**Healthy School Policy (Template)**

1. **Objective：**

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| The Healthy School Policy (HSP) focuses on developing students' healthy lifestyles, positive attitudes and values, practical life skills and refusal skills to resist temptation.  |  |

1. **Four elements of HSP：**
* Develop a management and organization system for health matters
* Foster a healthy school environment
* Develop students’ healthy lifestyles
* Identify students who may need help and put in place a referral system
1. **Content ：**

3.1 Develop a management and organization system for health matters

* Set up a task group responsible for the overall health issues within the school and appoint an experienced teacher to lead the task group
* Ensure all school members are aware of and support the HSP
* Review and evaluate the effectiveness of the school-based HSP regularly
	1. Foster a healthy school environment
* Provide a safe and healthy school environment for students
* Encourage students to actively participate in student health services
* Adopt a whole school approach to guidance and discipline, foster a caring, supportive school ethos
* Strengthen relation with parents and the community
* Strengthen the anti-drug awareness of parents and skills for identifying drug abuse children (Please refer to the [HSP webpage of the Education Bureau (EDB)](http://www.edb.gov.hk/en/edu-system/primary-secondary/healthy-sch-policy/support-for-parents/reference-materials/index.html) for details)

3.3 Develop students’ healthy lifestyles

* Review school-based anti-drug education curriculum and enrich students’ knowledge, skills and values conducive to adopting a healthy lifestyle
* Provide more opportunities for students to participate in the life-wide learning activities to cultivate positive values among students
* Arrange students to participate in the healthy programmes organized by different government bureaux/ departments or non-governmental organizations (NGOs)
* Review and plan for the continuous professional development of teachers and other staff for chosen themes
* Provide training to parents on parenting skills
* Strengthen the anti-drug education among teachers and to acquire the latest anti-drug knowledge and skills (Please refer to the [HSP webpage of the EDB](http://www.edb.gov.hk/en/edu-system/primary-secondary/healthy-sch-policy/teacher-training.html) for details)

3.4 Identify students who may need help and put in place a referral system

* Provide checklists for teachers (Please refer to Annex of this template) to identify students who may need help
* Clearly spell out the roles of the relevant staff in handling the students and making referral service for the students, including class/ subject teachers, discipline masters/ mistresses, police school liaison officers, school social workers, school management, etc. (Please refer to [Chapter 1.3 and 1.4, Book 2](http://www.nd.gov.hk/pdf/book2_eng.pdf#page=20) and [Chapter 2.1.3, Book 3 in the Anti-drug Resource Kit for Schools](http://www.nd.gov.hk/pdf/book3_eng.pdf#page=32) for details)
* Draw up clear guidelines/ protocols and procedures on internal sharing of information to help students who may need help and put in place a referral system (Please refer to [Chapter 3.1.1 and 3.1.3, Book 3 in the Anti-drug Resource Kit for Schools](http://www.nd.gov.hk/pdf/book3_eng.pdf#page=83) for details)
* Proactively communicate with the professional organizations (including government and NGOs) (Please refer to [Appendix 3 of the School Administration Guide](http://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/healthy-sch-policy/support-for-sch/reference-materials-and-websites/SAG_E.pdf#page=96) for details) to arrange for the anti-drug education activities and counselling services)
1. **Strategy：**

4.1 Formulate school-based HSP with an anti-drug element：

* Please refer to [“Anti-drug Resource Kits for Schools”](http://www.nd.gov.hk/en/anti_drug_resource_kit.htm), [EDB Circular No.2/2010 “Healthy School Policy”](http://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/healthy-sch-policy/edbc10002e.pdf) and the [HSP webpage of the EDB](http://www.edb.gov.hk/en/edu-system/primary-secondary/healthy-sch-policy/index.html)
* Implement the [Healthy School Programme with a Drug Testing Component](http://www.nd.gov.hk/en/HSP.htm) (applicable to secondary schools) to help students develop healthy lifestyles, cultivate positive values and attitudes as well as strengthen their resolve to stay away from drugs

4.2 Provide students with the latest anti-drug messages and develop their positive values and healthy lifestyles：

* Distribute the anti-drug leaflets to students and display the anti-drug posters in school campus
* Arrange [talks](http://www.edb.gov.hk/en/edu-system/primary-secondary/healthy-sch-policy/support-for-sch/student-talks.html), workshops and different activities to equip students with the harmful effects of drugs, legal impacts on drug related offences and refusal skills, etc.
* [Integrate anti-drug education into the existing school curriculum](http://www.edb.gov.hk/attachment/tc/edu-system/primary-secondary/healthy-sch-policy/support-for-sch/School_curriculum_2015.pdf) and provide anti-drug knowledge for students during lessons, morning assemblies, weekly assemblies, class teacher periods, etc.
* Through cross curricular learning activities such as visiting [The Hong Kong Jockey Club Drug InfoCentre](http://www.druginfocentre.hk) of the Narcotics Division (ND) to strengthen the anti-drug awareness of students
* Encourage students to participate in activities such as UAP, PATHS, uniformed groups, etc. in order to incorporate the life skills training and refusal skills into the guidance programmes, and educate students to stay away from drugs
* Encourage students to browse the [anti-drug resource webpage of the ND](http://www.nd.gov.hk/en/resources_youths.htm)

4.3 Provide teaching staff with the latest anti-drug messages：

* Arrange teaching staff to attend the [half-day on-site anti-drug training course](http://www.edb.gov.hk/en/edu-system/primary-secondary/healthy-sch-policy/teacher-training.html) provided by the ND in order to update them of the latest trend of youth drug problems, identify and handling skills of the student drug abuse
* Encourage teaching staff to browse the [anti-drug resource websites of ND](http://www.nd.gov.hk/en/resources_teachers.htm)

4.4 Provide parents with the latest anti-drug messages：

* Distribute the [anti-drug leaflets/ newsletters to parents](http://www.edb.gov.hk/en/edu-system/primary-secondary/healthy-sch-policy/support-for-parents/reference-materials/index.html)
* Encourage parents to browse the [anti-drug resource webpage of ND](http://www.nd.gov.hk/en/resources_parents.htm)
* Mobilize the parent-teacher associations to organize anti-drug parent talks/ activities in order to enhance the anti-drug awareness of parents and equip them with the handling skills of high-risk children
1. **Guidelines for schools in handling drug-related incidents ：**

**(Please refer to** [**Chapter 3.7.2 of the School Administration Guide**](http://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/healthy-sch-policy/support-for-sch/reference-materials-and-websites/SAG_E.pdf#page=77) **for details)**

According to the [“Dangerous Drugs Ordinance”](http://www.legislation.gov.hk/blis_ind.nsf/WebView?OpenAgent&vwpg=CurAllEngDoc*134*100*134.1) (Chapter 134 of the Laws of Hong Kong), taking, possession and trafficking of dangerous drugs are illegal. Schools should pay special attention when handling suspected drug cases.

* 1. **Drug Taking**

When students are suspected to have taken drugs, schools should:

* contact the parents concerned and get to know more about the students;
* consult the respective Police School Liaison Officer (PSLO) of your district; and
* seek as early as possible the support of the following personnel or organizations in providing appropriate counselling and follow-up services for the students concerned:
	+ - student guidance officer/ student guidance teacher/ student guidance personnel of primary schools;
		- school social worker of secondary schools; and
		- the organization which provides professional counselling services to drug abusers.
	1. **Drug Intoxication**

When students are suspected to be suffering from the harmful effects of drugs and are in need of medical care, schools should:

* send them to hospital at once accompanied by a member of the teaching/ non-teaching staff of the school. If possible, the sample and the container of the suspected drugs found should also be taken to the hospital for analysis. The suspected drugs should be properly preserved to avoid contamination;
* notify the parents concerned at once;
* consult the respective PSLO of your district; and
* seek as early as possible the support of the following personnel or organizations in providing appropriate counselling and follow-up services for the students concerned.
	+ - student guidance officer/ student guidance teacher/ student guidance personnel of primary schools;
		- school social worker of secondary schools; and
		- where appropriate, an organization which provides professional counselling services to drug abusers.
	1. **Drug Possession or Trafficking**

When students are suspected to be in possession of drugs or involved in drug trafficking, schools should:

* consult the respective PSLO of your district or report to the police direct;
* inform parents concerned of the actions taken by schools;
* wait for the police’s arrival to handle the case; and
* properly preserve the suspected drugs to avoid contamination.

The Police regularly provides general information on drug-related offences involving students to EDB. Although the information does not reveal the names of individual students, given that the information is sensitive in nature, only the school head will be notified of the details of the drug case through respective Senior School Development Officer. The school head should report the case to the Incorporated Management Committee/ School Management Committee and seek its endorsement to formulate and enhance comprehensive anti-drug programmes as well as support measures to help at-risk students.

**6. Flowchart in handling suspected students of taking drugs at schools ：(Please refer to** [**Chapter 2.3.5, Book 3 in the Anti-drug Resource Kits for Schools**](http://www.nd.gov.hk/pdf/book3_eng.pdf#page=48) **for details)**

Teachers stay on site for observation and send another person to report to the school general office

Crisis Management Team continues to handle and follow-up

Received a report that students are suspected to taking drugs

Consider whether the students are conscious and able to walk to the school general office

Students receive further treatment in the school general office

Unable

Able

School general office informs the Discipline and Counselling Teacher immediately

For suspected drug case, do not move the exhibit

Inform the Principal. The Principal can appoint a staff to seek advice from the PSLO, notify the EDB and the parents, decide whether to send the students to the hospital and activate the Crisis Management Team

Discipline and Counselling Teachers or School Social Workers

 accompany the students to the hospital or police station

Confirmed as Non-drug case

Confirmed as Drug case

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| Things to note: | Idea: |
| 1. Principal to arrange for appropriate staff to seek advice from the PSLO and inform the EDB
 | Division of work at school |
| 1. Ensure the personal safety of the suspected drug taking students and other students
 | Safety is of the utmost importance |
| 1. Teachers should not conduct searches on the students or their belongings. If teachers need to conduct searches on the students’ belongings or the students themselves, they need to follow the “School Administration Guide” published by the EDB
 | Respect students’ privacy |
| 1. No staff or teachers at school should comment on any drug taking incidents involving students; nor should they release the names and related information of the students
 | Pay attention to confidentiality |
| 1. Schools should contact the students’ parents and the PSLO for follow-up
 | Close contacts with parents and police |
| 1. Schools can contact the Ambulance Command to arrange for an ambulance directly
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**7. Review and refine：**

7.1 Review and evaluate effectiveness for improvement annually

7.2 Please refer to the [HSP checklist of the EDB](http://www.edb.gov.hk/attachment/tc/edu-system/primary-secondary/healthy-sch-policy/support-for-sch/reference-materials-and-websites/HSP%20-%20checklist%20%282016%29.pdf) (Chinese version only)

Annex

**Assessment Form: Teachers**

If teachers find the following situations in their students in daily life, they can talk to the students timely and provide support to students at an earlier stage. Place a “✓” in the box if the statement best describes the situation.

1. Academic

□ Unable to concentrate / dozing in class

□ Deteriorating memory capacity

□ Unable to concentrate at work or studies

2. Emotional

□ Emotion disorder / unpredictable temper / irritation / depression

□ Slow and dull response / easily angered

□ Sudden burst of energy / lost control emotionally

3. Behaviour / living habits

□ Drink large volume of clean water / cold drinks frequently for no reason

□ Strange behaviour

□ Always wear long sleeves / strange needle marks on the body

4. Physical

□ Auditory hallucination / hallucination

□ Unexplained rashes on the body

□ Sudden increase / decrease of body weight

□ Always hiding in the toilet / frequent urination

□ Frequent nose bleeding / runny nose for no reason

5. Possession of Items

□ Possession of strange powder substance / pills / medicine bottle / tin foil / hand-roll cigarettes / medicine plastic bags

□ Possession of thinner containers, e.g. glass bottle / cotton balls / toilet paper

□ Possession of juice box with 2 straws attached

□ Possession of cigarette butts with strange odour

6. Language Expression

□ Slurred speech

□ Giving slow verbal responses

□ Usage of drug street names / terminologies, e.g. Cold Stuff / Ngau Ngau / Ng-Jai / B / “how many strokes”/ etc.

If students demonstrate the above characteristics, this does not necessarily mean they are taking drugs. Teachers need to be alert and take care of the students if they find more than one of the above behaviors or symptoms. If necessary, teachers should conduct further assessments. At the same time, teachers should avoid labelling relevant students. Even though teachers may suspect students for taking drugs, they should show caring and understanding the students’ situation, and refer them to the discipline and counselling teachers or school social workers for follow-up actions.

\* School social workers can make reference to the assessment form and further details by browsing [Chapter 1.4.2, Book 3 in the Anti-drug Resource Kit for Schools](http://www.nd.gov.hk/pdf/book3_eng.pdf#page=22)