Ardross Primary School Drug Education Guidelines

Our Vision
At Ardross Primary School, we believe that drug education is integral to the well-being of our students. We aim to provide a safe and supportive environment for the school community. We endeavour to engage the whole-school community in our drug education initiatives and are committed to providing our students with drug education and necessary related intervention across all year levels.

Our School Commitment
Our School Drug Education Guidelines are consistent with the Principles for School Drug Education. The guidelines promote a whole-school approach to drug education where school staff, students, parents and the wider-school community work together with the aim of preventing and reducing potential and existing risks of harm from drug use, to establish and maintain a safe school environment.

Our guidelines have been developed in consultation with staff, students, parents and community members to address drug education and necessary related interventions in a caring and consistent manner within the Ardross Primary School community.
Curriculum

- We use evidence-based drug education resources such as *Challenges and Choices* (www.sdera.wa.edu.au)
- School administration supports staff to deliver appropriate drug education by allowing in-school time for planning, providing professional development opportunities for staff and allocating funds for resources and materials.
- Classroom programs focus on skill development and develop students’ knowledge and understanding, attitudes and values and promote help-seeking behaviour.
- Learning is extended from the classroom to promote parent support of drug education programs (e.g. through the use of take-home activities).

Ethos and Environment

- A School Drug Education Leadership Team with representatives from the teaching and administration staff, school health service staff, students and parents is supported.
- Drug education is included in whole-school planning.
- All students have the opportunity to participate in drug education programs and initiatives.
- School administration supports staff attendance at professional development to broaden their understanding and enhance their confidence in working well with drug use issues.
- We have developed and implemented *Procedures for Incident Management* and these have been communicated through the whole-school community as a part of the *School Drug Education Guidelines*.

Parents and Community

- Drug education information and strategies for parents and families are provided on a regular basis through a variety of methods such as the newsletter, website and at school assemblies.
- SDERA (www.sdera.wa.edu.au), is used to identify resources and agencies that support and complement our school drug education initiatives.
- Orientation packs to new staff members and families include our *School Drug Education Guidelines*.  
Incident Management – Procedures to Follow

**INCIDENT MANAGEMENT**

**Situation**

Student/s are thought to be:
- drug affected
- in possession of a legal drug
- in possession of a suspected illicit drug.

**Immediate Actions**

1. Keep calm
2. Consider staff support
3. Inform student/s of concerns
4. Ensure safety of student/s
   5. Get the facts
   6. Inform Principal
7. Escort student/s for interview
8. Hand responsibility to Principal and document details
9. Attend to other students involved

Note: Pages 48 and 49 further describe these suggested immediate actions.

**Initial Follow-up Actions**

1. Principal receives drug-related evidence – witnessed and documented
2. Inform student/s of process
3. Contact and involve parent/s
4. Establish facts
5. Determine further actions - following process for either legal or illicit drug use
6. Consider need to send home
7. Inform broader staff team
8. Document details/actions

Note: Pages 50 and 51 further describe these suggested initial follow-up actions.

**Substance is a legal drug**

1. Substance is a legal drug being used on school premises where use is prohibited
2. Substance is a legal drug being used by students who are under-age
3. Substance is a legal drug being used outside the parameters of the intended purpose (e.g. use of a volatile substance or sale/inappropriate use of prescription medication)

**Legal drug - Follow-up Actions**

1. Consult with parent/s
2. Determine actions
3. Provide Intervention Support
4. Document, monitor and evaluate

Note: Pages 52 and 53 further describe these suggested follow-up actions.

**Substance is possibly an illicit drug**

1. Substance is an illicit drug
2. Substance is suspected of being an illicit drug
3. Substance is being represented as an illicit drug

**Illicit drug - Follow-up Actions**

1. Report to Principal
2. Police are notified
3. Police conduct enquiries
4. Illicit activity suspected
5. Student searches required
6. Nature of substance uncertain
7. Determine actions
8. Provide intervention support
9. Document, monitor and evaluate

Note: Pages 54 and 55 further describe these suggested follow-up actions.
**Intervention Support – Procedures to Follow**

**Intervention Support**

**Situation**

Student drug use issue identified:
- through student disclosure
- through staff member raising concern
- as a result of a drug-related incident.

**Immediate Actions**

1. Inform student/s of concerns
2. Take matters seriously
3. Get the facts
4. Reassure student/s that their health and well-being are the primary concern
5. Inform staff and document details
6. Support student/s through referral process to appropriate staff members

*Note: Pages 58 and 59 further describe these suggested immediate actions.*

**Disciplinary Interventions – Follow-up Actions**

1. Implement appropriate disciplinary actions (e.g. loss of privileges, detention)
2. Suspension
3. Suspension resolution
4. Liaise with police
5. Consult with parent/s
6. Involve broader staff team
7. Affirm student/s participation
8. Document, monitor and evaluate

*Note: Pages 60 and 61 further describe these suggested follow-up actions.*

**Student Welfare Interventions – Follow-up Actions**

1. Refer to support staff involved
2. Ensure inter-staff communication and feedback
3. Engage broader school support
4. Communicate with parents
5. Refer to external agencies
6. Address illicit drug use if acknowledged
7. Address Volatile Substance Use (VSU) if acknowledged
8. Promote student autonomy
9. Affirm student/s participation
10. Implement student welfare strategies
11. Document, monitor and evaluate

*Note: Pages 62 and 63 further describe these suggested follow-up actions.*
In the event of a drug use incident or where a student requires intervention for a drug use issue, the steps outlined in our flow charts for Incident Management and Intervention Support will be followed. In summary:

- the parent/s will be notified by appropriate personnel
- the Principal will consider notifying police if illicit drug use is suspected
- both students and parents will be offered support through appropriate interventions
- the incident or issue will be documented and other relevant agencies involved
- respect will be given to privacy and confidentiality by and for all parties
- the health and well-being of all parties involved will be given priority.

**Ardross Primary School does not permit students while on school premises, at any school function, excursion or camp to:**

- smoke and/or possess tobacco products
- consume, possess or be affected by alcohol
- possess and/or use pharmaceutical drugs for non-medicinal purposes
- possess and/or use volatile substances
- possess and/or use illicit drugs
- possess and/or use drug-related equipment, with the exception of for intended legitimate medicinal use.

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<tr>
<th>School Contacts</th>
<th>Useful contacts and information</th>
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</table>
| **Principal** Andrew Holmes  
Contact number: 93642771  
Or 0407085584 | **School Drug Education and Road Aware (SDERA)**  
(08) 9264 4743  
www.sdera.wa.edu.au |
| **Deputy Principal** Robert Parker & Catherine Bishop  
Contact number: 93642771 | **Alcohol and Drug Information Service**  
(08) 9442 5000 or 1800 198 024 |
| **Chaplain:** Nathan Hoyle | **Parent Drug Information Service**  
(08) 9442 5050 or 1800 653 203 |
| **School Psychologist:** Annette Goldschlarger | **Poisons Information**  
13 11 26 |
| **School Drug Education Leadership**  
Denelle Ellery 93642771 | **Local Police Station:**  
Murdoch Police: 9313 9000 |
SCHOOL DRUG INCIDENT MANAGEMENT PLAN

**Situation**

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**Immediate Action Explained**
## Immediate Actions

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### 1. Keep calm
- Keep calm and focus on working through the steps outlined.

### 2. Consider staff support
- Decide whether or not you require support from another staff member prior to intervening.

### 3. Inform student/s of concerns
- Advise student/s of your concern around their behaviour and your suspicion of possible drug use. State the boundaries of confidentiality and that your intervention aims to promote their safety and welfare.

### 4. Ensure safety of student/s

* Determine the need for first aid or emergency care.  
* If the student/s appear physically unwell, proceed with school medical procedures and consider sending home.  
* If Volatile Substance Use (VSU) is suspected, approach with caution with reassurance of intent to support. Student safety in this case is promoted by reduced agitation. To startle or give chase can exacerbate risk of Sudden Snifing Death Syndrome. Where possible, confiscate any drugs and isolate the student/s who appear to be directly involved.  
* If student/s appear physically well and coherent, continue to work through the procedures that follow.

### 5. Get the facts
- Try to obtain the facts to promote the safety of the student/s involved.  
- Was a drug used?  
- What type of drug was used? How much was taken?  
- When and how was it taken? Was more than one drug taken?  
- Proceed in a non-threatening manner and do not make assumptions.

### 6. Inform Principal
- Ensure the Principal is informed of the situation as soon as possible. Engaging support of another staff member will assist with this. One staff member should remain with the student/s and the other should inform the Principal.

### 7. Escort student/s for interview
- Walk student/s to a private place known to be appropriate for the purpose of an interview situation.  
- Ensure student/s wait under adult supervision until the Principal arrives.

### 8. Hand responsibility to Principal and document details
- Hand over all the information at your disposal as well as any drug/s or related implements confiscated from the student/s.  
- Document the confiscation and exchange details in line with your school’s documentation procedure.

### 9. Attend to other students involved
- Attend to the needs of all students involved to ensure their safety and welfare.  
- Follow up with these students and if required consult with the Principal who may notify their parents while adhering to the school’s confidentiality requirements and respecting the privacy of those directly involved.