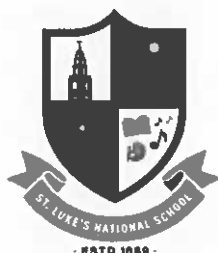


Patron: Rt. Rev'd Paul Colton
Chairperson: Mr. Stephen Spillane
Principal: Mr. Eddie Pepper
Roll No: 13648D
Registered Charity No: 20111373



The Board of Management,
St. Luke's National School,
O'Mahony's Avenue,
Montenotte, Cork
T23DF30

The Substance Use Policy of St. Luke's NS

Scope of Policy

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

Aims of Policy

The aim of the substance use policy of St. Luke's NS is primary prevention. 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.
- Provide a comprehensive programme of education for all students in substance use issues
- Equip the B.O.M. and staff to deal with issues relating to substance use in a planned and considered way in accordance with their roles and responsibilities
- Promote positive health behaviours
- Provide a safe and healthy environment
- Promote self-esteem and self-awareness of students
- Manage incidents of substance use in a clear and consistent manner

Relationship To School's Mission, Vision And Aims

The characteristic spirit of this school has been developed and agreed with our partners in education. This substance use policy reflects the school policy by:

- Drawing together teachers, parents, Board of Management members and relevant members of the local community (Gardaí, doctors etc)
- Including reference to substance use in the enrolment policy
- Including reference to substance use in our Code of Discipline and School Rules
- Promotes the holistic development of each pupil, encouraging respect for self, society and the wider world.
- Dedicated to the care of the whole school community.
- Provides a safe and secure learning and working environment.
- Supports those who may be experiencing difficulties.
- Seeks to engage relevant partners in the education process.
- Seeks to support a healthy lifestyle for all, in a safe, supportive and non-threatening environment.

Rationale

Le Chéile, is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686

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 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 school authority in St. Luke's NS has a moral and legal obligation to ensure compliance with the criminal law.

Implementation Procedures

Copies of the policy were distributed to Board of Management members for ratification in October 2022. When ratified and amended, copies were given to:

- All staff members
- Parents' Association
- Committee members
- School Community on request

Timeframe

This updated policy in its final draft was ready by September 2022. It was circulated to staff members, parents and Board of Management by October 2022. This policy will be reviewed annually each October.

Monitoring and Review Procedures

This requires vigilance on the part of everybody, teachers, parents, students, other staff or visitors to the school. Monitoring also requires that any concerns or reasonable suspicions be reported immediately to the Principal/Deputy Principal. A record will be kept in school of all substance use incidents. There will be an annual meeting of staff to monitor and review procedures to be held in September each year. A copy of this policy will be issued to all staff members and a reminder of its contents will be given at a staff meeting in September of each year. A Board of Management member (Deputy Principal) has agreed to take responsibility to monitor procedures annually and ensure they are being adhered to.

Le Chéile, Is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686

Success Criteria

That tobacco, alcohol and/or drug related incidents will be dealt with effectively and that reasonable suspicions are reported and acted upon.

Policy Content

What is a drug?

A drug can be defined as a chemical, which causes changes in the way the human body functions mentally, physically or emotionally. For the purpose of this policy we are concerned with drugs which have the power to change a previous mood and the way a person thinks about things and drugs or which the taker may become physically or more often psychologically dependent.

Education Concerning Substance Use

We, in St. Luke's NS, recognise and acknowledge that the primary role of substance misuse prevention lies with the parents.

Formal education about alcohol, tobacco and drugs will be carried out by teachers through the S.P.H.E. programme, which is taught in our school. We would also draw on the expertise of the Gardai, HSE etc.

Relevant lessons and material from the following programmes will also be used:

Walk Tall
Stay Safe
R.S.E.

Outside speakers may be invited to speak to enhance/supplement work done in school, will work within the curriculum boundary and in the presence of a teacher. Parental Consent/Parental involvement will be sought where appropriate/relevant.

Management of Alcohol, Tobacco and Drug Related Incidents

Incidents relating to alcohol, tobacco and drug use are addressed in the school's Code of Behaviour and the Enrolment Policy and pupils may be suspended or expelled if involved in any drug related incident.

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.
- Disclosure in relation to incidences of possession, use, sale or passing of alcohol, tobacco or illegal drugs on school grounds or at school related events/activities.

The school should respond to incidents involving alcohol, tobacco and drug use in a planned and considered way. In certain cases it may be necessary to seek legal advice.

Le Chéile, is Féidir Linn

Email: principal@stlukemontenotte.ie / secretary@stlukemontenotte.ie Tel: 021 4503686

Due care will be important in deciding on the balance between a pastoral and a disciplinary response. An appropriate pastoral response to an incident involving alcohol, tobacco and drug use may include referral to a support agency.

Smoking and Tobacco

- The school is a no smoking area
- People are not permitted to smoke or possess cigarettes/tobacco products on the school premises or on school related activities
- Pupils are not permitted to possess cigarettes/tobacco products on the school premises or on school related activities
- Tobacco will never be permitted as a prize for school raffles

Procedure for Management of smoking and tobacco related incidents:

- Inform the principal and/or deputy
- Investigate incident, clarify, confiscate and store.
- Inform parents
- Record incident in writing
- Refer to Code of Behaviour

Alcohol

- The school is an alcohol restricted area
- People will not be allowed to bring alcohol into the school or to consume alcohol in school or during any school related activities
- If alcohol is required for an adult only school function within the school, permission shall be sought from B.O.M. and a final decision shall be made by the B.O.M. regarding the matter.
- If alcohol is to be a prize in school raffles or fundraising events, it must be delivered to and collected from the school by an adult

Procedure for Management of alcohol related incidents:

- Inform the principal and/or deputy
- Investigate incident, clarify, confiscate and store
- Inform parents
- Record incident in writing
- Refer to Code of Behavior

In the event of a teacher suspecting or being of an opinion that a student is under the influence of alcohol he/she must immediately inform the Principal and the incident will be dealt with in accordance with the Code of Behaviour. In the event of aggressive or intimidating behaviour by any member of the public on the school premises, the incident will be recorded and the Gardaí will be informed if the person refuses to leave the premises.

Illicit drugs and solvents

- People are forbidden from being in possession of or using illicit drugs or solvents in the school or on school premises

Procedure for Management of illicit drugs or solvents incidents:

- If a teacher is of the opinion that a person is under the influence of illicit drugs or solvents she/he will inform the Principal/Deputy Principal

Le Chéile, is Féidir Linn

- Investigate incident, clarify
- Confiscate substance/s and store same in the presence of a witness
- Inform parents
- Record the incident in writing
- Refer to code of behavior
- Seek advice from Gardaí/HSE regarding follow up, counselling etc.

The Board of Management will expect parents to inform the Principal, Deputy or teacher if they suspect that their child is taking drugs.

Prescribed Drugs / Administration of Medicines

- School staff will take responsibility for administering medication only when a written request has been made to the Board of Management and an Indemnity Form completed, indemnifying the board
- In situations where children are deemed capable by their parents of taking prescribed medication during school hours or on a school related activity, parents must notify the school in writing, stating the name of the medication, the exact dosage and giving permission for the child to take the medication themselves. Any medication i.e. inhalers etc. must be clearly labelled with the child's name
- Children must not share medicines
- Children must not bring 'over-the-counter' medication to school or on school related activities without parents having filed an administration of medicines form.

Parents will be involved by accepting the school's Code of Behaviour and Enrolment Policies. They will be informed of an incident involving their own child and will be asked to accept responsibility, cooperate 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:

- Ratify this policy
- Implement this policy
- Monitor and evaluate it
- To sponsor/provide appropriate training for staff members where needed
- Make decisions involving critical incidents
- To deal with the media in the event of a critical incident.

Role of Principal/Deputy Principal:

- To formulate draft policy in consultation with the teaching staff, parents and Board of Management
- To monitor its implementation and to ensure that it is reviewed by the review date
- To investigate all referrals in accordance with this policy

Le Chéile, is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686

- To liaise with parents and other outside agencies including the Gardai
- To implement this policy and to support other teaching staff in its implementation
- To arrange appropriate staff development
- To appraise this policy with regard to its suitability

Role of Teaching Staff

- To advocate positive healthy lifestyle and decisions
- To treat the threat of possible drug use as a serious threat to the welfare of pupils and the school community
- To inform themselves regarding the signs and symptoms of drug use and about drugs and their effects
- To be alert to any disclosure by pupils regarding their own or others involvement in drug taking activity
- To bring any such information or suspicion to the attention of the Principal
- To implement this policy
- To appraise this policy

Role of Parents

- To educate their children about substance abuse (age appropriate)
- To support this policy and to cooperate fully with the school in its implementation
- To bring to the attention of the school authorities any conditions their child/children may suffer from which may require specific medication
- Parents should advise the school if they suspect that their own child may be involved in substance misuse

This policy puts the following procedures in place to deal with an incident requiring medical intervention:

- 'Universal Precautions' will be applied; e.g. wearing of proper protective gloves etc., washing and making safe an area after an incident; provision of a yellow bin to dispose of needles or other unsuitable appliances
- All staff were trained in first Aid in 2023/24 school year
- Copies of all relevant phone numbers are below (see Appendix 1)
- A local doctor from a local practice or a HSE ambulance service may be contacted to respond to a medical emergency in the school
- Reference to the schools Critical Incident Policy may be warranted.

The school is committed to working with the local Garda station and may invite representatives from the local Garda station 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.

At local level the following support agencies are available to which students involved in substance misuse might be referred:

- N.A. (Narcotics Anonymous Ireland)
- Child Care & Family Support Services
- Drug Education Officer

Le Chéile, is Féidir Linn

Email: principal@stlukemontenotte.ie / secretary@stlukemontenotte.ie Tel: 021 4503686

- Drug Helpline (HSE)
- Juvenile Liaison Officer
- Community Garda

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

Management of Persons in the Workplace Under The Influence of Drugs And/or Alcohol

The Board of Management shall ensure, so far as is reasonably practicable, that pupils and other persons in the workplace are not exposed to risks to their safety, health or welfare from persons under the influence of drugs and/or alcohol. The term "in the workplace", in the preceding sentence includes all school related activities taking place under the supervision of a teacher, with the Board's approval, and both within and away from the school premises.

Every school employee shall, while at work, ensure that he or she is not under the influence of an intoxicant as required by Section 13 of the Safety, Health and Welfare at Work Act, 2005.

Should the Principal and/or Deputy Principal have reasonable grounds to believe that a staff member is unfit for work, due to being under the influence of an intoxicant, the Principal and/or Deputy Principal shall ask that person to remove him/herself from the workplace, in the interests of the safety, health and welfare of the employee and others. In the case of employees who are at work under the influence of an intoxicant, disciplinary procedures may be implemented.

Should the Principal and/or Deputy Principal have reasonable grounds to believe that an employee of any contractor is unfit for work, due to being under the influence of an intoxicant, the Principal and/or Deputy Principal shall ask the contractor to remove his/her employee from the workplace.

If a member of staff has reasonable grounds to believe any person, other than a staff member or employee of a contractor, is unfit to be on the premises, due to being under the influence of an intoxicant, the staff member shall report his/her belief promptly to the Principal and/or Deputy Principal, who shall ask that person to remove him/herself from the workplace.

If a member of staff has reasonable grounds to believe that a parent or adult collecting a pupil from school or presenting themselves on the premises for another reason is unfit to be on the premises or to take care of the said pupil, the Principal and/or Deputy Principal will be informed and the duty of care will apply to the pupil. All necessary steps will be taken to protect the pupil and safeguard their best interests.

In the event that a staff member or any other person, referred to above, refuses a reasonable request to remove him/herself from the premises, the Principal and/or Deputy Principal may call the Gardaí to forcibly remove the person in question.

The Board of Management acknowledges its responsibility in promoting the welfare at work of teachers. An Employee Assistance Service (Spectrum.life website; telephone: 1800 411 057 or text "Hi" to 0873690017) is available to teaching staff. In the event that substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the teaching staff, the Board of Management may request such staff member to contact the Employee Assistance Service.

Le Chéile, is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686

The Board of Management also acknowledges its responsibility in promoting the welfare at work of all other staff members. In the event that substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the non teaching staff, the Board of Management may request such staff member to seek counselling or other professional intervention.

All incidents, relating to the presence of persons at school, under the influence of an intoxicant, shall be recorded and reported as soon as possible to the Board of Management.

The Board of Management shall consider all such reports and decide on the appropriate action to be taken in the circumstances of each particular case.

Provision for training and Staff Development

Relevant training for staff that becomes available and may be assisted by support from the Primary Curriculum Support Programme, Health Boards, Gardai, other agencies will be engaged with. Relevant CPD courses will be communicated to staff.

Ratification of Policy

This policy was adopted by the Board of Management on 30/9/25 [date].

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association.

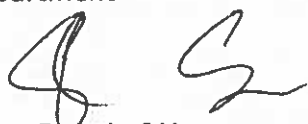
A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year.

Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association.

A record of the review and its outcome will be made available, if requested, to the patron and the Department

Signed:



(Chairperson, Board of Management)

Date: 30/9/25

Le Chéile, is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686

Appendix 1: (Relevant contact information related drugs and alcohol misuse)

HSE Drugs and Alcohol Helpline: 1800 459 459

Cork Local Drugs and Alcohol Task Force 021-4930100

Mayfield Local Drugs Task Force Project – Phase 1

Address:

Kerrigan-Tyrell Youth Centre Tinker's Cross
Mayfield
Cork

Phone number:
(086) 8523077

Phone helpline:
(086) 8523077

Email:
deirdre.dennigan@foroige.ie

Mayfield Youth 2000 - Lotamore Phase 2

Address:

20 Lotamore Park Mayfield
Cork

Phone number:
(086) 3682061

Phone helpline:
(086) 3682061

Email:
martina.okeeffe@foroige.ie

Cork Counselling Service

HSE (South) Addiction Services, Level 1, Heron House, Blackpool Retail Park, Blackpool, Cork City

Contact Reception

Tel: 021 4928300

Email: addictiontreatment@hse.ie

Community based addiction treatment service for people over 18yrs who are experiencing problems with alcohol and/or drugs and/or compulsive gambling. The service also meets with people who have concerns about a family member's addiction problems.

Services Provided

Following assessment, a care plan is developed with the Service User, which may include:

- Brief Intervention
- 1:1 Counselling
- Group work
- Referral to Non-Residential or Residential treatment Programmes
- Free Service to all
- This is not an emergency service.

Le Chéile, is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686

**Youth Health Service/Harm Reduction
73, Shandon Street, Cork City.**

Contact Project Worker

Tel: 021 4220490 / 021 4220491

Fax: 021 4220498

Email: yhs@hse.ie

- Mon: 8.30am to 2.30pm & 3.30pm to 5.30pm
- Tues: 8.30am to 12.30pm & 1.30pm to 5.30pm
- Weds: 8.30am to 5.30pm
- Thurs: 9.00am to 12.30pm & 3.30pm to 7.30pm
- Fri: 8.30 to 3.00pm

Services Provided

- Health Promotion
- Information and Support
- Sexual Health Screening
- Family Planning Services
- Crisis Pregnancy Counselling
- Drug/alcohol & Generic Counselling
- Youth Work Support

Le Chéille, is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686