

ANTI-DRUG

PROCEDURES

1 SMOKING

The NSW Department of Education has a legal obligation to the Occupational Health and Safety Act (1983), and as such, smoking in Government departments, schools and school playgrounds is totally prohibited. This law applies to all school staff, visitors and students during school hours and/or any school related activity e.g. Year 12 formal.

Teacher Role and Responsibilities

If a teacher suspects or finds a student using, or in possession of tobacco or in the company of users they will send the student to the Deputy Principal. The Deputy will then instigate the following :

First Offence

Inform the parents by letter, and, for a smoker or suspected smoker

- Refer to school counsellor if the student wishes
- Conduct Report recorded on Millennium
- Student encouraged to participate in voluntary QUIT program
- After School Detention

Second Offence

- Parental interview by Deputy
- Agreement reviewed
- Report recorded on Millennium
- Two weeks of after school detention (1 per week)
- Review agreement to not smoke at school
- Encourage student to sign up for QUIT program
- Encourage student to have counselling
- Warning of suspension for continued offences

Third Offence

- Short suspension
- Counselling compulsory
- Parental interview with Principal

This process needs to be enforced by all staff.

2 ALCOHOL

Alcohol must not be consumed on or brought to school premises, under any circumstances, during school hours. Consumption of alcohol by students, staff, parents or community members is not permitted at any school function, or activity, conducted outside of school premises at any time, whenever school pupils, from any school, are present. Persons suspected of being intoxicated will not be admitted to any school function and will be asked to leave. If students are suspected of being intoxicated their parents will be contacted.

Teacher Role and Responsibilities

If a teacher suspects or finds a student using, in possession of, or under the influence of alcohol they will inform the Deputy Principal or the most senior teacher who will:

- Call parents and arrange transport
- Suspend the student for non-compliance with school policies
- Inform and interview parents
- Restrict the student's access to school-based activities
- Refer the student to counselling
- Conduct Report recorded on Data base

3 PRESCRIBED MEDICATION

Students on medication are encouraged to administer medication at home. The administration of all medications is supervised by the school Administration Staff or the Head Teacher Welfare. Medication is to be sent to the school clearly labelled showing the name of the doctor, the name of the drug, the name of the student for whom it is prescribed and the recommended dosage. It is to be handed to the Head Teacher Welfare before school. Parents must sign an indemnity form and notify the school of any possible side effects. Students who need to leave class on a regular basis for specific medical reasons will be issued with an Out of Class Pass signed by the Principal, Deputy, Head Teacher Welfare, or Year Advisor. Students with asthma are to carry their inhaler with them at all times. School staff will not administer other medication such as Paracetamol or Aspirin without written permission from the student's parent or guardian. If a student suffers from asthma, bee sting allergy, epilepsy, diabetes or other medical condition, the school must be notified.

4 ILLEGAL DRUGS

Students are not to wear or bring to school any items with symbols of illegal drugs, or which promote the use of illegal drugs. Such items will be confiscated and returned only to parents. Students wearing items with symbols of illegal drugs will be placed on uniform detention. Where the use or possession of illegal substances by students is suspected, the incident will be reported to the police. The focus of any subsequent action by the school should be based on concern for the welfare of students, emphasising prevention rather than punitive action.

Teacher Role and Responsibilities

Take the student directly to the Principal, or the most senior teacher on duty who will :

- Record incident with all relevant details
- Contact the police
- Suspend the student for non-compliance with school policies until police intervention occurs
- Refer the student to counselling