

1. Animal management and/or welfare

Endorsement under the [Health \(Drugs and Poisons\) Regulation 1996](#) (the Regulation) is required to obtain, possess and administer Schedule 4 (restricted) medicines. Certain organisations and/or health professionals (e.g. veterinary surgeons) are legally endorsed due to their professional capacity or qualifications. The Chief Executive of the Department of Health (Chief Executive) has the power to grant an approval to other persons under section 18(1) of the Regulation if reasonably satisfied:

- there is a genuine need for the approval; and
- the person is suitable; and
- the person meets the relevant criteria.

The intent of an approval for animal management and/or welfare is to facilitate animal welfare organisations in the provision of emergency management for sick, injured or orphaned animals including:

- sedation for transport to a registered veterinary surgeon for emergency treatment on the verbal direction of the registered veterinary surgeon
- euthanasia (including sedation prior to euthanasia) on the verbal direction of the registered veterinary surgeon.

An approval may also authorise employees of Government agencies and employees/volunteers of the Royal Society for the Prevention of Cruelty to Animals – Queensland to vaccinate on the written direction (standing order) of a registered veterinary surgeon.

An approval may also authorise persons employed by State or Local Government to euthanase feral animals on the written direction (standing order) of a registered veterinary surgeon.

An approval will not enable an approval holder to directly obtain the Schedule 4 medicines from a wholesaler. Approved medicines must only be obtained by the approval holder from the Queensland registered veterinary surgeon working/volunteering for or contracted to the entity (see below for the exception for local government authorities).

1.1 Who should apply?

For the purposes of this guideline, approvals may be granted to State or Local Government employees to enable them to perform their duties in relation to animal management and/or welfare. This includes the Chief Executive Officer or equivalent of a local government authority, who may be granted approval to obtain Schedule 4 medicines and issue them to an employee of the respective local government (approval holder) to possess and administer for animal management and/or welfare purposes.

Approvals may also be granted to persons who are working/volunteering for or contracted to a recognised animal welfare organisation or statutory body currently prescribed under the *Animal Welfare Act 2001* or *Animal Care and Protection Regulation 2012* (a prescribed entity) and providing animal welfare duties for the organisation.

Consideration may also be given to other individuals working for an entity that:

- is an organisation incorporated under the *Associations Incorporation Act 1981*; and
- holds a current permit/licence from either the Department of Environment and Heritage Protection or the Department of Agriculture and Fisheries; and
- holds appropriate indemnity insurance to cover persons working/volunteering for or contracted to the organisation.

The Department of Agriculture and Fisheries or the Department of Environment and Heritage Protection may be contacted by the Chief Executive to verify if there is a genuine need (e.g. humane killing of wildlife or feral animals).

Individuals who require access to veterinary medicines for research purposes should use the [Application for an Approval to use scheduled substances for non-therapeutic purposes at a university](#). Other individuals who require access to veterinary medicines should contact the Department of Health for advice on how to apply.

1.2 Genuine need

1. A 'legitimate need' **does not** include the proposed use of approval holders in place of registered veterinary surgeons or qualified veterinary nurses for the purpose of cost-saving by an employer or not-for-profit organisation.
2. Applicants must demonstrate a genuine need for the approval (e.g. humane killing of wildlife/feral animals in an isolated area, animal ambulance driver required to sedate injured animals in order to transport for veterinary treatment).

1.3 Suitable person

1. Applicants must be suitable persons to hold an approval to possess and administer Schedule 4 medicines. In deciding whether a person is suitable to hold an approval, the Chief Executive may consider and make inquiries under section 15 of the Regulation about:
 - the person's knowledge and understanding of his/her obligations under the regulation;
 - the person's qualifications and experience;
 - the person's character and standing;
 - any previous convictions the person has under the *Health Act 1937* or the Regulation or a corresponding law;
 - whether the person engages, or has engaged, in conduct that risks, or is likely to risk, a controlled or restricted drug or a poison being used for a purpose that is unlawful under a law of a State or the Commonwealth; or
 - any other matter the Chief Executive deems necessary.
2. Qualifications relevant to the granting of an approval may include:
 - Training by a Registered Training Organisation (RTO) (<https://training.gov.au>) such as:
 - ACMACR405A – Euthanase sick, injured or unwanted pound animals;
 - relevant modules/core competencies from ACM40410 – Certificate IV in Veterinary Nursing (e.g. a combination of competencies such as ACMGAS305A – Rescue animals and apply basic first aid, ACMVET202A – Carry out daily clinic routines, ACMVET407A – Carry out medical nursing routines, ACMINF301A – Comply with infection control policies and procedures in animal work);

- completion of The Capture and Handling of Wild Animals In Australia, University of Queensland (details for this course can be obtained by contacting Neal Finch n.finch@uq.edu.au at the University of Queensland Gatton Campus);
 - or equivalent.
- If the applicant does not have any formal qualifications, then a Queensland registered veterinary surgeon working/volunteering for or contracted to the entity may choose to make an assessment of the applicant's competency based on the applicant's experience in the workplace. The veterinary surgeon must be satisfied that the applicant has skills equivalent to the RTO training competency, and must complete a statement of competency document for the applicant. The statement of competency document should only be used if there is a valid reason why the applicant cannot complete a course of training with a RTO. An example of a statement of competency document is included at Appendix 1.
 - A certified copy of qualifications or statements of competency must be provided with the application.
3. Veterinary endorsement:
- A Queensland registered veterinary surgeon working/volunteering for or contracted to the same entity as the applicant must sign the relevant section of the application form to endorse the skills and current competency of the applicant against the entity's protocol document for the administration and use of the restricted (Schedule 4) drugs requested. The endorsement verifies that the applicant has a level of competency to undertake the regulated activities at the entity named in the application in a safe and effective manner under the direction of the registered veterinary surgeon.

1.4 Criteria for approval

1. Only applications for Schedule 4 medicines will be considered. Schedule 8 (S8) controlled medicines will not be considered due to the greater public health risk and associated increased controls required for this class of scheduled medicines.
2. Applicants must have completed a training course/program conducted by a RTO or have undergone a competency assessment by the Queensland registered veterinary surgeon working/volunteering for or contracted to the entity regarding the emergency treatment, sedation and euthanasia of animals (unless the applicant is the Chief Executive Officer or equivalent of a local government agency applying to obtain the Schedule 4 medicines and issue them to another approval holder who is trained in their use).
3. A certified copy (with original signature of the authorised identifier) of the qualifications or statements of competency must accompany the application form.
4. Applications must include a protocol written or endorsed by a Queensland registered veterinary surgeon working/volunteering for or contracted to the entity. The protocol must include procedures for training and the maintenance of competency standards for relevant staff in the administration and storage of Schedule 4 medicines at the entity, and obligations around compliance with the Regulation and any conditions of the approval.
5. To ensure currency, the protocol must show evidence that it has been reviewed and endorsed by the Queensland registered veterinary surgeon within the previous three years.
6. Applicants must be endorsed by the Queensland registered veterinary surgeon working/volunteering for or contracted to the entity regarding the use of the Schedule 4 medicines that are being requested and their competence to perform the duties described in the entity's protocol.

2. How to apply for an approval

Applications under the Regulation can be made using the [animal management and/or welfare form](#) available via the Department of Health website.

A separate application must be submitted for each individual required to carry out animal management/animal welfare tasks.

An approval holder must apply for a replacement approval if it is lost, stolen or destroyed. The application should detail the grounds for the request and should be in the form of a letter to the Chief Executive.

An application for an approval may also be made for the Chief Executive Officer of a local government to obtain (on purchase order), possess and issue restricted medicines to an employee who is an approval holder to possess and administer for animal management and/or welfare purposes.

2.1 Conditions of an approval

1. Approval holders are not approved to directly obtain the Schedule 4 medicines from a wholesaler. Restricted medicines must only be obtained from the Queensland registered veterinary surgeon working/volunteering for or contracted to the entity. This does not apply to local governments where the Chief Executive Officer or equivalent may be granted approval to obtain Schedule 4 medicines and issue them to an employee of the respective local government (approval holder) to possess and administer for animal management and/or welfare.
2. Schedule 4 medicines must only be used for the purposes stated in the approval and on behalf of the entity with which the approval holder is employed/contracted/volunteering.
3. Schedule 4 medicines must be held at all times in secure locked storage. This must be at the entity's premises or in possession of the approval holder whilst they are performing their animal welfare duties (for example in a locked container in a locked vehicle). The keys to such storage must be kept in the personal possession of an approval holder or authorised person.
4. The approval holder must keep accurate records for stock control (incoming stock, daily usage and progressive balance). Records shall be kept in a bound book or computer program which ensures:
 - a separate part of the scheduled medicines register is used for each class with a heading describing the class and measurement of the scheduled substance recorded (separate page for books)
 - transactions are recorded in chronological order
 - each transaction must include the date of the transaction; from whom the scheduled medicines were obtained or the use of the scheduled medicines; quantity or volume of the scheduled medicines obtained or used; and quantity or volume of the scheduled medicines remaining in stock after the transaction.
5. Records must be checked and initialled on a monthly basis by a Queensland registered veterinary surgeon working/volunteering for or contracted to the entity.
6. The approval holder shall immediately notify the Chief Executive, Department of Health of any theft, misappropriation or loss of any Schedule 4 medicines by completing a [scheduled medicine notification form](#) available via the Department of Health website and emailing to the Department of Health (MRQ@health.qld.gov.au)
7. All records including copies of orders and invoices must be retained for a period of two years from the date of the last entry and must be made available to an Authorised Officer of Queensland Health on demand.

8. The approval holder shall only administer a Schedule 4 medicine on the verbal direction of the Queensland registered veterinary surgeon working/volunteering for or contracted to the entity and in accordance with the protocol endorsed by the veterinary surgeon.
9. Where it is not practicable for the veterinary surgeon to give a verbal direction to administer the Schedule 4 medicine (e.g. remote location), the veterinary surgeon must be contacted to review the administration of the Schedule 4 medicine within 24 hours. The approval holder must note the specifics of the review in the relevant record entry.
10. For Local Government only: Verbal direction from the veterinary surgeon is not required for the euthanasia of feral animals provided the approval holder acts in accordance with the protocol (standing order) written or endorsed by a registered veterinary surgeon.
11. For Government agencies and the Royal Society for the Prevention of Cruelty to Animals – Queensland only: Verbal direction from the veterinary surgeon is not required for vaccination provided the approval holder acts in accordance with the protocol (standing order) written or endorsed by a registered veterinary surgeon working/volunteering for or contracted to the organisation.
12. The approval holder shall not use or administer zolazepam/tiletamine (Zoletil®) unless in the company of another person who has a Department of Health approval to use or administer that scheduled medicine, or who has appropriate first aid training, or is a registered veterinary surgeon.
13. The approval holder must only use the scheduled medicines listed in the approval in accordance with their registered purpose as per the [Agricultural and Veterinary Chemicals Code Act 1994](#), unless used in accordance with an off-label permit granted by the Australian Pesticides and Veterinary Medicines Authority.
14. Approvals are granted for a maximum period of two years.
15. A new application should be made approximately one month prior to expiry. **Renewal reminder notices are not issued.**
16. A new application is required for Schedule 4 medicines additional to those listed in the approval.
17. The approval holder must notify the Department of Health via email (HARU@health.qld.gov.au) if his/her employer has a change of name during the term of the approval. If the change results in a new Australian Company Number (i.e. change in ownership) a new [application](#) is required.
18. Section 18(4) of the Regulation requires that where an approval is granted and conditions are attached to the approval, the applicant must be given a written notice that states:
 - the reasons for the condition; and
 - that the applicant may appeal against the imposition of the conditions within 28 days after the applicant receives notice of the decision, to the Queensland Civil Administration Tribunal (QCAT).

3. Responsibilities of the veterinary surgeon endorsing the applicant

A Queensland registered veterinary surgeon working/volunteering for or contracted to an entity with personnel that have been granted an approval has the following responsibilities with regard to the approval holders:

- ensuring relevant employees/contractors/volunteers (approval holders) have appropriate training in the administration and use of Schedule 4 medicines.
- ensuring relevant approval holders have appropriate training in the entity's protocols and procedures about Schedule 4 medicines.
- obtaining the Schedule 4 medicines and giving them to the approval holder.

- providing the verbal direction to approval holders to administer Schedule 4 medicines or reviewing the administration when a verbal direction is not practicable.

The registered veterinary surgeon also has the following responsibilities with regard to the entity:

- developing or endorsing the entity's protocol relating to the administration and use of Schedule 4 medicines by approval holders.
- updating the protocol or endorsing an updated protocol of the entity at least every three years.
- ensuring the entity's ongoing adherence to the protocol.
- on a monthly basis checking and initialling records kept by approval holders relating to Schedule 4 medicines.

4. Powers of inspectors

Routine inspections for compliance with the requirements of the Regulation and approval conditions are carried out from time to time by Inspectors from Queensland Health.

Inspectors may enter any place where Schedule 4 medicines are kept or are reasonably suspected of being kept. Upon entry to the place they can search, inspect, measure or photograph any part of the place or anything at the place. Inspectors may remove a thing at the place for analysis or seize a thing at the place which they believe to be evidence of an offence against the Regulation.

Inspectors can take an extract from, or a copy of, any records, books or other documents relating to Schedule 4 medicines held at the place. Inspectors may require a person at the place to give them reasonable help to exercise their powers. They may also require a person at the place to give information to assist in assessing compliance with the Regulation and approval conditions.

Contact information

General licences and approvals

Tel: 3708 5264

Email: HARU@health.qld.gov.au

www: <https://www.health.qld.gov.au/system-governance/licences>

Scheduled medicines discrepancy, loss, theft notification

Email: MRQ@health.qld.gov.au

www: <https://www.health.qld.gov.au/system-governance/licences>

Appendices

Appendix 1: Example Animal Management and/or Welfare – Statement of Competency

Appendix 1:

**EXAMPLE ANIMAL MANAGEMENT AND/OR WELFARE
STATEMENT OF COMPETENCY**

I, am a registered veterinary surgeon in the State of Queensland, and declare that the person below has achieved the following competencies in the course of their duties in the field of animal management and/or welfare.

Name of Person who has achieved competencies:

NAME: DATE of BIRTH:/...../.....

Competency	Date Achieved	Not achieved
Select suitable method of euthanasia/sedation/treatment according to size and number of animals and legislative constraints in consultation with supervisor		
Select and prepare appropriate medicines, equipment and material		
Follow safe work practices to minimise risks to animals, self and others		
Euthanase animals in a humane, rapid and appropriate manner and confirm death		
Sedate or treat animals in a humane and appropriate manner as directed by supervisor		
Dispose of animal carcass and/or biological waste not required for research or post-mortem purposes, in accordance with legislative requirements		
Decontaminate, clean and store medicines, equipment and materials or dispose of accordingly		
Access and use management systems to keep and maintain accurate records of medicines usage		

Signature of Veterinary Surgeon:

..... DATE...../...../.....

Veterinary Surgeons Board of Queensland Registration Number:

Note: These competencies have been adapted from the Evidence Guide in ACMACR405A Euthanase sick, injured or unwanted pound animals.