

Provision of certain medications in schools

*Interim allowance to school-based administration staff
employed under the proposed Department of Education
Certified Agreement 2025*

Frequently Asked Questions

I have seen there is an interim allowance being provided in the proposed Department of Education Teacher Aides' Certified Agreement 2025 for volunteering to give certain medications to students.

I am an administrative officer in a school and perform this task, why is there not a similar allowance provided for in the proposed Department of Education Certified Agreement 2025?

Although it is not provided for in the proposed *Department of Education Certified Agreement 2025*, it has been extended to eligible administration employees by agreement with Together Queensland, Industrial Union of Employees through what is known as an 'exchange of letters'.

As you may be aware, the Department and Together Queensland reached in-principle agreement to settle negotiations for a proposed new Certified Agreement on 30 September 2025.

The letter of offer contained a commitment to

- (i) conducting a review of the Administration of Medications in Schools' Procedure (the Review) in 2026; and
- (ii) continuing to work with Together Queensland on issues associated with the Administration of Medications in Schools' Procedure and claims of administration staff who volunteer to perform this task.

In the weeks that followed in-principle agreement, the Department and Together Queensland continued to meet to discuss how best to support employees volunteering for this important task, pending the outcome of the Review.

As a result, on 20 January 2026, the Department wrote to Together Queensland confirming that school-based administration staff who undertake the administration of monitored and high-risk prescription medications would be entitled to an interim allowance (see below for details on the allowance).

What are its key features and who will be eligible to claim the interim allowance?

The interim allowance will be payable on terms equivalent to those applicable to teacher aides under the proposed *Department of Education Teacher Aides' Certified Agreement 2025* (proposed Teacher Aides' Agreement).

Key aspects include:

- (i) applicable to school-based administration staff who volunteer to administer certain high-risk prescription medications (also known as 'high risk' or 'monitored medicines'), as specified in the *Medicines and Poisons (Medicines) Regulation 2021*, to state school students, and are approved by the Principal to perform the task;
- (ii) payable at the rate of \$17.30 per fortnight (no pro rata) and commence at the same time as the allowance is introduced for teacher aides;
- (iii) payable to an employee who performs this task irrespective of the number of times the task is performed during the fortnight; and
- (iv) available for a period no greater than 12 months from the date the interim allowance commences as per paragraph (i) or the provision of the Review findings to Together Queensland (through the Agency Consultative Committee) whichever occurs first.

Why is the allowance called an 'interim' allowance?

It is called an interim allowance because it is only in place until such time as the Review can be completed.

The Review will be undertaken and completed within the first 12 months of certification of the proposed Teacher Aides' Agreement, to determine matters such as types of medication to be administered in schools, legislative requirements for medication storage and administration, appropriate training for staff undertaking the task and the cohort (or cohorts) of school-based employees suited to perform this task.

If an outcome of the Review is that school-based administration staff are suited to voluntarily performing the administration of monitored and high-risk prescription medications, then the interim allowance of \$17.30 per fortnight will be continued for the life of the proposed *Department of Education Certified Agreement 2025*.

For the avoidance of doubt, if the Review outcome finds that it is no longer appropriate for school-based administration staff to perform the administration of monitored and high-risk prescription medications, then the interim allowance will cease.

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