



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

Version 1.3 (June 2025)

Qualification Handbook

Qualification at a glance

Subject area	Livestock
City & Guilds number	0141-21
Age group approved	16+
Entry requirements	City & Guilds does not set entry requirements for this qualification.
Assessment	To gain this qualification, candidates must successfully achieve the following assessments: • One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor
Grading	Pass/Fail
Approvals	Full centre approval Qualification approval
Support materials	Qualification Handbook. Assessment materials (approved assessment Centers only).
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
1.3 June 2025	Formatting changes	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 is a Non- independent Assessed qualification. 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: • Farm manager • Farm worker (livestock) • Horse groom • Kennel worker • Veterinary nurse.
Is it part of an apprenticeship framework or initiative?	No, this qualification is not part of an apprenticeship framework or initiative.

Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC.
(www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about the candidate's capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved Assessment Centre for this qualification prior to the assessment.

2 Qualification Structure

Structure

To achieve the **City & Guilds Level 2 Certificate of Competence in the Safe and Responsible Use of Veterinary Medicines (0141-21)**, learners must achieve:

City & Guilds unit number	Unit title	GLH
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Mandatory units:

Learners must achieve 1 mandatory unit.

0141-228	Safe and Responsible Use of Veterinary Medicines	12
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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 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

3 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 Standards** for further information. Please email qasupport@cityandguilds.com for further information on the approval process.

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

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

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 assessments.

Guidance for the Invigilator

The Invigilator for this qualifications E-volve examination work on behalf of the registered centre. Therefore, the relevant JCQ guidelines must be adhered to.

Assessment Guidance for the Assessor

Staff assessing these qualifications must be approved Certificate of Competence City & Guilds NPTC Assessors. They do not have to be independent, but can be, **and can have been involved with the training of the Candidate..** This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body.

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.

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness and approved Assessors will be subject to a regular visit by the Verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved Quality Consultant.

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.

Validation of Equipment

Any item(s) equipment used for the assessment must comply with current legal 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.

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and a Principal Verifier may be approached to offer independent advice.

All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, 5-6 Giltspur Street, London, EC1A 9DE, UK Access to the qualification is open to all, irrespective of gender, race, creed or special needs. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

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 & 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

Candidates must meet minimum age requirements.

Age restrictions

This qualification is approved for learners aged 16 or above.

Access arrangements and reasonable adjustments

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.

The Equality Act 2010 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 JCQ access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds for more information. Both are available on the City & Guilds website:

<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>

4 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](https://www.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](https://www.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
Candidate Handbook	www.nptc.org.uk
Assessment Pack (available only to assessors)	www.nptc.org.uk

5 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 the practical observations with oral questioning to use with this qualification; live assessment materials can be downloaded by the assessor via the Assessment Pack from the NPTC website.

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within 24 months of date of initial registration.
- Assessments should take no longer than 1.5 – 2.5 hours.
- Qualification registration is valid for two years.

6 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: • Farmed livestock (cattle) • Farmed livestock (pigs) • Farmed livestock (sheep and goats) • Other farmed mammals (deer, rabbits, wild boar, buffalo, bison) • Companion animals (dogs and cats) • Equine (horses, ponies and donkeys) • British Wildlife (eg badgers, hedgehogs, foxes) • Farmed fish and ornamentals (eg salmon, trout, goldfish) • Camelids (eg llamas, alpaca, camels) • Exotics – avian (eg parrots, parakeets) • Exotics – reptiles and amphibians (eg corn snake, bearded dragon, green iguana) • Exotics – mammals (eg ferrets, degus, rabbits, guinea pigs, chinchillas) • Poultry and gamebirds (eg pheasants, partridge, bantam chickens, pigeons) • Zoological – aquatic mammals (eg otters, seals) • Zoological – chelonian and crocodilians (eg caiman, radiated tortoise) • Zoological – aquatic birds (eg penguins, flamingos) • Zoological – primates (eg chimpanzees, gorilla, squirrel monkeys, ring-tailed lemurs) • Zoological – small mammals (eg meerkats, mongoose, porcupines) • Zoological – ungulates (eg giraffe, tapirs, hippopotamus, rhinoceros, elephants) • 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.

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**

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.

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:

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

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

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City & Guilds reviews its Qualifications on a regular basis to ensure they remain current, relevant, and meet industry and learner needs.

This Qualification Handbook however may contain references to historic information, such as former organisations, obsolete frameworks, codes or standards, or retired units and qualifications. This information is included for reference purposes only.

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