



Upper Swan Primary School

Incident Management - Procedures to follow

Situation

Student/s are thought to be:

- drug affected
- in possession of a legal drug
- in possession of a suspected illicit drug

Immediate Actions

- Keep calm
- Consider support structures
- Ensure the safety of student/s
- Ensure safety of witnesses
- Inform student/s of concerns
- Get the facts
- Inform the Admin Team
- Escort student/s for interview
- Hand responsibility to Principal
- Attend to others involved

Initial Follow Up Actions for Admin Team

- Admin Team receives drug-related evidence – witnessed and documented by staff member
- Inform student/s of process
- Contact and involve parents
- Establish facts
- Determine further actions (depending on type of substance)
- Consider need to send home
- Inform broader staff team – Chaplain, SAER coordinator, Classroom Teacher
- Document details and actions

Substance is a legal drug

- Consult with parents
- Determine Actions
- Provide Intervention support
- Document, monitor and evaluate

Substance is an illicit drug

- Police are notified
- Police conduct enquiries
- Student searches required
- Determine Actions
- Provide Intervention support
- Document, monitor and evaluate