

1. AIMS

- 1.1 This policy has a three-fold objective: to promote an environment which values the health of all members of the school community, outline the school's role in preventing drug-related problems, and set out the school's position on and procedures for dealing with drug-related incidents and problems.
- 1.2 In implementing this policy the Eynesbury schools will develop co-operative relationships with other agencies, the Police included, as appropriate.
- 1.3 The policy will be made available to staff members, parents on admission and students, through the annual Eynesbury *Diary*.

2. PREVENTION

- 2.1 The schools are opposed to unsafe and unlawful substance use on the part of students, a policy consistent with the National Schools Drug Education Strategy objectives and the National Framework for Protocols.

To that end, the schools will adopt the following preventative measures:

1. A drug education programme based on harm minimisation principles and appropriate, in both content and mode of delivery, for a specialist Years 11 and 12 senior college.
2. Regular needs-assessments to revise the above programme.
3. Regular professional development for counsellors and teachers involved in the delivery of this programme.
4. Information evenings and literature for parents.
5. Regular review of this policy

3. INTERVENTION

- 3.2 Our intervention procedures are designed to address alcohol, tobacco and other drug-related problems with a view to ensuring the health and wellbeing of all members of the school community. They are consistent with the schools' legal responsibilities in these areas.
- 3.3 The schools do not permit students while at school or within a defined perimeter of streets around the schools, or at any school function, camp or excursion, to:

1. Smoke and or possess tobacco products.
2. Consume and or possess alcohol.
3. Deliberately inhale volatile substances such as solvents.
4. Possess and or use pharmaceutical drugs for non-medical purposes.
5. Possess and or use illegal drugs banned for used under current State and Common-wealth laws.
6. Possess and or use drug-related equipment, such as pipes or syringes, except for lawful medical use
7. Attend school or authorised school activities while affected by legal or illicit drugs.
8. Sell, supply, exchange or negotiate illicit, illegal or unsanctioned substances.

4. MEDICATION

- 4.1 If a student requires over-the-counter or prescribed medication while at school, the schools must be notified in writing by parents. In circumstances where he/she requests an over-the-counter medication such as common pain relief, and no such release is on file, a member of staff will ring a parent before proving the analgesic and keep a record of what has been provided.
- 4.2 When a student has a long-term medical or allergic condition requiring medication, the schools must be notified in writing by a doctor, through the parents, as to the nature of the drug and its appropriate use.

5. BREACH OF RULES

- 5.1 In all circumstances the first priority will be to establish and respond to the immediate health and welfare needs of the student concerned.
- 5.2 In instances where a student breaches the tobacco policy, he/she will be dealt with in accordance with the policy set out in Rules of Behaviour and reprinted in the *Diary* each year, and parents notified accordingly.
- 5.3 In instances where a student's observed behaviour suggests the above rules relating to drugs other than tobacco have been breached, the following steps will be taken by the Principal or his nominee.
1. The parent(s) of the student(s) will be informed of the type of inappropriate substance use that has occurred or is suspected to have occurred and will be requested to attend an interview with the Principal or his nominee.

2. If the substances are illegal within the terms of this policy, the Police will be informed immediately and other school personnel informed on a need-to-know basis.
- 5.4 In determining an appropriate response the schools will take into account:
1. The principles underpinning this policy with particular regard to the nature and type of inappropriate substance use.
 2. Wider school policies determining appropriate student behaviour management, with regard to natural justice and procedural fairness.
 3. The appropriateness or otherwise of including a counselling programme negotiated with an appropriate person or agency.
- 5.5 A student found supplying or selling illegal substances will be reported to the police and excluded from the schools, while anyone found in possession of or using illegal substances is liable to be suspended or expelled.
- 5.6 The final decision regarding the form of school response and appropriate penalties rests with the Principal.

Policy Revision

This policy may be revised from time to time without notice. The current version is always available in electronic form from staff at Front Desk or on *Policies at Eynesbury* on staff computers.

SUSPECTED INFRINGEMENT OF THE SCHOOL'S DRUG POLICY

Part A - Staff Procedures

DATE

STUDENT

INTERVENING STAFF MEMBER**POSITION**

RECORD COMPLETED BY
(if other than intervening staff member)

ALWAYS

- **Calmly, but firmly, intervene ensuring the safety and health of student/s**
- **Utilise OHS&W principles in caring for and protecting yourself**

	Action	✓
1	Consider calling on additional staff. If you are not a teacher, a teacher should be called to the scene	
2	Inform and seek the co-operation of the student/s	
3	Make a first aid assessment (and if necessary, seek medical support)	
4	<p>Note incident details (staple any additional notes to form)</p> <p>All students observed in suspected incident –</p> <p>When (date and time) –</p> <p>Location of incident –</p> <p>What was observed? –</p> <p>What was said? –</p>	
5	<p>Was any drug or drug paraphernalia confiscated? Yes/No</p> <p>If yes, please detail</p> <p><i>[Only suspected drugs and 1 or drug paraphernalia that are in full view should be collected. While Principals or their delegate can legally conduct searches it is strongly recommended that no search of bags, lockers or other belongings, nor the request for students to empty pockets is done at this stage (with the exception of the decision that duty of care considerations outweigh the complications). If it is suspected that illicit drugs, substances or drug paraphernalia are present it is best to phone for a Police Patrol on 131444 to enable the Police to conduct the search. Students should be asked to take their bags with them to the office.]</i></p>	

6	<p>Health of student/s (observed behaviour, student disclosures) What was the health status of the student/s at the time of the intervention?</p> <p>What was the health at the time of the handover to principal or their delegate?</p> <p>Was any immediate first aid or other medical support required? Yes/No If yes, please detail</p>	
7	<p>Escort student/s to principal / delegate and hand over with details of the incident and any drugs, substances, drug paraphernalia or suspected bags or other equipment that were clearly evident and have been collected.</p> <p>To whom did you handover responsibility?</p> <p>Time of handover</p> <p>Did you handover and witness securing of any drugs or drug paraphernalia Yes/No</p>	
8	If more than one student, separate for interviews. Continue to monitor their health and safety.	
9	As soon as practicable, the parent/s or caregiver/s should be notified, except if there is concern or evidence that the student could potentially be in danger	
10	Circle type of suspected drug related incident:	

For example, cannabis, amphetamines	<p>A. use / possession / distribution of illegal substance or unidentified substance</p> <p>ACTION: Contact police* to investigate / identify.** Continue with school-based inquiries.</p>	For example, supplying prescription medicine to others	<p>B. use / possession / distribution of legal substance but illegal behaviour</p> <p>ACTION: Contact police* for clarification.** Continue with school-based inquiries.</p>	For example, use of alcohol or tobacco	<p>C. use / possession / distribution of legal substance but unsanctioned behaviour</p> <p>ACTION: Use professional judgement about need to contact police. Continue with school-based inquiries.</p>	<p>D. no substance, no admission of drug use but unusual behaviour suggests drug use</p> <p>ACTION: Treat the student/s as being unwell. Contact the parents / caregivers to collect unwell student.</p>
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* Police Assistance
Local Drug Action Team Sergeant – Telephone:
For police patrol to attend 131 444

** It is often deemed preferable for interviews and / or some of the investigation conducted by the Police to be conducted outside of the school grounds, possibly outside of school hours. It remains important that the school conducts its own inquiry. *There is no legal obligation to link school-based punitive actions to the outcome of the Police investigation.*

Signed	
Intervening staff member	
Principal / delegate	
Witnessing staff member (if different to intervening staff member)	
Date	

Follow up record
To be completed by principal/delegate following student interview and all police investigations

Have the appropriate staff been informed of the determination whilst affording the student the right to (qualified) privacy?	Yes / No
Should the school review the drug policy / behaviour code?	Yes / No
If yes, date and time for review	
Is there a need for reporting / action to Board and / or school community?	Yes / No
If yes, action taken	

SUSPECTED INFRINGEMENT OF THE SCHOOL'S DRUG POLICY

Part B – Student Interview

STUDENT

Class **Year**

DATE Time of interview am / pm

If interview re-convened

DATE Time of interview am / pm

	Action	Initial
1	<p>Inform student of the process that will be followed</p> <ul style="list-style-type: none"> • need to advise and involve parent(s) / caregiver as soon as possible their rights including to have an advocate or parent(s) / caregiver at the interview, ay necessary medical attention, procedural fairness • need to notify police. Note, some of the police involvement could happen away from school 	
2	<p>Secure evidence</p> <ul style="list-style-type: none"> • Seal in an envelope or other container • Label with name, date and time sealed • Co-sign by principal / delegate, student and other adult 	
3	<p>Staff description of incident</p> <p>When (date and time) –</p> <p>Where –</p> <p>What behaviour caused concern –</p>	
4	<p>Contact police to determine time to investigate / identify / collect substance</p> <p>Name of the police officer</p> <p>Log number of phone call</p> <p>Police to attend school (if necessary) date time</p>	
5	<p>Interview may need to be suspended until parent(s) / caregiver arrive.</p> <p>Continue to ensure health and safety of student.</p>	
6	<p>Ensure all participants understand roles, their rights and the allegations</p>	

7	<p>Student perspective about the incident (staple any additional notes to form)</p>	
8	<p>If police attend school</p> <p>Interview re-commended ... / ... / ... time</p> <p>Notes (attach further sheets if more room required)</p>	
9	<p>Consequences for student</p> <ul style="list-style-type: none"> - educative / deterrent <ul style="list-style-type: none"> • • • - punitive (circle) <ul style="list-style-type: none"> • warning • community service (details) • exclusion (date ... / ... / ... to ... / ... / ...) • suspension (date ... / ... / ... to ... / ... / ...) • expulsion (effective ... / ... / ...) 	

10	<p>Negotiated school support (circle and add details)</p> <ul style="list-style-type: none">• ongoing educational support • counseling (circle and add any relevant details/conditions)<ul style="list-style-type: none">- school-based - agency referral (which ones) • re-entry plan (if suspended) • other	
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Signed
Student
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Principal / delegate
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Procedural observer
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Parent / Caregiver
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Advocate (if different to parent)
.....

Date Time

If interview re-commenced – Date Time

Student
.....

Principal / delegate
.....

Procedural observer
.....

Parent / Caregiver
.....

Advocate (if different to parent)
.....

Follow up record (To be completed by principal / delegate following student interview and all police investigations)	
If there has been police involvement, will the student be involved in any police / justice program? (eg Drug Diversion program)	Yes / No
If yes, detail	