Veterinary Medicines Directorate

Veterinary Practice Premises Inspection Report

Practice Name	**Ham Veterinary Surgery**
Practice Premises Address:	**9 Upper Ham Road Ham RICHMOND Surrey TW10 5LD**
RCVS Premises No:	**7030533**
VMD Premises No:	**2029948**
Report No:	**56I230418**
Inspected by:	[redacted]
Date:	**23rd April 2018**

The Veterinary Medicines Regulations 2013 & the Misuse of Drugs Regulations 2001

This report details the findings of the practice's compliance with the above regulations when they were inspected on the date shown above. Inspection criteria shown in bold type are legal requirements; those in normal type are guidance and/or good practice.

Further guidance is provided in the VMD section of GOV.UK under *Retail of Veterinary Medicines* https://www.gov.uk/retail-of-veterinary-medicines and *Controlled Drugs: Veterinary Medicines* https://www.gov.uk/controlled-drugs-veterinary-medicines

INSPECTION SUMMARY

The deficiencies noted at this inspection are summarised below. Deficiencies noted at the last inspection that have not been corrected are considered a 'next level' deficiency.

Section ref:	Noted at previous inspection Y/N	Corrective action	Deficiency type Other (O); Major (M); Critical (Cr); Good Practice Recommendation (R)
3c	N	Ambient temperature monitoring is OK but you should be able to demonstrate that you are transporting vaccines over from Kingston at the appropriate temperatures.	R
6e	N	When using non-authorised packaging ensure you provide enough information to use the drug safely, including the expiry date of the product.	O
6v	N	Ensure cascade products are labelled with all of the information in Annex C.	R
7c	N	You should keep a record of medicines you've disposed of or transferred to another premises. This will help stock reconciliation when it is time to carry out the audit.	R

Action required:
Take the required corrective action. This will be reviewed at the next inspection.

RISK-RATING AND INSPECTION INTERVAL

Inspection Findings	Compliance Rating	Maximum Inspection Interval (Months)	Notes
0 Critical 0 Major 1 Other 3 Rec	Good	48	None

DOCUMENTS OR SAMPLES TAKEN BY THE INSPECTOR

None.

CONCLUSION OF MEETING

Closing meeting with company attended by:
[redacted]

Overall conclusion:
The practice generally appears to be in compliance with the requirements of the Veterinary Medicines Regulations 2013 and the Misuse of Drugs Regulations 2001.

Please contact me if you require any further information or clarification of any point.

INSPECTOR'S NAME, SIGNATURE AND DATE

Inspector: [redacted] Signed:

Date: 4th May 2018

1. GENERAL ADMINISTRATION

Additional details of premises inspected:		Correspondence Address (if different)
Tel. No.	0208 547 9981	
Mobile No.	-	
Contact Email:	reception@acornvet.plus.com and [redacted]	
Finance Email:	As above	
Website:		
Contact person:	[redacted]	

Personnel met during the inspection

Name:	Position:	Qualification/ No:
[redacted]	[redacted]	

Inspection Type:

1st VPP ☐ Scheduled ☑ Follow Up ☐ Targeted ☐ Other ☐

VPP Premises Type:

Mixed Practice ☐ Livestock ☐ Companion Animal ☑ Equine ☐ Avian/ Other ☐

Product Range stored/supplied:

CD	POM-V	POM –VPS	NFA -VPS	Biol	AVM-GSL	SAES	Homeopathic Remedies	Premix	Cascade Products
☐	☑	☑	☑	☑	☐	☐	☐	☐	☑

Registration requirements in accordance with VMR 2013

	YES	NO	N/A
Are veterinary surgeons listed on the current RCVS Register?	☑	☐	☐
Are SQPs listed on the current AMTRA Register?	☐	☐	☑

Brief description of business:

1 person (vet – [redacted]) practice. Companion animals only but no surgeries carried out and very few meds stored. Set up as a service for clients living locally, predominantly for straight forward checks ups.

Medicines are obtained from NVS or from the Kingston practice, Silvermere deal with medicinal waste disposal (via Kingston practice) and North Surrey Vet Emergencies covers the out of hours care.

Storage facilities / Dispensary	Cupboards in the consult room
Refrigerated storage	None, if vaccines are needed then they are brought over from Kingston in a cool box.
Controlled Drugs store	None
Vehicles	No
Other	N/A
Details of other associated premises or websites	Kingston Vets is the main practice (2025655)
Details of computer system in place for medicines' recording	Paper cards for clients seen here, but if a vaccine is given then this would also be added to a client record on Rx Works at Kingston. That way a reminder can be sent out when the booster is due.

INSPECTION FINDINGS

	Complies	Recommendation	Other/Minor	Major	Critical	Not Applicable
2. PREMISES	**C**	**R**	**O**	**M**	**Cr**	**N/A**
a) Permanent building, secure from unauthorised access, free from pests/vermin?	☑	☐	☐	☐	☐	☐
b) VMPs stored apart from food/drink and toilet/washing areas	☑	☐	☐	☐	☐	☐
c) Details of other sites, including vehicles & mobile units, linked to the Practice from which VMPs supplied, maintained and available?	☐	☐	☐	☐	☐	☑

Comments
The premises are locked and secure. Medicines are stored separately from food and drink.

3. STORAGE OF VMPs	C	R	O	M	Cr	N/A
a) VMPs stored securely in a clean, dry, tidy location, protected from light and temperature extremes, in accordance with manufacturers' recommendations (SPCs)?	☑	☐	☐	☐	☐	☐
b) VMP storage areas not accessible to general public (or pets) & no self-service?	☑	☐	☐	☐	☐	☐
c) Appropriate monitoring & recording of min/max temperatures of VMPs' storage areas (including vehicles), particularly 'temperature-sensitive' products?	☐	☑	☐	☐	☐	☐

Comments
All storage areas seen were in a clean and tidy condition.

Temperature monitoring and recording
There was appropriate temperature monitoring and recording in all ambient storage areas. It's done once a month and all seen were below 25ºC. No cold chain recording is carried out. That is something to look at as you should be able to demonstrate that vaccines being transported here from the main practice are being stored at the correct range prior to being administered. The BSAVA Guide to Veterinary Medicines is a useful source of information: https://www.bsava.com/Resources/Veterinary-resources/Medicines-Guide/Storage-and-dispensary-management

All areas where medicines are stored should be subject to appropriate temperature monitoring and recording. Digital max/min thermometers (or dataloggers) are recommended for refrigerated areas (including the vaccine chiller). These should be recorded once a day and the max/min reset. This will give complete temperature coverage since the last reading/reset. If using a datalogger then these should be checked daily and the readings downloaded weekly and reviewed. Weekly recording is appropriate for stable, ambient temperature storage areas and this frequency should be reviewed as necessary.

Any anomalous readings should have the reasons and corrective actions recorded against them.

If vaccines or other cold chain products are transported on the vehicle, measures must be taken to ensure that they are transported at the correct storage temperatures (e.g. the use of an in-car fridge or insulated cool boxes). The effectiveness of such measures should be demonstrated.

4. STORAGE AND SUPPLY OF CONTROLLED DRUGS (CDs)	C	R	O	M	Cr	N/A
a) Sch 2 CDs (and relevant sch 3 CDs) kept in secure, lockable, immovable receptacle only accessible to veterinary surgeon/authorised persons?	☐	☐	☐	☐	☐	☑
b) Written SOP for control of CDs?	☐	☐	☐	☐	☐	☑
c) Appropriate arrangements in place for secure storage of relevant CDs carried on vehicles?	☐	☐	☐	☐	☐	☑
d) Sch 2 CD Register kept in accordance with Misuse of Drugs Act 1971 and Misuse of Drugs Regulations 2001 (Register for each location inc vehicles)?	☐	☐	☐	☐	☐	☑
e) If CD Register is computerised, is it secure from unauthorised access and incapable of being amended?	☐	☐	☐	☐	☐	☑
f) Running balance kept for Sch 2 and Ketamine; weekly stock check carried out?	☐	☐	☐	☐	☐	☑
g) Written prescriptions for Sch 2 and 3 CDs dated & signed (by hand) by person issuing it?	☐	☐	☐	☐	☐	☑
h) Sch 2 & 3 CDs supplied against another veterinary surgeon's prescription? (If so, MDR requirements complied with? - prescriber's (UK) address verified; copy of the prescription retained and date of supply marked on it; proof of ID requested from person collecting the CD; signature from person named on prescription required at delivery; supply recorded in the Register?)	☐	☐	☐	☐	☐	☑
i) CDs ordered from supplier using mandatory requisition order personally signed by veterinary surgeon (and copy retained)**?**	☐	☐	☐	☐	☐	☑

Comments:

Secure storage
No CDs are currently stocked or supplied. If such products are stocked and supplied in the future most Schedule 2 CDs (except Somulose) and certain Schedule 3 CDs (e.g. those containing buprenorphine) must be stored in a locked CD cabinet that is securely affixed to the premises, with access to the cabinet restricted to authorised people only.

5. DISPOSAL PROCEDURES

		C	R	O	M	Cr	N/A
a)	Effective stock control carried out to remove, quarantine and ultimately dispose of out-of-date, unusable and unsaleable products?	☑	☐	☐	☐	☐	☐
b)	Appropriate procedures in place to deal with spillages and leakages?	☑	☐	☐	☐	☐	☐
c)	**Appropriate procedure in place for witnessed destruction of Schedule 2 CDs?**	☐	☐	☐	☐	☐	☑
d)	**Separate record of client returned Schedule 2 CDs and procedure for destruction?**	☐	☐	☐	☐	☐	☑
e)	**Special handling and disposal measures in place, where required** e.g. for cytotoxic VMPs**?**	☑	☐	☐	☐	☐	☐

Comments:

Other products requiring special handling and disposal
Cytotoxic, cytostatic and some hormonal VMPs require special handling and disposal, and procedures should be put in place to ensure this occurs. Products which require special handling and disposal include:

- Cancer chemotherapeutics – which include products such as vincristine, pharmarubicin, methotrexate, and all similar classes of tumour toxic medicines.
- Antiviral medicines – including aciclovir (Zovirax) ophthalmic ointment
- Ciclosporin medicines in any form
- Certain hormonal preparations: including prostaglandins and androgens (e.g. Tardak, Alizin).

If you need to dispose of these products then you must ensure it is carried out in the correct way. Information can be found from your waste management contractor or at:
https://www.bsava.com/Resources/Veterinary-resources/Medicines-Guide/Medicine-waste-disposal

6. SUPPLY PROCEDURES

a) General	C	R	O	M	Cr	N/A
a) No supply of out of date medicines or VMPs past their broached use-by date?	☑	☐	☐	☐	☐	☐
b) Only the minimum quantity of VMPs required for treatment, prescribed and supplied?	☑	☐	☐	☐	☐	☐
c) All VMPs supplied in authorised packaging or other suitable container?	☑	☐	☐	☐	☐	☐
d) VMPs supplied in authorised packaging have clearly visible information and no alterations?	☑	☐	☐	☐	☐	☐
e) VMPs supplied in containers other than authorised packaging are suitably labelled and sufficient written information supplied?	☐	☐	☑	☐	☐	☐
f) VMPs only supplied for authorised use or under cascade?	☑	☐	☐	☐	☐	☐
g) System in place to ensure in-use shelf life is not exceeded?	☑	☐	☐	☐	☐	☐
h) Horse medicines' supplied in accordance with VMR (and horse passport legislation)**?**	☐	☐	☐	☐	☐	☑

Comments:

Broach dates
Broach or 'use by' dates were marked on all products seen that have a usage period after the first dose is withdrawn.

Products whose SPC state a 'use by' date once broached, must be labelled with the opening dates, or use-by dates, when opened. Once the use by date has passed, it is an offence to supply (which includes administer) those products.

Dispensing in non-original containers
Generally products are dispensed in their original packaging. If a veterinary medicine is supplied in a different container then the person supplying it must label the container appropriately and supply sufficient written information to enable the product to be used safely. Currently an expiry date is not included when a package is split up. In future an expiry date must be added to the label for the client.

Dispensing labels
Dispensing labels must be placed on authorised packaging in such a way as not to obscure the relevant information on the packaging, particularly on bottles.

BSAVA Client Information Leaflets
Members of the BSAVA have access to Client Information Leaflets that provide information on medications prescribed in accordance with the veterinary cascade to help solve the problem of clients forgetting what they are told by their vet during a consultation. In addition to a basic introduction to the prescribing cascade, each of the BSAVA client information leaflets provide a reference for owners and explains exactly what the drug does, as well as detailing the potential

side effects that may arise. They also contain a space for practices to add their own details before distributing them to clients. BSAVA members can download these leaflets from the Practice Resources section of the BSAVA website at:

https://www.bsava.com/Resources/Veterinary-resources

b) Supply of POM-V, POM-VPS and NFA-VPS medicines	C	R	O	M	Cr	N/A
i) For POM-V medicines, animals supplied are under the care of the veterinary surgeon and clinical assessments are carried out?	☑	☐	☐	☐	☐	☐
j) For POM-V, veterinary surgeon prescribes and supplies the product and authorises each transaction individually?	☑	☐	☐	☐	☐	☐
k) For POM-VPS, veterinary surgeon or SQP prescribes and supplies medicines, and authorises each transaction individually?	☑	☐	☐	☐	☐	☐
l) For NFA-VPS medicines, veterinary surgeon or SQP supplies medicines, and authorises each transaction individually?	☑	☐	☐	☐	☐	☐
m) SQP only prescribes/supplies VPS medicines for which the SQP is qualified?	☐	☐	☐	☐	☐	☑
n) Checks made by veterinary surgeon or SQP that user is competent and will use VMP for an authorised use?	☑	☐	☐	☐	☐	☐
o) Veterinary surgeon or SQP advises on safe administration of the VMP and warnings and contra-indications?	☑	☐	☐	☐	☐	☐
p) Person handing over VMP after authorisation by veterinary surgeon or SQP is competent to do so?	☑	☐	☐	☐	☐	☐
q) When prescribing for food producing animals, veterinary surgeon or SQP takes into account advice given by SCOPS, COWS and RUMA?	☐	☐	☐	☐	☐	☑
r) Written procedure in place for authorising transactions, including action when no veterinary surgeon/SQP present?	☐	☐	☐	☐	☐	☑
s) Sheep dips appropriately supplied	☐	☐	☐	☐	☐	☑

Comments:
Good client records are kept and this was demonstrated by the records seen for [redacted] (Persian Black) and [redacted] (Labrador). [redacted] was seen on 14/10/14 and given metronidazole and synulox 50mg, good notes kept on the paper card. [redacted] was seen for bilateral conjunctivitis on 30/06/17 and given a double dose of Isathal and 0.5ml Dexafort.

Authorisation to dispense NFA-VPS medicines
The vet is the only person ever working from this practice so all medicines are authorised by him.

c) Supply of products under the cascade	C	R	O	M	Cr	N/A
t) Evidence that cascade procedure being followed correctly?	☑	☐	☐	☐	☐	☐
u) Relevant import certificates available (SICs/STCs)?	☐	☐	☐	☐	☐	☑
v) Cascade products supplied are labelled correctly?	☐	☑	☐	☐	☐	☐

Comments:

Use of human medicines
All use of human medicines instead of an authorised veterinary medicine must comply with the prescribing cascade. EU and UK legislation on the cascade does not allow the cost of the medicine to be taken into account when deciding which medicine to use. For example, it is not permissible to use a human medicine because it is cheaper. Any use of a human medicine instead of the authorised veterinary medicine has to be justified by the veterinary surgeon on clinical grounds alone. The VMD recommends the reason for such use is detailed on the client's clinical notes.

Further guidance on the cascade is provided in *The Cascade: prescribing unauthorised medicines* https://www.gov.uk/the-cascade-prescribing-unauthorised-medicines

Labelling of products prescribed under the 'Cascade'
Generally cascade medicines wouldn't be dispensed from here. If they are then you must ensure they are labelled with all the information included in Annex C. The requirements include the species of the animal and the name of the prescribing veterinary surgeon.

7. RECORDS	C	R	O	M	Cr	N/A
a) Appropriate records of receipt and/or supply for all POM VMPs retained for 5 years (including batch numbers)?	☐	☐	☐	☐	☐	☐
b) **Sheep dip "Certificate of Competence" numbers recorded and retained for 3 years**?	☐	☐	☐	☐	☐	☑
c) Records kept of VMPs disposed of or transferred to other premises?	☐	☑	☐	☐	☐	☐
d) Details of VMPs administered by a veterinary surgeon to food-producing animals entered in the livestock keeper's records, or provided to the keeper to enter?	☐	☐	☐	☐	☐	☑
e) Appropriate records kept of VMPs administered by a veterinary surgeon to food-producing animals under the cascade?	☐	☐	☐	☐	☐	☑

Comments:

Prescription medicines administered to companion animals

Full details of prescription medicines supplied for, or administered to, companion animals are recorded in full as set out in section 6. Batch reports are received from NVS. The record seen included pack of 80 Antirobe Capsules 25mg batch B171602 exp 05/20 received on 06/02/18 and 1 tube of Isaderm Gel 15g batch 99395 exp 08/20 received on 16/02/18.

Batch numbers for prescription medicines for companion animals must be recorded at least at intake or when the batch is first started (including the date arrived or date started). These records must be kept for 5 years.

Disposal records
The VMD recommends that practices keep a record of medicines disposed of or transferred to other premises to aid stock reconciliation.

8. WRITTEN PRESCRIPTIONS

		C	R	O	M	Cr	N/A
a)	**Written prescriptions for POM-V & POM-VPS medicines contain all information required under the VMR?**	☑	☐	☐	☐	☐	☐
b)	**Prescription for CD signed by the veterinary surgeon issuing it?**	☐	☐	☐	☐	☐	☑
c)	**Written prescriptions for non-CDs valid for up to 6 months (CDs only 28 days)?**	☑	☐	☐	☐	☐	☐
d)	**If repeatable, written prescriptions specify number of repeats** (if not repeatable, prescription states that)**?**	☑	☐	☐	☐	☐	☐
e)	**If VMPs supplied against a prescription from another RQP, copies of the prescription retained for 5 years?**	☐	☐	☐	☐	☐	☑

Comments:
Prescriptions wouldn't generally be done from here, they would be done from the Kingston practice. But the template seen covered the sections required by the Regulations.

A written prescription must only be dispensed once, unless the prescription states that it may be repeated. If a written prescription is repeatable, it must specify the number of times the VMP may be supplied. If the prescription is only for a single supply then it is recommended that the prescription clearly states 'not to be repeated' or, if the prescription has a section for 'number of repeats', that that section is crossed out. It is also recommended that copies of written prescriptions are retained on file in case of query.

Repeat prescriptions are allowed for all VMPs, including CDs, however all repeats must be dispensed while the prescription is valid i.e. within 6 months or, in the case of CDs in Schedules 2-4, within 28 days.

The prescribing veterinary surgeon's RCVS number must be included on prescriptions for Schedule 2 and 3 CDs.

The requirements for written prescriptions are set out in Annex B.

9. AUDIT

		C	R	O	M	Cr	N/A
a)	**Annual audits carried out and records of audits available** (particularly Schedule 2 CDs and Ketamine)**?**	☑	☐	☐	☐	☐	☐
b)	**POM traceability can be demonstrated?**	☑	☐	☐	☐	☐	☐

Comments:
Audits are carried out as part of the Kingston Vet practice audit and this will be reviewed at that inspection, which is now due and will be arranged shortly.

The VMR requires anyone retailing POM-V and POM-VPS medicines to carry out an annual stock reconciliation of those medicines i.e. VMPs acquired to be added to opening stocks and reconciled with medicines supplied and closing stock. Any discrepancies must be noted (Please see *Record keeping requirements for veterinary medicines* https://www.gov.uk/record-keeping-requirements-for-veterinary-medicines

The VMD recognises that some retailers will find this extremely difficult unless they have a full stock control programme on their computer. Retailers who can't fully comply must carry out the audit requirements as far as they can and take measures to rectify this as soon as they can.

In this instance the retailer must be able to carry out the following:

- record the details of all incoming POM-V and POM-VPS medicines, including the quantity and their batch numbers
- record all supplies of POM-V and POM-VPS medicines (which includes those administered by vets), including their quantities and batch numbers (for non-food producing animals the requirement is to record the batch details when the product is first received or first used)
- a physical stock check of all POM products at least once a year (and keep a record of it available for inspection)
- maintain a running balance for Schedule 2 CDs in their CD registers.

10. IN-FEED VMPs (PREMIXES) & FEEDINGSTUFFS

		C	R	O	M	Cr	N/A
a)	**Authorised premixes only supplied to appropriately approved feed manufacturers?**	☐	☐	☐	☐	☐	☑
b)	**Premixes only supplied to on-farm feed manufacturers in accordance with MFS prescription?**	☐	☐	☐	☐	☐	☑
c)	**No supply of premixes for top-dressing (unless MA permits such usage or supplied under the cascade)?**	☐	☐	☐	☐	☐	☑
d)	**MFS prescriptions issued contain all information required under the VMR?**	☐	☐	☐	☐	☐	☑
e)	**If supplying premixtures and/or medicated feedingstuffs, Category 8 Distributor approval held?**	☐	☐	☐	☐	☐	☑

Comments:
No in-feed premixes are stocked or supplied.

11. WHOLESALE SUPPLY

		C	R	O	M	Cr	N/A
a)	**If wholesaling VMPs, appropriate wholesale dealer's authorisation (WDA) held?**	☐	☐	☐	☐	☐	☑
b)	**VMPs supplied to other retailers in an emergency under the exemption from requirement to hold a WDA?**	☐	☐	☐	☐	☐	☑

Comments:
No wholesale dealing occurs from this practice, but the practice is aware that emergency supplies can occur.

12. ADVERTISING

		C	R	O	M	Cr	N/A
a)	**Advertising requirements are complied with (POMs, human products & specials)?**	☑	☐	☐	☐	☐	☐

Comments:
No advertising of medicines is carried out at this premises.

13. OTHER

		YES	NO	N/A
a)	Veterinary surgeons and SQPs aware of adverse events reporting procedure?	☑	☐	☐
b)	Veterinary surgeons and SQPs aware of Product Information Database?	☐	☑	☐
c)	Extemporaneous preparations manufactured/supplied under the cascade?	☐	☑	☐
d)	Project Licence held under the Animals (Scientific Procedures) Act?	☐	☑	☐
e)	AMR protocol in place?	☐	☑	☐
f)	Specials, AVAs, ESCs supplied?	☐	☑	☐

Comments:
Adverse Events (reactions) can now be reported online in the VMD's section of www.gov.uk

Adverse Events include suspected lack of expected efficacy (SLEE), and observation of stated contra-indications.

VMD is monitoring reports of adverse events following microchipping of companion animals. Adverse events such as implantation reactions, microchip migration and microchip failure can be reported online at https://www.vmd.defra.gov.uk/adversereactionreporting/

The VMD recommends that practices have a protocol to help prevent the development of antimicrobial resistance. Information on combating antimicrobial resistance can be found on the BVA and BSAVA websites:

- http://www.bva.co.uk/News-campaigns-and-policy/Newsroom/News-releases/Measures-to-tackle-antimicrobial-resistance-must-be-science-based-says-BVA/
-
- https://www.bsava.com/Resources/Veterinary-resources/PROTECT

The Product Information Database can be found at:
https://www.gov.uk/check-animal-medicine-licensed

Annex A Requirements for a CD Register

1. Any person who receives, obtains or supplies a veterinary medicinal product containing a controlled drug specified in Schedule 2 must maintain a Controlled Drug Register. This is in addition to the existing record keeping requirements detailed in: https://www.gov.uk/record-keeping-requirements-for-veterinary-medicines

   The Register must:

   - be either a bound book (which does not include any form of loose leaf register or card index), or it can be computerised, provided the entries cannot be amended.
   - be separated into each class of drug
   - have a separate page for each strength and form of that drug, with this recorded at the top of each page
   - have the entries in chronological order and made on the day of the transaction or if not reasonably practicable, the next day
   - have the entries made in ink or in a computerised form in which every entry is capable of being audited
   - not have cancellations, obliterations or alterations. Corrections must be made by a signed and dated entry in the margin or at the bottom of the page
   - be kept at the premises to which it relates and be available for inspection at any time. A separate register must be kept for each set of premises
   - not be used for any other purpose
   - be kept for a minimum of two years after the date of the last entry.

2. For each **controlled drug purchased** the following details must be recorded in the Register:
   - the date on which the controlled drug was received
   - the name and address of the supplier, e.g. wholesaler, pharmacy
   - the quantity received.

3. For each **controlled drug supplied** the following details must be recorded in the Register:
   - the date on which the supply was made
   - name and address of the person or firm supplied
   - the quantity supplied
   - the identity of the person collecting a Schedule 2 controlled drug and if a healthcare professional their name and address
   - was proof of identity requested (Yes/No) - Schedule 2 only
   - was proof of identity provided (Yes/No) - Schedule 2 only

Annex B Written Prescriptions

1. A written prescription must include—
   (a) the name, address and telephone number of the person prescribing the product;
   (b) the qualifications enabling the person to prescribe the product;
   (c) the name and address of the owner or keeper;
   (d) the identification (**including the species**) of the animal or group of animals to be treated;
   (e) the premises at which the animals are kept if this is different from the address of the owner or keeper;
   (f) the date of the prescription;
   (g) the signature or other authentication of the person prescribing the product;
   (h) the name and amount of the product prescribed;
   (i) the dosage and administration instructions;
   (j) any necessary warnings;
   (k) the withdrawal period if relevant; and
   (l) if it is prescribed under the cascade, a statement to that effect.

2. A written prescription for a controlled drug as specified in the Misuse of Drugs Regulations 2001 is valid for 28 days.

3. A written prescription for any other drug is valid for six months or such shorter period as may be specified in the prescription.

If the prescription is repeatable it must specify the number of times the veterinary medicinal product may be supplied.

Prescriber's may also want to include the following on their prescriptions:

It is an offence for anyone to present a prescription that has not been issued by a veterinary surgeon or to alter a prescription without the authority of the prescribing veterinary surgeon.

You may only buy these prescribed medicines from another veterinary practice or a pharmacy. If you buy them online, we recommend that you use a Veterinary Medicines Directorate (VMD) accredited internet retailer. VMD accredited internet retailers will display this logo containing their unique accreditation number on their website. Clicking on the logo will confirm their accreditation details. For a list of accredited internet retailers please search for '*buying animal medicines online*' on the GOV.UK website: www.gov.uk

Annex C Supply of veterinary medicinal products for use under the cascade

1. A veterinary medicinal product supplied for administration under the cascade may only be supplied in accordance with a prescription from a veterinary surgeon.

2. Unless the veterinary surgeon who prescribed the veterinary medicinal product both supplies the product and administers it to the animal in person, the person supplying it must label it (or ensure that it is labelled) with at least the following information—

   (a) the name and address of the pharmacy, veterinary surgery or approved premises supplying the veterinary medicinal product;

   (b) **the name of the veterinary surgeon who has prescribed the product;**

   (c) the name and address of the animal owner;

   (d) the identification (**including the species**) of the animal or group of animals;

   (e) the date of supply;

   (f) the expiry date of the product, if applicable;

   (g) the name or description of the product, which should include at least the name and quantity of active ingredients;

   (h) dosage and administration instructions;

   (i) any special storage precautions;

   (j) any necessary warnings for the user, target species, administration or disposal of the product;

   (k) **the withdrawal period, if relevant**; and

   (l) the words “Keep out of reach of children” and “For animal treatment only”.

Annex D Food-producing animals: records of administration by a veterinary surgeon

A veterinary surgeon who administers a veterinary medicinal product to a food-producing animal must either enter the following information personally in the keeper's records or give it to the keeper in writing (in which case the keeper must enter the following into those records)—

(a) the name of the veterinary surgeon;

(b) the name of the product and the batch number;

(c) the date of administration of the product;

(d) the amount of product administered;

(e) the identification of the animals treated; and

(f) the withdrawal period.

Records of products administered to a food-producing animal under the cascade

A veterinary surgeon administering a veterinary medicinal product to food-producing animals under the cascade, or permitting another person to administer it under that veterinary surgeon's responsibility, must, as soon as is reasonably practicable, record—

(a) the date of examination of the animals;

(b) the name and address of the owner;

(c) the identification and number of animals treated;

(d) the result of the veterinary surgeon's clinical assessment;

(e) the trade name of the product if there is one;

(f) the manufacturer's batch number shown on the product if there is one;

(g) the name and quantity of the active substances;

(h) the doses administered or supplied;

(i) the duration of treatment; and

(j) the withdrawal period,

and must keep the record for at least five years.

Annex E Recording requirements for Horses and other Equidae

In accordance with the Horse Passports Regulations 2009, there are requirements to record vaccines administered by veterinarians in all horse passports and for any Essential Substances administered to food-producing horses to be recorded in the passport. Recording in the passport of medicines administered under the cascade is recommended.

In accordance with the Veterinary Medicines Regulations, the following record keeping requirements apply:

Prescription medicines (POM-V and POM-VPS)

POM-V and POM-VPS medicines retailed for both food-producing and non food-producing horses must have the following records retained by the supplier for at least five years for each incoming or outgoing transaction (including administration by a veterinarian):

- date and nature of transaction
- name of the VMP
- the batch number (except that, in the case of a product for a non food-producing animal, this need only be recorded either on the date he receives the batch or the date he starts to use it)
- quantity received or supplied
- name and address of the supplier or recipient
- if there is a written prescription, the name and address of the person who wrote the prescription and a copy of the prescription.

Products supplied under the cascade (Veterinarians only)

A veterinarian who administers or prescribes a medicinal product for a horse under the cascade must keep a record, for at least five years, of the:

- date of examination of the animal(s)
- name and address of the owner
- identification and number of animals treated
- result of the veterinarian’s clinical assessment
- trade name of the product if there is one
- manufacturer’s batch number shown on the product if there is one
- name and quantity of the active substance
- doses administered or supplied
- duration of treatment
- withdrawal period.

Annex F Prescriptions for feedingstuffs containing a veterinary medicinal product

1. A prescription for feedingstuffs containing a veterinary medicinal product must contain the following—
   (a) the name and address of the person prescribing the product;
   (b) the qualifications enabling the person to prescribe the product;
   (c) the name and address of the keeper of the animals to be treated;
   (d) the species of animal, identification and number of the animals;
   (e) the premises at which the animals are kept if this is different from the address of the keeper;
   (f) the date of the prescription;
   (g) the signature or other authentication of the person prescribing the product;
   (h) the name and amount of the product prescribed;
   (i) the dosage and administration instructions;
   (j) any necessary warnings;
   (k) the withdrawal period;
   (l) the manufacturer or the distributor of the feedingstuffs (who must be approved for the purpose);
   (m) if the validity exceeds one month, a statement that not more than 31 days' supply may be provided at any time;
   (n) the name, type and quantity of feedingstuffs to be used;
   (o) the inclusion rate of the veterinary medicinal product and the resulting inclusion rate of the active substance;
   (p) any special instructions;
   (q) the percentage of the prescribed feedingstuffs to be added to the daily ration; and
   (r) if it is prescribed under the cascade, a statement to that effect.

2. It is valid for three months or such shorter period as may be specified in the prescription.

3. It must be sufficient for only one course of treatment.

Writing the prescription

1. The person who writes the prescription must—

   (a) give a copy to the person incorporating the veterinary medicinal product into the feedingstuffs or to the distributor of the feedingstuffs;

   (b) give one copy to the keeper of the animals to be treated;

   (c) keep a copy.

2. The person must be satisfied that—

   (a) there is no undesirable interaction between the veterinary medicinal product and any feed additive used in the feedingstuffs; and

   (b) the active substance of the veterinary medicinal product is not the same as an active substance in any feed additive used in the feedingstuffs.

3. If there is no suitable veterinary medicinal product a veterinary surgeon may—

   (a) prescribe a veterinary medicinal product authorised for another species and condition, or

   (b) include more than one veterinary medicinal product for incorporation into the feedingstuff, provided that all veterinary medicinal products prescribed are authorised for inclusion in feedingstuffs.