

SCHOOL PROCEDURES

Initial procedures:

- Calmly but firmly intervene ensuring the safety and health of the student/s particularly utilising OHS&W principles in caring for yourself
- Consider calling on additional staff, if the intervening staff member is not a teacher, a teacher should be called to the scene
- Inform student/s of suspicion and seek cooperation
- Make a first aid assessment (and if necessary seek medical advice)
- Note the details- who, what, where and when
- Safely, collect any suspected drugs and drug paraphernalia
- Escort student/s to the principal and hand over details of incident.

INITIAL INTERVIEW

- Continue to monitor student safety
- Secure evidence
- Make initial assessment of seriousness of the incident
- Inform students/s about proceedings and their rights
- Determine and contact participants as appropriate-student. Parent/ caregivers and procedural observe

- Ensure that all participants understand proceedings and roles
- Interview student/s to collect and document facts about the incident
- Determine level of involvement.

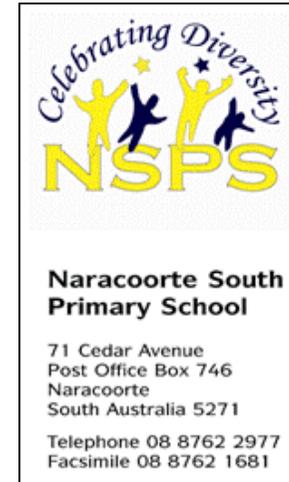
ASSESSMENT

- 1. Is it use/ possession/ distribution of an illegal substance or an unidentified substance
- or, use/ possession/ distribution of an illegal substance and illegal behaviour
- or, use/ possession/ distribution of an illegal substance and unsanctioned behaviour
- or, no substance, no confession of drug use, but unusual behaviour suggests drug use.
- 2. Suspend interview and contact police to investigate/ identify. May need to contact police for clarification and notification. Use professional judgement to determine the need to inform police.
- 3. Treat students as being unwell according to Health Support Guidelines.
- 4. Contact parents/ caregivers to collect unwell student.

FOLLOWING ACTIONS

- Make decisions about consequences including educative, punitive, and deterrent. Organise ongoing educative support and counselling where necessary.
- Re-entry plan for student if needed.
- Debrief staff and review school policy.

Managing Suspected Drug Related Incidents



AUTHORITY

This policy is consistent with *DECS Intervention Matters: A policy statement and procedural framework for the management of suspected drug related incidents in schools.*

- Our School is committed to maintaining a safe, secure and supportive environment for its community.
- Our Policy aligns with Values in the School Code of Conduct and fits with a range of curriculum, procedural and positive school initiatives.
- Our school takes action to prevent drug use by students and will intervene if it occurs by a whole of school approach.
- **The use, possession and /or distribution of drugs such as alcohol, tobacco and prescription drugs are not accepted.**



PROCEDURES FOR SCHOOL AND EXTRA CURRICULAR ACTIVITIES

Overview

Involvement in 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 or instruments used with drugs
- Students are present when drugs are being used by others.

LINKS TO OTHER SCHOOL INITIATIVES

This policy also relates to our School's:

- Medication Management
- Curriculum such as Program Achieve
- Code of Conduct
- Drug education is taught as part of a sequential and developmentally appropriate curriculum
- Partnerships are made with Parents and Community Agencies to assist our school to address drug issues
- Student resiliency and wellbeing are promoted generally within the school and particularly in health education lessons
- Policies such as Ant-Bullying and Harassment, Grievance Procedure.

PRINCIPLES AND RATIONALE

The principles of natural justice and procedural fairness will apply in the management of suspected drug related incidents, as outlined in Appendix D Intervention Matters.

Our School will implement these in the following way:

Student will be informed of:

- the form of the proceeding*
- their right to be represented by an advocate of their choice*
- what has been alleged*
- their right to be heard and to question evidence*
- their right to impartial adjudication*
- their qualified right to privacy*
- their right to appeal.*

If suspected drug related incidents occur and drug issues arise, they will be responded to and managed in ways that:

- minimise the harm to all members of the school community*
- ensure the wellbeing and ongoing educational support for students involved.*
- are both firm and fair.*

PROCEDURES

In the event of a suspected drug related incident:

- The safety and wellbeing of the students will be considered paramount; they may need to be treated as unwell and 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 and /or possession, use or distribution of unsanctioned drugs.
- Police will be informed in instances of possession, use or distribution of illicit drugs and/ or 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, consequences could involve suspension or exclusion.
- Follow up support for students wellbeing will be implemented.

