



Substance Use and Prohibited Items Policy

The Alice Smith school aims to provide an environment where all students can be safe and flourish. This policy is written to support the Kuala Lumpur Alice Smith School Values ([KLASS Values](#)) of connectedness, kindness, respect, integrity and resilience. The school's [Healthy Lifestyles Policy](#) outlines the school's commitment to support students in making healthy lifestyle choices.

We want our community to understand the physical and mental health impact of using chemicals - both short- and long-term - which we explore through a comprehensive, planned ACHIEVE programme and through parent workshops.

While the school accepts that we are not always our best selves and young people learn from mistakes, it also understands that some decisions and consequential actions affect communities in very destructive ways. To this end the school aims to be very clear as to what students may bring or consume on campus. In order to provide a safe campus for all students, certain substances and items are banned from being brought onto campus ("**Prohibited Items**"). These Prohibited Items include but are not limited to:

- Vaping machines and any associated substances including, but not limited to, e-cigarette and e-liquids
- Alcohol
- Cigarettes and tobacco-related products
- Illegal drugs of any sort
- Possession of prescribed medication for another person
- Drugs or medication without a prescription and that fits the definition of legal high
- Any form of weapon, device or substance (including corrosive or explosive substances) which includes any instrument or item which if used is likely to cause hurt
- Material deemed to be offensive

Determination of what is and is not a Prohibited Item shall be at the school's absolute discretion. It should be understood that Malaysia prohibits by law the sale and use of cigarettes (including 'vaping' e-cigarettes and e-liquids) to persons below the age of 18 and alcohol to persons below the age of 21. For the avoidance of doubt, legal high refers to drugs or medication that have the same effects of illegal drugs, but which have not been made illegal.

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Any student who is found with Prohibited Items on their persons will be temporarily excluded preceding a review of the situation. Such action will follow the principles outlined in the [Student Exclusion Policy](#). Drugs or weapons on campus will not be tolerated and permanent exclusion from school will likely result in this instance.

In an instance where it is believed that a student may be in possession of any Prohibited Item, a clear process will be followed as outlined below.

- Any reported suspected incident will be reviewed and appropriate information gathered. Where this reaches a threshold of concern this will be reported to the Campus Principal or senior leader.
- Under the direction of the Campus Principal or senior leader, a staff member will explain to the student that a search of the student's clothing, locker, bag and any other suspected item is necessary and for what reason.
- The [Suspected Substance Use and/or Possession or a Prohibited Item Form](#) will be completed as part of the search.
- The school's aim is to obtain the consent and understanding from the student when conducting a search, however, where consent is not given and reasonable evidence justifies a search, the search will still be carried out.
- In a situation where the student does not give consent, the school will attempt to contact a parent to inform them that consent has been refused by the student, but that the school will proceed with the search on the basis that there is reasonable evidence to justify a search. Ordinarily, this would be communicated in writing by text or email. The staff member may invite the parents into school to witness the search. In the absence or failure of any contact with the parent, the school will conduct the search.
- In a private and confidential setting the student will be asked to reveal all items on their person, in a bag, locker or other suspected storage area.
- Campus Principal authorised searches will be conducted by two members of staff (Principal, senior leader, or any person authorised by the Education Act 1996), where one acts as a witness to ensure the search is done in line with the school policy. Where possible, the acting staff member should be the same sex as the student.
- Staff members may require a student to remove outer clothing including hats, boots, coats and scarves. Students may be asked to empty their pockets, contents of their locker, bag or other items deemed reasonable.
- Students' possessions will only be searched in the presence of the student and another member of staff unless there is a risk that serious harm may be caused to a person if the search is not carried out immediately, and where it is not practicable to summon another member of staff.
- A staff member carrying out the search may confiscate anything they have reasonable grounds for suspecting is a Prohibited Item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified. The student will sign a document to certify that the



confiscated items were found while in their presence. The school will retain possession of any confiscated items for as long as it deems necessary at its absolute discretion and if so required, hand over such items to the authorities.

- Any confiscated items will be used as part of the incident review and will be considered in the context of the [Guidance and Restoration Policy](#) and [Student Exclusion Policy](#).
- Where a student is found in possession of drugs, an identified drugs test may be required by the school as per its drug testing policy.
- It should be understood that where requested the school will comply with any legal agency.
- Staff are required to give a written report of any conducted search, which is to be counter signed by the witnessing staff member and issued to the Campus Principal.
- Prohibited Items found may form part of a school behaviour review and where this is the case the student will be informed as early as practicable and the next steps explained.

Drug Testing

We appreciate that society can offer pressures to misuse substances such as drugs and alcohol, and we thus wish to empower students to say “no” using the focus of health and a positive lifestyle. We understand the sensitivity around illegal drug use in our host country and in other countries around the world, and want to ensure our students share this understanding. We believe that random drug testing can act as a deterrent to drug taking in the first instance and can act as a behaviour change mechanism, where poor choices are being made before a situation becomes worse.

While drugs education and awareness is part of our ACHIEVE programme between Years 7 and 13, the school only has an active drug testing programme for students in Years 10-13. This is communicated to parents of students in those year groups. The school approaches drug testing in two ways:

- Random Drug Testing: the testing of a student as the outcome of the randomly produced student identification number from a random number generator
- Identified Drug Testing: when we notice that a student's behaviour is out of sorts, we may require, in its absolute discretion, the student take a drug test. This is known as Identified Drug Testing. Multiple behaviour traits may trigger this requirement, especially when coupled together. Behaviours may include but are not limited to:

- Truancy or loss of interest in schoolwork
- Loss of interest in, for example, Extra Curricular Activities (ECAs)
- Failure to fulfil responsibilities at school
- Indications of intoxication at school
- Lack of care over personal appearance
- Poor personal hygiene
- Red, flushed cheeks or face
- Dilated pupils
- Unusual marks on arms or legs / long sleeves in warm weather to hide marks
 - Burns or soot marks on fingers or lips
 - Noticeable and significant changes in mood and/or instances of behaviour deemed to be suspicious, such more toilet visits.

What the process looks like

The procedure for both types of drug testing is shared below:

- Students from Key Stages 4 & 5 (Years 10-13) are selected from a random number generator or students of identified concern are required to complete a drug test
- Students attend the Health Centre
- Students report to the Health Centre personnel any medication they are taking and complete the drug testing labelling
- Students are asked to remove any extraneous items of clothing, such as jackets and sweatshirts, and to empty their pockets
- Students supply a urine sample in the Health Centre toilet to the Health Centre personnel¹
- The sample is tested immediately with the results given instantly, where possible
- The Health Centre completes the documentation and the student returns to class
- Parents are then notified by email from the Health Centre confirming that the test had taken place and the results

When tests are positive

If the test results are positive then;

¹ A member of staff for the Health Centre will show the student an unopened testing kit and invite them to check the expiry date to make sure that it is still valid. The Health Centre staff member will then explain to the student how to collect the sample to ensure a valid sample is given.



- The Health Centre contacts the Vice Principal - Our Students
- The Health Centre seals the urine sample and completes the testing paperwork
- The Vice Principal meets with the student, reviews the situation and then contacts parents
- The sample is issued to an independent laboratory to run a secondary test to confirm the positive result (expected within 14 days).
- The Vice Principal meets with the student and parent to review the outcome and outline support interventions if necessary. This is done without prejudice to the school's rights and/or responsibility in taking further steps, including disciplinary action, towards the student.

Substances being tested for

We are testing for:

1. Cocaine
2. Marijuana/Cannabis
3. Amphetamine
4. Ecstasy
5. Benzodiazepine
6. Opiates

Guiding principles for follow-up action

In a situation where a student does test positive, the school will seek to explore confidential support for the student and family. This support programme could include any variation of but not exhaustively:

- Counselling
- Home/school contract
- Medical intervention
- Regular testing
- Time away from school.

The [counselling](#) provision is a completely confidential service and, where appropriate, can include family counselling too.

Drugs on campus

If a student is found to have drugs on campus, then the Principal and Vice Principal for Students will be guided on next actions by the Student Exclusion Policy. The likely outcome is permanent exclusion from school.

The invalidity or unenforceability of any provision or any part thereof of this policy shall not affect the validity or enforceability of any other provisions or remaining parts thereof of this policy, which shall remain in full force and effect.



Reference Policies:

[Values in Action Whole School Principles](#)

[EP Values Charter](#)

[Guidance and Restoration Policy](#)

[Counselling Policy](#)

[Student Exclusion Policy](#)

[Student Presentation Resource](#)