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Policy Purpose

The purpose of this policy is to ensure that drug and alcohol which is illegal or detrimental to the health and well-being of students, or which is not permitted by medical authorities is not tolerated by the College, and to provide a statement and guidelines for the prevention and management of issues resulting in the use of alcohol and other drugs in the College Learning Community. The policy will also outline the College’s initiatives to prevent the use of drugs and alcohol by students while on the College campuses or at external clinical placements.

Policy Scope

This policy applies to all Q Academy courses, all campuses, teaching sites and external clinics

- All courses and programs
- All students
- All staff

Policy principle

Q Academy, with its principles of alternative health care and well-being, is committed to encouraging students to actively promote their health, wellbeing and safety. This can be done by promoting good lifestyle choices such as diet and exercise whilst minimising damage from alcohol and other drug related harm. Q Academy will also meet legal and compliance responsibilities in all the learning related activities. We encourage and promote a responsible attitude towards the consumption of alcohol. Ensuring that all members of the learning community share responsibility for protecting the academic environment by demonstrating high standards of professional and personal conduct.

Policy content

The purpose of the policy to protect the safety and well being of students, staff and visitors to the campuses and Q Academy is committed to maintaining a drug and alcohol free environment.

Q Academy considers that the use of alcohol and other drugs is primarily a health issue for individuals. However, where a student's behaviour affects the health and safety of other students, staff and visitors to the College campuses and in particular clinic clients, Q Academy 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 students to address specific alcohol and other drug related issues.

Q Academy does not, under any circumstances condone or support the use, possession, cultivation or selling of illicit drugs or the misuse and abuse of alcohol, prescription or other medication. Irrespective of what individuals may think or feel, the law regarding the sale and possession of illegal drugs is clear, and penalties are provided for the prosecution of offenders.

Q Academy realises its duty of care to ensure the health, safety and welfare of all members of the learning 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 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.

Q Academy realises that there are situations where approved medicinal drug use may take place. In these circumstances, it should take place in controlled situations and only for medically approved purposes.

It is Q Academy's policy that while on any campus, student clinic, external clinic placement, organised excursions students are not permitted to:

- smoke tobacco products. The College is a smoke free environment
- use, distribute, sell, be in possession of or impaired by drugs, except where the use or possession of drugs is lawful and prescribed by a medical practitioner
- be in possession of, consume or be under the influence of alcoholic beverages
- possess drug-related equipment such as syringes (unless prescribed for medical reasons with the knowledge of College staff), bongs and pipes etc
- possess, supply, use or be under the influence of illegal drugs
- be under the influence of prescribed medicines, except for medical reasons
- deliberately inhale solvents.

The drugs which this policy refers to are alcohol, tobacco, prescribed medicines, inhalants, marijuana, amphetamines, and other illegal substances.

Q Academy 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. Campus and Clinic Managers, teachers, Clinic Supervisors and any relevant 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.

Education

The College acknowledges its responsibility to both the student and wider community to prevent and minimise the harmful use of nicotine, alcohol and other drugs.

Q Academy aims to promote self respect, and encourages students and staff to take responsibility for their own behaviour. Opportunities will be taken to build the skills which promote healthy lifestyle and educating others to the benefit of these lifestyle choices. This will enable students to resist peer and societal pressures, and to make responsible life-style choices.

Responsibilities of Staff

Q Academy staff are responsible for setting parameters for acceptable behaviour and addressing inappropriate behaviour in students. Q Academy staff are not expected to diagnose or counsel students who appear to be misusing drugs or alcohol. However, all staff do have a responsibility, where appropriate, to confidentially encourage students to seek assistance if they believe misuse of alcohol or drugs is occurring.

Clinic Supervisors have a responsibility to be vigilant in respect to students involved in Clinic practicals who may be under the influence of drugs and alcohol as the safety of others students, staff and importantly the public must be a priority. Clinic Supervisors are responsible for identifying and addressing safety issues or impaired performance of students resulting from alcohol or drug use. Clinic Supervisors must take action if there is a risk to the wellbeing of the student, other students, staff and the public is put at risk.

All Q Academy staff have a responsibility to be vigilant in respect to students in any campus location, where safety issues or impaired performance resulting from alcohol or other drug use are identified. Staff must take action if there is a risk to the wellbeing or welfare of the student, other students, staff and the public.

Where the behaviour of a student is influenced by drug or alcohol use and this behaviour is improper, unsafe, or constitutes a risk to them 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 head of campus. Where there is an issue of safety the relevant Manager must be contacted so the situation can be accessed from a security aspect, or contact police if deemed necessary..

A member of staff who has a student in a class who appears to be affected by alcohol or other drugs may:

- Request that the student leave the class if their behaviour is distracting or disruptive.
- The staff member may insist that the student leave the class if the effect of alcohol or drugs leaves the student incapable of handling equipment safely or impairs the safe handling of equipment by other students.
- Seek assistance from other staff members if the student resists appropriate advice or instructions about leaving the class, and
- At a subsequent meeting, encourage the student to seek assistance from a relevant Counselling service.

In the case a staff member requests a student to leave a class or clinic, if they appear to be affected by alcohol or others drugs and may be at risk, the staff member should make appropriate arrangements for assistance.

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

The provision of emergency and appropriate treatment for persons suffering illness or injury on campus or clinic facilities. 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.

Responsibilities of Students

The College 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.

No students are to attend the College campuses whilst under the influence of alcohol and other illicit drugs.

All enrolled students are strictly prohibited from any involvement in student public clinics (on campus or external) when under the influence of alcohol and other illicit drugs.

All enrolled students are strictly prohibited from all College activities of any type when under the influence of alcohol and other drugs.

All enrolled students shall not use, distribute, sell, be in possession of drugs or alcohol on any campus or clinic premises, except where the use or possession of drugs is lawful and prescribed by a medical practitioner.

Enrolled students who take prescribed medications must check with the prescribing doctor or dispensing pharmacist to ensure the drug(s) will not affect their ability to function in all aspects of their studies. This is of particular importance in the student's involvement in public student clinics (on campus and external).

Where an enrolled student is required to take prescribed medication and is concerned about the health and safety effects of this medication they must discuss their concerns with the head of

campus who will determine if there is a need to modify the students mode of study or involvement in public student clinics (on campus or external) activities on a short or long term basis. The specific type of response or modification will depend on the nature of the medication and the probability of problems arising.

Q Academy supports a zero tolerance policy in relation to drug use. Any student found to have breached the College's policy against the possession, use, sale of, or impairment by drugs on any College premises, student clinic or external clinic placement will face immediate disciplinary action and is likely to be suspended from the College. Where the possession, use, or sale of drugs or alcohol constitutes a criminal offence, the appropriate authorities will be notified.

Students are encouraged to seek assistance if they require support in dealing with an alcohol or drug problem.

Where a student fails to seek assistance for an alcohol or other drug problem and their behaviour is inappropriate, unsafe or impacts on the wellbeing or enjoyment of others, disciplinary action or other Q Academy procedures may be instituted.

Q Academy will not accept any liability for any damage to an injured person, property or company facilities that occurs when enrolled students are in breach of this policy. All liability will rest with the enrolled student who is under the influence of drugs or alcohol.

Risk Management for suspected influence

Outlined is Q Academy's 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.

All Q Academy staff members have the responsibility to ensure the safety of the student, other students and staff. Q Academy staff 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

Q Academy staff should

- ❖ 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:

- Stop participation in class activities until the student is capable of working effectively
- Quietly and respectfully remove or refuse admission to the classroom or clinic until the student is safe to return.
- Escort the student to a sick room or clinic cubicle (where available)
- Ensure 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 fees 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.*
- 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

Outlined is Q Academy's response for where a student appears to be adversely affected by alcohol or drugs and requires medical assistance.

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 subject to location and are only incurred if a patient is transported. Where the student is transported, the fee is the responsibility of the student.

Staff members should:

- ❖ Ensure the safety of yourself, others and the student
- ❖ Get assistance from the first aid officer or other staff
- ❖ Stay with the student until the ambulance arrives
- ❖ Apply first aid principles
- ❖ 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.

In an emergency situation contact the next of kin, as recorded on the student's enrolment records.

Note: 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 College learning environment.

Managing an illicit drug incident is primarily a police responsibility. Consequently, if the College personnel believe that an illicit substance is present, they must suspend any further investigations so as not to compromise police proceedings. Where a student is suspected of selling illicit drugs, seek advice from police prior to taking any action.

Graduations

During a course graduation the student group may use the campus or be taken to a venue to celebrate the successful completion of the course. In the case that the venue provides alcohol it is the responsibility of the student to monitor consumption and be responsible for their own behaviour. Q Academy encourages students promote good health through lifestyle choices and celebrate responsibly.

Approved Drug Use

Medicinal Drug Use – Students who need to use medicinal drugs within the College jurisdiction should provide information about their required medications to Student Services and this will be noted in the Student Records, but treated with strictest confidence.

Indiscriminate use of non-prescribed medicines is discouraged.

Needles use and disposal – Students who need to use hypodermic needles for the administration of medicinal drugs must record this use with the College, and instructions will be given about the procedures for the disposal of syringes.

Definitions

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, e.g. 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 e.g. 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.

Medicinal Drugs - Refers to all drugs and medications which are recommended or used for medicinal purposes and drugs that have been prescribed by a medical practitioner and also includes drugs which have been purchased from a pharmacy or elsewhere for the purpose of assisting with the treatment of illness.

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.

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.