Healthy School Programme

Protocol for the

School Drug Testing Scheme

(Tai Po Cluster)

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CHAPTER 1 PURPOSES AND GUIDING PRINCIPLES

1.1 The School Drug Testing Scheme (the Scheme) is part of the Healthy School Programme (HSP(DT)) funded by the Beat Drugs Fund (BDF) and implemented by participating schools for the 2011/12 school year.

1.2 Development of the Scheme is guided by the following principles –

(a) helping students in their best interest;

(b) voluntary participation;

(c) keeping personal information strictly confidential; and

(d) professional testing and support services for students.

1.3 The purposes and imperatives of the Scheme are –

(a) for prevention – it will enhance the resolve of those students who have not taken any drugs to continue to stay away from drugs. They will be in a better position to say "no" to their peers when they are tempted to try drugs and this will help prevent the spread of drugs in schools; and

(b) for rendering assistance to students – the Scheme will trigger the motivation of those students abusing drugs to quit drugs and seek help, especially those who are trying drugs at an early stage. The Scheme will also provide appropriate support services to those students who wish to pull themselves out of the drug trap.

1.4 In line with the objectives of the Scheme, students found to have abused drugs under the Scheme will –

(a) not be prosecuted for drug consumption; and

(b) not be expelled from school.

1.5 Apart from participating in the Scheme, a student and his/her parent/guardian can also directly approach any counselling centre for psychotropic substance abusers (CCPSA) (see Appendix 1) for professional assistance. The whole process is kept confidential. To complement their counselling services, CCPSAs will provide on-site medical support including voluntary drug testing services.

CHAPTER 2 DEFINITIONS[1]

2.1 Scheme

The Scheme includes drug testing and support programmes. Drug testing will run from January to June 2012. Support programmes (see paragraph 2.19) for identified students may last beyond the completion of the Scheme, if necessary.

2.2 Participating School

A secondary school in the Tai Po District which joins the Scheme on a voluntary basis in the school year when the Scheme is implemented.

2.3 Consent to Participation

A written consent to participation in the Scheme, given by a student and his parent/guardian in a standard form to the school principal (see paragraphs 4.3 to 4.11). A sample form is at Appendix 2.

2.4 Participating Student

A student who has consented to participate, and whose parent/guardian has also given consent for the student to participate, in the Scheme.

2.5 Selected Student

A student who is randomly selected for a drug test.

2.6 Identified Student

A student who is identified as a screened positive case (see paragraph 4.26) or a confirmed case (see paragraph 2.17).

2.7 Concerned Parties

The parties specified in the Consent to Participation, who will have access to personal data collected under the Scheme (see paragraph 4.6) and will have a specific role to play in the Scheme (see Chapter 3).

2.8 Designated NGO

The Non-governmental Organisation (NGO) acting as the overall co-ordinator of the Scheme and is responsible for providing / co-ordinating relevant counselling services to students and their parents of participating schools, and drug testing services to participating schools.

[1] In this Protocol, unless expressly stated otherwise or the context otherwise suggests, "he" refers both genders.

2.9 Relevant CCPSA[2]

It is the CCPSA serving the district in which the participating school is located (see Appendix 1).

2.10 School Drug Testing (SDT) Team

A team from the designated NGO will visit each of the participating schools to collect urine specimens from students, and conduct screening tests, if required.

2.11 Project Manager

A registered social worker of the designated NGO assigned to supervise the SDT team and co-ordinate with the relevant CCPSA, school social workers and school principals/teachers of participating schools on the provision of the various activities and services set out in this Protocol.

2.12 Designated Teachers

The class teacher of the participating student, and another school teacher suggested by a participating student in the Consent to Participation.

2.13 School Project Assistant

A staff of the participating schools will be assigned as school project assistant to perform the prescribed duties set out in this Protocol.

2.14 Illicit Drug or Drug

Any drug or substance which is subjected to control under the Dangerous Drugs Ordinance (Cap 134, Laws of Hong Kong) (DDO).

2.15 Screening Test

A drug test to be conducted by the SDT team. A urine test kit will be used to test for the presence of illicit drugs (or their metabolites) in a person's urine specimen. It covers common types of psychotropic substances abused by adolescent drug abusers in Hong Kong. As illustration, they may include:

(a) Ketamine (氯胺酮, K 仔);

(b) Ecstasy (搖頭丸);

(c) Methylamphetamine (冰);

(d) Cannabis (大麻); and

[2] CCPSA funded by the Social Welfare Department will provide counselling services, preventive education and supports to schools , including those not joining the Scheme and those referred by the Scheme.

(e) Cocaine (可卡因).

As the trend of taking illicit drugs may change rapidly, the types of drugs to be tested may be changed during the course of the Scheme.

2.16 Laboratory Test

A test conducted by the Government Laboratory, using sophisticated instruments, namely Gas chromatography – mass spectrometry (GC-MS) or Liquid chromatography – mass spectrometry (LC-MS):

(a) to identify the presence of illicit drugs in the urine specimen;

(b) to confirm the presence of illicit drugs in the urine specimen after the screening test returns a positive result; or

(c) to identify the presence of illicit drugs in the urine specimen if a selected student has taken medications lawfully and is considered not suitable to carry out screening test by the nurse/technician of the SDT team.

2.17 Confirmed Case

A case of drug abuse which is supported by laboratory test result demonstrating the presence of illicit drugs in the relevant urine specimen. It also refers to a self-referral case (see Chapter 6).

2.18 False-positive Case

A positive screening test result refuted by a negative laboratory test result, or a positive test result refuted upon medical review (see Chapter 9).

2.19 Support Programme

A support programme of counselling, treatment, rehabilitation and referral services for an identified student (see Chapter 5).

2.20 Community-based Support Services

Any service or programme available in the community which can support the identified student (e.g. mentoring scheme where a volunteer acting as mentor may share his life experience and help the student cope with and overcome difficulties).

CHAPTER 3 ROLES OF CONCERNED PARTIES

3.1 Designated NGO

(a) SDT Team. They are responsible for collecting samples for drug tests, performing screening tests, if required, carrying out the ancillary arrangement, providing on-the-spot counselling services for students screened positive, and making necessary referrals to the relevant CCPSA.

(b) Project Manager. The project manager is responsible for co-ordinating the drug testing and counselling, treatment and rehabilitation services for students and parents of the participating schools. The project manager is also responsible for –

(i) ensuring the SDT team has adhered to the drug testing procedures set out in this Protocol during school visits and offering comments;

(ii) handling complaints/enquiries relating to drug testing received by the SDT team in consultation with the school principal if required;

(iii) complying with BDF procedures, including reporting requirements;

(iv) understanding and complying with the data privacy requirements relating to drug testing as set out in this Protocol, and relaying concerns identified to relevant authorities; and

(v) convening multi-disciplinary case conferences, subject to case welfare need in consultation with school principal.

3.2 Relevant CCPSA

The relevant CCPSA is responsible for assessing the identified student's needs, and for the provision of suitable counselling, treatment and rehabilitation services, including the participation in a multi-disciplinary case conference, where necessary, to contribute in formulating an effective support programme for the identified student.

3.3 School Social Worker[3]. He is responsible for providing timely counselling to participating students, identified students and their parents/guardians.

3.4 School

[3] Resources from BDF have been granted to NGOs also operating subvented school social work service to provide preventive anti-drug activities under the Healthy School Programme, standby at each drug testing session and provide timely counselling to participating students, identified students and their parents/guardians if needed. The NGOs concerned are responsible for arranging their social workers to carry out these activities.

(a) School Principal. He, or his deputy designated to act on his behalf (thereafter referred to as "school principal" in this Protocol), is responsible for supervising the running of the Scheme at school and providing the school's support for the participating and identified students. He will inform the school social worker the date of the SDT team's school visit in advance so that if necessary, the school social worker could consider advising him on any known cases not suitable for testing.

(b) School Project Assistant. He is responsible for –

(i) arranging the logistics support for the SDT team school visits and serving as the contact point between the participating school and the SDT team on drug testing matters (e.g. fixing testing schedule, co-ordinating the participating student list);

(ii) observing the SDT team drug testing process on school visits and offering comments to the school principal for follow-up with the project manager;

(iii) assisting the school principal in complying with the data privacy requirements as set out in this Protocol and seeking advice from the project manager if required;

(iv) assisting the school principal in handling complaints/enquiries on drug testing received by the schools in consultation with the project manager if required;

(v) informing the school principal of complaints/enquiries on drug testing received on site by the SDT team and the follow-up action taken by the project manager;

(vi) collecting drug test results from the Government Laboratory (see paragraphs 4.35); and

(vii) compiling the following reports –

1) school visit reports to the school principal (see paragraphs 4.28); and

2) a final report to the school principal.

(c) Designated Teachers. They are responsible for providing assistance to the running of the Scheme at school and supporting the participating and identified students.

CHAPTER 4 DRUG TESTING

Preparation

4.1 Prior to running the drug testing, anti-drug education and briefing sessions will be arranged by the designated NGO, in collaboration with the participating schools, to introduce and promote the Scheme to school teachers, parents/guardians, students and other relevant parties, and to invite participation in the Scheme.

4.2 In parallel, participating schools will devise and implement a healthy school policy with a view to creating a safe, caring, healthy and drug-free learning environment, and building up positive values and attitudes among students for whole-person development from an early stage, thereby enhancing their ability to resist taking drugs.

Consent Form and Participation in the Scheme

4.3 Participation in the Scheme is entirely voluntary.

4.4 The participating schools will provide students and their parents/guardians with a copy of this Protocol and a standard form, which includes the Consent to Participation to indicate whether they agree to participate and to give the necessary consent and undertaking. The school principal of the participating school shall read over to the student the student's consent for disclosing his drug testing results to his parent/guardian.

4.5 To participate in the Scheme, a student and his parent/guardian will need to give the following consent and undertaking –

(a) Drug Testing. Consent and undertaking to provide a urine specimen of the student to be tested for the presence of illicit drugs, if so requested under the Scheme.

(b) Support Programme. Consent and undertaking to join the support programme under the Scheme, if the above drug testing returns a positive result, or if the student refers himself to the support programme.

4.6 The form for Consent to Participation will inform parents/guardians and students that their personal data will be collected by and/or released to the following concerned parties on a confidential basis and only for the purposes of the Scheme –

(a) relevant staff of the designated NGO, the SDT team, and the staff of the relevant CCPSA which will render follow-up service to the student upon any positive test result or upon self-referral;

(b) the school principal and designated teachers of the participating school;

(c) the school project assistant;

(d) the school social worker of the participating school;

(e) the student's parents/guardians; and

(f) relevant staff of the participating school assigned by the school principal to facilitate selected students' attendance to the specimen collection site for drug testing and other necessary clerical work for the Scheme.

4.7 The form for Consent to Participation must be read, signed, and dated by the student and his parent/guardian. The duly completed form should be returned to the student's class teacher.

4.8 Consent to Participation is valid for the duration of the Scheme (see paragraph 2.1).

4.9 For a participating student who changes to another school which also runs school drug testing as part of its HSP(DT) during the school year, the student and his parent/guardian are required to complete the necessary procedures of the new school in order to participate in the school drug testing scheme of the new school.

4.10 Any parent/guardian and student who have not returned the form of Consent to Participation before the commencement of drug testing are nonetheless still welcome to join the Scheme anytime during the school year.

4.11 Students who are subject to supervision under the law, such as probation order, community service order, supervision order or a suspended sentence, shall not participate in the Scheme. Students subject to supervision under the law after giving consent to participation shall withdraw from the Scheme.

List of Students

4.12 Before any testing begins, each school principal will prepare a list which includes the name, class and gender of the participating students in his school.

4.13 Before a visit to any participating schools, the SDT team will provide one-week advance notice to the school principal, school social worker and the school project assistant. Test dates and frequencies will not be made known to the students.

4.14 The school principal will provide the SDT team with an updated participating student list one-week prior to the school visit via secure communication.

4.15 The SDT team will inform the school principal and the school project assistant of the list of randomly selected students for drug testing within three working days before the school visit. The selected students will only be informed as they proceed to receive the drug test.

4.16 At the beginning of the school visit, the school principal will provide an updated list of randomly selected students to the SDT team and the school project assistant,

which shows the availability and sequence of the selected students to undergo drug testing. The school project assistant will counter-check the names of the students on the list to ensure that the list of selected students is in order.

Random Selection

4.17 At least 20% of participating students from a school will be randomly selected by the SDT team for drug testing throughout one school year. The SDT team will not visit the participating schools on a regular schedule, so that students will not be able to tell the date of testing.

4.18 Except for those identified students who have already enrolled in support programmes under the Scheme, a student selected for testing will remain in the total population subject to future random selection.

Urine Specimen Collection and Screening Test

4.19 In conducting the urine specimen collection procedure, the SDT team will make their best endeavours to put the selected students at ease and to dispel undue concerns or misunderstandings about drug tests and the Scheme.

4.20 The process may take about 10 to 15 minutes, with every effort made to minimise disruption to learning and teaching, which includes –

(a) screening interview in an interview room;

(b) collection of urine specimen in a rest room;

(c) screening test in an interview room; and

(d) debriefing in an interview room.

4.21 The SDT team will brief the selected students individually and answer any relevant questions in the screening interview. After the screening interview by the SDT Team, the school project assistant will be present for the rest of the screening drug test session. The school project assistant will also record information required for the school visit report (see paragraph 4.28). A set of guidelines for the screening interview is provided at Appendix 3.

4.22 Selected students will be required to provide urine specimen in a clean rest room that allows for individual privacy. The urine specimen collection procedure is provided in Appendix 4. See Chapter 7 for the procedures for following up on-the-spot refusals.

4.23 If a screening test returns a positive result, the SDT team will conduct another screening test on the same urine specimen using a urine test kit of a different brand. If the second test result is negative, the student will be treated as a negative case.

4.24 If the results of the two screening tests are positive, the student will be treated as a screened positive case.

Result Notification (Screening Test)

4.25 Negative Case

(a) Specimens will be immediately disposed of by the SDT team after the screening test.

(b) Negative cases will be reported in the school visit report prepared by the school project assistant.

(c) The school principal will inform the selected student's parent/guardian of the screening test done and the negative result.

4.26 Positive Case

(a) The SDT team will provide on-the-spot counselling to the identified student. The student may choose to seek support from the school social worker if necessary.

(b) The school project assistant will immediately inform the school principal of the positive case.

(c) The school principal will write an authorisation for the disclosure of the positive case to the identified student's parent/guardian.

(d) The school principal will notify the identified student's parent/guardian and invite them to a meeting on the day. The school principal will also notify the designated teachers for assistance at school.

(e) The SDT team should either follow-up the case or make necessary referrals to the relevant CCPSA for timely follow-up.

(f) Meanwhile, if appropriate, the identified student may return to class after immediate counselling.

(g) The SDT team, school social worker, school principal and/or designated teachers will discuss with the attending parent/guardian the immediate welfare of the identified student, and make preliminary suggestion on an appropriate support programme.

4.27 Other Cases

(a) A selected student may also, on the spot –

(i) refer himself to a support programme without testing (see Chapter 6);

(ii) refuse drug testing (see Chapter 7); or

(iii) withdraw Consent to Participation (see Chapter 8).

(b) If a selected student has taken medications lawfully and is considered not suitable to carry out screening test by the nurse/technician of the SDT team, upon the student's agreement, the student's urine specimen will be sent to the Government Laboratory for a laboratory test direct.

4.28 School Visit Report

(a) At the end of a school visit, the school project assistant will compile a school visit report to the school principal for necessary follow-up.

(b) The school visit report will state whether the SDT team has adhered to drug testing procedures set out in this Protocol when conducting the drug tests as observed by the school project assistant, and cover any on-the-spot complaints received by the school project assistant. It will also contain the names of the students who –

(i) were screened negative;

(ii) were screened positive;

(iii) provided a urine specimen for a laboratory test direct;

(iv) unable to provide urine specimen;

(v) self-referred to a support programme without testing;

(vi) refused drug testing; and

(vii) withdrew Consent to Participation.

Laboratory Test

4.29 For a screened positive case or a case in which the selected student has provided a urine specimen for a laboratory test direct, the SDT team and the school project assistant will sign a request for laboratory testing to the Government Laboratory.

4.30 The SDT team will deliver the urine specimen to the Government Laboratory for a laboratory test. For a screened positive case, the specimen will be the same specimen as that used in the screening test. No personal identifier will be attached to the specimen in order to ensure confidentiality and privacy. Proper procedures will be followed to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen at the Government Laboratory.

4.31 The laboratory test for urine will normally take about five working days and the test results will be available for collection at the Government Laboratory by the school project assistant and the authorised staff of the SDT team.

4.32 Specimens sent for laboratory testing will be discarded by the Government Laboratory personnel on expiry of five working days after completion of analysis.

4.33 If the identified student and/or his parent/guardian insist on obtaining a second test (using sophisticated instruments, namely GC-MS or LC-MS) by another competent laboratory to refute the positive screening test result, they may do so at their own expense and should inform the school principal within three working days from the screening test. The school principal will inform the school project assistant and the SDT team. The SDT team will notify the Government Laboratory through a signed request to prepare the urine specimen for collection. Upon receipt of the notification, the Government Laboratory will make ready the urine specimen remaining after the Government Laboratory has conducted the test or has retained a sufficient part for the test, under seal for collection at the Government Laboratory by authorised staff of the SDT team. The Government Laboratory will discard the remaining urine specimens if they are not collected within five days from the date of the notification.

4.34 If the result of the urine test conducted by the other laboratory is negative, then for the purposes of the Scheme, the student will be treated as a false-positive case irrespective of the positive result of the laboratory test, or as a case of negative laboratory test result if no screening test has been done before the laboratory test.

Result Notification (Laboratory Test)

4.35 The Government Laboratory will prepare two reports, one original and one duplicate copy, on the laboratory test results, for the collection by the school project assistant and the authorised staff of the SDT team respectively.

4.36 False-positive Cases

(a) The SDT team will notify the relevant CCPSA (if the case is being followed up by CCPSA) if a given case is confirmed negative upon laboratory test. The SDT team or the relevant CCPSA will abort the support services started as appropriate.

(b) The school principal will inform the concerned student and his parent/guardian.

(c) If the student and/or his parent/guardian show emotional distress, the project manager will provide necessary counselling services. The school social worker will provide necessary backup, if required.

4.37 Confirmed Cases

(a) The SDT team will notify the relevant CCPSA (if the case is being followed up by CCPSA).

(b) The school principal will write an authorisation for the disclosure of the positive case to the identified student's parent/guardian.

(c) The school principal will notify the identified student and his parent/guardian while the SDT team or the relevant CCPSA will continue to provide the

support services. The student and/or his parent/guardian may choose to seek support from the school social worker if required.

(d) The school principal will inform the positive test result on a confidential basis to the designated teachers.

(e) The identified student and/or his parent/guardian may request a medical review (see Chapter 9).

CHAPTER 5 SUPPORT PROGRAMME

Case Conference

5.1 Within 10 working days after notification of a confirmed case, the project manager will, subject to the case welfare need and availability of parties concerned, convene a multi-disciplinary case conference to formulate a support programme (or commonly known as a welfare plan) for the identified student in consultation with the school principal. Before the case conference, where appropriate, the student and parent/guardian may be requested to further consent to the participation of other parties to the case conference, and to the disclosure of information relating to the student's drug use, treatment and rehabilitation to them. The relevant CCPSA and/or school social worker will be invited to participate in the case conference as appropriate to discuss with the student and his parent/guardian on details of the support programme for agreement before implementation.

Support Programmes for Identified Students

5.2 Depending on the case assessment, a support programme for an identified student may be wide ranging, including possible measures such as the following (non-exhaustive, for illustrative purposes) –

(a) For experimental abusers or non-dependent regular abusers

(i) The parent/guardian should pay more attention to the student, and may also arrange medical and counselling services through their own means;

(ii) The student may continue normal schooling as far as possible, and at the same time may receive counselling and assistance from school social workers and designated teachers at school;

(iii) Community-based support services/programmes outside school, such as counselling sessions in the relevant CCPSA, thematic therapeutic groups, community service programmes, family/interpersonal relationship training, psychiatric/psychological intervention, mentorship schemes, etc;

(iv) Basic medical support (e.g. further drug testing, body check up, motivational interviews and drug-related consultation) from general practitioners in the local community network, or medical doctors and healthcare professionals engaged by the relevant CCPSA;

(v) Cases with psychiatric and other medical complications may be referred to Substance Abuse Clinics of the Hospital Authority or other suitable government clinics/hospitals for specialist medical treatment;

(b) For addicted (dependent) abusers

(i) Addicted abusers requiring voluntary residential programmes may be admitted to the 40 drug treatment and rehabilitation centres in the territories run by 17 non-governmental organisations (NGOs); and

(ii) After completing a residential programme, the rehabilitated student may return to schooling in a mainstream or other school following a review by the concerned parties and others in a case conference as and when necessary. EDB will ensure such social reintegration through the existing placement assistance mechanism.

5.3 The support programme will also make full use of any community network available.

5.4 The case progress will be reviewed by the agencies providing support programme (see paragraph 5.2), for example, the SDT team, relevant CCPSA, school social worker, or Substance Abuse Clinics, etc., and a case review meeting will be convened, if deemed necessary, with the identified student, his parent/guardian, and other concerned parties to discuss progress and unresolved issues.

5.5 The support programme under the Scheme may last beyond the completion of the Scheme if necessary.

5.6 Parents/guardians of participating and identified students may also benefit from counselling and other services of the concerned parties, apart from general community services such as those available at integrated family service centres operated by Social Welfare Department (SWD) or NGOs subvented by SWD, which deliver “one-stop” services to individuals and families to meet their multifarious needs.

CHAPTER 6 SELF-REFERRAL

6.1 At anytime during the drug testing process, selected students may admit abuse of drugs.

6.2 Participating students not selected for drug testing may admit abuse of drug to any school personnel at anytime. The school personnel will refer the student to the SDT team and inform the school project assistant.

6.3 The need for drug testing may be obviated by such voluntary admission of drug abuse.

6.4 Such students having admitted drug abuse will be treated as confirmed cases and will be followed up as such.

6.5 Students with drug problems may also approach the relevant CCPSA direct to benefit from the support programme (see Chapter 5).

CHAPTER 7 REFUSAL

7.1 If a selected student refuses to take the drug test, the school principal may ask the designated teacher to address any concern that the selected student may have but it must always be borne in mind that participation is entirely voluntary.

7.2 If a selected student tampers with the testing process, the school principal may ask the designated teacher to follow up with the selected student.

7.3 If the selected student is in emotional distress, he may be referred to the school social worker for voluntary counselling.

7.4 The school principal will notify the selected student's parent/guardian who has given Consent to Participation, if a selected student refuses to take the drug test and/or tampers with the testing process.

CHAPTER 8 WITHDRAWAL OF CONSENT

8.1 Participating students and parents/guardians may jointly withdraw Consent to Participation at any time during the Scheme by written notice given to the school principal.

8.2 Where a withdrawal notification is given by the participating student only, the school principal will inform the parent/guardian who gave the Consent to Participation.

8.3 Bearing in mind that participation in the Scheme is entirely voluntary, no adverse consequence will arise from any withdrawal.

8.4 Upon receiving the notice of withdrawal, the school principal will inform the SDT team, the school project assistant, and the other concerned parties, who (including the school principal) will erase the relevant personal data (including any drug testing records) in their respective possession as soon as the data are no longer required for the purposes of the Scheme.

CHAPTER 9 REVIEW

9.1 If the identified student and/or his parent/guardian maintain that the existence of the positive laboratory test result of the urine specimen is not attributable to unlawful use (e.g. it was caused by the use of drugs prescribed by medical doctors), they should inform the school principal. The school principal will inform the project manager and the school project assistant. The project manager will invite a medical doctor to review the situation in the light of the said assertion. The concerned parties will abide by the medical doctor's review result.

9.2 However, if the identified student and/or his parent/guardian insist on obtaining a second opinion from another competent medical practitioner to prove that the existence of the positive laboratory test result of the urine specimen is not attributable to unlawful use, they may do so at their own expenses.

9.3 If the second opinion obtained by the identified student and/or his parent/guardian substantiates the assertion, then irrespective of the review result in paragraph 9.1, the identified student will be treated as a false-positive case for the purposes of the Scheme.

CHAPTER 10 CONFIDENTIALITY AND PERSONAL DATA PRIVACY

10.1 Personal data obtained under the Scheme have to be protected under the Personal Data (Privacy) Ordinance (Cap. 486 Laws of Hong Kong) (PD(P)O). Records of confidential information kept by reporting agencies and Central Registry of Drug Abuse (CRDA) are also protected by Part VIIA (sections 49A- 49I) of the DDO. All concerned parties must familiarise themselves and strictly comply with the provisions of these Ordinances. For ease of reference, a brief summary of the data protection principles (DPP) 1 – 6 of the PD(P)O is attached at Appendix 5.

10.2 The SDT Team and the participating schools, with the assistance of the school project assistant, will conduct the Scheme in compliance with the requirements on the protection of confidential information and personal data as set out in this Protocol. The SDT team and participating schools will have checklists to ensure the operation of the Scheme is in compliance with the PD(P)O.

Data Protection Principles (DPP) 1 – 6 of the Personal Data (Privacy) Ordinance

10.3 The consent form, this Protocol and the process of obtaining consent have been carefully designed to set out the necessary information in order to meet the requirements of DPP 1. All concerned parties involved in the Scheme should restrict themselves to obtaining and disclosing personal data of a student which are strictly necessary for the purposes of the Scheme.

10.4 In accordance with DPP 2, due process has been put in place to ensure accuracy of the test results (see arrangements in Chapter 4 and for review in Chapter 9). Following completion of the Scheme, or withdrawal of Consent to Participation, all personal data will be erased as soon as they are no longer required for the purposes of the Scheme.

10.5 In accordance with DPP 3, personal data collected under the Scheme shall not without the prescribed consent of the data subject, be used for any purpose other than the purposes of the Scheme or a purpose directly related to the Scheme.

10.6 In accordance with DPP 4, all data users must establish and maintain appropriate security measures to protect the personal data. Policies and practices in relation to personal data must be formulated to ensure only authorised persons could access such personal data. Personal data, especially drug testing records and the school visit report, will be kept confidential and all practicable measures will be employed to avoid any stigma or labelling effect. Staff of schools, designated NGO and relevant CCPSA who have access to such personal data should be required to sign an undertaking to maintain confidentiality. Communication of personal data over the Internet must be secure. The use of mobile device for storing such personal data must be restrictive and encrypted.

10.7 In accordance with DPP 5, this Protocol is an open document for dissemination to all concerned and for public access. All data users must also put in place and make available their personal data policies and practices.

10.8 In accordance with DPP 6, all data subjects (students and parents/guardians) have rights to access to and correction of their personal data.

Protection under the Dangerous Drugs Ordinance (DDO)

10.9 All concerned parties should note that under section 49D(1) of the DDO, there is a general prohibition with criminal sanctions against disclosure of any records of confidential information[4] which is kept by CRDA or a reporting agency, supply to any person information obtained from such record, or permitting access to any such record. Any person seeking to do any act mentioned in section 49D(1) shall ensure that the act is covered by consent under section 49F, or is otherwise lawful. The names of organisations designated as reporting agencies are specified in the Fourth Schedule to the DDO.

10.10 For the purposes of the Scheme, and without prejudice to other situations, the agencies providing support programme (see Chapter 5) may report to CRDA the drug abuse situation of the identified student if the student and his parent/guardian so consent.

10.11 All information supplied to CRDA is handled in strict confidence and is accessible only to people who are directly involved in the operation of CRDA and are required to observe the rule of confidentiality.

[4] "Confidential information" means information which is recorded by the CRDA or a reporting agency in respect of any person and which relates to any one or more of the following –
(a) the use, or alleged use, by that person of a dangerous drug;
(b) the conviction of that person for an offence under the DDO; and
(c) the care, treatment or rehabilitation of that person by reason of his use of a dangerous drug.

CHAPTER 11 LAW ENFORCEMENT

Police

11.1 Police and other law enforcement agencies will not be informed of the personal data of any individual student obtained under the Scheme.

11.2 Police may be provided with aggregate, non-identifying statistics of the test results to understand the drug situation of schools for better focusing efforts to combat the drug problem.

Prosecution Policy

11.3 A positive drug test or an admission of drug abuse will generally evidence that an offence of consumption of a dangerous drug has taken place. However, the Scheme is an initiative primarily designed to enhance the resolve of those students who have not taken any drugs to continue to stay away from drugs, and trigger the motivation of those students abusing drugs to quit drugs and seek help. Accordingly, the prosecution authorities have confirmed that a participating student who has been tested positive or who admits drug abuse pursuant to the Scheme will not be prosecuted for consumption of drugs contrary to section 8 of the DDO.

11.4 Any other situation outside the Scheme, that is, other than where a participating student has tested positive or admits drug abuse pursuant to the Scheme, will be governed by existing practice and laws of Hong Kong. The Scheme does not exempt police investigation and/or prosecution of a student and/or a participant of the Scheme who is found to be in possession of a dangerous drug or is found to be consuming a dangerous drug whether inside or outside the school campus. In every other respect, the current edition of the Statement of Prosecution Policy and Practice issued by the Department of Justice applies.

APPENDIX 1 LIST OF COUNSELLING CENTRE FOR PSYCHOTROPIC SUBSTANCE ABUSERS

Centre	Services Coverage
Caritas – Hong Kong Caritas HUGS Centre	Tuen Mun
Evangelical Lutheran Church Hong Kong, Social Service Head Office Enlighten Centre	Yuen Long
Hong Kong Children and Youth Services Sane Centre	Tsuen Wan and Kwai Tsing
Hong Kong Christian Service PS33 – Shamshuipo Centre	Sham Shui Po
Hong Kong Christian Service PS33 – Tsimshatsui Centre	Kowloon City and Yau Tsim Mong
Hong Kong Lutheran Social Service, the Lutheran Church Hong Kong Synod Limited Cheer Lutheran Centre	Tai Po and North
Hong Kong Lutheran Social Service, the Lutheran Church Hong Kong Synod Limited Evergreen Lutheran Centre	Kwun Tong
Hong Kong Lutheran Social Service, the Lutheran Church Hong Kong Synod Limited Rainbow Lutheran Centre	Wong Tai Sin and Sai Kung
Hong Kong Sheng Kung Hui Welfare Council Neo-Horizon	Sha Tin
Tung Wah Group of Hospitals TWGHs CROSS Centre – Central Western, Southern and Islands Office	Central Western, Southern and Islands
Tung Wah Group of Hospitals TWGHs CROSS Centre – Eastern and Wanchai Office	Eastern and Wan Chai

APPENDIX 2 SAMPLE FORM

CONSENT TO PARTICIPATION

Participation in School Drug Testing Scheme in Tai Po District ("Scheme")

To: <Principal>, <School>

We, the undersigned student (the student) and parent/guardian, acknowledge that a copy of the Protocol of the School Drug Testing Scheme (The Scheme) has been uploaded on the school website for our access. We have read the Protocol, understood its content as well as that of this consent form.

Drug Testing

If we participate in the Scheme, we will consent and undertake to provide a urine specimen of the student to be collected and tested for the presence of illicit drugs during the school year 2011/12.

Support Programme

If we participate in the Scheme, we will consent and undertake to join the support programme under the Scheme, if the above drug testing result is positive, or if the student joins by self-referral.

Collection, Use and Release of Personal Data

If we participate in the Scheme, we understand that our personal data (including drug testing results of the student) will be collected by and/or released to the following concerned parties mentioned in the Protocol and us on a confidential and need-to-know basis and only for the purposes of the Scheme –

1. relevant staff of Hong Kong Lutheran Social Service Cheer Lutheran Centre, that is the Student Drug Testing team and the case manager assigned to the student upon any positive test result or upon self-referral;
2. the principal of <School> or any staff designated to act on his behalf, the class teacher of the student, and _____ (that is, any other teacher if so suggested by the student);
3. school project assistant of <School>;
4. school social worker of <School>;
5. the student's parents/guardians; and
6. relevant staff assigned by the principal of <School> to facilitate selected students' attendance to the specimen collection site for drug testing and other necessary clerical work for the Scheme (these staff will not be informed of the drug testing results of the student).

We understand we may request access to and correction of our personal data under the Personal Data (Privacy) Ordinance (Cap. 486 Laws of Hong Kong), and that any such request to you may be made at the address and telephone number provided on the back of the page.

We also understand that (a) we may withdraw the above consent and undertaking at any time by written notice to you, and (b) the parent/guardian will be informed if the student gives a notice of withdrawal, refuses to provide a specimen of urine for drug test under the Scheme, or refuses to continue with the Scheme in any other ways.

{ Please select and tick ✓ ONE of the two boxes below }

☐ **We hereby agree to give the above consent and undertaking to participate in the Scheme on a voluntary basis.**

☐ **We do not wish to participate in the Scheme.**

	class class no.		
Student's Name (Block Capitals)		Signature	Date (D/M/Y)
Parent's/Guardian's Name (Block Capitals)		Signature	Date (D/M/Y)

Notes: Students who are currently subjected to supervision under the law, such as probation order, community service order, supervision order or a suspended sentence shall not participate in the Scheme.

(If opted for participation in the Scheme, please continue.....)

For the two purposes of the Scheme: (a) to enhance the resolve of those students who have not taken any drugs to continue to stay away from drugs, and (b) to trigger the motivation of those students abusing drugs to quit drugs and seek help, I consent to my drug testing results being disclosed to my parents/guardians, and this consent has been read over to me by the Principal on _____.

	class class no.		
Student's Name (Block Capitals)		Signature	Date (D/M/Y)

APPENDIX 3 GUIDELINES FOR SCREENING INTERVIEW

Screening Interview

A screening interview will be conducted by the SDT team before the drug test is administered. The following areas will be explained and explored –

1. The guiding principles and objectives of the Scheme;
2. The procedures of collection of urine specimen;
3. The procedures of how the screening test will be conducted;
4. The rights and obligations of the student;
5. Drug abuse history of the student, if any;
6. Whether the student is currently subject to supervision under the law, such as probation order, community service order, supervision order or a suspended sentence; and
7. The student may choose to seek assistance, help and support from the SDT team, school principal, designated teachers or school social worker whenever necessary.

Assessment of Student's Drug Abuse Status

If a student is identified as a drug abuser, social workers may quickly investigate the following 10 domains (Tarter, 1990) by briefly asking the student, his parents/guardians, teachers, and school social workers –

Are you aware of/have you noticed any problems on your… ?

1. Drug use/abuse (e.g. signs of drug use, patterns of use, reasons for use);
2. Behaviour patterns (e.g. deviant behaviour);
3. Health status (e.g. major illness, recent physical health problems);
4. Emotional and psychological state (e.g. depression, suicidal ideation or attempts);
5. Family system (e.g. family substance use, family chaos);
6. School adjustment (e.g. falling school grade, truancy);
7. Work (e.g. idle, frequent absence from work without reason);
8. Social skills (e.g. poor communication skills, withdrawn);
9. Peer relationship (e.g. substance using peers);
10. Leisure/recreation (e.g. rave parties, karaoke, game centres, cyber cafes).

Categorization of Drug Abusers (Working Party of the Royal College of Psychiatrists and the Royal College of Physicians, 2000)

After the initial screening interview and the assessment, students may be identified as follows –

1 **The never exposed** – They have never been offered or abused drugs, and are unlikely ever to be offered. Yet, they may take note in the general public information programmes of drugs used/abused in the society.

2 **The exposed never-used** – They may, on a small number of occasions, have been presented with the opportunity to use drugs, but chose not to do so. It is presumed that they, at some future date, may again be posed to a situation where there is the opportunity to use drugs. Decisions of use or not to use will depend on personal and social factors.

3 **The experimental abuser** – They are exploring both the drug effect and the place of this drug use within their own lives. At this stage their future engagement with, or disengagement from further drug use has not yet been firmly determined.

4 **The non-dependent regular abuser** – Dependence has not yet occurred. For such users, it is likely that prevention messages may be suitable to steer them away from drug use. Their perceptions of the adverse consequences of detection/arrest may influence the extent to which they become more heavily involved in their drug use.

5 **The addicted (dependent) abuser** – Drug use has become the most important aspect of their life. The extent to which they are influenced by public opinions and policies is determined by the extent to which they consider themselves to be part of the society.

6 **The vulnerable ex-user –** Former drug users who have become drug-free are likely to have a greater vulnerability to unexpected opportunity to use their previous drug.

Reference

Tartar RE. (1990). Evaluation and treatment of adolescent substance abuser: a decision tree method. *Am J Drug Alcohol Abuser 16* (1-2): p.1 - 46.

Working Party of the Royal College of Psychiatrists and the Royal College of Physicians (2000). Drugs: dilemmas and choices. Gaskell, London.

APPENDIX 4 URINE SPECIMEN COLLECTION PROCEDURES

Pre-test Arrangement

1. The school principal designates a collection site (interview room and rest room) which is secure, and dedicated solely to urine collection.

Procedures for Specimen Collection

2. The school principal, or any school staff assigned by him, informs selected students and facilitates their attendance to the collection site.

3. The SDT team shall conduct a screening interview and brief the student on the purpose of urine collection.

4. The collector provides a clean specimen collection container to the student.

5. The student is allowed to provide his specimen in a rest room that allows for individual privacy.

6. Upon receiving the specimen from the student, the collector shall determine the volume (not less than 30mL) and temperature (not outside the range of 32°C – 38°C) of the specimen. The collector shall also inspect the specimen to determine if there is any sign indicating that the specimen may be invalid.

Urine Screening Test

7. The collector shall perform the screening test in front of the student and the school project assistant. The collector shall use a new dropper to extract an appropriate amount of specimen for screening test kit.

8. If the screening test returns a positive result, another screening test on the same urine specimen using a urine test kit of a different brand will be conducted.

9. If both screening tests return positive results, the collector will then affix security seal to the remaining specimen for laboratory testing and initial a specimen delivery record for the purpose of certifying that it is the specimen collected from the concerned student. A specimen code will be attached to the specimen container. No personal identifier will be attached to the specimen in order to ensure confidentiality and privacy. The specimen will be sent to the Government Laboratory by the collector.

10. If a selected student has taken medications lawfully and is considered not suitable to carry out screening test by the nurse/technician of the SDT team, the student's urine specimen will be sent to the Government Laboratory for a laboratory test direct.

11. Nonessential specimens will be disposed of into the sewer properly and immediately.

APPENDIX 5 BRIEF ON PERSONAL DATA (PRIVACY) ORDINANCE

Objectives

The purpose of the Ordinance is to protect the privacy interests of living individuals in relation to personal data. It also contributes to Hong Kong's continued economic well being by safeguarding the free flow of personal data to Hong Kong from restrictions by countries that already have data protection laws.

Scope of Coverage

The Ordinance covers any data relating directly or indirectly to a living individual (data subject), from which it is practicable to ascertain the identity of the individual and which are in a form in which access or processing is practicable. It applies to any person (data user) that controls the collection, holding, processing or use of personal data.

Data Protection Principles (DPP)

Principle 1 (DPP 1) – **Purpose and manner of collection**. This provides for the lawful and fair collection of personal data and sets out the information a data user must give to a data subject when collecting personal data from that subject.

Principle 2 (DPP 2) – **Accuracy and duration of retention**. This provides that personal data should be accurate, up-to-date and kept no longer than necessary.

Principle 3 (DPP 3) – **Use of personal data**. This provides that unless the data subject gives consent otherwise personal data should be used for the purposes for which they were collected or a directly related purpose.

Principle 4 (DPP 4) – **Security of personal data**. This requires appropriate security measures to be applied to personal data (including data in a form in which access to or processing of the data is not practicable).

Principle 5 (DPP 5) – **Information to be generally available**. This provides for openness by data users about the kinds of personal data they hold and the main purposes for which personal data are used.

Principle 6 (DPP 6) – **Access to personal data**. This provides for data subjects to have rights of access to and correction of their personal data.

The Ordinance (full text) can be downloaded from website of "The Office of the Privacy Commissioner for Personal Data" at

http://www.pcpd.org.hk/english/ordinance/ordfull.html.

健康校園計劃

校園測檢計劃守則

(大埔區中學)

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第 1 章　目的及指導原則

1.1　校園測檢計劃（下稱“本計劃”）是「健康校園計劃」其中的一部分，獲禁毒基金撥款資助，由參與學校於 2011/12 學年推行。

1.2　本計劃循下列原則推展：

(a) 幫助學生，以學生的最大利益爲依歸；

(b) 自願參與；

(c) 個人資料絕對保密；以及

(d) 爲學生提供專業測試及支援服務。

1.3　本計劃的目的和意義：

(a) 預防 — 本計劃可鞏固沒有吸食毒品的學生繼續遠離毒品的決心，即使有朋輩引誘他們嘗試吸毒，會更堅決說「不」，從而預防毒品在校園蔓延；以及

(b) 幫助學生 — 本計劃可觸發吸食毒品的學生 （尤其是初期接觸毒品的學生） 戒毒和求助的動機。同時爲希望走出毒海的學生提供適切的支援服務。

1.4　爲符合本計劃的目的，凡在本計劃下發現有吸食毒品的學生，將：

(a) 不會被控吸毒；以及

(b) 不會被開除學籍。

1.5　除參加本計劃外，學生及其家長／監護人也可以直接前往任何一間濫用精神藥物者輔導中心(下稱“濫藥者輔導中心”)(見附錄 1)尋求專業協助。整個過程絕對保密。爲配合所提供的輔導服務，濫藥者輔導中心同時提供實地醫療支援服務，包括自願毒品測試服務。

第 2 章　　釋義[1]

2.1　本計劃

校園測檢計劃包括毒品測檢和支援計劃兩部份。測檢部份將於 2012 年 1 月至 6 月推出。支援計劃是爲被辨識的學生而設（見第 2.19 段），如有必要，可延伸至本計劃結束後。

2.2　參與學校

於本計劃推行學年，大埔區自願參加本計劃的中學。

2.3　參與同意書

同意參加本計劃的書面同意，由學生及其家長／監護人以規定表格形式呈交校長（見第 4.3 至 4.11 段）。表格樣本載於附錄 2。

2.4　參與學生

學生本人及其家長／監護人均同意參加本計劃的學生。

2.5　抽中的學生

以隨機方式抽中接受測檢的學生。

2.6　被辨識的學生

在快速測試呈陽性反應的學生（見第 4.26 段） 或確定個案 （見第 2.17 段）。

2.7　相關人士

在參與同意書內列明的人士，這些人士可獲取由本計劃收集到的個人資料（見第 4.6 段） 並在本計劃中擔當特定的角色（見第 3 章）。

2.8　指定非政府機構

非政府機構作爲本計劃的整體統籌，負責向參與計劃學校的學生及其家長提供/統籌相關輔導服務，以及爲參與學校提供測檢服務。

[1]在本守則中，除非明確指出另有所指，或文意另有所指，否則，“他”指男性或女性。.

2.9 相關濫藥者輔導中心[2]

爲參與學校所屬地區提供服務的濫藥者輔導中心(見附錄 1)。

2.10 校外專責隊伍

由指定非政府機構組成的隊伍，會到訪每間參與的學校，收集學生的尿液樣本，及進行快速測試。

2.11 計劃經理

指定非政府機構委派一名註冊社工負責監督校外專責隊伍，並與相關濫用藥物者輔導中心、參與學校的社工和校長／老師協調，以提供載於本計劃守則的各種活動和服務。

2.12 指定老師

參與學生的班主任，以及參與學生在參與同意書上建議的另一名老師。

2.13 學校計劃助理

由參與學校委派的員工出任學校計劃助理，負責履行載於本計劃測檢守則所載的職責。

2.14 違禁藥物或毒品

任何受《危險藥物條例》（香港法例第 134 章） 管制的毒品或物質。

2.15 快速測試

由校外專責隊伍進行的毒品測試。他們會用尿液測試工具測試尿液樣本中是否含有違禁藥物或其代謝物。尿液測試工具將會測試本港青少年吸毒者通常吸食的危害精神毒品。爲作說明，該些毒品包括：

(a) 氯胺酮 （K 仔）；

(b) 搖頭丸；

(c) 冰；

(d) 大麻；以及

(e) 可卡因。

[2]由社會福利署資助的濫藥者輔導中心，會爲參與學校的學生(包括沒有參與本計劃或由本計劃轉介的學生)提供輔導服務、預防教育活動及支援。

由於吸食毒品的趨勢可能會迅速轉變，所測試的毒品種類在本計劃進行期間或會有變。

2.16 化驗所測試

由政府化驗所使用先進精密儀器 （即氣相色譜-質譜聯用儀 （GC-MS） 或液相色譜-質譜聯用儀（LC-MS）） 進行的測試：

（a） 鑑定違禁藥物是否存在於尿液樣本； 或

（b） 樣本在快速測試中被驗出呈陽性結果後，鑑定尿液樣本中是否存有違禁藥物； 或

（c） 就測試前合法地曾服用可引致快速測試呈假陽性的藥物而被校外專責隊伍的護士/技術員評定爲不適合進行快速測試的學生，鑑定違禁藥物是否存在於尿液樣本。

2.17 確定個案

獲證實的吸毒個案，指經過化驗所測試，結果發現尿液樣本含有違禁藥物，也指自行轉介個案 （見第 6 章）。

2.18 誤測個案

經化驗所測試推翻快速測試中呈陽性的個案，即化驗所測試爲陰性結果；又或經醫學覆檢後推翻的個案（見第 9 章）。

2.19 支援計劃

爲被辨識的學生提供輔導、戒毒治療、康復和轉介服務的支援計劃（見第 5 章）。

2.20 以社區爲本的支援服務

任何在社區內爲被辨識的學生提供支援的服務或計劃 （如師友計劃中，義工擔任導師與學生分享他的生活經驗，幫助學生面對和克服困難）。

第 3 章　　相關人士的角色

3.1　指定非政府機構

(a) 校外專責隊伍 — 負責收集樣本作測檢、在有需要時爲樣本進行快速測試、爲學生安排配套服務、即場爲快速測試結果呈陽性反應的學生提供輔導服務，以及轉介個案予相關濫藥者輔導中心作必要的跟進。

(b) 計劃經理 — 負責協調參與本計劃的學校的測檢服務，及向參與學校的學生和家長提供輔導、戒毒治療和康復服務。此外計劃經理亦負責：

(i) 於校訪時，確保校外專責隊伍遵循計劃守則所載的測檢程序並提出意見；

(ii) 處理校外專責隊伍收到有關參與本計劃的學生、其家長／監護人或其他相關人士提出涉及測檢的投訴，如有需要，可向校長尋求意見；

(iii) 確保本計劃遵守禁毒基金程序，包括呈交報告內的要求；

(iv) 明白並遵循本守則內所列明的與測檢事宜有關的私隱及其他相關條例的要求，並把需要關注的事宜轉達政府有關部門；及

(v) 因應有關個案的福利需要，向校長尋求意見並召開多專業個案會議。

3.2　相關濫藥者輔導中心

相關濫藥者輔導中心負責評估被辨識的學生的需要，並提供適切的輔導、戒毒治療及康復服務，包括在有需要時參與多專業個案會議，以及爲被辨識的學生制定有效的支援計劃。

3.3　學校社工[3]

負責向參與學生及被辨識的學生及其家長／監護人提供適時的輔導。

3.4　學校

(a) 校長 — 他或代表他處理其職責的教職員(下稱“校長”)負責督導本計劃在校內推行，以及爲參與的學生及被辨識的學生所提供學校支援。在校外專責隊伍校訪前，他會通知學校社工有關校訪日期。如有需要，學校社工可就其所知的個案，建議校長那些學生是否適合接受測試。

[3] 提供學校社會工作服務的非政府機構已獲禁毒基金撥款資助，就「健康校園計劃」提供預防教育活動，於測檢當日駐守學校，及在需要時爲參與學生、被辨識的學生及其家長／監護人提供適時輔導。有關的非政府機構需負責安排機構的社工推行上述活動。

(b) <u>學校計劃助理</u> — 負責：

(i) 爲校外專責隊伍進行校訪時安排後勤支援及作爲參與學校和校外專責隊伍之間的聯絡點（如釐定測檢編排，統籌參與學生名單）；

(ii) 視察校外專責隊伍進行校訪時的測檢過程，並就計劃經理的跟進行動向學校校長提出意見；

(iii) 協助學校校長依循本守則內所列明的要求，包括符合私隱及其他相關條例。如有需要，可向計劃經理尋求意見；

(iv) 協助校長處理學校收到有關本計劃的投訴／查詢，如有需要，可向計劃經理尋求意見；

(v) 告知學校校長有關校外專責隊伍即場收到有關本計劃的投訴／查詢，及計劃經理所採取的跟進行動；

(vi) 向政府化驗所收取測試結果 (見第 4.35 段)；及

(vii) 擬備下列報告：

1) 呈交校長的校訪報告（見第 4.28 段）；及

2) 呈交校長的總結報告。

(c) <u>指定老師</u> — 負責協助本計劃在校內推行，以及支援參與學生及被辨識的學生。

第 4 章　　測檢

準備工作

4.1　在進行測檢前，指定非政府機構會與參與學校合作，安排禁毒教育講座及簡介會，向學校老師、家長／監護人、學生及其他相關人士介紹及推廣本計劃，並邀請他們參與計劃。

4.2　與此同時，參與學校會制訂和推行健康校園政策，以締造安全、關愛、健康和無毒的學習環境，並及早建立學生的正面價值觀和態度，推動全人發展，從而加強他們抗拒吸毒的能力。

同意書及參加計劃

4.3　參加本計劃純屬自願。

4.4　參與學校會向學生及其家長／監護人提供本守則和參與同意書，讓他們表明是否同意參加，並給予所需同意和作出承諾。校長會向學生宣讀，如果參與本計劃，其測檢結果將會通知其家長／監護人。

4.5　要參加本計劃，學生及其家長／監護人須同意以下事項並作出承諾：

(a) 測檢 — 同意並承諾在本計劃下，學生如被抽中，將會提供尿液樣本，以供測試有否含有違禁藥物。

(b) 支援計劃 — 同意並承諾如上述測檢結果呈陽性反應，或在學生自行轉介下，即會參加本計劃下設的支援計劃。

4.6　參與同意書表格會向家長／監護人和學生說明，他們的個人資料會以保密形式，並只爲本計劃的目的，由下列相關人士收集及／或向下列相關人士披露：

(a) 指定非政府機構的有關工作人員、校外專責隊伍，及獲指派處理測試結果呈陽性或自行轉介學生的相關濫藥者輔導中心的工作人員；

(b) 參與學校的校長及指定老師；

(c) 學校計劃助理；

(d) 參與學校的學校社工；

(e) 學生家長／監護人；及

(f) 由參與學校校長指派的有關工作人員，協助帶領抽中的學生前往測檢地點及處理與本計劃相關的文書工作。

4.7 學生和其家長／監護人必須細閱參與同意書的表格，然後簽署和註明日期，並把填妥的表格交回學生的班主任。

4.8 參與同意書在本計劃推行期內有效（見第 2.1 段）。

4.9 參與學生如在學年中轉往另一所均有推行本計劃的學校，並希望參與新學校的校園測檢計劃，該學生和其家長／監護人需要按新學校的規定，完成必要的程序。

4.10 任何在本計劃開始前沒有交回參與同意書表格的家長／監護人和學生，可以在學年內隨時參與本計劃。

4.11 現正受法律監管，例如受感化令、社會服務令、監管令或緩刑監管的學生，不得參加本計劃。在參與本計劃後而開始接受法律監管的學生，應該退出本計劃。

學生名單

4.12 進行測檢前，所有參與學校的校長會各自整理一份名單，列明校內參與學生的姓名、就讀班級及性別。

4.13 校外專責隊伍會於到訪參與學校前一星期通知校長、學校社工和學校計劃助理。測檢日期及次數不會向學生公布。

4.14 校長會於校外專責隊伍到訪前一星期，經安全的通訊模式向該隊伍提供最新修訂的參與學生名單。

4.15 校外專責隊伍會於到訪前三個工作天內，通知校長和學校計劃助理以隨機方式抽中接受測檢的學生名單。抽中的學生只會在前往接受測檢前收到通知。

4.16 校訪開始時，校長會向校外專責隊伍和學校計劃助理提供最新修訂以隨機方式抽中接受測檢的學生名單，名單顯示被抽中而又可以進行測檢的學生和測檢次序。學校計劃助理會覆核名單上的學生姓名，確保抽中的學生名單正確無誤。

隨機抽選

4.17 於計劃推行學年，校外專責隊伍會從每間學校的參與學生中隨機抽選最少 20%進行測檢。校外專責隊伍會不定期到訪學校，以免學生推算測檢日期。

4.18 除非已參加本計劃下設的支援計劃，否則抽中接受測檢的學生日後仍須與其他學生一同參與隨機抽選。

收集尿液樣本及快速測試

4.19 在收集尿液樣本的過程中，校外專責隊伍會盡力令抽中的學生感到安心，並消除他們對測檢和本計劃的疑慮或誤解。

4.20 有關過程大約需時 10 至 15 分鐘，並會盡量減低對教學的干擾，當中過程包括：

(a) 在會面室進行甄別面談；

(b) 在洗手間收集尿液樣本；

(c) 在會面室進行快速測試；以及

(d) 在會面室進行事後面談。

4.21 在甄別面談時，校外專責隊伍會爲抽中的學生作個別簡介，並回答相關問題。甄別面談結束後，學校計劃助理會列席快速測試其餘部份，並會記錄校訪報告所需的資料（見第 4.28 段）。甄別面談指引載於附錄 3。

4.22 抽中的學生會在一個潔淨的廁格內提供尿液樣本，確保私隱。收集尿液樣本程序載於附錄 4。第 7 章載有關於當場拒絕接受測試的跟進程序。

4.23 如快速測試結果呈陽性反應，校外專責隊伍會使用另一牌子的尿液測試工具，利用同一個尿液樣本進行另一次快速測試。如第二次測試結果呈陰性反應，有關學生會被視作陰性個案處理。

4.24 如兩次快速測試結果均呈陽性反應，有關學生會被視作甄別陽性個案處理。

通知結果（快速測試）

4.25 陰性個案

(a) 校外專責隊伍在完成快速測試後，會立即棄掉測試樣本。

(b) 陰性個案會在學校計劃助理擬備的校訪報告中匯報。

(c) 校長會通知被抽中的學生的家長／監護人其子女曾接受毒品測試，結果呈陰性。

4.26 陽性個案

(a) 校外專責隊伍會即場輔導被辨識的學生。如有需要，學生亦可選擇尋求學校社工的協助。

(b) 學校計劃助理會即時通知校長該陽性個案。

(c) 校長會填妥「授權披露資料同意書」，授權披露有關陽性個案予被辨識的學生的家長／監護人。

(d) 校長會通知被辨識的學生的家長／監護人，邀請他們即日會面。校長亦會通知指定老師，以便在校內提供協助。

(e) 校外專責隊伍會跟進有關個案或轉介予相關濫藥者輔導中心跟進。

(f) 如在適當情況下，被辨識的學生可在接受即場輔導後返回課室，繼續上課。

(g) 校外專責隊伍、學校社工、校長及／或指定老師會與到場的家長／監護人商討如何即時協助被辨識的學生，並就制訂合適的支援計劃，作出初步建議。

4.27 <u>其他個案</u>

(a) 抽中的學生也可即場：

(i) 在沒有進行測試的情況下自行轉介參加支援計劃（見第 6 章）；

(ii) 拒絕接受測檢（見第 7 章）；或

(iii) 撤回參與同意書（見第 8 章）。

(b) 如學生於測試前曾合法地服用可引致快速測試呈假陽性的藥物，及由校外專責隊伍的護士／技術員評定爲不適合進行快速測試，該學生的樣本會直接送往化驗所進行測試。

4.28 <u>校訪報告</u>

(a) 學校計劃助理會在校訪結束時，擬備校訪報告交予校長，以便作出所需跟進。

(b) 學校計劃助理會按其觀察所得，在校訪報告述明校外專責隊伍在進行測檢時有否依循本守則所列載的測檢程序，和任何學校計劃助理收到的即場投訴。報告同時載列以下各類學生的姓名：

(i) 測試結果呈陰性者；

(ii) 測試結果呈陽性者；

(iii) 提供尿液樣本直接送往化驗所測試者；

(iv) 未能提交尿液樣本；

(v) 在沒有進行測試的情況下自行轉介參加支援計劃者；

(vi) 拒絕接受測檢者；及

(vii) 撤回參與同意書者。

化驗所測試

4.29 就甄別爲陽性的個案或對快速測試有保留而直接將尿液樣本送往化驗所做測試的學生個案，校外專責隊伍和學校計劃助理會簽署書面要求政府化驗所進行化驗所測試。

4.30 校外專責隊伍會把同一尿液樣本送交政府化驗所進行化驗所測試。對於快速測試呈陽性結果的個案，將採用同一尿液樣本進行化驗所測試。樣本不會貼附任何可識別個人身分的資料，以確保資料保密和保障私隱。由收集樣本起至政府化驗所最後處置樣本的整個處理和儲存過程，會依循恰當的程序和追踪途徑，確保尿液樣本的完整性。

4.31 化驗所測試一般需時約五個工作天。測試完成後，學校計劃助理和獲校外專責隊伍授權的人員可到政府化驗所收取測試結果。

4.32 政府化驗所會在完成分析後的五個工作天，銷毀有關化驗所測試的樣本。

4.33 如被辨識的學生及／或其家長／監護人堅持由另一間合資格的化驗所進行第二次測試 （利用 GC-MS 或 LC-MS 等先進精密儀器），以推翻呈陽性的快速測試結果，可自費進行有關測試，並於進行快速測試後三個工作天內告知校長。校長會知會學校計劃助理和校外專責隊伍。校外專責隊伍會就此向政府化驗所提交書面通知，要求預備尿液樣本供收取。政府化驗所收到通知後，會把進行化驗所測試後 （或保留足夠份量進行化驗所測試後） 餘下的尿液樣本備妥並封好，以便獲校外專責隊伍授權的人員到政府化驗所收取。如由通知日期起計五天內無人收取該等餘下的尿液樣本，政府化驗所便會將之銷毀。

4.34 倘另一間化驗所進行的尿液測試結果呈陰性反應，則就本計劃的目的而言，即使化驗所測試的結果爲陽性，有關學生會被視作誤測個案處理。

通知結果（化驗所測試）

4.35 政府化驗所將擬備的兩份相同的化驗所測試結果報告，正本及副本分別由學校計劃助理和獲校外專責隊伍授權的人員領取。

4.36 誤測個案

(a) 如有關個案已由相關濫藥者輔導中心跟進，當進行化驗所測試後，結果呈陰性反應時，校外專責隊伍會通知相關濫藥者輔導中心。校外專責隊伍或相關濫藥者輔導中心會終止已開始的支援服務。

(b) 校長會通知有關學生及其家長／監護人。

(c) 若發現學生及／或家長／監護人情緒受到困擾，計劃經理會提供所需的輔導服務。如有需要，學生可以選擇向學校社工尋求支援。

4.37 <u>確定個案</u>

(a) 如果有關個案已由相關濫藥者輔導中心跟進，校外專責隊伍會通知該濫藥者輔導中心。

(b) 校長會填妥「授權披露資料同意書」，授權披露有關陽性個案予被辨識的學生的家長／監護人。

(c) 校長會通知被辨識的學生及其家長／監護人，而校外專責隊伍或相關濫藥者輔導中心會繼續提供有關的支援服務。如有需要，學生及／或其家長／監護人可以選擇向學校社工尋求支援。

(d) 校長會以保密的通訊模式，向指定老師說明該陽性測試結果已獲確定。

(e) 被辨識的學生及／或其家長／監護人可要求醫生進行覆檢（見第 9 章）。

校園測檢計劃 SCHOOL PROGRAMME

第 5 章　　支援計劃

個案會議

5.1　計劃經理就確定個案發出通知後的十個工作天內，會因應個案的福利需要和與相關人士的協調，向校長尋求意見並召開多專業個案會議，爲被辨識的學生制定支援計劃 （一般稱爲福利計劃）。個案會議舉行前，計劃經理會在適當的情況下，請學生及其家長／監護人再同意讓其他相關人士出席個案會議，以及向他們披露有關學生吸毒、提供的戒毒治療和康復服務的資料。相關濫藥者輔導中心，及／或學校社工亦會在適當時被邀請出席會議，與學生及其家長／監護人討論支援計劃的細節，支援計劃會待他們同意後才實行。

爲被辨識的學生而設的支援計劃

5.2　爲被辨識的學生而設的支援計劃內容廣泛，視乎有關的個案評估而定，可行措施如下 （未能盡錄，只作說明）：

(a) 抱嘗試心態的吸毒者或未依賴毒品的慣常吸毒者

(i) 家長／監護人應多加留意該學生，並可自行安排醫療及輔導服務；

(ii) 學生應盡可能如常上課，同時在校內接受學校社工及指定老師的輔導和協助；

(iii) 在校園以外，參加以社區爲本的支援服務／計劃，例如相關濫藥者輔導中心的輔導計劃、專題治療小組、社區服務計劃、家庭／人際關係訓練、精神／心理介入、朋輩／師友輔導計劃等；

(iv) 所屬地區的普通科醫生或相關濫藥者輔導中心所安排的醫生和專業醫護人員可提供基本醫療支援服務 （例如進一步毒品測試、身體檢查、動機式晤談和與毒品有關的診療）；

(v) 涉及精神病及其他醫療問題的個案，可轉介至醫院管理局轄下的物質誤用診所或其他適合的政府診所／醫院，接受專科治療。

(b) 成癮 （依賴毒品） 的吸毒者

(i) 成癮的吸毒者如自願參與住院戒毒治療及康復計劃，可入住由 17 個非政府機構營辦遍布全港的 40 間戒毒治療及康復中心；以及

(ii) 對於完成住院戒毒治療並已康復的學生，相關人士會視乎需要召開個案會議作出檢討，其後學生可以重返主流或其他學校，繼續學業。教育局會透過現行的學位安排支援機制，確保學生重返校園。

5.3 支援計劃會充分善用任何現有的社區網絡。

5.4 負責提供支援計劃的機構(見 5.2 段)，例如校外專責隊伍、相關濫藥者輔導中心、學校社工或物質誤用診所等，會檢討個案進展。如有需要，會召開個案檢討會議，與有關學生、家長／監護人和其他相關人士討論個案的進度和未能解決的問題。

5.5 如有需要，本計劃下設立的支援計劃會延伸至本計劃結束後。

5.6 社會福利署 （社署） 或社署資助非政府機構營辦的綜合家庭服務中心，會提供“一站式”的個人和家庭服務，以切合滿足家庭內不同類型的需要。參與學生和被辨識的學生的家長／監護人除可獲提供以上的社區服務外，也可主動尋求或經相關人士轉介到有關的綜合家庭服務中心接受輔導和其他服務。

校園測檢計劃 SCHOOL PROGRAMME

第 6 章　　自行轉介

6.1　在測檢過程中，抽中的學生如有吸毒可隨時承認。

6.2　參與學生如有吸毒，即使未被抽中也可隨時選擇向校內任何教職員承認吸毒。有關教職員會把該名學生轉介校外專責隊伍，並知會學校計劃助理。

6.3　若學生承認吸毒，可無需測檢。

6.4　上述承認吸毒的學生，會被視作確定個案處理和跟進。

6.5　受毒品問題困擾的學生，可直接聯絡相關濫藥者輔導中心，從支援計劃中得到協助（見第 5 章）。

第 7 章　拒絕接受測檢

7.1　抽中的學生如拒絕接受測檢，校長可請指定老師釋除該名學生的疑慮，但須時刻緊記，參加計劃純屬自願。

7.2　抽中的學生如在測檢過程中作假，校長可請指定老師跟進該名學生。

7.3　抽中的學生如受情緒困擾，可把他轉介學校社工，接受自願的輔導服務。

7.4　抽中的學生如拒絕接受測檢及／或在測檢過程中作假，校長或指定老師會通知與該名學生一同簽署參與同意書的家長／監護人。

第 8 章　　撤回同意

8.1　參與學生及其家長／監護人可在本計劃推行期間，隨時以書面通知校長，一同撤回參與同意書。

8.2　如參與學生單方面通知撤回，校長會通知與該學生一同簽署參與同意書的家長／監護人。

8.3　由於參加本計劃純屬自願，撤回同意將不會帶來任何負面的後果。

8.4　校長收到撤回通知後，會通知校外專責隊伍、學校計劃助理及其他相關人士。若有關的個人資料（包括任何測檢記錄）不再需要用於本計劃的目的，則他們（包括校長）會盡快刪除其管有的該等資料。

校園測檢計劃
SCHOOL PROGRAMME

第 9 章　　覆檢

9.1　如被辨識的學生及／或其家長／監護人認爲在化驗所的尿液測試呈陽性結果並不是因非法使用藥物所致（例如是因服食了醫生處方的藥物導致），他們應通知校長。校長會通知計劃經理和學校計劃助理。計劃經理會邀請醫生，因應上述所言進行覆檢。相關人士須遵從醫生的覆檢結果。

9.2　不過，如被辨識的學生及／或其家長／監護人堅持要徵詢另一名註冊醫生的意見，以證明尿液樣本的化驗所測試呈陽性結果並不是因非法使用藥物所致，他們可自費聘請醫生覆檢。

9.3　如被辨識的學生及／或其家長／監護人取得的另一意見支持他們所言，則不論第 9.1 段的覆檢結果爲何，就本計劃的目的而言，被辨識的學生會被視作誤測個案處理。

第 10 章　保密及個人資料私隱

10.1　根據本計劃取得的個人資料，受《個人資料 （私隱） 條例》 （香港法例第 486 章） 保障。呈報機構和藥物濫用資料中央檔案室 （檔案室） 備存的機密資料記錄，也受《危險藥物條例》第 VIIA 部 （第 49A 至 49I 條） 保障。相關人士必須熟悉該等條文，並嚴格遵守條文規定。《個人資料 （私隱） 條例》中第 1 至第 6 保障資料原則概要現載於附錄 5，方便參考。

10.2　校外專責隊伍和參與學校，在學校計劃助理協助下，會遵守本守則所載有關保障機密資料和個人資料的規定。校外專責隊伍和參與學校將會有一份檢視保障個人資料的措施的列表，以確保所有程序符合《個人資料（私隱）條例》的要求。

《個人資料（私隱）條例》第 1 至第 6 保障資料原則

10.3　參與同意書、本守則和徵求同意的程序均經審慎制訂，列明所需的資料，以符合第 1 保障資料原則的規定。測檢的相關人士應只索取及披露限於為本計劃的目的而必需的學生個人資料。

10.4　按照第 2 保障資料原則，已制訂適當程序，確保測試結果準確 （見第 4 章有關快速測試和化驗所測試及第 9 章有關覆檢的安排）。在計劃結束後或參與同意書被撤回時，凡不再為推行本計劃而需要的個人資料會盡快刪除。

10.5　按照第 3 保障資料原則，如無有關的資料當事人的訂明同意，根據本計劃收集的個人資料，不得用於本計劃目的或直接與本計劃有關目的以外的其他用途。

10.6　按照第 4 保障資料原則，所有資料使用者必須訂立和持續採取適當的保安措施，以保障個人資料。此外，須制訂有關個人資料的政策和做法，以確保只有獲授權人士才可查閱有關的個人資料。個人資料，特別是測檢記錄和校訪報告，一律保密並要採取一切可行的措施，以避免產生任何標籤效應。學校教職員、指定非政府機構和相關濫藥者輔導中心工作的人員，必須簽署承諾書堅守把資料保密才可查閱有關的個人資料。經互聯網傳送個人資料必須確保安全。使用流動裝置儲存有關的個人資料必須受到規限和加密。

10.7　按照第 5 保障資料原則，本守則為公開文件，會向所有有關人士發布，並供公眾取閱。所有資料使用者也必須制訂和公開處理個人資料的政策和做法。

10.8　按照第 6 保障資料原則，所有資料當事人 （學生及家長／監護人） 有權查閱和更正其個人資料。

《危險藥物條例》所訂保障

10.9 相關人士須注意，《危險藥物條例》第 49D （1） 條是一項訂有刑事制裁的一般禁止條文，禁止披露由檔案室或呈報機構備存的任何機密資料[4]記錄，或向任何人提供從該等記錄得到的資料，或容許他人取用任何該等記錄。任何人擬作出第 49D （1） 條所述的行爲，須確保該行爲已取得第 49F條訂明的同意，或該行爲因其他理由屬合法。指定呈報機構的名稱已載於《危險藥物條例》中附表四。

10.10 爲本計劃的目的，如獲學生及其家長／監護人同意，提供支援計劃的機構(見第 5 章)可向檔案室呈報有關學生的吸毒情況。(但這並不影響該機構可向檔案室呈報資料的其他情況)

10.11 所有向檔案室提供的資料，均絕對保密，只有直接參與檔案室工作的人員，才可取閱。這些人員必須遵守保密規則。

[4] "機密資料"指由檔案室或呈報機構所記錄關於某人的資料，而該等資料乃有關以下一宗或多宗事項—

（a） 該人使用或被指稱使用危險藥物；
（b） 該人被裁定犯有《危險藥物條例》所訂罪行；以及
（c） 該人由於使用危險藥物而接受護理、戒毒治療或康復護理。

第 11 章　執法

警方

11.1　由本計劃取得的學生個人資料，將不會告知警方及其他執法機關。

11.2　警方可獲提供不能識別身分的整體測檢結果統計數字，以了解校園的吸毒情況，以便進一步集中力量打擊毒品問題。

檢控政策

11.3　測檢結果呈陽性反應或當事人承認吸毒，一般可作爲觸犯吸食危險藥物罪行的證據。不過，本計劃爲一項創新計劃，主要目的在於鞏固沒有吸食毒品的學生繼續遠離毒品的決心，並觸發吸毒學生戒毒和求助的動機。因此，檢控當局已確認，儘管《危險藥物條例》第 8 條有所規定，但根據本計劃的目的，參與學生如被驗出呈陽性反應或承認吸毒，將不會被控吸毒。

11.4　本計劃以外的任何其他情況 （即根據本計劃的目的，參與學生如被驗出呈陽性反應或承認吸毒以外） ，均受現行做法和香港法例規管。學生及／或參與學生如被發現管有危險藥物，或被發現吸食毒品，不論在校園內外，均不會獲警方豁免調查及／或檢控。在其他每一方面，現行版本的《檢控政策及常規》均適用。

附錄 1　濫用精神藥物者輔導中心名單

機構名稱	服務地區
香港明愛 明愛容圃中心	屯門區
基督教香港信義會社會服務部 天朗中心	元朗區
香港青少年服務處 心弦成長中心	荃灣及葵青區
香港基督教服務處 PS33 –深水埗中心	深水埗區
香港基督教服務處 PS33 – 尖沙咀中心	九龍城及油尖旺區
香港路德會社會服務處 路德會青欣中心	大埔及北區
香港路德會社會服務處 路德會青怡中心	觀塘區
香港路德會社會服務處 路德會青彩中心	黃大仙及西貢區
香港聖公會福利協會 新念坊	沙田區
東華三院 越峰成長中心：中西南及離島服務處	中西南及離島區
東華三院 越峰成長中心：東區及灣仔服務處	東區及灣仔區

附錄 2　　表格樣本

參與同意書

大埔區中學健康校園測檢計劃 (下稱“本計劃”) 參與同意書

致：<學校名稱> <校長名字>

我們爲下開簽署學生（下稱“學生”）及家長／監護人，我們知悉校方已把「校園測檢計劃」的守則上載學校校網。我們已閱讀守則，並明白守則和本同意書的內容。

測檢

我們明白如參加本計劃，我們須同意並承諾，在二〇一一至一二學年內，就本計劃提出的要求，提供學生的尿液樣本，以供收集和測試是否含有違禁藥物。

支援計劃

我們明白如參加本計劃，我們須同意並承諾，如上述測檢結果呈陽性反應，或在學生自行轉介的情況下，參加本計劃下設立的支援計劃。

收集、使用和披露個人資料

我們明白如參加本計劃，在必須知情及純粹爲測檢用途的情況下，我們的個人資料 (包括學生的測檢結果)，除了我們知悉外，會以保密形式，並只爲本計劃的目的，由計劃守則所述下列相關人士收集及／或向下列相關人士披露：

1. 香港路德會社會服務處路德會青欣中心的相關職員，即校外專責隊伍，以及獲派處理測試結果呈陽性反應的學生和自行轉介學生的個案經理；
2. <學校名稱>校長或獲授權代表校長行事的教職員、學生的班主任和 _____ 老師(即學生建議的其他老師)；
3. <學校名稱>學校計劃助理；
4. <學校名稱>學校社工；
5. 學生的家長／監護人；以及
6. <學校名稱>校長指派的工作人員，協助帶領被抽中的學生前往測檢地點及處理與本計劃相關的文書工作者 (惟此類別人士不會獲知學生的測檢結果)。

我們明白，我們可根據《個人資料 (私隱) 條例》(香港法例第 486 章) 要求查閱和更正個人資料。有關要求可按背頁所載學校地址和電話號碼，以郵寄方式或致電向你提出。

我們也明白， (1) 我們可隨時以書面通知校長，撤回上述同意和承諾，以及 (2) 如學生通知校長撤回同意，拒絕提供尿液樣本作測試，或以其他方式拒絕繼續參加本計劃，校方會通知家長／監護人。

☐ 我們確認上文所述的同意及承諾，並自願參加本計劃

☐ 我們不擬參加本計劃

{請選擇其中一項，並在方格內加上✓號}

	班別		
	學號		
學生姓名 (請用正楷書寫)		簽署	日期 (日/月/年)
家長 / 監護人姓名 (請用正楷書寫)		簽署	日期 (日/月/年)

備註: 現正受法律監管，例如受感化令、社會服務令、監管令或緩刑監管的學生，不得參加本計劃

(如選擇參加本計劃，請繼續.....)

就本計劃的的兩個目的： (1) 鞏固沒有吸食毒品的同學，繼續遠離毒品的決心；以及 (2) 觸發受毒品問題困擾的同學戒毒和求助的動機；我同意將我的測檢結果披露予我的家長／監護人。此同意聲明，校長已於 2012 年_____月_____日向我宣讀。

	班別		
	學號		
學生姓名 (請用正楷書寫)		簽署	日期 (日/月/年)

附錄 3　　甄別面談指引

甄別面談

進行測檢前，校外專責隊伍會先與學生進行甄別面談，解釋及探討以下幾個範疇：

1. 本計劃的指導原則和目的；
2. 尿液樣本的收集程序；
3. 快速測試的測試程序；
4. 學生的權利和義務；
5. 學生的吸毒經歷（如有）；
6. 學生是否現正受法律監管，例如受感化令、社會服務令、監管令或緩刑監管；以及
7. 學生如有需要，可向校長、指定老師、校外專責隊伍或學校社工尋求必要的協助和輔導。

評估學生的吸毒情況

如學生被辨識爲吸毒者，社工可迅速就下列十個範圍 (根據Tarter 1990 年的論述)，向學生及其家長／監護人、教師和學校社工作簡短的提問：

你 覺得／注意到 自己在……方面有沒有特別的問題？

1. 吸毒 (例如：吸毒跡象、吸毒模式、吸毒原因)；
2. 行爲模式 (例如：異常行爲)；
3. 健康狀況 (例如：嚴重疾病、身體最近出現的毛病)；
4. 情緒及心理狀況 (例如：抑鬱、曾有自殺的念頭或經歷)；
5. 家庭狀況 (例如：家人吸毒、家庭紛亂)；
6. 學校適應情況 (例如：學業成績退步、逃學)；
7. 工作情況 (例如：散漫、經常無故曠工)；
8. 社交技巧 (例如：溝通技巧欠佳、孤僻)；
9. 朋輩關係 (例如：朋輩吸毒)；
10. 休閒／娛樂活動 (例如：狂歡派對、卡拉 OK、遊戲機中心、網吧)。

吸毒者的分類 (英國皇家精神病醫生學會及英國皇家內科醫學院工作小組 (2000 年))

經過初步甄別面談和評估後，學生可分爲以下類型：

1. **從未接觸過毒品的人士** — 這些人從未親身接觸過或吸食過毒品，將來接觸的可能性也不大。不過， 他們有可能從社會上一些有關吸毒的公眾資訊中取得有關資料。

2. **接觸過但從未吸食過毒品的人士** — 這些人可能曾獲提供毒品供吸食的機會， 但選擇不吸食。他們將來可能會再次置身於一個有機會吸毒的環境，而決定吸食與否將取決於其個人及社會因素。

3. **抱嘗試心態的吸毒者** — 這些人正在探索毒品帶來的效果，以及吸食毒品在他們生活中所佔位置。將來會否繼續吸毒， 在這階段仍未可以確定。

4. **未依賴毒品的慣常吸毒者** — 這些人對毒品的依賴尚未形成。向這些人灌輸預防信息或可令他們遠離毒品。這些人對於被發現／被拘捕的不良後果的看法，可能會影響他們吸毒的嚴重程度。

5. **成癮 (依賴毒品) 的吸毒者** — 吸毒已經成爲這些人生活中最重要的一環。公眾意見及公共政策對他們的影響有多大， 取決於他們有多認同自己是社會的一分子。

6. **易受誘惑的過來人** — 這些人過去曾經是吸毒者， 現在已經成功戒毒。在偶然的機會下，他們特別容易受誘惑而再次吸毒。

參考

Tartar R.E. (1990 年) Evaluation and treatment of adolescent substance abuse: a decision tree method 載於《*The American Journal of Drug and AlcoholAbuse*》16(1-2), 1-46。

英國皇家精神病醫生學會及英國皇家內科醫學院工作小組 (2000 年)《*Drugs*：*Dilemmas and Choices*》倫敦Gaskell 出版。

附錄 4　　收集尿液樣本程序

<u>測試前的安排</u>

1. 校長指定一處穩妥的地點（會面室和洗手間），專作收集尿液樣本之用。

<u>收集樣本程序</u>

2. 校長／或任何代表其行事的指定教職員通知被抽中的學生，並指示他們前往收集樣本的地點。
3. 校外專責隊伍會與有關學生進行甄別面談，向他簡介收集尿液的目的。
4. 有關學生會獲發一個潔淨的樣本收集瓶。
5. 有關學生可以在廁格內提供樣本，以保障個人私隱。
6. 收集樣本者在收到有關學生的樣本後，須確定樣本的份量（不少於 30 毫升）及溫度（須介乎 32°C 至 38°C 之間），並須檢視樣本，以確定樣本是否有效。

<u>尿液快速測試</u>

7. 收集樣本者會在有關學生和學校計劃助理面前進行快速測試，並應使用全新的點滴器抽取適當份量的樣本進行測試。

8. 如快速測試結果呈陽性反應，便會使用另一牌子的尿液測試工具，利用同一個尿液樣本進行另一次快速測試。

9. 如兩次快速測試結果均呈陽性反應，收集樣本者即會以保安封條封好餘下樣本供進行化驗所測試，並在送交樣本記錄上簡簽，以確認樣本取自有關學生。樣本收集瓶上會貼附樣本代碼，樣本不會貼附任何可識別個人身分的資料，以確保資料保密和保障私隱。有關樣本會由收集樣本者送交政府化驗所。

10. 如學生於測試前曾合法地服用可引致快速測試呈假陽性的藥物，或由校外專責隊伍的護士／技術員評定爲不適合進行快速測試，該學生的樣本會直接送往化驗所進行測試。

11. 非必要的樣本會立即妥善地經排污系統銷毀。

附錄 5　　《個人資料（私隱）條例》簡介

<u>目的</u>

本條例的目的，是在個人資料方面保障在世人士的私隱，並保障個人資料得以不受限制地從已實施資料保障法例的國家和地區自由流入香港，這有助促進本港經濟的持續發展。

<u>適用範圍</u>

本條例適用於任何直接或間接與一名在世人士 （資料當事人） 有關的資料、可切實用以確定有關人士身分的資料，以及其存在形式令查閱及處理均是切實可行的資料。本條例亦適用於任何控制個人資料的收集、持有、處理或使用的人士 （資料使用者） 。

<u>保障資料原則</u>

第 1 原則 — **收集資料的目的及方式**　訂明須以合法及公平的方式收集個人資料，以及列明資料使用者在向資料當事人收集個人資料時，應向該當事人提供的資料。

第 2 原則 — **個人資料的準確性及保留期間**　訂明所保存的個人資料必須是準確和最新的資料，而保存期間不得超過實際需要。

第 3 原則 — **個人資料的使用**　訂明除非獲得資料當事人同意，否則個人資料只可用於在收集資料時所述明的用途或與其直接有關的用途。

第 4 原則 — **個人資料的保安**　訂明須採取適當保安措施保障個人資料 （包括其存在形式令查閱或處理並非切實可行的資料） 。

第 5 原則 — **資訊須在一般情況下可提供**　訂明資料使用者須公開所持有的個人資料類別，以及該等個人資料所作的主要用途。

第 6 原則 — **查閱個人資料**　訂明資料當事人有權查閱和改正其個人資料。

條例全文可於個人資料私隱專員公署網站下載。網址爲

http://www.pcpd.org.hk/chinese/ordinance/ordfull.html。