

PROCEDURE FOR RESPONDING TO DRUG-RELATED INCIDENTS

Immediate Action:

1. *Stay calm*

Stay calm in order to find out what has happened and to respond effectively. The first priority is to ensure the safety of the students.

2. *Get the facts*

Find out what is happening. Talk to the student concerned or other students to find out:

- the type of drug.
- how it was taken.
- how much was taken.
- whether the person has any past experience with the drug.
- whether more than one type of drug has been taken.

3. *Ensure Safety*

The teacher's first priority is to ensure the safety of the student and others. This may be to summon first aid, isolate the student, confiscate the drugs or other sensible action.

4. *Seek Assistance*

Teacher shall always seek help when dealing with a drug related matter by:

- informing the Principal
- notifying relevant emergency services
- ensuring that staff and students are safe from injury
- if necessary, notifying staff and students

5. *Involve the School Administration*

Teachers shall always inform the school administration of cases involving drug misuse by students. All details of the teacher's involvement shall be documented. The Administration shall then inform the DET and the Regional Office.

Follow Up:

- 1. Parents:** will be informed by the Principal if there are concerns about misuse or possession of substances.
- 2. Health and Welfare Services:** the school may contact Health and Welfare agencies and government organisations if appropriate.
- 3. Discipline:** Disciplinary action may be carried out if appropriate or necessary.