

JAMESTOWN COMMUNITY SCHOOL

DRUG POLICY

It is expected that all members of the school community are aware of the guidelines in this policy to ensure the safe use of drugs within the school.

WHAT IS A DRUG?

Any substance which, when taken into the body, alters its function physically and/or psychologically excluding food, water and oxygen. (World Health Organisation 1992)

PREVENTION

Jamestown Community School has a preventative health program which aims to promote positive health and lifestyle behaviour. This is covered in the Health and Personal Development area. The programs consist of factual information, attitude, clarification and skill development appropriate to the age of the student and include:

- Legal medications both prescribed and over the counter
- The socially approved recreational drugs, namely alcohol, nicotine and caffeine
- Illicit substances

The preventative health program will be modified from time to time in accordance with social changes, school community wishes and resources available.

SCHOOL PROCEDURES

MEDICATION (prescribed and over the counter drugs) management in schools

Safe use of medication

Prescription medication must be taken in accordance with the instructions of the prescribing medical practitioner or dentist. These instructions are written on the pharmacist's label, attached to the container at the time the medication is dispensed, and include the name and form (i.e. liquid, capsule, ointment) of the drug; the strength; route of administration (e.g. oral or inhaled); and the frequency and duration of the administration of the drug.

Over the counter medication must be taken in accordance with the product manufacturer's instructions. These are written on the original packaging with additional product information often provided inside the packaging. The first dose of any medication newly prescribed for child/student should not be taken at school. The first time a child takes a new medication they should be supervised by their family or health professional as a routine safety measure in case of an allergic reaction.

Once dispensed, medication is the property of the patient for whom it has been prescribed. In the case of a child under the age of medical consent, the medication is considered the responsibility of the parent/guardian. A parent/guardian can therefore delegate responsibility to an education worker for the storage and supervision of medication in accordance with the prescribing doctor's instructions or, in the case of over the counter medication, the manufacturer's instructions.

Schools must have medication management procedures, which ensure:

- the right child
- has the right medication
- right dose
- right time
- right route, and they
- write down, in a medication log, what they have observed.

Supervision of medication by school workers

Education and childcare workers can reasonably be expected to assist and supervise children as they take medication orally or inhaled (either via a metered dose inhaler/puffer or pre-measured dose nebuliser).

Education and careworkers cannot be expected to routinely administer medication taken by other routes, for example eye and ear drops and ointments, rectal medication or medication via syringe. They are not generally qualified to take responsibility for the way a child undertakes procedures of this nature. In some cases, these medications may be self-administered by the student with encouragement and reassurance from staff.

If a student is young, or older and unable to self-administer medication (other than oral and inhaled medication), then a visiting nurse or credentialed careworker can undertake this support.

Safe supervision of medication by a medically untrained person such as an education worker should have several safeguards. They include:

- a medication plan, signed by a doctor. A sample medication plan follows.
If this is not provided, staff must have written instruction from the parent, or a witnessed record of verbal instructions from the parent. In all cases the instructions must match those on the pharmacy label for the medication. If the medication has been supplied over the counter (i.e. without prescription), then the written instructions must match the product information on the original packaging.
- A daily, pre-measured dose of medication, in the original pharmacy labelled container (not relevant for “puffer” medication). The service may agree to accept up to a week’s supply as long as the medication is properly labelled and no measuring or mixing is required.
- Medication be delivered to the designated worker unless otherwise negotiated (e.g. where a student’s safety would be at risk if she/he were not carrying their own medication).

Over the counter medication including analgesics

Over-the-counter medication should be managed in the same way as prescribed medication i.e.

- Provided by the parent/guardian
- In the original container in which it was purchased
- Only that amount required for the day (or a week’s supply at the most)
- With written instructions from the parent/guardian or doctor. These instructions must match those printed on the product packaging. If staff are concerned about instructions they receive from a parent/guardian regarding over the counter medication, they can request completion by the doctor of a medication plan before agreeing to store and supervise the medication.

Schools should not supply over the counter medication to students – nor should it be provided to staff. Like other medication, this should be supplied by the family / individual concerned.

Analgesics are routinely supplied in occupational health and safety standard first aid kits. These drugs should not be supplied to students. Analgesics can mask symptoms of serious illness or injury. Exception: Paracetamol will be provided when deemed necessary by staff when written permission is received (enrolment form) and contact made by phone before it is administered. This will be entered in the medication log.

Student self management of medication

Staff would expect to be informed about and generally to store and supervise, medication for junior primary aged children.

Older children can, on the advice of their parent/guardian and doctor, be expected to carry and manage their own medication. This would be permissible only where:

- The medication did not need secure storage
- The medication did not require refrigeration
- The worksite manager / home based carer was satisfied that the practice did not create a situation where potential access to medication by other students created a risk.

Services should have an explicit procedure about medication carried and self-managed by students. This should include:

- The requirement that medication be in the original pharmacy-labelled container, or clearly labelled with instructions.
- Limitations on the quantity brought to the service (daily requirement preferred)
- The responsibility of all people on the worksite to respect other's medication and keep one's own medication secure to minimise risk to others.

MEDICATION ERROR

If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps should be followed:

- Ring the POISONS INFORMATION LINE 131126
- Give details of the incident and client
- Act immediately upon their advice (e.g., if you are advised to call an ambulance)
- Notify the student's emergency contact person
- Document your actions
- Review medication management procedures at the worksite in light of the incident.

Workers in schools should advise their manager. Generally the employer will require completion of a critical incident report and an accident and injury report form.

OTHER REQUIREMENTS

1. Space for authorisation for paracetamol administration and ventolin use or any other medication on enrolment form or separate sheet. (attached Medication Plan)
2. Medication record sheet. (attached medication log)
3. Central database to clearly indicate the student name with a photo of the student, the medical condition and the treatment required. (one copy in the front office and one in the Junior School area)
4. A highlight or code on the class lists to indicate a student is on the Medical condition database.

INTERVENTION

As well as having a preventative component our school drug policy has an intervention component so that incidents of inappropriate use of drugs may be dealt with in a positive and supportive way in the best interests of the parties concerned.

Teachers and all other employees of the school system should convey their actions and teachings that they do not in any way condone or encourage harmful drug use.

Adult members of the school community are expected to support and promote a preventative health program and deal with incidents as they arise.

All students, compulsory, post compulsory and re-entry are referred to as the students in relation to the breach of the following conditions.

INAPPROPRIATE USE OF DRUGS

The school does not allow students:

- the inappropriate use of medications
- the smoking of tobacco or other drugs
- the consumption of alcoholic beverages
- the inappropriate use of solvents or chemical agents
- the use or possession of illicit drugs
- the possession of drug related objects such as pipes, papers, bongos or syringes
- to attend classes when they arrive in an unfit state

The school also prohibits the possession, sale, supply, exchange or negotiation in relation to any of the above when the staff has responsibility for an individual or group of students.

The School Drug Policy applies when students and staff are involved in official school camps, excursions and functions.

If any of the rules above are breached, the following action will be taken:

1. Students will be directed to the Principal
2. Parents will be informed immediately
3. Students will be required to attend counselling sessions with the school counsellor
4. If a repeated offence then the student will be required to make an appointment with the Drug and Alcohol Services Council counsellor in Port Pirie
5. Students may be sent home, suspended and/or have restricted involvement in school activities
6. In the case of illegal drugs the police will be informed as will the District Superintendent. All information will be regarded as confidential.

DRUG USE BY STAFF AND VISITORS

- No member of staff or visitor to the school is permitted to smoke tobacco or other substances on the premises in accordance with the Occupational Health and Safety legislation.
- Alcohol is only permitted by persons over the age of 18, after working hours (after 4:30 p.m.) or at the Principal's discretion.

SEARCHES

Advice

- Principals and their staff do not have the right to search for illicit substances on students, in their bags, or lockers. Legal opinion advises caution where Principals involve themselves in searches.
- Principals may choose to search when they are absolutely certain that not doing so puts students at grave risk for example physical or psychological harm.

Action

- Where strong suspicion exists, contact your local police station, or dial 11444 for police attendance.
- Searches need to be conducted in a manner, which preserves the good relationships between police, staff and students, and the morale of the school community.
- Avoid undue attention and possible victimisation especially where students are or may be innocent.
- Avoid embarrassment e.g., gender issues, personal hygiene products etc.
- Avoid alerting student who may be involved in or possess illicit substances.

POLICE INTERVIEWS

Administration will endeavour to provide parents with the opportunity to attend police interviews with the student but if they cannot attend immediately, interviews may proceed with a staff member of the student's choice or the counsellor.

LEVEL OF RESPONSE:

MODEL OF CONNECTION BETWEEN RESPONSE AND DIFFERENT TYPES OF BEHAVIOUR

This model needs to be read in conjunction with the School Discipline policy and to operate within the school's student behaviour management procedures. The purpose of the model is to suggest the appropriate response level for different types of irresponsible behaviour. It does not attempt to show frequency or severity. Principals, in consultation with other staff, student services, and interagency personnel, use their professional judgement to determine the appropriate level and response strategy for the specific situation. Involvement of teacher and student support service in the earlier stages of behavioural difficulties increase the chances of a successful outcome.

RESPONSE LEVEL	SUGGESTED RESPONSE LEVEL FOR DIFFERENT TYPES OF IRRESPONSIBLE BEHAVIOUR					
System Level Response Expulsion From All Schools For Post Compulsory Students			•			• •
4 System Level Response Exclusion From A School Alternative Placement	• • •	•		• •	• •	• • •
3 System Level Response Suspension Interagency Referral Process In-School Support / Management	• • •	•	• • • • •		• • •	• • •
2 School Level Response Suspension Conference	• • •	•	• • •		• • • • • •	• • •
1 School Level Response Sit Out / Alternative Timetable	• • •	•	• • •		• • • • • • • •	• • •
0 Classroom Level Response	• • •	•			• • • • • • • •	• • •
	<ul style="list-style-type: none"> • Sexual or Racist • Verbal Abuse • Bullying. / • Victimisation 	<ul style="list-style-type: none"> • Abuse of teaching or leaning rights 	<ul style="list-style-type: none"> • Cigarettes • Alcohol • Other Substances e.g. glue, prescription labels • Illegal Drug Possession • Illegal Drug Dealing 	<ul style="list-style-type: none"> • Littering • Out-of-bounds • Graffiti • Theft • Arson • Vandalism 	<ul style="list-style-type: none"> • Persistent & willful inattention • Punctuality • Truancy • Equipment • Dress Code 	<ul style="list-style-type: none"> • Threatened Attack • Unarmed Attack • Attack with a weapon.
	HARASSMENT	DISRUPTION	SUBSTANCE ABUSE	PROPERTY ABUSE	READINESS TO PARTICIPATE IN SCHOOL PROGRAM	VIOLENCE

