

# ESF Substance Misuse Policy

<b>Title</b>	ESF Substance Misuse Policy
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# ESF Substance Misuse Policy

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## 1. ESF Vision

Our Vision is for every student to be the best that they can be.

## 2. Policy Purpose

This policy exists to explain the English Schools Foundation's approach to handling substance misuse matters involving students.

## 3. Scope

This policy contains expectations and responsibilities for all ESF staff, students and parents, volunteers and Outside Service Providers with regards to handling substance misuse matters.

The policy covers substance misuse matters that may arise onsite, during a school activity, and any other situation where the actions of a student may affect the good order and management of one or more ESF schools.

## 4. Definitions

Certain terms have specific meanings under this policy and, as such, the [Definitions \(Explanation of Terms\)](#) document should be read to ensure full understanding.

## 5. Policy Principles

ESF is an institution that aims to:

- Educate and guide students in being able to make well informed, positive choices.
- Prioritise safety and wellbeing in learning.
- Educate and support staff in their roles.
- Ensure a consistent approach across ESF.
- Ensure compliance with all Hong Kong laws.

## 6. Harm Prevention

### 6.1 Drug education

ESF will provide drug education that will help students to live healthy lives and make well informed choices. Schools will deliver programmes that develop students' understanding of the personal, social and legal consequences of drug/substance abuse. Parental inclusion and support with drug education is key to ensuring its effectiveness outside of ESF.

### 6.2 School-based support services

ESF and schools will ensure that school-based support services exist to monitor the development and provision of drug education, and oversee and promote student welfare.

### 6.3 Building community support

To strengthen and support its efforts to prevent substance misuse, ESF and its schools will build and maintain relationships with:

- Parents
- The Hong Kong Education Bureau
- The Hong Kong Police Force
- Other governmental and non-governmental organisations (as appropriate)

## 7. Risk Mitigation

### 7.1 Prohibited items

The ESF considers the following to be substance misuse and prohibits them at all times, both on site and during any school activity:

- Possession, consumption and/or supply of alcohol
- Possession, consumption and/or supply of tobacco and related products (including e-cigarettes/vaporisers)
- Possession, consumption and/or the supply of dangerous drugs
- The supply, possession and/or consumption of medicines for which permission by SLT/School Nurse has not been granted
- Possession and/or supply of drug paraphernalia
- Involvement in the supply of dangerous drugs or drug paraphernalia

The prohibition of such items applies to staff, volunteers and other visitors as well as students. Schools may deem it appropriate to react to a students' involvement in such activities where their actions may affect the good order and management of one or more ESF schools.

## 7.2 Managing medicines

Schools may permit the parents of students to present medicines to the School Health Nurse for keeping, provided it comes with an appropriate prescription. Permission for a student to carry their own medication may only be given by an SLT member in consultation with the School Nurse.

Schools will keep a record of this permission and the prescription via the School Nurse. Students will be advised that their medication may not be given to any other person.

## 7.3 Data collection and analysis

Incidents involving substance misuse will be recorded and logged by schools, supported by ESF Centre. The recorded data will be used for the purpose, among other things, of risk analysis and improving harm mitigation measures. Data may also be used as possible evidential submissions in respect of a student. All handling and protection of data will be performed in accordance with the ESF Personal Data Handling & Privacy Policy.

## 7.4 Organisational support

ESF will ensure appropriate organisational support through the provision of guidance and other communications materials to increase awareness and understanding of this policy, of effective professional learning regarding substance misuse matters, and the necessary tools required for schools and staff to record and report on such cases.

ESF Centre will ensure substance misuse data and analysis is available for schools and SLT in accordance with the ESF Personal Data Handling & Privacy Policy. The identities of students in the data will be treated as confidential. It will also provide on-call support to offer advice on policy and procedural matters, or to provide direct support where necessary.

### 7.4.1 Support for trialling new initiatives

Those seeking to engage with initiatives that may strengthen substance misuse handling at schools will make a proposal in writing to ESF for approval. Approval will be given after considering the merit of the initiative and the benefit to students and schools.

## 7.5 Dealing with a possible off-school substance misuse issues when off duty

When an off-duty staff member encounters a student or students, not in uniform or on a school activity, potentially engaged in substance misuse, ESF has two clear expectations of staff and how they are to behave.

### 7.5.1 Public and social spaces

A staff member will take all reasonable steps to remove themselves from the presence of the student where they are suspected of substance misuse. This includes public and social spaces where both staff and students have a legal right to be.

### 7.5.1 Reporting by off-duty staff

An off-duty staff member will, as part of their duty of care as an employee, report any suspected substance misuse by students to the Principal or SLT within a reasonable timeframe. The Principal or SLT member will determine the appropriate follow up action.

Where urgency may be required to safeguard student welfare or the wellbeing of other members of the public, staff members may also contact the relevant emergency services if they are comfortable doing so.

## 8. Investigation

Suspicions or allegations of a student breach of this policy may require an investigation to provide SLT and parents with enough information to determine whether intervention is required, and what intervention action might be appropriate.

Where a student has been in breach of this policy or there is reasonable evidence to suggest a student has been in breach of this policy, staff will follow section 9. Intervention.

### 8.1 Dealing with suspicions or allegations

Suspicions or allegations of a student breach of this policy from an identified or anonymous source will be treated in confidence to the extent possible. Information relating to the suspicion or allegation may be disclosed to people who have a need to know and to conduct any investigation. SLT will be informed of the suspicions or allegations as soon as possible.

SLT will determine whether follow up investigation action is required. Any decision to investigate and the actions taken will be recorded.

#### 8.1.1 Finding unattended substances or paraphernalia

Staff will take reasonable steps to secure the safety of all students any time an unattended substance or paraphernalia is discovered. This includes on-site and during school activities. Staff will make note of the time, date and location of the discovery.

In all circumstances where there is a suspicion of the substance or paraphernalia being illegal in nature, staff will, as soon as possible, contact SLT who will contact the ESF Student Welfare Advisor. The police will be contacted for further instruction regarding removal of the substance or paraphernalia.

## 8.2 Seeking more information

### 8.2.1 Searching students

Schools may require a student to submit to a search where there is reasonable suspicion of a breach of 7.1. Staff who uncover any items that are suspected to be a dangerous drug will contact SLT, who will call the police for instructions in further handling the situation. SLT will also contact the ESF Student Welfare Advisor; wherever reasonably possible this contact will occur prior to police involvement being sought.

Staff should follow the *Procedure for searching a student's belongings* document when undertaking a search.

### 8.2.2 Drug testing

Offsite drug testing services may be requested or required of a student by SLT if there is suspicion or confirmation that a student has been misusing substances, or as part of a behavioural agreement. Schools will also support any student or parent requesting advice and support in arranging a drugs test.

Testing is undertaken to determine if there has been substance misuse so that schools and staff may enable both intervention to support a student, and strengthen prevention of a problem worsening. Drug testing is viewed as a tool to support the partnership between schools and parents in supporting positive student outcomes.

Staff should follow the *Drugs Testing Guidelines* for all testing considerations.

## 8.3 Monitoring unconfirmed cases

Where suspicions or allegations of a breach of this policy cannot be confirmed but a student's behaviour or actions require further monitoring, staff may consult with SLT and school-based support services to determine the appropriate course of action.

## 8.4 Outcomes of an investigation

The outcome of an investigation may or may not result in enough information being found to confirm a breach of this policy. SLT, with support from the ESF Student Welfare Advisor if required, will determine the appropriate course of action following the end of an investigation.



## 9. Intervention

Schools and SLT will decide upon the most appropriate intervention action to take after accounting for the information that arises through investigation. Nothing in this policy will restrict the schools in determining and implementing the appropriate intervention based on the circumstances of the case.

Some breaches of this policy may also prompt police involvement or inquiry. The decisions of the school about the outcomes of its own investigation, and any interventions it determines to be appropriate, are not contingent on the findings of a police inquiry in such cases, though they may be used by the school (if it chooses) to inform their decisions.

Where intervention as per 9.1 - 9.4 below entails involving the police, the school will contact the ESF Student Welfare Advisor with the aim of developing a shared understanding of the basis for police involvement. Wherever reasonably possible this contact will occur prior to police involvement being sought.

### 9.1 Students who are found to have misused substances

In a situation where a student is found to have misused one or more substances, the school will consider interventions and actions to safeguard the student's health and to protect the interests of the school community as a whole.

Interventions may include:

- Helping the student and their family to access and engage in appropriate medical / counselling services
- Providing additional substance education
- Other student support measures as the school deems appropriate

If a student is found to be under the influence of a misused substance while on site and/or in the course of a school activity, the school will:

- Take all reasonable steps to ensure the student receives any medical treatment that is required to protect their health and safety, under the supervision of their parents where possible or otherwise through contact with the emergency services where needed
- Only readmit the student to campus once they are no longer under the influence of any misused substance

The school may also seek advice from relevant professionals about risks pertaining to the student's readmittance to campus, and may delay the student's readmittance to campus and/or put other risk management measures in place based on any such advice.

The school may require a student to be subject to a behavioural agreement following a substance misuse incident. Where a substance misuse incident involves dangerous drugs, the school may specify ongoing drug testing (as per the [Drug Testing Procedures](#)) as a requirement within such an agreement.

## 9.2 Students who are found to be in possession of prohibited substances

If a student is found to be in possession of a prohibited substance on site or during a school activity, of a suspected dangerous drug, or a substance other than a dangerous drug which it is suspected is illegal to possess, the school will contact the police to arrange for the immediate and safe collection of the substance.

Except in certain circumstances as specified in the *Suspected illegal drugs and/or drug paraphernalia found unattended on school premises* document, staff members must not take possession of a suspected dangerous drug. Staff will refer to 4.10 - 4.17 of the [Procedure for Searching a Student's Belongings](#) for how to handle a situation in which a student has been found to be in possession of a suspected dangerous drug.

If a student is found to be in possession of a prohibited substance which it is legal for a staff member to possess (e.g. alcohol, tobacco), the substance will be taken from the student and given to the student's parents for disposal. While waiting for the parents to take the substance, it will be stored safely and securely by school staff.

## 9.3 Students who are found to have supplied dangerous drugs

Students who have supplied dangerous drugs may be subject to Suspension and/or Exclusion (see 9.5, below), may be required to be subject to a behavioural agreement, and/or may be subject to other interventions as deemed appropriate by the school.

If the student's act(s) of supplying dangerous drugs have occurred on site and/or in the course of a school activity, the school will notify the police.

If the student's act(s) of supplying dangerous drugs have occurred not on site and outside of any school activity, the school may involve the police.

## 9.4 Students who are found to have supplied prohibited substances other than dangerous drugs

Students who have supplied prohibited substances other than dangerous drugs may be subject to Suspension and/or Exclusion (see 9.5, below), may be required to be subject to a behavioural agreement, and/or may be subject to other interventions as deemed appropriate by the school.

The school may involve the police if a student has supplied prohibited substances other than dangerous drugs in a way that raises reasonable suspicion of the commission of a crime.

## 9.5 Suspension or exclusion

Students who engage in the acts identified in 9.1, 9.2, 9.3 and/or 9.4, above, may be subject to suspension and/or permanent exclusion under the terms of the ESF Suspension and Exclusion Policy.

The [Guidance Document for Principals](#) on permanent exclusion in cases of substance misuse may be used to help guide a Principal's decision in such cases.

## 10. Compliance

### 10.1 Staff compliance

All ESF staff will comply with this policy, and its related documents, in managing substance misuse issues. Any instances of non-compliance should be reported to the ESF Student Welfare Adviser.

### 10.2 Compliance of students and their families

It is a requirement of attending an ESF school that students comply with this policy, and its related documents. This includes a requirement to:

- Fully cooperate with any investigation
- Submit to a search of belongings under the terms of the [Procedure for Searching a Student's Belongings](#)
- Submit to a drug test under the terms of the [Drug Testing Procedures](#), including being responsible for the costs of such tests
- Agree and adhere to any behavioural agreements established

#### 10.2.1 Compliance as a requirement of enrolment

It is a requirement of enrolment of their child at an ESF school that parents of an ESF student ensure their child complies with this policy, including with reference to the requirements identified in 10.2, above.

#### 10.2.2 Regular declarations

Agreement with this policy, and its related documents including the Procedure for Searching a Student's Belongings and the Drug Testing Procedure (included in the appendices), will form part of declarations signed by parents upon enrolment and at the start of each academic year.

If, on any such occasion, a student's parents refuse or fail to sign this declaration by a reasonable deadline as determined by the school, they will be considered to have withdrawn their child from the school with immediate effect.

## 11. Implementation

The implementation of this policy will be supported by key groups and individuals, as well as via the provision of supplementary procedural, guidance and education documents.

### 11.1 ESF Centre

ESF Centre is responsible for ensuring adequate organisational support for this policy.

#### 11.1.1 Director of Strategic Performance and Quality Assurance

The Director of Strategic Performance and Quality Assurance is responsible for this policy document. They will communicate the existence of this policy to relevant parties, schedule an appropriate policy review date, and monitor the ongoing use of this policy. Where any issues with this policy arise, the [Policy Owner] is responsible for addressing those issues either immediately, in the normal review cycle, or by making an interim policy position until a permanent solution is available.

#### 11.1.2 ESF Student Welfare Advisor

The ESF Student Welfare Advisor is the vital link between ESF Centre and policy, and schools and their staff. The ESF Student Welfare Advisor will facilitate and manage the organisational support of ESF Centre to be used by school staff and their communities to ensure understanding and compliance with this policy.

### 11.2 ESF Schools

ESF schools are responsible for managing the understanding and compliance of this policy by their staff, students and communities.

#### 11.2.1 Principals and SLT

Principals and Senior Leaders are responsible for the effective implementation of the Policy and the procedures outlined, and for ensuring that all Staff Members are aware of their responsibilities in following its guidelines.

### 11.3 Supporting Policy Documents

The following documents are available to assist with the implementation of this policy and continued compliance by ESF staff.

### 11.3.1 Implementation Plan

The implementation of this policy will be supported by the [ESF Substance Misuse Policy - Implementation Plan](#) that ensures appropriate audience-specific communication of the policy, its supporting documents and impacts on ESF and its stakeholders.

### 11.3.2 Additional Related Documents

There are additional procedures and guidance, flowcharts, forms, and other documents that support the implementation of and compliance with this policy. They will be located on the ESF Gateway for teaching and non-teaching staff here:

[Education > Policies and Procedures > ESF Substance Misuse Policy](#)

## APPENDIX I: ESF's approach to handling substance misuse matters involving students

The approach outlined below is based on the ESF Substance Misuse Policy.

### Principles

ESF is committed to creating an environment in which students are able to make well-informed, positive choices in avoiding substance misuse. We prioritise safety and wellbeing in learning, and we provide substance education that helps students to live healthy lives.

### Substance Misuse

ESF considers the following to be substance misuse and prohibits them at all times, both on site and during any school activity:

- Possession, consumption and/or supply of alcohol
- Possession, consumption and/or supply of tobacco and related products (including e-cigarettes/vaporisers)
- Possession, consumption and/or the supply of dangerous drugs
- The supply, possession and/or consumption of medicines for which permission by SLT/School Nurse has not been granted
- Possession and/or supply of drug paraphernalia
- Involvement in the supply of dangerous drugs or drug paraphernalia

### Investigation and Intervention

Schools may investigate situations in which suspicions or allegations of a student breach of the ESF Substance Misuse Policy arise. During such an investigation, schools may require students to submit to a search of their belongings. Schools may also, during such an investigation and/or as part of an ongoing behavioural agreement, require a student to undergo drug testing using procedures determined by the ESF.

Parents wishing their child to undergo a drug test may approach their child's school for advice.

Based on the outcomes of an investigation into suspected or alleged substance misuse, a school may determine interventions for a student that include, but are not limited to, the following:

- Facilitating access to medical and/or counselling services
- Additional substance education
- Seeking input from relevant professionals
- Establishing a behavioural agreement
- Contacting the police
- Suspension and/or exclusion according to the provisions of the ESF Suspension and Exclusion Policy

In some cases, schools may initiate interventions including those listed above where actions by a student that have occurred off site affect the good order and management of one or more ESF schools and/or there is a risk to the health and safety of one or more members of the ESF community.

### Enrolment Requirement

It is a requirement of enrolment of their child at an ESF school that parents of an ESF student ensure their child complies with ESF's approach to handling substance misuse matters.



## 英基學校協會對學生物質濫用的處理方法

以下概述的處理方法是以英基學校協會(英基)物質濫用政策為基礎。

### 原則

英基致力締造一個環境，促使學生能夠在物質濫用問題上作出明智的決定。我們在教學中把安全和身心健康放在首位，並且提供藥物教育，幫助學生過健康的生活。

### 物質濫用

英基把以下項目視為物質濫用，並禁止在學校或任何學校活動中發生：

- 藏有、使用及/或供應酒類
- 藏有、使用及/或供應煙草及相關產品（包括電子煙/霧化器）
- 藏有、使用及/或供應危險藥物
- 供應、藏有及/或使用未獲得中學管理層/學校護士許可的藥物
- 藏有及/或供應毒品吸食工具
- 參與供應危險藥物或毒品吸食工具的活動

### 調查與介入

學校可能會對學生涉嫌或被指控違反英基物質濫用政策的事件作出調查。在調查過程中，學校可能會向學生要求搜查其個人物品。在調查期間及/或作為持續的行為協議的一部分，學校還可能要求學生依照英基的特定程序進行藥物檢測。

家長如欲安排子女接受藥物檢測，可向子女就讀的學校查詢。

學校可能會根據可疑或涉嫌濫用物質的調查結果，對學生採取干預措施，包括但不限於以下各項：

- 協助獲得醫療及/或輔導服務
- 額外的物質教育
- 尋求相關專業人士的意見
- 建立行為協議
- 聯絡警方
- 按照英基的停學及開除政策的規定，著令學生停學及/或開除學籍

在某些情況下，當學生在校外的行為影響到任何一間英基學校的良好秩序和管理，並且/或對任何英基學校的群組成員的健康和安全構成威脅，學校亦可能會採取干預措施，包括上述干預措施。

### 入學要求

家長須確保其就讀英基學校的子女遵從英基對學生物質濫用的處理方法。

## APPENDIX II: Further reference

Dangerous Drugs Ordinance; Cap 134 of the statute laws of Hong Kong.

Available online at: <https://www.elegislation.gov.hk/hk/cap134>

School Administration Guide, (2020-2021 School Year) ; Education Bureau.

Available online at:

<https://www.edb.gov.hk/en/sch-admin/regulations/sch-admin-guide/index.html>



## APPENDIX III: Procedure - Searching a student's belongings

### 1.0 Principles underpinning the ESF approach to searching a student's belongings

1.1 The highest responsibility of schools is to protect the safety of students and other members of the school community. A search of a student's belongings is conducted in response to a situation in which there is reasonable suspicion that a student possesses an item, or items, that may threaten this safety, or that otherwise breach the school's expectations for student behaviour.

1.2 Throughout a search, a student's dignity will be maintained.

1.3 The extent and manner of a search should be proportional to the circumstances by taking into account the age of the student and the seriousness of the matter.

### 2.0 Terms

**Will**            The action specified is mandatory; the party specified must carry it out in all circumstances

**May**            The action is optional; the party specified may, if they so choose, carry it out according to their professional or contextual judgment / if certain stated conditions are met

**Will not**        The party specified must not carry the action out

### 3.0 Circumstances warranting a search of a student's belongings

3.1 School staff may conduct a search of a student's belongings in the event that they have reasonable suspicion that the student possesses an item, or items, that:

- may threaten their own safety and/or the safety of others; and/or
- may otherwise constitute a breach of the school's rules and policies

3.2 Examples of such circumstances include

- suspected theft
- suspected use / possession / supply of prohibited substances as defined by the ESF Substance Misuse Policy
- suspected possession of offensive weapons, explosives or other harmful items

3.3 Reasonable suspicion may be established by means that include (but are not restricted to):

- The student's behaviour - e.g. withholding information, appearing to be under the influence of a harmful substance etc.
- The student's location - e.g. being in a particular place at the time of an incident
- A credible report by one or more members of the school or wider community

#### 4.0 Procedure

4.1 A decision to search a student's belongings will be taken only by a member of the school's senior leadership team. Wherever possible, the Principal's approval will be sought prior to a search taking place.

4.2 A member of the senior leadership team who decides to search a student's belongings may either conduct the search themselves or designate another member of the teaching staff to conduct the search. The person conducting the search will be referred to hereafter as the 'supervising teacher'.

4.3 The supervising teacher will be accompanied by at least one other member of staff (the 'third party') to provide a witness to the search. Wherever possible the staff involved will be of the same gender as the student.

4.4 The search will take place as discreetly as possible, in a private room wherever possible.

4.5 Prior to the start of the search, the supervising teacher will inform the student verbally of the reasons for the search, unless it is impossible or impractical to do so.

4.6 During the search, the student will take out his/her belongings from any receptacles in which they are contained, and place them in view of the supervising teacher and third party.

4.7 Receptacles from which the student may be asked to take out their belongings include (but are not limited to):

- A locker
- Their pockets or other clothing compartments
- Their wallet or purse
- Their bag(s), lunchbox, folder(s) or other receptacle used for carrying personal items

4.8 In general the supervising teacher and third party will not touch students' belongings. In the case of an item requiring further inspection, the supervising teacher may request the student to show the item in more detail e.g. by opening it, turning it over etc.

4.9 At no stage in the search will the student be required to remove layers of clothing (apart from outer garments such as a coat) or expose private parts of their body.

4.10 If a search reveals any item that the supervising teacher suspects may be a dangerous drug as per the ESF Substance Misuse Policy, the supervising teacher will call the police and follow their instructions in the further handling of the situation.

4.11 Throughout a search, the belongings being shown will remain in the direct line-of-sight of the student, the supervising teacher and the third party (the 'line-of-sight' arrangement). Unless an item is revealed as per 4.10, above, this line-of-sight arrangement will continue until the search is concluded and the items are returned to the student's possession / back into the receptacles out of which they were taken.

4.12 In the event that an item is revealed as per 4.10, above, the line-of-sight arrangement will continue until the police have arrived and taken possession of the item(s) in question, or otherwise directed the school as to the appropriate handling of the item(s).

4.13 If, for any reason, the student needs to change location during this period, the line-of-sight arrangement will be maintained during the relocation. Items that are to be kept within the line-of-sight arrangement may be placed in a sealed container e.g. envelope, in which case line-of-sight of the envelope will be maintained during the relocation.

4.14 If, for any reason, the supervising teacher or the third party needs to leave the line-of-sight arrangement, they will be replaced by another staff member as nominated by the supervising teacher until their return.

4.15 If, for any reason, the student needs to leave the line-of-sight arrangement (e.g. to go to the toilet), the student will be accompanied by another staff member as nominated by the supervising teacher. In the meantime, the student's belongings will remain in the line-of-sight of the supervising teacher and the third party, and may not be handled, or have anything added to / taken away from them.

4.16 Once a search has been conducted, the supervising staff member will inform the student's parents as soon as possible.

4.17 In the event that a student refuses to comply with a search:

- The supervising staff may proceed with further investigation or action, including seeking the support of parents and/or involving the police.
- The Principal may, in serious cases, invoke the terms of the ESF Exclusions Policy.

## **5.0 Parental agreement to the terms of this procedure**

5.1 It is a requirement of attending an ESF school that students submit to a search of their belongings when reasonably requested to do so under the terms of this procedure.

## **6.0 Related documents**

6.1 This procedure should be read in conjunction with the following:

- Substance Misuse Policy
- Suspensions and Exclusions Policy
- Personal Data Handling and Data Privacy Policy

6.2 This procedure should also be read in conjunction with the relevant sections of the Hong Kong Education Bureau *School Administration Guide*, a link for which is provided as Appendix A.

### **Appendix A: Link to EDB School Administration Guide**

<https://www.edb.gov.hk/en/teacher/student-guidance-discipline-services/principles-guidelines/searching-students-their-belongings-at-school/index.html>

## APPENDIX IV: Procedure - Drug testing

### 1.0 Principles

1.1 The key consideration will be safeguarding and duty of care to all students.

1.2 In particular, ESF believes that drug testing can:

- Provide important clarification of drug use
- Enable intervention to support a student
- Enable prevention of a problem worsening
- Provide a deterrent to potential drug misuse
- Enable partnership with parents in supporting positive student outcomes

### 2.0 Factors leading to drug testing

2.1 Drug testing may be requested or required by the SLT if there is suspicion or confirmation that a student has been misusing illegal substances, and/or as part of a behavioural agreement following a previous substance misuse incident

2.2 A student and/or their parents may also request advice and support in arranging a drugs test.

### 3.0 Consequences

The outcome of a drug test may:

- Help to determine the ongoing support needed for the student
- Determine whether further testing will be required
- Be one factor that contributes to the decision on a student's continued place in the school.

### 4.0 Parental Agreements

On enrolment, and at the start of each academic year for secondary students, parents will be expected to sign an agreement to comply with the drug testing expectations detailed in this document.

### 5.0 Testing Procedure if Requested or Required by the School

See [ESF Drug Testing Consent Form Flow Chart](#)

5.1 Drug testing will take place at an ESF approved testing centre. This will be a centre where:

5.1.1 The scope of testing complies with expectations and best current practice

5.1.2 The sample is taken at the clinic, in a secure way (observed by a member of the medical staff)

5.1.3 Measures are in place to respect the dignity of the student.

5.2 The school will provide parents/caregivers with:

5.2.1 Information about the location and contact details for the testing centre.

5.2.2 Referral documentation to be taken to the testing centre.

5.2.3 Expectations for the date and/or time scale within which the testing must be completed.

5.3 Parents are expected to accompany their child to a drugs test.

5.3.1 In a case where the parents are not able to accompany the student:

- The student may be accompanied by another responsible adult, if approved by the school;
- The student may be accompanied by a Pastoral Head or SLT member, at the discretion of the school.

5.4 Parents will pay the cost for the testing.

5.5 The results of the test will be sent by the testing centre to the school and to the parents within 24 hours of receiving them

## **6.0 Guidelines if Parents Request Support with a Drug Test**

6.1 The parents (and student, as appropriate) are invited into school for a discussion with the Principal and SLT/Pastoral Head.

6.2 Parents (and the student) are invited to share the reasons why they wish to proceed with testing

6.3 The school may give advice about the potential benefits of testing

6.4 The school will advise about testing centres that they may choose to use

6.5 Other educational support options will be explained by the school

6.6 Agreement will be reached about whether the results will be shared with the school

6.7 The school will discuss the possible outcomes, dependent on the test result. These may include:

- follow-up meetings
- further testing
- support plan
- counselling

## **7.0 Guidelines if the School Requests a Drug Test**

7.1 Parents are invited into school for discussion with the Principal and SLT/Pastoral Head about the student's suspected substance misuse.

7.2 The school will explain the reasons for requesting a drug test and give advice about the potential benefits

7.3 The school will advise about testing centres that could be used in accordance with the "Testing Procedure" mentioned above.

7.4 The school will explain the testing expectations (see 'Testing Procedure')

7.5 Other educational support options will be explained by the school

7.6 The school will discuss the possible outcomes, dependent on the test result. These may include:

- follow-up meetings
- further testing
- support plan
- counselling

7.7 Should parents choose not to follow the school's request:

- support processes (listed above) will still be discussed and put in place
- a follow-up meeting will be arranged - to discuss the progress of the support plan
- the school will explain that if further stronger suspicion arises, or confirmation of substance misuse is reached, the drug test will be required.

## 8.0 Procedure if the School Requires a Drug Test

8.1 Parents are invited into school for discussion with the Principal and SLT/Pastoral Head about the student's suspected or confirmed substance misuse.

8.2 The requirement for a drugs test, and the reasons for this are explained. This will relate to confirmation of drug use or to the high level of suspicion.

8.3 A contract is drawn up and signed by the student, the parents and the school principal. It will explain:

- The testing expectations (see 'Testing Procedure')
- Any further expectations of the student
- The support that will be put in place by the school
- The time frame, including dates for review
- The possible consequences should the expectations of the contract not be met (which may include suspension or expulsion)

8.4 The contract and any associated documents, such as test results, will be kept by the Pastoral Head in the student's file.

8.5 The Student Welfare Advisor will be kept informed.

## 9.0 Non-Compliance

9.1 It is a requirement of attending an ESF school that parents agree to their child submitting to a drug test when reasonably requested to do so under the terms of this procedure. See 4.0.

9.2 Should parents show strong reluctance to comply with the testing requirements set by the school:



- They will be reassured of the reasons why the school feels this is necessary from both individual and community safeguarding perspectives.
- They will be reminded of the policy compliance documentation signed at the beginning of the year or at enrolment.

9.3 Should they continue to refuse:

- The Student Welfare Advisor will be contacted for advice.
- The Principal may, in serious cases, invoke the terms of the ESF Exclusions Policy.



## APPENDIX V: Testing explanation for students required to take a drug test

### **A Guide to Your Experience when Visiting Dr Lee Chun Kit Tony Clinic**

You are required to go to Dr Lee's clinic to provide a urine sample. While we know this may not be something you particularly wish to do, we have worked with staff at the clinic to ensure that the experience is as comfortable and private as we can make it. You will be treated with respect and we ask that you treat the staff at the clinic in the same way.

#### **The Clinic**

The clinic is on the 5th floor of Wing On House on Des Voeux Road, Central. It is discreetly located at the end of a corridor. It's quite small and is pleasantly decorated.

#### **When You Arrive**

- The staff will be expecting you as contact will have been made by the school.
- You will be asked to fill in the clinic registration form and then you'll be taken with your parents/guardian (or staff member if your parents aren't there) to a consulting room.
- The nurse will explain the process that is going to happen and you can ask questions.
- You'll be asked to drink some water (so that it's easier for you to provide a urine sample a bit later).
- The nurse will also check the consent form that was completed at school and you'll be asked about your medical history.

#### **What Next**

- A nurse (of your gender) will supervise you while you remove all of your clothes apart from underwear and put on a disposable gown and a cotton gown. These will cover you up completely.
- You'll be asked to wash your hands .

#### **Giving the Urine Sample**

- The nurse will take you to the washrooms which are just down the corridor.
- When you get there you will be given a container for the collection of the urine.
- You will then go into the cubicle designated by the nurse and provide the sample.
- The nurse will be waiting just outside the cubicle and you'll give him/her the container when you come out.

#### **Finally**

- You will return to the clinic where you can witness the sealing and labeling of the container.
- The consent form will be returned to your parents/guardian (or teacher if accompanying you).
- You'll be free to go.
- The result of the test will be available within 2/3 days after which your parents may arrange a follow-up appointment for you.

## APPENDIX VI: Possible Indicators of Misuse

### **Substance Misuse Policy Guidance: Possible Indicators of Substance Misuse**

*See also: Appendix IV of the ESF Child Protection Policy: Checklist for identifying possible child abuse.*

#### **Behaviour Patterns**

- No appetite, sudden physical changes, losing/ gaining weight within a short period of time
- Personal hygiene pattern changed
- Antisocial behaviour

#### **Emotional and Psychological State**

- Emotionally unstable, aggressive, agitated, or depressed
- Always putting blame on others
- Marked changes in psychological state (easily nervous, restless)

#### **Family systems**

- Abrupt changes in family functioning

#### **School**

- Abrupt changes in school functioning, e.g. falling school grade or conduct, missing classes or school days
- Low concentration in class and in study
- Bringing a lot of money to school/workplace
- Asking for money from classmates

#### **Leisure and Recreation**

- Abrupt changes in hobbies or interests
- No interests, or inert
- Secretive communication with friends
- Unexplained cash, new items or clothing
- Always asking for money, or even stealing money/items from home/friends
- Going to some high-risks spots, e.g. disco, rave parties, or games centres

#### **Presence of signs of drug use**

- Strange equipment: pills, medicine bottle, needle, tin foil, spoons, straw
- Wearing sun-glasses inappropriately to hide dilated or constricted pupil
- Wearing long sleeves inappropriately to hide needle mark
- Strange smell from body, always scratching
- Seriously decayed teeth

## APPENDIX VII: Substance Misuse Contacts

ESF maintains an updated list of contacts for:

- [The Hong Kong Police Force \(including School Liaison Officers, Community Relations Officers\)](#)
- [Drug education and support organisations in Hong Kong](#)

These are available on the ESF Gateway at:

[Education > Policies and Procedures > Substance Misuse Policy > Education & Additional Documents](#)