

PROCEDURE: Alcohol and Other Drug-Related Incidents

1. PURPOSE

The purpose of this procedure is to describe Brisbane Catholic Education’s (BCE) process for responding to alcohol and other drug-related incidents in schools and covers the possession, use and distribution of alcohol, tobacco, illegal drugs or other banned substances, and the misuse of over-the-counter and prescribed medications, including the supply of banned or illegal substances on school premises.

This procedure is read in conjunction with: Student Behaviour Support policy and procedures; Student Wellbeing policy; Student Protection processes; Medication to Students procedure; Incident Reporting and Investigation procedure and Code of Conduct.

2. RESPONSIBILITIES

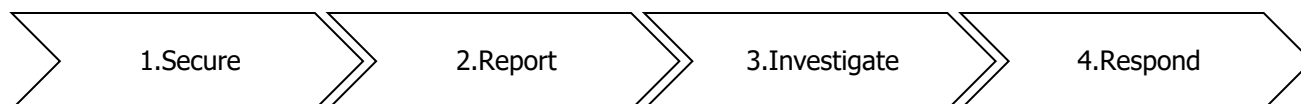
2.1 General requirements

BCE aims to provide an inclusive, safe, and supportive learning environment for all students. Use or possession of alcohol, other drugs and drug-related paraphernalia is not permitted in BCE schools or during school activities, such as excursions. Medication approved by a medical practitioner is permitted in accordance with the Medication to Students procedure.

BCE’s response to drug incidents is just, consistent and fair. It considers legal obligations and the student’s family history, cultural background, mental health and wellbeing, disabilities, the needs and safety of others and other relevant information.

BCE schools will have in place appropriate strategies to assist in the education of students and parents in the prevention, intervention and response to alcohol and other drugs.

Diagram – Drug-related incident management process



For details of this process see section 3 below.

2.2 Roles and responsibilities

Role	Responsibilities
Staff delegated by the Principal to manage alcohol or drug-related incidents	<p>1. Secure</p> <ul style="list-style-type: none">ensure the health and safety of students, provide first aid or call ambulance if requiredsecure and isolate the areasafely secure (use gloves and a sealable bag) and label and store drugs or drug-related paraphernalia. Note: when, where and who handled it. <p>2. Report</p> <ul style="list-style-type: none">immediately report the incident to school leadership and the Principal

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Role	Responsibilities
	<ul style="list-style-type: none"> • contact Police if required • record incident in Engage Student Support System. <p>3. Investigate</p> <ul style="list-style-type: none"> • commence investigation of the incident. Where there are implications of illegal activity, investigation is the responsibility of the police. • refer to the school’s Student Behaviour Support Plan • inform relevant staff that an investigation is underway. <p>4. Respond</p> <ul style="list-style-type: none"> • develop a response based on consideration of the facts, including the student’s family history, cultural background, mental health and wellbeing, disabilities and other relevant information • inform student and parent or guardian of the school’s proposed response to the incident • allow time for clarification from the student and parent or guardian • implement agreed actions as part of a response plan approved by the Principal.
Principal	<ul style="list-style-type: none"> • notifies the Senior Leader - Learning and Identity of alcohol or drug-related incidents • ensures school staff have access to and are familiar with the risk management strategies in their school and relevant BCE policies, procedures and guidelines • ensures school staff are aware of this procedure and the school’s behavior support plan • ensures school staff are aware of the relevant school and BCE staff to be informed of alcohol and drug-related incidents and staff able to assist • ensures students are aware of the consequences for alcohol and drug-related incidents in schools through training, policy awareness strategies including newsletters, fact sheets and information briefings • ensures parents are aware of the school’s approach to management of alcohol and drug-related incidents and of consequences through policy awareness strategies including newsletters, fact sheets, parent portal and other forms of communication.

3. PROCEDURE

3.1 Secure

Attend to the immediate health and safety needs of the student or situation. Seek

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assistance from the first aid officer and senior staff. Do not leave the student unattended, unless absolutely necessary.

Secure the alcohol or drugs and drug-related paraphernalia. Use gloves, label items and secure in a lockable storage unit in the presence of another staff member. Record the date, time and location of the items and names of staff who have had contact with it.

If possible, take notes about the incident for use in the investigation phase e.g. what happened, when and where it happened, who was involved/affected and why it happened.

If there are no apparent health and safety risks involved, escort the student to the Principal or other senior staff member.

If the substance is an unsanctioned drug (alcohol, cigarettes, and prescription drugs), contact parent or guardians and offer them the option of removing the substance from the school, if deemed appropriate.

Staff must not undertake a personal search which involves touching the student. Staff must request that the student empty their pockets and/or open their bag. If the student declines to hand over the item, the student's parent or guardian should be contacted and informed of the situation. The parent or guardian must be given an opportunity to speak with the student on the telephone or to attend at the school to speak with the student. At this point, staff must seek the permission of the parent or guardian to search the student's bags.

Pending this, the student should remain with an appropriate member of school personnel.

3.2 Report

Immediately report the incident to administration and the Principal. The Principal or delegate must report the incident to the police, if the substance is suspected to be an illicit drug. The Principal or delegate must notify the Senior Leader - Learning and Identity of the incident.

Record the incident in Engage Student Support System and inform the parent or guardian of the circumstances, if the student is under the age of 17.

3.3 Investigate

The Principal or delegate must investigate the incident thoroughly, with reference to the school's Student Behaviour Support Plan and school processes related to managing student wellbeing.

Where the incident involves illicit drugs, the police will investigate. The Principal must work with the police to complete the investigation and update the record in Engage Student Support System.

3.4 Respond

The Principal or delegate must develop a response plan based on evidence collected and with consideration to:

- the wellbeing of the student

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- whether the student has a disability
- formal sanctions e.g. suspension, request for exclusion
- the impact of the response on the student, parent or guardian and others
- the impact of the response on the reputation of the school and BCE
- the role of key staff, such as the guidance counsellor.

The response must include implementing the school's wellbeing and Student Behaviour Support Plan and related processes, with appropriate support in place for student/s and staff involved.

The Principal or delegate must inform school staff, students, and families etc. on a need-to-know basis, having regard to issues of privacy and confidentiality. Respond to the media if necessary, in collaboration with the Senior Officer - External Communications.

The Principal or delegate may use discretion in determining, on a case-by-case basis, the appropriate course of action that is warranted.

4. PERFORMANCE

This procedure will be reviewed every two years.

5. REFERENCES AND DEFINITIONS

5.1 References

- Education (General Provisions) Regulation 2006 (Qld) Part 2
- Liquor Act 1992 (Qld) Division 2, Part 6A
- Liquor Regulation 2002 (Qld) Part 8A and Schedule 1A to 1S
- Drugs Misuse Act 1986 (Qld)
- Drugs Misuse Regulations 1987 (Qld)
- Police Powers and Responsibilities Act 2000 (Qld)
- Police Powers and Responsibilities Regulations 2000 (Qld).

5.2 Definitions

School drug education	A term to encompass all policies, practices, programs and initiatives/events in schools connected with the prevention and reduction of drug-related harm.
Harm minimisation	Refers to policies and programs aimed at reducing drug-related harm, which includes the promotion of abstinence, prevention, early intervention, specialist treatment, of anticipated harm, and reduction of actual harm.
Drug	Any substance, which produces a psychoactive effect. Within the context of the National Framework for Protocols for Managing the Possession, Use and/or Distribution of Illicit and Other Unsanctioned Drugs in Schools, the term 'drug' is used generically to include tobacco and herbal cigarettes, alcohol, pharmaceutical drugs, illicit drugs, image and performance enhancing drugs, inhalants and kava.

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Illegal drug	A drug of which the production, sale, possession or use is prohibited. An alternative term is 'illicit drug' and as defined in Schedules 1 and 2 of the Drugs Misuse Regulation 1987, as amended.
Illicit Item/ drug paraphernalia	Refers to any piece of equipment for use in connection with the manufacture, smoking, consumption or administration of an illicit drug.
Legal drugs	Those drugs which are sanctioned by law. They may be readily available e.g. caffeine and petrol; restricted by age e.g. like alcohol and tobacco; or prescribed by medical practitioners e.g. pharmaceuticals.
Unsanctioned or Prohibited drug	A drug for which use is restricted by law, school authorities and/or school policies/guidelines. The term includes illicit, social (alcohol and tobacco) and prescription drugs.
Drug-related incident	Any occasion involving alcohol, tobacco and/or other illicit or unsanctioned drug use and/or the possession, distribution or supply of a drug or drug-related equipment (except for legal medical use).
Drug-related issues	A comprehensive term that describes all issues associated with drugs, including those that arise from personal use and use by another person or persons. This may include use of pharmaceutical drugs
Prevention	The strategies used to prevent drug use from occurring at all or to delay the onset of use.
Intervention	The strategies implemented when responding to drug related issues.
Possession	Occupying or holding a substance either with or without rights of ownership.