

## DRUGS AND SUBSTANCE ABUSE POLICY AND PROCEDURE

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This policy has been developed to provide a framework for effective drugs education and dealing with drug related incidents within the College environment
<b>Responsible Officer</b>	Principal
<b>Associated documents</b>	Accident and Incident Reporting Policy and Procedure Critical Incident Policy and Procedure First Aid and Medical Condition Policy and Procedure Human Resources Policy and Procedure Student Behaviour Management Policy and Procedure (including Student Code of Conduct) Student Support and Services Policy and Procedure Records Management Policy and Procedure

### 1. RATIONALE

Ozford College (the College) is an alcohol and drug free establishment.

The consumption and or possession of alcohol and illegal drugs while involved in College activities is strictly prohibited at all times.

Smoking is prohibited on the property and within 4 metres of entrances and exits.

Illegal activity will be reported to the relevant authorities.

This policy 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 and responses outside the College.

### 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

- 3.1 The consumption and or possession of alcohol and illegal drugs on Ozford premises is strictly prohibited at all times.

- 3.2 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.
- 3.3 Smoking is prohibited by law on the property and within 4 metres of entrances and exits.
- 3.4 The Student Code of Conduct in the Student Behaviour Management Policy and Procedure sets out the expected behaviours for students. Students are forbidden from being involved in College activities whilst under the influence of alcohol or illegal drugs.
- 3.5 The College employment contract, Human Resources Policy and Procedure also sets out that staff should not be use drugs or alcohol or be impaired by their use while supervising students on campus, during excursions or off campus activities.
- 3.6 This policy applies at all times (before, during or after school hours) on campus or off campus when involved in school excursions or other activities.
- 3.7 This policy also applies to students travelling to and from College and during breaks and lunchtimes.
- 3.8 The organisers of any before or after hours College events should be made aware of the Drugs and Substance Abuse Policy and Procedure ensure the policy is followed by the students at all times.

## **4. PROCEDURE**

### **Roles and Responsibilities**

#### **4.1 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 Principal would liaise with the Executive Management team, parents and all required Commonwealth or state authorities or agencies.

#### **4.2 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 Head of Student Services is the first point of contact for any advice/support in dealing with a drug-related incident.

#### **4.3 Families (Parents, guardians and carers)**

Families are encouraged to support the College's policy.

Families 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, and therefore, it will be handled with care and consideration.

The Principal will consider if there are any special circumstances which may interfere with this right.

#### **4.4 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 staff have any queries or training requirements these should be addressed to the Head of Student Services.

#### **4.5 Caretakers**

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

### **Dealing with Drug Related Incidents**

#### **4.6 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 Head of Student Services, 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 the 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 Head of Student Services.
  - For inappropriately discarded syringes in the City of Melbourne, contact 1800 552 355 or 03 9658 9658 to arrange for free disposal.

#### **4.7 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.

#### **4.8 Searching for a suspected illegal substance**

- If a staff member suspects a student is under the influence or has a suspected illegal substance and refuses to hand over articles, a search may be required.
- The teacher or staff member identifying this risk should request the Head of Student Services (or if not available a senior member of staff) to assist with any such search.
- It should be noted that:
  - Staff can search College property, i.e. cupboards and trays without permission.

- Staff should not search students or their personal possessions without permission. An enforced search by staff could be interpreted as an assault.

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

- If student or staff member is under the influence of drugs or alcohol, staff should follow the Accident and Incident Reporting Policy and Procedure.
- The staff member should remain calm, take the student to a quiet area, not leave the student on their own, immediately seek medical advice, place him/her in a recovery position 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 should be safely collected where possible and given to the paramedics for analysis.

#### **4.10 Limits of Confidentiality**

- Where students disclose information to teachers or other staff about personal drug use or of other students they believe to be involved, the teacher or staff member is not under any obligation to extend confidentiality.
- The student's family 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 of the illegal drug abuse by the student is denied for the following reasons:
  - This is enabling a criminal activity being committed; and
  - This is resulting in serious harm to the student's health and wellbeing.

4.11 The Head of Student Services, on being informed of any drug abuse will assess the information to hand to ascertain if any further action needs to be taken.

4.12 The school will follow the Student Behaviour Management Policy and Procedure in respect to any incident involving students.

4.13 The school will follow the Human Resources Policy and Procedure in respect to any incident involving staff.

## **5. FEEDBACK**

Feedback or comments on this Policy and Procedure is welcomed by the listed responsible officer.