



Drug Testing Policy

Policy number: DCSG-PM-NUR-02	Version number: 02	
Developed by: DBA, Compliance Manager, Head of Nursing and Head of Senior School	Approved by: CLT	Approval Date: 17/03/2022
Date last reviewed: 10/03/2022	Reviewed by: Head of Nursing & Head of Senior School	Date of next review: 17/03/2025
Policy Location Staff - Staff Firefly Policy Page Parents – Parents Portal		

1. Purpose of Policy

The aim of the College policy is to ensure that every student can enjoy a safe, drug free environment. In order to support our students, the Wellness programme in the Senior School includes education and information about the dangers of substance use, as well as the purpose for drugs testing in a school community. This Policy has been approved by the College Leadership Team.

Singapore has strict laws on the misuse of drugs. There are severe laws against the possession, consumption and trafficking (which includes the selling, giving, administering, transporting, sending, delivering, distributing or offering to do any of the above) of drugs and drug related items (pipes, syringes and other apparatus). This policy deals with drugs, as well as other solvents and/or substances that are prohibited under applicable laws of Singapore, including but not limited to the Misuse of Drugs Act (Cap. 185), the Intoxicating Substances Act (Cap. 146A), the Poisons Act (Cap. 234) and the Medicines Act (Cap. 176), and other substances that are deemed by the College to be harmful and/or prohibited, including substances taken specifically to change mood and/or behaviour (including so called 'legal highs' and the use of nitrous oxide) as well as the inappropriate use of prescribed

2. Scope

To adhere to the principles of the legal system of Singapore and protect the College community, the College has a policy of random testing, and selected testing when deemed appropriate by the Head of Senior School and Head of College. Before accepting the offer of a conditional place in the Senior School, parents are required



to consent within the annual Student Contract to their child being tested for use and/or consumption of any Substance. Separately, on the day of testing, all students selected are required to sign the Student Declaration, which is an acknowledgement that the procedure has been explained to them. Senior School students know that on any day they could be subjected to a test and that a positive test could jeopardise their position at the College. The sanction normally applied for behaviour in violation of this Policy is permanent exclusion from the College.

3. Policy Details

Procedure Summary

1. A summary of the procedure is outlined within this Policy; additional details regarding the procedure are outlined in the Drugs Testing Procedures document.
2. Any student in Senior School may be asked to give a hair and/or urine sample at any time of the school day. Students will be selected by a random selection process. For example, if Year 11 is the group chosen, students will be randomly selected from within that group and allocated for hair and/or urine tests. In some instances, a student may be selected for testing when deemed appropriate by the Head of Senior School and Head of College.
3. The students selected will be taken directly to a designated location within the Senior School, where students will complete the testing process. The samples are taken by external personnel specifically trained for this purpose and facilitated by the College Head Nurse and respective Head of Year. The samples will be sent to an external laboratory, outside of Singapore, for analysis. All sample collectors will be certified as per the laboratories' own guidelines.
The laboratory will refer all negative results directly to the Head of Senior School and Headmaster. The laboratory will refer all non-negative results to their appointed Medical review officer (MRO) who will then directly liaise with the Head of Senior School and Head of College.
4. (a) Any student's hair or urine sample which yields a positive test result may be involved in a 'confirmatory' re-test.

(b) The parents of the student bearing a positive test result will be informed promptly. The student may be subject to appropriate disciplinary action, which may include suspension or permanent exclusion. In the case of suspension, the student would be obliged to undergo appropriate support, such as for example monthly repeat testing and/or a programme of counselling. Disciplinary action will still apply in cases where the relevant Substance was consumed either legally outside of Singapore or during College holidays.



5. If a student refuses to give a sample once he/she has been selected, this will be interpreted as a positive test result and will trigger the processes described in Para 4(b).
6. Any student who tests positive a second time during a round of random testing, will normally be permanently excluded from the College.
7. Any student who is known, or is reasonably determined by the College, (i) to have provided Substances to another student (whether in exchange for money or goods, or as a gift), (ii) to have brought Substances on campus, or (iii) who tests positive and has been involved in a previous Substances related incident (unrelated to drugs testing) will be permanently excluded from the College.
8. The College takes the privacy of its students very seriously, which includes the protection and storage of information. Materials and information will be sent to external laboratories, Cansford Laboratories for hair sampling and Matrix Diagnostics for urine sampling, both based in the UK. Samples will be identified by a randomised number. Student names, numbers, personal information are not identified. Anonymous records of samples are retained by the laboratory for six years and samples are stored for one year. Once records are received by the College, parents and/or the College may request that records or samples are to be destroyed. Additionally, once test results are received, the College destroys testing reports and information received by the external laboratory. The College retains student information related to disciplinary action until the student has graduated, is no longer enrolled, or until such time as is required by Singaporean law to retain such records.

4. Other related policies and procedures

Documents related to this policy	
Related policies	College Medical and Nursing Policy Health and Safety Manual
Forms or other organisational documents	N/A



5. Review processes

Policy review frequency: Every three years or as and when necessary	Responsibility for review: Director of Business Administration (DBA), Head of Nursing, Head of Senior School, Compliance
Review process: i) Nursing and Compliance Department to conduct policy review ii) Modification will be made where appropriate. iii) Submit for review and approval by the CLT via the DBA	

6. Approval Details

Approved by: Paola Morris

(Date of approval)

Signature and Date

Signed only required in hardcopy

7. Revision History

Revision Table:		
Date	Version	Review Description
19/03/2019	1	Initial Release
10/03/2022	2	Updated to new Policy template Updated Health and Safety Policy to Health and Safety Manual Updated Policy number to DCSG-PM-NUR-02



8. Appendix

1	Amphetamine
2	Benzodiazepines
3	Cannabinoids
4	Cocaine
5	Mephedrone
6	Methadone
7	Methamphetamines
8	Opiates
9	Tramadol