



KEITH AREA SCHOOL

ACHIEVE – COOPERATE – COURAGE – RESPECT

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DRUG INTERVENTION POLICY

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Keith Area School is committed to minimising the harm to members of the school community associated with the use of drugs by providing a health promoting environment, an ongoing comprehensive health/drug education program and by taking appropriate action to deter the inappropriate use of drugs on school premises and at authorised school activities.

Our aim at Keith Area School is to provide a safe and drug free environment. This policy should be applied in conjunction with other school or DfE policies.



RATIONALE

The purpose of this policy is to:

- Provide a statement from the school to its community about the role of drugs in society and about the use of drugs by students.
- Clearly state the school rules regarding the inappropriate use of drugs by school community and the consequences for the breach of those rules.
- Be consistent with Harm Minimisation as outlined in the National Drug Strategy.
- Meet the requirements of DfE Administrative Instructions and Guidelines.



Government of South Australia
Department for Education

CURRICULUM

All Foundation to Year 12 students will be provided with the opportunity to be involved in healthy lifestyles / drug education through a comprehensive health education based on the South Australian Curriculum, Standards and Accountability Framework.

Any such health education course should (in relation to drugs):

- Provide the knowledge, skills and understanding that students require to make informed decisions about their behaviour.
- Be consistent with the National Drug Strategy particularly in relation to harm minimisation.

MANAGEMENT

The school will accept responsibility for reasonable supervision of students. Staff will implement the policy under the following circumstances:

WHERE

- Within the school boundaries.
- At school activities authorised by the Principal, e.g. school socials, formals, camps, sports practices and excursions.
- Travelling to and from school on the school buses.

WHAT SUBSTANCES

Analgesics and other medications - the management of medications will be guided by the DfE "Health Care Guidelines".

- Analgesics: No analgesics e.g. Panadol, paracetamol, aspirin should be given to students by school personnel
- Other Medications: When students are taking prescribed medication the amount carried should only be that is sufficient for the dosage required for the time spent at school on that day. Supporting information may be sought from a medical practitioner.
- For the safety of all students, no other medication shall be carried by students with the exception of asthma inhalers. Where medication is given by injection this medication should be stored in the refrigerator in the Staff Room or in the Front Office, after negotiation with the Principal/Designate.

Other Drugs: In the context of statements made elsewhere, this policy applies to:

- Tobacco
- Alcoholic beverages
- Drugs of dependence or prohibited substances listed in the Controlled Substances Act or relevant regulations, (such as Marijuana or its derivatives)
- Inappropriate use of prescribed or over the counter drugs
- Inappropriate use of solvents or other chemical agents or inhalants
- Possession of drug-related objects such as syringes, pipes, bongs etc.

WHO AND WHAT ACTIVITIES

The consequences outlined in this policy will apply to any student who:

- Engages in the sale, supply, or administration, or taking part in the sale, supply or administration; is in possession of any item define above for the purpose of the sale, supply or administration or use of the drug or substance.
- Is in the immediate vicinity as outlined above and fails to take any action to prevent or report the incident.

DRUG AND ALCOHOL FREE SCHOOL.

This applies to all day-to-day activities and events such as camps & excursions, school socials, Year 12 formal, sports days etc. and any and all settings where students are present. As such, staff, volunteers, visitors and parents are required to comply with this policy.

Staff and volunteers who have any supervision responsibility (e.g. on camps or excursions) must not partake in any alcohol or drug related activities for the duration of the activity even if the activity is off-site or away from children. Staff and volunteers may be recalled at any time (such as in an emergency situation) and must not be under the influence of any drug or alcohol. Our student safety and welfare is paramount.

DRUG RELATED INCIDENT

If it is suspected that a drug related incident has occurred, then...

Intervene if safe to do so

Assess the health and safety of students involved
Request emergency response if required

If a person is:

- not a student, contact police
- a staff member, inform the site leader
- a student, seek voluntary cooperation and complete the following steps.

Collect substances

Take the student to the site leader

Secure substances and monitor the student for signs of use

Collect information about the incident and keep students informed about their rights

Determine if a criminal offence is suspected to have occurred. Contact police if it is.

Contact parents

Report and document the incident

Consider disciplinary actions and referral to counselling and support

All staff

Site leader

Further detail for managing a drug related incident can be found in the Alcohol, tobacco and other drugs incident management procedure including further information for leaders.

https://edi.sa.edu.au/library/document-library/controlled-procedures/Alcohol_tobacco_and_other_drugs_incident_management_procedure.pdf (June 2019)

MANAGING A DRUG RELATED INCIDENT - PROCEDURES FOR ALL STAFF

If it is suspected that a drug related incident has occurred then:

Intervene if safe to do so

1. Calmly but firmly intervene.
2. Consider calling on additional staff. If you are not a teacher, a teacher should be called to the scene.
3. Protect your own health and safety, as well as that of students and others, using Work Health and Safety principles in caring for yourself. Avoid dangerous or threatening situations. If you are concerned about your safety or the safety of another person, remove yourself from the setting, inform the site leader, and contact police immediately by calling 000 for an emergency response.

Assess the health and safety of the students involved

4. Assess the health and safety of all students involved. Provide First Aid as needed. Call 000 for an ambulance if required (for example, if a student is unconscious, struggling to breathe or delirious). Police attendance is only automatic for a drug-related ambulance call if there has been a fatal overdose or if the ambulance officers are threatened with violence.
5. If a student appears drug affected and an emergency response is not required, immediately implement school procedures for managing unwell students and work with the site leader to follow Step 23.4 of this procedure.

If a person is not a student or staff member, contact police

6. If a person that is not a student or staff member is involved in the incident:
 - 6.1. ask them for their name and relationship to students or the school
 - 6.2. avoid confrontation
 - 6.3. inform the site leader and contact police. If you believe the person to be a physical threat to students or staff, immediately call 000 for an emergency response.

If a person is a staff member, inform the site leader

7. If a person involved in the incident is a staff member, inform the site leader of your concern.

If a person is a student, seek voluntary cooperation

8. If a student is involved in a drug-related incident, inform them about your concerns and seek voluntary cooperation.

Collect substances

9. Ask students to identify any unknown substances and who may be involved.
10. Collect any tobacco, alcohol and other drugs or equipment that are visible or offered by the student. Handle items carefully and do not make skin contact with any substance. If it is suspected that the items are controlled substances or equipment, ensure that handling is observed by another staff member.
11. Follow the procedure on Search and seizure. Do not conduct a search of clothing, bags or lockers. Contact police if a search is required. The search should only be undertaken by police or by a site leader in rare circumstances where there is serious risk of injury or harm.
12. Record details of the incident throughout the process, including who, what, when and where.

Take the student to the site leader

13. Escort the student to the site leader. Hand over with details of the incident and anything collected.
14. Attend to any other students involved.

SCHOOL CONSEQUENCES

Where there is a breach of this policy the following will apply:

- Where applicable, the legal consequences as outlined in 5.6 will be applied.
- Parents will be informed as soon as possible by telephone and later, in writing.
- A suspension of at least two days should be applied in addition to any other consequences imposed by the Principal/Designate.
- A counselling session may be negotiated with either the Student Counsellor, Chaplain or appropriate agencies.
- a form of disciplinary action will be determined that:
 - Takes into account the principles and spirit of this policy, especially with regard to the nature and type of breach.
 - Is consistent with any broader school or DECS policy, especially regarding student behaviour management which may be in force at the time.
 - Increases with the second and subsequent offences.

Relevant information will be communicated to the appropriate teachers involved on a need to know basis.

SEARCHES

Acknowledging that safety is paramount and conducting a search may be required to ensure the safety of everyone on site, searching a student or their belongings is intrusive and must only be used to prevent a serious risk of harm.

When preparing to conduct a search, consideration must be given to the student's past and current experiences of trauma and their relationship with a teacher or student wellbeing leader who could support the student if and when a search is conducted.

Verbal direction is always preferred to physical intervention. Under no circumstances should staff engage in any form of conduct which might cause physical or emotional harm to students.

A police officer is the recommended person to search bags or lockers. Legal opinion advises caution if a site leader becomes involved in a search.

If school personnel have a reasonable suspicion, based on facts, that a search is required the following steps should be undertaken:

- Accompany the student, together with the student's bag, to a safe place, eg the principal's office.
- Phone the South Australia Police (SAPOL) on 131 444 to ask for police attendance.
- Have a second staff member present until SAPOL attend.
- Where possible ensure that 1 staff member is the same gender as the student who is present.
- If the student is less than 18 years of age inform the parents or caregivers of the student and seek their cooperation.
- If the child or young person is under the guardianship of the Chief Executive, Department for Child Protection (DCP), the relevant DCP staff member should be informed.
- Inform SAPOL of your concerns and suspicions. The individual SAPOL officer must be satisfied that the suspicion is reasonable before they begin the search. In some circumstances the SAPOL officer may need to organise a warrant prior to the search.

SEARCHING A STUDENT

School staff should not conduct a search of the clothing a student is wearing.

In rare circumstances, if there is serious risk of injury or harm to you, other staff or students, principals may request that a student, in the presence of another senior staff member:

- remove a jacket
- turn their pockets inside out
- take their shoes off.

If a student refuses, contact SAPOL (131 444) to request police attendance and with a second staff member present wait with the student until SAPOL attend. Monitor the student to ensure the safety of both the student and staff and ensure the student isn't left alone to dispose of any items. Where all other measures have been exhausted and there is the possibility of immediate danger it may be necessary to use reasonable restraint to prevent serious injury or harm to you, other staff or students as outlined in the [protective practices for staff in their interactions with children and young people](#).

SEARCHING STUDENT PROPERTY

In rare circumstances, principals may search the property of a student and any school property the student has, without the consent of the student if there is serious risk of injury or harm to you, other staff or students. A site leader must be certain that not conducting a search would place other students or staff at risk of serious physical or psychological harm.

A search may be seen as intrusive and an invasion of personal space. A search without consent should only be conducted in extreme circumstances. This includes where you have a reasonable suspicion that the student is in possession of a weapon or a dangerous article, including illegal substances.

Unless the conditions outlined above apply – lockers, bags, handbags and other personal items should only be searched with the consent of the student.

Use discretion when a locker or student bag inspection needs to be done in order to:

- avoid undue attention and possible victimisation especially if the student concerned is innocent
- avoid alerting other students who may be involved.

If during a search you find something believed to be illegal, you should confiscate the item and secure it prior to handing it over to the SAPOL.

Maintain a chain of evidence:

- photograph the item as soon as possible
- count all money with a second person present
- limit the handling of the item to only 1 person (where possible)
- secure the item in a locked drawer or cabinet until SAPOL arrive.

Make notes to record the actions you have taken in relation to any searches or seizure of items.

More information contained in Search and seizure procedure

<https://edi.sa.edu.au/library/document-library/controlled-procedures/search-and-seizure-procedure>

USE OF POLICE DOGS

At times the police or school may initiate the use of a police drug detection dog in schools. In such circumstances the protocol for Passive Alert Drug Detection Dogs (PADD) in Schools is required to be followed.

There are two types of PADD dog operations under this protocol: reactive and proactive.

The type of PADD dog operation affects police powers of entry and the level of preparation by the school.

Procedures for managing a school during a PADD dog operation are the same for both.

Reactive: A reactive PADD dog operation occurs when police officers have a warrant or reasonable suspicion that a controlled substance is on site. In a reactive PADD dog operation, police enter the site using powers under the Controlled Substances Act 1984 or the Summary Offences Act 1953. A reactive PADD dog operation is a criminal enforcement action. It is an urgent response to police intelligence that a controlled drug is currently on site at a school. This intelligence could be due to a report from the school or from another source. Although police would normally speak with a principal first to manage the site and protect the welfare of students, a reactive PADD dog operation is not pre-arranged and does not require the consent of the principal.

Proactive: A proactive PADD dog operation is a pre-arranged activity between SAPOL and the principal of a school. Its purpose is to prevent drug use and educate about the harms and consequences. A proactive PADD dog operation is a search of the school, arranged when there is no specific suspicion that a controlled drug is currently present. In a proactive PADD dog operation, police enter a school with the principal's permission and prior approval for the operation from the Commissioner for Police and either the Chief Executive of the Department for Education or the head of the school's education sector. It is conducted as part of a broader drug prevention and education program at the school. Proactive PADD dog operations will only be undertaken at secondary schools, or combined schools with a secondary area that can be separated from the primary area.



PARENT/CAREGIVERS CONSENT:

- This policy shall apply even where parents/caregivers have given their personal consent to use a drug.
- The signing of an event/excursion consent form will be considered an acceptance of this policy and its consequences.

ROLES

All school personnel:

- Encourage a health promoting environment.
- Whenever possible, participate in an ongoing health/drug education program.
- Take positive and appropriate action to deter the inappropriate use of drugs on school premises and at authorised school activities.
- Model socially acceptable behaviour in the use of drugs.
- Report any instances of possession, sale, supply, purchase or administration of a drug of dependence or prohibited substance or any equipment associated with them to the Principal / Designate.
- Report any instances of inappropriate use of medications or solvents or chemical agents to the Principal / Designate.
- Direct any student who is suspected of being under the influence of drugs, to the Front Office/Sick Room.
- In carrying out the above, he / she should collect and personally forward to the Sickroom, any tablets or substances found at the time.
- Staff have a responsibility to respect a student's right to privacy.
- Information should only be provided to others on a need to know basis.

Principal/Designate:

As a result of any breaches of the above rules the following action will be taken by the Principal. He/she should attend to or delegate, any or all of the following:

- The Parents/Caregivers of the student(s) will be informed immediately of the breach
- If the drug(s) are listed in the Controlled Substances Act or Regulations, the police will be informed. Other school personnel will only be informed on a need to know basis.
- A counselling session may be negotiated with either the Student Counsellor or appropriate agencies
- A form of disciplinary action will be determined that:
 - Takes into account the consequences and spirit of this policy, especially with regard to the nature and type of breach
 - Is consistent with any broader school or DECS policy, especially regarding student behaviour management which may be in force at the time
 - Relevant information will be communicated to the appropriate teachers involved on a need to know basis
 - Deal with any media personnel in accordance with procedures suggested in Administrative Instructions and Guidelines. The District Superintendent will need to be informed if media personnel become involved

Counsellor:

- The counsellor/chaplain will provide students with Information and/or counselling if required to do so
- If necessary, organise contact with an outside agency to provide further information and/or counselling
- confidentiality will be maintained, except where:
 - The student agrees to information being provided to a third party, there is a significant health risk to the student or another party. The student should then be informed of the proposed disclosure, or otherwise, as early as possible.
 - In doing so, the counsellor would be required to break the law i.e. Through failure to mandatory report

School First Aid Officer:

Where a student has been referred to the Front Office Sick Room by a staff member because he / she is suspected of being under the influence of a drug:

- provide appropriate medical treatment for the student in accordance with normal practice
- Consult with the Principal/Designate

SCHEDULE OF CONSEQUENCES

On the first occasion within a school year that a student is found to have drugs and/or instruments in his/her possession, external suspension of the student will be arranged by the Principal/Designate according to the following schedule:

Possession of cigarettes at school	<i>2 days suspension</i>
Possession of alcohol at school	<i>3 days suspension</i>
Smoking cigarettes at school	<i>3 days suspension</i>
Possession / consumption/distribution/sale of drugs of dependence or prohibited substances listed in the Controlled Substances Act or relevant regulation, such as marijuana and its derivatives	<i>Suspension with intention to exclude and police notification</i>
Consumption or distribution of alcohol at school	<i>5 days suspension</i>
Inappropriate use of prescribed or over the counter drugs	<i>5 days suspension</i>
Inappropriate use of solvents or other chemical agents	<i>5 days suspension</i>

Where a student is involved in second and subsequent occasions within a school year, the Principal/Delegate will externally suspend the student with consideration given to extending the suspension period (within Department for Education policies) or excluding the student from school for up to a term.

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 wellbeing and ongoing support for the students involved
- are both firm and fair
- involve follow up counselling



Our school and official school events are smoke, alcohol and drug free.