



## Substance Use Policy

Policy Identification	
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<b>Signature:</b> 	
<b>Chairperson St Raphael's Special school</b>	<b>Date: 8<sup>th</sup> February 2023</b>

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## **Substance Use Policy**

### **Tobacco (including Electronic Cigarettes)**

The school and the school buses are tobacco free areas. Tobacco may not be used anytime except in the designated smoking area.

Adults who bring tobacco to school for personal use are responsible for ensuring that the tobacco is kept securely and out of the sight of pupils

Pupils are not allowed to bring tobacco products to school. If a pupil brings tobacco products to school these products will be confiscated and parents will be informed

### **Alcohol**

Pupils are not allowed to bring alcohol onto the school premise for personal or other uses. In the event of a parent/guardian wishing to send alcohol to school for a prize/present it must be handed to a responsible adult for delivery to the school.

In the event of a pupil being in possession of alcohol at school it will be confiscated and parents informed.

### **Drugs**

#### ***Over the counter/prescription drugs***

- No self-medication by pupils is permitted.
- Drugs may only be administered by the school nurse. Medication must be written up on a MARS (medication record sheets) form and accompanied by a prescription from the GP. The administration of medication is recorded on MARS.
- Adults who bring over the counter medicines and/or prescription drugs to work for personal use are responsible for ensuring these products are stored securely and out of reach of pupils.

#### ***Illegal Drugs – Possession of Illegal Drugs***

- No person may bring illegal drugs for personal use/for sale/for distribution on the school premises or during a school related activity.
- If a pupil is found in possession of an illegal substance it will be confiscated, parents/guardians will be informed, the Board of Management will be made aware of the situation and the Garda will be notified.
- If an adult is found in possession of illegal substances the board of management and the Garda will be informed. Appropriate disciplinary action may follow.

#### ***Pupils under the influence of drugs***

- If an allegation is made/suspicion is formed that a pupil is under the influence of a drug, the safety and welfare of the pupil will be of primary concern.
- Principal will be informed.

- Pupil will be removed from class to a safe place.
- Parents/Guardians will be informed.
- Board of Management will be informed
- If appropriate, child protection and welfare procedures will be invoked.

***Staff under the influence of drugs including alcohol***

- In the interest of the safety of both staff and pupils, all staff have the responsibility to inform the Principal if a report is received or a suspicion is formed that a staff member is under the influence of a drug including alcohol.
- It is understood/expected all such reports are made in good faith, in the interests of all concerned. Should an allegation prove to be mischievous, disciplinary action will follow.
- Following receipt of the report, the Principal will speak with the staff member and where appropriate will request the staff member to return home.
- Re-occurrence of the incident will result in the Board of Management being informed and disciplinary action may follow.
- For teachers and SNAs there is the Department of Education Employee Assistance Service (EAS).
- Should a staff member receive an allegation or form a suspicion that a parent is under the influence of drugs or alcohol when attending a parent/teacher meeting, the principal will be informed and the meeting deferred until a later date. The allegation/suspicion will be followed up later.