



WINDERMERE DRUG POLICY

Guiding beliefs

At Windermere Primary school “our ultimate aim is to empower students to be responsible citizens who value lifelong learning.”

It is our belief that the only behaviour we can control is our own and that our thinking and acting should govern our feelings and physiology. We teach students that they are in control of their own behaviour and that in choosing behaviour they are also choosing outcomes and consequences.

Windermere Primary School follows a philosophy of harm minimization through delivery of a program that covers the social, emotional, mental, physical and spiritual health of the individual

drug program and policy that aims at promoting better health, social and economic outcomes for the community and individual.

We aim to achieve this by encouraging personal choice and informed decision making by students as the foundation of effective drug prevention and intervention strategies and by the provision of a safe and supportive environment that maximizes the factors known to protect students in reducing risk-taking behaviors.

Drug Education Principles

Drug education at Windermere is taught in the context of the school health curriculum.

Drug education is taught in a supportive and non-judgmental classroom environment.

Drug education is ongoing, comprehensive, and developmentally appropriate.

Drug education is planned and explicit but is also responsive to the incidental issues that arise.

Drug education is a collaborative program constructed by the teachers and students in response to identified needs.

Drug education aims to develop effective learning and long term positive outcomes that take into account the complex and changing nature of drug related behaviour.

Drug Education Framework

Drug education at Windermere explicitly teaches about a range of drugs and students interaction with these including:

- Household medicines and poisons
- Pharmaceuticals
- Licit and Illicit drugs
- Inhalants
- Psychoactive drugs

K-6 Drug Curriculum Focus

The teaching resource “Primary Steps – Educating 5-14 year olds about drugs” will be referred to when planning and teaching units of work about drugs

K-2

- Safety in the home
- Safety outdoors
- Safety with medicine
- Responsible use of medications
- Safe use of
- Handling o

3-6As for K-2 as well as:

- Awareness of licit and illicit drugs
- Dangers of over medication

- Development of responsible response to peer pressure
- Development of resilience
- Handling emergency situations

Responsibilities for drug education at Windermere Primary School

Principal will be responsible for:

- Developing and maintaining a supportive school environment
- Ensuring policy and procedure for dealing with illicit drugs
- Ensuring staff have professional learning in drug education
- Mandatory reporting of drug related incidents
- Community awareness of drug policy

Teachers will be responsible for:

- Developing and maintaining a supportive school environment
- Ensuring curriculum content is consistent with drug policy
- Having an awareness of procedures and policies in handling drugs
- Ensuring own responsible use of licit drugs
- Ensuring they do not partake of, possess or are under the influence of illicit drugs while on the premises of Windermere or at a Windermere function/excursion
- Reporting drug related incidents to Principal
- Undertaking current professional learning in drug education

Ancillary staff will be responsible for:

- Developing and maintaining a supportive school environment
- Having an awareness of procedures and policies in handling drugs
- Ensuring they do not partake of, possess or are under the influence of illicit drugs while on the premises of Windermere or at a Windermere function/excursion
- Reporting drug related incidents to Principal

Parents and Guardians will be responsible for:

- Contributing to the development of and supporting the Windermere drug policy
- Ensuring they do not partake of, possess or are under the influence of illicit drugs while on the premises of Windermere or at a Windermere function/excursion
- Communicating any needs/concern or issues re drug related incidents to the school Principal

- Complying with any policies or procedures outlined in the drug policy e.g. safe storage of medication at school

Students will be responsible for:

- Contributing to the development of the Windermere drug policy
- Respecting the schools drug policy and procedures
- Ensuring they do not partake of, possess or are under the influence of illicit drugs while on the premises of Windermere or at a Windermere function/excursion
- Communicating any needs/concerns or issues re drug related incidents to the school Principal
- Complying with any policies or procedures outlined in the drug policy e.g. safe storage of medication at school
- Participating collaboratively in the Windermere drug education curriculum

Windermere Protocols for Medication at School

- All pharmaceutical and prescription medications must be brought to the school office by parents.
- A letter must accompany all medication required to be taken at school from the student's doctor.
- Medication will be stored in a locked storage box in the school safe.
- The school's First Aid Officer in accordance with the directions in the doctor's letter will administer medication.
- In the case of specific medical situations – such as diabetes or severe allergies – a medical procedure plan will be drawn up with the students, their parents/guardians, Principal and the First Aid Officer.
- In accordance with the Student Health Care Requirements 2000 pain relievers such as Panadol/Aspirin will only be administered to a student by their own parent or guardian.

Alcohol and Tobacco

The Windermere Primary School is as follows:

Alcohol

- The law prohibits the consumption of alcohol by people under the age of 18 in a public place, which includes a motor vehicle.
- Students, regardless of age, are not permitted to be on school premises under the influence of alcohol, or to possess or drink alcohol at school or at school-related activities such as excursions, camps, discos or end of year dinners.

- Non-alcoholic beverages should be available at school activities.
- When they are on duty, taking care of students on school premises or at school functions/excursions, teachers and other adults must exercise their professional judgment and their duty of care by providing good role models to students and by taking a responsible attitude in all matters.

Tobacco

Under-age smoking:

The law prohibits any person under the age of 18 years from obtaining, smoking or using any tobacco product (*Public Health Act 1997*).

Smoke-free environment:

Windermere Primary School is a Smoke-free Workplace in line with The Department of Education's Smoke-free Workplace Policy (updated February 2001) which accords with its occupational health and safety obligation to provide a healthy and safe work environment for all of its employees.

- **The Principal** is required to ensure that the spirit and intent of this policy is adhered to on behalf of all employees in their respective workplaces.
- **All staff** are required to take reasonable care of their own health and safety and that of other persons. It is therefore important that Principals ensure the co-operation of all staff in this matter.

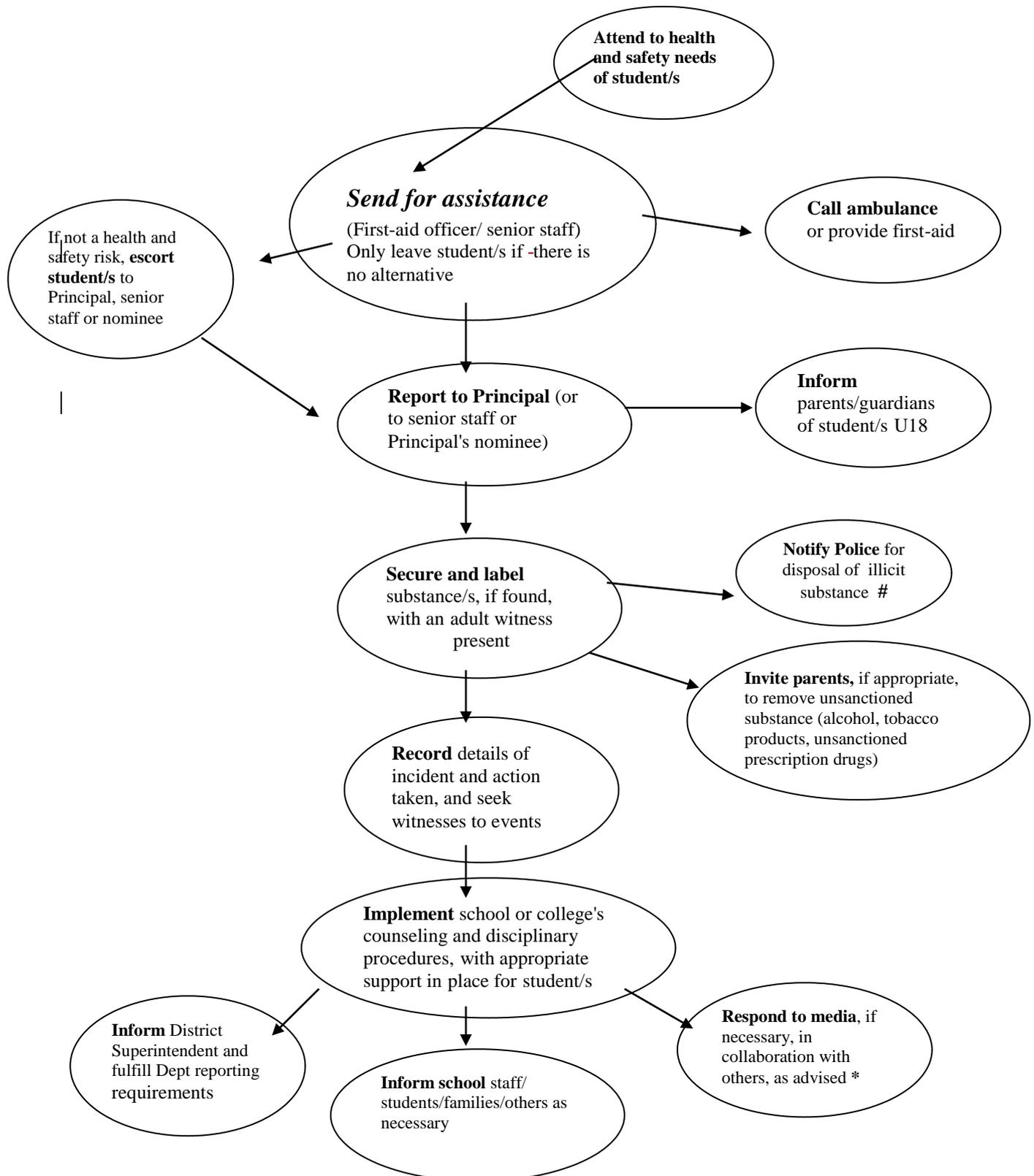
There is a responsibility to ensure that all staff, students and clients of Windermere are protected from the ill-effects of smoking at school. In support of this policy, **the following conditions apply:**

1. No smoking shall occur at any time in any area of Windermere inclusive of all buildings and grounds. This policy is effective 24 hours a day, seven days a week. Windermere staff have the right to diplomatically ask any person/s smoking in restricted areas to put out their cigarettes;
2. Staff may smoke away from the workplace during a recognised lunch break (i.e. the employee's own time). During normal working hours no time off is permitted for the purpose of smoking .
3. When they are on duty, taking care of students on school premises or at school functions/excursions, teachers and other adults must refrain from smoking.

Windermere protocols in dealing with a drug related incident

Action Plan: Drug-related incident

When an illicit or unsanctioned substance is found with a student, or a student is found apparently affected by drug use, or there is evidence of this, the following steps are to be followed, as appropriate.



Action Plan: Drug-related incident (numbered steps version)

When an illicit or unsanctioned drug is found with a student or a student is found apparently affected by drug use, or there is evidence of this, the following steps are to be followed, as appropriate.

1. Attend to the immediate health and safety needs of the student/s or situation.
2. Send for assistance: first-aid officer and/or senior staff person.

Do not leave student/s unattended unless absolutely necessary.

Or, if there is no apparent health and safety risk involved, escort student/s to Principal, senior staff person or Principal's nominee.

3. Call ambulance or provide first-aid with trained staff.
4. Report to Principal or senior staff person or Principal's nominee.
5. Inform parents/guardians of student/s of the circumstances.
6. Principal/senior staff or delegated person secure and label substance, if found, with adult witness present.
7. If substance is an illicit drug, call the regional Police Liaison Officer to manage the disposal of the substance.

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

8. Record all details of the incident, including actions taken, and seek witnesses to the incident.

Use ***Drug-related Incident Report*** form

9. Implement the school counseling and disciplinary procedures, with appropriate support in place for student/s and staff involved.
10. Comply with all Departmental reporting procedures in relation to drug-related incidents (complete *Incident Report* as above, forward to General Manager when necessary, report suspensions/exclusions as required).
11. Inform school/college staff, students, families, etc. on a need-to-know basis, as necessary, having regard to issues of confidentiality.
12. Respond to the media if necessary, in collaboration with General Manager and the Department's Public Communications Unit, in accordance with guidelines.*

Contacting Tasmania Police for Assistance

Officer-in-Charge

Drug Investigation Services

Southern/Eastern Districts

Hobart (03) 6230 2622

Southern District (Hobart) (03) 6230 2111

Solicitor-General's advice to employees of the Department of Education with regard to the right of search:

It is strongly recommended that in the absence of exceptional circumstances and without the clear, written consent of the person to be searched or the person whose property is to be searched, searching should be left to the police.

- No power to search a person or a person's property is conferred by the *Education Act*. In the absence of a signed agreement of a parent/guardian of a child, any search of a person or person's property should be left to the police.
- Students may be *requested* to empty pockets or open a bag or locker themselves, but may not be *required* to do so.
- A student old enough to understand the implications of a search may agree to being searched. To ensure that a search conducted in such circumstances does not expose the searcher to legal action:
 - The student should sign a written consent to be searched;
 - That signature should be witnessed by another person;
 - The search of a person should be conducted by a person of the same sex in the presence of another person of the same sex;
 - At the end of the search its results should be recorded; and
 - The record should be signed by all involved, with the student given the opportunity to make a complaint about the manner in which the search was conducted.

Managing publicity in relation to a drug-related incident in a Tasmanian Government school or college

When a drug-related incident occurs the media may hear of it and approach members of the school community for comment. Should this occur the following procedure is advised:

1. Advise the media representative that you will ring them back, or ask them to ring back at a designated time. **Do not** respond off the cuff.
2. Ring your General Manager to brief them about the drug-related incident (if this has not already been done) and to inform them of the media contact. Decide which one of you will take the next step.
3. Ring the Department's Public Communications Unit on 6233 4665 and talk to the Manager or to one of the Communications Consultants. On their advice, decide on a strategy for responding to the media.
4. Nominate one media spokesperson for the school/college, usually the Principal or the General Manager (or the General Manager's nominee), in collaboration with the Public Communications Unit.
5. In collaboration with the Public Communications Unit and General Manager, prepare a written press release to provide to the media who seek information. Fax or email media release when requested. Name the media spokesperson with whom the media representatives may follow up if they wish. **Names of students and teachers involved in the incident should not be used.**
6. Direct any follow-up phone calls or other form of contact to the media spokesperson nominated. **No-one else should speak to the media.** The Principal must ensure that all parties are aware of this.
7. Media spokesperson should record times and dates and broad content of all conversations with the media for future reference.
8. A similar consultation process should determine who within the wider school community (staff, students, families, other interested parties like School Association) should be informed of the incident and in what detail.