PROHIBITED SUBSTANCES POLICY

Harrisdale Senior High School is committed to fostering a safe and healthy learning environment. This policy provides clear guidelines regarding the possession and use of prohibited substances to support students in leading physically and mentally healthy lifestyles

HARRISDALE SENIOR HIGH SCHOOL PROHIBITED SUBSTANCES POLICY

1. POLICY STATEMENT

Harrisdale Senior High School is committed to fostering a safe and healthy learning environment. This policy provides clear guidelines regarding the possession and use of prohibited substances to support students in leading physically and mentally healthy lifestyles.

A prohibited substance refers to any substance—legal or illegal—not permitted to be possessed or consumed on a Department of Education school site. This includes, but is not limited to, cigarettes, e-cigarettes (vapes), alcohol, illicit drugs, and certain prescription medications.

2. POLICY SCOPE

The issue of prohibited substances is complex and influenced by multiple factors. This policy is part of the broader community response and aligns with Harrisdale Senior High School's commitment to student wellbeing, including education on healthy lifestyles, diet, exercise, and sleep.

A dedicated committee comprising parents, students, staff, and community representatives developed this policy as part of the school's overall Health Policy.

3. DEFINITIONS

For the purposes of this document, a prohibited substance is any substance other than food and water that, when taken into the body, alters its function physically and/or psychologically. Examples include:

- Illicit drugs
- Non-prescribed pharmaceuticals
- Alcohol
- Tobacco products
- Vaping products
- Energy drinks
- Solvents

4. PROCEDURES

Harrisdale Senior High School:

- Implements prevention, education, intervention, and sanction strategies for prohibited substance use.
- Adheres to the administrative requirements of the Department of Education.
- Complies with state and federal laws.
- Aims to educate students on leading physically and mentally healthy lifestyles.

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4.1 Education Program

Harrisdale Senior High School provides students with knowledge and strategies to respond to prohibited substances through:

- A whole-school, cross-curricular approach promoting abstinence and/or harm reduction.
- Support systems, including counselling for students and parents.
- Parent information sessions on prohibited substances.
- Health Education programs in Years 7-10 focusing on the negative impact of substance use.

4.2 Cigarettes / E-Cigarettes

Smoking, vaping, possession of smoking devices, or being in the company of smokers/vapers is a serious offence in a school context.

Consequences for all offences:

- Student referred to the Student Services Manager.
- Parents/caregivers notified.
- Formal suspension.
- Anti-Vaping Toolkit used for education.

Repeated offences may result in increased penalties, including suspension of up to ten days and/or external counselling. These penalties will be determined at the discretion of the principal.

4.3 Alcohol/ Illicit Drugs/ Prescription Drugs/ Solvents

Possession or consumption of these substances will result in immediate and significant disciplinary actions.

Consequences for all offences:

- Referral to Student Services Manager and/or Community Health Nurse.
- Student safety ensured (ambulance called if necessary).
- Parents/caregivers notified and required to collect the student immediately.
- Police contacted for further advice/direction.
- Formal suspension.
- All confiscated substances will be disposed of under police direction.

These consequences will be determined at the discretion of the principal.

Where selling and/or supply of drugs is suspected:
If a student is suspected of distributing prohibited substances:

- The police will be immediately involved.
- Parents will be contacted to be present during questioning/searching where possible.
- If selling or supplying is confirmed, a 10-day suspension will be imposed.
- Repeat offences may result in exclusion proceedings.

This policy applies to all school events, on and off-site.

These consequences will be determined at the discretion of the principal.

5. PROCESS FOR INTERVENTION

When a student's behaviour indicates a health and safety risk, additional sanctions may apply. Students facing sanctions will have access to external support services as part of the re-entry process.

5.1 Suspension

- Possession, distribution, or being under the influence of a prohibited substance results in suspension and potential police involvement.
- In cases of denial, parents may provide medical evidence to dispute claims.
- An inter-agency approach may be used involving police, community drug service teams, and allied health agencies.

5.2 Work Readiness and Safety

Students must be substance-free for school and work placements. Non-compliance may result in removal from programs.

5.3 School-Based Support

Support is available from:

- House Coordinators
- Heads of Year
- Psychologists
- Youth Support Officers
- Chaplains
- First Aid Officers

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5.4 Medical and Prescription Drugs

- Students are encouraged to take prescribed medication at home where possible.
- Parents must provide a completed Form 3 - Medication Administration for any medication to be administered by staff.
- Only a one-day supply of medication is allowed at school (except liquid antibiotics/eye drops).
- Medications must be clearly labelled with student details and dosage.
- Medications may be stored with the First Aid Officer when documented and Medication Administration is completed using a Form 3.
- Staff cannot administer prescribed or over-the-counter medication without prior parental consent.

Asthma & Allergy Management:

- Students with asthma should carry reliever medication at all times. Ventolin and spacers are available at the First Aid Office and Physical Education Department.
- Students with EpiPens must ensure they are in-date and carry them daily.
- Parent must provide up-to-date management plans for the student to the school.

Camps and Excursions:

- Parents must provide a completed Form 3 - Medication Administration for any medication to be administered by staff.

RELATED DOCUMENTS

- Department of Education Policies
- Student Behaviour in Public Schools Policy
- Duty of care for Public School students
- Whole School Drug Education Plan (SDERA)
- Occupational Health and Safety
- Manage student health care needs and medication
- Manage storage of medication

Would you like further information?

Head to the School Drug Education and Road Aware website below. Here you will find access to different supports that you may need.

SDERA
SCHOOL DRUG EDUCATION AND ROAD AWARE

Information and Support - Alcohol & Drug Support Service | SDERA

In case of emergency

- Police: 000 in emergencies or 131 444 to report an incident
- Sexual Assault Resource Centre 24 Hour Emergency Line: 9340 1828 or freecall from landlines 1800 199 888
- Lifeline suicide and crisis support: 13 11 14
- Suicide callback service 1300 659 467
- beyondblue 1300 22 4636
- Kids Helpine 1800 55 1800
- Go to the nearest emergency department

RESPONSIBLE STAFF MEMBER/S	
POLICY MANAGER	PRINCIPAL
RESPONSIBLE STAFF	ASSOCAITE PRINCIPALS and STUDENT SERVICES MANAGERS
APPROVAL AUTHORITY	SCHOOL BOARD, APRIL 2ND 2025
NEXT EVALUATION DATE	

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VERSION 2025 T1