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# DRUGS IN SCHOOLS MANAGEMENT POLICY FOR DIOCESAN SYSTEMIC SCHOOLS

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The Catholic Schools Office, Diocese of Broken Bay  
gratefully acknowledges the  
NSW Department of Education & Communities  
for permission to use and adapt material from the *Drugs In Schools Policy 2010*,  
NSW Department of Education & Communities

February 2014



## PURPOSE

The purpose of this policy is to outline the requirements for Catholic schools in the Diocese of Broken Bay, for the management of drug related incidents in schools. It aims to support schools to plan and implement appropriate responses to drug related incidents, with an emphasis on prevention through drug education and safe and supportive school environments, and intervention and support for students who may be involved. It should be read in the context of the Pastoral Care Policy for Diocesan Systemic Schools and the Pastoral care and Wellbeing Framework for Learning.

This policy relates to the supply or misuse of drugs by students on school premises or at school activities. This policy covers:

- the supply, possession or use of alcohol, tobacco or illegal drugs;
- the supply or misuse of over-the-counter and prescribed medications;
- the supply or misuse of restricted substances. (A restricted substance is defined in the *Poisons and Therapeutic Goods Act 1966* as any substance specified in Schedule Four of the Poisons List, which should be supplied only upon the written prescription of a medical practitioner, dentist or veterinary surgeon);
- the supply or misuse of inhalants or solvents.

Catholic schools in the Diocese of Broken Bay exist to educate and form students in Catholic discipleship, offering them experiences of following Jesus as members of the Catholic community. They operate within a comprehensive, integrated God-centred view of reality, the Catholic worldview. In their education and formation of young people, Catholic schools actively promote the Catholic worldview and its understanding of creation. The Catholic worldview affirms every individual person as made in the image of God (Gen 1:27) and encourages all to exercise stewardship of that creation. Catholic schools seek to transform the individual through sharing of the Catholic vision and story, and offering the student opportunities to apply that worldview to all aspects of school life, and life outside of school.

Life and physical health are precious gifts entrusted to people by God, and the body is the temple of the Holy Spirit (1 Cor 5:19). Accordingly the Diocesan Schools Board prohibits all unsanctioned drug use on the school property or at school events. Communities need to take strategic action to prevent drug experimentation and use by students. They must be able to respond appropriately to the harm that may arise, basing all intervention on the values of the Gospel.

## POLICY FRAMEWORK

The Catholic Schools Office (CSO) and systemic schools in the Diocese of Broken Bay are committed to the development of their learning and work environment as faith and educational communities which:

- take as their foundation the person and gospel of Jesus Christ;
- educate and form students in Catholic Discipleship;
- integrate faith with life and contemporary culture;
- foster the dignity and development of each person.

A whole school approach to managing drug related issues should focus on:

- **promotion** of a positive, hope-filled understanding of the human person, graced by God with free will, capable of taking moral responsibility for actions and guided by a sense of meaning and purpose in life;
- **prevention** through drug education and safe and supportive school environments; and

- **intervention** through appropriate procedures for dealing with drug related incidents at school and support for students and families who may be involved. Drug issues should be approached within the context of the pastoral care policy and the school's behavior management and student discipline policy. These provide a systematic and practical framework within which schools can manage drug related issues.

## **POLICY CONTENT**

### **Definition**

*“A drug is any substance which, when taken into the body, alters its physical or psychological function excluding food, water or air.”*

*World Health Organisation*

### **Illegal Drugs**

Schools must be places which are free of illegal drugs. Illegal substances are not permitted on the school premises or at school sanctioned events. Principals must manage disciplinary matters involving suspected illegal substances or supply of restricted substances consistent with the Behaviour Management and Student Discipline policy and the suspension and expulsion procedures. Principals must report incidents involving illegal drugs to the Schools Consultant.

### **Alcohol**

Alcohol must not be consumed on or brought to school premises during school hours. This includes employees, students and visitors and other people who use school premises. If alcohol is served at any school function or within the school outside school hours, prior permission must be obtained from the principal. Any use of alcohol is subject to the laws and regulations regarding the supply, serving and consumption of alcohol.

Principals must manage incidents involving students' and alcohol, according to the school's Pastoral Care, Behaviour Management and Student Discipline policies and the suspension and expulsion procedures.

### **Tobacco**

Smoking on school premises including school buildings, gardens, sports fields and car parks is prohibited, and at school sanctioned events. Staff, parents, visitors and community members are required to refrain from its use on school premises.

Principals must manage incidents involving tobacco consistent with the school's Pastoral Care, Behaviour Management and Student Discipline policies and the suspension and expulsion procedures.

### **Misuse of over-the-counter and prescribed medications (including the supply of restricted substances)**

In cases where a student is supplying a restricted substance, principals must manage the situation consistent with the school's suspension and expulsion procedures. In all other cases of misuse of prescribed medications or over-the-counter medications, principals must manage the matter as a pastoral care and health issue.

### **Misuse of inhalants/solvents**

Where there are concerns that a student may be misusing inhalants/solvents at school, principals must manage the matter as a pastoral care and health issue. School use of

products containing solvents must be strictly supervised by school staff and limited wherever possible.

### **Drug testing students, including breath testing**

Students must not be drug tested at school or during school activities such as excursions and sporting events. Breath testing for alcohol is at the discretion of the principal.

### **Monitoring, evaluation and reporting requirements**

In cases where a student has been suspended for an incident involving illegal drugs, supplying a restricted substance or tobacco and alcohol, the principal must keep a written record of the incident.

## **ROLES AND RESPONSIBILITIES**

### **Catholic Schools Office**

- 1) The CSO is expected to support Principals in the implementation of the Drugs in Schools Management Policy and related guidelines.
- 2) The CSO is expected to provide support services to assist school communities to manage drug related incidents in schools.

### **Principals**

- 1) Principals are responsible for implementing policy and procedures for managing drug related incidents in schools.
- 2) Principals are responsible for ensuring the school rules and consequences about the supply, possession or use of drugs at school by students, are communicated to students, staff and parents (including tobacco, alcohol, illegal drugs, over-the-counter and prescribed medications, restricted substances and inhalants or solvents).
- 3) Principals are responsible for ensuring that this and other related DSS policies about tobacco and alcohol use on school premises by visitors and community groups are communicated to the school community.
- 4) Principals must monitor and review the implementation and effectiveness of responses to drug related incidents.
- 5) Principals must ensure that all drug-related incidents are managed in accordance with the CSO Drugs in Schools - Guidelines for the Management of Drug Related Incidents.

### **Teachers**

- 1) Teachers are expected to support the implementation of the Drugs in Schools Management Policy.
- 2) Teachers are expected to inform the principal when they have reasonable grounds to suspect that a student is involved in drug related behaviours.

## **RELATED LEGISLATION, POLICIES AND GUIDELINES**

- Broken Bay Diocesan Systemic Schools
  - Behaviour Management and Student Discipline Policy
  - Drugs in Schools Management Policy
  - Drugs in Schools: Guidelines for the Management of Drug Related Incidents
  - First Aid Policy
  - Guidelines for Administering Medication in Schools

- Handbook for Diocesan Systemic Schools
- No Smoking Policy
- Pastoral Care Policy
- Pastoral Care and Wellbeing Framework for Learning
- WHS Policy
  
- Legislation
  - Children (Criminal Proceedings) Act 1987 (NSW)
  - Crimes Act 1900 (NSW)
  - Customs Act 1901 (Cth)
  - Drug Misuse and Trafficking Act 1985 (NSW)
  - Education Act 1990 (NSW)
  - Government Information (Public Access) Act 2009
  - Health Records and Information Privacy Act 2002 (NSW)
  - Liquor Act 2007 (NSW)
  - NSW Department of Education and Training Privacy Code of Practice
  - NSW Police Service Privacy Code of Practice
  - Poisons and Therapeutic Goods Act 1966 (NSW)
  - Police Act 1990 (NSW)
  - Privacy Act 1988 (Cth)
  - Privacy and Personal Information Protection Act 1998 (NSW)
  - Public Health Act 2010 (NSW)
  - Summary Offences Act 1988 (NSW)
  
- Websites
  - [www.adf.org.au](http://www.adf.org.au) – Australian Drug Foundation (ADF)
  - [www.adin.com.au](http://www.adin.com.au) – Australian Drug Information Network (ADIN)
  - <http://www.health.nsw.gov.au/mhdao> – NSW Mental Health and Drug and Alcohol Office (MHDAO)
  - <http://www.olgr.nsw.gov.au/> – NSW Office of Liquor, Gaming and Racing

## POLICY REVIEW

This Policy is to be reviewed periodically and not less frequently than once every five years from the date of implementation of the Policy.

## POLICY DATES

Date of completion of formulation and adoption:	November 2004
Date of most recent edition:	February 2014
Date of next review:	February 2019

authorised by  
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Chairperson, Diocesan Schools Board