

TAFE SA Student Alcohol and Other Drug Policy

Under the umbrella of Drugs and Alcohol Policy (DFEEST – OHS&IM – 026)

1. Purpose of the policy

The purpose of the Student Alcohol and Other Drug Policy is to provide a statement regarding the prevention and management of alcohol and other drug related harm amongst students within the TAFE SA community. While the Drugs and Alcohol Policy (DFEEST-OHS & IM-026) already exists, a student focussed policy was required to address the different duty of care obligations to students.

TAFE SA considers that the use of alcohol and other drugs is primarily a health issue for individual students. However, where a student's behaviour affects the health and safety of other students and staff TAFE SA is committed to appropriately managing the situation. This may include providing appropriate education and training (including information on prevention approaches and services available) to students and staff; supporting the student to address specific alcohol and other drug related issues; and/or taking action under the Student Behaviour Management Guidelines, if necessary.

2. Background and principles

TAFE SA is committed to:

- Encouraging and assisting students to realise their full potential within an environment that actively promotes their health, wellbeing and safety.
- Minimising alcohol and other drug related harm to individuals and the TAFE SA community.
- Meeting legal and compliance responsibilities in all TAFE SA related activities.
- Encouraging a responsible attitude towards the consumption and service of alcohol.
- Ensuring that all members of the TAFE SA community share responsibility for protecting the academic environment by demonstrating high standards of professional and personal conduct.
- Taking appropriate action if alcohol and or other drug use is adversely affecting the health, safety or performance of an individual or group within the TAFE SA community.
- Providing support to students who wish to address alcohol and other drug related issues which are currently affecting them or significant others.

TAFE SA does not condone or support the use, possession, cultivation or selling of illicit drugs or the misuse and abuse of alcohol, prescription or other medication.

TAFE SA will effectively manage risk through policies and procedures that will:

- Outline the responsibilities of staff and students.
- Specify emergency and security procedures to be followed in the event of an adverse alcohol or drug related incident.

TAFE SA has a duty of care to ensure the health, safety and welfare of all members of the TAFE SA community. All employees and students have a legal duty to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Students (and employees) also have a duty to take personal responsibility for their own safety and concerns and the hazards they notice, as far as it is reasonably possible, and report any incident or hazards they are not able to deal with to their lecturer, supervisor or OHSW representative.

Students are to behave responsibly and with consideration for others at all times and not hinder other students from satisfactorily pursuing their studies.

Alcohol and other drug misuse is a social and health problem, which is responsive to prevention and appropriate intervention.

The inappropriate, irresponsible and unlawful use of alcohol or other drugs can adversely affect academic performance, health and safety, the rights and enjoyment of others and result in damage to property.

A comprehensive policy and implementation strategy will assist in addressing alcohol and other drug use and associated problems and reflects a commitment to the health, safety and welfare of the TAFE SA community.

3. Policy statement

- TAFE SA acknowledges its responsibilities under the OHS&W Act 1986, to create and maintain a safe and healthy work community for all employees, students and visitors.
- Students should not be adversely affected by alcohol and other drugs whilst engaged in TAFE SA activities.
- Students should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol and other drugs.

4. Definitions

ADIS

The Alcohol and Drug Information Service is a 24-hour confidential telephone information, counselling and referral service.

Alcohol and other drug related incident can include:

- A suspected illicit drug occurrence on campus.
- The management of students adversely affected by alcohol and / or others drugs on campus.

Alcohol and other drug related issue can include:

- Students who are at risk of disengagement from TAFE SA due to their own use of alcohol and / or other drugs.
- Students at risk of harmful alcohol and other drug use due to difficulties encountered while a student at TAFE SA.
- Students who are adversely affected by alcohol and other drugs while on campus.
- Students who are affected by the alcohol and other drug use of significant others / peers.
- Students who are concerned about the alcohol and other drug use of significant others / peers.

DASSA

Drug and Alcohol Services South Australia is a statewide health service forming part of the Southern Adelaide Health Service.

- The organisation provides statewide services and policy advice for tobacco, alcohol and other drug issues, including pharmaceuticals and illicit drugs. DASSA's mission is to develop and deliver best practice in: preventing the uptake of harmful drug use; reducing the harmful effects of licit and illicit drugs; and offering pathways out of harmful drug use.

Drug

"A drug is any substance which, when taken into the body, alters its function physically and/or psychologically" (World Health Organisation, 1981)

This includes:

• **Illicit drugs**

Drugs that are not permitted or sanctioned by law. Includes those drugs for which the production, sale, possession or use is prohibited, eg cannabis, amphetamines, heroin, ecstasy. It is also illegal for a person to use a prescription drug that has not been lawfully prescribed to them.

• **Licit drugs**

Drugs that are permitted or sanctioned by law eg alcohol and tobacco.

• **Substances/Prescription drugs**

A drug that is regulated by legislation that requires a doctor or dentist's authorisation before it can be purchased from a pharmacy. The term is

used to distinguish it from over-the-counter drugs that can be obtained without a prescription.

First Aid Officers

- **First Aid personnel** - employees holding current approved first aid qualifications. Ideally candidates for training should be volunteers in good health, able to communicate effectively and be readily available at the work site.
- **Designated First Aid officer** - the first aid officer in the work group with extra first aid duties and responsibilities who will be eligible for the first aid allowance.
- **First Aid service** - the provision of emergency and appropriate treatment for persons suffering illness or injury at work. First aid is considered to be assistance given at the time of injury or illness and generally does not include follow up care except for the checking of or retreating of minor injuries.

Natural Justice Principles

Principles that ensure justice is not only done, but seen to be done. In procedural terms, a decision maker should not only act in **good faith** and **without bias** but should also grant a hearing to any person whose interests will be affected by the exercise of that decision before the decision is made. The respondent must be given full details of the matter.

OHS&W Accident Incident Investigation and Reporting Form

There are two Incident forms: one for Staff Members and one for Students.

SAPOL

South Australia Police

Security Officers

Contracted to provide a service to TAFE SA campuses in protecting property and staff.

Student Services Officers

Staff who provide a comprehensive range of services to support students in their educational, vocational, cultural, social and personal development and success.

5. Scope of policy

This policy relates to all TAFE SA students on a campus or TAFE SA approved activity.

6. Other related policies

TAFE Student Behaviour Management Guidelines

Drugs and Alcohol Policy (DFEEST – OHS&IM –026)
Premiers Safety Commitment
Disability Discrimination Act
TAFE SA Medical Emergency Procedures
Smoke free Workplaces (DFEEST – OHS&IM – 025)

7. Legislation

Occupational Health, Safety & Welfare Act 1986 Reprint 15, August 2005
Controlled Substances Act 1984
Young Offenders Act 1993
Liquor Licensing Act 1997

8. Authority

Authorised by TAFE SA Executive 10 March 2006

References:

University of Melbourne Alcohol and Drug Policy and Procedures (2004)
Australian National University Policy on Alcohol and other Drugs in the Workplace (2005)
TAFE Student Behaviour Management Guidelines and Discipline Procedures (May 2002)

DRAFT TAFE SA Student Alcohol and Other Drug Policy Implementation Procedure

1. TAFE SA will undertake to prevent and reduce the harmful use of alcohol and other drugs as far as possible.
2. TAFE SA will define what is acceptable and unacceptable behaviour in regard to alcohol and other drug use within the TAFE SA community.
3. TAFE SA will provide guidance and training to staff on how to manage a student who is under the influence of alcohol and/or other drugs.
4. TAFE SA will provide guidance to staff on how to intervene with a student who demonstrates, or is suspected of being at risk of, problematic use of alcohol and/or other drugs.
5. TAFE SA will refer cases to relevant agencies where necessary.
6. TAFE SA will ensure access to confidential assessment, counselling and intervention programs via Student Services or other services such as Drug and Alcohol Services South Australia (DASSA).
7. TAFE SA recognises there is no uniform method available to assess the risks of alcohol and other drug consumption in the workplace. The severity of drug effects is different for each person and the potential risk caused by drug impairment varies according to the task being performed. Managers and employees should assess each case individually by taking into account the person involved, the type of work being performed and the risk created by the individual being affected by alcohol and/or other drugs. Commonsense should prevail.

Responsibilities of Staff:

Managers are responsible for ensuring that all students and staff within their area of responsibility are familiar with the TAFE SA Student Alcohol and Other Drug Policy and related implementation procedure. Managers have a clear obligation under the OHS&W Act (1986), to ensure the health, safety and welfare of all employees and students.

Lecturers are responsible for identifying and addressing safety issues or impaired performance, including those resulting from alcohol and other drug use. Staff must take action if there is a risk to the wellbeing or welfare of the student or others.

Lecturers are responsible for ensuring acceptable behaviour and addressing inappropriate behaviour in students. Lecturers are not expected to assess or counsel students who appear to be misusing alcohol and / or other drugs.

Where the behaviour of a student appears to have been influenced by alcohol and other drug use and this behaviour is inappropriate, unsafe or constitutes a risk to themselves or others, this issue must be addressed immediately. Staff members are to avoid acting in a manner that may itself be unsafe or aggravate the situation, and must bring the matter to the attention of their immediate supervisor or head of department.

Student Services Officers are responsible for, in relation to this policy:

- Counselling students who have behavioural problems including alcohol and other drug issues and/or referring on to other providers, eg ADIS, as deemed appropriate.
- Keeping confidential records of all behaviour counselling and a record of the action taken.
- Participating in Student Discipline Conferences when required.

First Aid Officers are responsible, for in relation to this policy:

The provision of emergency and appropriate treatment for persons suffering illness or injury at work. First aid is considered to be assistance given at the time of injury or illness and generally does not include follow up care except for the checking of or retreating of minor injuries. First Aid Officers will ensure that their training is current and approved.

Security Officers are responsible for, in relation to this policy:

Responding appropriately to incidents of unacceptable behaviour on campus as determined by the terms of the security officer role, viz. observe the individual/s; accompany individuals on and off the premises, contact police for attendance.

Responsibilities of students:

TAFE SA expects all students to ensure the safety of themselves and others at all times. Students should refrain from any conduct, including alcohol and other drug use that could adversely affect personal performance or the safety and wellbeing of self and others.

Students using prescribed medications must consider, in consultation with their doctor, whether there are possibilities of medication problems arising within the TAFE SA community. In particular, a student must not operate vehicles or machinery if taking prescribed medication that may impair their ability to do so safely.

It is important that students inform lecturers and supervisors of any likely problems and brief them on the response to follow to assist the student to overcome any difficulties. The specific response will depend on the nature of the medication and the probability of problems arising.

Students are encouraged to seek assistance if they require support in dealing with an alcohol and/or other drug problem. Confidential help is available through Student Services and or ADIS (1300 13 1340).

Where a student fails to seek assistance for an alcohol and / or other drug problem that is resulting in their behaviour being unsafe, inappropriate or impacting upon the wellbeing or enjoyment of others, disciplinary action may be instituted.

Risk Management Response for students believed to be under the influence of alcohol and / or other drugs on the premises:

If a student appears to have an impaired capacity to function effectively or safely:

- A lecturer or relevant staff member has the responsibility to ensure the safety of the student, other students and staff.
- A staff member should not accuse the student of drug taking. The student could be tired, unwell or have a medical condition (e.g. diabetes) that presents symptoms that may lead people to suspect drug use. The student's impaired capacity to function effectively and safely is the issue and this should be the focus of any discussion or report on the incident.
- Approach the student calmly and quietly.
- Talk with the student and assess if the student is capable of working effectively or safely.
- If the student is assessed as incapable of working effectively, being unsafe or a risk to others, the lecturer and other staff member may:
 - Disallow participation in class activities until the student is capable of working effectively.
 - Quietly and respectfully remove or refuse admission to the classroom or workshop until the student is safe to return.
 - Escort the student to the sick room (where available) – ensuring supervision and attention of the first aid officer or/and suggest to the student that they may choose to “go home sick”.
 - Discourage the student from driving. Allow the student to arrange alternative transport (e.g. telephoning to arrange for their collection) or alternatively send the student home by taxi, ensuring that there is someone to receive them. (A taxi voucher charged to the student's programme may be used where the student has insufficient funds.) Staff cannot physically stop someone from driving. However, staff can consider phoning the Police if they believe this person is a danger to themselves or others.
 - In an emergency situation contact the next of kin, as recorded on the student's enrolment records. When talking to the next of kin, state the student is unwell, rather than suggesting alcohol or other drug use.

Any behaviour that may have been influenced by a student's mental state or use of alcohol or other drugs does not in any way limit the responsibility of the student for the consequence of his or her actions.

Students who are suspected of being under the influence of a substance are to be managed in the same way that any other student who is assessed as being unwell or unsafe would be managed.

Risk Management Response to an Emergency Situation where a student appears to be adversely affected by alcohol or drugs:

1. If a student is seriously ill or potentially in need of urgent medical attention, an ambulance should be called immediately (Dial 000). Note: Ambulance fees are only incurred if a patient is transported. Where the patient is transported, the fee is the responsibility of the individual.
2. Ensure the safety of yourself, others and the student.
3. Get assistance from the first aid officer or other staff.
4. Stay with the student until the ambulance arrives.
5. Apply first aid principles.
6. Provide the ambulance officers with as much information as possible. In particular what and how many drugs have been consumed and any known medical conditions.
7. In an emergency situation contact the next of kin, as recorded on the student's enrolment records. When talking to the next of kin, state the student is unwell, rather than suggesting alcohol or other drug use.

Involving Police in suspected illicit drug incidents:

Where it is necessary to involve police in response to incidents involving illicit drug activity, every precaution should be taken to ensure that the situation is handled in a manner that is least disruptive to the TAFE SA environment.

Managing an illicit drug incident is primarily a police responsibility. Consequently, if TAFE SA personnel believe that an illicit substance is present, they **must suspend any further investigations so as not to compromise police proceedings.**

It is advised that TAFE SA communities make arrangements with their local police to establish a working relationship with them. An established relationship will enable TAFE SA to more easily seek advice and clarification should a suspected incident occur.

Where a student is suspected of selling illicit drugs, seek advice from police prior to taking any action.

Staff can phone 13 14 44 for police assistance. Phone 000 in an emergency.

The Police Drug Diversion Initiative (PDDI):

The Police Drug Diversion Initiative (PDDI) is part of a nationally agreed approach to illicit drugs that is being implemented in all Australian states and territories. The approach combines strong national action against drug supply with early intervention

for drug users, to help reduce the prevalence of, and harms associated with drug use.

Under the scheme, Police Officers refer people using or in possession of small quantities of a drug to health services, rather than charging them.

Under this initiative, TAFE SA students under the age of 18 years may be diverted by Police to a health service assessment if they are:

- in possession of cannabis and/or possessing equipment for use in connection with smoking or consuming cannabis;
- possessing or using an illicit drug other than cannabis and/or possessing equipment (other than syringes) for use in connection with using that drug; or
- illegally possessing or using prescription drugs.

Police also have the power to divert TAFE SA students over the age of 18 years to a health service assessment for offences that involve:

- possession or use of an illicit drug other than cannabis and/or possession of equipment (other than syringes) for use in connection with that drug.
- Police will give an Expiation Notice to a TAFE SA student over the age of 18 years who is in possession of cannabis.

People who are alleged to have committed any other kind of cannabis or illicit drug offence (for example selling illicit drugs) are not eligible for the Drug Diversion Initiative and will be administered by the criminal justice system.

Students at risk of / or experiencing problematic alcohol and other drug related issues:

Students with alcohol and/or other drug issues are at risk of not completing their course or disengaging from TAFE SA.

TAFE SA will:

- Facilitate or support students with alcohol and other drug issues in seeking access to support and counselling, to address the problem and/ or underlying issues.
- Maintain confidentiality and privacy including, where possible, any records and information regarding alcohol and other drug related problems disclosed to TAFE SA by the student or becoming known to TAFE SA unless the student provides consent for the information to be given to others.
- Support the student to reassess and manage their workload if necessary, while undertaking assessment and counselling.

