



St Patrick's Catholic School

Drug Policy



Date	31 October 2012
Version No	0
Responsible Person	Rodney Linhart
Approved By	Rodney Linhart
Review Date	2016
Related Documents	Request for School to Medicate & Student Medication Record. Appendix 2 includes: Anaphylaxis Action Plan, Asthma Care Plan & Diabetes Management Plan.



Drug Policy

VALUES

Justice, Responsibility, Compassion, Understanding, Health wellbeing

PURPOSE

At St Patrick's Catholic School, we aim to create an environment which:

- Promotes core values and life skills which enable students to make informed life style choices

Maximises prevention of inappropriate drug use by:

- Age appropriate education of drug and drug issues
- Ongoing professional learning for teachers
- Involvement, support, education of whole school community
- Identifying at risk students and/or behaviours

Fulfils legal and departmental requirements for disciplinary responses in conjunction with other relevant professionals and families.

Has clear guidelines for recording and administration of first aid and medication.

SCOPE

Applies to all members of St Patrick's Catholic School when they are on the school campus or attending any official function, program or activity under the auspices of the school, including excursions and students travelling to and from school. "School Community" refers to all students, staff, parents, guardians, and visitors.

GUIDELINES

Prescribed and other required Medications

The school prohibits the inappropriate use of prescribed and over-the-counter medicines.

- If a student who has a medical condition requires specialised medication, relevant information must be attached to the enrolment form and appropriate forms filled in. (Request for School to Medicate).
- Parents/Guardians must notify the school in circumstances where their child has had to commence or change medication, even if only on a temporary basis (Request for School to Medicate).
- Parents/Guardians must notify the school in instances where drug related changes in behaviour or performance have occurred or are likely to occur.
- The school will maintain medications in a secure lock up cupboard or cabinet.
- An official register for administration of medication of students must be maintained (see Student Medication Record).
- Medical alerts for at risk children with appropriate plan are displayed in the staff room. The plans written in conjunction with the school, parents and medical practitioner and signed.



In the occasion where a student self - manages medication reliably, this should be recorded in the medical action plan. Because of safety issues, parents should be requested in writing to allow the students to have only one day's medication in his or hers possession.

Asthma, Anaphylaxis and Diabetic management plans

- See attachment for management plans preventer medication lists. (Appendix 2)
- Appropriate posters are also displayed in the staff room.

Analgesics

- The inappropriate use of analgesics is prohibited. Non - prescribed oral medication (such as analgesics and over - the counter medication) should not be administered by teachers or other members of the school staff unless written permission is obtained.

Alcohol

- The law restricts the consumption of alcohol by people under 18 years of age. Students are not permitted to possess, drink or be under the influence of alcohol on the school premises, while travelling to and from school related activities such as excursions and camps, and end of year dinners.

Tobacco

- **Under- age smoking:** The Public Health Act prohibits any person under the age of 18 years from obtaining, smoking or using tobacco product.
- **Smoke-free environment:** State cabinet has implemented a smoke-free environment that targets all buildings, vehicles and facilities owned or occupied by Government departments.

At St Patrick's Catholic School:

- There should be no smoking at any time in the workplace.
- The whole school campus will be deemed smoke - free.

Drugs in Sport

The Australian Sports Drug Agency Policy develops and promotes increased knowledge and awareness of the problems associated with the use of drugs in sport through education and drug testing. This school endorses the ASDA Policy.

Other drugs

The health risks associated with the use and abuse of drugs in sport and discourages the use of drugs in sport through education and drug testing. This school endorses the ASDA Policy.

The school prohibits:

- The use, possession, or sale of illegal substances, i.e. cannabis.
- The possession of smoking devices such as bongos and other drug- related devices.
- The inappropriate use of both solvents and other chemical agents.
- Matches and lighters.
- Aerosol spray deodorants.

In the occasion where a student self-manages medication reliably, this should be recorded in the medical action plan. Because of safety issues, parents should be requested in writing to allow the student to have one day's medication in his or her possession.



DRUG EDUCATION

The aim is to ensure students are informed about drugs and related issues; that they have some understanding of the possible consequences of drug use; and that they are informed about safety and first-aid strategies in order to reduce the possibility of harm to themselves and to others in the community.

Drug education is a shared responsibility between home, school and the community. The school will actively support outside individuals and agencies engaged in drug education activities that enhance and support the learning outcomes of this school. Support can be extended to parents of children at the school through community education programs that provide expert knowledge and experience in the area of drug education.

ACTION PLANS: (see flow charts attached)

Incidents concerning the inappropriate use of drugs will be dealt with in a positive and supportive way, in the best interests of the parties concerned.

Immediate action

(a) Assess the seriousness of the situation in relation to the personal safety of all parties involved.

(b) Depending on the circumstances, the following procedures should be followed:

- Isolate the person, where appropriate in the care of a staff member.
- If the person's actions are impaired in a way that may lead to personal injury, seek the support of a first aid officer.
- If it is suspected that a student is under the influence of a drug, the teacher should notify the Principal.
- Confiscate, and if necessary, hold the drugs.
- The Principal/Person in Charge (Designated Officer) will then institute actions such as contacting the CEO, parents and police as appropriate.
- If the situation involves someone who is not a student, then the Principal/Person in Charge should contact the police immediately.
- If there is media contact the Principal should refer to Catholic Education Office.
- Appropriate incident report forms must be completed immediately.

Follow - up action:

Options which may be considered:

- Follow up counselling may be necessary with school Guidance Officer/Social Worker or with an outside agency, e.g. Youth Drug and Alcohol Service. This may include appropriate de-briefing sessions.
- Negotiation and discussion between student/parent and Principal regarding on-going behaviour and expectations.
- If there is an external suspension under these guidelines, the student with parent/guardian approval may be asked to attend health education sessions with the Alcohol and Drug Service, or Youth Drug and Alcohol Service counsellors as part of the re-entry process.



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CHECKLIST

1. Determine the condition of the student under influence.
2. Send for first aid assistance. **You must not leave the student.**
3. Inform the Principal/ school office or designated officer.
4. Designated officer to ring ambulance with details.
5. If relevant, call the police.
6. Ensure the Principal secures and labels any substances found in the vicinity of the student.
7. An adult must witness this process.
8. Record events and seek witnesses to the incident.

If sanctioned drugs:

9. Notify parents/guardians and give them the option to collect and dispose of the sanctioned drug (alcohol, tobacco and cigarettes).
10. If parents/guardians do not wish to dispose of the substances then it becomes the school's responsibility to ensure disposal of the substance.

If illicit substances:

11. Call the police (if not previously notified).
12. The police must dispose of any illicit substances.



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IMPORTANT NOTICE ON ADMINISTERING MEDICATION AT SCHOOL

All schools are now required to keep detailed records on their student's long term AND short term medication requirements when that medication needs to be given at school. This information may need to be sent to school using either or both of **the two forms attached to this note**. **These forms must be completed if your child** needs to be given medication during school hours.

REQUEST FOR SCHOOL TO MEDICATE (FORM 1) is to be filled out and sent to school when your child has a short term illness that requires medication to be given to them during school hours, e.g. antibiotics, Panadol, cough medicine. The medication is to accompany Form 1 but please note that it **must** come to school in its *original container/box with the instructions provided by the pharmacist*. This means that over the counter medications cannot be administered at school without the pharmacist's labelled instructions. The instructions on the packet itself are not sufficient, medication **must have** the pharmacist's labelled instructions. Failure to send the medication in its original container with the pharmacist's instructions displayed will mean that staff **cannot** give this medication to the student.

STUDENT MEDICATION RECORD (FORM 2) is for children who have long term medication needs and these students need this medication to be administered during school hours, e.g. epileptic students, migraine sufferers. Form 2 will need to be accompanied by the medication in its original container with the instructions provided by the pharmacist.

If your child does not currently have any medication requirements, please retain your copy of Form 1 as it may be needed at some stage in the future. Spare copies of Form 1 and 2 can be obtained from the office.

We can appreciate that this paperwork may be time consuming but it is vital in ensuring that each child's medication needs are safely met.

If you have any questions regarding this matter then please speak to your child's teacher.

This information and the requirements set out above are part of the St Patrick's Catholic School's Drug Policy.



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Request for School to Medicate (Form 1)

Date: _____

(Doctor's/parent's/guardian's name)

(Address)

(Contact Number)

I am writing to inform you that _____ requires the following medication / the following change in medication (delete one) during school hours, and I request that the school provide the medication as outlined below:

Medication: _____

Dose / Time: _____

Frequency: _____

Relation to meals or N/A: _____

Side effects school staff should be aware of: _____

Recommended restrictions on participation in school activities: _____

The school will render whatever aid is necessary to administer the medication, but it should be clearly understood that this aid is that of a layperson without medical training.

To comply with my request, the following conditions should be strictly observed:

1. *It is my responsibility to provide the medication and equipment for its administration, and to ensure its immediate replenishment after use, or when it requires replacement.*
2. *A new form must be completed before any changes to the medication and its administration can be implemented.*
3. *I understand that the information provided by me and the prescribing doctor may be discussed by the Principal with other members of the school staff.*

(Doctor's/parent's/guardian's signature)

(School personnel signature)



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Student Medication Record (Form 2)

Student Name: _____ Class: _____

Medication: _____

Dose: _____

Authorised Person/s: _____

Time Due: _____

Date	Medication	Time	Dose	Signature of Authorised Person



Policy review procedure

This policy will be reviewed annually. The review will be initiated by the Principal and appropriate staff in consultation with the Board of Management.

Input for draft by:

Greg Wilson, SEO-Drug Education and Peter Douglas, Past Principal, St Patrick's Catholic School.

Ratified
8 April 2002
Reviewed June 2007
Reviewed
October 2012