



Cedarwood School

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DRUGS, ALCOHOL & SUBSTANCE ABUSE POLICY

This policy must be read in conjunction
with the POPIA Manual

1. Purpose of this Policy:

To provide guidance on how to deal with drugs, alcohol and substance abuse.

2. Policy guidelines

- 2.1. No alcohol may be brought onto school premises by teachers or pupils, except if it is to be used at official functions approved by the Principal.
- 2.2. Drugs may not be brought onto the school premises, except for drugs prescribed by a physician. Pupils are to inform their educators of what prescription drugs they are using. Educators and staff are to inform the Principal of prescriptions they are using.
- 2.3. No alcohol or drugs, unless prescribed by a physician, may be consumed by a pupil on school premises or during outings, excursions, tours and camps.
- 2.4. No educator or staff member may consume alcohol or drugs not prescribed by a physician on school premises at any stage or when in the presence of pupils.
- 2.5. Pupils affected (directly or indirectly) by alcohol or drug abuse will be afforded counselling by the school (funds permitting) and parents input and support will be required.
- 2.6. The sale of alcohol and drugs to minors is illegal. Legal and disciplinary steps will be taken against offenders selling or giving drugs or alcohol to minors.
- 2.7. Educators, staff or pupils who are under the influence of alcohol or drugs and who attend school or school functions where minors are present will be subject to disciplinary procedures.
- 2.8. Being under the influence of alcohol and drugs not prescribed by a physician on school premises is considered a serious misconduct and will be subject to disciplinary procedures.
- 2.9. Substance abuse in the sporting arena at our school will not be tolerated.
- 2.10. The school reserves the right to search staff and pupils. They also reserve the right to perform routine drug tests.

3. Guiding Principles of Drug Testing at Cedarwood School

- 3.1 Cedarwood School recognizes that drug abuse poses a significant health problem for students, detrimentally effecting overall health, behaviour, learning ability, and the total development of each individual. As such, the school will be engaging in random drug testing every few months to ensure that we continue to look after the health and well-being of our learners.
- 3.2 Drug testing is supported by the school Code of Conduct, the Drugs, Alcohol and Substance Abuse Policy and the South African Schools Act. The process or procedure which will be followed is in line with the Department of Education regulations, Department of Basic Education (2013), Guide to Drug Testing in South African Schools, Pretoria. It is policy not to condemn learners but to support those who need help. Where possible, the process will be managed in a way that least impacts on the learner's school career. The approach will be one that is non-judgmental and non-disciplinary.

4. Drug Testing Process

4.1 The Pre-test Process

- 4.1.1 Learners will be identified for drug testing by the School Based Support Team, either by random selection or based on suspicion.
- 4.1.2 Learners whose parents have indicated that they would prefer for their children to be excluded from the process, will not be included in the selection pool. Parents would have to have provided written communications which indicates their position, that the child should be omitted from any testing processes.
- 4.1.3 Learners who have been selected for the process will be given pre-counselling as to the nature of the testing process by one of the school's educational psychologists.
- 4.1.4 Learners will also be given an opportunity to indicate if they have participated in any activities which might have negative influence upon their sample.

4.2 The Testing Process

- 4.2.1 The test will be conducted by a person of the same gender as the learner, in the presence of an adult witness of the same gender as the learner, and out of sight of any other person (staff bathrooms to be used).
- 4.2.2 The testing kit will be opened in the presence of both the learner who is about to be tested and the witness.
- 4.2.3 The principal or another management member will remove the drug-testing device from the sealed packaging in the presence

of the learner and the witness.

- 4.2.4 The principal or another management member will, in the presence of both the learner and witness, read the information contained in the package insert of the testing device before the test is conducted. (Urine sample testing).
- 4.2.5 The test will be conducted as prescribed in the package insert.
- 4.2.6 The learner will first be asked if they have taken any medications.
- 4.2.7 The person conducting the test will be wearing latex gloves.
- 4.2.8 The learner will be required to provide a sample of urine.
- 4.2.9 The principal or another management member will then test the urine using the testing device according to the method specified in the insert. The package insert of each device indicates how the result of that test is to be interpreted.
- 4.2.10 The 5-drug multi test will be used, testing cocaine, tik (methamphetamine), ecstasy (amphetamine), heroin (opiates), marijuana (tetrahydrocannabinol).

4.3 The Post-test Process

- 4.3.1 In the event your child does test positive to any of the aforementioned substances, the school will request that the parents please obtain independent results from an external professional who is suitably qualified to conduct such a test within 48 hours.
- 4.3.2 The principal or another management member will provide assistance in recommending the best possible course of rehabilitation and will provide the learner and parents with contact numbers of professional help that can be obtained.
- 4.3.3 An appropriate agreement for rehabilitation will then be drafted by Cedarwood School, and signed by the learner, the parent/guardian and the principal/management member.

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
22 Aug & 1 Sept 2015	None	D van Wyk
24 Aug 2016	Pg 1. Point 10 added	R. da Cruz
14 Sep 2017	Added 3. 'Guiding Principles of Drug Testing at Cedarwood School'	M Jansen
14 Sep 2017	Added 4. 'Drug Testing Process'	M Jansen
14 Sep 2017	Removed 5 'Help and Support': The information is not helpful as it includes Cape Town contacts.	M Jansen
18/07/18	None	P Kotze
30/09/2019	None	P Kotze
11/09/2020	POPIA	Management
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09/10/2023	None	Management

