

ST ANDREW'S COLLEGE

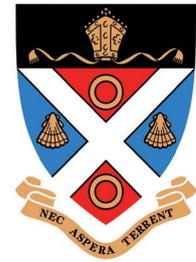


ST ANDREW'S COLLEGE

WELLNESS POLICIES

- Drug Testing Policy
- Steroid Testing Policy
- ADD/ADHD
- Medicines Policy
- Concussion Procedure

DRUG TESTING POLICY



ST ANDREW'S COLLEGE

INTRODUCTION

South African schools have a government mandate to conduct drug testing on school learners, and it is entirely appropriate for schools to do all they can to minimize the likelihood of their learners misusing illegal drugs.

By reducing and preventing the use of drugs in our schools, we will remove a significant barrier to academic achievement, and promote a safe and secure learning environment for every member of the school community.

While some learners may resist the idea of drug testing, others will endorse it. Learners who have the potential to “cross the line”, primarily as a result of peer pressure, are a large and vulnerable group, and the perceived threat of being selected for a random drug test provides them with a valid excuse to resist peer pressure to take drugs.

Drug abuse should also be recognized as a major health issue. Chemical changes to the brain, caused by the use of illegal drugs, can have far more serious effects on adolescents than on adults, and many of the physical changes in the brain caused by drugs may be long lasting, and, in some cases, may be irreversible. Studies have linked marijuana (dagga) use with long term deficits in verbal skills and ecstasy use with long term memory impairment. Like vision and hearing tests, drug tests can alert educators and parents to potential problems that continued drug use may cause, such as liver and lung damage, memory impairment, addiction, overdose, even death. Once a drug problem has been identified within the supportive environment of the school, the learner can be guided to appropriate counselling services and treatment facilities.

Most young people, including those in primary schools, are likely to be exposed to the effects and influences of drugs in the wider community, and to be exposed to opportunities to try both legal (alcohol, tobacco) and illegal drugs. There are complex motivations behind the decision

to first experiment with alcohol, tobacco and illegal drugs. Although only a relatively small percentage of those who experiment with illegal drugs will become long term, problem drug users whose addiction will impact negatively on their families, their communities and on society, in the short term drugs have

the potential to impact negatively on every learner's academic performance, on their relationships with family, friends and peers, and to limit their opportunities to achieve their full potential.

If the introduction of drug testing helps to reduce the misuse of illegal drugs by school learners, it should be welcomed as a powerful and effective tool.

PURPOSE OF THE DRUG POLICY

- To clarify the school's attitude to drugs and drug related issues and its intentions regarding drug prevention, incident management and drug education.
- To ensure that the school's response to incidents involving drugs are appropriately dealt with in accordance with ethical procedures and documented protocols that complement the values and ethos of the school.
- To give guidance on developing, implementing and monitoring the operational activities of the school's drug testing, drug prevention and drug education programmes, and the management of incidents involving illegal and unauthorised drugs.
- To enable staff to manage the drug testing programme and drug related incidents on the school premises with confidence, consistency, and in the best interests of all who are involved.

RANDOM AND TARGETED DRUG TESTS

- The selection of participants to be tested will be done randomly and selections will be made from time to time throughout the school year.
- The school will implement a mechanism for selecting learners for random drug tests that results in an equal probability that any learner from a group of learners, subject to the selection mechanism, will be selected.
- The mechanism will not give the school the discretion to waive the selection of a learner randomly selected for a drug test.
- If a learner whose number is drawn is absent on the test date that learner's number will be held and included in the next regular test of that learner's pool.

RANDOM SELECTION OF LEARNERS FOR TESTING

- Names will be drawn from two pools of participating students. The first pool will include learners in grades 8 to 10. The second pool will include learners in grades 11 and 12. Each learner will be assigned a number that will be placed in the respective pool for the draw. School officials will have no control over whose number is drawn. One cross reference list of names and numbers will be maintained by the Principal and or his appointed delegate.

TARGETED / SUSPICION BASED DRUG TESTS

The School may require any learner to submit to a drug test if there is a reasonable suspicion that the learner has used or is using prohibited drugs. Reasonable suspicion must be based on specific physical, behavioural or performance indicators of probable drug use. The following circumstances shall constitute grounds for reasonable suspicion:

- Direct observation and/or confirmation by a member of the school community of drug use or possession.
- Abnormal or erratic behavior indicating drug use.
- First-hand information provided by reliable and credible sources of use or possession.
- Physical symptoms indicating drug use, including but not limited to slurred speech, loss of balance.
- The presence of a drug on the learner detectable by the senses such as the smell of marijuana (dagga).
- Possession of illegal drugs, prescription drugs for which the learner does not have a medical prescription, or drug paraphernalia.

A report from any source indicating reasonable suspicion that a learner may be in violation of the Drug Policy should immediately be conveyed to the Principal or his/her appointed delegate. The Principal or his/ her appointed delegate must determine that the circumstances constitute reasonable suspicion of drug use before the learner is required to take a drug test.

The Principal or his/her delegate is required to write in reasonable detail the facts, symptoms or observations that form the basis of such reasonable suspicion.

TESTING GENERAL

1. The school obtains written consent of parents/guardians for learners to be tested for drugs and to have to provide a urine sample when requested to do so by the school for the purpose of a drug test. The written consent shall remain in effect for the entire time the learner is at the school.
2. If a learner is 18 years of age or older the learner be asked to sign a release of information form, to allow information about his/her drug test to be shared with the parent/guardian and if necessary with internal and/or external counsellors.
3. Details of the testing schedule, selection criteria for both random and target testing, and the selection process, should be kept confidential and this information should be restricted to the minimum number of school personnel possible. Testing should not take place on the same day, or at the same time, each week/month, and every effort must be made to ensure that learners have no way of determining or anticipating when testing will take place.

4. Testing should always be conducted by a team of two people, with one person acting as the testing officer and one person acting as a witness to the testing process.
5. One member of the two-person testing team must be the same sex as the learner who is being tested, and that person should witness the passing of the urine sample from the body into the sample collection container to ensure that the sample is not exchanged, replaced or manipulated in any way to get a negative test result.
6. School staff or any external personnel involved in the testing process - including administrative staff responsible for administrative procedures and record keeping - must be made aware that the learners' details and test results are highly confidential, and should be required to sign confidentiality agreements
7. Before the test commences, the learner must be informed of what is about to take place and the consequences of a positive test result.
8. A test report should be completed for every test and archived in a secure place on completion of the testing process. Each test report should be cross referenced with the same unique reference number as the reference number written by the testing officer on the test kit. The report should include the details of the person being tested, details of any medication or supplements which the learner claims to have ingested in the last 48 hours, any comments about the test those members of the testing team or the learner wants put on record, and the test result. The report should be checked and signed off by both members of the test team on completion of the testing process.
9. If the integrity of the test kit or the sample has been compromised in any way, a new test kit should be obtained and the testing officer must inform the learner that another sample will be required.

PROCEDURE

Passing of the Sample

- The learner will be handed a sample collection container, which he will carry to the toilet area accompanied by a same-sex member of the testing team (the witnessing chaperone), who will observe the passing of the sample.
- During the testing process, access to the toilet area should be restricted to members of the test team and the learner being tested.
- The witnessing chaperone should not offer/ agree to hold or carry the sample container for the learner either before or after the sample is passed
- The witnessing chaperone will explain to the learner that in order to ensure the learner has provided the sample, the witnessing chaperone must have a clear view of the middle of the learner's body, hands and forearms. If necessary the witnessing chaperone will direct the learner clearly and directly to remove those parts of the clothing that prevents this view. This may include the shirt being pulled up to mid torso, sleeves being rolled up to the elbows and trousers pulled down to mid thigh
- If the toilet area is not large enough for both the witnessing chaperone and learner to be inside at

the same time with the door closed, the witnessing chaperone will ensure that the door remains open and there is a clear and unobstructed view from the doorway. Direct observation of the urine passing from the learner into the collection container is critical to ensure there is no interference with, substitution or contamination of the sample during the course of the collection. Be aware that the learner may react to observation by turning away from the witnessing chaperone, who should then adjust his position to ensure an unobstructed view.

- After passing the sample the learner will readjust his clothes and may want to wash his hands. The witnessing chaperone should tell the learner to place the sample collection container with the sample in it on any secure flat surface (the floor, or the top of the toilet cistern) where it cannot be knocked over and where both the learner and the witnessing chaperone have a clear and unobstructed view of the sample at all times.
- The learner, accompanied by the witnessing chaperone, will carry his sample back to the processing area and will place the sample collection container containing the urine sample on a secure flat surface where the testing officer will commence the analysis procedure.

Selection of the Test Device and analysis of the urine sample

- Testing equipment should be unused and still sealed.
- The learner will be shown a choice of two sealed test devices and asked to select one.
- The learner will visually observe the sealed test device he/she has selected being opened and removed from its wrapper by the testing officer.
- The learner will observe the testing officer insert the test device into the urine sample for the designated period of time
- After the designated period of time, the testing officer will remove the device from the urine sample and place it on a non absorbent (e.g. it can be placed on top of the empty foil wrapper) flat surface for a period of five minutes to await the results. It is recommended that a stop watch or timer is used for this purpose.

(note: it is up to the school whether the learner is asked to leave the testing area and return to the classroom at this stage, i.e. before the results appear on the test device; or whether the learner has to stay with the test team until the results of the test have been determined.)

- After a period of five minutes the results of the test will be checked and agreed on by both members of the test team, and the test result will be written in the test report.
- All the information in the test report will then be checked by both members of the testing team who will then both sign the report.
- Please note : the identification codes above the test strips read as follows : Left to right - AMP

(pink) Amphetamines

COC (purple) Cocaine

M-AMP (red) Methamphetamine or Tik OPI (blue) Opiates - Heroin, Morphine THC (green) - Dagga

You do not need to send the samples to a laboratory for analysis unless there is a specific reason that further proof or a second analysis is required

Informed Consent Agreement

I, _____ (print name of parent/guardian),
the custodial parent/guardian of _____ (print name of learner), am
aware of, and fully understand, the Drug Testing Policy of St Andrew's College.

As the custodial parent / guardian of the above named learner, I hereby agree that he will co-operate in providing a urine sample for the purpose of a drug test, whenever requested to do so, within the specifications of the school's Drug Testing Policy.

I accept the method of obtaining a urine sample, the testing of the urine sample for prohibited and illegal substances, and all other aspects of the drug testing process as explained in the Drug Testing Policy.

I further consent to the disclosure of the testing information and test results, should this be deemed necessary, in consultation with the school, and as explained in the Drug Testing Policy.

This consent is given pursuant to all privacy statutes and is a waiver of rights to nondisclosure of such test records and results.

This consent will remain in effect for the duration of the time that the above named is a learner at St Andrew's College.

Signature of Custodial Parent or Guardian:

Date: _____

Please return to our school receptionist Mrs Sino Bili, for the attention of Mr Günther Marx
email s.bili@sacshool.com

STEROID TESTING POLICY



ST ANDREW'S COLLEGE

Reasons for the policy

The desire to achieve a desirable body image, to succeed on the sports field, or play for the school first or provincial team are strong and often over-riding motivators and influences in the lives of adolescent boys. These influences can cause boys to risk their short and long-term health by using banned performance-enhancing substances as a short cut to meeting these goals. Moreover, the unscripted use of scheduled drugs is a criminal offence, is cheating and a violation of the honesty and integrity of fair participation. St Andrew's College is committed to act against this behaviour by introducing an anabolic androgenic steroid ("steroids") testing programme and to educate boys on the health dangers of taking anabolic steroids. The Headmasters of other boys' schools have also agreed to work together in eradicating this behaviour by introducing testing in their schools.

Reasons for testing.

- Using steroids without a prescription can cause serious, adverse health effects.
- Using steroids and other performance-enhancing drugs can give an unfair advantage over the competition, and is cheating.
- Testing for steroids can help deter their use among school pupils.
- Steroids are drugs that should only be used to treat medical conditions. Possession, use or dealing of most steroids without a prescription is illegal.

St Andrew's recognizes that it will take a community-wide effort by parents, coaches, pupils, teachers and physicians to attack this growing challenge. Steroid testing is one tool that can assist in discouraging pupils from taking steroids.

Definition of Steroids

Anabolic steroids, officially known as anabolic-androgen steroids (AAS) or colloquially simply as "steroids", are drugs which mimic the effects of the male sex hormones testosterone and dihydrotestosterone. They increase protein synthesis within cells, which results in the build up of cellular tissue (anabolism), especially in muscles. Anabolic steroids also have androgenic and virilising properties, including the development and maintenance of masculine characteristics. (www.wada-ama.org)

The Policy definition

It shall be considered a violation of the sportsmanship code of conduct for any student to possess, ingest or otherwise use any substance on the list of banned substances as indicated by the South African Institute for Drug Free Sport (SAIDS), without written prescription by a fully-licensed physician as recognised by the South African Medical Association, to treat a medical condition.

In short, use of performance-enhancing drugs by pupils at St Andrew's College is considered to be cheating and will be penalized.

Consent form

All pupils' parents or guardians at St Andrew's consent in writing, to the drug testing policy administered at St Andrew's. Testing for performance-enhancing substances forms part of this testing programme. Failure to sign the consent form renders the student ineligible to participate in any sports programme whether it be at an inter house or inter schools level until the form is signed.

The testing programme

- Any pupil can be tested.
- The school will carry the cost of the initial test but in cases of positive results the costs will be for the parents' account.
- Testing can be conducted at any time of the year, pre-season, during a particular season or after.
- Testing will not be restricted to any one particular sport.
- The programme will be administered in two ways:
- Internal testing by the school through Drug Detection International (DDI). Violations here, as a result of a positive test, will be penalised in accordance to the school policy and will not be reported to S.A. Institute of Drug Free Sport (SAIDS)
- External testing through SAIDS and mostly for inter schools matches– Violations here will be dealt with at National sporting level and bans of up to two years are possible. These tests will be conducted when playing in tournaments, festivals and inter schools matches and not necessarily only at 1st team level.
- Urine tests will be used.
- The substances tested for will include any substances that are banned by the South African Institute for Drug Free Sport (SAIDS) which falls under the banner of the World Anti Doping Agency (WADA). **Using any substance belonging to a banned class violates the rules of sportsmanship, can be detrimental to the pupil's health and is considered cheating.**
- Nutritional and dietary supplements are not on the banned substances list but all pupils must be aware that many supplements contain banned substances due to the unregulated nature of the supplement industry. Impure supplements may lead to positive test results because the purity and

safety of nutritional dietary supplements cannot be guaranteed. **The use of supplements is discouraged and is at the students' own risk.**

Recommended consequences for violating the steroid policy

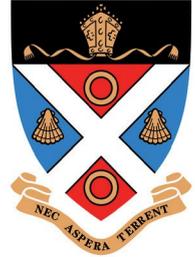
Any person who tests positive in a test, or any person who refuses to provide a testing sample, or any person who reports his own violation, through the programme at St Andrew's College will:

1. Be informed, along with his parents, according to the same process as per the substance abuse policy, of the consequences with regards to the violation. This will be fully documented.
2. May immediately forfeit his eligibility to participate in any competitive sport for St Andrew's College or anyone else for a period of one year from the date of the test.
3. The individual will need to continue serving the seasonal sports chosen in whatever capacity required i.e. linesman, scoring, table duty etc.
4. Any such person will also forfeit any individual honour earned while in violation. This means that colours awarded, during the seasons prior to the test being positive, may be removed.
5. Boys who test positive and do not play representative sport will serve a 1 year period incorporating 100 hours of community service (predominantly on weekends) that will incorporate work in a drug rehabilitation area.
6. Any person who tests positive, refuses to provide a test sample, or who reports his own violation will only resume eligibility for participation in sport after he has undergone counselling and produces a negative test result from the same testing organization DDI. This will be at his own expense.
7. All costs regarding a positive testing procedure and rehabilitation process will be for parents account.

Any pupil who deals in steroids is in violation of the substance abuse policy and will be called before a Disciplinary Committee. The consequence of using, possessing or selling drugs, including steroids, at St Andrew's College may lead to expulsion.

(Acknowledgements to St John's College), April 2011

MEDICINES POLICY



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SAC & PREP MEDICINES POLICY

INTRODUCTION:

The Headmaster and Housemasters are in loco parentis to boarders at St Andrew's College and Prep. Providing clear and concise policy and procedures for staff members, pupils and parents concerning the administration of medication during the school term to ensure safety of the pupil.

SCOPE:

To establish procedures for the safe storage, administration and disposal of medication by Sanatorium Sisters; Matron's and /or the Staff member in charge at St Andrew's College and Prep. The medication may be prescribed by a Doctor, obtained over the counter or brought from home.

OBJECTIVE:

The provisions of this policy are:

- Intended to safe guard the pupil from incorrect administration of medication.
- To ensure medications are administered effectively at the correct time for the intended duration.
- To ensure prompt reporting of any adverse side effects to San Sisters.
- Ensure the safety of pupils by securely storing medications.
- Recording the administration and receiving of medications in a medication register for medico legal purposes.

PROCEDURE:

1. Requirements of Parents:

Notify the San of any new or changes in medications sent back to school with their child.
Provide a copy of the script for chronic medications that will need to be continued during the school term.

Send medication in the container that it was purchased or dispensed in.

2. Requirements of St Andrew's College Pupils:

Hand in **all medication** to the Matron apart from:

- Nasal sprays
- Asthma pumps
- Insulin pens
- EpiPen

- Eye or ear drops
- Medicated lotions or creams
- Vitamin and mineral supplements

3. **Requirements on Outdoor Education, Sport and Cultural Tours**

Any chronic medications such as Ritalin, Strattera, asthma pumps, or emergency medication such as Epi pen's, should be sent from home/ or Matron (in the case of boarders), and handed to the responsible staff member.

If not packaged in its original container then medication should be in a pill container and clearly labelled with written instructions on how and when to administer the medication.

Pupils are only allowed to keep their own emergency medication such as an epi pen or asthma pumps, (the staff member should still oversee the administration of these medications)

All other medication should be handed to the Staff member in charge.

4. **Requirements of Prep Boarders:**

Hand in all medication to Matron apart from:

- Epi pen
- Ventese Inhalers

5. **Requirements of Matron's or Staff Member in Charge:**

Administer medications as prescribed by the Doctor/ or in the case of over the counter medication as per package insert, or Sanatorium Sister's instruction.

Check the medication's expiry date before administering it. Check stored medication expiry dates monthly. Observe the pupil physically swallowing the medication, with special reference to schedule 4 to 7 medications. Keep medications securely stored in a locked cupboard, when not being administered.

Complete the medication register recording the pupils name; name of medication; time administered; dosage of medication; signature of pupil receiving medication.

Report none compliance of boys not taking medication to the Housemaster and San Sisters. Re order chronic medications via the Sanatorium.

Collect newly prescribed medication from the San on a daily basis.

In the Matron's absence she should hand over the medication administration to the responsible staff member in the house.

When a new medication is commenced at home ensure that the San is informed and furnished with a copy of the original script.

Unused medication must be returned to the San, and if expired the San will return the medication to the pharmacy for proper disposal.

Full medication registers must be sent to the San for safe keeping.

Medications at school for Pre Primary and Junior Prep:

- No medication may be stored in first aid boxes or cupboards at school.
- Teachers/ staff may not administer meds to children unless acting in loco parentis.
- The medication should not be administered unless it is accompanied by a Doctor's prescription or pharmacist's label with child's name and instructions on the medication container.

Medication that is administered at school in the prescribed manner:

- Should be stored in a locked cupboard at all times.
- Before administering medication the expiry date should be checked.
- Unused medication should be returned to the parent/ matron timeously.

POLICY AROUND THE MEDICATION PRESCRIBED FOR CONCENTRATION ISSUES IN CLASS

WHERE ADD/ADHD HAS BEEN DIAGNOSED IN THE PAST BUT NO MEDICATION HAS BEEN ADMINISTERED TO DATE:

- Where ADD/ADHD has been diagnosed in past Psychological reports (and/or documented in the family i.e. a history of ADD/ADHD in the family), copies of these documents need to be furnished to the School's Educational Psychologist.
- An interview between the Educational Psychologist and the child will follow as well as telephonic communication (personal where possible) with the parents.
- The teachers and tutor of the pupil will be asked to complete a 'Symptom checklist for attention deficit disorder' in the form of a Copeland, Conners or Brown's questionnaire, to see if the inattention is pervasive. The questionnaire will be provided and distributed by the School's Educational Psychologist.
- Where there is consistency resonating through the questionnaires completed by the teachers, the Educational Psychologist will arrange for the pupil to see the school doctor for the possible prescription of medication.
- Prescription of medication will be at the doctor's discretion

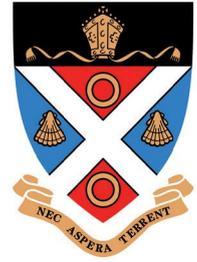
WHERE THERE ARE NO PAST PSYCHOLOGICAL REPORTS

(Possibility of undiagnosed ADD/ADHD):

- The Educational Psychologist will arrange a telephonic/personal interview with the pupil's parents to gain background information and history.
- Parents will be asked to complete a 'Symptom checklist for attention deficit disorder' in the form of a Conners's questionnaire, which will be provided by the Educational Psychologist.
- The Educational Psychologist will arrange an interview with the pupil.
- The pupil's teachers and tutor will be asked to complete a 'Symptom checklist for attention deficit disorder' in the form of a Copeland, Conners or Brown's questionnaire which will be provided by the Educational Psychologist. About two weeks is needed to collate this information.
- Where inconsistency resonates through the questionnaires completed by parents and teachers alike, the pupil will be sent for a CAS (Cognitive Assessment System) and other possible assessments with a private psychologist, to ascertain the prevalence and degree of concentration issues.
- Where there is consistency resonating through the questionnaires completed by parents and teachers alike, the pupil will be referred to a Specialist Paediatrician with an interest in ADD/ADHD and all questionnaires will be forwarded to the relevant doctor.
- Appointments for doctors and psychologists will be booked by the SAN.

Prescription of medication will be at the doctor's discretion.

CONCUSSION PROCEDURE



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ST ANDREW'S COLLEGE CONCUSSION PROCEDURE

- The field side assessment will be done by the **Paramedic/ First Aider/ L Christie/ Boksmart Coach** who will make the call if the player can continue playing or not. **Every Player** who has taken a knock and had a field side assessment must be followed up at the San. The coach must be notified that the player has a suspected concussion and will be reporting to the San as soon as possible.
- **Any player** who takes a knock and has symptoms has to be treated as a concussion.
- The player must be accompanied to the San either by a first aider, team player or paramedic to be assessed. For away games, the nearest field side medical facility should be sought for an evaluation by a suitable qualified health care practitioner and the injured player should be accompanied by a staff member and brought to the San on arrival back at College.
- The acute assessment form for Dr Patricios needs to be completed **within 12hrs** of injury.
- The player will be **required to stay in the San overnight** for observation and to keep him away from stimuli which will exacerbate the concussion.
- Boys not staying at the San will be issued with the "48 hours concussion guideline".
- The player will then be notified when he needs to come and see the school doctor for a medical assessment. **The player will be off all sport during this time. In addition, symptomatic boys may be kept away from class until "cleared to learn" by the doctor.**
- **No player suspected of suffering a concussion may return to sport without a doctor's assessment.**
- Once the symptoms have neared resolution the player must **notify the San Sister, who will decide** when he is ready to do the CogState Sport computer cognitive test at the San.
- The San Sister will email the test and clinical information to Dr Patricios who will give feedback within 24hrs (usually 12hrs). The test may need to be repeated until Dr Patricios is satisfied with the result.
- Once Dr Patricios is happy with that the test is close to the baseline result and all other return-to-play criteria have been fulfilled, the player will be given a **return-to-sport (RTS) programme** which will be done with the oversight of Mr L Christie (SAC) or the coach (Prep). This involves a gradual increase in activity and takes a minimum of **5 days** to complete. **(10 days for Prep boys)**

- The process **may be repeated** as many times as necessary until a satisfactory result is obtained.
- The RTS form needs to be signed by the conditioning coach(SAC) , head of Rugby (SAP) once it has been completed and returned to the San. **Once this is done the player will be back on sport.**
- **The Concussion Spreadsheet is updated daily** on the off sport document and sent to all staff with the daily notice. Academic staff and coaches can follow the boy's progress on the Concussion Spreadsheet and are free to direct any queries to the San Sister.
- Boys who are not part of the Cogsport Program will have a mandatory 3 week off sport.