



**HILLCREST PRIMARY SCHOOL**  
**Medication Management and Drugs Policy**

**RATIONALE:**

The word drug often suggests an illegal substance, however, the term also includes prescribed medication, legal but non-prescribed substances and socially accepted drugs such as alcohol, nicotine and caffeine. We have a role to develop responsible behaviour in young people through an effective drug programme within the guidelines of our drug policy, which has a strong preventive component within a caring school environment. As part of the school's commitment to the health, welfare and education of students, adults in the school have a responsibility to convey through actions and teaching, that they do not in any way condone or encourage harmful drug use. This school opposes the inappropriate use of legal drugs and the possession and use of prohibited substances.

**AUTHORITY**

This policy is consistent with *DECD Intervention Matters: A Policy statement and procedural framework for the management of suspected drug-related incidents in schools*. It was developed in consultation with staff, students, parents and community partners and endorsed by the Student Action Executive, staff and Governing Council. The policy will be reviewed after any drug-related incident or in line with our three-year policy review cycle.

**OBJECTIVES:**

The aim of drug education at Hillcrest Primary School is to provide an on-going comprehensive health/drug education programme which

- encourages students to take a positive attitude to their own physical and emotional needs;
- enables students to understand issues related to the use of both legal and illegal drugs.

**MEDICATION MANAGEMENT:**

**Prescriptive Drugs:**

In accordance with Dept. for Education Health Support Planning guidelines, school staff will store and supervise only that medication which has been prescribed by a doctor for a student for a specified period of time, and is used according to the agreed Health Care plan.

**When students are prescribed medication at school:**

- The school must be notified in writing from the medical practitioner.
- Medication and instructions for use in the child's name are to be handed to the school office staff immediately upon arrival at school.
- Every administration of medication will be documented in the school's First Aid Register.
- No medication should be carried by preschool or junior primary students – apart from inhalers or prescribed life-saving medications which need to be accessible at all times.
- Medical practitioners should be encouraged to prescribe medication outside school hours.



**Legal, non-prescribed substances:**

Analgesics (e.g. Panadol, Nurofen) other “over the counter” medication (e.g. cough syrup, etc.), topical preparations (cold sore creams, ear/eye drops, steroid-based or eczema creams), medicated lollies (Strepsils, Anticol etc.) and naturopathic substances must be sanctioned by a medical practitioner (as for prescribed medicine above) **if staff members are to be asked to supervise their use for preschool and junior primary aged students.**

Parents may come in and administer legal, non-prescribed substances that are not prescribed by a medical practitioner - this will also be documented in the school's First Aid Register. If students have these substances in their possession without permission from a parent/guardian and doctor, they will be confiscated and parents/caregivers notified.

**Self-Management of medication:**

Older children and students can often, on the advice of their parent or guardian and doctor, carry and manage their own medication. This would be advisable only where:

- The medication did not have special storage requirements such as refrigeration
- The Principal and teacher were satisfied that the practice did not create a situation where there was potential unsafe access to the medication by other students (for example, the children or students had personal secure lockers).
- That the medication is in its original pharmacy labelled packaging
- Only the daily quantity is brought to school.

Parents and guardians must understand that:

- They will need to meet with school personnel to complete a “Carrying and/or Self Administration of Medication” (HSP1514) checklist & consent form prior to any child self-medicating.
- If a staff member observes a student apparently self-medicating, they can sensitively and privately ask to see the original pharmacy container, the doctor's authorisation and check with the parent or guardian
- The school has the option to stop students storing their own medication, should there be any concern about the safety of the individual or others at the school.
- It is the responsibility of all people on the site to respect others' medication and to keep one's own medication secure to minimise risk to other.

**Storage of Medication:**

Safe storage of medication requires, as a minimum standard, that the medication is:

- Prescribed by a doctor
- Provided with written instructions from the doctor, parent or guardian – these instructions must match those printed on the product packaging.
- Stored strictly in accordance with product instructions (paying particular note to temperature and expiry date) and in the original container in which dispensed.
- Stored securely with clear labelling and access limited to the staff responsible for medication storage and supervision.





**Possession and use of Legal, non-prescribed substances:**

The school does not allow students

- to have in their possession or consume non-prescribed or over-the-counter medicines without a sanction from a medical practitioner;
- to use solvents or other chemical agents;
- to consume alcoholic beverages or highly caffeinated products (e.g. Red Bull etc.);
- to smoke tobacco.

**If any of the above are disregarded, the following action will be taken:**

- Parents/caregivers will be informed as soon as possible.
- The substance will be confiscated and held in the office until parents/caregivers arrive.
- Disciplinary action may be taken.

Due to government policy, smoking is not permitted on school grounds, at school functions or school activities (e.g. excursions, Community hall, concerts, discos etc.).

The school does not provide spirit-based white-out or textas, and restricts the use of wood-working glues. These items will be confiscated if found in the possession of students.

If adults are observed under the influence of alcohol/drugs and staff believe that children are at risk, Police or FamiliesSA will be contacted and the Principal informed. If the adult is abusive to people on school grounds, police intervention will be sought.

**Possession and Abuse of Illegal Drugs**

Cannabis, hallucinogens, amphetamines, heroin and cocaine are illegal and in all cases, police will be summoned. Unknown substances brought to school will be assumed to be illegal until identified by police. A staff member who finds something believed to be an illicit substance or an illegally supplied pharmaceutical, must follow school guidelines and pass the substance on to the Principal or other known designated people. Local Police must be notified immediately and asked to collect the confiscated material.

While on school premises or on any other occasion when staff have responsibility for the supervision of students, students are not permitted to:

- possess, use, distribute or sell illegal drugs,
- possess drug related objects such as syringes, bongos or pipes,
- wear clothing or jewellery promoting any form of drug or drug usage.

**If any of the above are disregarded, then the following action will be taken:**

- Police will be informed.
- Parents/caregivers will be informed as soon as possible.
- Disciplinary action will be taken. Students will be suspended or excluded and may have involvement in school activities restricted.
- Students found actively encouraging others to join in activities involving drugs will also be suspended.





**If school personnel have reasonable suspicion, i.e. information based on facts, that a student is in possession of illicit substances, these procedures will be followed:**

- Accompany the student, together with their school bag to a safe place, e.g. the Principal's office.
- Ring local police or phone 131 444, to ask for Police attendance.
- Have a second staff member present until Police attend.
- Ensure that one staff member is of the same gender as the student present.
- Inform parents or caregivers if the student is under 18 years of age.
- Seek the co-operation of parents or caregivers if the student is under 18 years of age.
- Act in accordance with Dept. for Education School Discipline policy and our Code of Conduct.
- Conduct a search of a school bag, locker or tray or ask a Police officer to search a school bag or locker.

**Searching for Drugs:**

Schools conduct searches based on the obligation to provide "duty of care" which includes responsibility for the safety, welfare and development of **all** students. Principals or their delegate can search when they are absolutely certain that NOT doing so puts other students at grave risk, or at serious physical or psychological risk. Police officers may also be contacted to conduct searches. Under no circumstances can school staff conduct a physical search of the clothing a student is wearing.

Ratified by staff and Governing Council: July 2018.  
Review Date: July 2020