

DRUGS AND SUBSTANCE ABUSE POLICY AND PROCEDURES

Approving authority	Executive Management Team
Purpose	This policy has been developed to provide a framework for effective drugs education and dealing with drug related incidents within the College environment
Responsible Officer	Principal
Associated documents	Accident and Incident Reporting Policy and Procedures

1. RATIONALE

The College only forms one component of the students' education of drugs and substance abuse. The families of the students, communities and social groups must also contribute and be involved with drugs education outside the College.

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2. SCOPE

This policy and procedure applies to

- all Ozford College staff (full time, part time, casual, permanent or temporary);
- contract or commission workers;
- volunteers, vocational and work experience placements;
- full time and part time students.

It applies to staff in all their work-related interactions with each other, and with customers, contacts or clients.

It applies to staff while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

3. POLICY

The policy applies at all times on campus. The policy also applies to students travelling to and from College and during breaks and lunchtimes. It also includes the use of College premises after normal college hours.

Organisers of any after College events should be made aware of the Drugs & Substance Abuse policy and ensure the policy is followed by the students at all times.

"A drug is a chemical substance that brings about a change in a person's emotional state, body functioning or behaviour."

This broad definition allows for the inclusion of all medications, legal/illegal drugs, tobacco, alcohol, volatile substances and the like.

4. PROCEDURE

4.1 Roles and Responsibilities

- **Principal**

The Principal takes overall responsibility for providing a safe place of work for Staff members and students and as such, ensures that the policy is in force at all times. In the event of a drug-related incident, the Manager would need to liaise with the Executive Committees, parents and any appropriate agencies.

- **High School Coordinator and Head of Student Services**

The High School Coordinator jointly with the Head of Student Services has a general responsibility for supporting other staff members in its implementation as well as providing a lead in the dissemination of information relating to drug education. The Student Services Coordinator is the first point of contact for any advice/support in dealing with a drug-related incident.

- **Parents**

Parents are encouraged to support the College's policy. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it must be handled with care and consideration. The Principal will consider if there are any special circumstances, which may interfere with this right.

- **All Staff**

Drug prevention is a College's priority. Staff members both teaching and non-teaching should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes caretakers and cleaning staff. If they have any queries or training requirements these should be addressed to the Student Services Coordinator.

- **Caretakers**

The caretakers regularly check the College premises for any substances or drug paraphernalia. In the events of findings, details will be documented and reported to a senior member of the College and dealt with in accordance with this policy.

- **Dealing with Drug Related Incidents**

What to do in the event of finding a drug or suspected illegal substance(s)?

- Take possession of the drug/substance(s) and inform the Student Services Coordinator, or if not available a senior member of staff.
- In the presence of a witness, the article should be packed securely and labelled with the date, time and place of discovery.
- The package should be signed by the person who discovered it and stored in a secured place in the Accounts Department
- Arrangements should be made to hand the package over to police. Staff should not attempt to analyse or taste any found substance(s).

In the event of discovering a hypodermic needle, the incident should be recorded and the following procedure should be followed in order to protect all persons:

- Do **NOT** attempt to pick up the needle.
- Cover the needle with a bucket or other container. If possible, cordon off the area to make it safe.
- Inform the Student Services Coordinator.
- For inappropriately discarded syringes in the City of Melbourne, contact 1800 552 355 or 03 9658 9658 to arrange for free disposal.

What to do in the event of finding or suspecting a student is in possession of a drug?

Request that the student hand over the article(s). Having taken possession of the substance/paraphernalia, the above procedure should be adopted.

EXTREME CARE MUST BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED.

If a student refuses to hand over articles a search may be required. It should be noted that:

- Teachers can search College property, i.e. cupboards and trays without permission.
- Teachers should not search students or personal possessions e.g. bags without permission.
- An enforced search by staff could be interpreted as an assault.

Procedures for dealing with a student suspected to be under the influence of a drug or substance?

Remain calm, place student in a quiet area, do not leave him/her on their own, seek medical advice, place him/her in a recovery position, loosen any tight clothing on the student and attempt to establish

what the student has taken. Any suspected substance(s) must be given to the paramedics if the student is to be taken to the hospital for treatment. Any vomit must be safely collected where possible and given to the paramedics for analysis.

Limits of Confidentiality

Students disclosing information to teachers about personal drug use or of other students they believe to be involved are not under any obligation to extend absolute confidentiality. The parents have the right to be informed by the College of any such abuse which in the opinion of the College could result in the potential harm of their child.

Confidentiality by the teacher(s) of the drug abuse by the student is denied for the following reasons:

- enabling a criminal activity being committed ; and
- resulting in serious harm to the student's health and wellbeing.

The Student Services Coordinator being informed of any drugs abuse drug albeit factual a belief is required to assess the information to hand to ascertain if any further action needs to be taken.

Discipline

In normal circumstances, parents will be contacted and advised of the incident. If, in the opinion of the Student Services Coordinator the situation constitutes a child protection issue then the social services must be contacted immediately.

A student found with the possession of illegal drugs would automatically be excluded from the College for 5 days.

Resumption to the College would be conditional upon:

- reserving the right to search, something not permissible with the remainder of the student body; and
- obtaining acceptance from a family member of the student of the issuance of a final written warning incorporating the condition that any further drug related incident would result in permanent exclusion.

A student found supplying drugs to another student during College hours would be excluded permanently

5. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.