

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 for drugs should:

- respond to the 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;
- inform the principal;
- take initial responsibility for pupil(s) involved in the suspected incident; and
- complete a Drugs Incident Report Form, and forward it to the principal.

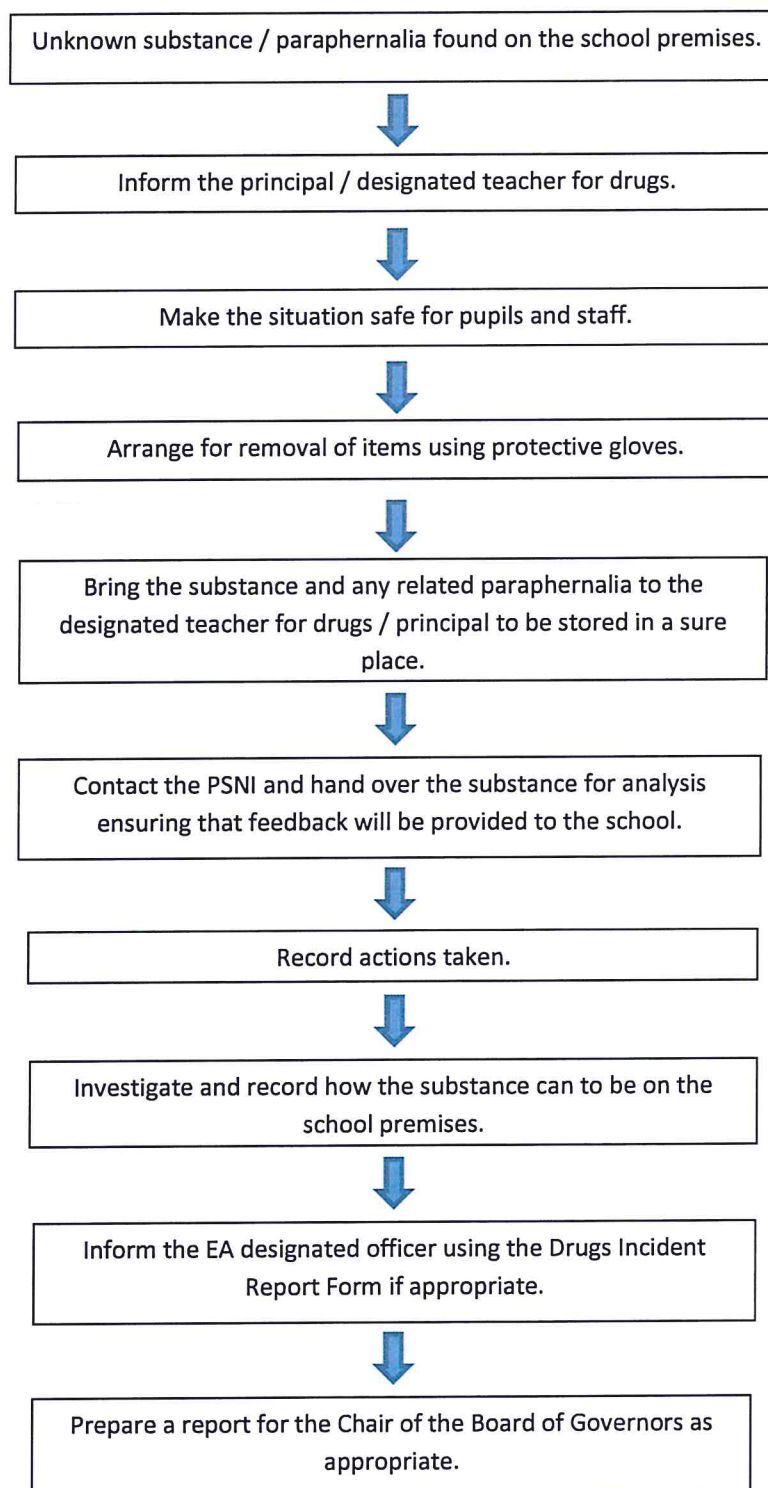
The principal should:

- 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 EA.
- consult and agree pastoral and disciplinary responses, including support;
- forward a copy of the Incident Report Form to the Chairperson of the Board of Governors and the designated officer in the EA; and
- review procedures and amend, if necessary.

Handling Drug-Related Incidents

Appendix 2

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



Recognising Signs of Substance Abuse

Appendix 3

The following guidance can be found in 'CEA Drugs Guidance for Schools in Northern Ireland (Revised Edition 2015)' page 42.

What to look out for:

If someone is having a bad time on drugs, they may be:

- Anxious
- Tense
- Panicky
- Overheated and dehydrated
- Drowsy
- Having difficulty breathing.

What to do:

The first things you should do are:

- Stay calm
- Calm them and be reassuring, don't scare them or chase after them
- Try to find out what they have taken and
- Stay with them.

If they are anxious, tense or panicky, you should:

- Sit them in a quiet and calm room
- Keep them away from crowds, bright lights and loud noises
- Tell them to take slow deep breaths and
- Stay with them.

If they are **really drowsy**, you should:

- Sit them in a quiet place and keep them awake
- If they become unconscious or don't respond, call an ambulance immediately and place them in the recovery position
- Don't scare them, shout at them or shock them
- Don't give them coffee to wake them up and
- Don't put them in a cold shower to 'wake them up'.

If they are **unconscious** or having difficulty breathing, you should:

- Immediately phone for an ambulance
- Place them in the recovery position
- Stay with them until the ambulance arrives and
- If you know what drug they've taken, tell the ambulance crew; this can help make sure they get the right treatment straight away.

Emergency Procedures

Appendix 4

The following guidance can be found in 'CEA Drugs Guidance for Schools in Northern Ireland (Revised Edition 2015)' page 44.

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 compressions 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 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.