



Alcohol, Tobacco & Illicit Drugs Policy

ADP2018-2.0

Purpose:	The purpose of this policy is to address the use of prescription, legal and illicit drugs at Arcadia College and to give guidance to teachers, parents, students and administrators on the consequences of a drug incident at the college, either on campus or at college functions.	
Scope:	This policy applies to employees, volunteers, parents/carers and students and to all college activities, including college social events, camps, excursions and sporting events in which the school may participate. Students travelling away from college on official school activities are automatically covered by the policy. The policy outlines the rationale, the responsibilities of all stakeholders and the procedures for dealing with drugs, prescription, legal and illegal, at Arcadia College.	
Status:	Approved	Supersedes: N/A
Authorised by:	College Governing Body Chairperson / CEO	Approval Date: 24 th May 2018
References:	Tobacco and Other Smoking Products Act 1998 (Qld) Liquor Act 1992 (Qld) Australian Privacy Principles Alcohol Policy – Staff Code of Conduct Positive Behaviour Policy	
Reviewed:	2 Years	Next Review: 24 th May 2020
Responsibility:	CEO	Point of Contact: Deputy Principal / Head of Campus
Policy Owner:	College Governing Board	

Definitions

For the purposes of this policy, a drug is defined as ‘any substance which affects physical or mental functions’. As such, drugs include a range of materials, many of which are legal in our culture although prohibited from use at college. These include alcohol and tobacco products.

Policy

Rationale and Objectives

The primary objective of this policy is to provide for a college environment free of drugs, whether the drugs in question are legal or illegal.

The following values underpin all that follows in the policy and may need to be referred to when the policy itself is unclear in its application to one of the many situations, which may arise.

Every student has the right to come to school to learn in an atmosphere free from the distractions and dangers imposed by drug use.

Parents have the right to expect that their children will be educated in an atmosphere free from the distractions and dangers imposed by drug use.

It is the responsibility of the college to ensure that the rights of students and parents are respected in this matter.

The college acknowledges that it shares responsibility with parents and the wider community to provide students and parents with factual information on drug abuse and advice on the legal questions surrounding the use of drugs. The values underpinning the College's Drugs Policy are:

1. Parents and students have a right to be consulted in the formulation of the policy and to contribute to the ongoing application of the policy.
2. The college acknowledges that it shares with parents, responsibility to inform students of the best ways of resisting pressures to become involved in drug use and experiences to build their self-esteem to the level where they feel confident to make informed decisions for themselves.
3. The college commits itself to deal compassionately with students who become involved in situations of illicit drug use but such treatment must always be given within the context of due regard for the needs and rights of the whole college community.
4. The college commits itself to work closely with the police and welfare agencies in this matter and with other secondary colleges, which face common problems in this area.
5. Experience suggests that students who divulge information to staff of the college on drug matters sometimes do so at considerable risk to themselves. The college commits itself to the protection of students who have the courage to assist the college community in this way.
6. It is the responsibility of the CEO to advise the Board on the formulation of policy and the responsibility of the Board to support the college in the difficult decisions it may be called upon to make in these matters.
7. Staff share with parents the responsibility for modelling appropriate drug usage both in and out of college. Staff accept that they are under an obvious professional obligation to set an example to their students in this matter.
8. Although this policy refers directly to drugs, it also, by extension, applies to the implements involved in the use of drugs. Such implements indicate an intention to use the prohibited drug and will attract penalties consistent with the use of drugs at college.

Policy - Prescription Drugs

From time to time parents may request that members of staff administer prescribed medication during college hours. All such requests **must** be referred to the Deputy Principal/Head of Campus. If the Deputy Principal/Head of Campus agrees that the situation requires supervised administration of medication the following procedures are to be followed:

1. The student's parents must make a written request to the Deputy Principal/Head of Campus including instructions for administration of the drug, and any special needs of the student.
2. The Deputy Principal/Head of Campus will authorise a staff member to administer the medication.
3. Only the designated member of staff has this authority.
4. The designated member of staff must ensure that all medication is in a container labelled by a health care professional or pharmacist, showing:
 - The name of drug
 - Use by date
 - Name of medical practitioner prescribing the drug
 - Name of student
 - Dosage
 - Frequency of administration

Medication, which is not labelled, must not be administered.

5. Non-prescription medications such as analgesics are not to be administered by college staff unless the relevant parent permission has been checked with reception staff. Students must be supervised when consuming medication and dosage details entered into student's medical notes. Drugs to be administered in the designated First-Aid room.
6. All medication is to be kept in a lockable cabinet in the first aid room.
7. An official register on the Administration of Drugs to students is to be kept by reception.
8. Parents are to be notified in writing of the college's policy including the requirement that the college takes no responsibility to ensure that medication is not out of date or that sufficient quantities of the medication are provided.
9. The designated member of staff is to return all unused medication to parents when the parents inform the college in writing that medication is no longer needed or it is past the use-by date.
10. If a member of college staff becomes aware that a student has possession of a medication without written advice from a parent, or the parent's advice is inconsistent with the medical instructions provided, he/she should confiscate the medication, store it securely and notify the Head of Deputy Principal/Head of Campus. The Deputy Principal or Deputy Head of Campus or designated member of staff will contact the parents.

Policy - Legal drugs

There are clear legal sanctions governing the sale to and use of alcohol and cigarettes by minors. These legal sanctions apply at Arcadia College as in the rest of the community. It is, therefore, the college's policy that use of cigarettes and alcohol is banned on all college property and at college functions, activities or excursions where students are involved.

In formulating the policy, the following has been considered:

1. Work Health and Safety legislation places a duty of care on the employer to provide a safe working environment.
2. It is not unlawful or discriminatory for an employer to ban or restrict smoking or use of alcohol on college premises or at college related activities.
3. Smoking is now banned in most states in enclosed public spaces.
4. It is illegal to supply cigarettes or alcohol to children less than 18 years of age.
5. It is illegal for persons under the age of 18 to purchase cigarettes and alcohol.
6. An employer may be held liable for illness resulting from passive smoking.
7. Most non-government colleges in Queensland have a complete ban on smoking on college premises and at all college functions where students are involved, and most colleges restrict the supply of alcohol at college functions.

The following applies in relation to the use of alcohol and cigarettes on college property or at college functions:

1. Students are prohibited from using alcohol and/or tobacco on college property or at college functions and activities.
2. At School/College functions where alcohol is served, it is the responsibility of accompanying parents and the School/College to see that the college policy and the law are observed.
3. Students who use alcohol at college or at a college activity will face the following consequences: counselling; involvement of parents; and other penalties depending on the nature of the offence. These penalties could involve withdrawal from college activities; detention; loss of privileges at college. In most cases, a disciplinary period from college would be appropriate.
4. Staff at college camps and excursions will refrain from drinking alcohol or smoking. This observation is in keeping with the legal duty of care incumbent on all college staff and with the acknowledged need to model appropriate behaviour for students.
5. In this policy, glue, solvents and other inhalants will be treated in the same way as alcohol. That is, their use at college is prohibited and their use will attract similar penalties.
6. The college undertakes to develop as part of its curriculum, information for students on the responsible use of alcohol and the dangers of tobacco use.

Policy - Use of Illicit Drugs

All college personnel have legal and professional responsibilities to respond to information about, and incidents involving, student use or possession of illicit drugs at college or during school activities.

An essential aspect of dealing with the use of illicit drugs is recognition of the fact that even though students may become involved in unlawful activities, they retain certain rights as citizens. These include the right not to divulge information that may incriminate themselves or others; the right to have a legal guardian present; and the right to refuse a search of their possessions or person.

However, students and staff should be aware that possession, use and sale of drugs, and possession of implements related to drug use, is illegal and, in most cases, the police will be called if a student is found in possession of or using an illicit substance at college.

It should be noted that students who are 17 years or older are regarded, in the eyes of the law, as adults. An incident involving an adult is very likely to result in court action.

Responding to an Incident of Illicit Drug Use

Before the Incident the school will:

1. Include information about drug abuse and decision making as part of the college's Human Relationship/Life Skills/Health and Physical Education programs.
2. Ensure staff on playground duty are vigilant and aware of this issue. This includes providing in-service so they are able, for example, to recognise objects commonly used as bongs.
3. Inform students, parents, staff and the police of the college's drug policy.
4. Build on trust between students and staff, particularly staff with a welfare responsibility for students such as pastoral care team leaders/advisors and year level coordinators.

During the Incident:

1. The CEO is to be informed and briefed on all drug or suspected drug incidents immediately.
2. Once the college has established that there is a drug incident, the Deputy Principal, Head of Campus or CEO will inform the parents of the student/s concerned immediately.
3. Where a number of students are involved, students are to be isolated as much as possible from one another during the college investigation. This will make it easier to arrive at the truth.
4. Colleges have a limited capacity to search students and their property. Unless given permission by the student, college authorities cannot search their possessions for suspected illicit drugs. College authorities do not have the right to do a body search of a young person. Given this caution, it is better to call the police whose responsibility in this area is much clearer.
5. Because of the seriousness of this kind of incident, investigation of an incident involving illicit drugs should be conducted by the Deputy Principal, Head of Campus or CEO wherever possible, and with another member of staff present to take notes of the questioning.
6. Accurate record taking is crucial and the writing up of clear and direct records of the incident is to occur as soon as possible after the matter has been investigated. Relevant information is to be placed in student notes in TASS. Drug incidents will also require Incident Reports to be completed for further review and investigation.

7. The Deputy Principal, Head of Campus or CEO will inform the whole staff as soon as possible after the incident, provided in so doing they are not breaching any aspects of the *Privacy Act*. Consideration of whether or not it is appropriate to inform parents and students, particularly if the incident has been mentioned in the media, is the decision of the CEO, in consultation with the Board Chair.
8. If police are called to the college, college staff are expected to respect the responsibility of the police as they conduct their investigation. Police have considerable discretionary power when dealing with juveniles and have shown themselves to be resourceful and compassionate in handling matters of this kind. Students and the whole college community benefit when police and the college work closely, sharing information and openly seeking the same goals.
9. In investigations where drugs have been seized they must be locked away in an assigned lockable cabinet and handed over to police within 24 hours of seizure.

Note: in implementing the college's drug policy consideration must be given at all times to protecting the privacy of individual students, and their families.

Minimising Illicit Drug Use

In order to minimise illicit drug use, the school will:

1. Advertise widely that illicit drug use, possession and supply in the college is unacceptable and, when detected, will result in serious consequences, including police and parental involvement.
2. Reinforce the unacceptability of illicit drugs in colleges by consistently carrying through on stated actions.
3. Identify consequences and apply them consistently and fairly to users and suppliers.
4. Establish an environment in which all college community members have enough care and concern for each other that they will confidentially pass on information about people using, carrying and/or selling drugs.
5. Use police cautioning processes where possible and utilise reintegration processes such as Community Accountability Conferencing and community services where appropriate.
6. Implement education programs which reinforce consequences of having illicit drugs at college.
7. Ensure that detection and deterrent processes are maintained and sustained.
8. Inform the whole community about the processes, possible consequences and potential outcomes of being found with drugs at college.
9. Review and evaluate strategies and procedures regularly and revise them as required.
10. Devise a strategy to inform and educate the media in relation to procedures for managing drug incidents in the college.