



**ST. KILIAN'S**  
DEUTSCHE SCHULE DUBLIN

St. Kilian's German School Dublin  
Roebuck Road, Clonskeagh,  
Dublin14, Ireland.  
Tel: +353-1-288 3323/4  
Fax: +353-1-288 2138  
EMail [principal@kilians.com](mailto:principal@kilians.com)  
[www.kilians.com](http://www.kilians.com)

# Substance Use Policy

## Section One: Introduction

### THE SCHOOL POSITION

St. Kilian's German School is committed to addressing the needs of the whole school in relation to any substance which changes the way the body functions, mentally, physically or emotionally. The School recognises that substances both legal and illegal are available in the local community and that the School, as part of that community, has an important role in terms of education, prevention, support and the handling of substance abuse related incidents. It is necessary that the school community work together to implement this policy.

### THE SCHOOL ETHOS

As stated in the School's mission statement, St. Kilian's German School is committed to enabling students to fulfill their academic, intellectual, moral, spiritual, social, cultural and physical potential. We are committed to creating and nurturing a caring environment for learning and personal development.

## Section Two: School Policy

1. The policy objectives are as follows:
  - to provide a comprehensive programme of education for all students in substance use issues
  - to equip the school to deal with issues relating to substance use in a planned and considered way and in accordance with its statutory responsibilities
  - to reinforce the role of the school in contributing to local and national strategies in relation to substance use education & prevention

- to minimise the dangers caused to young people by substance use within schools/communities through education
- to manage incidents of substance use in a clear, consistent and confidential manner
- to support parents and pupils in understanding and addressing substance abuse.

2. Definition of banned or prohibited substances:

A banned or prohibited substance includes all substances covered by the Misuse of Drugs Act, non-validated prescription medication, all alcohol, and tobaccos used contrary to the law of the land.

- The School does not accept the possession, use or supply of illegal drugs in the school, on route to or from school, or on outside activities or in non school time by any student or member of the school community.
  - The School does not accept the misuse of solvent based substances. This refers to the inhalation of substances such as deodorant, glue, tippex, nail varnish, markers and petrol. This list is not exhaustive.
  - Students may have prescribed or "over the counter" medicines for legitimate personal use only and on submission of relevant medical clearance from parents/guardians.
  - Students who have in their possession and take medical drugs in school long term must inform the school.
  - The School must be informed if a student has a medical condition and relevant teachers, e.g. P.E. teacher must be informed also for the health and safety of the student.
  - A student or teacher may not give another student any prescribed or "over the counter" medicine. There may be an exception in the case of a serious illness in consultation with parents.
  - Chemicals in school laboratories will be held under lock and key. Students will handle and use such substances only under their teacher's supervision.
  - The school reserves the right to determine that a substance found in the circumstances set out above is a banned substance.
3. This policy is informed by the strategic plan adopted by the Government under the National Drugs Strategy 2001-2008 and made mandatory for schools in Circular 18/02, the Education Act (1998) and the Education Welfare Act (2000).
  4. This policy applies to the entire school community - staff, students, parent(s)/guardian(s) and users of the school building and grounds and when on school related activities.
  5. Alcohol may be served in school grounds at special school events organised by the Parents' Association and school management in accordance with the law.

## **Section Three: Education Concerning Substance Use**

1. The school is and will continue to be proactive in relation to education in substance abuse prevention. The school provides and will continue to provide formal programmes through SPHE that are both developmental in nature and age appropriate. Junior Cycle classes have 1 period of SPHE per week.
2. Educational programmes on substance abuse shall have the following aims:
  - To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills particularly in relation to self esteem.
  - To provide information about substance abuse.
  - To increase understanding about the implications and consequences of substance abuse.
  - To equip students with personal and social skills not to succumb to peer pressure and to be able to say no.
  - To encourage an understanding of the personal situation of those experiencing or likely to experience substance abuse.
  - To enable students to identify sources of appropriate personal support and information.
  - To reinforce learning occurring in SPHE by means of cross-curricular and extra-curricular activities.
3. How do we achieve those aims?
  - All Junior Cycle students will undertake the SPHE programme.
  - All SPHE teachers will undertake SPHE training.
  - Teachers will be offered drug awareness training as part of in-service.
  - Outside speakers will be used to enhance and reinforce the work done in class.
  - Various aspects of the effect of substance use will be highlighted in science class.
4. The school acknowledges the central role of parent(s)/guardian(s) in the implementation of this policy. Parent(s)/guardian(s) are asked:
  - To acknowledge the importance of these programmes,
  - To recognise that they are in partnership with the school in relation to informing and educating their children regarding substance abuse.
  - To assist and co-operate fully with the school if and when incidents concerning substance abuse arise.
5. The school will assist parent(s)/guardian(s) in their role by providing them with information on the SPHE programmes via the school website. The school will assist the Parents' Association in organising drug awareness evenings for parents on an annual basis.

## **Section Four: Procedures for Management of Drug Related Incidents**

1. All suspected incidents shall be reported to the Principal by any member of the school community. In the event that the Principal is absent the incident will be reported to the Deputy Principal/Year Head.
2. In the event of an abuse incident, the school will balance the welfare of the student or students involved and the welfare of the school community.
3. The Principal shall investigate any suspected substance abuse incident.
4. The school reserves the right to suspend or remove temporarily from the school any student suspected to be, or to have been, involved in a substance abuse incident, while the incident is investigated. Furthermore, the school's Code of Behaviour applies and, on the completion of the investigation, it shall be a matter for the Board of Management to consider if permanent exclusion is appropriate.
5. Parent(s)/Guardian(s) shall be informed immediately by the Principal of the incident.
6. The Principal shall inform the Gardaí if any incident involves suspected illegal conduct.
7. The school recognises the importance in limiting, as far as is practical, the number of people involved in investigating a suspected substance abuse incident. The school shall involve only those directly concerned with the student. In addition to the Principal, these may include the Deputy Principal, the Year Head, the Guidance Counsellor and specific staff directly involved with the incident.
8. The Principal, in the presence of a reliable witness, shall take possession of any banned or prohibited substances and drugs paraphernalia associated with a suspected substance abuse incident recording all such items. All items will be handed to the Gardaí at the earliest opportunity.
9. The Principal, or a person nominated by the Principal, shall seek statements from all persons involved in, concerned with, or having knowledge of the suspected substance abuse incident and shall record these statements. Such persons shall be advised that these statements may be forwarded to the Gardaí.
10. The Principal may, in his/her absolute discretion, liaise with any appropriate outside authority and may seek advice or assistance in relation to the investigation of the incident. The Principal shall maintain a record of all communications with outside agencies.
11. On completion of the preliminary investigation and in the event that he/she concludes that further investigation is warranted, the Principal shall afford the student or students alleged to have been involved in the suspected incident of substance abuse, the opportunity to respond to the allegations. He/she shall put the

- full particulars of the incident to the student or students concerned and their parents/guardians and make copies of all records deemed relevant to the allegation against the student concerned and to the nature of the complaints or allegations, available to the (each) student and his/her parent(s)/guardian(s). Each student against whom an allegation is made shall have the right to reply and to make any representations that she may wish to make or have made on her behalf, within 10 days. The school's Code of Behaviour will be applied here.
12. The school will consider any response and representation made and any other relevant considerations, including but not limited to mitigating and aggravating circumstances that may be appropriate to the specific case.
  13. The Principal shall inform each student and his/her parents/guardians of the school's findings in writing and by telephone. In the event that the investigation concludes that the student is in breach of the Substance Use policy, the Principal shall inform the student and his/her parents/guardians the sanctions imposed.
  14. The Principal may decide to refer any finding of a breach of this Substance Use policy to the Board of Management for further consideration. In such event the student and his/her parents/guardians shall be given an opportunity to make a reply to the matters at issue. The decision of the Board shall be conveyed in writing and where necessary further procedures for appeal.
  15. The school shall ensure that pastoral supports in the form of the Guidance Counsellor are offered to those affected by an incident of substance abuse.
  16. In the event of an inquiry from the media, the school shall not comment on any individual matter when an investigation is in process. It may outline its' policy and procedures for managing allegations of substance abuse. It may, in the interests of the reputation of the school, indicate the nature of any final determination of any investigation.

*Note: Interpretation of this policy will be informed by the school's Code of Behaviour.*

## **Section Five: Procedures for Management of Alcohol / Tobacco Related Incidents**

1. All suspected incidents shall be reported to the Year Head.
2. The Year Head shall investigate any suspected incident involving tobacco and alcohol.
3. The school reserves the right to suspend or remove temporarily from the school any student suspected to be, or to have been, involved in a substance abuse incident, while the incident is investigated. Furthermore, the school's Code of Behaviour applies and, on the completion of the investigation, it shall be a matter for the Board of Management to consider if permanent exclusion is appropriate.

4. Parent(s)/Guardian(s) shall be informed immediately by the Year Head of the incident.
5. The school recognises the importance in limiting, as far as is practical, the number of people involved in investigating a suspected substance abuse incident. The school shall involve only those directly concerned with the student. In addition to the Year Head, these may include the Principal, Deputy Principal, Class Teacher, Guidance Counsellor and specific staff directly involved with the incident.
6. The Year Head shall seek statements from all persons involved in, concerned with, or having knowledge of the suspected incident and shall record these statements.
7. On completion of the preliminary investigation and in the event that he/she concludes that further investigation is warranted, the Year Head shall afford the student or students alleged to have been involved in the suspected incident of substance use, the opportunity to respond to the allegations. He/she shall put the full particulars of the incident to the student or students concerned and their parents/guardians and make copies of all records deemed relevant to the allegation against the student concerned and to the nature of the complaints or allegations, available to the (each) student and his/her parent(s)/guardian(s). Each student against whom an allegation is made shall have the right to reply and to make any representations that she may wish to make or have made on her behalf, within 5 days. The school's Code of Behaviour will be applied here.
8. The school will consider any response and representation made and any other relevant considerations, including but not limited to mitigating and aggravating circumstances that may be appropriate to the specific case.
9. The Year Head shall inform each student and his/her parents/guardians of the school's findings in writing and by telephone. In the event that the investigation concludes that the student is in breach of the Substance Use policy, the Year Head shall inform the student and her parents/guardians the sanctions imposed.
10. The Principal may decide to refer any finding of a breach of this Substance Use policy to the Board of Management for further consideration. In such event the student and his/her parents/guardians shall be given an opportunity to make a reply to the matters at issue. The decision of the Board shall be conveyed in writing and where necessary further procedures for appeal.
11. The school shall ensure that pastoral supports in the form of the Guidance Counsellor are offered to those affected by an incident of substance abuse.

***Note: Interpretation of this policy will be informed by the school's Code of Behaviour.***

## **Section Six: Provision for Staff Training and Development**

1. The school shall provide staff with opportunities to attend training in the delivery of Health Education Programmes and will inform all staff of procedures in the management and investigation of suspected substance abuse incidents.
2. The school fully supports staff members attending SPHE in-service training programmes.

## **Section Seven: Roles and Responsibilities**

### **Board of Management**

1. To approve the policy
2. To consider reports from the Principal on the implementation of the policy

### **Principal and Deputy Principal**

1. To establish structures and procedures for the implementation of the policy
2. To monitor the implementation of the policy
3. To ensure that the policy is developed and evaluated annually
4. The Principal has the day to day responsibility for the implementation of the policy, for ensuring that In-Service training takes place and that all staff are adequately informed to implement the policy

### **Teachers**

1. To familiarise themselves with the policy
2. To implement the policy in their own areas of responsibility
3. To bring any incidents to the attention of the designated people

### **Guidance Counselor**

1. To provide support and guidance
2. To liaise with subject teachers, especially in relation to students with special educational needs

### **Parents**

1. To support school policy

## **Section Eight: Implementation, Monitoring and Reviewing**

### **Links to Other Policies and to Curriculum Delivery**

1. The Substance Use Policy links to the Code of Behaviour and the Health and Safety Policy.
2. The Substance Use Policy links with the SPHE, Science and KL periods within the broad Junior and Senior Cycle Curriculums.

### **Ratification and Communication**

1. This policy will be passed to the Board of Management after consultation with the staff, Parents' Association and the Student Council.
2. Communication of the policy will be as follows:
  - a. The policy will be available on the school website.
  - b. The policy will be included in the school journal from the 2011/12 school year onwards.
  - c. A full copy of the policy will remain in the staff room.
  - d. New members of staff will be given a copy of the policy.

### **Reviewing the Policy**

1. This policy will be reviewed annually.