

Staffordshire Animal Health

Veterinary Medicine Records

Name of person keeping this record

WARNING

IT IS AN OFFENCE TO :

- ◆ Import an unauthorised veterinary medicinal product;
- ◆ Fail to detain an animal for inspection when required by an inspector;
- ◆ Sell or supply an animal for slaughter for human consumption -
 - (i) which contains, or to which there has been administered an authorised substance or product;
 - (ii) which contains excess residues of veterinary medicines (above the maximum residue limit);
 - (iii) if the withdrawal period for the product administered to an animal including medicated feeding stuffs, has not expired;
- ◆ Use veterinary medicines outside the terms of their licence, unless prescribed by your veterinary surgeon;
- ◆ Use hormones or other unlicensed substances for growth promotion purposes;
- ◆ Fail to keep the records set out overleaf.

WITHDRAWAL PERIODS FOR ANIMAL MEDICINES ARE CHANGING ALL THE TIME - CONSULT YOUR VETERINARY SURGEON FOR UP-TO-DATE WITHDRAWAL PERIODS.

GUIDANCE ON THE COMPLETION and RETENTION OF VETERINARY MEDICINE RECORDS

**Welfare of Farmed Animals (England) Regulations 2007
(as amended)**

Veterinary Medicines Regulations 2013

Food Safety Act 1990

Food Safety and Hygiene (England) Regulations 2013

Animals and Animal Products (Examination For Residues and Maximum Residue Limits) (Amendment) Regulations 2015

- ◆ If you are the keeper of food producing animals, or treating farm animals which will end up as food intended for human consumption, you must keep a record of the proof of purchase of all veterinary medicinal products bought for those animals. If you did not buy them, documentary evidence of how you acquired them, and a record of any veterinary medicinal product you give them or treat them with.
- ◆ Any person required to keep a record, must retain that record for a period of 5 years, following the administration or other disposal of the product. Where prescriptions are used as the record, they must be kept for five years, and the actual dates of administration of the treatment must be recorded, irrespective of whether or not the animal concerned is no longer in your possession or has been slaughtered or has died during that period.
- ◆ Send animals for slaughter **only after** the end of the withdrawal period for the veterinary medicinal product, which has been administered.
- ◆ A record shall be maintained of any medicinal treatment given to animals, which are bred or kept for the production of food, wool, or skin or for other farming purposes, and the number of mortalities found on each inspection.

- ◆ If a veterinary surgeon administers a veterinary medicinal product to a food producing animal they must either enter the information in the keepers records or give it to the keeper in writing in which case the keeper must enter the details required in their records.
- ◆ Proof of purchase must be retained for at least 5 years.
- ◆ An officer of any Local Authority who has entered the premises due to powers of entry under legislation relating to food hygiene, feed hygiene or animal health, may inspect any records made under these regulations and may remove them to be copied.

**The Code of Practice on responsible use of animal medicines
is at the rear of this book**

Note - record keeping for horses

Community legislation defines the horse as a food producing species. Therefore keepers are required to maintain records for any transactions involving the retail sale of veterinary medicinal products for administration to horses unless the specific animal has been declared as not intended for human consumption in the horse passport. These records must be kept in all cases where the product has been used to treat a horse if the particular animal is likely to go for human consumption at any time in the future. The record may be kept within the passport or elsewhere as desired.

Name and full address of person keeping record Holding number

Name Flock / herd number

Address Parish

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TO BE COMPLETED AT TIME OF PURCHASE or ACQUISITION

Medicine Record Code	Name and address of supplier of medicinal product	Date purchased	Name of medicinal product	Batch number of medicinal product	Quantity of medicinal product purchased and expiry date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

NB: Proof of purchase of all veterinary medicinal products must be kept (if not purchased, documentary evidence of how acquired)

Name and full address of person keeping record

Holding number

Name

Flock / herd number

Address

Parish

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Holding number

Name

Flock / herd number

Address

Parish

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TO BE COMPLETED AT TIME OF ADMINISTRATION

Medicine Name or Code (1,2,3)	Date of administration	Quantity	Withdrawal period	ID of animal or batch treated	Date treatment finished	Date withdrawal period ends	Name of person administering medication	Date, quantity & route of disposal if not administered	Reason for treatment

NB: Proof of purchase of all veterinary medicinal products must be kept

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Flock / herd number

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Code of Practice on the Responsible Use of Animal Medicines on Farm

Introduction

This Code of Practice has been developed by the Veterinary Medicines Directorate (VMD). The aim of this code is to provide a helpful reference document for keepers of livestock in respect of the safe use of veterinary medicines.

Animal medicines play an important role in the control and prevention of disease and animal suffering but have the potential to cause harm if not used properly. In the UK, consumers have long enjoyed the benefits of rigorous systems designed to protect them from harmful residues of animal medicines in their food. These include statutory controls on the authorisation, distribution and use of such medicines.

Authorisation of animal medicines

The VMD is responsible for the authorisation and control of the manufacture and marketing of animal medicines and for surveillance of residues of animal medicines in meat and other animal products.

Diagnosis and prevention of disease

Veterinary surgeons ensure that animal diseases are properly diagnosed and can help to design preventive programmes such as Flock / Herd or Animal Health Plans. You should therefore consult your veterinary surgeon when a diagnosis of disease and treatment for your animals may be needed or when you need to design or modify a preventive disease programme.

Distribution Categories of animal medicines

Once a disease has been diagnosed and treatment prescribed or a preventive programme designed, it may be necessary to obtain an animal medicine. All animal medicines in the UK are assigned into one of four distribution categories:

- ◆ Prescription Only Medicines - Veterinarian (POM-V)

A veterinary medicinal product classified as a POM-V may only be supplied once it has been prescribed by a veterinary surgeon following a clinical assessment of the animal or group of animals which must be under the care of the prescribing veterinarian. All products that contain an antibiotic, including in-feed, are classified as POM-V. POM-V products may only be supplied by veterinary surgeons and pharmacists.

- ◆ Prescription Only Medicines - Veterinarian, Pharmacist, Suitably Qualified Person (POM-VPS)

A veterinary medicinal product classified as a POM-VPS may only be prescribed by either a registered veterinary surgeon, pharmacist or suitably qualified person (SQP). An SQP is a person who is trained and registered to be able to sell a limited range of veterinary products and they often work from a pet shop, saddlery or agricultural merchants premises.

A clinical assessment of the animals is not a pre-requisite when prescribing this category of veterinary medicines and the animals do not have to be under the care of a veterinarian. The person prescribing however, must be satisfied that the person administering the medicine has the competence to do so safely and that the medicine is intended for its authorised use. The prescriber must provide advice on how to use the product, making specific reference to any warnings or contra-indications relevant to the medicine.

- ◆ **Non-Food Animal - Veterinarian, Pharmacist, Suitably Qualified Person (NFA-VPS)**

A veterinary medicinal product classified as NFA-VPS may only be supplied by either a registered veterinary surgeon, pharmacist or SQP. As with the POM-VPS medicines, a clinical assessment of the animals is not a pre-requisite for supply of this category. The supplier however, must be satisfied that the person administering the medicine has the competence to do so safely and the medicine is intended for its authorised use. The supplier must also provide advice related to any warnings or contra-indications relevant to it and also advise on how the product has to be administered.

- ◆ **Authorised Veterinary Medicine - General Sales List (AVM-GSL)**

A veterinary medicinal product classified as AVM-GSL may be supplied by any retailer as there are no restrictions on its supply.

Safe use of animal medicines on farm

Ultimately it is the farmer who is responsible for ensuring that animal medicines are used in a safe, responsible and effective way in accordance with a prescription. The following Code of Practice has been drawn up to provide you with guidelines to help you to fulfil this responsibility. This Code is intended as a general guide and should not be treated as a complete or authoritative statement of the law on any particular case.

Plan ahead to prevent disease

1. **Prevention is the best policy.** Draw up a clear Animal Health Plan. Work with your veterinary surgeon to identify the best ways to prevent or treat disease in your animals and to ensure their welfare is fully taken into account, including any necessary changes in farm practice. Ensure that your plan includes all the medicines you are using including those incorporated in medicated feeding stuffs.
2. **Consult your veterinary surgeon** when you require the diagnosis of any animal health problem and advice on the most appropriate animal medicines available to treat or prevent disease. A Pharmacist or a Suitably Qualified Person can provide information on the medicines that they can lawfully supply. However, they are not qualified to carry out a clinical assessment of the animals.
3. **Buy from authorised sources, buy animal medicines which are not classified as AVM-GSL only from your veterinary surgeon, pharmacist or SQP in the UK.** Sales from other sources are illegal and the medicines may not be safe or effective and could harm your animals or the consumer.

4. **Only buy and use authorised animal medicines.** It is an offence to use and be in possession of unauthorised products unless they have been legally prescribed by your veterinary surgeon. Authorised medicated animal feed will also be clearly marked.
5. **Only buy enough of the appropriate medicine** necessary for current / immediate use. There should be no stockpiling of medicines on the farm. Remember that it is illegal to sell or pass on medicines to anyone else unless you are authorised to do so.
6. **Keep proper records, keep a full record of all medicines you buy and those you use on your animals.** It is a legal requirement to keep a record of all medicines administered to food producing animals, regardless of their distribution category including those administered by your veterinary surgeon or in-feed. At the time of purchase or acquisition your record must show the:
 - ◆ Name of the product
 - ◆ The batch number
 - ◆ Date of acquisition
 - ◆ Quantity acquired
 - ◆ Name and address of the supplier
7. At the time of administration you must also record:
 - ◆ Name of the product
 - ◆ Date of administration
 - ◆ Quantity administered
 - ◆ Withdrawal period
 - ◆ Identification of the animals treated
8. Because of the legal requirements which fall on the food industry about avoiding residues of animal medicines in human food, it is important that you keep detailed information on the medicines used on your animals. It may therefore be in your commercial interest to also record the:
 - ◆ Dates on which any withdrawal period for meat, milk or any other animal product ended
 - ◆ Dates on which the treatment finished
 - ◆ Name of the person who administered the animal medicine
 - ◆ Expiry dates of any products used

9. Keep all records for at least 5 years, this is the minimum period required by law. You should also make these records available for official inspection by:

- ◆ Officers from Defra
- ◆ Officers from the Local Authority

Your veterinary surgeon may also wish to see these records.

10. **Administer medicines properly.** Make sure everyone on your premises who handles or administers medicines to animals is responsible for ensuring that any withdrawal period is observed.
11. **Medicines should be handled and administered only by someone competent to do so** or under their supervision. Your veterinary surgeon will be able to help with training in the right way to administer animal medicines, including injections. Some medicines may be administered only under the direct supervision of a veterinary surgeon or according to a veterinary surgeon's prescription. Particular care should be taken when handling medicated animal feedingstuffs.
12. **Avoid the unnecessary use of medicines.** Only when you are absolutely sure they are necessary should you go ahead with the treatment. Sheep dip products must be handled by, or under the supervision of, someone who holds a Certificate of Competence in the Safe Use of Sheep Dips. The holder of the Certificate is responsible for the purchase and safe use of sheep dips. When purchasing sheep dip, they must satisfy the supplier that they hold the relevant Certificate of Competence. Where the holder of the Certificate requires someone else to purchase the sheep dip on their behalf, they must ensure that the supplier is made aware of this. The supplier must provide the double-sided, laminated safety notice specified in the Regulations and the holder of the Certificate must ensure that all co-workers are fully aware of the instructions contained in the notice. When the products are being used, the holder of the Certificate need not actually handle the products but must be present and supervise those that do.
13. **Sheep dip is highly toxic** and even the smallest quantity must not be allowed to pollute watercourses. There are a number of initiatives aimed at emphasising the need to use the products in the correct way so as to minimise the risk of pollution. As a part of the Pollution Reduction Programme for sheep dip the NFU and others have promoted a campaign called "STOP every DROP" (<http://www.noah.co.uk>)
14. **Read instructions carefully**, including operator safety instructions, and make sure you understand them before administering any medicine. Check all the information that is available, including the label and package leaflet or ask your supplier. It is important that the correct dosage is used and that it is administered properly. This is particularly important where a medicine is administered by injection.
15. **Check the expiry date on the label.** Do not use any medicine which is past its expiry date. Medicines have a short shelf-life following incorporation into feed. In addition

some medicines have a short shelf-life once the container is opened. Make a note of the date after which the medicated feed or medicine in the opened container is not to be used. Dispose of any out of date animal medicine in accordance with the labelling advice.

16. **Only use medicines in the way for which they were authorised**, including the approved species, age and dosage, unless otherwise directed by your veterinary surgeon. Never use prescription only medicines on animals other than the ones for which they were originally prescribed - it is illegal and dangerous to do so unless directed by your veterinary surgeon.
17. **Always complete the treatment programme**. Once a medicine is first used the full course of treatment must always be completed to minimise the possible development of resistance.
18. If in doubt about any aspect of administering any animal medicine, consult your veterinary surgeon.
19. **Keep a list of emergency telephone numbers at hand**. These should include your local doctor, hospital, veterinary surgeon and pharmacist.
20. **Observe withdrawal periods**. Strictly observe any withdrawal period stated on the label for the medicine or indicated by your veterinary surgeon. This is the period between the end of treatment and the slaughter of the animal, or the taking of eggs, milk or honey for human consumption. It is an offence to slaughter for human consumption, or to sell for slaughter for human consumption, any animal that has not completed its withdrawal period. Remember that if an animal medicine has been used under veterinary guidance in a manner other than that recommended on the label the appropriate withdrawal period may be affected. Your veterinary surgeon will provide you with information on the withdrawal period in those circumstances.
21. **Store medicines safely**. Store medicines in accordance with the instructions on the label. Storage temperature can be critical to maintain the safety and efficacy of a medicine. Light can also damage some medicines. Never leave animal medicines in direct sunlight or allow them to get too hot or to freeze. If they are being stored in a fridge you should ensure that the fridge temperature is checked regularly and is between 2 and 8 degrees centigrade. Where medicated feed is stored on farm, the feed bins should be clearly labelled with a description of the contents and their expiry date.
22. **Make sure your medicines are stored securely**, where possible under lock and key. Keep medicines in their original containers, clean and out of the reach of children, animals or anyone not supposed to handle them. Store them separately from non medicines.
23. Report any harmful, unexpected side-effects. Any harmful and unintended reactions to animal medicines that you observe should be reported to your veterinary surgeon or directly to the VMD (01932 336911 or adverse.events@vmd.defra.gsi.gov.uk)

You should also report any reactions in people exposed to animal medicines, either through handling them or handling recently treated animals.

24. **Dispose of unused medicines safely.** Never sell or pass on unused medicines to anyone else. Remember it is illegal to do so unless you are authorised to supply them.
25. Do not hoard partly used medicines. Safely dispose of unused or out-of-date medicines, containers and application equipment (including needles to a sharps container) when you finish the treatment for which they were intended. Always follow any advice on the label about disposal. Do not dispose of such items with domestic rubbish or pour animal medicines down the drain or toilet unless advised to do so. Your veterinary surgeon may be able to supply you with containers for their safe disposal.
26. When disposing of animal medicines, other than by treating an animal, the following must be recorded:
 - ◆ Date of disposal
 - ◆ Quantity of the product involved
 - ◆ How and where the product was disposed of
27. Used sheep dips and similar animal medicines present a particular hazard to the environment. Special care must be taken with their use and disposal can only be done with disposal consent from the Environment Agency or by a contracted sheep dip operator. No diluted sheep dip, no matter how small the amount, should be allowed to enter watercourses. You may risk prosecution if sheep dip is allowed to pollute any watercourse.

Further guidance on the use of animal medicines is available on the VMD website.

(<https://www.gov.uk/government/organisations/veterinary-medicines-directorate>)