

Policy No: 11

Ratified By BoM Date: 6-12-22

Review Date: Dec 2023



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV

Tel: 042 9366993 Email: admin@stfrancisns.ie Web: www.stfrancisns.ie

Substance Use Policy

Introduction

This policy applies to students, teachers, auxiliary staff members, users of the school premises, visitors, i.e. every person who enters the school premises. 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.

A drug is any substance which changes the way the body functions mentally, physically and/or emotionally.

Aims of Policy

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.

Relationship to School's Mission, Vision and Aims

The school believes that the personal and social development of each member of the school community is important. Education flourishes in an environment where good relationships are encouraged, where people feel valued and respected and where there is tolerance, equality and support. This philosophy underpins and informs all the work we do and is central to this policy document.

Rationale: Why is this policy necessary?

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 student cohort 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 students 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 report from the National Advisory Committee on Drugs entitled '*Drug Use Prevention*' (November 2001) underlines the importance of schools developing substance use policies.

The school authority has a moral and legal obligation to ensure compliance with the criminal law.

The use of drugs in school

The school prohibits possession/use of drugs in the school, on school trips or during school time by any member of the school community. The only exception is for legitimate medicinal use. If a pupil requires medication in school their parents/guardians must meet with the principal or the pupil's class teacher to complete the Administration of Medicines in Schools Indemnity Form and adhere to school procedures.

Drug education programme

St. Francis NS uses the "Walk Tall" programme for Primary Schools and is committed to providing a comprehensive and time-tabled drug education programme for all students which will be incorporated into the Social, Personal and Health Education Programme (SPHE) currently running in the school.

Our educational aims in relation to drug education are:

- To increase the self-esteem and confidence of young people
- To equip young people with personal and social skills
- To enable young people to make informed, healthy and responsible choices
- To provide honest and age-appropriate information on drugs
- To minimise the harm caused by drug use by offering supportive interventions

These aims will be met through the following actions:

Teachers involved in SPHE will be given the opportunity to avail of training sought by them in this area.

Teachers will be offered drug information and drug awareness training through in-service training.

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
- Disposal of drugs or related items (e.g. syringes) found on school property.

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:** Gardaí informed depending on seriousness of incident
- Step 5:** Area Health Board informed for disposal of items

Parents will be involved by accepting the school's Code of Behaviour. 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.

The school has established a good rapport with local Gardaí and will invite representatives from the local Gardaí to speak with senior pupils. Whether or not to inform the Gardaí of minor incidents will be at the discretion of the Principal and the Chairperson of the Board of Management, but they will be involved in any serious substance abuse incidents.

Students involved in incidents of substance abuse will be referred to support agencies.

In the event of media interest in relation to a 'drug related incident', the matter will be referred to the Board of Management and the Chairperson will issue a prepared statement to the media.

Responsibility for Review:

All members of staff, Parents Association, BoM.

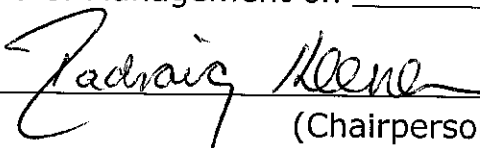
Timeframe for Review:

This policy will be reviewed annually

Next review: September 2023

Substance Use Policy

Ratified by the Board of Management on 6/12/2022 (Date)

Signed:  (Chairperson, Board of Management)

Policy No: 10

Ratified By BoM Date: 6-12-22

Review Date: Dec. 2023



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Accidents and Emergencies Policy

Introductory Statement

This Policy was formulated by the staff of St. Francis NS to ensure that procedures are established and maintained to respond to accidents and emergency situations and to prevent and minimise the health and safety impacts associated with them.

Aims of Policy

To provide a clear Plan of Action for dealing with an accident or injury, whether minor or serious, which may arise during school hours.

To ensure that staff and parents are aware of the accident and injury procedures in place in the school and their respective responsibilities in those circumstances.

Procedures for dealing with Accidents and Emergencies during School Hours

Pupils are supervised by the school staff during school hours, from 8.50am. to 2.40 pm.

If a child is unwell or is involved in a minor accident during school hours the staff member will assess the seriousness of the situation and contact Parents/Guardians if necessary.

Emergencies:

In the event of an emergency/serious accident during school hours, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

The following procedures will apply:

The pupil will not be moved. He/She will be made comfortable. One staff member will remain at the scene to reassure the injured pupil while the other staff member will seek medical attention and the parents/guardian will be contacted, and the class teacher and principal duly informed. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

Roles and Responsibilities

Principal: To co-ordinate the implementation of the Policy on a whole school basis and to furnish the school board and parents with a copy of the Policy.

Teachers/School Staff: Staff member(s) who deals with a reportable accident/incident (minor injuries/incidence excluded) is responsible for the recording of it in St. Francis NS Accidents and Incidents book. Details of the incident and how it was handled are recorded. All members of staff involved in the accident/incident are to sign this entry.

First Aid duty: The partner teacher of the person on duty will cover the first aid for that day. This staff member will assess a child's condition and decide if a phone call to parent/guardian is required.

Parents: It will be the responsibility of parents to provide the school with contact details for themselves and nominated alternatives: telephone numbers, written consent, information on allergies/health conditions and other relevant information to facilitate the development and operation of an effective Accident and Emergency Policy. It is school policy to update contact information yearly.

School Secretary: To ensure that this information is collated, easily accessible and continually updated in accordance with information supplied by the parents.

The Board of Management: will have responsibility for

- Ratifying this Policy.
- Taking all reasonable steps to ensure that school buildings and grounds are in good repair in order to minimise risk of accidents and provide for the safety of pupils and staff.
- Providing support for the teaching staff in the operation of this Policy.

Responsibility for Review:

All members of staff, Parents Association, BoM.

Timeframe for Review:

This policy will be reviewed annually

Next review: December 2023

Accidents & Emergency Policy

Ratified by the Board of Management on 6/12/2027 (Date)

Signed: *Padraig Keene* (Chairperson, Board of Management)

