



Ministry of Education, Heritage & Arts

SCHOOLS POLICY AND PROCEDURES

DRUGS AND SUBSTANCE ABUSE IN SCHOOLS

Version Control – Final Version of 08th July, 2020

1. Purpose

1.1 The purpose of this policy is to provide a framework for the prevention, intervention and elimination of the use and abuse of legal and Illegal Drugs and Substances in Schools.

2. Definitions

- 2.1** Ceremonial Purposes means a gathering such as the welcome of dignitaries such as the President, Prime Minister, Minister, Permanent Secretary, Ambassador, High Commissioner and Guests of very high status.
- 2.2** Child is a biological or adoptive son or daughter.
- 2.3** Counsellor/ Alcohol and Other Drug (AOD) Counsellor is a person with a tertiary qualification in counselling.
- 2.4** Compromised Situation means when a Student is drunk or intoxicated by Drugs or illegal Substances.
- 2.5** Drug means any Substance with the exception of food and water, which, when taken into the body, alters its function physically and psychologically. It includes all legal and Illegal Drugs.
- 2.6** Drug Free means a condition at a particular designated period in which a person or the School/Government Premises or environment has been rid of Illegal Drugs and or abuse of legal Drugs.
- 2.7** Drug-Related Incident means an occasion involving alcohol, tobacco and or other Drug use; and/ or the possession of a Drug or Drug-related equipment, including bongos, pipes, and syringes (except for legal medical use).
- 2.8** Drug-Related Problems is a comprehensive term that describes all problems associated with Drugs, including those that arise from personal use and abuse by another person or persons.
- 2.9** First Aid is the help given to a sick or injured person until full medical treatment is available.
- 2.10** Government Premises means any setting and or building used, occupied by or under the jurisdiction of the Government of Fiji.
- 2.11** Guardian includes a person who has been granted (whether alone or jointly with another person or other persons) guardianship of a Child under the law, or by the Child's Parents.
- 2.12** Illegal Drugs means illicit or unlawful Drugs listed in Schedule 1 of the *Illicit Drugs Control Act 2004* see Annex B.

- 2.13** Kava is a general term to describe the drink prepared from the different parts of the pepper plant *piper methysticum*.
- 2.14** MEHA is the Ministry of Education, Heritage and Arts.
- 2.15** MEHA Staff includes any personnel employed by the Ministry of Education, Heritage and Arts under a contract of service.
- 2.16** Official Function refers to any activity in which dignitaries such as the President, Prime Minister, Minister, Permanent Secretary, Ambassador, High Commissioner and guests of very high status is/are a part of.
- 2.17** Parent is the biological or adoptive mother or father of a Child.
- 2.18** Psychoactive Drug a Substance that affects the central nervous system of the user and alters the mood, perception and consciousness. Psychoactive Drugs can be categorised as depressants, stimulants and hallucinogens. Some Drugs do not fit neatly into any one of these categories and are grouped as "others".
- 2.19** SAAC is the Substance Abuse Advisory Council.
- 2.20** School is a facility registered/recognised as a School with/by the MEHA.
- 2.21** School Community includes the Parents, Teachers, Students, old scholars and all the active participants in the School's affairs.
- 2.22** School Drug Policy is a set of brief statements outlining the school community's agreed position on, and accepted procedures, for dealing with Drug related issues, consistent with this policy.
- 2.23** School Environment refers to the whole premises and ground officially under the jurisdiction of a School.
- 2.24** School Function refers to any activity that requires authorisation, and/or has been given the appropriate approval by MEHA and/or respective School authority for implementation.
- 2.25** School Premises refers to the place of instruction - buildings, grounds, sites and properties within the jurisdiction of a School, except Teacher's quarters.
- 2.26** School Head is a person employed as a School Head in a School.
- 2.27** School Management Committee is the controlling authority of a School as required by section 12 of the *Education Act 1966*.
- 2.28** Smoke Free means a defined area in which tobacco, e-cigarette or any other Drug-related activity is prohibited.

2.29 Solvents/Inhalants are Substances that give off vapour at room temperatures, Example are glue, benzene, correction fluid, thinner, polish remover, paint remover.

2.30 Student means a person of any age for whom education is provided in a School.

2.31 Substance includes:

2.31.1 any liquor, Psychoactive pharmaceutical or Illicit Drug

2.31.2 any volatile substance such as petrol, certain fluorocarbons and anabolic steroid, or

2.31.3 any other chemical that changes the mental state and may be abused by a person to achieve that effect

2.32 Substance Abuse means Drug use, dependence on a Drug or using other Substances leading to effects that are harmful to the user's physical and mental health, or the welfare of others.

2.33 Substance Abuse Advisory Council Act is the legislation (ACT No 25 of 1998) which established the Substance Abuse Advisory Council defines its functions and powers and provide for related matters.

2.34 Synthetic Drugs/Designer Drugs are Drugs or Substances designed in laboratories to mimic the pharmacological effects of a controlled Drug designed by manufacturers who slightly alter the molecular structure to avoid being classified as Illegal Drugs.

2.35 Teacher is any person employed as a Teacher in a School.

2.36 Ward is a Child a Guardian has charge of.

3. Policy Statements

3.1 All MEHA Schools are to be Smoke Free and free of Illegal Drugs. The MEHA does not permit the possession, consumption, promotion, distribution, or sale of any Illegal Drugs nor abuse of legal Drugs, such as Kava.

3.2 Kava may be used for Ceremonial Purposes or Official Functions only.

3.3 MEHA Staff are strictly prohibited from drinking Kava, alcohol or any other Illegal Drugs or Substances on School/ Government Premises during office hours and will be referred for disciplinary action if discovered doing so.

3.4 Students must have a valid authority for possessing medications in School e.g. a doctor's prescription.

3.5 Students using or abusing, dealing, in possession of, producing or transporting legal Drugs and/or Substances within the School compound to be disciplined using MEHA disciplinary policies.

- 3.6** Students or MEHA Staff who use, abuse, dealing, in possession, transporting, Illegal Drugs within School Premises will be reported to the Police.
- 3.7** Students who are victims of Substance Abuse or addiction or involved in Drug-Related activities should complete professional Counselling. This may be conducted by SAAC Counsellors or other Counsellors approved by the MEHA.
- 3.8** Parents/Guardians must give approval for the Counselling. If given verbally, it should be followed up in writing within 24 hours.
- 3.9** While Parents/Guardians may wish for religious or community leaders to provide guidance in such cases, the MEHA will only allow Counsellors to counsel Students. Religious or community leaders may provide moral support.
- 3.10** Schools should ensure that they obtain Parent/Guardian consent for medical assistance at least once a year, to ensure that any cases of Drug or Substance Abuse requiring medical intervention can be acted upon legally.

3.11 Injuries and Deaths

- 3.11.1** Any injuries to/deaths of MEHA Staff or Students are to be managed in accordance with the Accident Compensation Commission Fiji's established procedures for reporting Student or Employment accidents (see <http://www.accf.com.fj/Employment-and-School-Accidents>).

3.12 Compliance and Audit

- 3.12.1** Audits will be conducted by the Policy Owner to assess compliance with this policy.
- 3.12.2** MEHA staff who breach with this policy may be subject to disciplinary action.

3.13 Delegation

- 3.13.1** All duties in the policy may be delegated, in writing. However, responsibility for a policy requirement being undertaken rests with the individual named in this policy.

4. Procedures

4.1 Intervention and Eradication

- 4.1.1** The following intervention procedures are designed to address alcohol, tobacco and other Drugs and Substance-related problems to ensure the health and wellbeing of all parties concerned are represented. All intervention guidelines conform to legal requirements.

4.2 Legal Drugs and Substances (e.g. Medications, Kava, Alcohol, Inhalants)

- 4.2.1** In case of suspected Drug or Substance Abuse, respond to the Student's immediate safety.

4.2.1.1 If a Student is in possession of medication, check for a prescription to ensure there is no valid reason for the Student having the Substance.

4.2.2 Organise and apply First Aid where necessary (follow normal School emergency procedures for medical issues). Parent/Guardian consent must be followed regarding medical treatment.

4.2.3 If in a Compromised Situation send a Teacher or responsible Student to seek immediate assistance from School administration. Student to be taken to the School sick bay or a place where he/she can rest while the school to inform the Parents/Guardians immediately.

4.2.4 If Student well enough - accompany the Student and take the Drug/Substance involved immediately to the School Head.

4.2.5 Inform the Parents/Guardians.

4.2.6 Follow the relevant *Policy in Behaviour Management in Schools*.

4.3 Illicit Drugs and Substances

4.3.1 Follow the procedures in paragraph 4.2. In addition:

4.3.2 The School Head contacts the Police, who will investigate the incident and to remove the Drug/Substance from the School premises for further testing.

4.3.3 The School Head submits a full report to the Permanent Secretary, Divisional Education Office and SAAC highlighting about the incident, procedures taken to address it and the recommended way forward. This is done within 24 hours.

4.3.4 Report the matter as required by the Ministry's *Child Protection Policy* and related procedures.

4.3.5 No disciplinary outcomes to be determined until after the analysis and a report is received from the government analyst. However, for the safety and welfare of other Students, the principal may suspend a Student who is under investigation for possession or use of Drugs in line with the *Policy in Behaviour Management in Schools*.

4.3.5.1 While on suspension, the Student is referred for Counselling. The Counsellor will make proper referral to other professional if need be based on further assessment.

4.3.5.2 In cases of death or injury to Students or staff: also follow the ACCF's established procedures for reporting Student or Employment accidents (see <http://www.accf.com.fj/Employment-and-School-Accidents>).

5. Key Search Terms

5.1Alcohol, Behaviour Management, Drugs, Inhalants, Liquor, Marijuana, Substance Abuse, Tobacco.

6. Review Arrangements

6.1This policy will be reviewed one year after approval by Honourable Minister.

Annexes

Annex A - Solvents and their Potential Health Effects on Humans

Annex B – Illicit Drugs – *Illicit Drug Control Act 2004*

Annex C - Relevant Legislation and Authorities

Approved for implementation



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Hon Rosy Akbar
Minister for Education, Heritage and Arts

Date: 17 / 7 / 20

Annex A

Solvents and their Potential Health Effects on Humans

SOLVENTS	CHEMICAL CONTENTS	MAJOR USES	EFFECTS ON HUMANS
<p>1) PAINT THINNER</p>	<p>Methanol</p>	<ul style="list-style-type: none"> · Paint Remover · Embalming Fluids · Inks · Duplicating Fluids 	<ul style="list-style-type: none"> · Headaches · Dizziness · nausea and blurred vision
<p>2) CORRECTIVE FLUIDS</p> <p>BENZENE</p>	<p>TRICHLOROETHANE</p>	<ul style="list-style-type: none"> · used as a solvent for chlorinated rubbers, fats, oils waxes and resins 	<ul style="list-style-type: none"> · Stinging and burning sensations and whitening of skin in human · acute short-term exposure to very high level of trichloromethane can cause death through cardiac arrhythmias and in one case massive liver damage. · sleeping, confusion and euphoria · headache, dizziness blurred vision · drowsiness, dizziness, headaches and unconsciousness in human · Death may result from exposure to very high levels of benzene · ingestion of large amount of benzene may result in vomiting, dizziness, convulsion and death in human

			<ul style="list-style-type: none"> · long term inhalation of benzene causes disorders in the blood in humans. · benzene specifically affects bone marrow (the tissue that produce blood cells) · Excessive bleeding and damage to the immune system (by changes in blood levels of antibodies and loss of white blood cells) may develop menstrual disorders and a decrease size of ovaries have been observed in women occupationally exposed to high levels of benzene · Increased, incidence of leukaemia cancer of the tissues that form white blood cells, has been observed in humans occupationally exposed to benzene.
<p>3) DUNLOP GLUE</p>	<p>Polyurethane contains TDI Toluene DI-Isocyanate</p>		<ul style="list-style-type: none"> · irritate all living tissues especially the mucous membranes of the eyes and the respiratory tracts · it will cause severe irritation and bring tears if liquid isocyanate is splashed in the eyes. · Vomiting, nausea and abdominal pain as well as breathing problems · if you breath too much TD, within minutes your throat will begin to burn and deep coughing fits and choking sensations may follow

central nervous system, depression

narcosis and unconsciousness

Ingestion

swallowing small amounts is not likely to produce harmful effects. Ingestion of large amounts may produce abdominal pain, nausea and vomiting

Aspiration into lungs can produce severe lung damage

Skin Contact

Cause skin irritation, redness, pain, drying and cracking of the skin

Eye Contact

vapours are irritating to the eyes.

		<ul style="list-style-type: none"> * a severe allergic reaction that can lead to a full blown asthmatic attack involving wheezing, great difficulty in breathing and a feeling of constriction to the chest. * at least 4 people are reported to have died from reaction to inhaling TDI
4) PVC GLUE	Ethyl Acetate	<ul style="list-style-type: none"> * the substance is toxic to mucous membranes, upper respiratory tract. * the substance may be toxic to blood, kidneys, liver and central nervous system (CNS) * repeated or prolonged exposure to the substance can produce target organs damage * causes irritation to the skin and eyes * talkativeness * boastfulness * slurred speech * slowed reaction time * dizziness * sightedness * reduced memory and concentration * rapid pulse * prolonged inhalation may affect behaviour the central nervous system and cause liver, kidney, lung and heart damage.
5) POLISH REMOVER	ACETONE	<ul style="list-style-type: none"> * Inhalation of vapours irritates the respiratory tract. * May cause coughing, dizziness, dullness and headaches * higher concentrations can produce

ILLICIT DRUGS

Schedule 1, Section 2 Illicit Drug Control Act 2004

This Schedule includes-

(a) the following illicit drugs, designated by their international non-proprietary names or the names used in international conventions in force;

(b) their isomers, unless specifically exempted, whenever the existence of such isomers is possible within the specific chemical or designation;

(c) their esters and ethers, unless specifically excepted, whenever the existence of such esters and ethers is possible;

(d) their salts, including the salts of esters, ethers and isomers, whenever the existence of such salts is possible;

(e) preparations of illicit drugs unless exempted by law.

PART 1 - DRUGS LISTED IN SCHEDULE IV OF THE CONVENTION ON NARCOTIC DRUGS 1961

Acetorphine	Acetyl-alpha-methyl-	Methyl -3fentanyl
Cannabis and	fentanyl	Methyl-3thio-
Cannabis resin	Alphacetylmethadol	fentanyl
Desomorphine	Alpha-methylfentanyl	MPPP
Etorphine	Beta-hydroxyfentanyl	Para-fluorofentanyl
Heroin	Beta- hydroxy-methyl-3-	PEPAP
Ketobemidone	fentanyl	Thiofentanyl

PART 2 - DRUGS LISTED IN SCHEDULE I OF THE CONVENTION ON PSYCHOTROPIC SUBSTANCES 1971

Brolamphetainine	Etryptamine	Parahexyl
Cathinone	Lysergide	PMA
DET	MDA	Psilocine, psilotsin
DMA	Mescaline	Psilocybine
DMHP	Methcathinone	Rolicyclidine
DMT	Methyl-4 anuinorex	STP, DOM

DOET	MMDA	Tenamphetamine
Eticyclidine	MDMA	Tenocyclidine
	N-ethyl MDA	Tetrahydrocannabinol
	N-hydroxy MDA	TMA

PART 3 - DRUGS LISTED IN SCHEDULE I OF THE CONVENTION ON NARCOTIC DRUGS 1961

Acetylmethadol	Ethylmethyl-	Normorphine
Alfentanil	thiambutene	Norpipanone
Allylprodine	Etonitazene	Opium
Alphameprodine	Etoxadine	Oxycodone
Alphamethadol	Fentanyl	xymorphine
Alphamethylthio-	Furethidine	Pethidine
fentanyl	Hydrocodone	Pethidine
Alphaprodine	Hydromorphinol	intermediate A
Anileridine	Hydromorphone	(4-cyano-1-methyl-
Benzethidine	Hydroxypethidine	4-phenyl-piperidine)
Benzylmorphine	Isomethadone	Pethidine
Betacetyl methadol	Levomethorphan	intermediate B
Betameprodine	Levomoramide	(4-phenylpiperidine-4-
Bethamethadol	Levophenacymorphan	carboxylic acid
Betaprodine	Levorphanol	ethylester)
Beztramide	Metazocine	Pethidine
Clonitazene	Methadone	intermediate C
Coca (leaf)	Methadone intermediate	(1-methyl-4-
Cocaine	(4-cyano-2-dimethyl-	Phenylpiperidine-

Codoxime	amino-4,4-diphenyl	4-carboxylic acid)
Concentrate of poppy straw	butane)	Phenadoxone
Dextromoramide	Methyldesorphine	Phenampromide
Diampromide	Methyldihydromorphine	Phenazocine
Diethylthiambutene	Metopon	Phenomorphin
Difenoxin	Moramide	Phenoperidine
Dihydromorphine	Morpheridine	Piminodine
Dimenoxadol	Morphine	Piritramide
Dimepheptanol	Morphine methobromide	Proheptazine
Dimethylthiambutene	and other pentavalent	Properidine
Dioxaphetyl	nitrogen morphine	Racemethorphan
l butyrate	derivatives	Racemoramide
Diphenoxylate	Morphine-N-oxide	Racemorphan
Dipipanone	Myrophine	Sufentanil
Drotebanol	Nicomorphine	Thebacon
Ecgonine, its esters and derivatives	Noracymethadol	Thebaine
	Norlevorphanol	Tilidine
	Normethadone	Trimeperidine

PART 4 - DRUGS LISTED IN SCHEDULE II OF THE CONVENTION OF NARCOTIC DRUGS 1961

Acetyldihydrocodeine	Ethylmorphine	Pholcodine
Codeine	Nicodicodine	Propiram
Dextropropoxyphene	Nicocodine	
Dihydrocodeine	Norcodeine	

PART 5 - DRUGS LISTED IN SCHEDULE II OF THE CONVENTION ON PSYCHOTROPIC SUBSTANCES 1971

Amphetamine	Methamphetamine	Phenmetrazine
Dexamphetamine	Methamphetamine racemate	Secobarbital
Fenetylline	Methaqualone	Zipeprol
Levamphetaminee	Methylphenidate	
Mecloqualone	Phencyclidine	

PARTY 6 - DRUGS LISTED IN SCHEDULE III OF THE CONVENTION ON PSYCHOTROPIC SUBSTANCES 1971

Amobarbital	Cathine	Pentazocine
Buprenorphine	Cyclobarbital	Pentobarbital
Butalbital	Glutethimide	Flunitrazepam

PART 7 - DRUGS LISTED IN SCHEDULE IV OF THE CONVENTION ON PSYCHOTROPIC SUBSTANCES 1971

Allobarbital	Ethinamate	Methylprylon
Alprazolam	Ethyl loflazepate	Midazolam
Aminorex	Etilamphetamine	Nimetazepam
Amphetamine	Fencamfamin	Nitrazepam
Barbital	Fenproporex	Nordazepam
Benzphetamine	Fludiazepam	Oxazepam
Bromazepam	Flurazepam	Oxazolam
Brotizolam	Halazepam	Pemoline
Butobarbital	Haloxazolam	Phendimetrazine
Camazepam	Ketazolam	Phenobarbital
Chlordiazepoxide	Lefetamine	Phentermine
Clobazam	Loprazolam	Pinazepam
Clonazepam	Lorazepam	Pipradrol

Clorazepate	Lormetazepam	Prazepam
Clotiazepam	Mazindol	Pyrovalerone
Clozazolam	Medazepam	Secbutabarbital
Delorazepam	Mefenorex	Temazepam
Diazepam	Meprobamate	Tetrazepam
Estazolam	Mesocarb	Triazolam
ethchlorvynol	Methylpheno-barbital	Vinylbital

PART 8 - OTHER ILLICIT DRUGS

Ketamine

Khat

Gamma-hydroxybutyrate (GHB)

Gamma-butyrolactone (GBL)

1,4-butanediol (tetramethylene glycol)

Anabolic and androgenic substances

Growth hormones

Cannabis fruit

Cannabis plant (whether fresh, dried, or otherwise) - that is, any part of any plant of the genus *cannabis* except a part from which all the resin has been extracted.

Cannabis seed

Cannabis oil

4-bromo 2,5 dimethoxyamphetamine (Bromo DMA)

Relevant Legislation and Authorities

- *Substance Abuse Advisory Council Act 1998*
- *Tobacco Control Act 2010*
- *Illicit Drugs Control Act 2004*
- *Liquor Act 2006*
- *Child Welfare Act 2010*
- *Crime Act 2009*
- Article 33 - UN Convention on the Rights of the Child