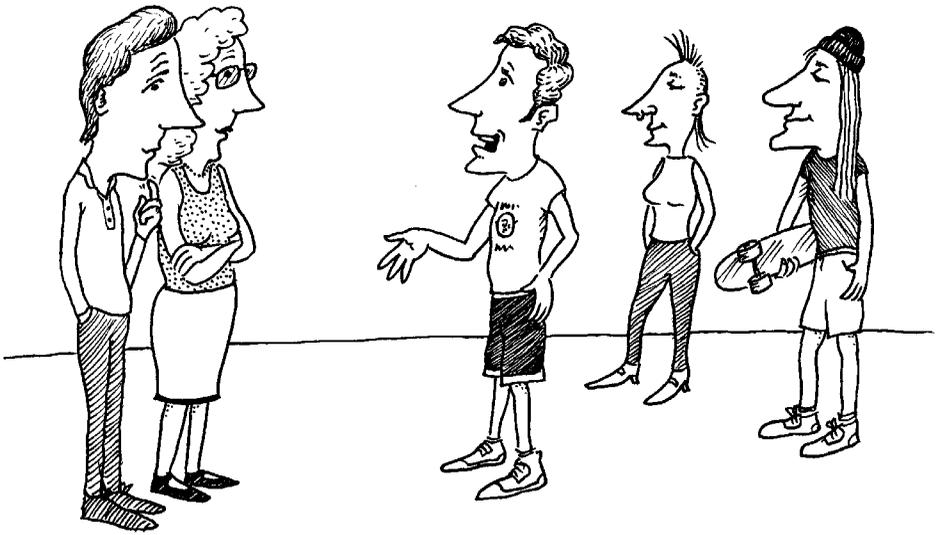


# “Can I have a party?”



A guide to enjoying young peoples' parties

## **Acknowledgement**

This booklet has been developed by Kempsey Shire Council's Community Safety Council, in partnership with the Mid North Coast Area Health Service Drug and Alcohol Services and the NSW Department of Juvenile Justice.

Cartoon illustrations by John Thiering.

## **Introduction**

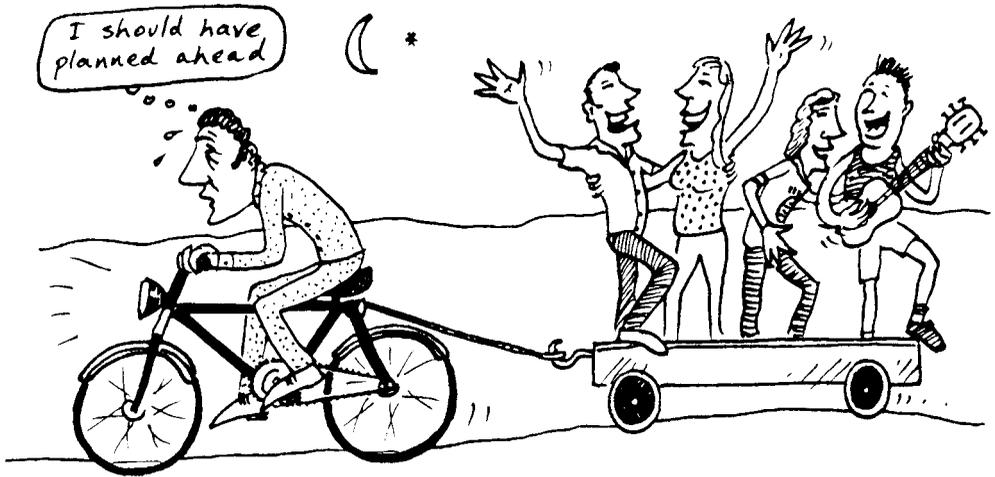
Being a parent can be a lot of fun, it can also be very demanding. Organising and hosting young people's parties can be particularly demanding. Parties are meant to be a time of fun and enjoyment for all; they can also be very dangerous.

This guide is for parents and young people planning to have a party.

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## Planning a Party



Planning is an essential ingredient to any successful party. Planning and providing information to guests creates guidelines in everyone's mind about what is expected and will not be accepted.

- As a parent, be involved in the planning of the party.
- Discuss and agree on the ground rules before the party is announced.
- Discuss whether alcohol will be allowed.
- Plan in advance, together with your teenager, how to respond if drug use occurs, uninvited guests arrive or excessive drinking becomes a problem.
- Talk to other parents about their teenager's parties. Previous experience can be a great help.

## Legal – Duty of Care

The host of any party has a legal 'duty of care' to all guests attending the party. 'Duty of care' means that you have taken reasonable steps and are not negligent in ensuring the safety of the party.

## Alcohol – The Law

The Liquor Act 1982 states that it is an offence to obtain or supply alcohol to anyone under 18. The maximum penalty is \$5,500.00 (or \$11,000.00 and 12 months in prison in serious cases). This offence is often called a 'second party sale'.

Some parents may not be aware that it is "against the law to supply liquor at parties to young people under 18 years of age". When a party is held at your home or if you have organised a party, you will be deemed responsible and liable for persons under the age of 18 years.

# Invitations

Why send invitations?

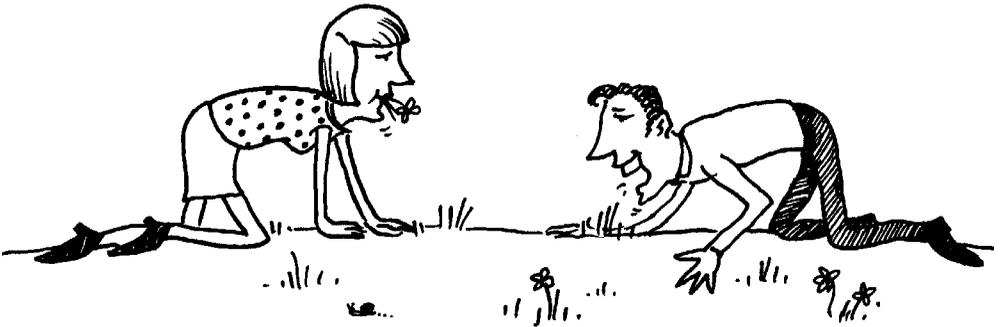
- Invitations allow you to determine the number of guests and who will attend the party.
- Assists in the planning of the party.
- Provides information to guests about what will and will not be provided, i.e. food, transport, and accommodation.
- Defines start and finish times.

When sending invitations consider:

- Including a RSVP date and contact phone number and address.
  - Permitting admission by invitation only.
  - Providing contact details for further information.
- It is not recommended to use the World Wide Web and or Email to promote a party or deliver invitations.

An example invitation is in the back of this booklet.

- ENCOURAGE GUESTS TO GRAZE -



# Food

When hosting a young person's party, providing food is very important.

Issues to consider:

- Encourage eating before drinking.
- Ensure food is available and easily accessible to guests at all times. Try not to serve food all in one go: allow guests to graze.
- Ensure that there will be enough food for all guests.
- Avoid providing too much salty food like chips and crackers. (Salty food increases thirst). Good alternatives to traditional party foods include garlic bread, pizza, stews & bread rolls, fried rice.

# Drinks

To prevent excessive alcohol consumption and encourage responsible drinking at a party it is important to:

- Have a wide range and sufficient supply of non-alcoholic drinks available including water, soft drinks, fruit juices, tea and coffee.
- If you are providing alcoholic drinks, consider providing low alcohol drinks. (e.g. light beer, coolers).
- Do not allow people to go around serving alcoholic drinks or topping up glasses.

Alcohol consumption is not recommended for people who:

- Are under age (18).
- Have a condition made worse by drinking.
- Are on medication.
- Are pregnant.
- Are about to be involved in activities that involve risk (e.g. driving, water sports, skiing, operating machinery).

**The Australian Alcohol Guidelines** state that:  
For males over 18 years of age:

- Up to 6 standard drinks\* in any one-day, no more than three days a week, is of low risk.
- 7 to 10 standard drinks in any one-day period is risky.
- 11 or more standard drinks in any one-day is high risk.

For females over 18 years of age:

- 4 standard drinks in any one-day, no more than three days a week, is of low risk.
- 5-6 standard drinks in any one-day period is risky.
- 7 or more standard drinks in any one-day period is a high risk.

\* A 'standard drink' is the measure of alcohol used to work out safe drinking levels.

375ml FULL STRENGTH



4.9% Alc/Vol

1.4 S.D.

(Standard Drinks)



375ml STUBBIE

4.9% Alc/Vol

1.4 S.D.



375ml LIGHT BEER

2.9% Alc/Vol

0.7 S.D.



375ml MIXER

5% Alc/Vol

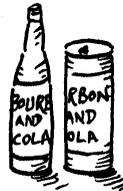
1.6 S.D.



330ml CRUISER

5% Alc/Vol

1.3 SD



440ml MIXER

CAN OR BOTTLE

5% Alc/Vol

1.7 S.D.



750ml BOTTLE

of SPIRITS

40% Alc/Vol

24 S.D.

## What is a 'Drug'?

- It is a substance which brings about a change in our bodies.
- There is a purpose by the person to bring about that change.
- Drugs that change our thought processes, our mental state and our behaviour are called psychoactive drugs.

## Teenager and Drugs

Many parents of teenagers worry from time to time about whether their teenagers are taking any illegal drugs, how they can tell if they are and what they should do about it.

We live in a drug taking society. While there is a lot of concern about illegal drugs, the most harm and the greatest risk to young people comes from using legal drugs such as alcohol, cigarettes and medicines.

However, young people want to experiment with new things and test limits, so it is not surprising that many of them try illegal drugs. Fortunately, of those who try, not all will go on using drugs regularly and only a few will develop serious problems.



## Transport

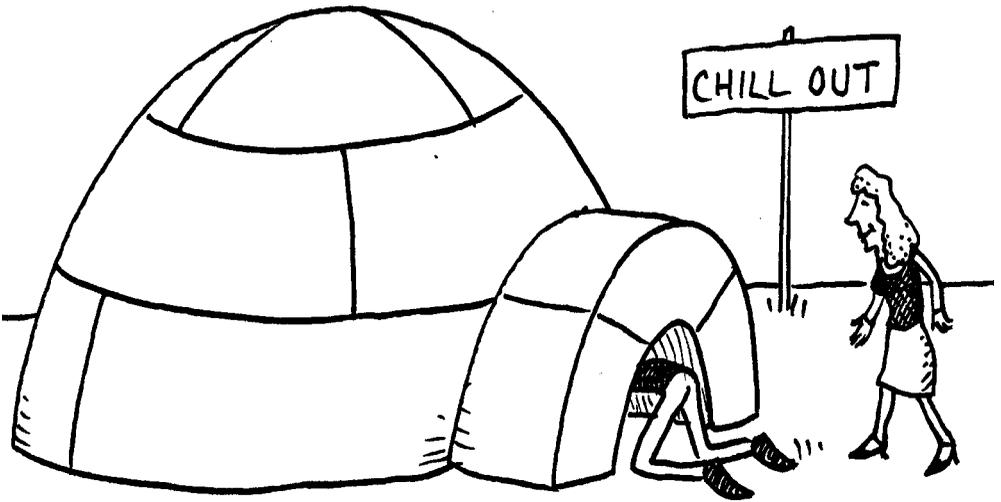
Make it your responsibility to ensure all partygoers get home safely.

You might consider:

- Encouraging guests to organise their own transport before the party.
- Assisting in organising designated drivers.
- Having the local taxi services phone number at hand.
- Providing a bus or transport yourself.
- Allowing guests to stay over night.

## Entertainment

Good entertainment gives a party focus and it also cues start and finish times. Consider hiring a DJ, Karaoke machine or a band. But don't forget to tell your neighbours; even better, invite them.



## Chill Out Space

Consider providing a 'Chill out' space or room, a quiet place for guests who may need or want a break from the party. Ask a party support person to be responsible for looking in on the space to ensure everyone is OK and not in need of help.

# Security

It is important to consider the safety and security of any party, for yourself, your guests and the community at large. Parties held in public venues, for example village halls and clubs, will have security requirements you will have to meet.

For parties held at your home please consider:

- Providing security at the door yourself or consider hiring a private security firm. If you are hiring a security firm, ensure they are licensed and trained. (See local contacts)
- Adequate supervision of teenage parties is essential. As a parent, you may like to invite a number of your friends or your child may have older, responsible friends they trust who could be included on the invitation list.
- Always encourage young people to take responsibility for looking out for friends and reporting to you if they have concerns.
- You may like to register the party with the local police.
- Define the space boundaries of the party; make up posters for private and/or out of bounds areas.
- If possible, provide good lighting or a patrol in the car parking area.
- Secure your own valuable items.

# Support of Friends

Involving teenagers in organising the party will make them aware of the issues to consider; it encourages and invites them to be responsible. As parents, you may like to invite some of your friends or family to the party to act as support persons for the organiser and those attending.

# Space Management

Make up signage to ensure partygoers know where and what places are for example: Chill Out Spaces, Toilets, Car Parking Areas and Out of Bounds Areas.



# First Aid

If someone is unconscious, has collapsed and/or is vomiting, take the following steps:

1. Get help. Call the ambulance service; they are able to give you medical advice over the phone. When asked, they will transfer you to an ambulance officer who will provide advice. When seeking medical advice, it is very important that the person giving advice is given accurate information, particularly about what drugs and/or alcohol have been taken and the amount.

**The police are not automatically called when you call the ambulance service for help.**

2. If the person appears to have fallen, do not move them. They may have injured themselves. If they do not appear to be injured or to have fallen, place them on their side and clear the space around them.
3. Stay with the person, keep an eye on them and make sure they are breathing and have a pulse. If neither is present, then apply CPR as described on page 11.

If someone is fitting or convulsing.

1. Get help. Call the Ambulance Service.
2. Never try and restrain anyone who is fitting (convulsing). This may cause serious injury.
3. Clear a space around the person.
4. Once the fit is over, the person will be drowsy and may even be unconscious. Place them on their side, keep an eye on them and wait for the ambulance to arrive.

# Local Contact Numbers

NSW Ambulance Service ..... 000

## NSW Police Service

- Kempsey ..... 6562 6444 or 000
- Port Macquarie ..... 6583 0199 or 000
- Point Zero. Register your party with NSW Police Service ..... 6583 0172

NSW Fire Service ..... 000

## Taxi Service

- Kempsey ..... 6562 7555
- Port Macquarie ..... 6581 0081

## Security

- Kempsey AMC Security ..... 6563 1947
- Port Macquarie AMC Security ..... 6584 4467

Mental Health Services ..... 1300 303 900

Kids Help Line ..... 1800 303 800

Parent Line ..... 132 055

D&A (Drug and Alcohol) Information Service ..... 1800 422 599

Mid North Coast Area Health Service ..... 1300 622 263

# What to do if someone drops...

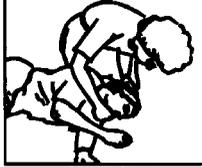
## EMERGENCY RESUSCITATION

**1 CHECK RESPONSE**



SHAKE FIRMLY BY THE SHOULDERS  
ASK THE VICTIM'S NAME  
GIVE A SIMPLE COMMAND  
eg "SQUEEZE MY HAND; LET IT GO"  
IF CONSCIOUS, THE VICTIM WILL RESPOND

**2 CHECK AIRWAY**



IF NO RESPONSE,  
TURN VICTIM ONTO SIDE  
CLEAR THE AIRWAY  
TILT THE HEAD AND SUPPORT THE JAW

**3 CHECK BREATHING**



CHECK FOR BREATHING BY LOOK, LISTEN and FEEL  
IF NOT BREATHING, ROLL PERSON ONTO BACK  
TILT HEAD BACKWARDS, AND LIFT UP JAW  
BEGIN RESUSCITATION

**4 GIVING RESUSCITATION**



TAKE A DEEP BREATH AND SEAL YOUR MOUTH OVER THE VICTIM'S MOUTH  
SEAL THE NOSE WITH YOUR CHEEK  
BLOW UNTIL VICTIM'S CHEST RISES

**5 LOOK, LISTEN & FEEL**



REMOVE MOUTH AND LET AIR ESCAPE  
LOOK FOR FALL OF CHEST  
LISTEN FOR ESCAPE OF AIR FROM MOUTH/NOSE  
GIVE 5 FULL BREATHS IN 10 SECONDS

**6 CHECK PULSE**



CHECK FOR THE CAROTID ARTERY PULSE IN THE NECK  
IF NO PULSE, START CPR IF TRAINED TO DO SO

**7 SINGLE OPERATOR CPR**



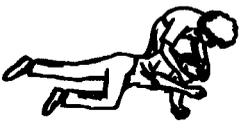
COMPRESS CHEST IN MID-LINE OVER LOWER HALF OF BREASTBONE  
USE ONE HAND WITH OTHER HAND ON TOP  
COMPRESS AT THE RATE OF 80 PER MINUTE  
GIVE 15 COMPRESSIONS & 2 BREATHS IN 15 SECONDS

**8 TWO OPERATOR CPR**



SECOND OPERATOR GIVES COMPRESSIONS AT 60 PER MINUTE  
FIRST OPERATOR GIVES ONE BREATH AFTER EACH 5 COMPRESSIONS

**9 RECOVERY**



CONTINUE RESUSCITATION UNTIL VICTIM RECOVERS OR AMBULANCE ARRIVES  
IF PULSE AND BREATHING RETURN, ROLL VICTIM ON SIDE (as in step 2)

**BABIES AND CHILDREN**

**CHILD:**  
USE GENTLE HEAD TILT ONLY  
E.A.R. Breathe gently 20 times per minute  
E.C.C. Compress breastbone to a maximum of 25mm  
Use one hand only  
Give 100 compressions per minute

**BABY**  
KEEP HEAD LEVEL AND COVER MOUTH AND NOSE WITH YOUR MOUTH  
E.A.R. Puff 20 times per minute  
E.C.C. Compress breastbone 15mm with 2 fingers  
Gently use two fingers  
Give 100 compressions per minute



**SEND FOR HELP**

ASK BYSTANDER TO RING '000' FOR AMBULANCE




TRANSPORT TO HOSPITAL

## Further information

- Alcohol and Drug Information Service  
1800 422 599
- NSW Government Drug Information Website  
[www.druginfo.nsw.gov.au](http://www.druginfo.nsw.gov.au)
- Australian Drug Foundation  
[www.adf.org.au](http://www.adf.org.au)
- Australian Alcohol and Illicit Drugs  
[www.aic.gov.au/research/drugs/index.html](http://www.aic.gov.au/research/drugs/index.html)
- Australian Drug Information Network  
[www.adin.com.au](http://www.adin.com.au)
- Centre of Information Education Drug Abuse  
[www.cieda.net.au](http://www.cieda.net.au)
- Family Drug Support  
[www.fds.org.au](http://www.fds.org.au)
- Prevlene-Prevention Online  
[www.health.org](http://www.health.org)
- Reach Out  
[www.reachout.asn.au](http://www.reachout.asn.au)
- Youth NSW  
[www.youth.nsw.gov.au](http://www.youth.nsw.gov.au)
- Hot: Youth HIV/AIDS education outreach. Adrian Foon):  
[hot@yaa.com.au](mailto:hot@yaa.com.au)

# Party Check List

Tick the box as you complete each task.

- 1. Invitations .....
- 2. Support People ..... 
  - Duties or job assignment .....
- 3. Food .....
- 4. Drinks ..... 
  - Low Alcohol .....
  - Soft Drinks .....
  - Water .....
- 5. Accommodation/Transport .....
- 6. Chill Out or Rest Area .....
- 7. Inform the neighbours ..... 
  - Inform Police .....
- 8. Define Spaces ..... 
  - Toilets .....
  - Car Park .....
  - Out of Bounds Areas .....
- 9. First Aid .....
- 10. Phone Numbers ..... 
  - Ambulance Service .....
  - Taxi Service .....
  - Security .....
  - Police .....
- 11. Secure own valuables .....

## Example Invitation

*Dear Joe and Jane*

You are invited to *John Smart's 18th Birthday Party*;  
this invitation will be required for your admittance.

The party will be held between

**9.00pm and 1.00am**

on

**Saturday 25 March 2001**

at:

**2132 Fisher Drive**

**Little Shortland**

**Donlon**

**NSW 2880.**

**Phone: 555 654 324**

If you would like to stay over, limited accommodation is available,  
but please get in touch to let us know.

Refreshments, water and soft drinks will be available.

If you are over 18 please bring your own alcoholic drinks.  
No alcohol will be served to people under 18.

Please call to confirm if you're coming.

Looking forward to celebrating John's birthday with you,

David & Jan Smart.

