



Mount Warrigal Public School

Drug Education Procedure

BRIEF DESCRIPTION:

Drug education at Mount Warrigal Public School reflects the government harm minimisation approach. This procedure is governed by strict federal legislation and covers the possession and use of alcohol, tobacco, illegal drugs and the misuse of over-the-counter and prescribed medications, including the supply of restricted substances, on school premises by students. It also covers the possession and use of alcohol and tobacco on school premises by employees and visitors.

LINK/S TO DEPARTMENT POLICIES AND GOVERNMENT SITES:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/key-learning-areas/pdhp/drug-education>

<https://education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm> (Child Protection Policy)

<https://education.nsw.gov.au/policy-library/policies/drugs-in-schools-policy> (Drugs in Schools Policy)

<https://education.nsw.gov.au/policy-library/policies/student-welfare-policy> (Welfare Policy)

<https://reporter.childstory.nsw.gov.au/s/mrg> (Mandatory Reporter Guide)

<https://www.health.nsw.gov.au/parvan/childprotect/Pages/svf-cwu.aspx> (Child Wellbeing Unit)

<https://www.facs.nsw.gov.au/> (Family and Community Services)

<https://www.legislation.nsw.gov.au/#/view/act/1985/226> (Drug misuse and trafficking act)

<https://www.legislation.nsw.gov.au/#/view/act/2007/90> (Liquor Act)

<https://www.legislation.nsw.gov.au/#/view/act/2000/69> (Smoke Free Environment Act)

STATEMENT OF PURPOSE

This procedure aims to establish guidelines to promote resilience, and build on knowledge, skills, attitudes and behaviours to enable young people to make responsible, healthy and safe choices around drug use.

IMPLEMENTATION

The following are expectations at Mount Warrigal Public School:

Principal (or Principal Delegate) Responsibilities:

- Ensure the school rules and consequences about possession and use of tobacco, alcohol and illegal drugs at school by students are made known to students, staff and parents and follow relevant departmental procedures if this is breached (call the School Safety and Response Hotline on 1300 363 778 and refer to the suspension/expulsion policy: https://education.nsw.gov.au/policy-library/associated-documents/suspol_07.pdf).
- Schedule opportunities for mandatory child protection induction and annual updates training for all staff (principal, executive, teaching and non-teaching staff, part-time, temporary and casual staff and those who join during the year).
- Schedule opportunities for annual CPR and Anaphylaxis training (for relevant staff), and 3 yearly E-emergency care (all staff) and E-administration of prescribed medication at school (relevant staff).
- Keep a record of reports to Family and Community Services and/or Child Wellbeing Unit as confirmation that mandatory reporting requirements have been met. The report reference number should be recorded. The record and related papers are to be retained by principals or workplace managers in secure storage and kept confidential. These records are to be provided to any successor.
- Refer any serious remaining safety issues (after a report has been made to, and accepted by, Family and Community Services) to the departmental regional officer responsible for student services so the case can be taken up at a senior level within Family and Community Services.
- Ensure alcohol is not consumed or brought onto school premises during school hours. This includes employees, students and visitors and other people who use school premises.
- Ensure all staff are aware that the consumption of alcohol is not permitted at any school function (including those conducted outside school premises) at any time when school students, from any school, are present.
- Ensure all stakeholders are aware that smoking on school premises, including school buildings, gardens, sports fields and car parks, is prohibited. This includes students, employees, visitors and other people who use school premises, including community groups.
- Manage cases of misuse of prescribed medications, inhalants, solvents or over-the-counter medications as a student welfare and health issues.



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Teacher/ SLSO Responsibilities:

- Abide by the Department of Education and Training (DET) [Code of Conduct](#) relating to personal drugs, alcohol and tobacco use.
- Explicitly teach age appropriate drug education as part of the mandatory [Kindergarten to Year 6 and 7 to 10 PDHPE syllabus](#).
- Create a supportive learning environment which enables students to feel safe to learn and ask questions. This includes:
 - Making students aware at the beginning of PDHPE lessons that disclosing personal information that indicates they may be at risk of harm will be reported to the school principal in all instances. This includes personal disclosures related to instances of abuse, drug use, neglect or sexual activity under the legal age of consent.
 - Being aware that some parts of PDHPE can be confronting and sensitive for some students.
 - Enabling students to withdraw if they find issues personally confronting to protect them from making harmful disclosures. Equally, it is important to be prepared for issues that arise as a result of a student making a public disclosure in the classroom.
- Actively discourage public disclosures by:
 - Keeping discussions global rather than personal.
 - Distinguishing the difference between public and private information.
 - Encouraging students to talk in the third person, for example, 'If a person... what if someone...'
 - Answering questions and responding to statements globally without personalising, for example: 'Everyone...', 'Some people...'
 - Instead of the direct 'What would you do if...?' approach, substituting: 'Suppose X happened to someone. What advice would you give them? What could they do?'
 - Using conditional language, such as 'X might happen' or 'Z could happen' - not 'this will happen'.
 - Using the protective interrupting strategy to interrupt students who begin to disclose private information. For example, saying 'it sounds as though you want to talk about this, why don't we talk about it after class?'
- Establish and maintain expectations, guidelines and boundaries for students to encourage mutual respect and allow for positive relationships to develop in the classroom e.g. In this class we will:
 - Listen to different ideas without 'put downs' and not interrupt while someone is talking.
 - Stick to the point.
 - Allow everyone the right to speak.
 - Be responsible for our own behaviour.
 - Keep what other people say in class as confidential.
 - Never refer to someone by name when giving an example.
 - Always support each other and respect other's cultural traditions, beliefs, values and languages.
- Provide students with the opportunity to contribute in less public ways. Some students may find it difficult to contribute to class discussion and may say little in group activities.
- Be clear about the purpose of the lesson and the key messages you want students to take away from each lesson. Communicate this with students through learning intentions and goals. When students see the relevance of learning, they are more able to connect with education and are more likely to engage with it.
- Think critically and plan lessons so that students have a take away message. The purpose of a lesson should not always be solely about knowledge of content but rather, students should practise and develop skills that will allow them to participate as a positive member of the community.
- Inform the principal when they have reasonable grounds to suspect that a student is involved in drug related behaviours.
- Use appropriate tools to inform decision making, such as the online [Mandatory Reporter Guide](#), professional judgment or specialist advice, where there are concerns about risk of harm.



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- Determine whether concerns about the safety, welfare or wellbeing of children or young people constitute risk of **significant harm** and, if they do, follow child protection procedures.
- Seek advice from the **Child Wellbeing Unit** where there are **concerns about risk of harm, that do not meet the threshold of significant harm.**
- Report directly to Family and Community Services if they believe the principal or workplace manager has not reported risk of significant harm concerns to Family and Community Services, and they still have concerns about risk of significant harm.
- Exchange relevant information to progress assessments, investigations and case management as permitted by law.
- Ensure asthma and EpiPen medications are taken on school excursions along with any Health Care Plan medications.

Stage Supervisor Responsibilities:

- Ensure all staff are aware of their obligation to advise the principal or workplace manager of concerns about the safety, welfare and wellbeing of children that arise during the course of their work.
- Ensure that all staff are aware of their mandatory obligation to report suspected risk of significant harm and of the procedures for doing so.
- Support staff members to take reasonable steps to coordinate decision making and coordinate services to children and their families with other local service providers, if required.

Administration Staff Responsibilities:

- Maintain a workplace register of staff participation in annual Child Protection updates and induction of new staff (or sight individual records of staff inductions).
- Administer prescribed medications in line with medical staff recommendations.
- Keep student medications clearly labelled with student name and dosage in a secure and safe location.
- Contact parent/ carers when student medications are low.
- Ensure asthma and EpiPen medications are in date and easily accessible to all staff.

Parents and Carer Responsibilities:

- Follow government legislation prohibiting possession and use of tobacco, alcohol and illegal drugs across all school settings and events. This includes:
 - Not smoking on school premises, including school buildings, gardens, sports fields and car parks.
 - Not bringing alcohol onto school premises during school hours or consuming it at any school related event. Community groups may be permitted to consume alcohol on school premises outside of school hours if approved by the principal and consistent with the requirements in [Community Use of School Facilities, Policy and Implementation Procedures \(PD/2009/0400\)](#).
- Recognise that department employees will follow mandatory reporting guidelines in response to any student disclosures or behaviours that indicate possible risk to their wellbeing and/or safety.
- Keep school staff up-to-date with any student Health Care Plans that require the administration of medicines, including ensuring alterations to the plan are communicated efficiently with the school.
- Ensure student medications are in-date and supplied to the school in line with Health Care Plan recommendations.

Student Responsibilities:

- Follow government legislation prohibiting possession and use of tobacco, alcohol and illegal drugs across all school settings and events.
- Ensure any prescribed medications are stored at the front office and are taken under direct staff supervision.
- Never share drugs of any kind with another student.
- Actively participate in Life Education each year to further support classroom learning about safe and unsafe drug use.
- Recognise help can be sought anytime through a trusted adult or Kids Helpline: <https://kidshelpline.com.au/>

EVALUATION

These procedures will be regularly evaluated and updated throughout the school year. A review of the procedures will be held by the conclusion of 2019 and any alterations noted.