



In conjunction with DECD Intervention Matters Policy

Drug-related incident management procedure for the Crystal Brook Primary School, reviewed 2014.

Authority

This policy is consistent with DECS *Intervention matters*: A policy statement and procedural framework for the management of suspected drug-related incidents in schools. (revised 2011)

(<http://www.decs.sa.gov.au/drugstrategy/pages/documents/intervention/>)

This policy was developed by the school's Education Committee in consultation with students, staff, parents and community partners, and endorsed by the SRC, staff and Governing Council on 29 / 10 / 2014.

To ensure continuous improvement, school procedures will be reviewed after every drug-related incident, whilst the policy will be reviewed at least every two years.

Context and overarching policy statement (adjust to local context)

Crystal Brook Primary School is a regional school with 180 students. The school is committed to maintaining a safe, secure and supportive environment for its community and recognises engagement in learning as a strong protective factor against drug-related and other risks for young people. This policy links to a range of curriculum; policies and procedures; and positive school environment initiatives.

Our school takes action to prevent drug use by students and to intervene if it occurs by taking a whole of school approach. The use, possession and/or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs, are not accepted. 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 for DECD.

Links to other school initiatives (adjust to local context)

Our school has a commitment to learner wellbeing and engagement as identified in the Site Improvement Plan 2014.

This policy also relates to our school's medication management, OHS&W and curriculum policies, and our school's behaviour code.

Drug education is taught as part of a sequential and developmentally appropriate curriculum and student resiliency and wellbeing are promoted.

Partnerships are made with parents, South Australian Police (SAPOL), local health and community agencies to assist our school to address drug issues.



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The following principles of natural justice and procedural fairness will apply in the management of suspected drug-related incidents, as outlined in Appendix D of *Intervention matters*:

- the right to be informed of the form of the proceedings
- the right to be represented by an advocate of choice
- the right to know what is alleged the right to be heard and to question evidence
- the right to impartial adjudication
- the qualified right to privacy
- the right to appeal
- and (in potentially very serious incidents with legal implications) the right of the student to legal representation.

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, educational careers and ongoing support for the students involved are both firm and fair.

Procedures for both school and extra curricular activities

Overview

Involvement with drugs, including illicit and unsanctioned drugs, means that school personnel have reason to believe that, on school grounds or when students are in the care of school staff:

- drugs have been or are being used
- students are or have been in possession of drugs or instruments used with drugs
- students are or have been 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 in accordance with the school's health plan and/or emergency procedures.
- Parents will be contacted in instances of possession, use or distribution of drugs.
- Police will be informed in instances of possession, use or distribution of: illicit drugs; drug paraphernalia; and/or illegal behaviour involving legal substances; and/or when an unidentified substance is suspected of being a drug.
- The DECD (Incident Management Division) will be advised when suspected drug-related incidents involve the police and/or when an incident poses a risk to the school or to DECD. The incident will be then recorded through the Incident and Response Management System (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. However, they could involve suspension or exclusion.
- Follow-up support for student wellbeing will be implemented.



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Crystal Brook Primary School Initial procedure:

When an incident occurs consult:

1. Quick Drug reference for school communities
2. Appendix A: incident management roles and documentation
 - incident management checklist
 - initial incident record
 - student interview record
3. Part 3 Managing suspected drug-related incidents
 - initial procedures for staff
 - Principal/delegate management procedure
4. DECD Intervention matters policy

Designated staff member/s

Principal or their delegate: Ms Anne Franks

Emergency Response team: Ms Anne Franks / Mrs Davina Bellman

Student wellbeing coordinator: Mrs Davina Bellman

First aid support staff: Mrs Olga Smart

Other relevant contact details (adjust to local context)

Police: Phone (local number) or 131444 for attendance

Regional Office: Phone (186320600)

DECD Legislation and Legal Services Phone: 08 8226 1555

DECD Communications Manager (media) Phone: 8226 7904

DECD Drug Strategy Phone: 08 8226 1287

Child Abuse Report Line Phone: 13 14 78

Drug and Alcohol Service South Australia (DASSA) Support line Phone: 1300 131340

Ratification (adjust to local context)

This policy has been ratified by:

Principal

Governing Council Chairperson

Staff

Date: 29 / 10 / 2014

Cyclic review date: 29 / 10 / 2017