



St Joseph's School  
Kingswood

# DRUG MANAGEMENT POLICY

## ST JOSEPH'S SCHOOL KINGSWOOD

## **Rationale**

St Joseph's Kingswood is a Catholic school in the Josephite tradition. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

## **DRUG MANAGEMENT POLICY AND PROCEDURES**

This policy is consistent with *DECS Intervention matters: A policy statement and procedural framework for the management of suspected drug-related incidents in schools*. The whole school drug strategy is underpinned by the

- National School Drug Education Project.
- National Framework for Managing possession, use and/or distribution of illicit and other unsanctioned drugs in schools.
- Principles of Drug Education.
- Premier's Drugs Summit 2002
- Chief Executives circular to schools January 2003

This policy was developed in consultation with students, staff, parents and community partners, and endorsed by the staff.

## **OVERARCHING 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 / campus drug strategy that includes a range of

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

The possession, use and or distribution of illicit and other unsanctioned drugs is not acceptable at St. Joseph's School Kingswood. Our school takes action to prevent drug use by students and to intervene if it occurs. The use, possession and / or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs are not accepted (Refer Appendix A – for Drug Reference Guide).

## **LINKS TO OTHER SCHOOL INITIATIVES**

This policy relates to our policies and procedures on

- Curriculum
- WHS
- First aid / medication management
- Student well- being and 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 to assist our school to address potential drug issues and drug education.

## **SCHOOL ENVIRONMENT**

- Student resiliency and well-being are promoted.
- The minimisation of harm associated with drug use by young people is supported by our school's procedures and processes.
- Understanding the significance of a whole School environment as a protective factor against drug related harm is promoted

## **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.
- Privacy.
- Appeal the process.
- Legal representation.

Our school will implement these in the following way:

- The Principal or Principal's delegate will inform the student of the purpose of the specially convened meeting and the form it will take.
- 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.
- 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 (conference 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 or 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:

- minimise the harm to all members of the school community
- ensure the well-being, 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 health plan and/or emergency procedures.
- Parents will be contacted in instances of possession, use or distribution of illicit drugs or the use and/or illegal distribution of unsanctioned drugs. (Refer to Appendix A)
- Police will be informed in instances of possession, use or distribution of illicit drugs and/or the illegal distribution of unsanctioned drugs.
- 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 counsellor, and liaise with the Student Wellbeing Coordinator or Community Support Agencies. (See Appendix E)

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

### **Initial Procedures**

- Calmly but firmly intervene – ensuring safety and health of students and utilise OHSW principles to care for yourself.
- Make first aid assessment. Seek support if necessary.
- Inform student of suspicion and seek their cooperation.
- Note incident details. (Appendix C)
- Safely collect any suspected drugs, equipment.
- Escort student to member of Leadership Team.

### **Interview**

- Monitor student safety
- Secure evidence
- Assess 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)**

<b><u>Issue/incident</u></b>	<b><u>Action to be taken</u></b>	<b><u>Decision re consequences</u></b>	<b><u>Ongoing support</u></b>
Use / possession / distribution of <b><u>illegal</u></b> substances or unidentified substances	Suspend interview contact police to investigate / identify	Make decision about consequences including educative punitive and deterrent	Where appropriate organise and implement
Use / possession / distribution of <b><u>legal</u></b> substance but <b><u>illegal</u></b> behaviour.	<ul style="list-style-type: none"> <li>• May need to contact police for classification or notification</li> </ul>	↓	<b><u>Ongoing support</u></b> <ul style="list-style-type: none"> <li>• ongoing educational support</li> <li>• counselling</li> <li>• re-entry plan for suspended / excluded student</li> </ul>
Use / possession / distribution of <b><u>legal</u></b> substance but <b><u>unsanctioned</u></b> behaviour.	<ul style="list-style-type: none"> <li>• Use professional judgment to determine if need to inform police.</li> </ul>		↓
<b><u>No</u></b> substance, <b><u>no</u></b> confession of drug use but unusual behaviour suggests drug use.	<ul style="list-style-type: none"> <li>• Treat student as being unwell.</li> <li>• Contact parents to collect unwell student</li> </ul>	↓	↓

#### DESIGNATED STAFF

- **Principal**
- **Principal's delegate** – Deputy / APRIM
- **First Aid Support Officers** – Located in Administration Block. .
- **Other relevant Student Support Officers** – ESO staff, Parish Priest

#### APPENDIX A

## DRUG REFERENCE GUIDE

Substance and ways of taking	1.1.1.1.1 Legal status	1.1.1.1.2 School sanctioning
 <p>1.1.1.1.2.1 Caffeine Oral</p>	<p>1.1.1.1.3 1.1.1.1.3.1.1 <i>Legal</i></p>	<p>1.1.1.1.4 <b>Sanctioned</b> although schools may choose to limit or prohibit sales in a school's canteen.</p>
 <p>1.1.1.1.4.1 Tobacco Smoked</p>	<p>1.1.1.1.5 1.1.1.1.5.1.1 <i>It is illegal for any person to supply a cigarette to a person under 18 years.</i></p>	<p>1.1.1.1.6 Use <b>non Sanctioned</b> by any person on school grounds.</p>
 <p>1.1.1.1.6.1 Alcohol Oral</p>	<p>1.1.1.1.7 1.1.1.1.7.1.1 <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></p>	<p>1.1.1.1.8 Use <b>non sanctioned</b> by students at school functions. Use <b>non sanctioned</b> 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.</p>



1.1.1.1.1.8.1 Over the counter / analgesics (eg Panadol, Dispirin) Oral

1.1.1.1.1.9

**1.1.1.1.1.9.1.1** *Legal, but not to be supplied to students by other students.*

**1.1.1.1.1.10**

**Sanctioned** in accordance with DECS *Health support planning* 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.

1.1.1.1.1.11.1 Prescribed medication (eg Insulin, Ritalin, asthma medication) Injection/Oral

1.1.1.1.1.9.1.2

1.1.1.1.1.12

**1.1.1.1.1.12.1.1** *Legal if prescribed by a doctor.*

**Illegal** for any person to supply / distribute / sell prescription medication  
B – Possession S18 CSA

**1.1.1.1.1.11**

1.1.1.1.1.12.2 Volatile substances (eg whipped cream dispensers, petrol, spray s /toluene / nitrous oxide inhalation

*Controlled Substances Act* 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 only if used appropriately and within the law.**

Must be securely and appropriately stored.

1.1.1.1.1.12.2.1.1

1.1.1.1.1.12.2.1.3

**Amphetamines**

**Heroin**

**Cocaine**

1.1.1.1.1.12.2.1.2

1.1.1.1.1.12.2.1.4

*Speed, Ecstasy  
Snorting/Injecting*

Oral

Snorting,  
injecting

Cannabis

Hallucinogens

Oral/Anally

Smoking

Oral/Anally

*Marijuana*

*Magic mushrooms*

Oral/Smoking

Oral



1.1.1.2

Drug paraphernalia



**1.1.1.2.1.1.1** 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.

1.1.1.2.1.2

**1.1.1.2.1.2.1.1** *Not illegal to have an unused pipe, however it must be new, unused and clear of any cannabis resin.*

**Unsanctioned.**

**Illegal** to have an instrument which has been used or with intent to use for smoking cannabis. Police need to be advised.

**Needles/syringes**

A syringe or needle is **not illegal.**

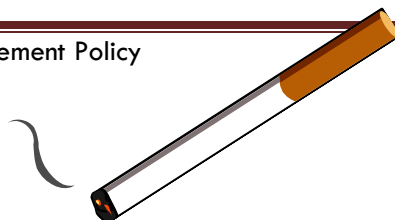
**Sanctioned** only for medical use under agreed medication management plan.  
**Unsanctioned** for any other purpose.



**Unknown substance**

**Possibly illegal.** Needs to be referred to police for identification.

**Possibly unsanctioned.**



**APPENDIX B**

**INCIDENT MANAGEMENT CHECKLIST – SUSPECTED DRUG-RELATED INCIDENT**

	<b>Check box</b>
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"> <li>• steps of process that will now occur</li> <li>• right to representation by advocate of choice</li> <li>• right to be heard, including the right to remain silent</li> <li>• right to question evidence</li> <li>• right to hear what is alleged and to know reasons for determinations?</li> </ul>	<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"/> <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? <b>If yes, is it</b> Legal but unsanctioned (tobacco, alcohol) <input type="checkbox"/> 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? <input type="checkbox"/> Illicit – call police and suspend further school investigations <input type="checkbox"/> <b>If no, do you need to:</b> Call police for identification of substance? <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If a critical incident, has the district director's office been informed?	
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

**APPENDIX C**

**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:

.....

.....

**APPENDIX E**



**COMMUNITY SUPPORT AGENCIES**

***Information, Referral and Advice***

**Quit SA** – 202 Greenhill Road, Eastwood 5063 Ph: **8291 4141** Fax: **8291 4194**

E-mail: [quitsa@cancersa.org.au](mailto:quitsa@cancersa.org.au)      [www.quitsa.org.au](http://www.quitsa.org.au)

**Quitline 13848** (free Counselling Service)

**Kids Help Line** – 1800 551 800

**Al – Anon / Alateen Families of Alcoholics** – Ph: 8231 2959

**Teen Hope** – (free crisis core Counselling Service) 1800 024 488

**Teen Challenge** – (free drug Counselling Service) 8431 9566

**DECS Drug Education** – 31 Flinders Street, Adelaide Ph: 8226 1054

**Alcohol & Drug Information Services** – 24 Hr Confidential advice and information 1300 131 340

[www.sacentral.sa.gov.au/agencies/dasc/dasc.htm](http://www.sacentral.sa.gov.au/agencies/dasc/dasc.htm)

**Second Story Youth Health** – Clinical, Counselling, Referral Service 1300 131 719

[www.cyh.com](http://www.cyh.com)

**Parent Helpline** – Child and Youth Health 1300 364 100

**Family Drug Support** – Advice and referral family related drug matters 1300 368 186

**Aboriginal Drug & alcohol Council (SA) Inc** – 83620395

**Nunkuwarrin Yunti of SA Inc.** – 82235217

**Alcohol and Other Drugs (Vietnamese Community)** – Peer Education Project Officer 8268 8925

**Life Education SA**

Consult with the school bilingual school support officer/s (BSSO) for referral to relevant culturally specific support groups.

### **1. Review**

This policy will be reviewed every 3 years, or earlier if information becomes available that significantly affects the content of the policy.

### **2. Appendices**