/Substances:

- Illegal drugs as itemised under the current legislation are not permitted within the school premises.
- Any incidence of illegal drug misuse shall be dealt with, with regard to procedure. This shall be in the context of the Misuse of drugs act 1977 and 1984. Should the Principal or any staff member have a suspicion that any visitor to the environs of the school is in possession of any illegal substance with intent to supply; the local Gardaí shall be contacted immediately.

Misuse by an adult:

Reports of substance misuse by adults will be reported to the Board of Management.

Training and Staff Development:

All staff of Castaheany E.T.N.S. will be aware of and sensitive to the signs and symptoms of substance misuse. Staff will be aware of the laws relating to alcohol, tobacco and drug use and how they relate to themselves, the school and the students. As training needs arise from staff, these will be addressed and responded to adequately. It is the role of the Principal and Board of Management to ensure staff training needs are met.

Parents/Carers:

- When appropriate, relevant information will be given to parents/carers.
- Parents are encouraged to discuss any issues being covered within the policy.
- The policy will be available for parents/carers to view.
- As this policy will be reviewed in the future parents/carers will be given a further opportunity to contribute.

Ratification Implementation and Review:

This policy has been made available to school personnel, published on the school website and provided to the Parents Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

This policy and its implementation will be reviewed by the Board of Management biannually.

This policy was adopted by the Board of Management of Castaheany Educate Together National School on **XXXXXXX**.

Signed _____

Date: _____

Chairperson BOM

Signed _____

Date: _____

Principal