



**ST ANTHONY'S**  
**CATHOLIC COLLEGE**  

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**TOWNSVILLE**

**Alcohol, Tobacco and other Drugs Education  
And  
Management Policy**

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## Introduction

St Anthony's Catholic College strives to create an inclusive Catholic Christian community, inspired by the Franciscan tradition. In our College community, the cooperation of each member is required in order to create the common good. Any elements of behaviour that seriously affects or endangers the wellbeing of individuals in the community need to be addressed with Christ-like compassion. This policy is informed by the Franciscan values of love, justice, hospitality and stewardship, service and reconciliation.

St Anthony's Catholic College acknowledges that the use and abuse of alcohol, tobacco and other drugs is an important community concern. Through this policy the College echoes the concerns of the community and identifies that it has a significant role to play in the education and prevention of the misuse of alcohol, tobacco and other drugs within its College community.

All members of our College community are expected to uphold the spirit of this policy and to implement it for the welfare of all students of St Anthony's Catholic College.

## Policy Statement

Our College is committed to maintaining a safe, secure and supportive environment for its community. This policy is part of our whole school alcohol, tobacco and other drugs strategy that includes a comprehensive curriculum; relevant policies and procedures; and positive school environment initiatives. Our school takes action to prevent alcohol, tobacco and other drug use by students and to intervene if it occurs by taking a whole school approach. The use, possession and/or distribution of alcohol, tobacco and other drugs, on school premises and/or in school uniform are not accepted.

Alcohol, tobacco and other drug education is taught as part of a developmentally appropriate curriculum in the disciplines of Health and Physical Education, Science, Pastoral Care and Religious Education. This will ensure that ongoing, comprehensive, coordinated and effective school alcohol, tobacco and other drug education programs are not left to chance, the discretion of individual teachers, or outside and one-off presentations no matter how well intentioned. This will give young people a clear message about expectations about alcohol, tobacco and other drug use that will assist them to make more appropriate decisions and give them confidence to resist pressure to use alcohol, tobacco and other drugs.

Partnerships are made with parents/carers, Townsville Catholic Education Office and community agencies to assist our school to address alcohol, tobacco and other drug issues. Student resilience and wellbeing are promoted. In the implementation of the school's policy in respect of alcohol, tobacco and other drug issues related to confidentiality will be respected.

This Alcohol, Tobacco and other Drugs Education Policy and Management Policy for St Anthony's Catholic College is read in conjunction with the following relevant policy documents:

- St Anthony's Catholic College's [Vision and Mission Statement](#)
- Anthony's Catholic College [Positive Behaviour Support Policy](#)
- St Anthony's Catholic College [Addressing School Bullying Policy](#)
- SACC Critical Incident Management Plan
- TCE Guidelines for Managing Incidents Relating to Illicit Drugs & Unsanctioned Substances

## Definitions:

Throughout Australia's National Drug Strategy (NDS) 2017 - 2026, the term alcohol, tobacco and other drugs, (with other drugs used as reference to illicit and pharmaceutical drugs) is used therefore we have adopted this terminology for our policy. For the purposes of this policy, 'other drugs' include vapes and vaping products.

The Government Health Department website page called 'What are drugs?' states the effect drugs have on our mind and body as seen below and clarifies the difference between legal, illegal and Illicit drugs.

*Drugs are substances that change a person's mental or physical state. They can affect the way your brain works, how you feel and behave, your understanding and your senses. This makes them unpredictable and dangerous, especially for young people.*

<https://www.health.gov.au/topics/drugs/about-drugs/what-are-drugs>

<https://www.health.gov.au/resources/publications/national-drug-strategy-2017-2026?language=en>

### 1. Drug Misuse Legislation (QLD Drug Misuse Act 1986)

- A person who unlawfully produces a dangerous drug is guilty of a crime;
- A person who unlawfully publishes instructions, or unlawfully has possession of a document containing instructions, about the way to produce a dangerous drug commits a crime;
- A person who unlawfully has possession of a dangerous drug is guilty of a crime;
- A person who unlawfully supplies a relevant substance or thing, for use in connection with the commission of a crime, commits a crime;
- A person who unlawfully produces a relevant substance or thing for use in connection with the commission of a crime, commits a crime;
- A person who has in his or her possession anything (a) for use in connection with the commission of a crime; or (b) that the person has used in connection with such a purpose, is guilty of a crime;
- A person who unlawfully has in his or her possession anything (a) for use in connection with the administration, consumption or smoking of a dangerous drug; or (b) that the person has used in connection with such a purpose, commits an offence against this Act.
- For further information please go to the Queensland Drug Misuse Act website; <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1986-036>

### 2. Guidelines for Immediate College Action (0-24 hours)

**2.1** When school personnel suspect, or are advised, that a student has used or possesses alcohol, tobacco and other drugs, it is necessary to establish and respond to the student's health and safety status. Where an emergency action is required through misuse of this substance, medical assistance will be sought immediately and the parents/carers informed. *Refer to Appendix A: The Effects of Drugs and Immediate First Aid.*

**2.2** The incident, student/s and the substance involved is to be referred immediately to a member of the College Leadership Team. The Principal will identify an administrator (usually the Deputy Principal) to be responsible for managing the incident. The College counsellor, or other appropriate designated support person should be advised that an incident has occurred and that their involvement as a student and family support person may be required. The administrator will convene a management team consisting of a student support person, the relevant House Guardian (or Class Teacher for primary) and if required other school personnel. The support person is not actively involved in the investigation procedures so as not to compromise their supportive role.

**2.3** The administrator should establish and validate facts by interviewing relevant staff and students. The only aim of the questioning is to establish that an incident involving the distribution or possession of a substance may have occurred and to identify who may have been affected by the incident. When evidence suggests that a student is in possession, has consumed or distributed alcohol, tobacco and other drugs, administrators need only establish who was involved. Additional information obtained by the administrator at this stage may be detrimental to subsequent police investigations.

**2.4** Where the administrator believes there is a need to conduct a search to investigate a suspected alcohol, tobacco and other drug related incident, they can request the student to hand over the item or cooperate in the search of the student's property. A student can decline to hand over property or to cooperate in the search of their property. School personnel should advise the student of their concerns and that their parents or carers will be informed if the item is not permitted at school and the police if the item is illegal or if it is unlawful to possess the item. **Only if reasonable grounds exist for believing, from behaviour or statements, that students may cause immediate physical harm to themselves or others, can the property of a student be seized. Excessive force should be avoided.** It is essential to have a witness present during a search.

**2.5** If a student declines the request to search property **and** if it is suspected that the student's property contains alcohol, tobacco and other drugs, the administrator should contact the student's parents/carers for consent to search the student property and request their assistance with the search. The student must be accompanied to the College office and be closely supervised while contact is made.

**2.6** If a student declines the request to search property and it is suspected the student property contains a substance or item which **is** alcohol, tobacco and other drugs, the administrator should inform the police and request a police search of student property. If school personnel believe that an adult such as a parent/carers may be involved, the administrator should contact the police for advice prior to informing the student's parents/carers. The student must be accompanied to the College office and be closely supervised while contact is made.

**2.7** School personnel who find, or are given, a suspected alcohol, tobacco and other drugs, should secure the substance in a place restricted from general access such as a school safe or locked filing cabinet. It should be labelled with the date, time and location where it was obtained with names recorded of all school personnel who have had contact with it. Under law, any suspected illegal substance must be reported to Police. *Refer to Appendix B: Legislation and Related Policies – Drug Misuse Act 1986.*

**2.8** Where it is suspected that the student has used **and** possesses alcohol, tobacco and other drugs, the administrator managing the incident should:

1. Inform the Principal and apply First Aid if required (*see Appendix A*);
2. Refer the matter to the Police;
3. Inform the student's parents/carers of the incident (they may be required to be present during police questioning, or give their permission). Be guided here by police advice.
4. Advise them that the College counsellor or other nominated support person is available.

**2.9** If a substance is not found, but there is evidence (such as a reliable witness or specific student behaviour) to suggest that the student has used or possessed alcohol, tobacco and other drugs, the school will contact the student's parents/carers and take action according to the College's Behaviour Management Policy.

**2.10** If a substance is not found, but there is evidence (such as a reliable witness or specific student behaviour) to suggest that the student has used or possessed an alcohol, tobacco and other drugs, the school will inform the Police of relevant details, contact the student's parents/carers and take action according to the school's Behaviour Management Policy.

**2.11** The administrator will ensure that a written record of the incident is maintained, including the names of all students, school personnel, parents/carers, police and other individuals involved in the incident, in case of possible future Police contact. The College will inform the Education Consultant at the Townsville Catholic Education Office of the school action in response to the incident.

**2.12** The College counsellor or student support person, can plan to make contact with the students, their parents/carers, House Guardian and where necessary, community health agencies.

**2.13** Where there is not sufficient information to take action, the administrator should note the incident and contact the student's parents/carers to advise them of the general concerns related to the student's behaviour, and then implement processes to monitor the student's behaviour at school. If necessary, the administrator may arrange for a debriefing of students and staff involved. A written statement may be made to staff, students and parents reminding them of the *St Anthony's Catholic College Alcohol, Tobacco and other Drugs Education and Management Policy*. Refer Appendix C: *Sample Statement for Staff, Students and Parents* and if necessary (and in consultation with the Education Consultant) a statement and process for managing media contact.

### **3. Guidelines for Short Term College Action (1 - 7 days)**

**3.1** During this stage, further investigations, disciplinary actions or liaison with other agencies may be required. Decisions affecting the future of the student may be made during this stage.

**3.2** The College Counsellor or student support person, can provide ongoing support to the student and family. House Guardians may continue to monitor the student's welfare and progress at school.

### **4. Guidelines for Long Term College Action (7-90 days)**

**4.1** Following an incident, there may be cause to continue to monitor the progress of the student, provide additional support to other students, review the College processes and maintain contact with external agencies. In some situations, where exclusion has been decided upon, contact with the enrolling school may be required to provide information and support.

**4.2** Each case should be judged by those who are in possession of all the information relating to a particular incidence of misuse.

### **5. Unacceptable Student Behaviour**

The following matters are considered as being unacceptable alcohol, tobacco and other drug related behaviour for students attending our school:










- The possession, use and/or distribution of alcohol, tobacco and other drugs;
- The inappropriate use of prescription and/or over-the-counter medicines;
- The inappropriate use of solvents and/or other chemical agents;
- The consumption of alcoholic beverages;
- Smoking of tobacco and other drugs;
- The possession of drug related instruments;
- The possession, use and/or distribution of vape/vaping products.

### **6. Consequences**

Students who choose to ignore the school regulations will be faced with a range of sanctions depending on the circumstances and previous behaviour. This Policy and Management Policy does not prescribe specific consequences for alcohol, tobacco and other drug-related behaviours, because variations between incidents prevent standardised consequences, except where required by law (such as involving the Police). It is important for students and parents/carers to know, however, that the possession, supply, use or sale of alcohol, tobacco and other drugs and Police will be notified. Suspension or termination of enrolment is likely to follow such actions. Each case will be judged independently from other such incidents at the school, and its particular circumstances will be taken into consideration.

# St Anthony's Catholic College – Alcohol, Tobacco and other Drugs Response Chart

## **0 to 24 Hours**

A student is found and suspected to be under the influence of alcohol, tobacco and other drugs.	A student is reported to be in possession of alcohol, tobacco and other drugs.	Alcohol, tobacco and other drug are given to or found by school personnel.
		
<ul style="list-style-type: none"> <li>• First responder to administer first aid in an emergency situation if required.</li> <li>• Student to be escorted to the office if safe to do so.</li> <li>• Deputy Principal to be informed immediately.</li> <li>• Deputy Principal to ask student:               <ul style="list-style-type: none"> <li>◦ Have you taken alcohol, tobacco and other drugs?</li> <li>◦ Has anyone else taken alcohol, tobacco and other drugs?</li> </ul> </li> <li>• Deputy Principal to investigate the incident, this may include interviewing staff and students involved in the situation.</li> </ul>		<ul style="list-style-type: none"> <li>• School personnel must secure the alcohol, tobacco and other drugs in school safe.</li> <li>• Substance to be labelled with the date, time and location where it was obtained with names recorded of all school personnel who have had contact with it.</li> <li>• Deputy Principal to be informed.</li> </ul>
		
<p>Where it is suspected that the student has used or possesses alcohol, tobacco and other drugs, the administrator (usually the Deputy Principal) managing the incident should:</p> <ul style="list-style-type: none"> <li>• Inform the Principal;</li> <li>• Refer the matter to the Police;</li> <li>• Inform the student's parents/carers of the incident on the advice of the police (they may be required to be present during police questioning, or give their permission, unless the student is 17 years or older);</li> <li>• Advise them that the College counsellor or other nominated support person is available.</li> </ul>		
		
<p>Following the incident the administrator will convene a management team consisting of a student support person, the relevant Pastoral Leader (or Class Teacher for primary) and if required other school personnel. The support person is not actively involved in the investigation procedures so as not to compromise their supportive role.</p>		

## ***1 to 7 Days***



### **Deputy Principal**

Further investigations, disciplinary actions or liaison with other agencies may be required. Decisions affecting the future of the student may be made.

### **Pastoral Leader**

The Pastoral Leader may continue to monitor the student's welfare and progress at school.

### **College Counsellor or Support Person**

The College Counsellor or student support person, can provide ongoing support to the student and family

## ***7 - 90 Days***



Following an incident, there may be cause to continue to monitor the progress of the student, provide additional support to other students, review the College processes and maintain contact with external agencies. In some situations, where exclusion has been decided upon, contact with the enrolling school may be required to provide information and support.

Each case should be judged by those who are in possession of all the information relating to a particular incidence of misuse.

## **Appendix A – The Effects of Drugs and Immediate First Aid**

For further information with regards to the immediate and long term effects as well as other important information on a variety of alcohol, tobacco and other drugs please go to the Alcohol and Drug Foundation, Drug Facts page (<https://adf.org.au/drug-facts/>). This will provide the most up to date information.

## **Appendix B – Legislation and Related Policies – Drug Misuse Act 1986**

Implementation of these procedures for managing drug related is in conjunction with a range of Queensland legislation and Townsville Catholic Education policies including:

- Public Service Management and Employment Act 1988.
- Education (General Provisions) Act 1989.
- Education (General Provisions) Amendment Act 1996.
- Workplace Health and Safety Act 1995.
- Drugs Misuse Act 1986.
- Drug Education Policy, Brisbane Catholic Education (in preparation).
- Anti-Discrimination Act 1991.
- Judicial Review Act 1991.
- Juvenile Review Act 1991.
- Freedom of Information Act 1992.
- Administrative Handbook, Townsville Catholic Education:
- Suspension and Expulsion (Code 211.4)
- Duty of Teachers (Code 658)
- Guidelines for Managing Police Investigations at Catholic Schools (Code 211.3).

For further information please go to the Queensland Drug Misuse Act website; <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1986-036>)



## **Appendix C – Sample Statement for Staff, Students and Parents**

### **Sample Statement to Staff**

(Day/Time), there was an incident involving drugs that was brought to the attention of the College Leadership Team. This matter is being dealt with in accordance with school procedures for managing drug related incidents, which considers relevant legal, education and health issues.

(Nominate Administrator) will be responsible for managing the incident and (Nominate Support Person) will be providing support to the students, parents and school personnel involved. The possession, consumption and distribution or use of any drug by students at school except where parental consent for medication, supported by medical advice, is provided is not permitted.

### **Sample Statement to Parents**

An investigation of a possible incident involving drugs is currently taking place. Parents are reminded that the possession or use of any drug by students at school, except where parental consent for medication is provided, is not permitted and will be dealt with in accordance with school procedures for managing drug related incidents. These procedures focus on the relevant legal, educational and health issues. Further information on these procedures can be provided by (nominated Administrator) or (Nominated Support Person.)

### **Sample Statement to Students**

An investigation of a possible incident involving drugs is currently taking place. Students are reminded that the possession or use of any drug at school, except where parental consent for medication is provided, is not permitted and will be dealt with in accordance with school procedures for managing drug related incidents. These procedures focus on the relevant legal, educational and health issues. Further information on these procedures can be provided by (Nominate Administrator) or (Nominate Support Person).

## Appendix D - Support Services

Support Organisation	Phone Contact	Website
Alcohol and Drug Foundation	1300 85 85 84	<a href="https://adf.org.au/">https://adf.org.au/</a>
Alcohol, Tobacco and Drug Service (ATODS)	1800 177 833	<a href="https://adis.health.qld.gov.au/service-providers/alcohol-tobacco-and-other-drugs-service-atods-townsville">https://adis.health.qld.gov.au/service-providers/alcohol-tobacco-and-other-drugs-service-atods-townsville</a>
Centacare Townsville	1300 672 273	<a href="https://www.centacarenq.org.au/">https://www.centacarenq.org.au/</a>
Drug Awareness, Rehabilitation and Management (QLD)	(07) 3620 8880	<a href="https://www.drugarm.com.au/">https://www.drugarm.com.au/</a>
Headspace (Townsville)	(07) 4799 1799	<a href="https://headspace.org.au/headspace-centres/townsville/">https://headspace.org.au/headspace-centres/townsville/</a>
Kids Helpline	1800 55 1800	<a href="https://kidshelpline.com.au/">https://kidshelpline.com.au/</a>
Lifeline	13 11 14	<a href="https://www.lifelineqld.org.au/">https://www.lifelineqld.org.au/</a>
Quitline (Queensland)	13 78 48	<a href="https://www.qld.gov.au/health/staying-healthy/atods/smoking">https://www.qld.gov.au/health/staying-healthy/atods/smoking</a>
Townsville Aboriginal and Islander Health Services	(07) 4759 4000	<a href="https://www.taihs.net.au/">https://www.taihs.net.au/</a>