Title: Vet medicine record keeping requirements

Author: Lee Grist

- [Lee] Hello, and welcome to this presentation on the record-keeping requirements for veterinary medicines. My name is Lee Grist, and I'm the head of the Distribution and Supply Chain Inspections Section at the Veterinary Medicines Directorate. The Distribution and Supply Chain Inspection Section is responsible for inspecting veterinary wholesalers, veterinary retailers, such as vet practises and SQPs, and medicated feed manufacturers and distributors. On completion of this module, participants should have a greater understanding of what information must be recorded and kept relating to the use of veterinary medicines. This will cover what the vet has to keep and also what the end user/keeper has to keep.

The rules on record-keeping for the supply or administration of veterinary medicines are primarily detailed in Part 3, Regulations 17-24 of the Veterinary Medicines Regulations 2013, more commonly known as the VMR. Schedule 3, paragraph 15 also explains the requirements for an annual audit, which must be conducted by any business that is entitled to supply veterinary medicinal products on prescription. The first section we're going to look at is the requirements for the suppliers of medicines that are going to be used in food-producing animals. Regulation 23 states that a person who supplies a POM-V or POM-VPS product must keep all records relating to the receipt or supply of that product, including the date of transaction, the name of the medicine, the batch number of the medicine, although for non-food producing animals, this can be the date of receipt of that batch or when that batch is first supplied, the quantity supplied or received, the name and address of the supplier or recipient, and if there is a written prescription, the prescriber's name and address and the copy of the prescription. This information must be kept for at least five years.

We're now going back to Regulation 18 to look at requirements for food-producing animals specifically. So a vet who administers a medicine to a food-producing animal must either enter the following information in the keeper's records or give it to the keeper in writing for them to record it: the name of the veterinary surgeon, the name of the product and the batch number, the date of administration of the product, the amount of product administered, the identification of the animals treated, and the withdrawal period that must be applied. This should include food-producing animals that may be considered by the owners as pets. A pet chicken is still a food-producing animal and must be treated as such by the vet and keeper. If a horse has not been signed out of the food-chain, or you have not been able to check the passport, then this also must be treated as a food-producing animal and the requirements of Regulation 18 apply.

Regulation 24 sets out the requirements for record-keeping for products administered to a food-producing animal under the cascade. A vet who administers a medicine to a food-producing animal under the cascade must keep a record of the date of examination of the animals, the name and address of the owner, the identification and number of animals treated, the result of the veterinary surgeon's clinical assessment, the trade name of the product, if there is one, the manufacturer's

batch number shown on the product, if there is one, the name and quantity of the active substances, the doses administered or supplied, the duration of treatment, and the withdrawal period applied. And once again, this information must be kept for at least five years.

Schedule 3, paragraph 15 of the VMR sets out the annual audit requirements. Here it states, at least once a year, every business entitled to supply prescription veterinary medicines must carry out a detailed audit. They should be able to reconcile the incoming and outgoing stocks with the stock currently held by the practise. Any discrepancies should be noted and explained. This record must be kept for five years and should be available at all times to demonstrate that it has been carried out. We now move on to the requirements for the keepers of food-producing animals.

Regulation 17 of the VMR deals with the proof of purchase of veterinary medicines. The keeper of a food-producing animal must keep proof of purchase of all veterinary medicines acquired for the animal, or, if they were not bought, documentary evidence of how they were acquired. However, please remember, Regulation 7, paragraph 5 states: no person may be in possession of a veterinary medicinal product that was supplied to that person other than in accordance with Schedule 3. So even if the medicine was not purchased, supply still must be from an approved supplier.

Regulation. 19 covers the records of acquisition and administration for food-producing animals. When the medicine is bought or otherwise acquired, the keeper must, at the time, record the name of the product and batch number, the dates of acquisition, the quantity acquired, and the name and address of the supplier. Then, at the time of administration, unless the administration is by a vet surgeon in which case the record must be in accordance with Regulation 18, the keeper must record the name of the product, the date of administration, the quantity administered, the withdrawal period, and the identification of the animals treated.

And lastly, on Regulation 19, a keeper who disposes of any or all of the veterinary medicinal product other than by treating an animal must record the date of disposal, the quantity of product involved, and how and where it was disposed of.

Regulation 20 covers the retention of records for veterinary medicines given to food-producing animals. The keeper of a food-producing animal must keep the documentation on the acquisition of a veterinary medicine and the records relating to the product for five years following the administration or disposal. This requirement is irrespective of whether or not the animal is no longer in the keeper's possession or has been slaughtered or died during that period.

Further information on the record-keeping requirements for veterinary medicines can be found on the VMD's webpages using these links.