



Government of South Australia

Department for Education and
Child Development

Tarlee Primary School

Drug Policy

Ratified by Governing Council: 2011
Reviewed: 2014
Next Review date: 2017

This policy is part of a series of inter related policies for the safety and wellbeing of students, parents, volunteers, visitors and any other person who come onto the school site. This policy should be read in conjunction with the following other site policies:

- Behaviour Management policy
- Grievance Policy
- Student Wellbeing Policy
- First aid and Illness Policy
- Anti Cyber Bullying Policy
- Anti Bullying Policy

Tarlee Primary School Site Philosophy **Proud, Positive and Supportive**

Tarlee Primary School promotes a learner centred philosophy built on socio-constructivist pedagogy.

This means that we believe that:

- ❖ Learners, their families and the school are active partners in the learning process.
- ❖ Learners actively participate in the school and their own learning.
- ❖ Learners experience an expansive array of learning opportunities to meet their academic and social needs.
- ❖ Learners are recognised as individuals and make a unique contribution to the school and wider community.
- ❖ Learners and their families are encouraged to enduring and positive relationships with all educators who are professional, contemporary thinkers and responsive to the individual needs of the learner.
- ❖ Learners will participate in an educational program constructed and evaluated on the stable foundation of a dynamic curriculum and administrative policies.

Learners will experience a positive, safe environment in which all partners and resources are respected and valued.

Policy statement:

Our school is committed to maintaining a safe, secure and supportive environment for its community. This policy is part of our Whole School Drug Strategy that includes a range of curriculum; policies and procedures; and positive school environment initiatives.

Our school takes action to prevent drug use by students and to intervene if it occurs by taking a whole of school approach.

The use, possession and or distribution of illicit drugs, and the unsanctioned use and distribution of drugs such as: alcohol, tobacco and prescription drugs as outlined in Appendix C, Legal Obligations; of Intervention matters are not accepted.

Links to other school initiatives:

This policy also relates to our school's medication management, OHS&W and curriculum policies, and our school's Behaviour Management Policy. Drug education is taught as part of a sequential and developmentally appropriate curriculum

Partnerships are made with parents and community agencies to assist our school to address drug issues.

Student resiliency and wellbeing are promoted.



The legal obligations of teachers' work, including their duty of care responsibilities, are informed, in part, by an understanding of the legal status of drugs. The legal status of the categories of most drugs is found in Appendix B, Legal Status of Drugs; of Intervention matters.

Within our school these are further supported by working with and using the following programmes:

- Health and Drug Education Curriculum
- Life Education sessions
- A Healthy Well-being focus
- Program Achieve and You Can Do It.
- Protective Behaviours
- School Values and Codes of Cooperation
- Anti-bullying and Harassment programs
- Positive behaviour rewards

Principles and rationale:

The principles of natural justice and procedural fairness will apply in the management of suspected drug-related incidents, as outlined in Appendix D, Principals of Natural Justice; of Intervention matters. Our school will implement these in the following way:

- Brief explanation of what is to have alleged to have occurred and its relationship to their own health and safety, and the health and safety of others.
- Inform the student of when and where a formal meeting will take place to discuss this (within 48 hours), and who will be present (staff, child and advocate).
- Explain their right to put forward their point of view and ask questions at the meeting (these may be written or verbal).
- Explain their right or their advocate's right to appeal regarding the process or the consequence of the behaviour.

Procedures for both school and extra curricular activities:

School including excursions, camps, any extra curricular activities sanctioned by the school, on any means of transport sanctioned by the school and parents eg school bus, train private vehicles.

Overview:

There is a clear demarcation line between the authority or jurisdiction of the school and that of the police in managing illegal drugs incident in schools. See attached Appendix 1

- By law, in the case of the use or possession or suspected use or possession of illicit drugs or drug paraphernalia, the police must be notified. DECS policy is that the regional director must be notified and the incident reported using the Incident and Response Management System (IRMS).
- In the case of a legal drug being used illegally, for example, alcohol use or possession at school, principals are required to contact police... Whenever police become involved, regional directors should be notified and incidents reported using the Incident and Response Management System (IRMS).
- The obligation to notify these parties becomes increasingly stronger, the more serious the incident.
- In the case of legal drugs being used in an unsanctioned way, principals should use their discretion as to whom to contact...
- In all incidents, schools should take a 'wellbeing first' approach, while responding to legal and policy obligations.

From *Intervention matters* Part 3: Managing suspected drug-related incidents.

Involvement with drugs, including illicit and unsanctioned drugs, means that if school personnel have reason to believe that:

- Drugs have been or are being used.
- Students are in possession of drugs or instruments used with drugs.
- Students are present when drugs are being used by others.

In the event of a suspected drug-related incident:

Suspected drug-related incidents:

If suspected drug-related incidents occur and drug issues arise, they will be managed and responded to as outlined in Appendix A, Incident Management Roles and Documentation; of Intervention matters. Our School will implement these in a way that:

- Minimise the harm to all members of the school community.
- Follows DECS Guide lines
- **No** public comment is to be made without sanction and clearance from the District Director or their nominee.
- Ensure the wellbeing, educational careers and ongoing support for the students involved
- Are both firm and fair.
- The safety and wellbeing of students will be considered paramount: they may need to be treated as unwell in accordance with the school's health plan and/or emergency procedures.
- Parents will be contacted in instances of possession, use or distribution of illicit drugs, the use and or illegal distribution of unsanctioned drugs.
- One of the following Police will be informed; Hamely Bridge (ph. 85 282 169), Kapunda (85 662 266), Riverton (ph. 88 472 200) or the Police Attendance number 131 4444, in instances of possession, use or distribution of illicit drugs and/or the illegal distribution of unsanctioned drugs.
- The Education Director Gawler Portfolio Phone: 08 85 220 913 will be informed in instances of possession, use and distribution of illegal drugs.
- Report to be made via **IRMS**
- Consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. The consequences will be consistent with the Tarlee Primary Schools Behaviour Policy. However, they could involve suspension or exclusion, in which instances all DECS procedures will be followed.

School Incident Procedures:

Initial procedures: all drug incidents: (Attached Appendix 2)

Calmly but firmly intervene ensuring the safety and health of student/s and particularly utilising OHS&W principles in caring for yourself.

1. If intervening staff member is not a teacher or an additional person is required, the Principal or a Teacher should be called to the scene.
2. Make a first aid assessment (and if necessary seek medical support)
3. Inform student/s of concerns and seek their cooperation, outline initial procedure and keep them informed of their rights.
4. Note incident details- who, what, when and where, record when practical. See Attached Appendix 3 and 4.
5. Safely collect any suspected drugs and drug paraphernalia; waiting police collection.
6. Escort student/s to Principal and hand over with details of incident and any collected materials.
7. Attend any other students involved.

Management of incident (Principal or Delegate):

NOTE: if the police are to be involved the Principal / Delegates investigation of incident is suspended pending the Police investigation; See attached Appendix 1. Keep a record of the incident and following proceedings.

8. Continue to monitor student health and safety.
9. Inform student/s of the proceedings and their rights, outline principles of natural justice as they apply to the situation.
10. Secure evidence.
11. Make initial assessment of seriousness of incident; see Appendix 2 attached (13 /14) at all times be mindful of procedural fairness. Seek advice if necessary;
12. Determine the next level of involvement.
13. Assess the seriousness of the incident. As per attached Appendix 2; 13.
14. Use professional judgment and the law to determine the necessity / level of outside involvement, as per attached Appendix 2; 14. Interview student/s, others involved / witnesses **only if there is no police involvement**. See attached Appendix 3 and 4
15. Contact Parents; if Police involved be guided by them in this matter.
16. Determine and contact other participants as appropriate- student/s advocate when not parent/s /caregiver/s, procedural observer/s, police, district education office. Ensure all participants understand proceedings and roles.

Following Actions, Determining Consequences:

Consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. The consequences will be both firm and fair; ensuring the wellbeing, educational careers and ongoing support for the students involved and is consistent with the Tarlee Primary Schools Behaviour Policy. However, they could involve suspension or exclusion.

17. Consider mandatory reporting.
18. Report incident through Report to be made via **IRMS** and to the Gawler Portfolio Education Director will be informed in instances of possession, use and distribution of illegal drugs.
19. Apply processes and consequences as per the schools Behaviour Management Policy, involve all participants and keep stakeholders informed including their right to an appeal.
20. Follow-up support, *For the Students:*
Mindful of learner wellbeing establish and implement student development plans and including:
 - Ongoing educational support.
 - Counselling.
 - Appropriate behaviour management consequences to be implemented.
 - Re-entry planning if student has been suspended or excluded.
 - Drug intervention process by police.
21. Follow-up support, *For the Staff:*
 - Ensure a record of Incident has been completed by staff involved , See attached Appendix 4
 - Debrief Staff, analyse and implement up to date/relevant training and development as required.
 - Support as required
 - Review School Procedures.

If you are unsure how to proceed, speak with your line manager or contact the DECS legal Department for advice.

Designated staff:

Policy management committee leader:
Allison Tilley Principal

Principal's delegate:
Judi Antoniou Teacher

Student Wellbeing coordinator:
Class Teacher.

First aid support staff:
Sue Chase and Judith Anntonio

Other relevant student support officers:
PCW Tracey Butter.

Other relevant contact details:

Police: Phone: Hamely Bridge (ph. 85 282 169), Kapunda (85 662 266), Riverton (ph. 88 472 200) or 13 14 44 for attendance

Education Director Gawler Portfolio office: Phone 85 220 913

DECS Legislation and Legal Services Phone: 08 8226 1555

DECS Communications Manager (media) Phone: 8226 7904

DECS Drug Strategy Phone: 08 8226 1287

Child Abuse Report Line Phone: 13 14 78

Drug and Alcohol Service South Australia (DASSA) Support line Phone: 1300 131340

See also <http://www.decs.sa.gov.au/drugstrategy> > Key Documents and Policies

Authority:

This policy is consistent with *DECS Intervention matters: A policy statement and procedural framework for the management of suspected drug-related incidents in schools*. This policy was originally developed by the schools Drug Strategy Core Team in consultation with students, staff, parents and community partners, and endorsed by the SRC, staff and Governing Council in 2011.

To ensure continuous improvement, school procedures will be reviewed after every drug-related incident, whilst the policy will be reviewed at least every three years.

References:

Schools procedures can be checked by referring to Intervention matters, Part 3 (Managing suspected drug-related incidents) and Appendix A (Incident management roles and documentation).



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Children's Services

Quick drug reference for school communities

Substance and ways of taking	Legal status	School sanctioning		
 Caffeine Oral	Legal	Generally sanctioned , but hot coffee, iced coffee and 'Energy drinks' are in the Red Category of the DECS Right Bite Healthy Food and Drink Supply guidelines and are banned from sale in school canteens and vending machines. Bringing caffeinated products to school may be unsanctioned under a local school policy.		
 Tobacco Smoked	It is illegal for any person to sell or supply a cigarette to a person under 18 years. Smoking is banned in enclosed, public places, workplaces and shared areas in South Australia.	Use not sanctioned by any person on school grounds.		
Alcohol Oral	Supply or sale of alcohol to a person under 18 years in a public place, such as school or hotel is illegal . Possession and use for young people in a school is illegal .	Use not sanctioned by students at school functions. Use not sanctioned by staff, even out of hours, whilst holding duty of care responsibilities. School staff must utilise harm minimisation principles as an OHSW obligation if consuming alcohol whilst students are not present, eg staff Friday night drinks.		
 Over the counter /analgesics (eg Panadol, Disprin) Oral	Legal , but not to be supplied to students by other students.	Sanctioned in accordance with DECS Health Support Planning Guidelines. School staff should store and supervise only that medication which has been prescribed by a doctor for a student for a specified period of time, and is used according to the agreed plan.		
Prescribed medication (eg insulin, Atalin, asthma medication) Injection/Oral	Legal if prescribed by a doctor. Illegal for any person to supply/distribute/sell prescription medication which has not been prescribed for that person. Police need to be advised.			
Volatile substances (eg whipped cream dispensers, petrol, sprays/toluene/nitrous oxide) Inhalation	Controlled Substances Act states it is illegal for a person to sell or supply a volatile substance if they suspect it will be inhaled or supplied to someone else who will inhale it.	Sanctioned only if used appropriately and within the law. Must be securely and appropriately stored.		
Illicit drugs—police must be advised. Unsanctioned by schools				
Cannabis Marijuana Oral/Smoking	Hallucinogens Magic mushrooms Oral	Meth/Amphetamines Speed, Ecstasy, ice Snorting/Injecting Oral/Anally	Heroin Oral Smoking	Cocaine Snorting, Injecting Oral/Anally
Drug paraphernalia	Legal status	School sanctioning		
 Smoking paraphernalia May be home-made as a pipe or empty plastic bottle with short hose attachment, or may be metal and dismantled into smaller parts.	Not illegal to have an unused pipe with no intent to use. Illegal to have an instrument which has been used or with intent to use for smoking cannabis. Police need to be advised.	Unsanctioned.		
Needles/syringes	A syringe or needle is not illegal .	Sanctioned only for medical use under agreed medication management plan. Unsanctioned for any other purpose.		
 Unknown substance	Possibly illegal. Needs to be referred to police for identification.	Possibly unsanctioned.		

Managing suspected drug-related incidents in overview

(See Intervention matters Part 3: Managing suspected drug-related incidents for rationale and detailed procedures)

<p>Incident</p>	<p>Student/s suspected of possessing, distributing or using a drug or drug paraphernalia, including being drug affected.</p>				
<p>Initial procedures for staff at incident —all drugs</p>	<p>Calmly but firmly intervene, ensuring the safety and health of student/s and particularly utilising OHS&W principles in caring for yourself.</p> <ol style="list-style-type: none"> 1 Consider calling on additional staff. If intervening staff member is not a teacher, a teacher should be called to the scene. 2 Assess health and safety of all student/s involved e.g. the need for an emergency response (Phone 000). 3 Inform student/s of concerns, seek cooperation, outline initial procedures which might follow and keep student/s informed of their rights. 4 Note details of incident throughout and record when practical—who, what, when and where. 5 Safely collect any suspected drugs and drug paraphernalia, awaiting police collection. 6 Escort student/s to principal or delegate and hand over with details of incident and any collected materials. 7 Attend to other student/s involved. 				
<p>Principal/ delegate management of incident</p> <p><i>Note: If it is determined that police presence is required by law, the role of the principal/ delegate investigating the incident is suspended pending police investigations.</i></p>	<ol style="list-style-type: none"> 8 Continue to monitor student safety. 9 Throughout, inform student/s of the proceedings, outlining the principles of natural justice as they apply to the situation. 10 Secure evidence. 11 Make initial assessment of seriousness of incident, mindful at all times of the need for procedural fairness. Collect information, document, seek advice, as appropriate. (See below) 12 Determine the next level of involvement. 	<p>13 Suspected use/ possession/ distribution of illegal substance, drug paraphernalia or unidentified substance</p>	<p>13 Suspected use/ possession/ distribution of legal substance but illegal behaviour (e.g. alcohol)</p>	<p>13 Suspected use/ possession/ distribution of legal substance but unsanctioned behaviour</p>	<p>13 No substance, no confession of drug use but unusual behaviour suggests drug use</p>
<p>Following actions, determining consequences</p>	<p>14 Contact police to investigate/ identify. Contact regional office.</p>	<p>14 Contact police for advice, clarification or notification. Notify regional office.</p>	<p>14 Use professional judgment to determine if need to inform police e.g. regarding community safety.</p>	<ul style="list-style-type: none"> • Treat the student as unwell, implementing the school's processes for managing unwell students. • Contact parents/ caregivers to collect unwell student. 	
<p>Following actions, determining consequences</p>	<ol style="list-style-type: none"> 15 Contact parents. If police are involved, be guided by them in this matter. 16 Determine other participants for a school-based response: student advocate when not a parent; procedural observer, translator. Ensure all participants understand proceedings and roles. 17 Consider whether mandatory reporting is required. 18 Report critical incident through Incident and Response Management System (IRMS) as required. 19 Apply processes and consequences as per school's behaviour and/or drug policy. Consider responses which are educative, punitive and deterrent to support student wellbeing and engagement in learning. Involve participants. Keep stakeholders informed, including right of appeal. 20 Where necessary, establish and implement student development plans, mindful of learner wellbeing including: <ul style="list-style-type: none"> • ongoing educational support • offering counselling options • re-entry planning if student has been on 'take home', suspended or excluded. 21 Debrief staff and review school policy. 				

For advice contact, as appropriate: local police or telephone 131 444; DECS: regional office; Drug Strategy 8226 1287; Legislation and Legal Services 8226 1555; Communications 8226 7904.

See also <http://www.decs.sa.gov.au/drugstrategy> > Key Documents and Policies

Incident management checklist— suspected drug-related incident

The following checklist is designed as a quick reference tool for principal and/or delegate's own use if they choose to.

	Check box
Has First Aid/ Emergency Care been attended to?	<input type="checkbox"/>
Are the basic facts to ensure safety of student/s known?	<input type="checkbox"/>
Has the safety and wellbeing of all students involved been attended to? (Are there other students who have taken the substance?)	<input type="checkbox"/>
If appropriate has the student/s been escorted to a safe, confidential place where the state of health can be closely observed? (Health and wellbeing issues paramount)	<input type="checkbox"/>
Is the student assessed as 'well' to continue the interview?	<input type="checkbox"/>
Is there a presumption of innocence until proven otherwise?	<input type="checkbox"/>
Is there any evidence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has the evidence (drugs/drug paraphernalia) been secured?	<input type="checkbox"/>
Witnessed by:	
Has the student/s been informed as to:	
• steps of process that will now occur	<input type="checkbox"/>
• right to representation by advocate of choice	<input type="checkbox"/>
• right to be heard, including the right to remain silent	<input type="checkbox"/>
• right to question evidence	<input type="checkbox"/>
• right to hear what is alleged and to know reasons for determinations?	<input type="checkbox"/>
Have you discussed informing the parents/caregivers with the student and ascertained any issues of concern with engaging parents/caregivers?	<input type="checkbox"/>
Have parents/caregivers been informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a decision has been taken not to inform parents at this stage, it has been made on the basis of:	
• being in the best interest of the child's welfare	<input type="checkbox"/>
• on police advice, pending investigation	<input type="checkbox"/>
• the student (over 18 years) requesting that parents not be contacted	<input type="checkbox"/>
If parents unavailable to attend school, have they offered another time? If yes, when?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any considerations as a result of contact with parents/caregivers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the case of a more serious incident, and especially if police are required, has the student or parent/caregiver requested a legal advocate (eg solicitor) to be present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been offered the right to have a procedural observer of their choice present?	<input type="checkbox"/>
Has the student admitted to using, possessing or distributing the drug?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX : 4

		Check box
Do you know what the substance/equipment is?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is it	If No, do you need to:	
Legal, but unsanctioned in a school? (eg tobacco) <input type="checkbox"/>	Call police for search of student or school property? <input type="checkbox"/>	
Illegal for youth in a school (alcohol) – call police for advice <input type="checkbox"/>	Call police for identification of substance? <input type="checkbox"/>	
Legal to possess, but illegal to supply (eg supplying prescription medicine to others)—is there a need to call police as collaborative partners or to clarify legality issues? <input type="checkbox"/>		
An illicit substance or drug paraphernalia—call police and suspend further school investigations <input type="checkbox"/>		
If appropriate, has the regional office been informed?		<input type="checkbox"/>
Does your manager, regional support services need to be involved? (Intent to exclude, developing an alternative program, early intervention strategy)		<input type="checkbox"/>
Is there a need to make a mandatory report or to seek advice regarding a report?		<input type="checkbox"/>
Continue with interview, using Student interview record—Suspected drug-related incident		

Follow-up record

To be completed by principal/delegate or procedural observer following student interview and all police investigations.

	Check box
If there has been police involvement, will the student be involved in any police/justice program? (Police Drug Diversion Initiative or Early Intervention Pilot Program) If yes, detail	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has there been a decision on disciplining student behaviour? If yes, has the student been advised of the decision and any appeal process to which they are entitled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has school-based support for the student/s been put in place?	<input type="checkbox"/>
Is there a necessity to contact other agencies to support student and family?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have these been agreed to by the student and (if under 18) the family? If yes, which ones?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the incident been reported through the Incident and Response Management System (IRMS) if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the appropriate staff been informed of the determination whilst affording the student the right to (qualified) privacy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the school discussed reviewing the drug policy/behaviour code?	<input type="checkbox"/> Yes <input type="checkbox"/> No