

DRUG POLICY & PROCEDURES

CONSULTATION

The Aberfoyle Park High School Policy on Drugs has been formulated following consultation with staff, students, parents, Drug and Alcohol Services Council worker, and SAPOL. This policy is freely available to all school community members.

POLICY STATEMENT

This school is committed to minimising the harm to members of the school community associated with the use of drugs by:

- ❖ Providing a health-promoting environment.
- ❖ Delivering an ongoing comprehensive health/drug education program
- ❖ Taking positive and appropriate action to deter the inappropriate use of drugs on school premises and at authorised school activities.

This policy has been developed with reference to other DECS policies, particularly the document 'Intervention Matters' and should be applied in conjunction with other school or DECS policies, including the School Discipline Policy.

RATIONALE

The purpose of this policy is to:

- ❖ Provide a statement from the school to its community about the role of drugs in society and about the use of drugs by students.
- ❖ Clearly state the school rules regarding the inappropriate use of drugs by members of the school community and the responses and consequences for the breach of those rules.
- ❖ Be consistent with Harm Minimisation as outlined in the National Drug Strategy.
- ❖ Meet the requirements of DECS Administrative Instructions and Guidelines.

CURRICULUM

All students will be involved in a healthy lifestyles program in line with DECS and National Drug Strategy initiatives.

Currently this program involves:

- ❖ Specifically focussed health aspects as part of the compulsory HPE courses in Years 8-10.
- ❖ Aspects of the Extended Home Group program which operates from Years 8-12.

These programs are augmented throughout each school year by special activities presented by community and educational organisations

MANAGEMENT

The school accepts responsibility for the reasonable supervision of students. This policy shall apply even where parents/ caregivers have given their personal consent to use a drug. The signing of an event/ excursion form will be considered an acceptance of this policy and its consequences.

Staff will act on this policy under the following circumstances:

Where students are:

- ❖ Within the school boundaries.
- ❖ At school activities authorised by the Principal/Delegate eg. School socials, camps, sports practices, excursions and rehearsals
- ❖ Travelling to and from school other than with parents.

What substances are cause for concern?

Analgesics and Other Medications: The management of medications will be guided by the DECS "Health Care Guidelines".

Analgesics: No analgesics (eg. Panadol/ paracetamol/ aspirin) should be given to students by school personnel.

Other Medications: When students are taking prescribed medication the amount carried should only be that sufficient for the dosage required for the time spent at school on that day. Supporting information may be sought from a medical practitioner.

For the safety of all students, no other medication shall be carried by students, with the exception of asthma inhalers and epi-pens. Where medication is given by injection this medication should be stored in the sickroom or other secure office such as Special Education, after negotiation with the Principal/Delegate.

Other Drugs: In the context of statements made elsewhere, this policy applies to:

- ❖ Tobacco and other nicotine products.
- ❖ Alcoholic drinks, beverages and products.
- ❖ Prohibited substances listed in the Controlled Substances Act or relevant regulations (such as Marijuana or its Derivatives)
- ❖ Inappropriate use of prescribed or over the counter drugs
- ❖ Inappropriate use of solvents or other chemical agents
- ❖ Possession of drug-related objects such as syringes, pipes, bongs etc. this includes the wearing of articles of clothing or jewellery and the like that are deemed by staff to promote unhealthy drug orientated lifestyles.

What activities involving drugs cause us to act?

The consequences outlined in this policy will apply to any student who:

- ❖ Engages in the sale, supply, or administration, or takes part in a sale, supply or administration of any drug. This includes alcohol which becomes illicit in a school setting.
- ❖ Is in possession of any item defined in the above for the purpose of sale, supply or administration of the drug or substance.
- ❖ Is in the immediate vicinity as outlined above and fails to take any action to prevent or report the incident.

STUDENTS SUSPECTED OF POSSESSING, SELLING OR USING DRUGS

- ❖ The staff member who suspects the student(s) should check the health of the student (see next section) and if the student is apparently healthy, immediately escort any student who is suspected of engaging in any of the above activities to an Executive team member. Cover for classes may need to be arranged as a matter of urgency. This, where possible, should be the Executive member responsible for the student's year level. The student should bring their bag which may be required should an investigation be needed.
- ❖ The Executive Team member will then arrange the necessary investigations into the student's behaviour coordinating the appropriate student behaviour management responses as per the guidelines in this policy.
- ❖ They will ensure that any 'searches' are conducted according to the established guidelines and will involve the police as required.
- ❖ **No staff members, apart from Executive staff members, are permitted to search a student's person or possessions. Any searches will be done according to the guidelines with at least two staff members present and with due regard for the students right to respect privacy.**

STUDENTS UNDER THE INFLUENCE OF A DRUG

- ❖ The initial prime concern shall be for the student's physical well being.
- ❖ Any student suspected of being under the influence of a drug should be immediately referred to an Executive team member. (Principal, Deputy Principal or Assistant Principal)

If the student is at school and:

- ❖ **Able to be moved** should be treated as sick and escorted to the sick room by that staff member. Any supervision cover such as lessons/yard duty to be arranged as a matter of urgency. Procedures will then apply in conjunction with the policies set out in this document. The health and safety of such students will be of paramount importance. If a student is considered to be affected by a drug, his/her parents will be informed by the Executive staff member or first aid officer, monitored as unwell and then sent home under adult supervision.
- ❖ **Not able to be moved** should be treated with standard DRABC First Aid techniques and the sick room urgently notified to assess the need for an ambulance.
- ❖ An initial, urgent report will be prepared by the staff involved to outline WHAT, WHERE, WHEN and WHY. It will be required if an ambulance is called.
- ❖ Any tablets or substances found at the time should be taken by the staff member to an Executive staff member who will forward them to the police for analysis as required.

- ❖ Any vomit should be collected using a plastic bag as a glove and inverting it around the vomit. It should be personally forwarded to the sickroom.
- ❖ **If the student is on a school excursion or other school activity** then any student suspected of being in possession or affected by drugs should be treated as far as practical in the same way as at school. The Principal/ Delegate should be notified as soon as practical.

SCHOOL CONSEQUENCES

Where there is a breach of this policy as outlined the following will apply:

- ❖ Where applicable, the legal consequences (see below) will be applied.
- ❖ Parents will be informed as soon as possible by telephone and later, in writing.
- ❖ It is most likely that a suspension would be applied in addition to any other consequences imposed by the Principal/Delegate.
- ❖ A counselling session will be offered with either the Student Counsellor(s) or appropriate agencies.
- ❖ A form of disciplinary action will be determined that:
 - Takes into account the principles and spirit of this policy, especially with regard to the nature and type of breach;
 - Is consistent with any broader school or DECS policy, especially regarding student behaviour management, which may be in force at the time.
 - Increases with the second and subsequent offences.
- ❖ Relevant information will be communicated to the appropriate teachers involved on a need to know basis.

LEGAL CONSEQUENCES – LAW

Section 32 (5) of the Controlled Substances Act states:

- ❖ A person who contravenes this section is guilty of an offence and shall be subject to subsection (6), be liable to a penalty in the following circumstances.
 - The sale, supply or administration, or taking part in the sale, supply, or administration within a school zone, of a drug of dependence or prohibited substance to a child;
 - Being in possession, within a school zone, of a drug of dependence or prohibited substance for the purpose of sale, supply or administration of the drug or substance to another person.
- ❖ The decision to proceed with such penalty will ultimately rest with the Police.

SEARCHES

- ❖ **No staff members, apart from Executive staff members, are permitted to search a student's person or possessions. Any searches will be done**

according to the guidelines with at least two staff members present and with due regard for the students right to respect privacy.

- ❖ All students have the right to justice and equality as well as the right to be treated with dignity.
- ❖ Students' bags and lockers should be made available by students to the Principal/ Delegate when there is reasonable cause to suspect a student to be in possession of stolen school property, dangerous or prohibited items, or drugs. The suspicion of other stolen property or property endangering the physical or moral safety of other students may require the presence of parents or police.
- ❖ If school personnel have reasonable suspicion (i.e. information based on facts) that a student is in possession of drugs (or indeed stolen or prohibited items) as defined in this policy then the following procedures should apply.

PROCESS

- ❖ The staff member should accompany the student, together with the student's school bag, to a safe place (eg. The Principal's office) and ensure that an Executive staff member manages the process. A second staff member must be present. Ensure that one staff member is the same gender as the student present.
- ❖ The Executive staff member will explain the process and ask the student to empty bag and/or locker, and/or pockets. Should the student refuse to participate in this part of the process then the Executive staff member may choose to call the Police. The Police would be called if material were found that warranted such action.
- ❖ Ensure that the student is supervised and that a second staff member is present until the Police attend.
- ❖ Seek the cooperation of parents or caregivers if the student is less than 18 years of age.
- ❖ Inform the parents or caregivers if the student is over 18 years of age.
- ❖ Police determines search of school bag or locker.
- ❖ **Under no circumstances are school staff to conduct a search of the clothing a student is wearing.**

ROLES:

All school personnel:

- ❖ Encourage a health promoting environment
- ❖ Wherever possible, participate in an ongoing health/drug education program.
- ❖ Take positive and appropriate action to deter the inappropriate use of drugs on school premises and at authorised school activities.
- ❖ Model socially acceptable behaviour in the use of drugs which includes not consuming alcohol while having duty of care responsibilities.
- ❖ Report any instances of possession, sale, supply, purchase or administration of a drug of dependence

or prohibited substance or any equipment associated with them to the Principal/ Delegate.

- ❖ Report any instances of inappropriate use of medications or solvents or chemical agents to the Principal/ Delegate.
- ❖ Arrange for any student who is suspected of being under the influence of drugs to be escorted to the sick room.
- ❖ In carrying out the above, he/she should collect and personally forward to the sickroom, any tablets or substances found at the time.
- ❖ If a student has vomited, a sample should be collected by using a plastic bag as a glove and inverting it over the vomit. It should be personally forwarded to the sickroom.
- ❖ Staff have a responsibility to respect a student's right to privacy. Information should only be provided to others on a need to know basis.

Principal/Delegate:

As a result of any breaches of the above rules the Principal will take the following action. He/she should attend to or delegate, any or all of the following:

- ❖ The Parents/Caregivers of the student(s) will be informed immediately of the breach.
- ❖ If the drug(s) are listed in the Controlled Substances Act or Regulations, the police will be informed. This includes alcohol in a public place by a minor.
- ❖ A counselling session will be offered and negotiated with either the Student Counsellor(s) or appropriate agencies.
- ❖ A form of disciplinary action will be determined that:
 - Takes into account the consequences and spirit of this policy, especially with regard to the nature and type of breach.
 - Is consistent with any broader school or DECS policy, especially regarding student behaviour management which may be in force at the time.
- ❖ Relevant information will be communicated to the appropriate teachers involved on a need to know basis.
- ❖ Deal with any media personnel in accordance with procedures suggested in Administrative Instructions and Guidelines. The District Director will need to be informed.

Counsellors:

The Counsellor(s) will provide students with information and/or counselling if required to do so.

If necessary, organise contact with an outside agency to provide further information and/ or counselling.

Confidentiality will be maintained except where this is a legal requirement for the Counsellor to disclose the information. The person should be informed of this disclosure as soon as possible.

First Aid Officer:

Where a student has been escorted to the sickroom by a staff member because he/she is suspected of being under the influence of a drug the first aid officer will

- ❖ Provide appropriate medical treatment for the students in accordance with normal practice.
- ❖ Consult with the Principal/ Delegate and/ or Counsellor.
- ❖ If it seems reasonable likely that the student is under the influence of a drug, then the parents should be informed and asked to take the student home, but the incident may be investigated and resolved as soon as possible.

SUGGESTED CONSEQUENCES

All consequences will be negotiated as appropriate to the *individual* student as well as considering the impact of the student's behaviour upon the school community.

All consequences should factor in an appropriate educative program about the specific drug offence.

On the first occasion within a school year that a student is found to have drugs and/ or instruments in his/her possession, then it is most likely that an external suspension of the student will be arranged by the Principal/Delegate. The **suggested** responses for a first offence in a school calendar year are outlined below.

- ❖ In the immediate vicinity of a drug related event coupled with failure to take any action to prevent or report the incident. – Time Out room placement or suspension dependent on the incident and student concerned.
- ❖ Possession or use of cigarettes/tobacco/nicotine products at school up to a 3 day suspension
- ❖ Possession of alcohol at school – 4 day suspension
- ❖ Distribution of cigarettes/e-cigarettes or alcohol –5-day suspension.
- ❖ Consumption or distribution of alcohol at school – 5 days suspension
- ❖ Inappropriate use of prescribed or over the counter drugs – 5 days suspension
- ❖ Inappropriate use of solvents or other chemical agents – 5 days suspension.
- ❖ Use or possession of substances listed in the Controlled Substances Act or relevant regulations (such as marijuana and its derivatives) or possession of instruments for their consumption - 5 days suspension and police notification.
- ❖ Distribution or sale of drugs of dependence or prohibited – exclusion of at least 4 weeks

Where a student is involved in second and subsequent occasions within a school year, the Principal/Delegate will almost certainly externally suspend the student for at least a period as defined for a first offence. Serious consideration should be given to extending the suspension period (where possible within DECS Policies) or excluding the student from school for up to 10 weeks.

To provide a ready reference for staff, a flow chart for staff use is also available which provides a clear abbreviated outline of the process used to deal with students suspected of being involved in drug possession, use or supply.

DRUG POLICY FLOW CHART

NOTE: The details behind this flow chart are found in the APHS Drug Policy. See Shared/APHS Policies and Procedures/Drug Policy

