

## **NAG 5 – Health and Safety**

# **Procedures regarding Alcohol / Drugs and other Harmful Substances**

Royal Oak Intermediate School is committed to a safe and healthy environment for students and staff whether this be on the school property or when out at Education Outside the Classroom events. These procedures refer to alcohol, illegal drugs, prescription and non-prescription drugs, mind altering substances, legal highs, solvents, and other harmful substances.

It is not acceptable for students to be in possession of, supply, consume, or be under the influence of alcohol, illegal drugs, prescription and non-prescription drugs, mind altering substances, legal highs, solvents, and other harmful substances on school premises, or while travelling to and from school, or while taking part in any activity organised by the school or on behalf of the school.

Staff will not be in possession of, consume, or be under the influence of illegal drugs, mind altering substances, legal highs, solvents, and other harmful substances on school property, or at any time when they have responsibility for students, including Education Outside the Classroom (EOTC) activities. This related to all overnight trips/events as well as day trips/events.

Staff will not consume or be under the influence of alcohol, when the school is open for instruction or they have responsibility for students, including EOTC activities.

Students or staff using medication that may impair their ability to function normally should not be at school. Medicine required at school by students is managed under the school's **Medicines** procedure. Other adults supervising students taking part in any activity organised by, or on behalf of, the school are also bound by these procedures.

### **Breaches of the Alcohol/Drugs Policy**

No student should be using, possessing, or under the influence of harmful drugs, alcohol or solvents at any time while under the school's jurisdiction. If a teacher believes that a student is breaching these procedures, the student will be referred to the principal who considers the breach, guided by the school's **behaviour management plan** and the **Stand-down, Suspension and Exclusion Procedures**. Parents and caregivers will be notified, as well as the appropriate authorities. The school may offer, or organise for, appropriate support and guidance, negotiated with the family/guardian.

A breach of these procedures by a staff member will be referred to the principal who considers the allegation and may make a formal complaint to the board of trustees.

A breach of these procedures by any other person (e.g. volunteers) will be considered on a case-by-case basis by the board of trustees.

### **Alcohol on School Property**

Alcohol will not be consumed on school property when the school is open for instruction. The school sometimes runs and hosts social events where the consumption of alcohol on school property may be appropriate. With the prior approval of the principal, alcohol may be consumed by staff and invited guests at least half an hour after school is closed for instruction. Organisers of functions on school property must send a written request to the board of trustees if they wish to serve alcohol at the function. The organisers must have this consent before any alcohol is served.

#### **The board of trustees will consider:**

- the nature and purpose of the event
- the location of the event (on or off-school site)
- the nature and level of supervision
- the aims and purposes of the alcohol policy, and **host responsibility**.
- the need for the organisers to apply for a Special Licence, if alcohol is to be sold or supplied.

Contact the local District Licensing Agency at your nearest City or District Council. Many councils have this information on their website.

## **EOTC First Aid/Medicines**

Ensure that one adult has a current first aid certificate and that the first aid equipment is accessible at all times.

Ensure that individual medication is administered as required and recorded (on the *Medication Administered* form). Medicines, except asthma inhalers, are held by the teacher in charge.

Record any first aid treatments on a first aid log, and any accidents on the accident register. If a student sustains a head injury, monitor them for delayed concussion.

If a student becomes ill at camp, alert the teacher in charge. Follow infection control procedures, including implementing *heightened hygiene practices* in the event of a viral outbreak such as norovirus.

**Note:** No medication may be administered to a child without parental consent. Paracetamol may be given with consent from a parent.

## **Host Responsibility**

The overall responsibility for the implementation and supervision of these procedures rests with the manager in charge of the occasion. At any school event that involves alcohol being served, a staff member is designated to ensure that the procedures are adhered to.

If alcohol is served at a function, the following points must be observed:

- Food must be available, and in sufficient quantities to last throughout the function.
- A range of alternative drinks, including low alcohol and alcohol-free beverages must be available for the duration of the event.
- Practices that encourage intoxication are not acceptable, and anyone who becomes drunk will not be served further alcohol. If someone does become drunk, every effort will be made to protect their safety both at the event and afterwards.
- Staff members and guests who are under the age of 18 years will not be supplied with alcohol.
- Provision must be made to ensure that guests do not drive if they are near, or over, the legal limit.

No alcohol may be consumed at overnight events organised by the school.

## **Relevant Legislation**

<http://www.legislation.govt.nz/>

- Crimes Act, 1961
- Health and Safety in Employment, 1992

## **Other relevant procedures:**

- EOTC Procedures

**Next Review:** March 2018

## **Review History:**

2/07/2010	19/06/2013	28/03/2015				
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