



Drug and Alcohol Management Policy

Policy Classification		
Policy Number: 33/2016	Date of Origin: February 2016	By Whom: Ms D Gillis - Assistant Principal – Pastoral Care
Policy Audience: Public Domain	Review Dates: Mar 2020; May 2022	Next Review Date: 2024
Policy Approval: This policy was approved by the Board in June 2022		
This policy supersedes all previous policies relating to matters contained therein		
This policy is in accord with the Safeguarding Standards of Catholic Professional Standards Ltd which align with the National Principles of Child Safe Organizations.		

1.0 Rationale

- 1.1 As a registered and accredited school in NSW it is essential to ensure compliance with the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual – January 2019) the College must have in place and implement policies and procedures that provide a safe environment
- 1.2 Oakhill College has zero tolerance to the possession, use, supply and manufacture of illicit drugs. The College is committed to attaining an environment free from the harm posed by substance abuse which includes alcohol, tobacco, prescription and restricted drugs
- 1.3 This policy has been developed to align with the College's Safe School Policy and Student Pastoral Care Policy where students can feel confident in achieving their potential in academic, cultural and sporting endeavours.
- 1.4 The partnership between the College and parents is the key to ensure that students are free to pursue a productive and positive educational experience supported by the Lasallian principles which underpin our school ethos.
- 1.5 Reduce the exposure to students of the harmful effects of tobacco.
- 1.6 Reduce the harmful effects of substance abuse which includes violence, ill health, addiction, crime, poor school attendance and performance.

2.0 Guiding Principles

Oakhill College demonstrates commitment to this policy through:

- a) a primary focus on the health and safety of all students at Oakhill College;
- b) securing the confidence of parents through effective communication and consultation on issues of illicit drugs, alcohol and substance abuse;
- c) providing ongoing education and training relating to alcohol, tobacco, illicit drugs and restricted substances;
- d) providing professional support services in the form of confidential counselling and referrals. (refer to Suspension and Expulsion Policy);
- e) being procedurally fair and ensuring the just management of students affected by alcohol and substance abuse;
- f) enhancing the capacity of staff in the effective and appropriate response to incidents relating to alcohol abuse, tobacco, illicit drugs and other restricted substances.

3.0 Policy

3.1 Scope

This policy relates to all students enrolled at Oakhill College. It also relates to:

- a) teaching and support staff;
- b) sporting coaches, volunteers or other persons having regular and ~~formal~~ interaction with College students.

3.2 Role of The College Principal and/or Principal's Delegate

The College Principal and/or the Principal's delegate is to provide a consistent and formal decision-making process in relation to the drug and alcohol management of students at the College by:

- a) managing and reviewing information relating to drugs, alcohol, and substance abuse affecting and/or relating to College student/s;
- b) reviewing incident reports relating to the use/abuse of drugs and alcohol;

- c) taking actions in relation to student/incident;
- d) directing an internal investigation and reviewing results;
- e) ensuring that appropriate communications are conducted with parent/guardians;
- f) making decisions regarding the Suspension and Expulsion Policy in respect of drug and alcohol related matters;
- g) making amendments and/or improvements to the Drug and Alcohol Management Policy;
- h) determining appropriate communications to Oakhill community via safety alerts.

3.3 Tobacco and E-cigarettes (Vapes)

- 3.3.1 Oakhill College is a smoke free zone. No student or staff are permitted to smoke or vape on College grounds or at locations where College activities are being conducted.
- 3.3.2 No student is permitted to smoke or vape whilst wearing any form of Oakhill uniform regardless of the location.
- 3.3.3 In the interests of health and safety, the parent/guardian will be notified of a student detected, in possession of tobacco products or e-cigarettes or known to be smoking or vaping.
- 3.3.4 The College will ensure that information about the health risks of smoking or vaping will be readily available to all students on a regular and/or needs basis.
- 3.3.5 The Public Health (Tobacco) Act 2008 states that a person who sells tobacco products or e-cigarettes or non- tobacco smoking products or e-cigarettes to a person who is under the age of 18 years is guilty of an offence. The College will investigate the selling of any tobacco or non-tobacco smoking products or e-cigarettes.
- 3.3.6 Information received by the College about the illegal sales of such products to students under the age of 18 will be forwarded to the appropriate authorities.
- 3.3.7 For any breach, please refer to 3.10 (Incident Management / Investigation).

3.4 Alcohol

- 3.4.1 No student is allowed to possess, supply or consume any product containing alcohol at the College or off-site where College activities are occurring with the exception of the Year 12 Graduation Ball. Practice in the College has permitted Year 12 students of a legal age to consume alcohol at the Year 12 Graduation Ball (which is held after the Higher School Certificate Examinations) under the supervision of the venues staff (with RSA certificates), staff and parents.
- 3.4.2 If a student or students are supplied alcohol on the College grounds and under the age of 18, the College reserves the right to report the matter to the NSW Police if there is a breach of S117 of the Liquor Act 2007.
- 3.4.3 At the discretion of the College, if a parent/guardian of a student supplies that student or any other student under the age of 18, the College reserves the right to discontinue the enrolment of that parent's/guardian's child.
- 3.4.4 If it is believed that the student is engaging in risk taking behaviour related to the consumption of alcohol, the College will refer the matter to the counsellors and the parents/guardians will be notified.
- 3.4.5 If it is believed that a student has abused alcohol, during or after school hours, the student will be referred to the Counsellors.
- 3.4.6 If it is believed that a student is exposed adversely to the harmful effects of alcohol, regardless of school hours, the matter will be reported to FACS in accordance with mandatory requirements.
- 3.4.7 If a student supplies alcohol to another student, the student's parent/guardian will be notified.
- 3.4.8 If it is believed that a student is abusing alcohol, during or after school hours, the parents/guardians will be notified.
- 3.4.9 If a student engages in violent behaviour against another student, a College employee or other person, due to alcohol consumption, the College will take all reasonable steps to ensure the safety of that student and other persons at the College.
- 3.4.10 The College reserves the right to report breaches of the Liquor Act (NSW) 2007 by a

student or other person to the NSW Police.

3.4.11 If a student is suspected of being under the influence of alcohol at the College or other location where College activities are occurring and it is believed that the student has driven to the College or location, the College will take all reasonable steps to prevent that student from driving.

3.4.12 If the College is not in a position to prevent the student from driving, then the NSW Police Force will be notified.

3.4.13 For any breach, please refer to 3.10 (Incident Management / Investigation).

3.5 Prescription / Restricted Medications

3.5.1 Any matter which relates to the abuse or suspected abuse of prescription/restricted medication (Poisons and Therapeutic Goods Regulation 2008 (NSW) by a College student, regardless of time or location, must be reported to the Principal or Deputy Principal or Assistant Principals or Heads of School.

3.5.2 No student is permitted to possess or consume prescription/restricted medication without a legitimate purpose.

3.5.3 No student, or employee, other than the College **first aid officer**, is permitted to supply prescription/restricted medication to a student. Approval must be obtained from the student's parent/guardian if prescription/restricted medication is to be administered. (e.g. overnight retreat, tours etc)

3.5.4 If a student is found in possession of prescription/restricted medication without a legitimate purpose, the substance/s will be confiscated, and the parents/guardians notified.

3.5.5 The College may consider contacting the NSW Police Force should a student be found in possession of prescription/restricted medication under the following circumstances:

- a) no legitimate reason for possession;
- b) large quantity of medication;
- c) multiple types of medication possessed;
- d) suspected possession for supply;
- e) that a student or another student has been harmed or at risk of harm as a result of the medication;
- f) medication is suspected of being unlawfully obtained;
- g) the student possesses false scripts or scripts in another name.

3.5.6 Should a student require the ongoing use and possession of prescription/restricted medication, a written notification (email or letter) will be required from the parent/guardian to the College **first aid officer**.

3.5.7 Should a student require the ongoing use and possession of prescription / restricted medication, all medication must be submitted to the College first aid officer for administration. No prescription / restricted medication is to be carried by a student with the exception of Asthma inhalers or Adrenaline injector pens.

3.5.8 In the interests of health and safety, the College will maintain a confidential register of students requiring possession and use of prescription/restricted medication.

3.5.9 For any breach, please refer to 3.10 (Incident Management / Investigation).

3.6 Illicit Drugs

3.6.1 The possession, administration, supply or manufacture of illicit drugs is illegal under the Drugs Misuse and Trafficking Act 1985.

3.6.2 Any matter relating to the administration, possession, supply or manufacture of illicit drugs by a College student or any member of the College community, regardless of time and location, will be reported immediately to the Principal or Principal's delegate. This also includes items, articles, documents and equipment relating to the administration, possession, supply or manufacture of illicit drugs.

3.6.3 In relation to illicit drugs, a report to FACS will be made if a student is at risk of exposure to the administration, possession, supply or manufacture of illicit drugs.

3.6.4 Unless directed otherwise by the Principal or Principal's delegate, the parents/guardian will be notified **immediately** if a student is involved in the administration, possession, supply or manufacture of an illicit drug.

- 3.6.5 If a student is suspected of being under the influence of illicit drugs at the College or at a location where College activities are taking place, medical attention will be provided immediately, and the parents/guardians notified.
- 3.6.6 If a student or any member of the College community, is suspected of being under the influence of illicit drugs, engages in activity which places at risk that student, another student, employees or other persons, the College will take reasonable steps to prevent harm and remove the risk.
- 3.6.7 If a student is believed to be addicted to an illicit drug or exposed to the harms of drug addiction, the parents/guardians will be notified, unless inappropriate to do so.
- 3.6.8 If an employee is believed to be addicted to an illicit drug or exposed to the harms of drug addiction, the Principal is to address this matter with the individual staff employee.
- 3.6.9 If a student or any member of the College community is believed to be addicted to an illicit drug or exposed to the harms of drug addiction, the College may consider contacting the NSW Police or any other appropriate external agency that will assist in securing the safety and wellbeing of the individual.
- 3.6.10 If a student or any member of the College community is suspected of being involved in the supply or manufacture of illicit drugs, at any time or location, they must be reported to the NSW Police Force.
- 3.6.11 The NSW Police Force must be notified if a student or member of the College community is in possession of an illicit drug.
- 3.6.12 The NSW Police Force must be notified if a student is in possession of an item, article or document which is suspected of relating to the supply or manufacture of an illicit drug.
- 3.6.13 For all matters reported in relation to the use, possession, supply and manufacture of an illicit drug, the College will undertake an internal investigation under the direction of the Principal or his/her delegate.
- 3.6.14 **For any breach, please refer to 3.10 (Incident Management / Investigation).**

3.7 Pseudoephedrine Based Products

- 3.7.1 Pseudoephedrine is a precursor in the manufacture of Methyl amphetamine ('Ice') and is the active ingredient in various cold and flu medications. Pseudoephedrine is a schedule 1 precursor in under the Drugs Misuse and Trafficking Regulations 2011. Pseudoephedrine is also a prohibited drug under Schedule 1 of the Drugs Misuse and Trafficking Act 1985.
- 3.7.2 If a student is found in possession of Pseudoephedrine based product without a legitimate reason, the College reserves the right to confiscate that product and notify the parent/guardian.
- 3.7.3 The NSW Police Force will be notified if a student or member of the College community is suspected of being involved in the illicit possession and/or supply of pseudoephedrine-based products.
- 3.7.4 **For any breach, please refer to 3.10 (Incident Management / Investigation).**

3.8 Other Substances

- 3.8.1 If a student is in possession of a substance that is not illegal or restricted but is suspected of being abused to obtain/mimic the effect of illicit drugs or alcohol then the matter will be reported to the Principal or his / her delegate.
- 3.8.2 If a student is believed to be abusing a substance for the purpose of mimicking the effect of illicit drugs or alcohol, then the parent/guardian will be notified.
- 3.8.3 If an employee is believed to be abusing a substance to obtain/mimic the effect of illicit drugs or alcohol the Principal is to address this matter with the individual staff employee.
- 3.8.4 The College may notify the NSW Police Force if the abuse of 'other' substances results in behaviour which may place the safety and wellbeing of students, employees and other persons at the College at risk.
- 3.8.5 **For any breach, please refer to 3.10 (Incident Management / Investigation).**

3.9 Education Programs

- 3.9.1 The College will commit to conducting annual education program relating to illicit drugs, alcohol, tobacco and substance abuse.
- 3.9.2 Education programs will be developed to address the health and legal ramifications of the administration, possession, supply or manufacture of illicit drugs.

3.10 Incident Management / Investigation

- 3.10.1 The College firmly believes that prevention is the primary method to ensure the safety and well-being of all students, teachers and other staff.
- 3.10.2 Any incident which involves an actual or potential threat to the safety and welfare of a student, employee or other person at the College, must be reported as soon as practical.
- 3.10.3 In the event of the location and seizure of substances believed to be illicit drugs or other prohibited articles, the items must be, ~~where practicable, photographed and~~ taken to a secure location.
- 3.10.4 NSW Police Force will be notified and requested to attend the College or relevant location to take possession of the substance or prohibited article.
- 3.10.5 The Principal or the Principal's delegate may direct an internal investigation to be conducted in respect of an incident or in response to information relating to a student.
- 3.10.6 An internal investigation will be conducted in order to establish:
 - a) exact details of the incident;
 - b) primary, secondary and root cause of the incident;
 - c) issues contributing to the incident.
- 3.10.7 Investigation reports generated as a result of an incident will be presented to the Principal or the Principal's delegate in the designated time frame.
- 3.10.8 Investigation reports will not be provided to external agencies without prior approval from the Principal or Principal's delegate.
- 3.10.9 During and at the completion of any investigation, the parents/guardians of any involved student will be notified of the progress and result of the inquiry, unless it is inappropriate to do so.
- 3.10.10 In the event the College becomes aware that a student/employee has been abusing alcohol, illicit drugs, prescription medication or restricted substances, the Principal or the Principal's delegate may decide to take or cause certain actions to be taken in order to ensure the safety and well-being of the student/employee involved and/or other students/employees. These actions may include:
 - a) referring the student/employee to counselling;
 - b) formal notification to the NSW Police;
 - c) formal notification to the FACS and to the Children's Guardian in relation to an employee;
 - d) suspension from school/employment;
 - e) termination of enrolment/employment.The College will consider these actions regardless of whether such abuse has occurred whilst the student is at or away from school.

3.11 Parent/Guardian Notification

- 3.11.1 Parents/guardians will be notified of any contact with a student in accordance with this plan unless exceptional circumstances exist.
- 3.11.2 Exceptional circumstances may include but are not exclusive to:
 - a) child at risk;
 - b) legal privilege;
 - c) criminal proceedings.
- 3.11.3 Information supplied to parents/guardians will only relate to the student under their care. All documentation/information supplied to parents/guardians will be redacted.

- 3.11.4 As a part of enrolment, parents/guardians will undertake to attend meetings or conferences arranged by the College when their child is involved in any incident under this policy.
- 3.11.5 Parents/guardians will undertake to comply with any reasonable control measure determined by the Principal or his/her delegate.

3.12 Police / External Agency Notification

- 3.12.1 NSW Police will be notified where it is believed that a criminal offence has been committed in respect of Drugs Misuse and Trafficking Act (NSW) 1985, Drugs and Misuse Trafficking Regulations (NSW) 2011, Poisons Act (NSW), the Liquor Act (NSW) 2007 or any other related legislation.
- 3.12.2 If a decision has been made to report an incident to the NSW Police Force, the College will undertake to notify the parent/guardian as soon as possible.
- 3.12.3 A student under the age of 17 years will not be interviewed by a member of the NSW Police Force unless in the company of the parent/guardian.
- 3.12.4 If the parent/guardian is not able to attend the College or the location of the incident, then a suitable staff member will remain with the student
- 3.12.5 If the student is over the age of 16, that student may nominate a responsible adult to be present.
- 3.12.6 In respect of any interaction with the NSW Police Force, the College will undertake to take all reasonable measures to protect the identity of the student or other student/s involved.
- 3.12.7 In the event the NSW Police Force initiates a criminal investigation, the College will assist in the inquiry.

3.13 College Counsellors and Support Staff

- 3.13.1 College Counsellors will provide support to all students in relation to issues relating to the administration, possession, supply or manufacture of illicit drugs, alcohol, and prescription/restricted medication.
- 3.13.2 College Counsellors will ensure that the safety and welfare of students is paramount.
- 3.13.3 Should a student disclose to a counsellor or related support staff member, a criminal offence, then that matter must be referred to the Principal or the Principal's delegate.
- 3.13.4 A member of the counselling staff will provide advice to the Principal or Principal's delegate in relation to specific cases managed under this policy.

3.14 Drug and Alcohol Testing

- 3.14.1 The College may request a student to undergo drug or alcohol testing if the College believes that such testing is appropriate to ensure the safety and wellbeing of the student, other students or employees.
- 3.14.2 A request to undergo drug and alcohol testing will only be considered if it is confirmed that the student has been abusing illicit drugs, alcohol, prescription/restricted substances and:
 - a) as a result, the student's behaviour places him/her at risk or;
 - b) may affect the safety and welfare of other students, employees or other persons at the College or;
 - c) the Principal is satisfied that there is no other alternative control measure to continue the student's enrolment at the College.
- 3.14.3 Any costs associated with any drug and alcohol test will be the responsibility of the parent/guardian.

3.15 Documents and Records Management

- 3.15.1 All incidents must be recorded in the College database.
- 3.15.2 Incident Report Forms must be submitted as soon as practical to the Principal or Principal's delegate.

- 3.15.3 All requests for access to records generated under this policy must be approved by the Principal or the Principal's delegate and will be redacted.
- 3.15.4 All records generated as a result of an incident under this policy must be kept confidential.

3.16 Media, Communication and Alerts

- 3.16.1 In any communications made, the College will undertake not to reveal the identities of involved students and as far as reasonably practical, any information which may reveal the identities of involved students.
- 3.16.2 Any media release or statement relating to an incident or College matter in respect of this policy will be authorised only by the Principal or Principal's delegate.
- 3.16.3 Where appropriate the College will provide public information, which will promote the College's stance in relation to this issue where it is deemed to be in the public interest.

3.17 Confidentiality

- 3.17.1 The confidentiality of all students, employees and other persons at the College is paramount in respect of this policy.
- 3.17.2 Any information relating to this policy will be restricted to those at the College nominated by the Principal or the Principal's delegate.
- 3.17.3 No information about a student, employee or other person at the College relating to this policy will be released to an external agency or entity without legal justification and approval.
- 3.17.4 If there is a request for information (formally/informally) in respect of a College student or member of the College community, under this policy, the parent/guardian of the student, or member of the College community will be notified prior to the release of any information.
- 3.17.5 The College will ensure that reasonable steps are taken to protect, and secure information generated under this policy from unauthorised access, loss, misuse, disclosure or alteration.
- 3.17.6 These steps will include restricted access to areas where information and records (physical/electronic) under this policy are kept.

4.0 Policy Review

- 4.1 A full review of the College Drug and Alcohol Policy will be conducted every two years.

5.0 Explanatory Notes and Definitions

- 5.1 Alcohol related incident: an incident or information which relates to the administration, possession and supply of alcohol products in any form.
- 5.2 Oakhill College Grounds: Includes all buildings, structures, sporting fields and open areas of the College located at Old Northern Road, Castle Hill.
- 5.3 Oakhill College activities: Includes all sport, academic, cultural activities attended by students and of the College. This includes camps, excursions, volunteer trips (regardless of location being on or off the College Grounds).
- 5.4 Documents: Means any record, typed or written, in hardcopy, or in electronic form USB or other media storage device).
- 5.5 Drug related incident: An incident or information which relates to the possession, administration, supply or manufacture of an illicit drug, prescription medication or restricted substance. A Drug Related Incident will also involve the possession and/or distribution of paraphernalia, related implements or documents promoting substance abuse.
- 5.6 Drug related material: Any item, equipment, document or article (manufactured or improvise) which may be related to the use, possession, supply or manufacture of illicit drug, alcohol product or prescription /restricted substance.
- 5.7 Illicit drugs: Any substance listed on Schedule 1 of the Drugs Misuse and Trafficking 1985.

- 5.8 Incident: Any event, occurrence and / or information received that relates to illicit, alcohol, prescription / restricted medication and / or related substance or thing.
- 5.9 Precursor chemicals: Any substance listed on Schedules 1,2,3 of the Drugs Misuse and Trafficking Regulations 2006.
- 5.10 Prescription / Restricted medications: Any OTC medications (Schedule 3 and above) as per the Poisons and Therapeutic Goods Regulations 2008 (Including anabolic steroids, human growth hormones and performance enhancing substances).

6.0 Supporting Documents, Procedures and Guidelines

- 6.1 External Documents
 - 6.1.1 Drugs in Schools: Procedures for Managing Drug Related Incidents 2010, NSW Department of Education and Training
 - 6.1.2 Smoke Free Environment Act 2000 (NSW)
 - 6.1.3 Smoke-free Environment Regulation 2016 (NSW)
 - 6.1.4 Liquor Act 2007 (NSW)
 - 6.1.5 Drugs Misuse and Trafficking Act 1985 (NSW)
 - 6.1.6 Drugs Misuse and Trafficking Regulations 2011 (NSW)
 - 6.1.7 Poisons and Therapeutic Goods Act 2008 (NSW)
 - 6.1.8 Poisons and Therapeutic Goods Regulations 2008 (NSW)
 - 6.1.9 Public Health Act 2010 (NSW)
- 6.2 Internal Documents
 - 6.2.1 Suspension and Expulsion
 - 6.2.2 Policy Safe School Policy
 - 6.2.3 Student Behaviour Management Policy
 - 6.2.4 Pastoral Care Policy
- 6.3 Supporting Procedures and Guidelines
 - 6.3.1 Incident Report Form