

# **New Quay National School**

## **Substance Use Policy**

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### **Scope of Policy**

This policy applies to students, teachers, auxiliary staff members, users of the school premises, visitors, i.e. every person who enters the building. It is applicable during school-time – including breaks and to ALL school related activities. It applies to the school building and grounds and to any area where a school related activity takes place, e.g. School Tour.

### **Aims of Policy**

The aim of the substance use policy of New Quay N.S. is primary prevention. We aim to protect our pupils from the harmful effects of substance misuse and try to prevent them from using tobacco, alcohol, solvents and illegal drugs. We aim to develop in our pupils' better self-esteem, through providing a positive school climate and atmosphere and through giving our pupils age appropriate information from educational programmes.

### **Rationale**

The world in which we live presents young people with many challenges, which affect their health and well-being. Exposure to alcohol, tobacco and drugs is part of this reality. Schools need to reflect upon how they might provide for the needs of their pupils and respond appropriately to what are sometimes sensitive and emotive issues.

The Education Act 1998 provides that schools should promote the social and personal development of pupils and provide health education for them. The National Drugs Strategy '*Building on Experience*' is now government policy and it requires schools to have a substance use policy in place. The recent report from the National Advisory Committee on Drugs entitled '*Drug Use Prevention*' (November 2001) underlines the importance of schools developing substance use policies.

## **Policy Content**

### **Management of Alcohol, Tobacco and Drug Related Incidents**

Young people are most at risk in relation to substance use in New Quay N.S. in recreational areas, on the way to and from school and at out of school related activities.

Incidents relating to alcohol, tobacco and drug use are addressed in the school's Code of Behaviour and pupils may be suspended or expelled if involved in any drug related incident.

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

- Any unusual or unbecoming behaviour resulting from intake or use of alcohol, tobacco or illegal drugs
- The sale or passing on of any illegal substance,
- The possession of alcohol, tobacco or illegal drugs on school grounds or at school related activities

The reporting procedure for such incidents is:

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

**Step 2:** Principal inform parents/guardians

**Step 3:** Principal informs Chairperson of Board of Management

**Step 4:** Gardai informed depending on seriousness of incident

Parents will be involved by accepting the school's Code of Behaviour and Admission Policies. They will be informed of an incident involving their own child and will be asked to accept responsibility, co-operate with the school authorities and with the Gardaí if necessary.

Parents will be involved in incidents involving another child only if deemed necessary by the school authorities; if parents are aware that another child is involved in drug-related incidents under the scope of this policy they should inform the teacher, principal or a board member.

The role of the Board of Management is to:

- Ratify this policy
- Implement this policy
- Monitor and evaluate it
- To sponsor/provide training for staff members
- Make decisions involving critical incidents
- To deal with the media in the event of a critical incident.

### **Management of Persons in the Workplace under the influence of Drugs and/or Alcohol**

The Board of Management shall ensure, so far as is reasonably practicable, that pupils and other persons in the workplace are not exposed to risks to their safety, health or welfare from persons under the influence of drugs and/or alcohol. The term "in the workplace", in the preceding sentence includes all school related activities taking place under the supervision of a teacher, with the Board's approval, and both within and away from the school premises.

Every school employee shall, while at work, ensure that he or she is not under the influence of an intoxicant as required by Section 13 of the Safety, Health and Welfare at Work Act, 2005.

Should the principal and/or deputy principal have reasonable grounds to believe that a staff member is unfit for work, due to being under the influence of an intoxicant, the principal and/or deputy principal shall ask that person to remove him/herself from the workplace, in the interests of the safety, health and welfare of the employee and others. In the case of employees who are at work under the influence of an intoxicant, disciplinary procedures may be implemented.

Should the principal and/or deputy principal have reasonable grounds to believe that an employee of any contractor is unfit for work, due to being under the influence of an intoxicant, the principal and/or deputy principal shall ask the contractor to remove his/her employee from the workplace.

If a member of staff has reasonable grounds to believe any person, other than a staff member or employee of a contractor, is unfit to be on the premises, due to being under the influence of an

intoxicant, the staff member shall report his/her belief promptly to the principal and/or deputy principal, who shall ask that person to remove him/herself from the workplace.

If a member of staff has reasonable grounds to believe that a parent or adult collecting a pupil from school or presenting themselves on the premises for another reason is unfit to be on the premises or to take care of the said pupil, the principal and/or deputy principal will be informed and a duty of care will apply to the pupil. All necessary steps will be taken to protect the pupil and safeguard their best interests.

In the event that a staff member or any other person, referred to above, refuses a reasonable request to remove him/herself from the premises, the principal and/or deputy principal may call the Gardaí to forcibly remove the person in question.

The Board of Management acknowledges its responsibility in promoting the welfare at work of all staff members. In the event that substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the staff, the Board of Management may request such staff member to seek counseling or other professional intervention.

All incidents, relating to the presence of persons at school, under the influence of an intoxicant, shall be recorded and reported as soon as possible to the Board of Management.

The Board of Management shall consider all such reports and decide on the appropriate action to be taken in the circumstances of each particular case.

## **Ratification and Communication**

The school policy on **Substance Use** has been ratified by the Board of Management of New Quay N.S.

Gerry Naughton      Chairperson

Mary Reidy          Principal

This policy will be communicated to all relevant parties.

This policy will be reviewed when deemed necessary.