

INCIDENT MANAGEMENT

Situation

- Student/s are thought to be:
- drug affected
 - in possession of a legal drug
 - in possession of a suspected illicit drug.

Immediate Actions

1. Keep calm
2. Consider staff support
3. Inform student/s of concerns
4. Ensure safety of student/s
5. Get the facts
6. Inform Principal
7. Escort student/s for interview
8. Hand responsibility to Principal and document details
9. Attend to other students involved

Note: Pages 48 and 49 further describe these suggested immediate actions.

Initial Follow-up Actions

1. Principal receives drug-related evidence – witnessed and documented
2. Inform student/s of process
3. Contact and involve parent/s
4. Establish facts
5. Determine further actions – following process for either legal or illicit drug use
6. Consider need to send home
7. Inform broader staff team
8. Document details/actions

Note: Pages 50 and 51 further describe these suggested initial follow-up actions.

Substance is a legal drug

1. Substance is a legal drug being used on school premises where use is prohibited
2. Substance is a legal drug being used by students who are under-age
3. Substance is a legal drug being used outside the parameters of the intended purpose (e.g. use of a volatile substance or sale/ inappropriate use of prescription medication)

Legal drug - Follow-up Actions

1. Consult with parent/s
2. Determine actions
3. Provide Intervention Support
4. Document, monitor and evaluate

Note: Pages 52 and 53 further describe these suggested follow-up actions.

Substance is possibly an illicit drug

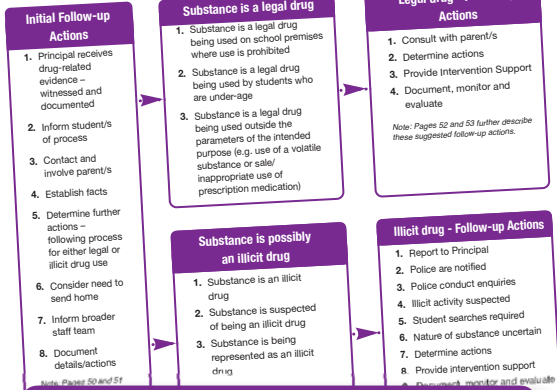
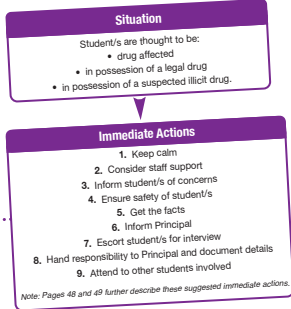
1. Substance is an illicit drug
2. Substance is suspected of being an illicit drug
3. Substance is being represented as an illicit drug

Illicit drug - Follow-up Actions

1. Report to Principal
2. Police are notified
3. Police conduct enquiries
4. Illicit activity suspected
5. Student searches required
6. Nature of substance uncertain
7. Determine actions
8. Provide intervention support
9. Document, monitor and evaluate

Note: Pages 54 and 55 further describe these suggested follow-up actions.

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Immediate Actions

1. Keep calm
2. Consider staff support
3. Inform student/s of concerns
4. Ensure safety of student/s
5. Get the facts
6. Inform Principal
7. Escort student/s for interview
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9. Attend to other students involved

The first issue to be considered in any drug-related incident is to **address the safety and welfare needs of the student/s**. The following suggested immediate actions are recommended.

1 Keep calm

- Keep calm and focus on working through the steps outlined.

2 Consider staff support

- Decide whether or not you require support from another staff member prior to intervening.

3 Inform student/s of concerns

- Advise student/s of your concern around their behaviour and your suspicion of possible drug use. State the boundaries of confidentiality (refer to pages 70 and 71) and that your intervention aims to promote their safety and welfare.

4 Ensure safety of student/s

- Determine the need for first aid or emergency care.
- If the student/s appear physically unwell, proceed with school medical procedures and consider sending home (refer to page 51, Step 6).
- If Volatile Substance Use (VSU) is suspected, approach with caution with reassurance of intent to support. Student safety in this case is promoted by reduced agitation. To startle or give chase can exacerbate risk of Sudden Sniffing Death Syndrome. (For further information about VSU refer to page 68 and page 52, Step 2.)
- Where possible, confiscate any drugs and isolate the student/s who appear to be directly involved.
- If student/s appear physically well and coherent, continue to work through the procedures that follow.

5 Get the facts

- Try to obtain the facts to promote the safety of the student/s involved. Was a drug used? What type of drug was used? How much was taken? When and how was it taken? Was more than one drug taken?
- Proceed in a non-threatening manner and do not make assumptions.

6 Inform Principal

- Ensure the Principal is informed of the situation as soon as possible. Engaging support of another staff member will assist with this. One staff member should remain with the student/s and the other should inform the Principal.

7 Escort student/s for interview

- Walk student/s to a private place known to be appropriate for the purpose of an interview situation.
- Ensure student/s wait under adult supervision until the Principal arrives.

8 Hand responsibility to Principal and document details

- Hand over all the information at your disposal as well as any drug/s or related implements confiscated from the student/s.
- Document the confiscation and exchange details in line with your school's documentation procedure.

9 Attend to other students involved

- Attend to the needs of all students involved to ensure their safety and welfare.
- Follow up with these students and if required consult with the Principal who may notify their parents while adhering to the school's confidentiality requirements and respecting the privacy of those directly involved.

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Note: Pages 48 and 49 further describe these suggested immediate actions.

Initial Follow-up Actions

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6. Consider need to send home
7. Inform broader staff team

Substance is a legal drug

1. Substance is a legal drug being used on school premises where use is prohibited
2. Substance is a legal drug being used by students who are under-age
3. Substance is a legal drug being used outside the parameters of the intended purpose (e.g. use of a volatile substance or 'sick' inappropriate use of prescription medication)

Legal drug - Follow-up Actions

1. Consult with parent/s
2. Determine actions
3. Provide Intervention Support
4. Document, monitor and evaluate

Note: Pages 52 and 53 further describe these suggested follow-up actions.

Substance is possibly an illicit drug

1. Substance is an illicit drug
2. Substance is suspected of being an illicit drug

Illicit drug - Follow-up Actions

1. Report to Principal
2. Police are notified
3. Police conduct enquiries
4. Illicit activity suspected
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Initial Follow-up Actions

1. Principal receives drug-related evidence – witnessed and documented
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Effective incident management requires that appropriate follow-up actions are implemented following immediate responses to the incident. While support of the Principal is imperative, these suggested steps can be actioned by identified personnel across the school team.

The aim of the initial follow-up actions is to clarify and address the facts around the incident and to identify incident management and intervention support strategies which will allow the problems relating to drug use to be identified and addressed while keeping the student/s connected to school. These strategies can be provided either within the school and/or through referral to an external agency (refer to *Connect* resource for a list of services).

1 Principal receives drug-related evidence – witnessed and documented

- The Principal should receive any suspected drug or drug-related paraphernalia.
- Receipt of this should be documented and if the substance is suspected of being an illicit drug, it should be made secure pending handover to police.
- The process of exchange and documentation should be witnessed by another staff member.

2 Inform student/s of process

- Inform the student/s of the process which will follow – the structure of the interview, its aim to determine what has occurred and how best to proceed for all involved.
- State the boundaries of confidentiality (refer to pages 70 and 71).

3 Contact and involve parent/s

- Contact the parent/s and determine if they are required to attend the school prior to the interview progressing. If a student does not choose parent attendance or their parent/s cannot attend, the parent/s should still be informed of the incident and the process which has followed, and should remain involved as the relevant intervention is determined. Where the student's parents are not in attendance, an appropriate independent staff member should be present.
- Provide the parent/s with basic information about action taken by the school while remaining aware of confidentiality and assure them that the student's welfare is the priority.
- Offer parents information about support options if required (e.g. *Parent Drug Information Service*). Refer to the *Connect* resource.

4 Establish facts

- Ascertain the facts and document the information collected.

5 Determine further actions

- For a legal drug, refer to pages 52 and 53.
- For an illicit drug, refer to pages 54 and 55.

6 Consider need to send home

- If a student is drug affected, arrangements should be made with the parent/s to collect the student.
- If no drug is found but student behaviour may suggest drug use, the student/s should be treated as unwell and collected by their parent/s.
- Acknowledge that further actions will be determined when the student/s return to school and is/are coherent and well. These actions should be determined through use of the suggested incident management processes for managing either **legal** or **illicit** drug use incidents (refer to pages 52 and 53 or 54 and 55) depending on the type of drug found to have been involved.
- Following return to school, implement actions consistent with Disciplinary Interventions (refer to pages 60 and 61) and Student Welfare Interventions (refer to pages 62 and 63).

7 Inform broader staff team

- If required, hold a staff debriefing process adhering to the school's confidentiality requirements. This will ensure staff are aware of the procedures that have been followed and the basic facts as regards the current status of the incident.
- Staff support should be offered where necessary to ensure their welfare.

8 Document details/actions

- Staff involved in incident management should document their school's actions as required, in line with the school's record-keeping processes and relevant jurisdictional requirements.

It is recommended that school assemblies are not used to highlight specific individuals or specific drug use behaviour. This would be a destructive practice which could lead to disconnection from school and may promote further drug-using behaviour.

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Legal drug - Follow-up Actions

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Illicit drug - Follow-up Actions

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Legal drug - Follow-up Actions

1. Consult with parent/s
2. Determine actions
3. Provide Intervention Support
4. Document, monitor and evaluate

When a student is suspected of using a legal drug the following suggested follow-up actions are recommended.

1 Consult with parent/s

- Inform parent/s of the student's situation as regards the incident and the use of the drug. Consult with them about the actions to be taken and invite them to attend the school to discuss the issue further. Parental support is fundamental in dealing with drug-related issues. Remain aware of the school's confidentiality requirements (refer to pages 70 and 71).

2 Determine actions

- Should evidence indicate that a legal drug has been or is being used, professional judgement about the actions which then occur should be made in conjunction with the student/s, parent/s and relevant school staff as fits with the school's jurisdictional requirements. A strong focus should remain on student welfare.
- Where a legal drug is being used illicitly (i.e. sale of prescription medication) refer to follow-up actions for illicit drugs illustrated on pages 54 and 55.
- If Volatile Substance Use (VSU) is suspected, a targeted approach to intervention should be initiated. This should include only the student/s involved in the incident. Staff should seek support from an external drug counselling agency (e.g. Community Drug Service (refer to *Connect* resource)). Ongoing Intervention Support should then be provided as indicated on pages 57 to 63, in consultation with this external agency. For further information on VSU refer to page 68.

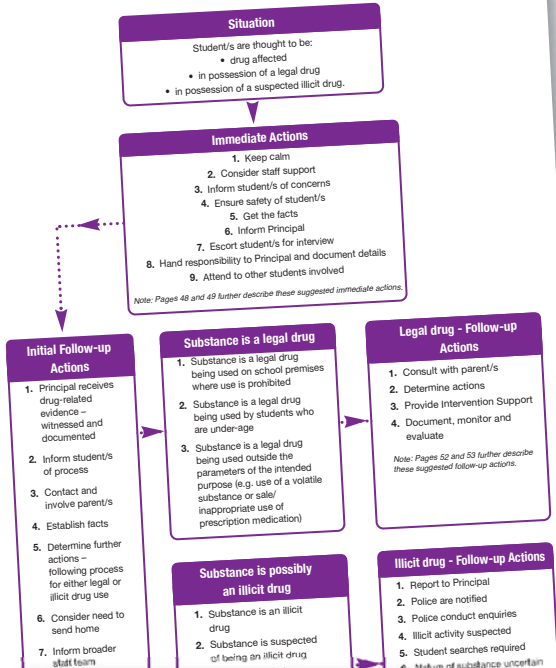
3 Provide Intervention Support

- Disciplinary and Student Welfare Interventions should then be actioned (refer to pages 60 to 63).

4 Document, monitor and evaluate

- Document involvement in the incident response and the actions taken. This should be done as required as part of the school's record-keeping strategies and the jurisdictional requirements of the school's educational system.
- Monitor and evaluate the effectiveness of the actions taken and the procedures followed. Where amendments to the process are required, use the *School Drug Education Action Plan* (refer to pages 33 and 34) to guide this development.
- If required, hold a staff debriefing process adhering to the school's confidentiality requirements (refer to pages 70 and 71). This is to ensure staff are aware of the procedures that have followed the incident and the basic facts as regards the current status of the event.
- The Principal should use discretion to determine who on the staff team requires more in-depth information in order to assist the student (e.g. pastoral care team, student health services) and should respect the student's privacy and adhere to the school's confidentiality requirements. This also applies when determining whom to inform in the wider-school community (e.g. all parents or only the parent/s of those directly involved). This decision must be made consistent with the school's jurisdictional requirements.
- Remind **all** to be familiar with the *School Drug Education Guidelines* and of the procedures and consequences that follow inappropriate behaviour.
- Evaluate the success of the procedures and consider staff attendance at relevant professional development (e.g. *Keeping in Touch* offered by SDERA) to increase capacity to work with such incidents.

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Illicit drug - Follow-up Actions

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7. Determine actions
8. Provide intervention support
9. Document, monitor and evaluate

For situations where illicit drug use is suspected, the following information is intended as a suggestion or guide. This information should be considered alongside that provided on pages 72 and 73 – School relationship with police.

Actions taken should be consistent with the jurisdictional requirements that pertain to your school and the police should be contacted to provide further clarification and support.

1 Report to Principal

- When illicit drug use is suspected the substance should be handed to the Principal, witnessed by another staff member, and details of the confiscation and exchange of this substance should be documented.

2 Police are notified

- The Principal should retain this substance in a sealed container in a secure place and notify police for this to be collected for lawful disposal.
- The Principal should appraise the situation and liaise with the local police contact to determine if further police involvement is warranted. Actions taken should continue to give priority to the welfare of the student/s involved and the wider student community.

3 Police conduct enquiries

- Police will then carry out enquiries consistent with approved police practice. For further information about police action in schools refer to pages 72 and 73.

4 Illicit activity suspected

- Where there are implications of illicit activity, investigations are the responsibility of the police. Principals should not investigate further than establishing the basic facts, unless advised to do so by police.

5 Student searches required

- This should only occur where reasonable grounds for suspicion exist and there are no other means of resolving the issue. Consideration should be given to engaging police assistance. Where a search is considered necessary due to immediate threat or concern, the Principal should obtain the permission of the student and may ask them to empty their pockets, bags and/or lockers. This should occur in private and in the presence of an independent observer. Where due concern exists and permission from the student is not forthcoming, the police should be contacted to deal with the matter further. Parents should be contacted prior to any search being conducted by the police. Refer to page 72 for further information.

6 Nature of substance uncertain

- If the substance cannot be identified, the Principal may request for it to be analysed by the police. The actions which follow in terms of further incident management may depend on the result of the analysis (i.e. those for a legal drug – page 52, Step 2 – or those for an illicit drug indicated below).

7 Determine actions

- Should the evidence demonstrate that an illicit drug-related incident or behaviour has occurred, professional judgement about the actions which follow for the student/s within the school should be made in conjunction with police.
- If the police need to interview a student on school premises, a parent or alternative nominated, independent observer must be present when this occurs.
- Further actions taken in the school may involve parents and school staff working with the student. A strong focus should remain on the student's welfare and respect for confidentiality. These actions must fit in with the school's jurisdictional requirements and will have a disciplinary as well as an educative/support focus.
- Where the police are involved, the consequences for the student/s will vary in relation to the type of offence (e.g. trafficking, cultivation, possession, amount of drug, prior convictions). Legal action may be required such as a formal caution by police or a referral to a drug diversion program. Refer to pages 72 and 73 for further information.
- Student circumstances should be taken into account and focus should remain on student welfare.

8 Provide intervention support

- Determining further actions should include Intervention Support (refer to pages 57 to 63).

9 Document, monitor and evaluate

- Document involvement in the incident response and the actions taken. This should be done as required as part of the school's record-keeping strategies and the jurisdictional requirements of the school's educational system.
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- If required, hold a staff debriefing process adhering to the school's confidentiality requirements (refer to pages 70 and 71). This is to ensure staff are aware of the procedures that have followed the incident and the basic facts as regards the current status of the event.
- The Principal should use discretion to determine who on the staff team requires more in-depth information in order to assist the student (e.g. pastoral care team, student health services) and should respect the student's privacy and the school's confidentiality requirements. This also applies when determining whom to inform in the wider-school community (e.g. all parents or only the parent/s of those directly involved). This decision must be made in line with the school's jurisdictional requirements.
- Remind **all** to be familiar with the *School Drug Education Guidelines* and of the procedures and consequences that follow inappropriate behaviour.
- Evaluate the success of the procedures and consider staff attendance at relevant professional development (e.g. *Keeping in Touch* offered by SDERA) to increase capacity to work with such incidents.