# City & Guilds NPTC Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines (0141-21)

Version 1.2 (September 2024)

## Qualification Handbook

# Qualification at a glance

| | |
|---|---|
| **Subject area** | Animal care and veterinary science |
| **City & Guilds number** | 0141 |
| **Age group approved** | Aged 16 or above |
| **Entry requirements** | City & Guilds does not set entry requirements for this qualification. |
| **Assessment** | Oral examination, practical examination |
| **Grading** | Pass/Fail |
| **Approvals** | Full approval |
| **Support materials** | Assessor guidance |
| **Registration and certification** | Consult the Walled Garden/Online Catalogue for last dates |

| Title and level | City & Guilds qualification number | Regulatory reference number | GLH | TQT |
|---|---|---|---|---|
| City & Guilds NPTC Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines | 0141-21 | 601/8781/5 | 12 | 15 |

| Version and date | Change detail | Section |
|---|---|---|
| 1.1 January 2017 | Topic 1.1 content updated | Unit |
| 1.2 September 2024 | Handbook updated to new template | Throughout |

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# 1 Introduction

This document tells you what you need to do to deliver the qualification.

| Area | Description |
|---|---|
| Who is the qualification for? | This qualification is ideal if you have some knowledge and basic skills in working with veterinary medicines – probably from a role where you work under supervision. |
| What does the qualification cover? | This qualification aims to provide candidates with the skills and knowledge to use veterinary medicines safely, responsibly and in accordance with current legislation. |
| What opportunities for progression are there? | Achieving this qualification can help you work in roles such as:<br>• Farm manager<br>• Farm worker (livestock)<br>• Horse groom<br>• Kennel worker<br>• Veterinary nurse. |
| Is it part of an apprenticeship framework or initiative? | No, this qualification is not part of an apprenticeship framework or initiative. |

## Structure

To achieve the City & Guilds Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines, learners must achieve:

| City & Guilds unit number | Unit title | GLH |
|---|---|---|
| **Mandatory units:** | | |
| Learners must achieve **1** mandatory unit. | | |
| 0141-228 | Safe and Responsible Use of Veterinary Medicines | 12 |

### Qualification Endorsement Certification Module numbers

The table below shows the certification module number and title to be applied during the certification process to reflect the animal group that the candidate is trained and assessed in.

| Certification module number | Certification module title |
|---|---|
| 0141-901 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Farmed livestock (cattle) |
| 0141-902 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Farmed livestock (pigs) |
| 0141-903 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Farmed livestock (sheep and goats) |
| 0141-904 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Other farmed mammals |
| 0141-905 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Companion animals (dogs and cats) |
| 0141-906 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Equine |
| 0141-907 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – British Wildlife |

| | |
|---|---|
| 0141-908 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Farmed fish and ornamentals |
| 0141-909 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Camelids |
| 0141-910 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Exotics – avian |
| 0141-911 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Exotics – reptiles and amphibians |
| 0141-912 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Exotics – mammals |
| 0141-913 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Poultry and gamebirds |
| 0141-914 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Zoological – aquatic mammals |
| 0141-915 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Zoological – chelonian and crocodilians |
| 0141-916 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Zoological – aquatic birds |
| 0141-917 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Zoological – primates |
| 0141-918 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Zoological – small mammals |
| 0141-919 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Zoological – ungulates |
| 0141-920 | Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines – Zoological – carnivorous mammals |

## Total Qualification Time (TQT)

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT comprises of the following two elements:

1) the number of hours that an awarding organisation has assigned to a qualification for guided learning
2) an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

| Title and level | GLH | TQT |
|---|---|---|
| City & Guilds NPTC Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines | 12 | 15 |

# 2 Centre requirements

## Approval

### Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Centre Approval Process: Quality Assurance Standards** for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

## Resource requirements

### Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessment.

### Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area(s) for which they are delivering training and/or have experience of providing training (this knowledge must be to the same level as the training being delivered)
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Staff assessing these qualifications must be approved Certificate of Competence City & Guilds NPTC assessors and **must be independent and cannot have been involved with the training of the candidate**.

Certificate of Competence City & Guilds NPTC assessors must meet the following requirements:

- show competence and provide evidence of industry expertise in the qualification/s they wish to assess
- hold the qualification as a candidate and have been technically evaluated as an assessor
- be up to date with their verification and relevant first aid
- demonstrate continuing technically relevant CPD

Compliance with these requirements is a pre-requisite for assessors remaining on the list of approved assessors.

### Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and quality assurance, and that it takes account of any national or legislative developments.

## Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City and Guilds Quality Assurance processes visit: the What is CASS? and Quality Assurance Standards documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

## Learner entry requirements

City & Guilds does not set entry requirements for this qualification. However, learners should provide evidence of industry experience, at the centre's discretion.

## Age restrictions

This qualification is approved for learners aged 16 or above.

## Access arrangements and reasonable adjustments

City & Guilds has considered the design of this qualification and its assessments in order to best support accessibility and inclusion for all learners. We understand however that individuals have diverse learning needs and may require reasonable adjustments to fully participate. Reasonable adjustments, such as additional time or alternative formats, may be provided to accommodate learners with disabilities and support fair access to assessment.

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

Equality legislation requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the Joint Council for Qualifications (JCQ) access arrangements and reasonable adjustments and access arrangements - when and how applications need to be made to City & Guilds. For more information documents are available on the City & Guilds website.

# 3 Delivering the qualification

## Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

## Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth.

More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

**Inclusion and diversity | City & Guilds (cityandguilds.com)**

## Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that support our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

**Our Pathway to Net Zero | City & Guilds (cityandguilds.com)**

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy, considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)

- reusing components wherever possible
- waste procedures (ensuring that waste is minimised, recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of plumbing activities wherever possible.

## Support materials

The following resources are available for this qualification:

| Description | How to access |
|---|---|
| Assessor guidance | www.nptc.org.uk |

# 4 Assessment

## Assessment of the qualification

Candidates must:

- successfully complete 1 practical assignment with oral questions.

The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

| Assessment types | | | |
|---|---|---|---|
| **Unit** | **Title** | **Assessment method** | **Where to obtain assessment materials** |
| 0141-228 | Safe and responsible use of veterinary medicines | Practical assignment with oral questions | **www.nptc.org.uk** |

## Assessment strategy

City & Guilds has written an Assessor guidance document which outlines how to conduct the practical assessment and oral questions for Unit 228.

### Safe practice

Appropriate PPE must be worn at all times.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, animals or other equipment are not endangered.

If these conditions are not observed this will result in the Candidate not meeting the required standard.

The use of modern veterinary medicines often requires the weight of animals to be treated, to be accurately known. It is therefore recommended that practical facilities where assessments are conducted have appropriate weighing facilities available. In the absence of such facilities it is imperative that the owner/keeper of the animals clearly agrees, in advance of the assessment, the following:

- The animals to be used for treatment (real or simulated) are clearly identified.
- The weights of these animals are agreed.
- The types of veterinary medicines to be used are clearly established.

**Validation of equipment**

Any item(s) of livestock and clinical equipment used for the assessment must comply with current legal and animal welfare requirements.

Additional information may be sought from the relevant manufacturer's instruction book, operators' manual, product label/database or any other Government/Government Agency publication.

**Animal welfare**

Throughout this assessment a high emphasis is placed on animal welfare, which will underpin the whole of this qualification.

# 5 Units

## Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- guided learning hours (GLH)
- assessment type
- unit aim
- pathways/endorsements
- learning outcomes, which comprise a number of assessment criteria
- range statements.

## Guidance for delivery of the units

This qualification comprises a number of **units**. A unit describes what is expected of a competent person in particular aspects of their job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

**Range** statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

# Unit 228 Safe and responsible use of veterinary medicines

| | |
|---|---|
| **Level:** | 2 |
| **GLH:** | 12 |
| **Assessment type:** | Practical assessment with oral questioning |
| **Aim:** | The purpose of this unit is for learners to administer, store and dispose of veterinary medicines competently and humanely, in accordance with the animal health plan for the safe and responsible use and storage of veterinary medicines. |
| **Pathways/ endorsements:** | Learners will need to be trained and assessed in one of the following animal group pathways:<br>• Farmed livestock (cattle)<br>• Farmed livestock (pigs)<br>• Farmed livestock (sheep and goats)<br>• Other farmed mammals (deer, rabbits, wild boar, buffalo, bison)<br>• Companion animals (dogs and cats)<br>• Equine (horses, ponies and donkeys)<br>• British Wildlife (eg badgers, hedgehogs, foxes)<br>• Farmed fish and ornamentals (eg salmon, trout, goldfish)<br>• Camelids (eg llamas, alpaca, camels)<br>• Exotics – avian (eg parrots, parakeets)<br>• Exotics – reptiles and amphibians (eg corn snake, bearded dragon, green iguana)<br>• Exotics – mammals (eg ferrets, degus, rabbits, guinea pigs, chinchillas)<br>• Poultry and gamebirds (eg pheasants, partridge, bantam chickens, pigeons)<br>• Zoological – aquatic mammals (eg otters, seals)<br>• Zoological – chelonian and crocodilians (eg caiman, radiated tortoise)<br>• Zoological – aquatic birds (eg penguins, flamingoes)<br>• Zoological – primates (eg chimpanzees, gorilla, squirrel monkeys, ring-tailed lemurs)<br>• Zoological – small mammals (eg meerkats, mongoose, porcupines)<br>• Zoological – ungulates (eg giraffe, tapirs, hippopotamus, rhinoceros, elephants)<br>• Zoological – carnivorous mammals (eg Asiatic lion, Amur tiger, polar bear) |

## Learning outcome

The learner will:

LO1 be able to state how to use veterinary medicines responsibly

## Assessment criteria

The learner can:

AC1.1 state the importance of **using veterinary medicines responsibly**
AC1.2 state the importance of **administering the recommended dose** of veterinary medicines

## Range

**Responsible use of veterinary medicines**

- Use of medicines as little as possible
- To reduce the risk of disease challenge
    - Farm/ environment management, good ventilation, access to fresh water, nutrition, hygiene, correct stocking rate etc.
    - Biosecurity
    - Farm health planning
    - Vaccination programmes
- To prevent the use of medicines as a substitute for good farm/ animal management
- Use of medicines as much as necessary
    - Diagnosis and prescription by vet eg use of antibiotics, anti-inflammatories
    - Medicines purchased from registered supplier eg veterinary practice, pharmacist, retail premises
    - The importance of using prescribed and purchased medicines correctly
    - Follow label and veterinarian instructions
    - Correct dose
    - Full course
    - Implement latest withdrawal period

**Administering recommended dosage**

- Danger to animals and/or people if the dosage is too high
- Residue levels beyond the withdrawal period if dosage is too high
- Cost implications if the dosage is too high or too low
- The impact of under/over dosing
- The impact on recovery rates
- The impact on pain reduction and prevention of incorrect doses

Responsibilities under the Veterinary Medicines Directorate Suspect Adverse Reaction Surveillance Scheme (SARSS)
Adverse reaction to veterinary medicines (including lack of efficacy).

***For farm related animal group pathways only:***
The importance of the responsible use of antibiotics and what can be done to help reduce reliance. To include:

- Antimicrobial resistance; how it arises, how it spreads and how to avoid it.
- Antibiotics should not normally be the first option and avoid routine use.

- The importance of diagnostics, biosecurity and good management in controlling disease.
- When antibiotics are likely to be ineffective, e.g. against viruses and when resistance is present.
- "Critically important" antibiotics and why their use is reserved for last-resort.

In summary - Replace, reduce, refine; reducing risk of antibiotic resistance in farm animals and the human population.

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## Learning outcome

The learner will:

LO2 be able to identify the signs of health and ill health in animals

## Assessment criteria

The learner can:

AC2.1 identify the **signs of health and ill health** in animals
AC2.2 state the **actions to be taken** if signs of ill health are found
AC2.3 state the techniques to **minimise or control the risk of contact with zoonoses**
AC2.4 state how to **prevent unnecessary suffering** of animals during treatment with veterinary medicines
AC2.5 state importance of **expiry dates**

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## Range

**Signs of health and ill health**
Condition of skin/fur/feathers/scales; clean condition of mouth/dentition/beak; condition of eyes, ears, nose/nares; condition of head, body and limbs including feet/nails/hoofs/claws; condition of genitals; colour of mucous membranes; general mood/behaviour/group interaction; gait/movement; feeding and drinking behaviour; respiration; urine/faeces – amounts and consistency.

**Actions to be taken**
Referral to health plan; liaison with manager; liaison with veterinary surgeon in line with own responsibilities

**Minimise or control risk of contact with zoonoses**
Hygiene and bio-security practices eg isolation of infected animals; use of Personal Protective Equipment (PPE); vaccination of animals and humans; avoidance of infected animals and/or their products at times of high risk; slaughter/euthanasia of infected animal(s).

**Prevent unnecessary suffering**
Correct dose rate; correct timing; correct method of application; before 'use-by'/discard date (after first use) and expiry date.

**Expiry date**
The latest recommended date for the safe use of product, provided the product has not been opened.

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## Learning outcome

The learner will:

LO3 be able to state the safe storage and transport of veterinary medicines

## Assessment criteria

The learner can:

AC3.1 state the **features of a veterinary medicines store**
AC3.2 state the **safety checks** to made during the use and storage of veterinary medicines
AC3.3 state how to **read and interpret a veterinary medicine's label**
AC3.4 state how to **transport veterinary medicine and equipment**
AC3.5 state the requirements for the **safe transportation** of veterinary medicine

## Range

**Features of a veterinary medicine store**
Separate, designated and labelled store; secure and able to contain spillages; complies with Veterinary Medicines Directorate (VMD) code of practice and RUMA guidelines; complies with recommendations on labels/data sheet; exhibits warning signs; recording systems; temperature controls, eg refrigerators; sufficient size; ability to withstand 30 minutes of fire; not located in an office, staff room or feed store; separate areas for medicines and equipment; storing minimum required amount.

**Safety checks**
Compliance with risk/Control of Substances Hazardous to Health (COSHH) assessments; compliance with manual handling regulations; veterinary medicines labelled and stored as instructed (eg powder above liquids), correctly transported, used as instructed and recorded; correct usage of PPE; proper restraint of animals; compliance with accident procedures.

**Read and interpret a label**
Active ingredient; dose rate; route of administration; expiry date and/or discard date; storage condition; safety precautions; withdrawal period; species/type of animal to be treated; trade name; contraindications and warnings; Product Authorisation number ; form of medicine ie pill, powder, liquid; batch number; Product Distribution category.

**Transport veterinary medicine and equipment**
Compliance with the animal health plan for the safe use of veterinary medicines; secure from theft; protected from damage during transit; able to contain spillages; complies with product labels/data sheets; relevant product information provided; relevant recording system; appropriate personal protective equipment (PPE) provided.

**Safe transportation**
Secure from theft; able to contain spillages; vehicle suitable for the purpose; separation from passengers, animals, feedstuffs, other equipment and unwanted veterinary medicines and equipment; stored to prevent damage during transit; protected from excessive sunlight, heat

and cold; relevant information about each product/medicine; PPE for handling and emergencies; unloaded from the vehicle and returned to store each night; hygiene.

## Learning outcome

The learner will:

LO4 be able to state how to administer veterinary medicines

## Assessment criteria

The learner can:

AC4.1 state the **responsibilities of the employee under the Health and Safety Executive (HSE) legislation** for the use of veterinary medicines
AC4.2 state the **methods of administering veterinary medicines**
AC4.3 state the consequences of **accidental contamination with veterinary medicines** and how to **minimize the risk**
AC4.4 state the **maintenance of reusable veterinary equipment**
AC4.5 detail the appropriate **codes of practice** that must be complied with
AC4.6 state the **safe and proper disposal of unwanted veterinary medicines, waste and equipment**
AC4.7 state the **actions to be taken if environment is polluted** by spillage of veterinary medicines
AC4.8 state the methods of **disposal of live animals, dead animals and animal products**

## Range

**Responsibilities of the employee**

- Maintenance of safety of self and others
- Correct use of drugs and equipment as instructed by management and manufacturer's instructions
- Requirement to report faulty equipment
- Correct use of Personal Protective Equipment (PPE)
- Maintenance of Personal Protective Equipment (PPE)
- Compliance with organizational training and instruction
- Co-operation with employer to comply with legislation

**Administering veterinary medicines**

- In feed/ water
- By injection
    - Selecting and using equipment appropriate to the animal, using shrouds, guards and safety equipment where applicable
    - Using disinfection kits where applicable
    - Intra-muscular eg iron, vaccines, antibiotics
    - Intra-venous eg rehydration, calcium
    - Intra-mammary infusion e.g. antibiotics, teat sealant
    - Subcutaneous eg magnesium, vaccines, local anaesthetic
    - Intra dermal eg vaccines
- By mouth

- Topical (eg surface treatment/pour on/eye ointment
- By inhalation
- Per vagina or rectum (eg enema/pessaries)

**Accidental contamination**

***Accidental self injection***

- Adverse reaction to active ingredients/chemicals
- Infection with bacteria/zoonoses
- Local tissue damage/puncture wounds
- Go to the doctor taking the data sheet

***Human inhalation***

- get into fresh air and follow the data sheet/package insert/label
- if any doubt go straight to the doctor taking the data sheet

***Contact with human skin/eyes or swallowed***

- wash off and follow the data sheet/package insert/label
- if any doubt go straight to the doctor taking the data sheet

**Minimise risk**

Prevention by use of needle guards; use of needle disinfection devices; prompt medical attention; reporting incidents.

**Maintenance of re-usable equipment**

Identifying faults and carrying out regular maintenance/ replacement; cleaning according to manufacturer's instructions/ data sheet; sterilizing according to manufacturer's instructions/data sheet; hygienic storage, in equipment cupboard, and following manufacturer's instructions eg in sealed containers.

**Codes of practice**

- Animal health plan
- VMD Code of Practice
- HSE Safe Use
- Animal Welfare Codes
- COSHH/risk assessment
- First aid procedures
- Veterinary surgeon instructions
- Recommended quantity
- Animal welfare eg handling and restraint
- Cleaning and maintenance of equipment as appropriate
- Maintenance of hygiene
- Maintenance of aseptic techniques
- Operator health surveillance
- Product label/data sheet
- After administration return any unused veterinary medicines to the store, and return and clean any equipment to the store
- NADIS (National Disease Awareness Scheme)
- RUMA (Responsible Use of Medicines Alliance) guidelines
- Control of Worms Sustainably (COWS)
- Sustainable Control of Parasites in Sheep (SCOPS)

**Safe disposal of medicines, waste and equipment**

***Sharps and disposable syringes***

- Stored in an appropriate container and disposal arranged with the local authority
- Arranged with a private veterinary surgeon

- Returned to supplier
- Passed to authorised agent
- Licensed waste disposal contractor

***Unwanted veterinary medicines, waste and equipment***

- Arrangements made for disposal by supplier
- Special waste transferred to appropriate authority and recorded
- Stored safely and secured prior to disposal

**Proper disposal of medicines, waste and equipment**

- Safe disposal in accordance with legislation, safety data sheet and the safe use and storage health plan
- Use of an authorised waste disposal contractor
- Returned to veterinarian
- Disposal of medicines recorded
- Avoidance of environmental pollution
- Disposal of clinical and pharmaceutical waste separately

**Actions following spillage of veterinary medicines**

- Inform appropriate environment agency, eg Environment Agency (England), Natural Resources Wales (Wales), Scottish Environment Protection Agency (Scotland)
- Inform appropriate emergency service
- Inform local authority

**Disposal of live animals, dead animals and animal products**

***Methods of emergency disposal of live animals within a withdrawal period***

- Humane slaughter and disposal as for a dead animal
- Do not send for slaughter for human consumption until the 'withdrawal' period is complied with

***Methods for the disposal of dead animals***

- Incineration, must comply with legislation to prevent pollution
- Obey planning permission rules for an incinerator
- Fallen stock disposal scheme
- Through authorised agents
- Bury with veterinary surgeon's consent

***Methods for the disposal of animal products***

- Disposed of safely with regard to self and other people
- Prevented from entering the food chain
- Agreed place/method for disposal should be established with the relevant authority

## Learning outcome

The learner will:

LO5 be able to state the requirements to keep records to comply with veterinary legislation and aid management

## Assessment criteria

The learner can:

AC5.1 state the records to **comply with veterinary legislation and to aid management**

## Range

**Compliance with veterinary legislation**

- Withdrawal period
  - ensure that consumers of meat/fish or other animal products are not affected by residues of veterinary medicines. Products that can be affected include:
    - Meat/Offal
    - Eggs
    - Milk
    - Fish
    - Wool/hide/hair
- Record of veterinary medicines' use/ animal health
- Record of operator health
- Record of other people's involvement
- COSHH/ Risk assessment
- Batch numbers

**Aid management**

- Veterinary medicines used in treating animals including batch number and the person administering
- Records as specified in the Animal Health plan
- Identification of animal(s) /batch of animals
- Duplicate list of veterinary medicines in store
- Disposal of sharps, chemical waste, unwanted medicines
- Completion of accident book
- Response to treatment
- Costs

# Appendix 1 Suggested learning resources

Veterinary Medicines Directorate-GOV.UK
**www.gov.uk/veterinary-medicines-directorate**

- Product Information Database
- Report an Adverse Event
- Veterinary Medicines Guidance

Responsible Use of Medicines in Agriculture Alliance
**www.ruma.org.uk**

- guidelines-use of antibiotics
- guidelines-use of vaccines
- guidelines-use of antiparasitics

SCOPS –Sustainable Control of Parasites in Sheep
**www.scops.org.uk**

- product leaflets
- endoparasites
- ectoparasites

COWS- cattle parasites
**www.cattleparasites.org.uk**

- best practice in the control of cattle parasites

Responsible use of animal medicines on the farm
**www.gov.uk/government/publications/responsible**

- Code of Practice for responsible use of animal medicines on farms

Nadis-National Animal Disease Information Service
**www.nadis.org.uk**

- cattle, sheep, pigs, gamebirds, poultry, camelids, goats
- parasite forecast
- disease trends
- monthly webinars

Veterinary medicines: Safe use by farmers and other animal handlers
**www.hse.gov.uk**

- steps to take to protect the health and safety of anyone who works with veterinary medicines
- compliance with Control of Substances Hazardous to Health (COSHH)

Categories of Veterinary Medicines:

- Prescription only medicine- Veterinary (POM-V),
- Prescription only medicine-Veterinary, Pharmacy and Suitably qualified person (POM-VPS),
- Non food animal- Veterinary, Pharmacy and Suitably qualified person (NFA-VPS) Authorised Veterinary Medicine-General Sales List (AVM-GSL)

# Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centre document library** on **www.cityandguilds.com** or click on the links below:

**Centre Handbook: Quality Assurance Standards**

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the centre contract.

**Centre Assessment: Quality Assurance Standards**

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre-assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre assessments.

**Access arrangements: When and how applications need to be made to City & Guilds** provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **Centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

**Useful contacts**

Please visit the **Contact us** section of the City & Guilds website.

## City & Guilds

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We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

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