



## DRUG POLICY SUPPORT STATEMENT

---

### RATIONALE

The drug policy of The Heights School has been formulated within the context of the *National Drug Education Strategy*, the *National Framework for Protocols for Managing the Possession, Use and/or Distribution of Illicit and Other Sanctioned Drugs in Schools*, the Department of Education and Children's Services regulations, the *Administrative Instructions and Guidelines*, State legislation, the South Australian Police (SAPOL) *Drug Diversion Strategy* and school rules in consultation with the school staff, parents/caregivers, student organisations and SAPOL.

#### *Use of drugs*

The school does not allow students :

- any use of prohibited drugs
- the possession or sale of illegal drugs
- the inappropriate use of prescribed or over the counter medicines
- the inappropriate use of solvents or other chemical agents
- the consumption of alcoholic beverages
- the smoking of tobacco or other drugs
- the possession of drug related objects, such as syringes, bongos, pipes, lighters/matches.

The school also prohibits the possession, sale, supply, exchange or negotiation in relation to any of the above when on the school premises or on any other occasion when the staff of the school have responsibility for an individual or group of students

### TARGET GROUP

This is a whole school policy which is binding to all members of the school community - staff, students, parents/caregivers and friends.

### THE POLICY

Our policy is part of a whole of government approach to drug issues across South Australia to reduce the spread of drug use in all schools. The approach is one of *harm minimisation* towards drug issues. It aims to:

1. Reduce Supply
2. Reduce Demand
3. Reduce Harm.

This is put into action through:

#### **1. PREVENTION**

The Heights School Drug Policy fits under the umbrella *The Heights Safe School Policy* which aims to provide a safe and supportive learning environment through its Student Behaviour Management procedures, school organisation, curriculum and school environment.

The school promotes positive health and life style behaviour. It has a compulsory health program (R-10) within the Health and Physical Education Learning Area, which consists of factual information, attitude clarification and skills development, appropriate to the age of the student,

concerning the use of drugs. The drug education curriculum is a critical key for informing students about planning for and choosing a healthy lifestyle.

The information students receive includes:

- socially approved recreational drugs
- legal medications
- illegal substances.

Senior students (year 11-12) may study these topics within relevant curriculum areas, but all will participate in Pastoral Care programs which address aspects of the above.

## **2. INTERVENTION AND MANAGEMENT**

This policy also addresses intervention and the management of drug related incidents in the school.

The school will accept responsibility for the behaviour of students only under the following circumstances :

- On school premises and in school hours when members of staff are on yard duty supervision.
- At formal school activities authorised by the principal, eg. school formal or camp, sports events.

## **3. ACTION IN RELATION TO DRUG USE**

The Heights School has a School Management Plan which supports its work in identifying and managing drug related behaviours amongst its students. This plan consists of four sections:

1. First Aid – if a student is unwell, standard emergency first aid responses should be enacted.
2. School Discipline Policy – if a student is unable to participate fully or puts the possibility of others learning at risk, that student will be dealt with according to the behaviour management policy or treated as unwell.  
The principal, in consultation with other staff, support services and interagency personnel, will use professional judgment to determine the level of response and support needed according to the age of the student, the frequency or severity of the behaviour.
3. Information for the parent/caregiver and local community.
4. Partnership with the police.

### **3.1 Safe use of Medication**

*(reference: Medication management in schools, preschools and childcare services June 2000, Debra Kay, Manager, Interagency Health Care – AIGs)*

Some of the obligations and administrations will vary with the age and responsibility of the student. Medication for preschool and junior primary aged children will be stored and managed by the school. Older children, can, on the advice of their parent/guardian and doctor, be expected to manage their own medication (if the medication does not require secure storage, refrigeration or potential access to the medication may create a risk to other students).

However, the following will apply to all students:

- When students are carrying prescribed medication to be taken during the day, the school must be notified in writing by the parent. This may take the form of a

medication plan or a witnessed record of verbal instructions from the parent/caregiver. In all cases, the instructions must match those on the pharmacy label for the medication.

- The first dose of the prescription should be supervised by the family or health care professional.
- A daily, pre-measured dose of medication, in the original pharmacy labelled container must be provided to the school. (this is to minimise the quantity of medication held on site)
- Over the counter medication should be managed in the same way as prescribed medication, listed above.
- Where long term medical or allergic conditions, requiring medication exist, the family doctor should provide directions in writing, through the parents per the appropriate documentation, as to the nature of the drug and its appropriate use.
- Analgesics will not be given to students.

The school will record the administration of the dosage in a medication log.

### **3.2 *Confirmed possession and/or use of legal substances eg Alcohol, Cigarettes:***

- A report to the police may not be required. However, consequences established within the school will be enforced. These usually involve suspension.
- Students who are found in possession of alcohol/tobacco products, or who have consumed alcohol/tobacco products during school hours will normally be suspended pending an exclusion meeting.
- A letter will be sent home (parents may have been previously notified by phone) advising of the offence and likely school action.
- The Student Counsellor may be involved to provide advice to the student, Principal, other staff members and parents as necessary. Advice may include referral to a community resource group.
- The offence and school action will be documented and recorded.
- If the student persists with this behaviour at school, he/she will be suspended for an increased period OR until a conditional undertaking is obtained that the practice will cease. If such an undertaking is not forthcoming within an agreed time, or the behaviour persists, the student may be excluded.

### **3.4 *Right of Search***

The school will follow the requirements of the DECS Regulations in regard to search of student property. The Principal (or delegate) will decide on the need to conduct a property search based on information available to them. If a student refuses to cooperate in disclosure of bag and locker contents the parent/caregiver and police will be contacted and the search will proceed in parent presence or by the police. A second staff member must be present until the police/parent/guardian attend.

#### **4. CONSEQUENCE FOR THE POSSESSION AND USE OF ILLEGAL DRUGS**

In all cases the child's health and safety (and the health and safety of other students and staff) will be the paramount issue.

Where a student is found in possession of illegal drugs, or drug related objects, or it is determined they have used illegal drugs, then the matter will be reported to the parents and the police. The student and parents will be referred to advisory services which provide consultation and/or treatment. The school counsellor may be involved to provide advice and support to the student, principal, other staff and parents as necessary.

Where a student is found on the school premises during the described hours of schooling and is believed to be under the influence of an illegal substance, the school will take the same steps as if the student was in possession of that substance. Parents will be contacted immediately, the child will be collected by the parent or sent via ambulance to an authorised medical centre. Should the school believe that the student is under the influence of an illegal substance then the normal steps of suspension pending exclusion will proceed. It is irrelevant for this aspect of the policy as to when and where a substance was used. The issue is the student presence at school and being considered under its influence.

Depending on the age of the students, and context, the student will be suspended pending an exclusion meeting. Exclusion will normally be for a minimum of 4 weeks.

##### ***4.1 Student Return to School***

Upon return from suspension/exclusion, the student will be allocated a case manager (counsellor/year level coordinator/administration team member).

#### **5. CONSEQUENCES OF THE SUPPLY OF ILLEGAL DRUGS**

Students who, based on the evidence available to the school, are considered to be supplying drugs, will be dealt with in the same way as those found in possession of illegal drugs; automatic suspension pending exclusion and possible expulsion proceedings.

#### **6. OTHER SCHOOL POLICIES**

This policy operates in conjunction with the following policies at The Heights School:

The Bullying and Harassment Policy  
The Student Behaviour Management Policy.

#### **REFERENCES**

Administrative Instructions and Guidelines, Section 3 Student Matters, Division 3 Welfare of Students.

#### **RESPONSIBILITY FOR THE POLICY**

All members of the School Community in consultation with the Principal.

#### **Author**

The Heights School Drug Policy has been formulated within the context of the National Drug Education Strategy, the Department of Education and Children's Services (DECS) Administrative

Instructions and Guidelines and school policies and state legislation related to health, welfare and student behaviour management. The Policy is the result of consultation with students, staff, parents and SAPOL.

(This policy acknowledges the input of the DECS Drug Strategy Team and the Para Hills High School's Drug Policy.

Whole School Drug Strategy Core Team (Deb Moulton/Katrina Meatheringham)

(Ref: k:\policies\drugpol.doc)

**Date for Review**

Review Date 2005

**File Reference :**

k:\policies\cpc-13\school policies\students\drug policy



## DRUG INCIDENT MANAGEMENT FLOWCHART

---

**If a student is suspected of being under the influence and/or, in possession of illicit/prescription drugs, then the following procedures need to occur:**

*Does the student require medical attention?*

If so, summon First Aid Officer at the Front Office (who may contact an ambulance).



*Student health is of paramount concern. Is the students' behaviour threatening to him/herself or the safety of others?*

If so, minimise the threat to yourself and other students and consider this before taking action. Send a student for extra assistance if needed. If prescription drugs involved, check for appropriate dosage.



*Can you see drugs or drug equipment?*

If so, **do not forcibly search** student's person/bag/locker/vehicle.

**Do not accuse** the student of drug possession/use – enquire  
Students will be afforded natural justice.



Escort the student and bag to the Principal's/delegate's office (preferably with another staff member of the same sex as the student) and supervise to prevent the possibility of hiding/discarding drugs or equipment.

If more than one student is involved, they should be separated and supervised (as above ie. with two teachers, one of whom is the same sex).

If student is unable to be escorted by teacher/SSO, contact needs to be made with the Principal/delegate.



Keep under constant observation, monitor and reassess the student(s) medical needs.



Teacher/SSO to hand drug/drug equipment to Principal/delegate for immediate securing/labelling (safe practices to be used during this process).

Teacher/SSO to brief the Principal/delegate about the incident.



Teacher/SSO to document observations and actions and provide a copy for the Principal/delegate.



Principal/delegate to notify parents and request them to attend the school if possible.



Principal/delegate to notify SAPOL if student(s) is/are in possession of drugs and/or implements.

Teacher/SSO to provide a statement to police if requested.



School management to determine course of action in accordance with the school drugs policy in addition to action taken by SAPOL ( as part of the Drug Diversion Initiative).

Principal/delegate to seek feedback on the outcome of the incident from SAPOL.

An opportunity for debriefing relevant staff will be provided.

<i>Offence</i>	<i>First</i>	<i>Second</i>	<i>Third</i>	<i>Fourth</i>
<b>Use and Possession of Tobacco Products</b>	Confiscate <b>Junior School</b> - contact home/letter - external suspension  <b>Middle/Senior School</b> - letter home - detention	Confiscate <b>Junior School</b> - 3 Days external suspension - <b>Middle/Senior School</b> - 2 Days external suspension  <b>Re-entry counselling</b>	Confiscate <b>Junior School</b> - 5 Days external suspension - <b>Middle/Senior School</b> - 3 Days external suspension  <b>Re-entry counselling</b>	QUIT Program/ Counselling   Suspension – external/internal as determined
<b>Misuse</b> Prescription drugs Over the counter medication eg. Panadol Personal hygiene items eg deodorant/hair aerosols High energy drinks and bars	Confiscate <b>Junior School</b> - Contact / Letter home and counselling  <b>Middle/Senior School</b> - Contact / Letter home and counselling	Confiscate <b>Junior School</b> - 1 Day Internal suspension - Counselling  <b>Middle/Senior School</b> - 1 Day internal suspension - Counselling	Confiscate <b>Junior School</b> - 3 Days External suspension  <b>Middle/Senior School</b> - 3 Days external suspension  <b>Re-entry counselling</b>	Confiscate <b>Junior School</b> - Possible exclusion (up to 10 weeks)  <b>Middle/Senior School</b> - Possible exclusion (up to 10 weeks)  <b>Re-entry counselling</b>
<b>Use and Possession of Alcohol and Illegal Drugs</b> Cannabis, Alcohol, Amphetamines, Other eg opiates, hallucinogens, Drug related objects	Confiscate <b>Junior/Middle/Senior School</b> Suspension pending exclusion (plus education program)  <b>Negotiated Re-entry process</b>	Confiscate <b>Junior/Middle/Senior School</b> Minimum 4 weeks Exclusion  <b>Re-entry program and counselling required</b>	Confiscate <b>Junior/Middle/Senior School</b> 10 weeks Exclusion  <b>Re-entry program and counselling required</b>	Confiscate <b>Junior/Middle School</b> Under 15- Exclusion 10 weeks  <b>Re-entry counselling</b>  <b>Senior School</b> Expulsion from THS
<b>Supplying and Selling Illegal Drugs(As above)</b>	<b>Junior/Middle/Senior School</b> Exclusion(10wks) + education program <b>Negotiated Re-entry counselling</b>	<b>Junior/Middle School</b> Under 15- Exclusion 10 weeks (Re-entry Counselling) <b>Negotiated Re-entry Senior School</b> Expulsion from THS	<b>Glossary</b> <b>Expulsion</b> = unenrolled <b>Exclusion</b> = 4-10 weeks learning at another site <b>External Suspension</b> = 1-5 days at Home	<b>Internal Suspension</b> = 1-3 days at school but withdrawn from lessons and supervised



## Policy on Drugs

Our approach is one of harm minimisation. We aim to reduce supply, demand and harm.

For more detailed information refer to The Heights School Drug Policy support document

(It is against Government Regulations to smoke on all Government School premises, before, during and after school hours)



## POLICY STATEMENT

The Heights Drug Policy aims to provide a safe and supportive learning environment through its student behaviour management, school organisation, curriculum and school environment. Our focus is on harm minimisation. This school is committed to:

- minimising the harm associated with student use of drugs by providing a drug-free environment (with the exception of legally prescribed and over the counter medication accompanied by permission)
- taking appropriate action to deter the use and misuse of drugs on school premises and at authorised school events and activities
- providing an ongoing comprehensive health and drug education program in a variety of learning areas across the levels of schooling.

## RATIONALE

The purpose of this policy is:

1. To make clear that the school does not allow the use and misuse of drugs by students, and will respond appropriately because, drug use and misuse :
  - Contributes to an unhealthy learning environment and puts at risk the health of the individual and other students/staff
  - Disrupts the learning environment of individual and other students
  - Has the potential to create an unsafe learning environment ( ie in practical areas) and to put individual and other students in danger.
2. To state clearly the school rules regarding inappropriate drug use and the consequences for breaching the school's drug policy
3. To satisfy the requirements of the DECS Administrative Instructions and Guidelines and other government legislation.

## CURRICULUM

A drug education program is a critical part of informing students about planning for and choosing healthy lifestyles. The Heights School has a compulsory Health program R-10.

## MANAGEMENT

The school accepts responsibility for the reasonable supervision of students. It will implement the school drug policy when students are:

- Attending authorised school events and activities (eg. camps, sports practices and matches, excursions, rehearsals, evening performances, school formal, etc.)
- Travelling between school and authorised school events and activities.

## MEDICATIONS

The management of medications will be guided by the DECS *Medication management in schools, preschools and childcare services* (June 2000).

When students are taking medication at school:

- The school must be notified about the medication and how it is to be administered
- Approval to carry medication on the person must be negotiated with the principal /delegate
- All medication not required to be carried on the person must be handed to the first aid staff member with instructions. Trained staff members will give the medication as required
- A register of students' medication requirements will be kept and all information is confidential
- Analgesics will not be given to students.

## BANNED SUBSTANCES

While at school or authorised school events and activities, students are banned from:

1. Possessing, selling, supplying, using
  - Tobacco products/Alcoholic beverages
  - Drugs of dependence or prohibited substances listed in the *Controlled Substances Act* or relevant legislation
  - Smoking instruments – eg matches, lighters and drug-related objects – eg pipes, bongs etc
  - Aerosol containers – eg hairspray, deodorant
  - Prescription or over the counter drugs and analgesics – eg. pain killers without permission
  - Solvents or other chemical agents – eg glue

2. Being under the influence of any drug or substance.
3. Wearing or carrying a personal item which is identified with, or promotes the use of, any drug, alcohol, tobacco or prohibited substance.

Where these activities are conducted within 500 metres of the boundary of the school, Police will take a very serious stance and approach.

## ROLES

### Principal/Delegate:

As a result of breaches of the drug policy, the following action will be taken:

1. The Police will be called if a student is in possession of alcohol and/or using a drug/s/implements listed in the *Controlled Substances Act*, or where there are reasonable grounds to request a search of the person and belongings of the student
2. The parent/caregiver/s of the student/s will be informed immediately of the breach. The students will have the opportunity to know the allegation, the right to be heard without prejudice natural justice.
3. Disciplinary action will be determined which:
  - Takes into account both the age of the student and the frequency or severity of the behaviour
  - Is consistent with the school's student behaviour management policy
4. Information which is relevant will be communicated to the appropriate staff.

### School Personnel:

When a staff member suspects a student is breaching the drug policy, they will observe, document and seek assistance from the Principal/delegate.

### Parents:

Whether your child chooses to use legal or illegal drugs or not, he or she may be exposed to the issue of drugs through friends, peers and the media. You can positively influence your children simply by communicating with them about drugs. This means a two-way discussion. Some of these issues may be difficult for you to understand. Don't panic, don't over-react, really listen. Feel free to contact the school if you need support. Drug & Alcohol Information Services 1800 131 340.

(amended from "Drug Proofing Your Kids"- (SAPOL).



# **Policy on Drugs**

The Heights School Drug Policy has been formulated within the context of the National Drug Education Strategy, the Department of Education, Training and Employment (DETE) Administrative Instructions and Guidelines and school policies and state legislation related to health, welfare and student behaviour management. The Policy is the result of consultation with students, staff, parents and SAPOL.



# **The Heights School**

## ***Drug Policy Support Document***



# The Heights School

## *Drug Policy*

### **Document 2 (Back to Back + Flowchart)**

# The Heights School

## Drug Policy

### Comment Sheet

Thank you for coming to our Parent Forum on our Draft Drug Policy. We really appreciate your attendance, support and ideas. To help us move forward on such important issues, we are asking you to give us some feedback on the draft document you have read tonight.

1. Which document did you read? Document 1 Document 2
  
2. What were the things you **Liked** **Didn't?**
  
3. How could we improve this document?
  
4. What else would you like to know more about/ hear about at another Parent Forum (on this issue or others)?
  
5. What do you find the best way to communicate and pass on information?

Thank you for your time,  
Deb Moulton (*per the Whole School Drug Strategy Core Team*)

## **Issues / Questions**

8/4/02 Do we have the latest on medical records/ medication?

**ACTION:**    **Note to Mary Edson**  
                  **Check my file for last year's materials**

Re use of alcohol... the current policy states that a report to the police is not required. Is this still the case??

**ACTION:**    **Check with Chris Bettess/ Tina Friend**

Re-Read the SAPOL Drug Diversion Strategy

**ACTION :**    **Find and p/c for Friday's meeting**