



FQAS

Veterinary Medicines Record Book

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



LMC

**Name and full address
of person keeping the record**

FQAS Ref No. _____



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Foreword

It is a legal requirement, under the Animals and Animal Products (Examination for Residues and Maximum Residue Limits) Regulations (Northern Ireland) 2013, for all livestock producers, rearing or producing animals for the food chain, to keep complete records of the purchase and use of all veterinary medicines.

The purchase and use of veterinary medicines must be recorded in the format given in the FQAS Veterinary Medicine Record Book. These records should be kept in a permanent and legible form, either in the prescribed paper format or on a personal computer, in which case the layout must be the same as the paper format and have a suitable back-up system in place. The records must be retained for a minimum of five years from the end of the calendar year to which the records relates.

Veterinary Medicine Records must be available for inspection and the inspector will check that they are complete and up-to-date.

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

This code is detailed in pages 3-9. Please sign and date page 95 of the FQAS Standard & Rules to indicate that you have read and understood the code.

Purchase of Veterinary Medicines

The purchase section is highlighted in blue text, pages 10-21. All purchased veterinary medicines must be recorded in the given format (an example is provided at the top of each page).

Use of Veterinary Medicines

The usage section is highlighted in green text, pages 22-55. All treatments administrated by a veterinary surgeon or any other competent person, including use of anaesthetic for routine veterinary operations, vaccinations, worming and dipping must be recorded for all animals/group of animals in the given format (an example is provided at the top of each page).

Disposal of Veterinary Medicines

Disposal of all used veterinary medicines must be recorded in the page provided. Please record the estimated total quantity of the liquid contained in the used medicine container at the time of disposal. Please refer to page 56.

CODE OF PRACTICE ON THE RESPONSIBLE USE OF ANIMAL MEDICINES ON THE FARM

Introduction

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 such medicines in their food. These include statutory controls on the authorisation, distribution and use of such medicines.

Authorisation of animal medicines

The Veterinary Medicines Directorate (VMD) is responsible for the authorisation and control of the manufacture and marketing of animal medicines and for surveillance for 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 Herd/Flock or Animal Health Plans. You should therefore consult your veterinary surgeon when you require a diagnosis of disease in your animals or when you need to design or modify a preventive disease programme.

Distribution of animal medicines

Once a disease has been diagnosed or a preventive programme designed, it may be necessary to obtain an animal medicine to treat or prevent it. All animal medicines in the UK are assigned a category, which are detailed in the Veterinary Medicines Regulations 2013.

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.*

Note: This code may be subject to amendment due to the implementation of the Veterinary Medicines Regulations 2013.

Plan ahead to prevent disease

1. Prevention is the best policy. Draw up a clear animal health plan, working with your veterinary surgeon to identify the best ways to prevent or treat disease in your animals and to ensure their welfare, including any necessary changes in farm practice. Ensure that your plan takes full account of all medicines you are using including those incorporated in pre-mixed 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 a disease problem. A pharmacist or Suitably Qualified Person (SQP) can provide information on the medicines that they can lawfully supply. However, they are not qualified to carry out a clinical assessment of the animal. Buy from authorised sources.

3. Buy animal medicines which are not classified as Authorised Veterinary Medicines-General Sales List (AVM-GSL) from your veterinary surgeon, pharmacy, or registered agricultural merchant 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.

Note: Anyone wishing to buy medicated feed supplements to mix on their own premises must be registered with the VMD (Telephone 01 9323 38474) or the Department of Agriculture and Rural Development for Northern Ireland (028 9052 0100). Anyone wishing to buy sheep dip will need to satisfy their Registered Qualified Person that they or their employee holds a relevant Certificate of Competence in the safe use of sheep dips from the National Proficiency Test Council (Telephone 024 7685 7300).

4. Only buy and use authorised animal medicines. It is an offence to use and be in possession of unauthorised products unless legally prescribed by your veterinary surgeon. Authorised products can be identified by the inclusion of a unique code number on the label and packaging. Authorised medicated animal feed will be clearly marked.

Note: Animal medicines dispensed by a veterinary surgeon or from a pharmacy (for example into smaller package sizes) or “specials” made under special arrangements by a manufacturing chemist will not necessarily have this number.

5. Only buy enough of the appropriate medicine necessary for immediate use (or within their expiry date). There should be no stockpiling of medicines on farm. Remember that it may be illegal to sell or pass on medicines to anyone else.

Keep Proper Records

6. 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, including those administered by your veterinary surgeon or in-feed. Veterinary Medicines must be kept in the format given in the FQAS Veterinary Medicine Record Book, and must be available for inspection by authorised persons.

7. Keep all records for at least five years. This is the minimum period required by law. Records relating to the use of prescription medicines must also be kept for five years. You should also make these records available for official inspection by officers from the Department of Agriculture and Rural Development and the local authority and to your veterinary surgeon if he/she wishes to see them.

Administer medicines properly

8. Make sure everyone on your premises who handles or administers medicines to animals is responsible for ensuring that any withdrawal period is observed.

9. Make sure someone is personally responsible for recording, safeguarding and administering medicines and for ensuring that any withdrawal period is observed.

10. 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 feeding stuffs.

Note: A separate Guidance Note on the handling of medicated feeding stuffs is available on the VMD website (www.vmd.defra.gov.uk).

11. Avoid the unnecessary use of medicines. Only when you are absolutely sure they are necessary should you go ahead with 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 person must have passed Parts 1 and 2, or units 1 or 2, in order to hold such a Certificate.

12. The National Proficiency Test Council, or the NPTC Part of the City & Guilds Group, issues such Certificates in England, Wales and Northern Ireland. In Scotland, the Scottish Skills Testing Service, which is part of the NPTC, issues the Certificates.

13. 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.

14. Sheep dip is highly toxic and even the smallest quantity must not be allowed to pollute water courses. 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.

15. Read instructions carefully, including operator safety instructions, and make sure that you understand them before administering any medicine. Check all the information that is available, including the label, product leaflet and safety data sheet 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.

Note: A separate Guidance Note on how to reduce the risk of spreading infection when giving single or multiple injections is set out in the Appendix on page 9.

16. 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 advice given in paragraph 25 and 26 of this Code.

17. 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.

18. 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.

19. If in any doubt about any aspect of administering any animal medicine, consult your veterinary surgeon.

Take proper precautions

20. Always observe all of the operator safety instructions on the label.

It is essential that the advice on the product label and package leaflet is read and followed each time the medicine is used.

Note: For further information on using animal medicines safely, with particular reference to the COSHH Regulations, refer to the HSE Guidance Note - "Veterinary Medicines: Safe Use by Farmers and Other Animal Handlers" available free of charge from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA (telephone 01787 881165).

21. Keep a list of emergency 'phone numbers at hand. These should include your local doctor, hospital, veterinary surgeon and pharmacist.

Observe Withdrawal periods

22. Strictly observe any withdrawal period stated on the label for the medicine, or indicated by your veterinary surgeon, between the end of treatment and the slaughter of the animal or the taking of eggs or milk for human consumption. It is an offence to slaughter for human consumption, or to sell for slaughter for human consumption, any animal which has not completed its withdrawal period.

Remember that if any 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, and you should consult your veterinary surgeon about what withdrawal period is appropriate in those circumstances.

Note: Guidance on withdrawal periods for animal medicines is available on the National Office of Animal Health (NOAH) website: www.noah.co.uk

Store Medicines Safely

23. Store medicines in accordance with the instructions on the label.

Storage temperature can be critical to maintain the 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 °C. Where medicated feed is stored on farm, the feed bins should be clearly labelled.

24. Make sure that 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.

Dispose of unused medicines safely

25. Never sell or pass on unused medicines to anyone else. Remember that it is illegal to do so unless you are authorised to supply them.

26. Do not hoard partly used medicines. Safely dispose of unused or out-of-date medicines and containers and application equipment (including needles) when you finish the treatment for which they were intended. Always follow any advice on the label about disposal. Never dispose of such items with domestic rubbish or pour animal medicines down the drain or toilet. Your veterinary surgeon may be able to supply you with containers for their safe disposal. If the product is disposed of, other than by treating an animal this should be taken to a business that is approved to handle this type of waste such as a Veterinary Surgeons Practice.

Note: Separate guidance on the safe disposal of animal medicines is available in the HSE Guidance Note (AS531) “Veterinary Medicines: Safe Use by Farmers and Other Animal Handlers” available free of charge from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA (telephone 01787 881165).

When disposing of animal medicines, other than by treating an animal, the following must be recorded: • the date of disposal • the quantity of the product involved • how and where the product was disposed of.

27. Remember that used sheep dips and similar animal medicines present a particular hazard for 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

Note: Copies of the booklet “Pollution Prevention Guidelines: Sheep Dipping (PPG 12)” are available from the NIEA (Tel: 028 9062 3172). Under the Groundwater Regulations 1998 a prior authorisation must be obtained before disposing of sheep dips and similar medicines.

APPENDIX

INJECTIONS

The following simple rules will help to reduce the risks of spreading infection when giving single or multiple injections.

- a. Disposable needles and syringes should be used where possible, take care to dispose of them safely, in a solid container.
- b. Ensure that all other equipment (needles, syringes, tubing etc.) is cleansed and sterilised* before and after use. During use ensure that all equipment is left on a clean surface.
- c. If you are using a syringe which requires to be filled from the bottle between doses, use one sterile needle left in the bottle during use to fill the syringe and a separate needle to inject the animal.
- d. In the case of an automatic refill syringe, if an air bleed is required to equalise pressure as the injection fluid is withdrawn, use a sterile needle for this purpose;
- e. Use a sterile needle for the injection, preferably using a fresh needle for each animal or at least changing it frequently (every 10 or 12 animals) and sterilising* it between animals;
- f. Make the injection through an area of clean, dry skin. Do not inject through wet or dirty skin (clearly fish have to be excepted);
- g. All partially used bottles of vaccines should be destroyed safely and not used again, as puncture of the rubber cap can result in the contamination of the remaining contents;
- h. If the operator is accidentally injected, medical help should be sought immediately. Remember, show the product label and other literature to the medical team involved.

* unless the product to be used warns against this, needles should be sterilised by boiling for 20 minutes, immersing in surgical spirit, or washing in disinfectant recommended for instrument sterilisation. General purpose disinfectants are dangerous if injected.

Please sign and date page 95 of the FQAS Standard & Rules book to indicate that you have read and understood this Code.

Purchase of Veterinary Medicines

All purchases of Prescription Only Medicine, vaccines, anaesthetic, worm treatments and dog/cat treatments must be recorded

1	2	3	4
Name of Veterinary Medicine	Date of Purchase (dd/mm/yr)	Quantity Purchased	Batch Number
e.g. Wormzan	01/10/14	500ml	3269/4L

Purchase of Veterinary Medicines



5	6	7
Expiry Date	Supplier of Veterinary Medicine	Additional Information (optional)
<i>Nov-14</i>	<i>Anytown Veterinary Clinic</i>	

* e.g. costs for benchmarking

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Use of Veterinary Medicines

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1	2	3	4	5
Name of Veterinary Medicine	Batch Number	Individual Animal ID or Group treated	Total Quantity Used	Date Of Use (dd/mm/yr)
<i>e.g. Wormzan</i>	<i>1236/4L</i>	<i>14 store cattle</i>	<i>280ml</i>	<i>01/10/14</i>



6		7			8	9
Date Treatment Finished* (dd/mm/yr)	Withdrawal Period (No. of days or date ends)			Name of Person Administering Medicine	Reason for Use (Optional)	
	Meat	Milk	Other			
02/10/14	35 days			J Bloggs	Worming	

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Name of Veterinary Medicine	Batch Number	Individual Animal ID or Group treated	Total Quantity Used	Date Of Use (dd/mm/yr)
<i>e.g. Wormzan</i>	<i>1236/4L</i>	<i>14 store cattle</i>	<i>280ml</i>	<i>01/10/14</i>



6	7			8	9
Date Treatment Finished* (dd/mm/yr)	Withdrawal Period (No. of days or date ends)			Name of Person Administering Medicine	Reason for Use (Optional)
	Meat	Milk	Other		
02/10/14	35 days			J Bloggs	Worming

* NB. Date Treatment Finished only applicable if different to Column 5

Use of Veterinary Medicines

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Use of Veterinary Medicines



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Date Treatment Finished* (dd/mm/yr)	Withdrawal Period (No. of days or date ends)			Name of Person Administering Medicine	Reason for Use (Optional)
	Meat	Milk	Other		
02/10/14	35 days			J Bloggs	Worming

* NB. Date Treatment Finished only applicable if different to Column 5

Disposal of Veterinary Medicine Records

All disposal of Prescription Only Medicine, vaccines, anaesthetic, worm treatments and dog/cat treatments must be recorded



1	2	3
Date of Disposal of Veterinary Medicine	Total Quantity Disposed of all waste medicines combined	Method and Place of Disposal
<i>01/02/14</i>	<i>900 ml*</i>	<i>Taken to my vet in Omagh</i>

*Please record the estimated total quantity of the liquid contained in the used medicine container at time of disposal.

Additional Notes

Issued to participants of the Northern Ireland
Beef and Lamb Farm Quality Assurance Scheme by

LMC

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