



# DRUG AND ALCOHOL MANAGEMENT POLICY

## 1 RATIONALE

Minaret College is committed to a zero tolerance of alcohol and illicit drugs in our working environment. We uphold the Islamic principles whereby the consumption of alcohol and use of illicit drugs is prohibited.

The scope of this document applies to:

- Staff, Students, Contractors and Visitors of Minaret College;
- Bus drivers and bus operating companies for Minaret College students.

## 2 POLICY

To ensure the health, safety and welfare of all parties and the provision of educational services are not undermined or disrupted:

- Staff, students and bus drivers must not attend Minaret College or represent Minaret College if:
  - they have consumed alcohol;
  - they have taken any illegal drugs;
  - they are adversely affected by prescription or non-prescription drugs.
- Alcohol and illegal drugs are not to be consumed in any school facility, such as class-rooms, school grounds, sports ovals, buses managed by the College and College cars;
- Prescription and non-prescription medication may only be taken by students during school hours or school activities in compliance with our Medication Administration policy;
- Staff must not misuse prescription or non-prescription medication, and must not attend school if their performance is adversely affected by medication;
- Staff and students are encouraged to seek assistance if they require support in dealing with a drug or alcohol problem;
- Minaret College will provide support through an internal counselling program to a student when there are concerns regarding their use of alcohol or drugs;
- Bus drivers will inform their treating health practitioner or pharmacist that they are undertaking bus safety work when being prescribed medications
- Contractors must not commence or continue work on any Minaret College premises or work commissioned by Minaret College if:
  - they have consumed alcohol;
  - they have taken any illegal drugs;
  - they are adversely affected by prescription or non-prescription drugs.

### **3 RESPONSIBILITIES**

Everyone associated with Minaret College is required to:

- Comply with the zero tolerance policy on alcohol and illegal drugs, and not perform work if adversely affected by prescription or non-prescription drugs;
- Report any incident involving the misuse of alcohol or prescription, non-prescription, or illegal drugs by staff, students bus drivers, or contractors;
- Staff are required to advise their Managers/Head of School if taking any medication which may affect their performance;
- Under no circumstance are the bus drivers allowed to drive a vehicle while under the influence of drugs and/or alcohol;
- The bus contractors are to provide Minaret College with the contractor's drug and alcohol policy and enforce its compliance.

### **4 RESPONDING TO SUSPECTED DRUG OR ALCOHOL INCIDENT**

Actions to be undertaken when reported of drug and alcohol by respective staff:

1. Where there are reasonable grounds to conclude that a staff member, contractor or bus driver is impaired by alcohol or drugs, direct that staff member to cease work immediately. Where it is considered unsafe for the individual to make their own way home, transport should be arranged.
1. Report any incident involving the misuse of alcohol or prescription, non-prescription, or illegal drugs by staff and students to the Head of School or Head of Campus.
2. Report any incident involving the misuse of alcohol or prescription, non-prescription, or illegal drugs by bus drivers to the Administration Manager;
3. Report any incident involving the misuse of alcohol or prescription, non-prescription, or illegal drugs by contractors to the Administration Manager.
4. Where it has been determined on reasonable grounds that a staff member attended the College or College function while impaired by alcohol or drugs, then they should be:
  - a. Directed to undertake assessment by their medical practitioner for the effect of the prescription medication on their ability to safely perform their duties; and/or
  - b. Directed to undertake counselling; and/or;
  - c. Issued an official warning, caution, suspension, dismissal or other disciplinary action under Minaret College's staff policy;
  - d. If appropriate, the matter will be referred to police.
5. Where a staff member has been encouraged to seek assistance for an alcohol problem but fails to do so and their actions impact on the safety of other staff or students or the performance of their duties in any way, Minaret College will commence disciplinary action according to the Staff Discipline policies and procedures.
6. Where it has been determined on reasonable grounds that a bus driver or contractor was under the influence of alcohol or drugs, then they will not be allowed to return to work for Minaret College, in the absence of extenuating circumstances. If appropriate the matter will be referred to police.

## **5 DEFINITIONS**

The policy applies the following:

- All relevant legislation, regulations and standards must be followed in relation to alcohol and the use of prescription, non-prescription, and illegal drugs in the workplace;
- All bus drivers contracted by Minaret College are considered to be undertaking bus safety work, as defined by the Bus Safety Act 2009 (Vic).
- Contractors include all service companies providing contracted services to Minaret College.

## **6 IMPLEMENTATION**

This policy will be communicated to all students, staff, contractors and bus operators and bus drivers on an ongoing basis.

## **DOCUMENT CONTROL**

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