

# **SCHOOL OF ANESTHESIA**

**37 MILITARY HOSPITAL**



## **DRUG AND ALCOHOL POLICY**

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# **DRUG AND ALCOHOL POLICY**

## **(SUBSTANCE ABUSE POLICY)**

### **SCOPE**

This policy applies to all students all members of staff and personnel within School of Anaesthesia, 37 Military Hospital School, its lands and its environs. Students will be governed by this policy throughout the school day, when representing the school or involved in any school activity both during and outside normal school hours including school break time and lunch time and including going to and coming from school or when wearing the school uniform. It also applies to all those using the premises of practical.

### **VISION**

The vision of the School of Anaesthesia, 37 Military Hospital is to be the best anaesthesia training institution in the sub-region; tapping into an efficient and ethically disciplined workforce, capable of competing and being an affiliate to other global medical institutions of excellence.

### **MISSION STATEMENT**

The mission of the School of Anaesthesia is to promote high quality training of health professionals in providing competent anaesthesia, emergency and intensive care services both locally and internationally. In keeping with this, the Substance Use Policy is part of our pastoral approach to providing a caring and supportive learning environment. The substance use policy is one among many that serve to endorse the school's philosophy. The school asserts its right to protect and promote its particular philosophy or code by requiring certain standards of behaviour and prohibiting certain practices.

### **RATIONALE**

This policy has been formulated to protect all the students and staff in the school. Many issues outside our school have an impact on our school community. The prevalence of tobacco, alcohol and drug misuse pose challenges for the school as a social partner. The Board of Governor of School of Anaesthesia, 37 Military Hospital School recognizes that the issue of substance abuse is very serious and can impact on staff and students. In arriving at a policy to deal with the possession of, distribution of, the use of and the abuse of

substances, the school is conscious that each situation is unique and so a flexible response is required.

When referring to substances the Board of Governors of School of Anaesthesia, 37 Military Hospital defines them as follows:

1. Drugs will refer to any narcotic or habit-forming substance in any form whether taken orally, nasally or intravenously.
2. Smoking will refer to the use or abuse of any cigarettes, cigars, pipes or marijuana.
3. Alcohol will be any form of liquid that has an alcohol content as part of its volume.

### **CODE OF CONDUCT**

Any form of smoking, the use or abuse of alcohol and the taking of any form of drug is in direct contravention of our school's Code of Conduct. All substances covered by the Misuse of Drugs, non-validated prescription medication, the misuse of solvents, the use and misuse of matches, lighters and fireworks, bangers all alcohol and tobacco used contrary to the law of the land. Authorities of School of Anaesthesia also reserves the right to determine that a substance found at the school qualifies as a banned or prohibited substance. The school policy aims to cooperate fully with the strategic plan adopted by the government under the Ghana National Drugs Policy-2004; and made mandatory for school. The overall goal of the policy is to improve and sustain the health of the population of Ghana by ensuring the rational use and access to safe, effective, good quality and affordable pharmaceutical products

### **SCHOOL POLICY**

The school does not accept or tolerate the possession, use, or supply of banned or prohibited substances and or drug paraphernalia by any student, staff or visitor in the school on school trips and outings, during any school related activity or going to and coming from school, when wearing the school uniform or wherever our school Code of Behaviour applies.

### **PRESCRIBED MEDICATION**

Students with long term and or recurring health problems such as taking prescribed medication should inform the school in writing of that fact. It is recognized that students with long term recurring health problems such as asthma, diabetes etc. may be admitted to

the school. Proper procedures for the administration of such medicines must be made. Guardians are to be encouraged to provide maximum support and assistance.

The student is obliged to inform the school before admission of any such existing medical condition. This must be backed up with a letter from the consultant caring for the student and should clearly advise on how to care for the student in case of emergencies with that condition.

No member of staff has the authority to administer any medication or over the shelf painkillers to a student without permission from a certified medical Doctor.

### **EDUCATION IN RELATION TO SUBSTANCE USE FOR STUDENTS**

Education about the use of drugs and the consequences of the misuse of substances will be provided as part of a broad developmental programme. This will be delivered through specific modules that are appropriate at Anaesthesia Department morning meetings which are held on every Monday. Experts shall be invited from time to time to speak to students and staff.

### **CONCERN STUDENTS AND ILLEGAL SUBSTANCE USE OUTSIDE SCHOOL**

When the school authorities are made aware that a real concern exists where a student may be involved in illegal substance use outside school, the following procedure shall be followed.

- The student or staff shall be informed in writing or by phone by the Director about the concern. It will be stressed that the school is not accusing the student of using illegal substances, but is relaying its concern that this might be the case.
- The student or staff shall be invited in to the school to meet with the school authorities and discuss the concern.
- The school authorities shall make them aware of any support services in the school, and the need to make contact with their disciplinary committee or the Drug Awareness Unit (which may offer testing for illegal substances and follow up counselling).

## **PROCEDURES IN MANAGING AND INVESTIGATING AN INCIDENT OF SUBSTANCE ABUSE**

1. School of Anaesthesia, 37 Military Hospital, reserves the right to suspend or remove temporarily from the school, any student involved in a suspected substance abuse incident pending a further and complete investigation of the incident. This applies particularly where there is a threat to Health and Safety of students, staff or the school community.
2. A convening order shall be issued to the school disciplinary committee by the Director of the school to investigate the incident. An Abuse Incident Report Form will be completed
3. The school disciplinary committee shall then fully investigate and assess any abuse incident and will take whatever time it deems necessary to do this.
4. The School disciplinary committee shall take possession of any banned or prohibited substances or paraphernalia associated with the abuse incident, and carefully record all such items. They shall retain them pending completion of the investigation, unless otherwise instructed by appropriate outside agencies.
5. In the event of an incident, the school disciplinary committee shall seek statements from all persons involved in, and concerned with, or having knowledge of the incident. They shall record this statement as part of the investigation.
6. The committee shall maintain a written record of all stages of the investigation of an incident including records referred to in the above steps, records of communications with other people or agencies involved or concerned with the matters under investigation, the investigation outcome, decisions taken and the rationale for these decisions. The school shall also keep a record of any penalties or disciplinary measures imposed following an investigation and the management and outcome of any appeal that may arise following an investigation.

7. School of Anaesthesia, 37 Military Hospital, at its own discretion will liaise with any appropriate outside authority and seek advice or assistance, as it deems appropriate in relation to its investigation of an incident.
8. If circumstances merit and an investigation is continuing the school shall put the full particulars of the incident to the staff or students concerned and their guardians or sponsored institution or health facility of origin in the following manner:
  - a) Copies of all records deemed relevant to the position of the staff or student concerned and to the nature of the complaints or allegations that a staff or a student is facing shall be made available to him / her at the discretion of the school. This shall be done in time to permit the staff or the student a reasonable opportunity to make his own reply to the matters at issue and any representation that he/she would wish to make or have made on his/her behalf.
  - b) The school shall allow the staff or the student concerned reasonable time to respond to the matters issued. The school shall take into account any response so made and any other relevant extraneous considerations or mitigating circumstances that may be appropriate to the specific case.
  - c) The school shall shortly thereafter inform the staff or the student of the school's findings and their reasons for these. If the school finds that the staff or student has been guilty of or has been involved in/or implicated in an incident, it shall indicate the penalty or sanctions that it intends to impose in the circumstances.
9. In relation to a verified and investigated incident, the school and/or the Board of Governors shall implement disciplinary actions or sanctions, including but not limited to: an oral warning, a written warning, detention, a suspension of three days duration, a suspension of more than three days duration other sanctions short of expulsion and expulsion.

10. The school can, at its sole discretion, postpone the issue of sanctions to take account of mitigating circumstances or representations that it considers should be taken into account.

11. The school shall also ensure that supports are offered to the staff or the student affected by an incident of substance abuse. These incidents can be sometimes traumatic for those involved and the services of a tutor, counsellor, chaplain, etc; will be made available. External sources of support may also be recommended. Return to school may depend on participation in an appropriate counselling /addiction programme.

#### **THE INVOLVEMENT AND ROLES OF VARIOUS PARTIES IN AN INCIDENT INVESTIGATION.**

The Disciplinary committee or Disciplinary committee's nominated person or nominated staff member is the person responsible for all matters in this area. The Disciplinary committee/or nominated person will have the following duties and responsibilities:

- a. The Disciplinary committee shall be responsible for dealing with abuse incidents arising at the school.
- b. All reports of abuse or suspected incidents must be reported to the Disciplinary committee.
- c. The Disciplinary committee shall make all decisions regarding investigation of an incident: communication with, liaison with and reporting to relevant parties; and disclosure of information regarding an investigation.
- d. The Disciplinary committee shall be responsible for keeping all relevant parties properly informed regarding investigation documents.
- e. The Disciplinary committee shall be responsible for the secure and confidential storage of any written documentation and records associated with an incident.
- f. The Disciplinary committee shall be responsible for taking possession of any banned or prohibited substances or drug paraphernalia and deciding what should be done with same upon appropriate advice.

- g. The Disciplinary committee shall or may seek the assistance of the staff, students, theatre supervisors, relatives / medical superintendent of the health institution of origin and school counsellor in conducting an incident investigation.
- h. Communication with the staff or the student and relatives or medical superintendent of the health institution of origin will be as per the procedures laid down in the previous section.
- i. The Disciplinary committee shall decide or recommend on the appropriate sanctions, suspension, or referral to the Director of the School for a longer suspension or expulsion.

### **DUTY OF STAFF**

The School Management requires all staff to report immediately, via the incident report form, any incidents where student/employees/visitors

- a. Encounter the use /suspected use of alcohol drugs on the school premises in the school grounds or during a school related activity.
- b. Exhibit symptoms/behaviour that may suggest the use of alcohol/drugs
- c. Are involved or suspected of being involved in the distribution, purchase or use of alcohol/drugs.
- d. Discover suspect substances /paraphernalia in the school.
- e. Establish the facts and to be clear about the nature of the incident before deciding on a course of action. There will be no assumption of guilt at this stage.

The staff or student should not be confronted openly before his/her peers or colleagues. There should be no assumption of guilt regarding substance misuse/ abuse, as there are a variety of conditions, which might mimic the suspected misuse of substances. The possession of tablets might be for medicinal use.

The staff who encounter such act are entitled to request the surrender of a suspicious substance or paraphernalia. This should be handed over without hassle. The staff should also seek witnesses to search the staff or student possessions. Where there is a refusal to co-operate, the staff or student should be brought to the disciplinary committee whose

responsibility it is to proceed with the matter. On Health and Safety grounds the disciplinary committee can request the staff or student in question to surrender the suspicious substance and to cooperate in revealing the contents of bags, clothing and personal possessions if necessary. In the case of lack of cooperation from the staff or student, the disciplinary committee shall still continue with their investigation. The Disciplinary committee shall recognize that the health and safety and the wellbeing of the staffs or students are paramount and shall seek medical aid if deemed necessary. The staff or student shall be provided with the appropriate guidance and support they need.

### **CONFIDENTIALITY**

While confidentiality will be maintained as far as practicable the duty of staff to the school community exclude them from offering total confidentiality to any students when they come in contact with an abuse incident or suspected abuse incident. The school may be required in a given situation to contact the appropriate authorities.

The school may need to engage the expert assistance of an appropriate third party to properly investigate an incident.

In the event of a media enquiry arising from an alleged substance abuse incident in the school, the school will undertake not to comment on any individual matter while an investigation is in progress. However, in the interests of the school's reputation, The Management may clarify the school's position regarding an incident after the investigation has been completely concluded.

### **TRAINING AND DEVELOPMENT**

- a. In relation to staff and student, School of Anaesthesia, 37 Military Hospital shall deliver training in educational programmes relating to alcohol, tobacco, and drugs. Specify training on the role of staff in relation to the management and investigation of a substance incident.
  
- b. The Management of the school shall provide opportunities to staff and students to attend information sessions and workshops in relation to drugs and the Policy. Will seek and provide appropriate information, guidance and support to the board

regarding issues relating to investigation of and adjudication on incident investigations.

- c. School of Anaesthesia, 37 Military Hospital shall offer all student programmes relating to alcohol, tobacco misuse and drug education within the context of the harmful substance

## **REVIEW**

School of Anaesthesia, 37 Military Hospital shall monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and maintenance of best practices. School of Anaesthesia, 37 Military Hospital reserves the right to alter this policy document in the light of any new developments before a full review takes place.

## **APPENDIX----- DEFINITIONS**

The following definitions apply in this policy.

- **SCHOOL**

The School includes all school of anaesthesia, 37 Military Hospital buildings, designated theatres, grounds, play areas, public areas where students congregate going to and coming from school, school related activities and where ever our school code of behaviour applies.

- **BANNED OR PROHIBITED SUBSTANCES**

Banned or Prohibited Substances includes all substances covered by the Misuse of Drugs Act, no validated prescription medication, the misuse of solvents (high potent anaesthetics drugs), use of matches, lighters and fireworks, bangers, all alcohol and tobacco used contrary to the law of the land. The school also reserves the right to determine that a substance found at the school qualifies as a banned or prohibited substance.

- **DRUG PARAPHERNALIA**

Drug Paraphernalia includes any banned or prohibited substance as defined above, any items that may be used in the taking of illegal substances and any written printed or graphic material promoting the use of illicit substances.

- **ABUSE**

An Abuse incident is any incident relating to banned or prohibited substances that occurs in the school or during school functions or outings or any such incident that may be deemed damaging to the health and welfare of School of Anaesthesia, 37 Military Hospital reserves the right to determine whether a specific incident constitutes an abuse incident to be addressed under the terms of Drugs policy.

- **DISCIPLINARY COMMITTEE**

Disciplinary committee. In this policy the Disciplinary committee means the Disciplinary Committee at the time as appointed by the school Board of Governors

and defined in the school statutes where the committee is either unavailable or has been delegated to act as such as shall be specified in a statement.