Jells Park Primary School
Drug Education Policy

Purpose:
- To ensure all students feel safe from harm and supported to achieve their full potential.
- To provide students with the knowledge and information to make educated choices

Guidelines:
- J.P.P.S aims to enhance the emotional, physical and social health of all students. Wherever possible the school will inform and support families and link to student support services officers and or community service providers for counselling and treatment.

Implementation:
- Staff will be aware of the current departmental requirements regarding drug education for the students they are teaching
- The school will develop and maintain a health-promoting environment.
- Staff will be provided with the resources to deliver ten hours of drug education per year level per year

Evaluation:
Successful implementation of this policy will be measured by:
- Feedback from teachers, parents and students regarding the effectiveness of this program.

This policy will be reviewed as part of Jells Park Primary School’s four yearly review cycle, unless otherwise indicated
FOLLOW-UP ACTION
Assess the impact on other students.
- Were others involved?
- Are other students affected?
- Contact Work Safe (132360) in case of fumes, poisons or accidents at school.

IMMEDIATE FIRST AID RESPONSE
Call ambulance if required (000)
Inform the School Principal
Contact Parents / Carers

CONTACT
Emergency Management 9589 6266
If believed to be an illegal substance – Victoria Police 000
Contact your Regional Office
Contact the Catholic Education Office in your Diocese
Association of Independent Schools Victoria 9825 7242

IMMEDIATE RESPONSE
- Try to establish what substance/s has been consumed by student/s.
- Attend to the safety and welfare needs of students.
- Collect the facts: who, what where and how?
- Try to find out method of use, where, amount, what and when?
- Secure substance if possible
- Ensure safe handling of substance and/or disposal of sharps.
- Monitor student/s continuously
- Isolate the situation from other students if possible.

DEALING WITH GROUPS
- Approach in a non-threatening way.
- Non punitive approach at this stage.
- Avoid threats and ultimatums
- Stay with the group.
- Don’t argue.
- Don’t chase (particularly with inhalant use).
- Focus on most co-operative.
- Involve group in problem solving action.
- Consider safety for all including yourself.

LONG TERM RESPONSE
Principal in consultation with wellbeing staff and case management team needs to implement short, medium and long term responses.
- Debrief staff where appropriate.
- Debrief those students who may have witnessed any incident.
- Offer supportive of parents/carer.
- Discuss what information, if any needs to be shared with the whole school community.
- Prepare media response if required by contacting media unit (9637 2871).
- Offer employment assistance scheme to affected staff 1300 361 008.

SHORT TERM RESPONSE
- Investigate and document the facts
- Allow time for clarification
- Ensure the principal has been informed.
- The principal will take responsibility for informing relevant senior staff including wellbeing staff.

CASE MANAGEMENT TEAM
A case management team may comprise of a:
- student welfare coordinator
- member of admin team
- year level co-ordinator
- classroom teacher
- school nurse
- student support service officer
- any other health professional.

The case management team should:
- gather and verify information
- allocate tasks and roles
- document information
- develop a communication strategy
- consider interventions
- consider sanctions
- monitor, evaluate and reflect.

Schools should aim to have student/s returned to school and resume normal school activities as soon as possible. Careful facilitation is required.

Avoid labelling a student or jumping to conclusions.

Maintain confidentiality at all times. Share only the information that needs to be shared with those who need to know.

The following resources provide additional frameworks for schools and support systems for students in relation to drug issues in schools.
- Preventing drug-related harm – A guide for the Student Welfare Coordinator. This resource provides a set of evidence-based guidelines and tools to assist schools and their communities to address truancy and the associated risk of problematic substance use.