

Alcohol and Other Drugs Policy - HE Students

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Purpose

The College is committed to the concepts of prevention, counselling and rehabilitation.

The purpose of this policy is to provide a statement and guideline for the prevention and management of issues resulting from the use of alcohol and / or illicit or recreational drug use in the College Learning Community. The College is committed to the provision of a safe, healthy and productive learning college environment and has zero tolerance of the use of illicit, illegal or recreational drugs and alcohol which is detrimental to the health and well-being of higher education students, and a safe campus and clinic environment. The policy will also outline the College's initiatives to prevent the use of drugs and alcohol by higher education students while on the College campuses, at external clinical placements and planned excursions.

Scope

- All campuses
- All higher education students (domestic and international)
- All prospective higher education students (domestic and international)
- All staff including sessionals

Policy statement

The College aims to create an environment where students are educated about drugs and drug issues, and where approved medicinal drug use takes place in controlled circumstances. The College has a zero-tolerance policy in relation to all illicit and recreational drug and alcohol use on campuses and facilities.

The College 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, staff and visitors to the College campuses and in particular clinic clients, the College is committed to appropriately managing the situation. This may include providing appropriate education and training (including information on prevention approaches and services) to students and staff; supporting the students to address specific alcohol and other drug-related issues.

While the College recognises an individual's right to smoke and consume tobacco or related products, the College is committed to minimising the smoking related harm to all persons who attend clinics or campus locations.

The College is committed to the provision of a safe, healthy and productive place to learn by enforcing this strict no smoking, no alcohol or other recreational or illicit drugs policy.

The purpose of this policy is to protect the safety and wellbeing of students, staff and visitors to the campuses (such as student clinics) and the College is committed to maintaining a smoke free, drug free and alcohol-free environment.

It is the College policy that while on any College campus, Student Clinic, external clinic placement, organised excursions, and travel to and from external venues, higher education students are not permitted to:

- smoke tobacco, e-cigarettes, medicinal marijuana products – the College is a smoke free environment
- use, distribute, sell, be in possession of or impaired by illicit, illegal or recreational drugs while on any College premises, external clinic placement or other College activities, except where the use or possession of drugs is lawful and prescribed by a medical practitioner
- consume or be under the influence of alcoholic beverages in classes or clinics or a campus environment
- possess drug-related paraphernalia (unless prescribed for medical reasons),
- supply, use or be under the influence of illicit, illegal or recreational drugs in classes, clinics or a campus environment
- be under the influence of prescribed medicines, except for medical reasons
- deliberately inhale harmful substances.

The College may, on occasion, pre-approve an exception to support the responsible serving and use of alcohol for a College-sanctioned celebratory or milestone event, i.e. a new campus opening.

The drugs which this policy refers to are alcohol, tobacco, prescribed medicines, inhalants, marijuana, amphetamines, and other illicit, illegal or recreational substances. 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. The College supports good management practice and will achieve this by implementing this policy, which will provide:

- education and information
- organisational support
- support for prevention by enabling access to treatment and rehabilitation services
- assessment of the campus and clinic environments to identify conditions which may contribute to alcohol and other drug problems.

In the spirit of a zero-tolerance policy, the College requires that:

- higher education students should not be adversely affected by alcohol and other substances whilst engaged in any the College activities, in particular in the student clinics where they are interacting with the public
- higher education students should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol and other illicit or illegal drugs.

The College recognises that the harmful use of drugs and alcohol on campus and in clinics can create a range of potential health and safety risks to staff, students and clients of teaching clinics. The College would like to highlight to all persons involved with the College that statistics show around 25% of workplace accidents, and up to 30% of workplace fatalities involve workers under the influence of alcohol. It is clear that alcohol and other drugs (whether those drugs are recreational drugs or prescription medicines) can have a serious effect on all persons involved with performance and safety in the College campus, clinics and workplace.

Alcohol and other drugs can affect:

- hand-eye coordination
- vision
- awareness
- perception
- decision-making ability and mood.

Alcohol and other drug problems can not only lead to increased incidents of accidents on campus, and in student clinics, but also increased levels of absenteeism and decreased levels of productivity for staff and students.

The College will undertake to prevent and reduce the harmful use of alcohol and other drugs as far as possible.

The College will:

- define what is acceptable and unacceptable behaviour in regard to alcohol and other drug use within the College learning community
- provide guidance and training to staff on how to manage a student who is under the influence of alcohol and / or other drugs
- 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, the College offers mental health first aid training for all staff. Staff are to refer to their line manager and HR for course enrolment
- refer cases to relevant agencies and authorities where necessary
- ensure access to confidential recommendations via Student Support to external support services such as Drug and Alcohol Services of the relevant state where the student is enrolled. Refer to [Student Wellbeing and Safety](#) resources on the College website and Student Hub.

The College recognises there is no uniform method available to assess the risks of alcohol and other drug consumption on campus, in clinics or 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. Clinic & Operations Managers, Clinic Supervisors, Academic staff, and any other 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.

Objectives

The objectives of this Policy are to:

- maintain a safe and healthy college environment and promote awareness of personal safety and security
- encourage moderation and a responsible approach towards the consumption of alcohol
- reduce the costs of alcohol and other drug use to the organisation and to individuals
- address any College, clinic or facilities factors which may contribute to harmful alcohol and other drug use
- provide access to information on alcohol and other drug use and to encourage those with problems to seek assistance.

The College is committed to effectively managing risk through these policies and procedures that will:

- outline the responsibilities of students and staff
- set out emergency and security procedures that need to be followed in the event of an adverse drug or alcohol-related incident.

Principles

The College, with its focus on natural medicine and wellbeing, is committed to:

- encouraging and assisting higher education students to realise their full potential within an environment that actively promotes their health, wellbeing and safety
- minimising alcohol and other illicit, illegal or recreational drug-related harm to individuals and the College community
- meeting legal and compliance responsibilities in all College-related activities
- encouraging and promoting a responsible attitude towards the consumption of alcohol and illicit, illegal or recreational drugs
- ensuring that all members of the College 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 illicit, illegal or recreational drug use is adversely affecting the health, safety or performance of an individual or group within the College community
- providing support wherever possible to higher education students who wish to address alcohol and other illicit, illegal or recreational drug-related issues which are currently affecting a student or their significant others.

The College 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 medications.

The College realises its duty of care to ensure the health, safety and welfare of all members of the College 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 / or 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 reflect a commitment to the health, safety and welfare of the College community.

Students also have a duty to take personal responsibility for their own safety, concerns for 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 a College staff member; this could include:

- an academic staff member, i.e. Academic Clinic Coordinators, Academic Discipline Coordinators, Lecturers, Heads of Departments
- a campus staff member, i.e. Clinic & Operations Managers / Clinic & Campus Administrators
- a student support staff member, i.e. Student Support Officers or Student Success Advisers.

Any non-urgent incidents or hazards are able to be reported in writing by:

- submitting feedback via the [Help Hub](#) > Facilities > Provide Feedback
- submitting a case submission in the Student Portal > Complaints and Feedback > General Feedback

All staff members' actions are expected to align with the *Student Misconduct Policy - Higher Education* and the *Critical Incident Policy*.

Responsibilities

Student responsibilities

The College expects all higher education 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 or other drugs.**
- All higher education students are **strictly prohibited** from any involvement in student public clinics (on campus or external) when under the influence of alcohol or other drugs.

- All higher education students are **strictly prohibited** from all College activities of any type when under the influence of alcohol or other drugs.
- All higher education 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.
- Higher education 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 laboratory studies and public student clinics (on campus and external).

Where a higher education 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 relevant Academic Clinic Coordinator, Academic Discipline Coordinator, Head of Department or the National Student Experience Manager who will determine if there is a need to modify the student's mode of study or involvement in clinic (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. In this instance, details of the situation may need to be shared with relevant members of the Senior Leadership Team for advice and/or decision-making.

The College 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 excluded from the College. Where the possession, use, or sale of drugs or alcohol constitutes a criminal offence, the appropriate authorities will be notified.

Any student who is convicted of an illegal drug-related activity outside of the College, including use, possession, manufacture, distribution or sale may be considered to be in breach of the *Student Code of Conduct - HE*. Higher education students have an obligation to report any conviction of any drug-related offences to the Dean - Higher Education immediately upon being charged for such an offence.

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 and their behaviour is inappropriate, unsafe or impacts on the wellbeing or enjoyment of others, disciplinary action or other College procedures may be instituted. Refer to the *Student Misconduct Policy - Higher Education*.

The College 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.

Higher education students who are aware that another student is affected by alcohol or other drugs should encourage the affected student(s) to seek assistance of a member of the Academic staff or Lecturers.

Staff responsibilities

College staff are responsible for setting parameters for acceptable behaviour and addressing inappropriate behaviour in students. Academic, Clinic, Campus or Student Support 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 and Clinic & Operations Managers have a responsibility to be vigilant in respect to higher education students involved in Clinic practicals who may be under the influence of drugs and alcohol as the safety of other students, staff and importantly the public must be a priority. Clinic Supervisors are responsible for identifying and addressing safety issues or impaired performance of higher education 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/or the public.

All College 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.
- take action if there is a risk to the wellbeing or welfare of the student, other students, staff and/or 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 immediate line manager. Where there is an issue of safety the relevant line manager must be contacted to determine an appropriate management plan. Refer to the *Critical Incident Policy*.
- where a student's course of study relates to a statutorily registered profession, staff will also ensure that the relevant guidelines for mandatory and voluntary reporting are followed and staff are able to report any alleged breaches to the Head of the Department and/or Dean - Higher Education, i.e. [AHPRA](#) reporting requirements

A member of staff who has a higher education 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, such as Clinic & Operations Managers if the student resists appropriate advice or instructions about leaving the class, and
- at a follow-up meeting, encourage the student to seek assistance from a relevant counselling service.

A staff member may request a higher education student to leave a class or clinic if they appear to be affected by alcohol or other drugs but should recognise when a student may be at risk, and therefore the staff member should make appropriate arrangements for assistance.

Senior staff on each campus are responsible for ensuring that all students and staff within their area of responsibility are familiar with this policy and related procedures. Senior staff have a clear obligation under the various State and federal legislative instruments to ensure the health, safety and welfare of all employees, students and visitors to the College's campuses.

Lecturers / Academic staff, Clinic & Operations Managers or Clinic Supervisors have a particular responsibility 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 an identified or perceived risk to the wellbeing or welfare of the student, other students, staff, or clinic clients.

- Lecturers / Academic staff, Clinic & Operations Managers and Clinic Supervisors are responsible for ensuring acceptable behaviour and addressing inappropriate behaviour in students.
- Academic staff / Lecturers, Clinic & Operations Managers and Clinic Supervisors will not 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, Clinic & Operations Manager so the situation can be assessed from a security aspect, or contact police if deemed necessary. Refer to the *Critical Incident Policy*.
- In all cases where a student has been removed from a class, clinic, library or campus due to inappropriate, unsafe, behaviour or has exhibited behaviours that constitute a risk to themselves or others, an Incident Report is to be completed within 72 hours to support a health and wellbeing check and follow up. Refer to the *Critical Incident Policy*, the *Clinic Student Safety Policy* and the *Student Misconduct Policy - Higher Education*.

Student Support Officers are responsible for, in relation to this Policy:

- providing recommendations to students to contact their local GP and/or providing links to other external providers, e.g. ADIS (Alcohol, Drug, Information Service), as deemed appropriate and reference to the support resources available on the College website > [Student Wellbeing and Safety](#)
- keeping confidential records of all behaviour, the related action taken, and the recommendations provided to the student for further support
- participating in Student Discipline Conferences when required.

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

- The provision of emergency and appropriate first aid treatment for persons suffering illness or injury on campus or clinic facilities. First Aid Officers will ensure that their training is current and approved.

College responsibilities

The College maintains its responsibility to:

- ensure that this Policy is accessible to all staff and students.
- ensure the College is fully compliant with the Australian Health Practitioner Regulation Agency (AHPRA) 'notifiable conduct', state National Laws and regulatory bodies mandatory reporting requirements.

Education providers have an obligation to make a mandatory complaint or raise a concern about a student if the student has an impairment or health issue that may, either in the course of study or clinical training, place the public at substantial risk of harm. Notifiable conduct is defined as:

- practising while intoxicated by alcohol or drugs
- placing the public at risk of substantial harm because of an impairment (health issue), or
- placing the public at risk because of a significant departure from accepted professional standards.

Designated smoking areas

Each campus is unique and will abide by all building management designated smoke free and smoking areas that are signposted at each location as per state-based legislation.

The College will act in compliance with state government council regulations and state-based Smoke-Free Environment Act and Regulations.

Education

The College acknowledges its responsibility to both the higher education student and wider community to prevent and minimise the harmful use of nicotine, alcohol and other drugs. The College aims to promote self-respect and encourages higher education students to take responsibility for their own behaviour.

The College encourages all students to understand the risks of alcohol and drug usage including the use of:

- nicotine, e-cigarettes including smoking prevention and cessation
- alcohol, including binge drinking and drink driving
- medicinal drugs
- illegal drugs including but not limited to cannabis, heroin, cocaine, steroids and amphetamines
- illegal use of inhalants
- drug use related to blood borne, diseases or infections
- social impact of illegal drug use.

The College website provides a list of external support services that all students can access via [Support Services > Student Wellbeing and Safety](#).

Approved drug use

Medicinal drug use

Higher education students who need to use medicinal drugs within the College jurisdiction should register with the [Access and Equity Program](#). This is not a mandatory requirement, however if a student's medicinal usage is brought to the attention of the College as a safety, health and wellbeing concern, this will be addressed by the National Student Experience Manager and / or Head of Department to support registration with the Access and Equity Program.

- Indiscriminate use of non-prescribed medicines is discouraged.
- Needle use and disposal – higher education 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.
- Students can register for Access and Equity via the Student Portal > Health and Disability > Access and Equity Program.

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

Higher education students with alcohol and / or other drug issues are at risk of not completing their course or disengaging from the College. The College will:

- recommend students with alcohol and other drug issues to seek access to support via their local GP for recommendations 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 the College by the student 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 implementing external support recommendations.

Action

Breaches of this policy will be investigated by relevant College staff and the National Student Experience Manager. Higher education students are advised to seek assistance from Academic staff / Lecturers, Clinic Supervisors, Clinic & Operations Managers, Heads of Department. Disciplinary actions will be dependent on the circumstances and previous behaviour of the student. The policy applies to all College campuses and external College activities.

Consequences may include:

- counselling or referral to outside agency
- suspension from College and enrolled courses
- informing police
- withdrawal from College and enrolled courses with no refund of any fees paid to date of offence.

All incidents must be documented fully. If a breach of policy is determined and the student presents as a safety and wellbeing risk to students, staff, and clinic clients, the case will be escalated to the Director of Student Operations and / or the Dean - Higher Education and the student may be subject to action under the *Student Misconduct Policy - Higher Education*.

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:

- an Academic staff / Lecturer, Clinic Supervisor 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 alcohol / 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 alcohol / 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 confidentially 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 Academic staff / 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, laboratory, clinic or workshop until the student is safe to return
- escort the student to a clinic room or clinic cubicle (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 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.
- 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

Compliance with this policy is intended to be self-regulating, with formal complaints and serious misconduct being an exceptional response. Refer to the *Student Misconduct Policy - Higher Education*.

Risk management response to an emergency situation where a student appears to be adversely affected by alcohol or drugs

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 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 and / or senior staff members on campus
- stay with the student until the ambulance arrives
- apply first aid principles (if appropriately trained)
- 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, the senior staff member or delegated authority will 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. Refer to the *Critical Incident Policy*.

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.

Each of the College campuses will make arrangements with their local police to establish a working relationship with them. An established relationship will enable the College staff to more easily seek advice and clarification should a suspected incident occur.

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

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

- in the 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 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.

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.

Assistance help lines

Assistance for smokers

The College values healthy lifestyle choices and encourages everyone to take action to protect their health. Smokers seeking advice on how to quit are recommended to:

- contact the Quitline on 137848
- visit the Quit website www.quit.org.au
- book an appointment and speak with their local GP

Assistance for alcohol

The ADIS (Alcohol Drug Information Service) provides a free service for those who may have concerns with alcohol:

- contact ADIS helpline on 1800 250 015 (24/7)

- visit ADIS [webchat](#)
- contact Alcoholics Anonymous on 1300 222 222 (24/7)
- book an appointment and speak with their local GP

Assistance for drugs

The ADIS (Alcohol Drug Information Service) provides a free service for those who may have concerns with drugs

- contact ADIS helpline on 1800 250 015 (24/7)
- visit ADIS [webchat](#)
- family drug support 1300 368 186 (24/7)
- book an appointment and speak with their local GP

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 or in student clinics
- the management of students adversely affected by alcohol and / or other drugs on campus or teaching clinics.

Alcohol and other drug-related *issue* can include:

- students who are at risk of disengagement from the College 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 the College
- 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.

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. See also [Medicinal Drugs](#).

e-Cigarettes: A device that has the shape of a cigarette, cigar, or pen and does not contain tobacco. It uses a battery and contains a solution of nicotine, flavourings, and other chemicals, some of which may be harmful.

- e-Cigarettes may be referred to as 'e-cigs', 'vapes', 'e-hookahs', 'vape pens', 'electronic nicotine delivery systems' (ENDS).

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.

Mental Health First Aid: A training program that teaches members of the public how to help a person developing a mental health problem including substance use problems, experiencing a worsening of an existing mental health problem or in a mental health crisis.

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.

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.

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

Student: An individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Unapproved drugs: Refers to illegal drugs and to medicinal drugs which are being used for unapproved purposes. Unapproved purposes include the unnecessary taking of drugs in amounts which exceed the dose recommended for that particular drug.

Related procedures

Critical Incident Procedure

Student Misconduct Procedure - Higher Education

Further information

Related policies

- *Clinic Student Safety Policy*
- *Critical Incident Policy*
- *Student Code of Conduct - HE*
- *Student Misconduct Policy - Higher Education*

Related documents

Not applicable

External references

[Assistance Helplines](#) – as outlined above.

[National Drug Strategy](#) - harm minimisation is the drug education strategy recommended by the National Drug Strategy and is the education approach encouraged by the College. Harm minimisation takes into account the relationships between people, their drug use and the environment in which their drug use occurs. A harm minimisation approach teaches targeted strategies designed to have maximum impact in reducing negative effects of drug misuse.

Outcomes of the harm minimisation approach include:

- Prevention of drug misuse
- Early intervention
- Specialist treatment
- Supply control
- Safe and responsible administration
- Abstinence
- Reduction of harmful consequences of drug misuse for the community
- Educated decision making.

Benchmarking

University of Melbourne

University of Wollongong

Related legislation

Controlled substances (or equivalent) acts

Controlled Substances Act 1984 (SA)

https://www.legislation.sa.gov.au/_/legislation/lz/c/a/controlled%20substances%20act%201984/current/1984.52.auth.pdf

Drugs, Poisons and Controlled Substances Act 1981 (Vic) <https://www.legislation.vic.gov.au/in-force/acts/drugs-poisons-and-controlled-substances-act-1981/129>

Health (Drugs and Poisons) Regulation 1996 (Qld) <https://www.legislation.qld.gov.au/view/pdf/2017-10-01/sl-1996-0414>

Medicines and Poisons Regulations 2016 (WA)

https://www.legislation.wa.gov.au/legislation/statutes.nsf/RedirectURL?OpenAgent&query=mrdoc_29809.pdf

Poisons and Therapeutic Goods Regulation 2008 (NSW)

<https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2008-0392>

Liquor licensing (or equivalent) acts

Liquor Act 1992 (Qld) <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1992-021>

Liquor Act 2007 (NSW) <https://legislation.nsw.gov.au/view/html/inforce/current/act-2007-090>

Liquor Control Act 1988 (WA)

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtile_546_homepage.html

Liquor Control Reform Act 1998 (Vic) <https://www.legislation.vic.gov.au/in-force/acts/liquor-control-reform-act-1998/105>

Liquor Licensing Act 1997 (SA)

https://www.legislation.sa.gov.au/_/legislation/lz/c/a/liquor%20licensing%20act%201997/current/1997.65.auth.pdf

Smoke-Free Environment Act 2000 (NSW) <https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2000-069>

Work health & safety (or equivalent) acts

Occupational Health and Safety Act 2004 (Vic) <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/037>

Work Health and Safety Act 2011 (NSW) <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010>

Work Health and Safety Act 2011 (Qld) <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018>

Work Health and Safety Act 2012 (SA)

<https://www.legislation.sa.gov.au/lz?path=%2Fc%2Fa%2Fwork%20health%20and%20safety%20act%202012>

Work Health and Safety Act 2020 (WA) https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147282.html

Review and approval

Policy author

Director of Student Services & Retention

Policy owner

Director of Student Operations

Contact

Director of Student Operations

deirdre.mathias@endeavour.edu.au

Recommending body

Director of Student Services & Retention

Recommended date: 03 February 2023

Approval body

Academic Council

Meeting date: 10 February 2023

Policy status

- Revised – administrative changes to update workforce model including position titles

Responsibilities for implementation

- Academic and clinic staff

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- Clinic & Operations Managers
 - Heads of Departments (Academic)
 - National Student Experience Manager
 - Student Support team
 - Student Success team

Key stakeholders

- Critical Incident Response Team
- Dean - Higher Education
- Director of Student Operations
- Students