



POLICY TITLE

36-2008 Drugs and Substance Abuse Policy

Academic Year (if applicable):

Target Audience:

All Staff

Summary of Contents:

To ensure the provision of education on the detrimental effects of drugs and substance abuse and to provide guidance to staff and students on procedures within the college designed to deal with incidents arising from drugs and substance abuse.

Enquiries: Any enquiries about the contents of this document should be addressed to:-

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Final approval

By: CMT

By: Governing Body

Review date:

Related Documents:

Superseded Documents (if applicable):

Document Control Administrator

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FOI Ref:

DRUG AND SUBSTANCE ABUSE

Rationale

The South Eastern Regional College (SERC) recognises the importance of both protecting and supporting all its students and staff in the current climate of drug and substance abuse in our society. The aim of this policy is to ensure the provision of education on the detrimental effects of drugs and substance abuse and to provide guidance to staff and students on procedures within the college designed to deal with incidents arising from drugs and substance abuse. The policy is set in the context of South Eastern Regional College legal obligations in the prevention of drugs and substance abuse as outlined in the Misuse of Drugs Act (1971).

South Eastern Regional College Policy

1. Within the context of the curriculum and Student Services provision, every opportunity will be taken to inform staff and students of the harmful effects of drugs and substance abuse.
2. Staff development will be provided to guide and inform staff of the procedures and support available in relation to drugs and substance abuse.
3. SERC will collaborate with other agencies, including PSNI, to ensure a full and comprehensive approach to providing drugs education and the implementation of the policy
4. A confidential counselling service will be provided
5. First Aid and other relevant training will be provided to equip staff to deal with any incidents which may occur
6. SERC and staff will proactively discourage the use of and experimentation with drugs through teaching, posters, other display materials, visiting speakers and student seminars and any other relevant means.
7. Information on procedures for dealing with drugs related incidents will be circulated to students as part of the Drugs Education programme. These procedures are implemented in the context of the Student Disciplinary Procedure.
8. Implementation of the policy will be monitored on an annual basis by Student Services and the policy will be reviewed biannually.

Substance Abuse Policy and Procedures.

The College will uphold the Misuse of Drugs Act (1971) and other relevant legislation¹, and co-operate fully with the PSNI, where the legal responsibility exists. However, where the law has not been breached, the College will maintain confidentiality unless there is a risk to the individual concerned or to other individuals.

Code of Practice

It is the responsibility of all staff and students to take reasonable steps to prevent the use and abuse of controlled drugs on the College premises and to respond to incidents as outlined in the Code of Practice {Appendix 1}.

Failure to follow procedures will be treated as a breach of College Disciplinary Procedures.

Staff should complete a written report of a drug related incident, using the pro forma {Appendix 2} and signed by a witness if possible, within 24 hours of discovering the incident. This should be forwarded to the Senior Manager on site.

Any paraphernalia associated with an incident should be confiscated and kept in a secure place until it can be brought to the Principal's office.

Definition of Substances

The College defines a drug as any substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks. This includes

- Alcohol and tobacco
- Over the counter medicines such as cough remedies and painkillers
- Prescribed drugs such as antibiotics, anti depressants and tranquillisers
- Volatile substances such as lighter fuel, glues and aerosols
- Illegal drugs such as cannabis, LSD, cocaine, heroin and Ecstasy

¹ Section 5 of the Criminal Law Act {NI} 1967; Powers of Arrest, Police and Criminal Evidence Order {NI} 1989

Confidentiality

The Children (NI) Order 1995 makes it clear that the welfare of the young person is paramount and therefore confidentiality must be respected where possible. In certain circumstances confidentiality must be breached.

Dealing with the Media

All requests for information in relation to instances of drug or substance misuse **must be** referred to the Director.

CODE OF PRACTICE

HANDLING SUBSTANCE ABUSE INCIDENTS – APPENDIX 1

General Principles

The South Eastern Regional College (SERC) places critical importance on maintaining a safe and healthy working and learning environment therefore any suspicious incident, which is suspected to involve substance use, or is abuse related, must be reported immediately.

In implementing this policy, staff and students should have due regard for their own personal safety and approach with caution, ensuring that any intervention is calm and sensitive.

| Scenario | Steps to be taken |
|--|--|
| <p>1. Emergency – individual is under the influence of drugs and is in danger. I.e. unconscious Should a member of staff or student discover an individual who is incapacitated by drugs or solvent abuse and requires medical treatment then the emergency services must be informed immediately. Students should limit their involvement to reporting the incident to a member of staff in all instances.</p> | <ol style="list-style-type: none"> 1. Call an ambulance 2. The Campus Director or his nominee will inform the police 3. Inform the parents/carers 4. Inform the Senior Manager on Duty |
| <p>2. Individual is under the influence of drugs but not in danger If an individual shows signs of drug or solvent abuse then a First Aider should be summoned to assess the physical well being of the individual to ensure the safety of him or her. Once the individual is found not to be in danger then the PSNI should be informed.</p> | <ol style="list-style-type: none"> 1. Administer first aid 2. The Campus Director or his nominee will inform the police 3. Inform the parents 4. Inform the SMT |
| <p>3. Individual is found to be in possession of drugs or other illegal substances If a staff member finds evidence that an individual is in</p> | <ol style="list-style-type: none"> 1. The Campus Director or his nominee will inform the police |

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| Scenario | Steps to be taken |
|---|--|
| possession of drugs or other illegal substances, then the police must be informed | <ol style="list-style-type: none"> 2. Inform the parents 3. Inform the SMT |
| <p>4. Teacher/ student discovers drugs or illegal substances</p> <p>If drugs or drug paraphernalia is discovered then the police and the SMT are informed</p> | <ol style="list-style-type: none"> 1. The Campus Director or his nominee will inform the police 2. Inform the SMT |
| <p>5. Individual seeks or is identified as needing advice and support for the misuse of drugs or other substances</p> <p>If an individual approaches a member of staff for support regarding drugs misuse or a member of staff is concerned about a student then advice and guidance should be sought from Student Services.</p> | <ol style="list-style-type: none"> 1. Referral to Student Services 2. Other agencies/ counselling services |
| <p>6. Alcohol abuse</p> <p>With the exception of the training restaurants, College premises are alcohol free zones. Students or staff in breach of this directive will be subject to the appropriate disciplinary procedures</p> | <p>Senior Manager on duty in respective sites will be informed of breaches by either staff or students.</p> <p>Visitors will be reminded of the policy and may be asked to leave the premises.</p> |

* Failure to follow procedures 1 – 4 will be treated as a breach of the College Disciplinary Procedures {Staff and Students}

Report of a Drugs/ Substance Misuse Related Incident – Appendix 2

| | |
|--|--|
| Staff Name | |
| Date/time of incident | |
| Name of witness[s] | |
| Location of incident | |
| Name of individual[s] involved | |
| Senior Manager Informed | |
| Please provide a full account of the incident below. Continue overleaf if necessary. | |
| | |

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| | |
|---|-------------|
| Where the parents/carers informed if the young person was under 18? Yes No | |
| Where the police informed? Yes No | |
| Where any items found at the scene? | Yes No |
| If yes, please list these below. | |
| Signature: | Witness: |
| Date: | Date: |

*** Please forward to the Campus Director's Office within 24 hours of the incident**

