

Drug Education and Response Policy

DOCUMENT CONTROL			
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1. **Purpose**

1.1. The purposes of this Policy are to:

- communicate CST's position and expectations in relation to medications, alcohol, tobacco, electronic cigarettes (e-cigarettes) and sanctioned and unsanctioned substances;
- promote responsible attitudes to the use of drugs of all kinds in the CST community;
- provide for the implementation of preventative strategies, including education and information programs;
- establish and clarify the CST community's position and expectations in relation to medications, alcohol, tobacco, sanctioned and unsanctioned substances;
- specify consistent and appropriate interventions and responses to incidents involving substance abuse.

2. **Scope**

2.1. This Policy applies to all students, workers, visitors, parents and friends whilst involved in any programs, activities or official functions connected with CST schools, and covers the following aspects:

- Preventative strategies
- Management of student health issues
- Intervention and response procedures

This Policy replaces all previous CST Drug Education and Response policies. It recognises that, in the long term, preventative strategies will be the most beneficial. However, it also specifies appropriate interventions and responses to drug-related incidents.

3. **Policy**

3.1. **General:**

Christian Schools Tasmania is committed to providing safe and healthy schools and workplaces and recognises that only a combination of effective proactive, preventative and intervention strategies will achieve this objective.

The intervention and response procedures in this Policy are followed where possession, supply or use of illicit and unsanctioned substances or the sale or inappropriate use of medication have been identified at school or at a school-related activity.

Success is dependent on the effective implementation by all sections of the CST community. For this reason, the policy is freely available in the community, widely discussed and reviewed regularly to ensure its continued effectiveness.

3.2. **Proactive and preventative strategies:**

All CST schools will deliver preventative age and stage appropriate drug education programs as an integral part of the curriculum, which recognises and utilises the vital aspect of our partnership with parents. Strategies and programs will aim to develop in students:

- a healthy sense of personal worth;
- understanding of the physical, social, mental, emotional, spiritual and legal consequences of drug use;
- attitudes and social skills that aim to minimise the use of drugs and the associated risks of drug use;
- effective strategies for resisting social and emotional pressures to use drugs;
- effective help-seeking strategies.

Parents will be involved as partners and communicated with about this Policy and aspects of its implementation.

3.3. **Medical information:**

To respond appropriately to illness or injuries, schools will maintain accurate and up-to-date medical information about each student. This information will be regularly sought from parents using the appropriate medical update options provided by the school.

At the beginning of each year, schools will review medical information for each student. Parents are expected to notify the school of any relevant changes to medical information occurring between reviews.

3.4. **Specific drug information:**

3.4.1. Non-Prescribed Medication (e.g. Analgesics, Antihistamines and Anti-inflammatories):

- Students are not permitted to carry non-prescribed medications at school.
- Refer to the School Administration of Medication Guidelines for more information.
- Whenever non-prescribed medications are administered to students by school staff, the details will be recorded via the appropriate medical register.

3.4.2. Prescribed medicines:

- Where possible, students requiring medication are encouraged to take the medication at home rather than at school.
- Parents are responsible for ensuring that students have age and stage appropriate strategies to know how to use their own medicines safely and effectively.
- Where students need to use prescribed medicines during school hours, the parent must provide the school with a completed Authorisation to Administer Medication Form and follow all instructions in the School Administration of Medication Guidelines.
- For students in K-6, the administration of the medication is supervised, and the details are recorded via the appropriate medical register.

3.4.3. Dispensing of medications:

- Each school will maintain an appropriate medical register to record all medicines dispensed. This is maintained by designated staff members whose responsibilities include recording the following:

- date and time of medication dispensed;
- name of the student;
- name of responsible adult attending;
- medicines dispensed, including dosage;
- any follow up action taken (e.g. parents or emergency services contacted).

3.4.4. Tobacco and e-cigarettes:

- All CST properties, including vehicles owned or contracted by CST, are smoke-free zones.
- Students are not permitted to smoke tobacco or e-cigarettes at school, at school-related functions and activities, or while travelling to or from school.
- Staff and other adults will not smoke whilst at off-campus school-related activities.

3.4.5. Alcohol: Students

- Students are not permitted to use or possess alcohol at school or at school-related activities.
- Students are not permitted to attend school or represent the school while under the influence of alcohol.

3.4.6. Alcohol: Staff and Volunteers

- Staff are not permitted to attend school or the workplace under the influence of alcohol.
- Alcohol will not be consumed at school or in the workplace, under any circumstances, unless a staff member or volunteer is attending an approved function.
- Where alcohol is supplied at school or the workplace function (whether held on site or externally), it should be served and consumed responsibly. Alcohol must not be supplied to individuals who exhibit obvious signs of intoxication.
- Staff are responsible for their own conduct in regards to the consumption of alcohol and encouraged to drink responsibly. Staff must:
 - Not consume alcohol to excess at work functions;
 - Not drive, or operate plant or equipment while under the influence of alcohol;
 - Co-operate with other staff, where action is taken to implement this policy; and
 - Report any incidents involving the misuse of alcohol in the workplace.

3.4.7. Responsible service of alcohol

- The principal is responsible for authorising functions held on or off school premises in which alcohol may be supplied or sold. E.g. The year 12 Graduation Dinner where parents may consume alcohol responsibly.
- The CEO is responsible for authorising functions held at CST (Head office) or offsite in which alcohol may be supplied or sold.
- The Principal or CEO is responsible for ensuring that all requirements relating to the sale or supply of alcohol (as detailed in the liquor licensing laws) are met, including laws relating to the responsible service of alcohol. Any decision as to whether to permit the service of alcohol shall take into account issues related to the duty of care owed to both students and staff, community standards and expectations, and the reputation of the School.
- In the event that the service of alcohol is permitted at a school/CST function or on school/CST premises:
 - Alcohol must be served responsibly;
 - Alcohol must not be sold to a person who is noticeably intoxicated;
 - The area in which alcohol is to be served must be a discrete area with controlled access; and
 - Students attending an event where alcohol is being served must be appropriately supervised.

3.4.8. Illicit drugs:

- The following are prohibited on CST properties, including vehicles owned or contracted by CST:
 - the use, possession or supply of illicit and unsanctioned substances;
 - the inappropriate use of solvents and other chemical agents;
 - the possession of drug-related paraphernalia;
 - the inappropriate use of drugs in sport.

3.5. Intervention and referral:

3.5.1. General:

- Where this policy is breached, the response is to be appropriate to the breach, taking into account the circumstance of each case. Where intervention is required, CST endorses a positive and supportive approach that aims to modify inappropriate behaviour while enabling the student to continue an educational and vocational pathway and to assist the student and the family to link to appropriate community support services.
- Students are supported and counselled at all stages of the process.
- Breaches are initially reported to the relevant Principal. The Principal will inform and call on other appropriate adults to assess any risk involved and may initiate a program of counselling and/or referral to a community agency. Counselling and warning are generally the initial response where alcohol or tobacco are involved, although a stronger response may be warranted in some cases. A second instance may incur a suspension.
- The Principal will notify the CEO immediately of serious action taken under this policy.
- Failure for a staff member to observe this policy is considered misconduct and could result in disciplinary action including dismissal.

3.5.2. Searches:

- Generally, a staff member can only search a student's personal items (e.g. school bag, clothing) if they have a student's permission or if they think the safety of others is urgently at risk.
- A staff member can search a student's locker or desk as this is considered school property.
- If a staff member suspects a student is in possession of illicit drugs, alcohol or any other banned substance the following procedure must apply:
 - Staff member notifies the Principal of the suspicion;
 - Principal requests permission from the student to search the student's bag or item in which the banned substance/item is suspected to be contained;
 - If the student gives consent, the search will be conducted in a private room with a second staff member in attendance to observe the search with the student removing their contents from their bag or item until empty; and
 - If the student does not give consent, the student's parents will be contacted and informed of the situation and the police will be notified, invited to attend the school and conduct a search.

3.5.3. Suspension:

- Serious breaches of this policy (possession, use and/or sale of illicit substances) may incur immediate suspension from school. The decision to suspend a student is taken by the Principal.
- In reaching a decision to suspend a student, consideration is given to the nature of the incident and the welfare of both the student and the school community in general. Parents are informed of the decision as soon as possible.
- The period of suspension is determined by the circumstances in each case by the relevant Principal.
- The suspension is intended to make a student fully aware of the seriousness of his or her breach of school discipline.
- Cases involving the possession or use of prohibited substances may incur immediate suspension without warning.

- Where a student attends a school-related function under the influence of alcohol or other substances, the parents will be communicated with and asked to collect their child immediately. The suspension provisions may also be applied in this instance.

3.5.4. Expulsion:

A decision to expel a student is taken by the Principal in consultation with the CEO. Students are expelled from the school where:

- following a period of suspension with counselling and formal warnings, there are further incidents involving illicit substances and/or there is no remorse or desire to change behaviour;
- the student is found to be continuing to use or distribute illicit or unsanctioned substances endangering the health of themselves and/or others in the school.

3.5.5. Police involvement:

- Prosecution of students is not a primary objective; however, all incidents involving the possession, use and supply of illicit drugs or illicit drug-related paraphernalia will be reported to Tasmania Police.

3.6. **Roles and responsibilities:**

3.6.1. Adult members of the school community:

- modelling healthy attitudes and responsible behaviour in relation to the use of drugs, including alcohol, tobacco and e-cigarettes.

3.6.2. Parents:

- working with schools to ensure the provision of accurate, up-to-date medical information about each student;
- working with schools in teaching their children the responsible use of their prescribed medicines;
- notifying school when students need to use prescribed medicines at school;
- supporting this Policy at school and school-related functions.

3.6.3. Principals:

- working with parents in the implementation of this Policy;
- implementing this Policy in the school and ensuring all workers are familiar with its requirements;
- ensuring that the School has its own documented processes and procedures in relation to the specific application of this Policy;
- promoting and reviewing this Policy;
- initiating appropriate actions and programs with students who breach this Policy;
- notifying the CEO of serious breaches or actions taken under this Policy.

3.6.4. Teachers:

- ensuring familiarity with the Policy and school-specific processes and procedures;
- ensuring that curriculum content for which they are responsible is consistent with the Policy;
- ensuring that their behaviour is consistent with the Policy.

3.6.5. Workers:

- ensuring that their behaviour is consistent with the Policy.
- ensuring their own familiarity with the Policy;

3.6.6. CEO:

- ensuring this Policy is implemented across CST;
- reporting to the Board serious incidents and action taken under this Policy.

3.6.7. The Board:

- the review, refinement and implementation of this Policy and associated documentation on a regular basis;
- ensuring that workers have the necessary resources to be able them to fulfil their roles under this Policy.

4. References and Additional Related Documents

- CST Work Health & Safety Policy
- CST Staff Code of Conduct Policy

5. Record Keeping

5.1 This Policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

5.2 The master copy is kept in <https://www.cst.tas.edu.au/services> under Policy Documents, online in read-only in PDF form. Any printed or downloaded copies are deemed uncontrolled.

GENERAL DEFINITION OF TERMS:

Where referred to in this document:

Christian Schools Tasmania (CST) means an association of Christians who, through their Board of Directors, are legally responsible for Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

The School refers to the CST school to whom the Policy applies.

The Board means the Board of Directors of Christian Schools Tasmania.

Executive is a forum including the Chief Executive Officer, Principals and the Business Manager.

Chief Executive Officer (CEO) is the person appointed to the position of Chief Executive Officer of the Association, or a person acting from time to time in that position.

Principal means the person charged with responsibility for the operation of an Association school, or a person acting from time to time in that position.

Compliance Manager is the person appointed to the position of Compliance Manager of the Association, or a person acting from time to time in that position.

Business Manager is the person appointed to the position of Business Manager of the Association, or a person acting from time to time in that position.

Manager means a person appointed to a managerial position within CST.

Staff is any person either employed by CST either on a casual, part-time or permanent basis as well as volunteers, contractors and sub-contractors engaged in working at a CST School.

Parent is a person who is the legal guardian of a child enrolled at a CST school.

Child means any student enrolled at a CST school.