



## Napier Central School

### NAG 5.21 Health & Safety

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#### Alcohol, Drugs and Illegal Substances Policy

A licence is required under the Sale of Liquor Act 1989 to sell alcohol on the school site. The relevant information on alcohol use in school settings is contained within the Sale and Supply of Liquor Act (2012) and the Local Government (Alcohol Reform) Amendment Act 2012.

#### Guidelines

- Napier Central School is committed to a safe and healthy environment for students and staff
- To reinforce this it is important that we at all times model sensible use of legal drugs and/or alcohol at school and at school related functions
- Staff at Napier Central School are not permitted to consume, or be under the influence of alcohol, illegal drugs or solvents when school is in session (including school camps) and/or when they have responsibility for students during EOTC activities. Other adults taking part in any activity organised by the school are also bound by this ruling
- Staff or students who are using medication that may impair their ability to function normally should not be at school. Prescription medicine including Ritalin is managed under the 'Administration of Medicines' procedure.

#### The Health Education Programme

- The health and physical education programme provided by Napier Central School will include factual information regarding the risks of tobacco, alcohol and drug use appropriate to the age of the student.
- There will be a visit from the Life Education educator when appropriate to ensure coverage across the health curriculum.

#### Breaches of the Alcohol/Drugs Requirements

- No child should be using, possessing or under the influence of harmful drugs, alcohol or solvents at any time while under the school's jurisdiction. If a teacher believes that a child is under the influence of alcohol or illegal drugs/solvents the Principal will be informed and the child dealt with through the school behaviour management procedures. Parents/Caregivers will be notified.
- A breach of this policy by a staff member will be referred to the Board of Trustees. A breach by any other person will be considered on a case by case basis by the board.
- The school will make contact with local agencies that can help students or staff members who are found to have problems related to alcohol and/or drug use.

#### Alcohol on School Property

- Alcohol will not be consumed on school property when the school is open for instruction or students have been invited to attend.

- The school may occasionally have a function where the consumption of alcohol may be appropriate. With the prior approval of the Principal/BOT, alcohol may be consumed by staff and invited guests in a smoke free environment.
- Organisers of functions on school property need to make a request to the school principal/BOT if they wish to serve alcohol. The organisers must have this consent before any alcohol is served. The principal/BOT will consider:
  1. The nature and purpose of the event
  2. The location of the event
  3. The nature and level of supervision
  4. The aims and purposes of the alcohol policy and host responsibility
  5. The need to apply for a Special Licence if alcohol is to be sold or supplied.
- Private hirers of the school hall or school property must adhere to a no alcohol provision in their hire arrangements.

### **Host Responsibility**

- The overall responsibility for the implementation and supervision of this policy rests with the manager in charge of the occasion.
- At any school event that involves alcohol being served, a staff member, BOT member or event manager is designated to ensure that the policy is followed.
- If alcohol is served the following must be observed:
  1. Food must be available and in sufficient quantities to last throughout the function
  2. A range of alternative drinks including low alcohol beer and alcohol-free beverages must be available for the duration of the event
  3. Water is available free of charge at all times and must be clearly signposted
  4. Practices that encourage intoxication are not acceptable and anyone who becomes intoxicated will not be served further alcohol
  5. If someone does become intoxicated every effort will be made to protect their safety both at the event and afterwards
  6. Provision will be made to ensure that guests are able to make alternative arrangements for transportation home. Phone numbers for local taxi companies will highly visible
  7. Staff and guests who are under the age of 18 years will not be served with alcohol. Anyone believed to be under the age of 25 will be asked to produce identification as proof of age. This would include a NZ photo drivers licence, the Hospitality 18+ card and an original valid passport
  8. All events are smoke free
  9. Where alcohol is being sold under special licence there will be no Bring Your Own (BYO) option.

Reviewed 2016