

# Substance Use & Administration of Medication Policy

January 2024

Policy Document



St. Flannan's National School



# Substance Use Policy

ST. FLANNAN'S NATIONAL SCHOOL

## INTRODUCTION

This policy was started at a special meeting to draft the policy on April 28<sup>th</sup> 2004. Present were the staff representatives Sile O'Loughlin and Anne Quinn, two parent's representatives, Margaret Greene-Hehir and Patricia McCarthy and two representatives of the B.O.M. Don Foynes and Pat Crowe. Updated on May 5<sup>th</sup>, 2004. The policy was ratified by the Board of Management at a meeting at the school in June 2004 and has been reviewed biannually since.

## TITLE OF POLICY:

- A. "Substance use Policy of St. Flannan's National School"
- B. Administration of Medication.

## SCOPE OF THE POLICY:

This policy applies to pupils, staff, parents and all other users of and visitors to the school premises during school time including break times and all school related activities.

## RELATIONSHIP TO VISION STATEMENT:

Our Vision Statement aims to have the children learn in a safe and caring environment to develop the skills and learning needed to partake fully in our modern world.

## RATIONALE:

In the world of today many young people are being exposed to alcohol, tobacco and a variety of drugs and other substances, which are being misused. While some of these drugs and substances are not illegal it is important that we reflect upon their use and how we may deal with a drug related incident.

The 1998 Education Act provides that schools promote the social and personal development of students and provide health education for them.

The Social Personal and Health Education curriculum, of which substance misuse prevention education is an integral part, is a mandatory subject on the primary curriculum and must be taught to all primary pupils from junior infants to sixth class (DES Circular 022/2010).

The National Drugs Strategy (interim) 2009-2016 requires every school to have a substance use policy in place.

Action 21 of the National Drugs Strategy (interim) 2009-2016 mandates the Department of Education and Skills to monitor the implementation of substance use policies in schools through the whole school evaluation process as operated by the Inspectorate. It is also mandated to ensure that best practice is disseminated to all schools

The 2003 European School Survey Project on Alcohol and other Drugs (E.S.P.A.D.) report highlighted the seriousness of the problem among 16-year-olds in Ireland, as compared to the other 34 E.S.P.A.D. countries surveyed. Alcohol was identified as being the dominant drug of misuse in Ireland, with girls ranking higher than boys in terms of regular alcohol use. In terms of drug use in Ireland, there was a notable increase in lifetime use of any illicit drug between 1999 (32%) and 2003 (40%), up eight per cent.

## DEFINITION OF A DRUG

A drug is any substance which changes the way the body functions, mentally, physically or emotionally. This description includes many substances we normally think of as drugs as well as substances we might not usually consider to be drugs such as coffee, tea, alcohol, solvents and tobacco (Corrigan, 2003 cited in Best Practice Guidelines in Substance Misuse Prevention Education 2010)

## GOALS AND OBJECTIVES:

### In this policy we aim to:

- Keep the environment of the school and all members of its community safe from “substance misuse”.
- Educate the pupils through the S.P.H.E. programme on how to remain healthy, to develop relationships, to make informed choices, to learn how to assess dangerous situations, how to act in dangerous situations and how to become part of the wider community.
- Encourage the children to develop good social skills, gain confidence, increase self-esteem and to be able to make informed decisions.

## POLICY CONTENT:

### (1) Education concerning substance misuse.

Our S.P.H.E. policy became part of the Curriculum Programme from September 1<sup>st</sup>, 2004, and we allocate 30 minutes per week or one hour per fortnight, depending on the age of the children, to promoting a positive programme regarding health, safety and protection, making decisions and developing citizenship. The children will be made aware of good and acceptable behaviour. Where necessary or possible outside agencies, such as the Health Board or Gardaí, may be used where their expertise would benefit the staff and pupils.

The primary resource used for the delivery is Substance Misuse Prevention Education at all class levels is the ‘Walk Tall’ Programme

Parents are informed about substance misuse prevention education via the school website and open meetings may be held for parents with a drugs liaison officer.

The school ensures compliance with the Best Practice guidelines in the delivery of Substance Misuse Prevention Education in line with DES Circular 0022/2010

Considerations which inform the selection of content and methodologies include the age and experiences of the children.

## (2) Management of Alcohol, Tobacco and other substance related incidents

The school acknowledges the rights and needs of all concerned parties regarding a breach of the school's policy on Substance Use.

### Drugs Incidents may involve

- Unusual behaviour.
- A person being intoxicated.
- A person being unconscious for an unknown reason.
- Possession, supplying or dealing in substances (Legal/illegal).
- Disclosure by a person.
- Disclosures by a third party.
- School grounds being used for drug activity.
- Drug paraphernalia found on school property.
- Physical signs of possible substance misuse.
- Use of prescribed or over the counter drugs.

### Dealing with a drug related incident:

#### Step 1

- Where a person may be in immediate danger contact the appointed First Aid Officer and a cardiac ambulance at once.
- Try to contact a parent or emergency number
- When the person has been looked after, contact either the Principal or Deputy Principal as Designated Liaison persons. Complete the official report form. (**Appendix A**) At least two teachers should be involved.

#### Step 2

- Where there is no immediate danger to the young person(s)/adult take time to assess the situation before responding.
- Complete the official report form (as above)

In cases of confirmed use/possession/supply then all the details will be recorded and acted upon. Deal only with the facts, i.e. who was involved, what was involved, detail location and time.

In all suspected or confirmed drug incidents it is important that a limited number of people are involved in managing the incident. People will be informed on a need to know basis.

The principal will hold all written reports confidentially, but in the event of a written report having to be made to the Legal Authorities, the Board or its members cannot guarantee confidentiality.

#### Step 3 - Parents

In all cases involving pupils the school will involve the parents/carers. This will need to be handled sensitively.

## Step 4 - Gardaí

The Principal or Deputy Principal will contact the local Garda Station in the event of a confirmed incident relating to illegal drugs being found on the premises. The matter will be dealt with by the relevant Statutory Agency. Reporting of any other incident of misuse will depend on the seriousness of the incident.

## Step 5 - Internal and External Supports

In response to incidents the school will endeavour to help parents find assistance for their children through both Statutory and Non-statutory agencies when necessary.

## The Media

The Principal or Deputy Principal will handle all media queries. The school will not comment on individual cases but will refer to the school policy and procedures in place to manage drug-related incidents.

## Disciplinary Procedure

Incidents relating to this policy will be dealt with according to our “Code of Behaviour”. Where gross incidents of drug related incidents are involved the B.O.M. will deal with any sanctions or punishments. (C/f Code of Behaviour/ Code of Professional Conduct)

## TRAINING AND STAFF DEVELOPMENT:

Staff members are aware of the contribution they can make to the prevention of substance misuse within their own class by developing a supportive class environment and implementation of active learning methodologies as recommended in the SPHE curriculum.

Procedures are adopted in the school in relation to the administration of medicines in the school and staff are adequately informed of same at the first staff meeting of the year.

Staff members have been made sufficiently aware of and sensitive to the signs and symptoms of substance misuse by the postholder with responsibility for S.P.H.E.

Staff members have been made sufficiently aware of laws relating to alcohol, tobacco and drug use and how they relate to themselves, to the school and the students by the postholder with responsibility for S.P.H.E.

All SNA staff and two members of the teaching staff Mrs. Carroll and Ms. Moroney are qualified first aiders.

Training can be accessed from the Drugs Task Force, the Health Board and other non-Statutory Agencies in developing further an awareness of different means of handling information and incidents where necessary.

New staff, in particular, will be briefed on the substance use policy of the school by the postholder with responsibility for S.P.H.E.

Parent education on SPHE and issues relating to substance misuse will be promoted in the school community by the postholder with responsibility for S.P.H.E.

## **ROLES AND RESPONSIBILITIES:**

Teachers, parents and the B.O.M. will be involved in the formulation, implementation and evaluation of the “Substance Use Policy” and “Administration of Medication Policy”

## **MONITORING PROCEDURES**

Implementation of the Substance Use Policy/ Administration of Medication Policy is monitored on an ongoing basis to ensure that it is of practical benefit to the school.

This process is led by the postholder with responsibility for S.P.H.E.

## **REVIEW OF THE POLICY:**

This policy will be reviewed during the school year '26- '27 or in the light of changing information on use of substances, in consultation with the wider school community.

This policy was review in January 2024.

## **POLICY RATIFICATION**

This policy was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_ Chairperson, Board of Management

Date: \_\_\_\_\_

**REPORT FORM FOR RECORDING INCIDENTS INVOLVING  
ALCOHOL, TOBACCO AND DRUG USE.**

**Date:** \_\_\_\_\_

**Name of teacher:** \_\_\_\_\_

**What happened? Include only the facts. What was seen? What was said? Who was involved?**

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**What are your concerns? Is this incident related to others? Do you have suspicions aroused by the incident?**

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**Who has been informed?**

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**What action has been taken?**

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**What further action is necessary?**

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**Signed:** \_\_\_\_\_

\_\_\_\_\_

**(X2 Staff Members)**

# Administration of Medication to a Child Policy

ST. FLANNAN'S NATIONAL SCHOOL

As a general rule teachers/SNA will not be involved in the administration of medication to pupils, our preference is that the parent of the child will administer the medication. In circumstances, where a teacher/SNA agrees to become involved in the administration of medication, it is the policy of the school that

- Parent(s)/Guardian(s) of the pupil concerned must supply in advance, a letter and a copy of authorisation from the child's G.P confirming that it is in order for the nominated and alternative administrator to administer the child's medication.
- The Parent(s)/Guardian(s) of the pupil concerned must complete a consent form (Appendix A), a copy of which will be retained by the Board of Management, to authorise the nominated or alternative person to administer the medication. Where the nominated administrator is absent an alternative administrator named on the consent form may administer the medication.
- The consent form must contain written instructions on the procedure to be followed in administering the medication.
- In administering the medication to pupils, administrators should exercise the standard of care of a reasonable parent.
- The Board of Management and teachers must be indemnified in respect of any liability that may arise regarding the administration of the medication. Parent(s)/Guardian(s) must sign the Indemnity Form. (Appendix A)
- It is the responsibility of the Parent(s)/Guardian(s) to advise the nominated and alternative administrators and the BOM in writing of any change in the administration of medication or any change in the child's condition that would affect the administration of medication. Furthermore, it is the responsibility of the parents to supply medication and to keep supplies up to date and up to the required level.
- Medication will be stored in a locked, secure area away from other children.
- For all out of school activities e.g. matches, school tours, medication will be held by a designated person or parent.

- For School Plan on Management of Children with Chronic Health Conditions, Asthma, Diabetes, Epilepsy and Anaphylaxis refer to Managing Chronic Conditions at School- A resource pack for teachers and parents.
- When the pupil ceases medication parents/guardians will complete a Cessation of Medication Letter and forward to the school – Appendix C

## REVIEW OF THE POLICY:

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## POLICY RATIFICATION

This policy was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_ Chairperson, Board of Management

Date: \_\_\_\_\_



## St Flannan's National School

### Authorisation of Medication to Pupils.

I/We the parent(s) of \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

request the permission of the Board of Management to allow  
\_\_\_\_\_ (administrator) \_\_\_\_\_ (alternative administrator)

administer medication for \_\_\_\_\_

Details of Medication to be administered \_\_\_\_\_

Procedure to be followed in administering the medication \_\_\_\_\_

Please detail an adverse reaction to the medication in the past or any adverse or other known  
reaction to the medication \_\_\_\_\_

I/We \_\_\_\_\_ (Parent)/(Guardian)

\_\_\_\_\_ (Parent)/(Guardian)

indemnify the Board of Management, its members and the Staff in respect of any liability that may  
arise regarding the administration of his medication.

Dated this on \_\_\_\_\_

## **APPENDIX B**

DATE: \_\_\_\_\_

**RE:** \_\_\_\_\_ (*child's name*)

I, \_\_\_\_\_ (*parent's name*), give permission for my child's, as named above, emergency medical procedures and photograph to be displayed in the First Aid Room and in their classroom.

Yours faithfully

\_\_\_\_\_  
Parent's / Guardian's Signature

DATE: \_\_\_\_\_

### **Cessation of Administration of Medication**

**RE:** \_\_\_\_\_ (*child's name*)

I, \_\_\_\_\_ (*parent's name*), confirm that \_\_\_\_\_ (*child's name*) no longer needs to have medication as specified in Appendix A administered at school.

Signed: \_\_\_\_\_ Parent / Guardian

\_\_\_\_\_ Parent / Guardian

Dated on this date: \_\_\_\_\_

**St. Flannan's National School**  
**Inagh**  
**Co. Clare**  
**V95 C2C9**



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<b>Roll No</b>	14622N
<b>Principal</b>	Caroline McGeary

DATE: \_\_\_\_\_

Dear Parents/Guardians

***RE: Medical Information***

Please complete the attached form and return tomorrow. This form will be kept with your child's medication and in case of an emergency this information will be passed onto the emergency services.

Le meas

\_\_\_\_\_  
Síle O'Loughlin  
Deputy Principal

## MEDICAL INFORMATION

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>DATE OF BIRTH:</b>	
<b>NEXT OF KIN: (1)</b> (Name and Contact Number)	
<b>NEXT OF KIN: (2)</b> (Name and Contact Number)	
<b>NAME OF GP:</b>	
<b>PHONE NUMBER OF GP:</b>	
<b>MEDICAL HISTORY:</b>	
<b>MEDICATION LIST:</b>	
<b>ALLERGIES:</b>	

I understand that in case of an emergency this information will be passed onto the emergency services

Signed: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_