



THE HUTCHINS SCHOOL

Drug and Alcohol Policy

Relevant legislation	Child and Youth Wellbeing Act 2005 (Tas) Occupational Health and Safety Act 2004 (Cth) Poisons Act 1997 (Tas) National Drug Strategy
Commencement date	01 January 2019
Last review date	01 May 2024

1. Purpose

The Hutchins School (the School) recognises the importance of maintaining a safe and healthy environment for staff, students and members of the School community. The purpose of this policy is to outline the School's approach to the management of drugs and alcohol and to regulate (where relevant) the consumption and service of alcohol at School functions and events. It aligns with Australian legislation and best practice documentation to support the wellbeing and safety of all who engage with the School.

2. Scope

This policy applies to staff, students and community members of the School.

3. Objectives

The objective of this policy is to inform and to provide an understanding of the responsibilities of staff and students in respect to drugs and alcohol, and to regulate the consumption and service of alcohol at school-related functions and events.

4. Definitions

Alcohol	Alcohol is a depressant drug that slows brain activity and impairs co-ordination. The consumption of alcohol increases the risk of injury, as well as impairing the ability to respond
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	appropriately in an emergency. The effects of alcohol can be magnified when consumed in conjunction with other substances, including prescription drugs.
Drug	Any substance, other than food, that, when taken into the body, alters its function physically, mentally, or emotionally. This includes prescription medications, over-the-counter medications, and illicit substances. Generally speaking, this policy refers primarily to illicit substances rather than prescription or over-the-counter medications. For more information on these classes of drugs, refer to the Medication Administration Policy . The term 'drug' in this policy also encompasses tobacco and vapes.
Staff	For this policy, 'staff' refers to all persons engaged with the School, whether in a paid or unpaid capacity. This includes both volunteers and contractors.

5. Policy statement

The School is committed to providing a safe environment for all of our students, staff and community members. We understand the importance of responsible service and consumption of alcohol and encourage those who drink to do so responsibly.

The purchase, possession, consumption or distribution of drugs (including tobacco and vapes) or alcohol by students is strictly prohibited while engaged with, or present at the School.

An exception for the consumption of alcohol is made for the School's Leaver's Dinner, as outlined below. Outside of this singular exception, students are not permitted to be under the influence of alcohol while on school property or while representing the School.

Consumption of alcohol by staff is permissible only at approved work-related functions.

Staff responsibilities

Drugs and alcohol can impair both mental and motor function, and affect coordination and judgement. They impair the ability to respond quickly in emergencies, and can greatly reduce an individual's fitness for work.

The School's expectations are that:

- no staff member, volunteer or contractor shall attend the workplace under the influence of illicit drugs;
- staff under the influence of prescription or over-the-counter medication will consider the potential implications and side effects of that medication their ability to perform their normal work duties, and take personal leave if and as required;
- no staff member or volunteer shall attend the workplace under the influence of alcohol; and
- alcohol will not be consumed in the workplace, except where a staff member or volunteer is attending an approved function.

Tobacco and vapes are not permitted at School sites, services, events and functions, and must not be used by staff at any time on School property, at School associated events, or in the presence of students.

Where alcohol is supplied at a workplace function (whether held on-site or externally), it should be served and consumed responsibly. Alcohol must not be supplied to individuals who exhibit obvious signs of intoxication.

Staff are responsible for their own conduct in respect to the consumption of alcohol and are encouraged to drink responsibly. Staff must:

- not consume alcohol to excess at work functions;
- not drive, or operate plant or equipment while under the influence of alcohol;
- co-operate with other staff, where action is taken to implement this policy on the School's behalf; and
- report any incidents involving the misuse of alcohol in the workplace.

Student responsibilities

Students of The Hutchins School must not:

- purchase, possess, distribute, consume or partake in illicit drugs (including tobacco and/or vapes) or alcohol on school premises, or at functions, excursions, camps, and sporting events, when representing the School, when wearing school uniform, or in transit to or from school-related events; and
- present under the influence of illicit drugs or alcohol while on School property, or when representing the School.

Tobacco and vapes are not permitted at School sites, services, events and functions, and must not be used by students at any time on School property, or School associated events.

The consumption and possession of prescribed and/or over-the-counter medications is permitted within the limitations placed upon them by the School's [Medication Administration Policy](#).

The only exception to student responsibilities regarding alcohol applies to the School Leaver's Dinner. During this function, students (over the age of 18) are permitted to consume alcohol responsibly, under the direct supervision of their parents/carers and staff.

Responsibilities: The Hutchins School

It is the responsibility of the School to ensure that:

- all students receive age-appropriate health, drug and alcohol education to enable and support them to make informed choices and to minimise the harm associated with drug and alcohol abuse; and
- both staff and students are provided with information regarding counselling and support groups where drug or alcohol-related problems arise.

Responsible service of alcohol

Before alcohol may be served at a school function, the function must be directly approved by the Principal, and the steps outlined in this policy in relation to the service of alcohol must be observed. The Principal is responsible for granting permission for functions to be held on or off school premises at which alcohol may be supplied or sold. The Principal is likewise responsible for ensuring that all requirements relating to the sale or supply of alcohol (as detailed in the liquor licensing laws) are met, including laws relating to the responsible service of alcohol. Any

decision as to whether to permit the service of alcohol shall take into account issues related to the duty of care owed to both students and staff, community standards and expectations, and the reputation of the School.

Where the service of alcohol is permitted at a school function or on school premises:

- alcohol must be served responsibly;
- alcohol must not be served to a person who is noticeably intoxicated;
- the area in which liquor is to be supplied must be a discrete area with controlled access; and
- students attending an event where alcohol is being served must be appropriately supervised, and must not be served alcohol.

Dealing with excessive consumption of alcohol

Where a staff member or volunteer exhibits signs of intoxication, their manager must take steps to:

- request that the staff member or volunteer leave the work site;
- stop the service of alcohol (if the incident occurs during a work function);
- arrange transport home where it is considered unsafe for the staff member to make their own way home; and
- create a record of the incident as soon as practicable.

Staff found in violation of this policy may face disciplinary action up to and including termination.

Where a student exhibits obvious signs of intoxication, staff must take steps to:

- isolate the student from their peers in a calm and controlled manner (wherever possible) or, where this is not possible, and an impaired student refuses to co-operate and/or becomes agitated, ensure that any other students within the immediate vicinity are removed from harm and attempt to calm the student until such time as other staff members are able to provide assistance;
- ask the student to accompany them to their Head of School's office; and
- contact the Principal or other appropriate senior member of staff to inform them of the situation.

The staff member shall then make an assessment of the student's condition and take appropriate action. This may include contacting the student's parents or carers to inform them of the incident and request that they remove the student from school grounds. Where a student acts in an aggressive or threatening manner, Tasmania Police may be contacted.

Students found in violation of this policy will face disciplinary action under the School's [Behaviour Guidance policies and procedures](#) and/or the [Enrolment and Exclusion Policy](#).

Managing drug or alcohol-related incidents

Staff are expected, when managing drug or alcohol-related incidents, to:

- follow the steps set out in this policy when dealing with a staff member or student that they believe may be under the influence of alcohol;
- take steps to ensure their own safety, and the safety and welfare of students from both known and reasonably foreseeable risks of harm or injury related to the consumption of drugs or alcohol; and

- ensure that the Principal (or another senior staff member) is informed if they have reasonable grounds to suspect that a staff member or student is involved in drug or alcohol-related behaviour.

Senior staff are expected to keep records of all drug or alcohol-related incidents and to provide them to HR, as required under the [Records Management Policy](#).

Implementation of this policy

This policy is implemented through a combination of:

- staff training;
- student education (via ongoing age-appropriate alcohol education programs, integrated into classroom learning);
- the development of a drug and alcohol-safe culture, by promoting student awareness of drug and alcohol abuse;
- effective incident notification procedures; and
- the initiation of corrective actions where required.

6. Supporting/related documents

[Code of Conduct](#)

[Practice and Behaviour Standards](#)

[Enrolment and Exclusion Policy](#)

[Safeguarding Children Reporting Policy](#)

[Medication Administration Policy](#)

[Safeguarding Children and Young People Policy](#)

[Performance Management Policy](#)

7. Record keeping

This policy is to be kept for three (3) years until review except where legislative or organisational change demands otherwise.

The master copy is kept in [SharePoint Online](#) in read-only PDF form. All printed copies are uncontrolled.

8. Policy owner

Principal

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	Policy & Compliance Manager	Combined Alcohol Policy (staff), Alcohol Policy (students) and Service of Alcohol Policy into a single document. Minor textual changes and revisions made for clarity.	1/3/2021
1.1	Policy & Compliance Manager	Minor textual review. Renamed policy to 'Drug and Alcohol Policy' (rather than 'Consumption and Service of Alcohol Policy'). Added information regarding tobacco and vapes. Replaced 'Headmaster' with 'Principal'.	01/05/2024