



Our Lady of Hope School

Greenwith

POLICY DOCUMENT

DRUG MANAGEMENT



OUR LADY OF HOPE SCHOOL DRUG POLICY AND PROCEDURES

AUTHORITY

This policy is consistent with *DECD Intervention matters: A policy statement and procedural framework for the management of suspected drug-related incidents in schools.* (Revised 2011)

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

POLICY STATEMENT

Our school is committed to maintaining a safe, secure and supportive environment for its community. This policy is part of a whole school strategy that includes a range of

- Curriculum initiatives
- Policies and procedures
- Student well-being initiatives.

The possession, use and or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs, is not acceptable at Our Lady of Hope School. Suspected drug-related incidents will be responded to with a mix of educative, deterrent and disciplinary responses, mindful of the need to consider principles of natural justice and legal obligations of managing the risks for the school.

LINKS TO OTHER SCHOOL INITIATIVES

This policy relates to our campus policies and procedures on

- Curriculum
- WH&S
- First aid / medication management
- Student well being
- Promoting positive student behaviours

CURRICULUM

- Drug Education is taught as part of a sequential and developmentally appropriate curriculum.
- Teacher confidence, skills and knowledge regarding drug education and appropriate intervention are developed and maintained through an ongoing program of training and development.
- Student skills, attitudes and knowledge about drug use are improved through the provision of accurate, current information.

PARTNERSHIPS

- Partnerships are developed with parents and community agencies where needed to assist our school to address potential drug issues and drug education.

PRINCIPLES AND RATIONALE

The following principles of natural justice and procedural fairness will apply in the management of suspected drug-related incidents in our school.

The right of the student to:

- Have clarification of the form of proceedings
- Be represented by an advocate of choice.
- Know what is alleged.
- Be heard and given the opportunity to question evidence.
- Impartial adjudication.
- Qualified right of privacy.
- Appeal the process.
- Legal representation.

Our school will implement these in the following way:

1. The Principal or Principal's delegate will inform the student of the purpose of the specially convened meeting and the form it will take.
2. The student will be asked to nominate an advocate. This would most commonly be a parent or family member over the age of 18 years.
3. All evidence will be presented to the student at the commencement of the proceedings.
4. The student must be given the opportunity to respond to the evidence with their interpretation of events.
5. Proceedings will be conducted where possible in an impartial location (meeting room) and in the presence of two staff members. The principal / or principal's delegate plus one other (impartial procedural observer). Accurate documentation of all relevant evidence must occur.
6. Parents / Caregivers have a right to be informed about school related behaviour matters. Student Counsellors may also need to know. Complete privacy is neither possible nor desirable, however student behavioural incidents should not become a topic for general discussion between teachers and students, teachers and teachers, teachers and parents.

7. The process of appeal needs to be explained to the student and advocate.

- **Objections about process / penalty**
 - Follow up conference between principal / student / advocate.
 - Second investigation headed by a new delegate.
- **Objections about penalty where student is excluded**
 - Formal appeal process / proforma given and explained at exclusion.

Where illicit drugs / violence are involved proceedings must be handled by police and parent / caregivers can decide if the representation of a solicitor is needed.

If suspected drug-related incidents occur and drug issues arise, they will be managed and responded to in ways that:

- minimize the harm to all members of the school community
- ensure the wellbeing, educational careers and ongoing support for the students involved
- are both firm and fair.

PROCEDURES FOR BOTH SCHOOL AND EXTRA CURRICULAR ACTIVITIES

OVERVIEW

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

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

In the event of a suspected drug-related incident:

- The safety and wellbeing of students will be considered paramount: they may need to be treated as unwell in accordance with the school's first aid and/or emergency procedures.
- Parents will be contacted in instances of possession, use or distribution of drugs. •
Police will be informed in instances of possession, use or distribution of illicit drugs and/or the illegal distribution of unsanctioned drugs.
- Catholic Education Office Critical Incident staff will be advised of any suspected drug related incidents and will be invited to be involved in management and documentation of such incidents.
- Consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. However, they could involve suspension or exclusion.

Follow-up support for student wellbeing will be implemented through referral to the Student Wellbeing Coordinators or Community Support Agencies. (See Appendix E)

SCHOOL PROCEDURES FOR THE MANAGEMENT AND DOCUMENTATION OF SUSPECTED DRUG-RELATED INCIDENTS.

Incident: Student/s suspected of possessing, distributing or using a drug, drug paraphernalia including being affected by drugs.

Initial Procedures for staff at incident – all drugs

- Calmly but firmly intervene – ensuring safety and health of students and utilise WH&S principles to care for yourself.
- Consider calling on additional staff. If intervening staff member is not on leadership one should be called to the scene.
- Make first aid assessment. Seek support if necessary.
- Inform student of suspicion and seek their cooperation.
- Note incident details - who, what, when, where
- Safely collect any suspected drugs and equipment, awaiting police collection
- Escort student/s to Principal and hand over details of incident.
- Attend to other students.

Interview

- Monitor student safety
- Throughout, inform students of proceedings, using natural justice principles
- Secure evidence
- Make an initial assessment of seriousness of incident
- Inform student/s of proceedings / rights
- Contact parents / caregivers / advocate / procedural observer (advocate and procedural observer could be the same person if a member of staff eg Student Counsellor)
- Explain proceedings / roles to all participants
- Interview student (Appendix D)
- Collect and document facts about incident
- Determine next step

SUPPORT MATERIALS / PROFORMAS

- Initial Incident Record. (Intervening teacher) (Appendix C)
- Incident Management checklist (Principal / Principal's delegate) (Appendix B)
- Interview Record (Principal / Principal's delegate) (Appendix D)
- Contacts for information referral / advice (Counsellors / Principal / Principal's delegate) (Appendix E)


ASSESSMENT / FOLLOW UP ACTIONS (Refer Appendix A)

<u>Issue/incident</u> Use / possession / distribution of <u>illegal</u> substances or unidentified substances	<u>Action to be taken</u> Suspend interview contact police to investigate / identify	<u>Decision re consequences</u> Make decision about consequences including educative punitive and deterrent	<u>Ongoing support</u> Where appropriate organise and implement
<u>Issue/incident</u> Use / possession / distribution of <u>legal</u> substance but <u>illegal</u> behaviour.	<u>Action to be taken</u> • May need to contact police for classification or notification	<u>Decision re consequences</u> Make decision about consequences including educative punitive and deterrent	<u>Ongoing support</u> • ongoing educational support • counselling • re-entry plan for suspended / excluded student
Use / possession / distribution of <u>legal</u> substance but <u>unsanctioned</u> behaviour.	<ul style="list-style-type: none"> • Use professional judgment to determine if need to inform police. • Consider the need for Mandatory Notification 		
<u>No</u> substance, <u>no</u> confession of drug use but unusual behaviour suggests drug use.	<ul style="list-style-type: none"> • Treat student as being unwell. • Contact parents to discuss student health and behaviour. • Consider need for Mandatory Notification 		
Children pretending to use drugs or bring a substance into school and pretend it is a drug.	<ul style="list-style-type: none"> • Speak to student about incident and reasons why they have acted in the way they have. • Contact the child's parents about the incident. 	Decision about consequence will be made at Principal \ Leadership discretion based on the evidence and circumstances.	

DESIGNATED STAFF


- **Principal**
- **Principal's delegate** – Deputy / Assistant Principals.
 - **Student Wellbeing Coordinators** – Principal, Deputy Principal, Assistant Principal.
 - **First Aid Support Officers** – Senior First Aid staff.
 - **Other relevant Student Support Officers** – School Chaplain

This Policy has been ratified by:



(Chairperson)

14.8.2017
(Date)



(Principal)

14-8-2017
(Date)

Annexures

Appendix A DRUG REFERENCE GUIDE

Appendix B INCIDENT MANAGEMENT CHECKLIST – SUSPECTED DRUG-RELATED INCIDENT

Appendix C INITIAL INCIDENT REPORT – SUSPECTED DRUG RELATED
INCIDENT

Appendix D INTERVIEW RECORD – SUSPECTED DRUG-RELATED INCIDENT

APPENDIX A


DRUG REFERENCE GUIDE


	Substance and ways of taking	Legal status	School sanctioning
	Caffeine Oral	<i>Legal</i>	Sanctioned although schools may choose to limit or prohibit sales in a school's canteen.
	Tobacco Smoked Alcohol Oral	<i>It is illegal for any person to supply a cigarette to a person under 18 years.</i> <i>Supply or sale of alcohol to a person under 18 years in a public place, such as school or hotel, is illegal. Use for young people in a school is illegal.</i>	Use non Sanctioned by any person on school grounds. Use non sanctioned by students at school functions. Use non sanctioned by staff, even out of hours, whilst holding duty of care responsibilities. School staff must utilise harm minimization principles as a OHSW obligation if consuming alcohol whilst students are not present, eg staff Friday night drinks.
	Over the counter / analgesics (eg Panadol, Dispirin) Oral Prescribed medication (eg Insulin, Ritalin, asthma medication) Injection/Oral Volatile substances (eg whipped cream dispensers, petrol, sprays / toluene / nitrous oxide inhalation)	<i>Legal, but not to be supplied to students by other students.</i> <i>Legal if prescribed by a doctor.</i> Illegal for any person to supply / distribute / sell prescription medication <i>Controlled Substances Act</i> 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 in accordance with DECS <i>Health support planning</i> 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 agreed plan. 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 <i>Marijuana</i> Oral/Smoking	Hallucinogens <i>Magic mushrooms</i> Oral	Amphetamines <i>Speed, Ecstasy</i> <i>Snorting/Injecting</i> Oral/Anally	Heroin Oral Smoking	Cocaine Snorting, injecting Oral/Anally
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Drug paraphernalia

 <p>Smoking paraphernalia May be home-made as a pipe or empty plastic bottle with short hose attachment, or may be metal and dismantled into small parts.</p>	<p><i>Not illegal to have an unused pipe.</i></p> <p>Illegal to have an instrument which has been used or with intent to use for smoking cannabis. Police need to be advised.</p>	<p>Unsanctioned.</p>
<p>Needles/syringes</p>	<p>A syringe or needle is not illegal.</p>	<p>Sanctioned only for medical use under agreed medication management plan. Unsanctioned for any other purpose.</p>

 <p>Unknown substance</p>	<p>Possibly illegal. Needs to be referred to police for identification.</p>	<p>Possibly unsanctioned.</p>
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APPENDIX B

INCIDENT MANAGEMENT CHECKLIST – SUSPECTED DRUG-RELATED INCIDENT

	Check box
Has First Aid / emergency Care been attended to?	<input type="checkbox"/>
Has the safety and welfare of all students involved been attended to? (Are there other students who have taken the substance?)	<input type="checkbox"/>
Is there any evidence? If yes, has the evidence (drugs/drug paraphernalia) been secured? Witnessed by	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student/s been informed as to <ul style="list-style-type: none"> • steps of process that will now occur • right to representation by advocate of choice • right to be heard, including the right to remain silent • right to question evidence • 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? If parents unavailable to attend school, have they offered another time? If yes, when	<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 admitted to using, possessing or distribution the drug? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know what the substance is? If yes, is it Legal but unsanctioned (tobacco, alcohol) Legal to possess, but illegal to supply (eg supplying prescription medicine to others) – do you need to call police as collaborative partners or to clarify legality issues? Illicit – call police and suspend further school investigations If no, do you need to: Call police for identification of substance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If a critical incident, has the district director's office been informed?	<input type="checkbox"/>
If there has been police involvement, will the student be involved in any police/justice program? (Police Drug Diversion Initiative) 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 <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a necessity to contact other agencies to support student and family? 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 <input type="checkbox"/> Yes <input type="checkbox"/> No
Have the appropriate staff be informed of the determination whilst affording the student the right to (qualified) privacy?	<input type="checkbox"/> Yes <input type="checkbox"/> No

INITIAL INCIDENT REPORT – SUSPECTED DRUG RELATED INCIDENT**To be completed by the intervening teacher**

Intervening teacher: Position:

Today's date: / / Time now:

Details of incident*(Attach further sheets if there is not enough room for details on this pro forma)*Location of incident?
.....

Date of incident: Time of incident?

Who was present at the scene?
.....What was observed?
.....What was said?
.....Did you confiscate any drug paraphernalia? Yes / No If yes, please detail:
.....Did you request staff backup? Yes / No If yes, who else attended:
.....**Health of student/s** (observed behaviour, student disclosures):What was the health status of the students at the time of your intervention?
.....
.....Did you need to take any immediate actions, such as first aid, medical support? Yes / No
(If yes, please detail)
.....**Handover to principal/delegate**To whom did you hand over responsibility?
..... What time was the hand over?

Did you hand over and witness securing of any drugs or drug paraphernalia? Yes / No

Signed Date / /

APPENDIX D
INTERVIEW RECORD – SUSPECTED DRUG-RELATED INCIDENT

*Students need to know information is confidential.

To be completed by principal/delegate	
Is this the first interview with this student for this incident? Yes / No	
If no, when was the previous interview?	
Interview conducted by:	Position:
Date of interview: / /	Time: Position:
Student's name:	Age at the time of incident:
Parent/Caregiver's or advocate's name:	
Has the student agreed to parent/caregiver/advocate involvement? Yes / No	
Other participants in interview: (advocate/parent/caregiver)	
What are the allegations made against the student:	
.....	
.....	
.....	
Has the student been informed of these allegations: Yes / No	
If no, detail why:	
.....	
.....	
Student's response to the allegations:	
.....	
.....	
Is there any drug or drug-related paraphernalia involved? Yes / No	
If yes, please detail type and quantity and brief description:	
.....	
.....	
Details of discussions:	
.....	
.....	
Have the police been contacted for advice? Yes / Not applicable	
If yes, what is their advice?	
.....	
.....	
What was the name of the police officer with whom you spoke?.....	
Will the police be proceeding with investigations? Yes / No	
What decisions have been made by the school concerning the student's behaviour?	
(educative, punitive, deterrent)	
.....	
.....	
.....	
Was the student suspended? Yes / No	
Was the student suspended pending exclusion? Yes / No	
Principal/delegate Signature:	