AUTHORITY
This policy is consistent with DECD Intervention Matters: A policy and procedural framework for the management of suspected drug-related incidents in schools. (Revised 2011)
To ensure continuous improvement, school procedures will be reviewed after every drug related incident, whilst the policy will be reviewed at least every three years.

POLICY STATEMENT
Our school is committed to maintaining a safe, secure and supportive environment for its community.
The use, possession and/or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs, is not acceptable in schools. Suspected drug-related incidents will be responded with a mix of educative, deterrent and disciplinary responses, mindful of the need to consider principles of natural justice and legal obligations and of managing risks for the school and of DECD.

LINKS TO OTHER INITIATIVES
Preventative drug education is taught as part of a sequential and developmentally appropriate curriculum.
Partnerships are made with community agencies to assist our school with drug education.

PRINCIPLES AND RATIONALE
The principles of natural justice and procedural fairness will apply in the management of suspected drug-related incidents.
Our school will implement these in the following way:

- The right of the student to be informed of the proceedings
- The right of the student to be represented by an advocate of choice
- The right of the student to know what is alleged
- The right of the student to be heard and to question evidence
- The right of the student to impartial adjudication
- The qualified right to privacy of the student
- The right of the student to appeal
- The right of the student to legal representation

When 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, educational careers and ongoing support for the student involved
- Are both firm and fair
PROCEDURES FOR 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 or instruments 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 according to Kingston Community School First Aid procedures.
- Parents will be contacted in instances of possession, use or distribution of drugs.
- When an incident involves suspected illicit drugs and/or illegal behaviour, police will be informed.
- The regional office will be advised when suspected drug related incidents involve the police and/or poses a risk to the school or to DECD.
- All incidents must be recorded through IRMS.
- Consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. Some may involve suspension or exclusion
- Follow up support for student wellbeing will be implemented.

SCHOOL PROCEDURES

Incident Student/s suspected of possessing, distributing or using a drug or drug paraphernalia, including being drug affected.

Initial procedures for staff at incident— all drugs

Calmly but firmly intervene ensuring the safety and health of student/s and particularly utilising OHS&W principles in caring for yourself.

1. Consider calling on additional staff. If intervening staff member is not on leadership one should be called to the scene
2. Make a first aid assessment (and if necessary seek medical support)
3. Inform student /s of suspicion and seek their cooperation
4. Note incident details – who, what, when, and where
5. Safely, collect any suspected drugs and drug paraphernalia, awaiting police collection
6. Escort student/s to Principal and hand over with details of incident

Initial interview by Principal/delegate

6. Continue to monitor student safety
7. Secure evidence
8. Make an initial assessment of seriousness of incident
9. Inform student/s of the form of proceedings and their rights
10. Contact as required – student parents/caregivers, victims, observers and police
11. Ensure all participants understand proceedings and roles
12. Interview student/s to collect and document facts about the incident
13. Determine next level of involvement
ASSESSMENT

15. Suspected use/possession/distribution of illegal substance or identified substance
    - Suspected use/possession/distribution of legal substance but illegal behaviour
    - Suspected use/possession/distribution of legal substance but unsanctioned behaviour
    - No substance. No confession of drug use but unusual behaviour suggests drug use

16. Suspend interview and contact police to investigate/identify.
    - May need to contact police for clarification or notification
    - Use professional judgment to determine if need to inform police
    - Treat the student as being unwell according to the Health Support Planning guidelines. Contact parents/caregivers to collect unwell student

17. Make decisions about consequences, including educative, punitive and deterrent
18. Contact parents. If police are involved, be guided by them in the matter.
19. Determine other participants for a school based response: student advocate, procedural observer.
20. Ensure all participants understand proceedings and roles.

FOLLOWING ACTIONS
21. Consider whether mandatory reporting is required.
22. Report incident through Incident and Response Management System (IRMS)
23. Apply processes and consequences as per school’s behaviour and/or drug policy.
24. Plan a re-entry meeting for suspended students, supported by a Student Development Pan.
24. Arrange counselling and ongoing educational support as needed.
25. Debrief staff, and review school policy.

Designated staff members
Principal: Lucretia Tocaciu
Principal’s delegate: Deputy Principal Jeanette Emery
School Counsellor: Samantha Murdock
First Aid Support Staff: Pauline Parsons