

Process for principals: Communicating information about the administration of medications

This document is to be read in conjunction with the [Administration of medications in schools](#) procedure.

Communication with parents/carers

1. Make all forms available and accessible to parents/carers (e.g. on enrolment, on the school's website, on request).
2. Provide parents/carers with [Administration of medications in Queensland state schools: Information for parents and health practitioners](#) and request that they share it with their child's qualified health practitioners during appointments.
3. Advise parents/carers that before any medication can be administered to their child at school:
 - they will need to provide the required forms as per the Forms for administering medication at school in the [Guidelines for the administration of medications in schools](#)
 - the medication will only be administered if it is medically authorised, in the original container, in intact packaging and has clear instructions for administration e.g. time/s to be administered, dose
 - they need to notify the school:
 - a) of any requests and/or guidelines provided by the student's prescribing health practitioner or pharmacist concerning medication administration;
 - b) if changes occur to the dosage requirements of the medication;
 - c) when medication changes occur (e.g. by providing an accompanying letter/action plan from the prescribing health practitioner);
 - d) in advance, if medication is being transported with the student for purposes other than administration at school (e.g. to support shared parent/carer arrangements, for use at before or after school care); and
 - e) when medication is no longer required to be administered at school.
4. Advise parents/carers that if the medication is more complex with specific administration requirements, or if it is to be administered 'as needed', parents/carers must provide the school with a medication order, completed and signed by the prescribing health practitioner that outlines these requirements in detail
5. Advise parents/carers that if the medication is required 'as needed' (but not for an emergency), the school will contact the parent/carer before the medication is administered if they do not know when it was last administered (e.g. to check if the parent administered it before school).
6. Advise parents/carers that if medication is no longer required to be held by the school, request that they (or an adult authorised by the parent/carer) visit the school to collect any unused medication. All medication is to be returned to the parent/carer in its original container. If the unused medication is not collected from the school, notify the parent/carer that it will be taken to a pharmacist for disposal.
7. Where relevant, notify the parent/carer of the process to develop Individual and Emergency Health Plans or provide Action Plans in accordance with the [Managing students' health support needs at school](#) procedure.
8. Where appropriate, discuss with the parent/carer the process for approving self-administration of medications at school, as per the [Guidelines for the administration of medications in schools](#).
9. Use examples of communication items in formats suitable to the school community, e.g. in your school newsletter, social media, on your school website as appropriate.