



Policy Name	ALCOHOL, TOBACCO, ILLICIT DRUGS AND DRUG TESTING POLICY (YP)		
Purpose	<p>The purpose of this policy is to prevent the use of alcohol, tobacco and/or illicit drugs by young people whilst attending school or at College-related activities (including work placements) through the minimisation of harm and the provision of a supportive environment. The policy will:</p> <ul style="list-style-type: none"> • Ensure that everybody is aware of expectations of the AITC and how the AITC will respond • Provide a safe environment by minimising hazards associated with inappropriate use of illicit drugs • Identify the AITC's role as a preventative environment while also providing clear strategies for rehabilitation in the case of a breach of policy 		
Scope	All AITC Young People (including those aged 18 and over)		
Policy Category	Education		
References	<ul style="list-style-type: none"> • <i>Tobacco and Other Smoking Products Act 1998 (Qld)</i> • <i>Liquor Act 1992 (Qld)</i> • <i>Therapeutic Goods Act 1989 (Qld)</i> • Poisons Standard October 2019 • Australian Privacy Principles • Illicit Drug Screening Consent Form • Administration of Medication Policy • Behaviour Management and Discipline Policy • AITC Enrolment Contract • AITC Privacy Policy • Australian Standard 4760-2019: Procedure for specimen collection and the detection and quantification of drugs in oral fluids 		
Status	Approved	Supersedes	All previous versions
Authorised by	CEO	Date of Authorisation	4 May 2021
Review Period	2 year	Next Review Date	Term 1 2023
Policy Owner	Head of Industry Education		

ALCOHOL, TOBACCO, ILLICIT DRUGS & DRUG TESTING POLICY (YP)

Definitions

College-related activities	<p>Includes while young people are in attendance at the College campus for education, attending school camps or excursions arranged by the College, or any other event facilitated by the AITC (e.g. Roof Shout, awards evenings).</p> <p>This does not include while young people are in attendance at TAFE, during their work experience or industry placements and where AITC employees are not in attendance or in a supervisory role.</p>
Confirmed positive drug test result	When a provisional positive drug test sample is confirmed positive by a laboratory
Drugs	Any substance which affects physical or mental functions. Drugs include a range of materials, some of which are legal in our culture although prohibited from use at the College. Includes, but is not limited to, alcohol and tobacco and e-cigarettes/vaping and prescription medication that is not currently prescribed to the individual.
Drug testing	Drug screening process carried out at the AITC to indicate use of illegal drugs, as well as drug screening programs that may in be in place at host employer worksites during Industry block

Illicit drugs	Drugs which are illegal to make, sell or use under Australian Law, or the misuse or non-prescribed use of prescription drugs (also called pharmaceuticals), or the inappropriate use of other substances e.g. sniffing glue
Misuse of Medication	Refers to the use of over-the-counter and/or prescription medications for purposes not prescribed or intended including dosage, timing or duration of use, or use by someone other than the prescribed person
Provisional positive test result	A positive test result returned from a young person where a drug test is conducted by a certified AITC employee on campus but is not yet confirmed by a laboratory; referred to as a 'non-negative' result in the Australian Standard
WHS Incident	An unexpected, or unwanted event or occurrence. Includes work, health and safety incident types such as near miss, property damage, injury, and environmental

Policy

The AITC has a zero-tolerance policy towards the use, possession, sale or distribution of alcohol, tobacco and/or illicit drugs (including related instruments) whilst on campus or participating in any College-related activities.

The use of drugs by any AITC young person (even if over the age of 18) is an issue of safety, which can endanger the lives of both the individual and the team of people they are working with.

Drug Testing Principles

The AITC's position with respect to illicit drug use, and the testing of young people for illicit drug use, is based on the following principles:

- Illicit drug use is sometimes a part of a larger wellbeing issue and as such will be dealt with compassionately, sensitively and professionally.
- It shares with parents/guardians and the wider community the responsibility to engage with young people to help them make informed decisions about drug usage.
- All responses to illegal drug usage will be given within the context of due regard for the needs and rights of the whole College community.
- Employees share with parents/guardians the responsibility for modelling appropriate drug usage both in and out of College.
- The College will educate young people and parents/guardians on this policy and its implications throughout the tenure of their enrolment.
- Should a young person return a Confirmed Positive Drug Test Result, the College will provide the young person and their parents/guardians with information on available services to help with drug abuse (refer to [Queensland Government Drug Use: Support and Treatment](#)) and suggest that professional assistance is obtained. If a young person and their family does not obtain professional assistance in the first instance of a confirmed positive drug test, there will be no leniency provided to the young person for subsequent offences.

The AITC will conduct drug testing at all campuses to exercise our duty of care, and to ensure fitness for work and safety of our young people on industry placements.

Drug testing may be undertaken by the College in the following circumstances:

- Random drug testing throughout each term (frequency to be determined by the Campus Manager and in consultation with the Deputy Head of Industry Education (Region));
- Post-WHS Incident testing;
- Prior to attending industry placements to ensure fitness for work; and/or

- Testing for cause/suspicion (i.e. if the AITC, or an employer, becomes aware, or reasonably suspects, that a young person has illicit drugs at College or whilst participating in a College-related activity).

Young people may also be subject to drug and/or alcohol testing whilst completing their work experience training, placement or during the course of their employment as per the employer's workplace health and safety policies.

Cost of Secondary Testing

The AITC will bear the cost of undertaking drug testing and any required confirmatory testing as part of its commitment to safety and ensuring young people are fit and ready for employment. However, the College reserves the right to invoice parents/guardians the cost of a second round of testing (including preliminary and confirmatory testing) to verify that the young person is no longer impacted by illicit drugs.

Guidelines

Conducting Drug Testing

As a result of the AITC's genuine concern for the safety and welfare of each young person all young people enrolled will participate in a drug testing program using a saliva test kit.

Drug testing at the AITC is modelled on the Australian Standard 4760-2019 and will utilise the following principles:

- Testing shall be conducted in a private area on a one to one basis by a certified employee
- The individual being tested shall be provided with an explanation of the process and a consent form acknowledging and declaring the following:
 - That the young person consents to undertaking the drug test and has read and understood the Alcohol, Tobacco, Illicit Drugs and Drug Testing Policy
 - Any medications the young person is currently taking (as this may produce a provisional positive test result requiring further confirmation testing)
 - If the young person returns a provisional positive drug test, they have 24 hours to advise their parent/guardian before the College contact their parent/guardian
 - If the young person returns a provisional positive drug test, and is out in industry or due to go out into industry, the relevant employer will be advised that the young person is being recalled to the campus for personal reasons
 - If the preliminary screening returns a positive result, their specimen will be sent to a laboratory for confirmatory testing
 - If the young person refuses to undertake the test, their refusal will be deemed a provisional positive test result and disciplinary action will be taken.
- At the request of the young person being tested, a witness of his/her choice may be present
- A transparent chain of custody of the specimen shall be maintained
- All equipment used for testing will be purchased from a reputable supplier and testing equipment will be maintained to the manufacturer's specifications.

The relevant process for drug testing is detailed more comprehensively in the *AITC Illicit Drug Testing Procedure (YP)*.

Refusal to Provide Sample

Any refusal to sign the consent form, or provide a saliva sample for drug testing, will be considered a provisional positive test result. The College will immediately inform the parent/guardian of the refusal and commence disciplinary action as outlined in Schedule 1.

Employee Training

All AITC employees who are responsible for conducting drug testing will have successfully completed the nationally accredited unit of competency *HLTPAT005 Collect specimens for drugs of abuse testing*. The training will be delivered by a nationally recognised training provider and trained employees will undertake refresher courses every two (2) years to maintain currency in performing this work and updated on industry changes.

Responding to Drug Use, Possession and/or Supply

Drug use, possession and/or supply at the AITC is unacceptable and, when detected, will result in serious disciplinary consequences. The following process will be followed where an investigation is required (does not apply to drug testing process although a drug test may be undertaken to establish whether the young person is currently under the influence of an illicit drug):

- Once the AITC has established that there is a drug incident, the parents/guardians of the young person/s concerned will be informed immediately
- Where a number of young people are involved, they will be isolated where possible during the College investigation. This will make it a private and discreet process for all young people involved.
- Unless given permission by the young person, AITC authorities cannot search young persons' possessions for suspected drugs (refer to 'Searching and Confiscating Property' below).
- Due to the seriousness of this kind of incident, the Campus Manager/Deputy Head of Industry Education (Region) or senior employee conducting an investigation will ask another employee to be present to take notes during the questioning. This also allows the employee asking the questions to give the matter their undivided attention.
- Accurate record taking is crucial. Writing up clear and direct records of the incident as soon as possible after the matter has passed may be very important in later enquiries.

Searching and Confiscating Property

Unless given permission by the young person, the AITC will not search young persons' possessions for suspected drugs. The AITC does reserve the right to keep the suspected possessions (e.g. a backpack) within their eyesight until a parent/guardian arrives, at which time the parent/guardian will be asked to undertake the search.

Drugs and/or drug related equipment will be confiscated by the AITC. When items have been confiscated, the AITC will take the following actions:

1. if the Police have been involved in the matter, the item/s will be given to them
2. if the item/s is inherently dangerous or the substance is illegal, the local Police station will be contacted to pick-up and destroy the items (this does not require a report to be made)
3. if neither of the scenarios above applies, the item/s will be given to the parent/guardian.

Reporting to Police

As an independent school, the AITC reserves the right to decide whether it is in the young person's and/or College community's best interests to report a drug incident to Police. The Head of Industry Education is ultimately responsible for making the decision whether the drug incident should be reported to Police and no reports should be made without their prior approval.

Record-keeping and Communication

The AITC will keep appropriate confidential records, monitor and report on any issues related to the use, possession, sale or distribution of alcohol, tobacco and illicit drug or related implements at the College or at College-related activities.

The Deputy Head of Industry Education (Region), in liaison with the Head of Industry Education, will consider the need to communicate the incident to employees, young people and parents/guardians, taking into account the privacy of the young people and family concerned, the Australian Privacy Principles and the duty of care the school owes to other young people.

Due to the sensitive nature of the information, a young person's drug test results will never be shared with an employer. Any communication with a young person's employer will be limited to a request that the young person returns to the College immediately for personal reasons.

Record-keeping will comply with the *AITC Privacy Policy*.

Misuse of Medication

Any misuse of over-the-counter or prescribed medications will be treated as a breach of this policy (see section below "Breach of Policy").

The proper use of prescription medication is be governed within the limits of the *Administration of Medication Policy*.

Breach of Policy

Breaches of this policy are in violation of the Enrolment Contract and Young Person Code of Conduct and will be handled in accordance with the *Behaviour Management and Discipline Policy*. Breaches of this policy specifically relating to drug use and testing will be also handled in accordance with the disciplinary actions outlined in Schedule 1.

Schedule 1

STEP	DISCIPLINARY ACTION	
	IN INDUSTRY BLOCK	IN EDUCATION BLOCK
Provisional positive test result	*Young person removed from going to industry until results received from confirmatory test Young person will be present on campus but retested in 3-4 weeks	*Young person is to remain on campus but retested in 3-4 weeks
Provisional positive test result but young person declared they were on medication (known to produce an incorrect result) prior to taking test	*Young person stays in industry until confirmation	*Young person remains in AITC Education Program on campus until confirmation
Confirmed positive test – first instance	*Young person removed from industry until a negative saliva test result is produced Non-conformance letter issued by Deputy Head of Industry Education (Region)	*Young person remains in AITC Education Program on campus until confirmation Non-conformance letter issued by Deputy Head of Industry Education (Region)
Confirmed positive test – second instance	*Young person removed from industry **Young person is expelled ***Discretion is advised based on exceptional circumstances such as parental influence, criminal activity in family life etc	*Young person removed from campus **Young person is expelled ***Discretion is advised based on exceptional circumstances such as parental influence, criminal activity in family life etc
Confirmed negative test	All disciplinary action revoked; confidential notes updated; parent/guardian advised	All disciplinary action revoked; confidential notes updated; parent/guardian advised

**Campus Manager in discussion with Deputy Head of Industry Education (Region) has ultimate discretion to apply disciplinary action as they see fit.*

*** If a young person does not obtain professional assistance in the first instance of a confirmed positive drug test, there will be no leniency provided to the young person for subsequent offences.*

****Campus Manager and Deputy Head of Industry Education (Region) to liaise with Head of Industry Education.*